

MAHTOMEDI PUBLIC SCHOOLS ISD 832

**STUDENT AND FAMILY
HANDBOOK**

2019-20 SCHOOL YEAR



Updated: July 25, 2019

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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.

The 2019-20 school year marks an exciting time for Mahtomedi Public Schools. Our community members have spent the last year developing our district's mission, objectives, and strategies. Our strategic planning process has given us a starting point to explore what is next for our students and school community. The process has also helped us define what makes us unique and then define who we aspire to be.

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 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 for 2019-20.

In addition, students and Parents/Guardians must 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.

[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](#)

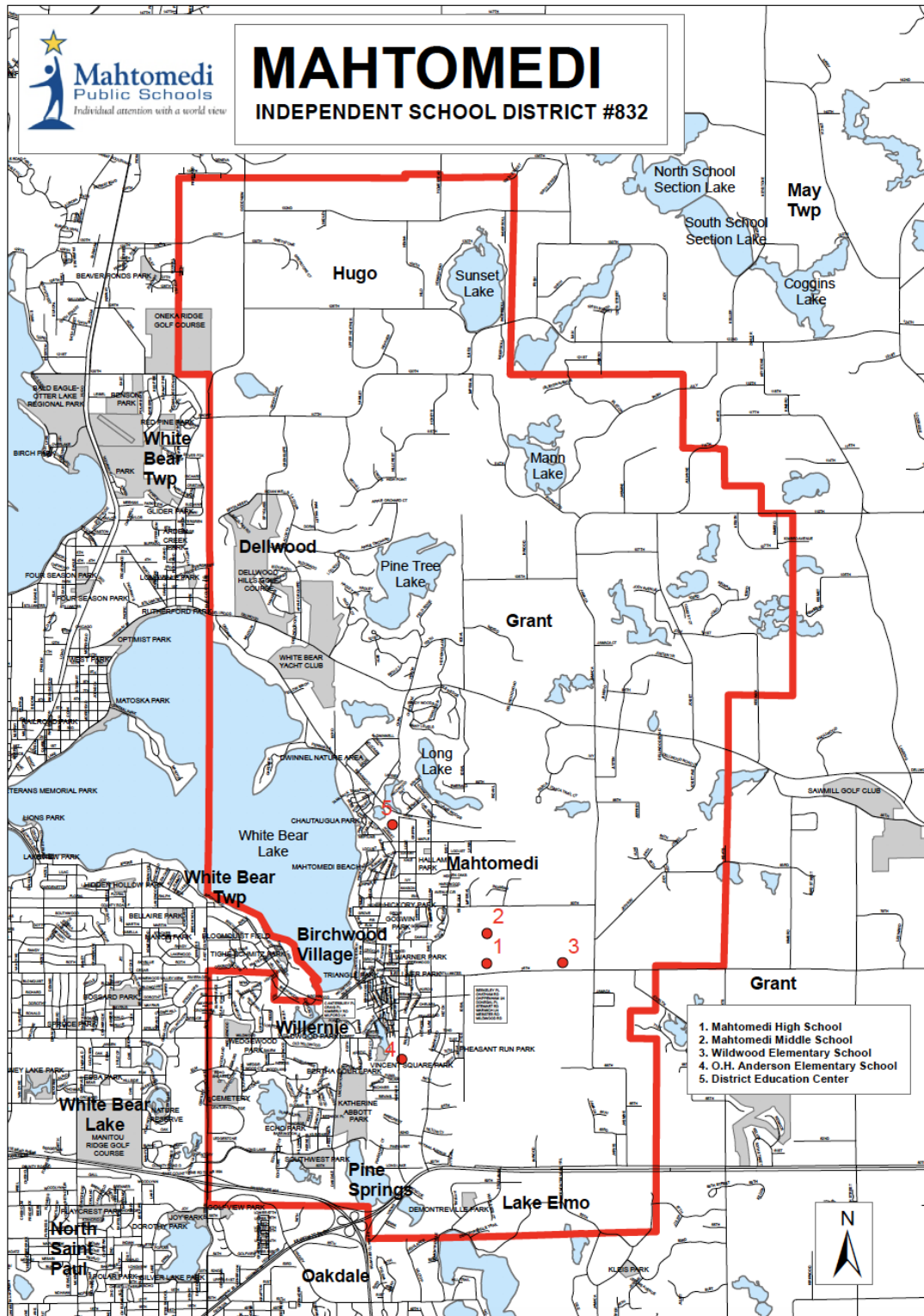
[Passages Transition Program Handbook Verification Form](#)

Mahtomedi District Map



MAHTOMEDI

INDEPENDENT SCHOOL DISTRICT #832



About the District

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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 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) and the [Mahtomedi Elementary Parent Teacher Organization](#) (PTO).

Mahtomedi Public Schools Strategic Plan

Mahtomedi's Strategic Plan was developed by a Planning Team and Action Teams. 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](#).



Dr. Lucy Payne	Chairperson	651-773-5045	lucy.payne@isd832.net
Julie McGraw	Vice Chairperson/Clerk	651-248-2253	julie.mcgraw@isd832.net
Stacey Stout	Treasurer	612-516-6560	stacey.stout@isd832.net
Mike Chevalier	Director	612-558-2941	mike.chevalier@isd832.net
Kevin Donovan	Director	651-470-1716	kevin.donovan@isd832.net
Judy Schwartz	Director	612-867-8003	judith.schwartz@isd832.net
Clare Fritsch	2019-20 Student Representative		

District Administrators 2019-20

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Barb Duffrin	Superintendent of Schools	651-407-2001	barb.duffrin@isd832.net
Lynne Viker	Assistant Superintendent of Learning	651-407-2002	lynne.viker@isd832.net
Bill Menozzi	Director of Business Services	651-407-2003	bill.menozzi@isd832.net
Tony Pierce	Director of Student Support Services	651-407-2164	tony.pierce@isd832.net
Cathy Wyland	Director of Community Education	651-407-2030	cathy.wyland@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
Mike Neubeck	Principal, Mahtomedi Middle School	651-407-2201	mike.neubeck@isd832.net
Kathe Nickleby	Principal, Mahtomedi High School	651-762-5801	kathe.nickleby@isd832.net
Su Sorenson	Assistant Principal, Mahtomedi Middle School	651-407-2233	susan.sorenson@isd832.net

Justin Hahn	Associate Principal, Mahtomedi High School	651-762-5802	justin.hahn@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

District Communication

ParentVUE

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ParentVUE is the online system in Mahtomedi Public Schools for parents to view student information and includes attendance, testing, 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 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 child 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

Starting during the 2019-20 school year, every Sunday night during the school year (once a month during the summer), Mahtomedi Public Schools will send out a weekly district eNews via email. The eNews contains information about our students (early childhood, K-12, and Passages), 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. The sign-up form is available here: <http://eepurl.com/gynSDD>

Building Communication

Every Thursday during the school year, each school building sends out a weekly district eNews via email.

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 <https://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: https://www.youtube.com/channel/UCAtx8Dc6qOIaBV4UfaW5gVQ](https://www.youtube.com/channel/UCAtx8Dc6qOIaBV4UfaW5gVQ)

The Globe Newsletter

The Globe Newsletter is printed and mailed to families, staff, and community members in District 832. For the 2019-20 school year, the Globe Newsletter will be distributed in December 2019 and June 2020.

The District Annual Report

The first district Annual Report will be released in August of 2020.

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, will be placed on the [district's electronic backpack web page](#) and 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

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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, students are expected to attend classes at Passages.

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 [Facebook](#), [Twitter](#), and [Instagram](#) 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 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 tornado 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, parents, 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 will receive notification of all bus reports. Parents and guardians will also be notified of any suspension of bus privileges.

	Pre-school - Grade 5 Students	Grade 6 - 12 Students
First Offense	Warning to student	Warning to student, notification to parent
Second Offense	Warning to student and parent notification in addition, the student will	Five days suspension

	be assigned a seat on the bus	
Third Offense	Suspension of bus service for 3 days and parent contact	Ten days suspension
Fourth Offense	Suspension of bus service for 5 days and parent contact	Suspension for the remainder of the school year
Fifth Offense	Suspension of bus service for 10 days and parent 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.

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.

For more information go to www.mahtomedi.k12.mn.us, click the About menu, and click Transportation Services.

Nutrition Services

Lunch and Breakfast Program

Food service is required by law to follow and enforce a variety of mandates. All students have the- option of eating a hot lunch or bringing a bag lunch from home. For a meal to be sold, students MUST have at least 3 items on their tray consisting of 1/2 cup of fruit and/or vegetables, entree, milk, side/bread. We will encourage all students to take a full lunch, however, if the required amounts of fruits or vegetables is not chosen, students will be charged ala carte prices for that meal. Please encourage your child to take a nutritious, well-balanced meal that includes fruits and vegetables.

Nutrition Services uses School Café (Schoolcafe.com). With your SchoolCafé account, you are able to set email low balance reminders, make payments or schedule automatic payments when a balance of your choosing is reached, 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 will need their child's/children's student ID number to connect them to their account. Student ID numbers can be found on ParentVUE.

Method for Prepayment:

1. Send with your child in an envelope marked with your child's full name, the amount of payment, and PIN 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>.

School lunches and breakfasts are available to all students beginning the first day of school. Mahtomedi Schools provide for free and reduced priced meals under the National School Lunch. Applications to determine eligibility for free or reduced lunch can be filled out online at SchoolCafe (Schoolcafe.com), or can be obtained from the [Nutrition Services website](#), or the school office secretaries. Parents must reapply each year for the Free-Reduced Lunch Program.

	Elementary (Pre-school - Grade 5)	Middle School (Grade 6 - Grade 8)	High School (Grade 9 - Grade 12)
Breakfast	\$1.40 *	\$1.50 (second breakfast \$2.00)	\$1.50 (second breakfast \$2.00)
Lunch	\$2.75	\$2.95 (second lunch is \$4.10)	\$3.00 (second lunch is \$4.10)
Milk	\$0.50 ** if purchased separately from a meal	\$0.50 ** if purchased separately from a meal	\$0.50 ** if purchased separately from a meal

* Kindergarten students can eat breakfast for free, thanks to a law passed by the state legislature in 2014.

** One milk (8oz) is included in the price of all meals. This price is for additional milk purchased with a meal or milk purchased separately.

A la carte items are available for purchase at Mahtomedi High School and Mahtomedi Middle 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.

Health Services

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 health concerns, problems, or issues. Health information and forms can be found on the district Health Services website.

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

Should I Send My Child to School?

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

- Has a fever of **100 degrees** or more, they must stay home until they have been fever free for 24 hours, without the use of fever reducing medication.
- **Vomited or has diarrhea**, they must stay home for 24 hours after the last episode.
- Has a **rash for which the cause is unknown**. Check with your family physician before sending your student to school.
- Been diagnosed with **Strep Throat**. Your student must stay home for 24 hours after antibiotic treatment has been started.
- Been diagnosed with **Pink Eye (Conjunctivitis)**. Your student must stay home for 24 hours after medication has started.
- Has an **uncontrollable cough**.

Note: If you decide to keep your child home, you must call the school's Attendance Line each day your child is absent.

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 guardian is not able to be reached, the health office will call the emergency number 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 Health Office until they are picked up.

If your student has a chronic health condition such as a life threatening allergies (i.e., bee stings, food) or any other health condition or concerns that may require an emergency health plan or additional assistance, please notify the school's Health Office.

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.

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, including aspirin, without a Medical Authorization Form. If a medication will be taken for less than two weeks and is not considered a controlled substance, the form can be completed by the parent/guardian, however, it must be approved by the school nurse (the school nurse must be comfortable administering this medication with the provided instructions otherwise they do not have to administer). Also the school nurse will follow label dosing instructions for all over the counter medications unless doctors orders are received indicating otherwise.

If the medication is going to be taken for longer than two weeks and/or is considered a controlled substance, the parent/guardian as well as the physician must complete the Medication Authorization Form. The prescription is to come in the original pharmacy container labeled with the name of the medication, dosage, special instructions for administration, physician's name, student's name, dosage, and the name of the pharmacy. If it is an over the counter medication, it must be a new/ sealed, original container.

Medications must be stored in the Health Office with some exceptions such as asthma inhalers, which students may carry Per our medication policy: the student may self carry their inhaler if we have doctors order and the school nurse must assess the student is competent in self administration of the inhaler in order for the student to self carry. Medications that are not picked up at the end of the year by student or parent will be destroyed. Please note that in order for a

student to have medication at school, we need the Medication Authorization Form signed by MD and parent annually.

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. A Student 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 link: <https://www.mahtomedi.k12.mn.us/page/3289>. 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. In the near future, the district will begin the process of creating a new vision for classrooms.

Through the curriculum-review process, teachers also have the opportunity to request classroom sets of devices. Devices purchased through the curriculum review process are added to a replacement plan that is managed by the district's Assistant Superintendent of Curriculum. Motivated teachers will also write grants to the Mahtomedi Area Educational Foundation requesting devices for their classroom, department, grade level. Typically the school's principal will have the final decision about replacing the devices that are purchased with funds from a grant and not automatically a part of a replacement plan.

Mahtomedi Public Schools currently supports a bring-your-own-device (BYOD) initiative which allows students to use their own devices at appropriate times in class. Please review the school handbook for specific BYOD guidelines. In the near future, the district will begin the process of deciding if BYOD continues to be the best option for students or if some form of a one-to-one initiative should be investigated and considered.

Staff and students in Mahtomedi Public Schools utilize many cloud-based tools including Google Apps for Education (branded as Zephyr Apps in the district), the learning management system MOODLE, and Seesaw as a digital portfolio system for early elementary students. Zephyr Apps includes email for sixth through twelfth graders, Google Drive for file management, and productivity tools that include Docs, Sheets, and Slides. Many of the secondary teachers also use Google Classroom to manage assignments and share information with their students. Many teachers also rely on the SMART Learning Suite to create interactive files for lessons, assess student learning, and share content. Mahtomedi Public Schools also supports an internal data center, wired and wireless connections to both the network and Internet.

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](#)
- [Policy 502: Search of Student Lockers, Desks, Personal Possessions, and Student's Person](#)
- [Policy 504: Student Dress and Appearance](#)
- [Policy 506: Student Discipline](#)
- [Policy 514: Bullying Prohibition](#)
- [Policy 524 - Technology Acceptable Use and Safety](#)
- [Policy 526: Hazing Prohibition](#)

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.

Wildwood Elementary School Information

- [About Wildwood Elementary](#)
- [Behavior Expectations](#)
- [Cell Phones, Personal Technology, and Valuables](#)
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ABOUT WILDWOOD ELEMENTARY

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, Be Safe”

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, Behavior Intervention Specialist, supports the proactive approach to discipline. His roles consists of:

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

Wildwood staff will use 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, smart watches, 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. Simply navigate to <https://www.wildwood.mahtomedi.k12.mn.us/>.

SchoolMessenger Announcements and Alerts

SchoolMessenger is a tool for notification and communication. Within minutes of an emergency, school officials can use SchoolMessenger to deliver a single, clear message to students' parents or guardians by telephone, cell phone, SMS text, or email. The system can be used to notify you of a school closing due to inclement weather.

Emergency School Closing

School closing information will be communicated through SchoolMessenger. Closure information will also be sent to various media outlets as well as posted on the district webpage.

Weekly E-news

On Thursday afternoons a weekly eNews message is sent via email to subscribing families of the main activities occurring at school for the week. All families are subscribed automatically in September of each school year. To add an additional or new email address at any point during the school year to the weekly eNews, visit **TBD**

Classroom Updates

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

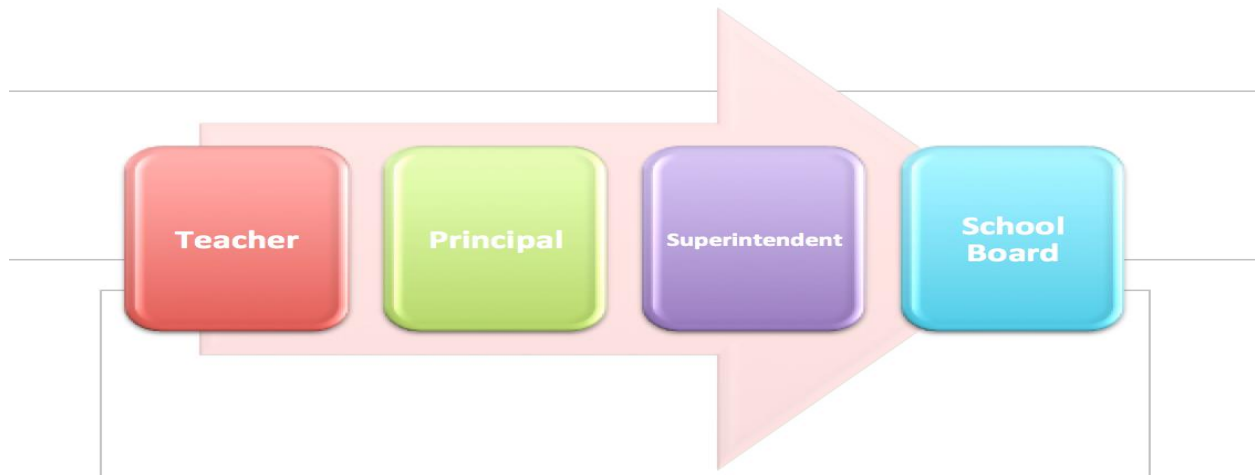
Protocol for Questions and Feedback

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, 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
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 651-407-7684
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 try to call as early in the day as possible. It is very difficult to deliver messages received after 2:45 pm.
- If you are calling to report that your child is absent from school, please call: Wildwood attendance line 651-407-2108.
- The Wildwood school office is open from 7:45 am until 4:15 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 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 the 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 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

Families at School

Families are always welcome at school. We appreciate your adherence to our policy of checking in at the office when you arrive and wearing a visitor pass at all times. Safety is important for our staff and students.

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.** To register online go to the district home page (www.mahtomedi.k12.mn.us) go to the About tab and select Human Resources. From there you can click on the Background Check for Volunteers link. The cost is \$10.00.

When you arrive in the building please check in with office staff.

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

Lost and Found

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

LUNCH AND RECESS

Lunch and Nutrition

We work closely with our food service providers to provide nutritionally balanced lunches for our students. We do not allow soda in the lunchroom as part of our school lunch or as part of 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 combined 45 minute lunch and recess break each day. Playground supervisors facilitate the transition between lunchroom and playground. Students will sit by classroom in the lunchroom.

Weather and Recess

We monitor the temperature each day at 10:40 am. Students will be outdoors for recess unless it is raining, or the temperature is below 0 degrees or if the wind chill is -5 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.

MAHTOMEDI ADVENTURE CLUB (MAC)

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

MAC is located at both Wildwood and O.H. Anderson and is open all school days, vacation days, and some holidays. The program opens at 6:30 am and closes at 6:00 pm. Children may be enrolled on a regular basis of two-five days per week.

For more information, please visit <https://www.communityed.mahtomedi.k12.mn.us/page/3201>. Please contact the Wildwood MAC Program Director, Chelsea Carlson, at chelsea.carlson@isd82.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 2:30 pm.
- **Bus Departure:** Parents 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 new name tents, please contact the school office.

Drop Off

Drop off time starts at 9:00 am. Students are NOT allowed to enter the building prior to this time unless they attend Mahtomedi Adventure Club. We ask families to use our drop off lane rather than parking and walking the child in. If arriving after 9:15 am, parents must park, walk in, and sign their child in as tardy.

Pick Up

Pick up time starts at 3:30 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. Please do not park in the parking lot and walk between the cars to pick up your child or park on 75th Street, this disrupts the flow and safety of the pick up process.

Alternative Dismissal Plans

If you need to pick your child up prior to 3:30 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 - 3:30 pm

Arrival At School

For safety reasons, students should not arrive before 9:00 am unless special arrangements have been made with the teacher.

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 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 "You Miss School, You Miss Out"

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 3:30 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 after 30 minutes (9:46 am or later) or not arriving at all without an acceptable explanation will be considered an unexcused absence and subject to the MN Compulsory Attendance Law. This may result in truancy referral may be 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 with teacher letters in August and will be posted on the school website. Please review the supply list for your child's classroom. Check with your child frequently during the year as supplies often need to be replenished. Students need to have tennis shoes for physical education classes and recess. If you are unable to provide the requested supplies, please contact your child's teacher or the office.

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.

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.

Other Students Visiting School

We do not allow non-Wildwood students to visit during the school day. Our primary focus is to maintain a positive learning environment. Friends or relatives visiting the classroom can become a distraction and interfere with the educational process.

O.H. Anderson Elementary School Information

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ABOUT O.H. ANDERSON ELEMENTARY

At O.H. Anderson Elementary School, we believe in creating a safe and challenging learning community with the goal of bringing together social and academic learning throughout the day to foster and support engaged, caring, and responsible learners. Our dedicated teachers work with students to develop a growth mindset by providing learning opportunities that spark effort, curiosity, and engagement to fuel growth and achievement. Our cross-grade level Classroom Connections, our school-wide Zephyr Times, and our all-school events are ways in which we build a strong sense of community. Whether it is an engineering lab, a makerspace station 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; consistent school-wide behavior expectations posted in all areas of the school; established routines that have been taught, modeled and practiced; engaging instruction at the student’s instructional level; and time for staff across disciplines to collaborate and problem solve individual student’s needs.

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

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 cell phones, smart watches, 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. Thank you for helping with this.

CONTACTING THE SCHOOL

Important Phone Numbers

Main Office 651-407-2300

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 651-407-7684

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.
- If you are calling about after-school changes in how your child will be going home, please call the office by 2:30 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 2:45 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.
- The O.H. Anderson school office is open from 7:30 am 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.

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. Simply navigate to www.ohanderson.mahtomedi.k12.mn.us.

SchoolMessenger Announcements and Alerts

SchoolMessenger is a tool for notification and communication. Within minutes of an emergency, school officials can use SchoolMessenger to deliver a single, clear message to students' parents or guardians by telephone, cell phone, SMS text, or email. The system can be used to notify you of a school closing due to inclement weather.

Emergency School Closing

School closing information will be communicated through SchoolMessenger. Closure information will also be sent to various media outlets as well as posted on the district webpage.

Weekly E-news

On Thursday afternoons a weekly eNews message is sent via email to subscribing families of the main activities occurring at school for the week. All families are subscribed automatically in September of each school year. To add an additional or new email address at any point during the school year to the weekly eNews, visit **TBD**

Classroom Updates

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

Assignment Notebook/ Agenda

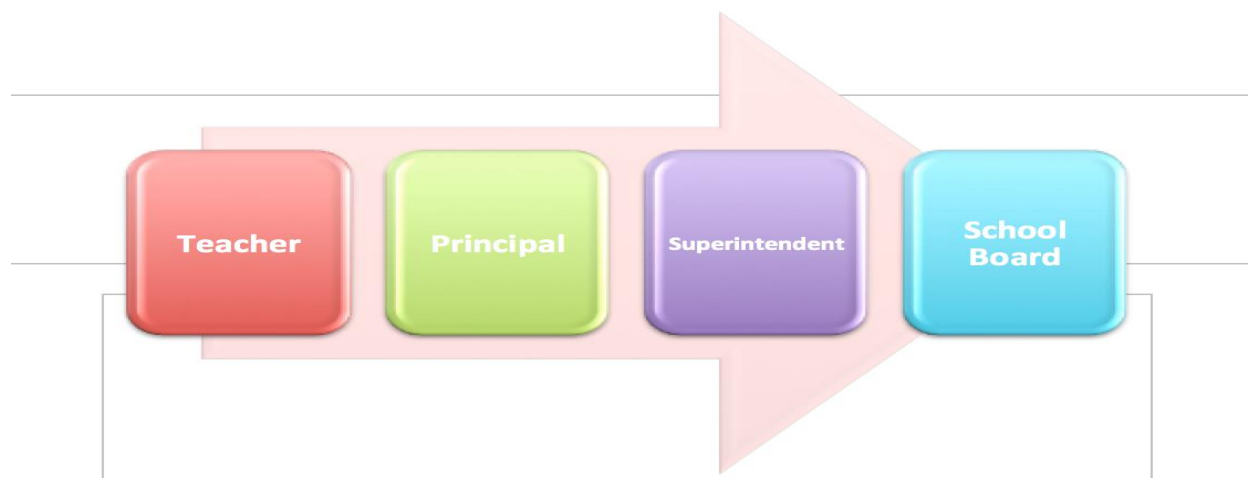
Grades 4-5- Please begin a habit of checking the agenda daily and signing it. This is a great way for the students to begin to organize themselves and it is a great communication tool for home and school.

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, 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 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

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.

CURRICULUM AND STANDARDS

Academic Standards

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

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

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 teachers the opportunity to tailor instruction for 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 curriculum resources such as Benchmark to support student writing.

Languages

Students in the 4th and 5th grade participate in Spanish once a week. Goals for the Spanish program include both cultural and language acquisition, and coincide with students' grade level math and reading curriculum. This elementary program 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. Physical Education teacher and classroom teachers work together to provide a well-balanced coordinated program that includes identification of bones and muscles, the importance of good sportsmanship, and the value of lifelong habits for good health.

Science/Engineering

Our science curriculum is aligned with the Minnesota State Standards at each grade level and emphasizes hands on science experiences leading to real world connections for science. All OHA students participate in the Engineering is Elementary (EIE) curriculum.

Social Studies

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

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 OH Anderson Elementary.

FAMILY INVOLVEMENT

Families at School

Families are always welcome at school. We appreciate your adherence to our policy of checking in at the office when you arrive and wearing a visitor pass at all times. Safety is important for our staff and students.

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.** To register online go to the Background Check for Volunteers link: <https://www.mahtomedi.k12.mn.us/page/3289>. The cost is \$10.00.

When you arrive in the building please check in with office staff.

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 north hallway entrance. Please check it periodically if your child is missing a clothing item. Remember to label all articles of clothing and equipment with your child's name.

LUNCH AND RECESS

Lunch and Nutrition

We work closely with our food service providers to provide nutritionally balanced lunches for our students. We do not allow soda in the lunchroom as part of our school lunch or as part of 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 combined 40 minute lunch and recess break each day. Some classes have lunch first and the other classes have recess first and they switch after 20 minutes. Playground supervisors facilitate the transition between lunchroom and playground. Students will sit by classroom in the lunchroom.

Weather and Recess

We monitor the temperature each day at 11:00 a.m. 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.

MAHTOMEDI ADVENTURE CLUB (MAC)

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

MAC is located at both Wildwood and O.H. Anderson and is open all school days, vacation days, and some holidays. The program opens at 6:30 am and closes at 6:00 pm. Children may be enrolled on a regular basis of two-five days per week.

For more information, please visit <https://www.communityed.mahtomedi.k12.mn.us/page/3201>. Please contact the O.H. Anderson MAC Program Director, Jamie O'Hara, at jamie.ohara@isd832.net or 651-407-2350 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 2:30 pm.
- **Bus Departure:** Parents 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 new name tents, please contact the school office.

Drop Off

Drop off time starts at 8:55 am. Students must wait outside the building until 8:55 am. Students are NOT allowed to enter the building prior to this time unless they attend Mahtomedi Adventure Club or 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.

Alternative Dismissal Plans

If you need to pick your child up prior to 3:25 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 by 2:45 pm. Office staff cannot deliver messages after 2:30pm pm unless it is an emergency. 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.

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

9:05 am - 3:25 pm

Arrival At School

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

Schedule (digital days)

We use a rotating schedule for specialist classes. Our days will be listed as A, B, C, D for grade 3 and Day 1, Day 2, Day 3, Day 4, and Day 5 for grades 4 and 5. This will ensure that students and

staff will have 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.

Attendance “You Miss School, You Miss Out”

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 3:25 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 when the child will return to school.

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

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.

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.

Unexcused Absences/Tardies

By law parents have a responsibility to make sure their child attends school and arrives on time. Students arriving after 30 minutes (9:46 am or later) or not arriving at all without an acceptable explanation will be considered an unexcused absence and subject to the MN Compulsory Attendance Law. This may result in truancy referral may be made to Washington County Truancy Intervention. Examples of unexcused absences include: running late, overslept, missed the bus, etc.

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

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.

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

Other Students Visiting School

We do not allow non-O.H. Anderson students to visit during the school day. Our primary focus is to maintain a positive learning environment. Friends or relatives visiting the classroom can become a distraction and interfere with the educational process.

Mahtomedi Middle School Information

- [About Mahtomedi Middle School](#)
- [Contacting the School](#)
- [Schedule and Attendance](#)
 - [Class Times Schedules](#)
- [Articles Prohibited During School Hours](#)
- [Backpacks](#)
- [Bicycles](#)
- [Bring Your Own Device](#)
- [Food and Beverages](#)
- [Hallways](#)
- [Physical Contact](#)
- [Internet Policy](#)

- [Lockers](#)
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- [Conferences](#)
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- [Textbooks](#)
- [Lost and Found](#)
- [Telephone](#)
- [Conferences](#)
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- [Honor Rolls](#)
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- [Visitors](#)
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- [Dress Code](#)
- [Student Services](#)
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- [Media Center Services](#)
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- [Other Middle School Opportunities](#)
- [Family Involvement](#)

MAHTOMEDI MIDDLE SCHOOL INFORMATION

ABOUT MAHTOMEDI MIDDLE SCHOOL

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 and individual success coaching. 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.

CONTACTING THE SCHOOL

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- <https://www.middleschool.mahtomedi.k12.mn.us/>
- Principal: Dr. Michael Neubeck 407-2201
- Administrative Assistant: Rachel Bolte 407-2203
- Assistant Principal: Mrs. Su Sorenson 407-2233
- Main Office: Receptionist: Helen Gilbertson 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 407-2200 or on the building website at <http://www.middleschool.mahtomedi.k12.mn.us>.

SCHEDULE AND ATTENDANCE

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

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

CLASS TIME SCHEDULES

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

<u>Grade 7</u>	<u>Period</u>	<u>In-Time</u>
	1	8:00 a.m. – 8:52 a.m.
	2	8:56 a.m. – 9:48 a.m.

3 (Zephyr Time)	9:52 a.m. – 10:14 a.m.
4	10:18 a.m. – 11:10 a.m.
Lunch	11:10 a.m. – 11:40 a.m.
5	11:44 a.m. – 12:36 p.m.
6	12:40 p.m. – 1:32 p.m.
7	1:36 p.m. – 2:30 p.m.

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

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

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

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

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

BACKPACKS

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

BICYCLES

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

BRING YOUR OWN DEVICE

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

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

FOOD AND BEVERAGES

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

HALLWAYS

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

- **Walk**
- Keep hands and feet to themselves
- Stay to the right of the hall and not stand in groups blocking the hallway
- Stay off the floor, do not sit on the floor in the hallways
- Talk quietly
- Be considerate of others

- Use appropriate language
- Stay in the designated grade level area
- Use the trash cans and recycling bins that have been provided in the hallways

PHYSICAL CONTACT

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

INTERNET POLICY (Refer to Board Policy #524)

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

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

LOCKERS

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

LUNCH

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

1. Arrive to lunch at the scheduled time.
2. Wait at the tables until the section is dismissed to buy lunch.
3. Be respectful of others including all adults serving and supervising in the cafeteria.
4. Return all trays and utensils to the dishwashing area and deposit all lunch litter in the composting bins and waste baskets.
5. Remain at the tables until students are dismissed by a lunch supervisor.

6. Have permission to leave the lunchroom. Ask a supervisor to use the bathroom or get a drink of water.
7. Speak in a conversational voice. No yelling or screaming.
8. Students are not allowed to bring treats to share with other students during lunchtime or to organize parties. If a student wishes to bring treats, he/she must have prior approval from his/her Zephyr Time teacher; the treats can be shared during Zephyr Time.

PLAGIARISM

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

CONFERENCES

Parent-Teacher conferences will be held November 7 and November 14 (evening) and November 15 (morning) after first quarter. They will be held February 13 and 20 (evening) for third quarter courses. More information will be available on the building website and in the newsletter when the time approaches.

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.

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.

LOST AND FOUND

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

TELEPHONE

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

the locker rooms or bathrooms. Cell phones may not be used for taking pictures or videos, unless under the direction of the classroom teacher.

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 end on the following schedule: 1st Quarter: Thursday, November 7, 2018; 2nd Quarter: Thursday, January 23, 2019; 3rd Quarter: Thursday, April 2, 2019; and 4th Quarter: Friday, June 5, 2019. 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

HONOR ROLLS

Honor rolls are based on a student's grade point average (GPA) and are determined at the end of each quarter. Only students carrying a full course load, receiving a letter grade for each course, and who have been registered for the entire quarter will be considered for the Honor rolls.

Mahtomedi Middle School publishes a High Honors and Honors list each quarter in the White Bear Press.

3.7 – 4.000	High Honors
3.0 – 3.699	Honors

TESTING

The Middle School will be participating in the following standardized testing during the 2018-2019 school year:

NWEA Measures of Academic Progress (MAP) Testing

Who: Sixth, seventh, and eighth grade students

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

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

Who: Sixth, seventh, and eighth grade students

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

VISITORS

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

MESSAGES AND FORGOTTEN ARTICLES

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

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. Shirts should cover the shoulders.
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.

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

HEALTH SERVICES

The services of the District Nurse and Building Nurse are available to all students with health concerns, problems, or issues. The Health Office is staffed with a Registered Nurse from 7:30 a.m. to 2:45 p.m. daily. The District Nurse is in the Health Office approximately one day a week and on an “as needed” basis. To obtain health services, the following rules must be followed:

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

Emergency Forms

Student emergency forms are kept on file in the Health Office. The information on this form is used to notify parents/guardians in the event of illness or injury. It is essential that these forms 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.

Medication

Minnesota State Law prohibits the dispensing of any medication, including aspirin, without a Medical Authorization Form. If a medication will be taken for less than two weeks and is not considered a controlled substance, the form can be completed by the parent/guardian. If the medication is going to be taken for longer than two weeks and/or is considered a controlled

substance, the parent/guardian as well as the physician must complete the form. The prescription is to come in the original pharmacy container labeled with the name of the medication, dosage, special instructions for administration, physician's name, student's name, strength of the drug, and the name of the pharmacy. Medications must be stored in the Health Office with the exception of asthma inhalers, which students may carry. Medications that are not picked up at the end of the year by student or parent will be destroyed.

Immunization Law

Minnesota State Law requires all students enrolled in Minnesota schools to be immunized against diphtheria, tetanus, pertussis, polio, mumps, measles, and rubella, unless the parent has filed the conscientious objection notice consistent with state law. Families must supply the school with the student's immunization record. Failure to do so will result in dismissal from school. Seventh grade students will have to show proof of receiving a second dose of measles, mumps, and rubella vaccine (MMR), 3 doses of Hepatitis B, Diphtheria, Tetanus & Pertussis (DTaP, DTP, DT) and Polio (IPV, OPV), 2 doses of varicella vaccine or date of chicken pox disease, and first dose of Meningococcal (MCV, MPSV).

Physical Education Excuses

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

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

MEDIA CENTER SERVICES

Students may go to the Media Center from classes, resource, and advisory with a pass to do research and check out materials. The Media Center hours are from 7:40 a.m. – 3:00 p.m.

SPECIAL SERVICES

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

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

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

ACTIVITIES

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

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

ACTIVITIES

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

ATHLETICS

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

The primary purposes of these programs are to teach basic skills and provide an opportunity for competition with middle school teams from other schools in the Metro East Conference. Coaches emphasize skill development and team participation; winning is secondary.

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

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

<u>Fall</u>	<u>Winter</u>	<u>Spring/Summer</u>
Cross Country (School) (Community)	Basketball (Community)	Baseball
Football (Community) (Community)	Hockey (Community)	Slow-Pitch Softball
Soccer (Community) (Community)	Volleyball (Community)	Fast-Pitch Softball
Volleyball (School)		Track (School)
Gymnastics (School) (Community)		Lacrosse
		Soccer (Community)

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

OTHER MIDDLE SCHOOL OPPORTUNITIES

Dance/Activity Days are held during the school year. The following rules apply to all dance/activity days:

1. Dances are open to Mahtomedi Middle School students only.
2. There will be no ticket sales at the door. Tickets will be sold during lunches the week of the dance.
3. Students are to follow the school dress code.
4. Once a student has left the dance, he/she will not be allowed to return to the dance. Students may only leave early if accompanied by an adult.
5. No refunds will be given to students who have purchased a ticket but do not attend the dance.
6. The administration reserves the right to ask any person to leave if his/her behavior is deemed unacceptable behavior for a school-sponsored activity

Washington D.C. Trip – Each year, eighth grade students have the opportunity to travel to Washington D.C. This year’s trip will take place April 11 – 14, 2019 and will be led by several Middle School teachers.

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. Beginning 2016/2017 all volunteers are required to pass a criminal background check. To register online go to the district home page (www.mahtomedi.k12.mn.us) go to the About tab and select Human Resources. From there you can click on the Background Check for Volunteers link. Cost is \$ 10. Volunteers are needed for many activities, including: chaperoning field trips and social events for students, mailings, assisting in classrooms, Middle School committees and District 832 committees. Any parent interested in volunteering should contact the main office at 407-2200.
- **Parents visiting school during the school day.** Adults wishing to tour the building, attend a team meeting, or to meet with school personnel, are asked to report to the main office, sign in, and receive a visitor’s badge. This policy is designed to ensure the safety of our building.
- **The Mahtomedi Middle School Parent Association (MMSPA)** is open to any parent/guardian with a student at Mahtomedi Middle School. Watch for meeting dates and agendas in the weekly eNews.
- **Parents**, please do not bring treats in for your child during lunchtime. If your child would like to share a treat with his/her advisory for a special occasion, please contact the advisory teacher.

Mahtomedi High School Information

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

MAHTOMEDI HIGH SCHOOL INFORMATION

ABOUT THE SCHOOL

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 M.I.T. certified FabLab housed in a 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 in our Zephyr Zone 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 [2018-19 Mahtomedi High School Profile](#).

CONTACTING THE SCHOOL

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

Principal: kathe.nickleby@isd832.net 651-762-5801

Administrative Assistant: nancy.brown@isd832.net 651-762-5808

Associate Principal: justin.hahn@isd832.net 651-762-5802

Main Office Receptionist: joyce.rohrig@isd832.net 651-762-5800

EIGHTEEN YEAR OLDS

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

ACADEMIC INTEGRITY

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

Tests and Quizzes 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 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.

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 & College in the Schools

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
- Electives (must include Physical Education 0.5 and Health 0.5): 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.

TECHNOLOGY AND CELL PHONE USE

- Appropriate cell phone use is allowed before school, passing times, lunch, and after school.
- Students will place cell phones in the caddy upon entering the classroom unless directed by the teacher for academic purposes.
- Misuse of electronics requires the device to be locked away in the office for the day. Parent 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.

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 referral to Child Protection Services at Washington County for truancy proceedings. Students assume responsibility for 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 [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.

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 or emailing hs.attendance@isd832.net.

FUNERALS

A parent/guardian should email hs.attendance@isd832.net or send a note with their student to report the absence.

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 on 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 to 1st period, or 5 minutes late to periods 2-6 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, parents 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 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.

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.

- Students must wear footwear at all times.
- Caps, hats, hoods, or other head covers are not to be worn in the building during school hours, except for religious reasons.
- 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.

STUDENT RECOGNITION

1. Academic Lettering

- Grade 9 students - Students in the top 25% of their class will be recognized and presented with an academic letter in the Fall of their 10th grade year. Academic letters are earned by students based on their weighted and/or unweighted annual grade point average calculated at the end of their 9th grade year.
- Grade 10 students - Students in the top 25% of their class will be recognized and presented with an academic letter in the Fall of their 11th grade year. Academic letters are presented to students based on their weighted and/or unweighted annual grade point average at the end of their 10th grade year.
- Grade 11 students - Students in the top 25% of their class will be recognized and presented with an academic letter in the Fall of their 12th grade year. Academic letters are presented to students based on their weighted and/or unweighted annual grade point average at the end of their 11th grade year.

- Grade 12 students - Students in the top 25% of their class will be recognized on their diploma and at commencement. Academic letters are presented to students based on their 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.

2. 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

3. Blue and Gold Breakfast: The Blue and Gold Breakfast occurs three times each year. Staff members have the opportunity to invite one student to the breakfast who exemplifies what it means to be a Mahtomedi High School student.

4. Celebration of Excellence: Seniors in the top 10% of their class, based on cumulative grade point average at the end of first semester, will be invited to the annual Celebration of Excellence Dinner in April. Invited students identify Mahtomedi staff that has made a difference in their educational career. This event is coordinated through a team of community members dedicated to recognizing excellence among students and teachers.

5. 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. National Honor Society students are eligible to wear a National Honor Society recognized stole during the commencement ceremony upon fulfillment of the NHS expectations.

6. Senior Activities Awards

a. The Athena Award is presented to one female senior student athlete. Head coaches of all school sponsored athletic teams nominate an individual for this award. The female athlete with the majority of votes is the recipient of the Athena Award.

b. The AAA Award (Academic, Activity, and Athletic participation) is granted to one male and one female senior student. High school staff nominates senior students and those with the majority of votes are the recipients of the AAA Award.

7. Senior Scholarship Night: Graduating students earning a local monetary scholarship for post-secondary work are recognized during an evening program in May of their senior year. Students will be invited by the Counseling Office if they receive a scholarship.

8. School Board Recognition - Throughout the school year, students are invited to be recognized at a school board meeting. Recognitions often include, but are not limited to, individual state recognitions, external student competitions and recognitions, National Merit Scholarship finalists, ACT achievement, and SAT achievement.

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.

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.
- Middle school students participating in high school programs are required to maintain the same level of performance as high school students in order to be eligible.

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

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. To register online, go to the district homepage “Background Check for Volunteers” link: <https://www.mahtomedi.k12.mn.us/page/3289> The cost is \$10.

Passages Transition Program Information

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PASSAGES TRANSITION PROGRAM INFORMATION

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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, education and training, and independent living. Currently Passages (18 -21 years old) who each have individual education plans which 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 attend daily classes such as Healthy Habits, Work Seminar/Experience, Everyday Math, Independent Living, Recreation/Leisure, Community Involvement, etc.

CONTACTING THE PROGRAM

Address: 3132 Century Ave North, Mahtomedi, Minnesota 55115

Main #: 651-773-4801

PROGRAM STAFF

Passages Director

Tony Pierce, Director of Special Services

tony.pierce@isd832.net

Passages Staff

Erin Schnyders, Teacher

erin.schnyders@ids832.net

Jodie Tester, Teacher

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Jenna Vennis, Work Coordinator

jenna.veenis@isd832.net

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

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. If a student is 18 and parents/guardians have not established legal guardianship, the student must sign a Consent to Release form allowing school personnel to communicate with their parent or guardians. *Passages* staff needs to know whether the parents are the guardians of the student or the student is his/her own guardian.

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) and Graduation Plan. The case manager develops a class schedule and communicates what progress is being made.

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.

Student 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, parents should then call *Passages* at **651-773-4901** and notify the school of the nature of the illness or absence. If the absence is not verified by the parent/guardian it will be counted as unexcused. 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.

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.

COMMUNITY OUTINGS/EVENTS/WORK SITES

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

COMMUNITY EDUCATION

ABOUT THE PROGRAM

Community Education in Mahtomedi 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, school-age children, parents, adults, seniors.

Mahtomedi Community Education's senior/adult program has been growing over the past few years thanks to a variety of programming focused on fun, socialization, and education. Adults and seniors have been a big growth area for community education, which served over 10,000 residents last school year in a variety of classes, activities and special events. Popular adult/senior activities include in house groups, monthly breakfast club, community lunch, day trips, Bingo, and educational opportunities.

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, and in the tri-annual SCOOP, geared to adults and seniors.

Web page: <https://www.communityed.mahtomedi.k12.mn.us/>

Phone Contacts: <https://www.communityed.mahtomedi.k12.mn.us/page/2905>

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 and their children ages 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 are a child's first and most significant teacher. ECFE builds on family strengths and supports parents 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 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.