



**MAHTOMEDI**  
PUBLIC SCHOOLS



# STUDENT AND FAMILY HANDBOOK

**2026-27 SCHOOL YEAR**

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### School District Policies

A full listing of School Board policies is available on the [School Board web page](#).

Students and Families should click on each policy listed below and read the policy.

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### Mahtomedi Public Schools Nondiscrimination Policy

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

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## Welcome to Mahtomedi Public Schools

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

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

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

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

Barb Duffrin, Superintendent  
651-407-2001  
[barb.duffrin@isd832.net](mailto:barb.duffrin@isd832.net)



## Verification of Receipt of Handbook

All secondary students and parents/guardians must annually verify that they have read and understand the general information, school policies, and summaries of District policies contained in the Mahtomedi Public Schools Student and Family Handbook.

In addition, students and Parents/Guardians must annually verify:

- they have read the school district policy relating to safety and acceptable use of the school district computer system and the Internet ([Policy #524](#)).
- they have read the school district [iPad Device Guide](#) for students in grades K-2 and [Chromebook Device Guide](#) for students in grades 3-12 and Passages Transition Program, and acknowledge our Device for Every Learner agreements and information.

### Verification Process for K-12 and Passages Transition Program Families

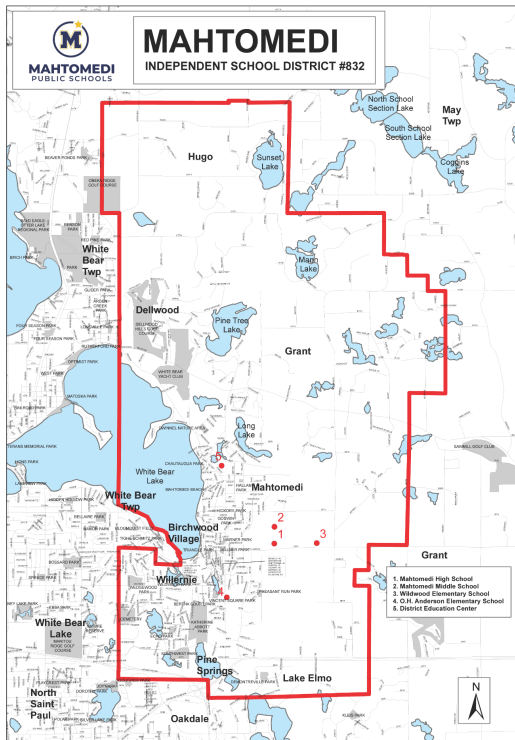
Families will digitally acknowledge the Student and Family Handbook, Policy 524, and the device guides through the Infinite Campus Student and Parent Portal sites.

#### **Please complete the acknowledgment process by Monday, August 31st.**

- Parents and Guardians
  - A parent or guardian will need to log into the Infinite Campus Parent Portal site, and then they will be prompted to complete a series of acknowledgement screens for their student(s).
  - At least one parent or guardian in the Primary Household must complete the acknowledgments, but every parent or guardian with an Infinite Campus account will see it when they log in to the portal.

**Preschool Families:** Mahtomedi Area Preschool families, please complete the acknowledgment process via the [Mahtomedi Student and Family Handbook Verification Google Form](#).

## Mahtomedi District Map



### About the District

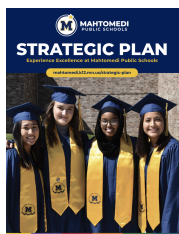
Mahtomedi Public Schools equips students with a world-class education through meaningful and rigorous learning experiences that support students to develop leadership, ignite their passions, and impact their community. Through our holistic, community approach, we prepare confident learners to thrive today and in their future.

Mahtomedi Public Schools 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. The district operates a community education center, an early childhood program, two elementary

schools, a middle school, a high school, and Mahtomedi Passages Transition Program. Mahtomedi Public Schools is consistently recognized for academic excellence on the state and national levels.

The district is supported in its efforts of innovation and support to students with the help of the [Mahtomedi Area Educational Foundation](#) (MAEF), the [Mahtomedi Elementary Parent Teacher Organization](#) (PTO) and parent/guardian groups at Mahtomedi Middle School and High School.

### Mahtomedi Public Schools Strategic Plan



The Strategic Plan is a comprehensive plan that identifies our aspirations as a district, results that we want to see for students who go through Mahtomedi Public Schools, and the actionable steps we want to see over time. [Click here to learn more about our strategic plan.](#)

## 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](#).



Kelly Reagan  
Chair



Drew Whitson  
Vice Chair/Clerk



Ryan Domin  
Treasurer



Stacey Stout  
Director

# Mahtomedi School Board



Paul Donna  
Director



Jenny Peterson  
Director



Superintendent  
Barb Duffrin, Ex Officio



Will Donovan  
Student Representative

Kelly Reagan	Chair	651-226-6872	<a href="mailto:kelly.reagan@isd832.net">kelly.reagan@isd832.net</a>
Drew Whitson	Vice Chair/Clerk	651-208-2271	<a href="mailto:drew.whitson@isd832.net">drew.whitson@isd832.net</a>
Ryan Domin	Treasurer	612-799-3387	<a href="mailto:ryan.domin@isd832.net">ryan.domin@isd832.net</a>
Paul Donna	Director	612-499-3066	<a href="mailto:paul.donna@isd832.net">paul.donna@isd832.net</a>
Stacey Stout	Director	651-516-6560	<a href="mailto:stacey.stout@isd832.net">stacey.stout@isd832.net</a>
Jenny Peterson	Director	612-414-4625	<a href="mailto:jenny.peterson@isd832.net">jenny.peterson@isd832.net</a>
Will Donovan	Student Representative		<a href="mailto:28donovan-william@isd832.net">28donovan-william@isd832.net</a>

## District Administrators

Barb Duffrin	Superintendent of Schools	651-407-2001	<a href="mailto:barb.duffrin@isd832.net">barb.duffrin@isd832.net</a>
Jennifer Reichel	Director of Teaching and Learning	651-407-2013	<a href="mailto:jennifer.reichel@isd832.net">jennifer.reichel@isd832.net</a>
Tim Erickson	Director of Finance and Operations	651-407-2003	<a href="mailto:tim.erickson@isd832.net">tim.erickson@isd832.net</a>
Tony Pierce	Director of Student Support Services	651-407-2164	<a href="mailto:tony.pierce@isd832.net">tony.pierce@isd832.net</a>
Kate Andersen	Director of Community Education	651-407-2030	<a href="mailto:kate.andersen@isd832.net">kate.andersen@isd832.net</a>
Yvonne Anderson	Director of Technology	651-407-2212	<a href="mailto:yvonne.anderson@isd832.net">yvonne.anderson@isd832.net</a>
George Macko	Director of Human Resources	651-407-2005	<a href="mailto:george.macko@isd832.net">george.macko@isd832.net</a>
Alice Seuffert	Director of Communications	651-407-2028	<a href="mailto:alice.seuffert@isd832.net">alice.seuffert@isd832.net</a>

## Building Principals and Leadership

Scott Briske	Principal, Wildwood Elementary	651-407-2101	<a href="mailto:scott.briske@isd832.net">scott.briske@isd832.net</a>
Susie Prather	Principal, O.H. Anderson Elementary	651-407-2301	<a href="mailto:susan.prather@isd832.net">susan.prather@isd832.net</a>
Jackie Collins	Principal, Mahtomedi Middle School	651-407-2201	<a href="mailto:jackie.collins@isd832.net">jackie.collins@isd832.net</a>
Tony Walfoort	Associate Principal, Mahtomedi Middle School	651-407-2233	<a href="mailto:tony.walfoort@isd832.net">tony.walfoort@isd832.net</a>
Justin Hahn	Principal, Mahtomedi High School	651-762-5801	<a href="mailto:justin.hahn@isd832.net">justin.hahn@isd832.net</a>
Lisa Faletti-Watkins	Associate Principal, Mahtomedi High School	651-762-5802	<a href="mailto:lisa.falettiwatkins@isd832.net">lisa.falettiwatkins@isd832.net</a>
Aaron Forsythe	Activities Director, Mahtomedi High School	651-762-5803	<a href="mailto:aaron.forsythe@isd832.net">aaron.forsythe@isd832.net</a>

## School Calendars

- The district and school calendars are available on [event sections](#) of our school and district websites.
- The Assessment Calendar is on the [Teaching and Learning web page](#).
- The School Board meeting schedule is on the [School Board website](#) and on the [District Calendar](#).
- The Mahtomedi High School Activities calendar is on the [Activities website](#).

## School Hours

<b>Building</b>	<b>Start Time</b>	<b>End Time</b>
District Office & Community Education	8:00 AM	4:00 PM
Wildwood Elementary School	9:05 AM	3:35 pm
O.H. Anderson Elementary School	9:15 AM	3:45 PM
Mahtomedi Middle School	8:00 AM	2:40 PM
Mahtomedi High School	8:00 AM	2:40 PM
Passages Transition Program	8:00 AM	2:40 PM
Early Childhood Office	9:05 AM	3:35 PM

**School Attendance** [Attendance Policy #503 can be found on the district website](#)

Regular school attendance is directly related to academic achievement and benefits a student's social and emotional development. We strongly encourage families to schedule appointments and vacations when school is not in session. At the elementary level, school attendance is solely the responsibility of the family, and at the secondary level, both students and families are responsible.

Ongoing missed classes will affect student learning; they may negatively impact a student's grades, meeting of grade-level standards, earning credits, and participation in school-sponsored extracurricular activities. Please note that excused absences will be counted toward the student's attendance record and may result in truancy. We will not accommodate schedule requests based on online courses, non-school-sponsored activities, work schedules, etc.

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. If there are attendance difficulties, you will be contacted by the school. Please make every effort to improve attendance. We are required to report excessive absences to Washington County for possible [Educational Neglect](#) and [Truancy](#).

**Absences are defined as follows:**

<p><b>Excused absences include:</b></p> <ul style="list-style-type: none"><li>● Extreme family emergency</li><li>● Illness</li><li>● Medical, dental, or mental health appointments</li><li>● Religious holidays</li><li>● Death or bereavement of a student's immediate family member, relative or close friend</li><li>● Court appearances</li><li>● Emergencies such as fire, flood, or storm.</li><li>● College Visits and Driver's License Tests</li><li>● Any absences for which the student has been excused in writing by an administrator</li><li>● School-sponsored activities or events</li></ul>	<p><b>Unexcused Absences Include:</b></p> <ul style="list-style-type: none"><li>● Babysitting</li><li>● Don't want to go to school</li><li>● Kicked off the bus</li><li>● Missing the bus</li><li>● Need for rest/sleep</li><li>● Not being in the assigned location at school</li><li>● Work</li><li>● Non-school-sponsored activities or events</li><li>● Skipping</li><li>● Arriving at school without an acceptable reason</li></ul>
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**This is not a comprehensive list of absences; an administrator may deem an absence excused or unexcused.**

All of our E-12 schools use the Infinite Campus Absence Request Tool. Please use this [website](#) to access the districtweb portal or App to submit an Absence Request for your student, whether they are missing a full or partial day. If families are unable to use Infinite Campus, they may call the numbers listed below.

- Wildwood Elementary School (651)-407-2100
- O.H. Anderson Elementary School (651) 407-2308
- Mahtomedi Middle School (651) 407-2208
- Mahtomedi High School (651) 762-5806
- Mahtomedi Area Preschool (651) 407-2441

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. If there are attendance difficulties, you will be contacted by the school. Please make every effort to improve attendance. We are required to report excessive absences to Washington County for possible [Educational Neglect](#) and [Truancy](#).

### **Behavior Practices**

The [Mahtomedi Behavior Intervention and Response Document](#) is meant to provide transparency and information for families about our behavior intervention and response guidelines which are focused on ensuring a safe environment for the school community. We will continue to update this document with current information and language about our practices. The practices are in line with [policy 506, Student Discipline](#).

### **District Communication**

#### **Infinite Campus**

Infinite Campus is the new online Student Information System in Mahtomedi Public Schools for parents/guardians to view student information and includes attendance, assessment results, and report card information. You will also be able to use Infinite Campus to submit Absence Requests. Campus Parent can be accessed via the web and there is also an app for both Android and Apple devices. Here is the website with information to download the App: <https://www.infinitecampus.com/parents-and-students/#download>

Select the Infinite Campus for Families & Students link for login instructions and other information:

<https://www.mahtomedi.k12.mn.us/page/campus-families-students>

Please fill out the [Parent & Student Tech Support Form](#) if you need assistance with your Campus account.

### **Thrillshare and SMS Texting**

Our Thrillshare system allows us to email, send an automated voicemail, and Short Message Service (SMS) texts (text-only messages) for general information and emergency notices. If you are having problems receiving our Thrillshare notices, please fill out the [Parent & Student Tech Support Form](#) and someone from the Technology Department will assist you.

Our SMS text message service is used to share important school-level messages, emergency notices, transportation issues, weather delays, and closings.

### **District eNews**

During the school year, Mahtomedi Public Schools sends out a monthly district eNews via email. The eNews contains information about our students, staff, schools, and programs. All families and staff are subscribed to the District eNews. You may unsubscribe if you do not wish to receive the information. Community members or extended family may also subscribe to the newsletter via the signup form on our [eNews page](#).

### **Building Communication**

Every Thursday during the school year, each school building sends out a weekly school eNews via email. All families will be automatically added to their student's building eNews.

### **Principal Communication**

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

**Website and Web Pages** You can access the Mahtomedi Public Schools website at [www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us)

Each of our school buildings and programs have its 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 ([@mahtomedipublicschools](#)), Instagram ([@mahtomedi832](#)), and [YouTube](#).

### **The Globe Newsletter**

The Globe Newsletter is printed and mailed to families, staff, and community members in District 832. The Globe Newsletter is distributed in the fall and spring each year.

### **The District Annual Report**

The district annual report is released after January of each year.

### **Information for our Families** (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](mailto:communications@isd832.net). The information upon approval, may be included in the district eNews. For additional information about flyers and lawn signs on our campus, please read our [Activities and Associations Communications Guide](#). Our communications practices are governed by Mahtomedi School Board Policy 904.

### **Emergency Weather Information**

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

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

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

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

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

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

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

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

### **Get Prepared for Emergency Notifications**

- If your phone or email contact has recently changed, please let your child's school office know the new information.
- If you would like to receive SMS text notifications about emergency closings and have not yet opted in, you may text Yes to 67587. Please note that the cell phone you text with your opt-in must be registered in your child's school record.
- Follow our [Facebook](#) and [Instagram](#) accounts.

Ultimately the final decision of whether a student goes to school during a weather emergency rests with the family. If you choose to keep your student home, please use [this link](#) to access the district website Absence Request Instructions to use the web portal or App to submit an Absence Request for your student and the absence will be excused.

### **e-Learning Days**

Our school district will use e-Learning days during emergency closings. Building and program-specific e-Learning Day plans are on our [website](#) and will be communicated during an emergency closing.

### **Emergency Communications Protocols & Drills**

If emergencies arise in any of our school buildings, all of our schools use a standardized set of protocols to ensure our staff and students know what type of emergency is occurring and how to respond. The use of these protocols is in partnership with the Washington County Sheriff's office and is intended to make emergency information clear for staff, students, and families. If emergency communications are sent during the school year, we will reference these response categories and provide information about the situation. Our emergency protocols are outlined in our [Emergency Protocols document](#).



### **Drills**

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

#### Evacuate/ 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. Evacuation drills may be used for a gas leak or other emergency.

#### Severe Weather Drills/ Shelter

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

#### Lockdown/Hold/ Secure

We are required to conduct periodic lock-down, hold, and secure drills in case of an intruder, an emergency outdoors, or a medical emergency.

### **Transportation Services**

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

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

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

- Stay back from the curb so as not to distract passing motorists or accidentally slip and fall into the street.
- Wait for directions from the bus driver before crossing the street, then cross ten feet in front of the bus.
- Wait for the bus to come to a complete stop before approaching the bus.
- Never chase or run beside a moving bus. Such actions will result in a one-week suspension of bus riding privileges or other appropriate discipline.

#### **While on the bus, students are expected to:**

- Follow the directions of the driver or safety assistant promptly and courteously.
- Open, close, or adjust the windows only with the permission of the bus driver. Students may not extend or throw any object out the window.
- Keep the noise level down. Students may not scream or shout.

- Respect the personal property of other students.
- Use appropriate language. Profane or abusive language or gestures will not be tolerated.
- Use respectful language. Degrading comments, bullying, threatening, and intimidating remarks will not be tolerated.
- Keep hands, feet, and possession to themselves. Fighting, spitting, teasing, wrestling, throwing objects, or littering will not be tolerated.

**While on the bus, students may NOT:**

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

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

**Consequences:**

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

<b>Bus Logical Consequences</b>		
	<b>Pre-school - Grade 5 Students</b>	<b>Grade 6 - 12 Students</b>
<b>First Offense</b>	Warning to student and email notification sent to the parent/guardian	Warning to student, notification to parent/guardian
<b>Second Offense</b>	Warning to student and phone call to parent/guardian, the student will also be assigned a seat on the bus	Up to Five day bus suspension
<b>Third Offense</b>	Suspension of bus service for up to 3 days and parent/guardian contact	Up to Ten day bus suspension

<b>Fourth Offense</b>	Suspension of bus service for 3 to 5 days and parent/guardian contact	Potential Suspension of bus service for the remainder of the school year
<b>Fifth Offense</b>	Suspension of bus service for 5 to 10 days and parent/guardian contact	

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

The district’s policy for all students is to have bus pickup set at one address, and drop off at one address. The pickup and drop-off locations can be different from morning to afternoon but must be the same every day. Students may NOT ride other bus routes.

**For General Bus Concerns:**

Contact First Student Transportation Services at 651-407-9080. Bus drivers have the capability of communicating through bus radios with the bus dispatcher. The bus dispatcher may be reached at the same number as above in case of late arrivals, departures and emergencies. If you would like to communicate medical conditions to the bus company, please complete [the School Bus Health Emergency Information form](#).

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

- [Grades K-9 Information](#)
- [Grades 10-12 Information](#)
- [Transportation Forms](#)
- If you have any questions, please contact [Transportation@isd832.net](mailto:Transportation@isd832.net) or 651-407-2431

**Nutrition Services**

Due to MN Legislation, breakfast and lunch are provided for free to all students (including preschool) during the school year.

Please note that students will be charged for seconds and a la carte items, including milk if they bring their own meal from home. [Click here for our](#)

[price list](#). Please note that second meal pricing is set by the U.S. Department of Agriculture. Prices are subject to change.

A la carte items are available for purchase at all schools. [Please click here for a la carte pricing](#). Students MUST have money in their meal accounts in order to purchase any a la carte items.

We believe that healthy meals are essential to helping students learn. Breakfast and lunch are served at all of our buildings and offer a variety of fresh fruits, vegetables, and whole grains - some of which come to us fresh from local farms. Menus for each of our schools are available on SchoolCafé ([www.schoolcafe.com/MAHTOMEDIPS](http://www.schoolcafe.com/MAHTOMEDIPS)). Please note: all students MUST take a full meal for the meal to be free. If this requirement is not met, the items will be charged separately at our a la carte prices and not be provided for free. Please go to the [Nutrition Services website](#) if you have any questions.

### **Paying for A la Carte**

Our online system, SchoolCafé, allows you to pay for a la carte items, monitor food purchases, set low balance reminders, view menus, view nutrition information, check account balances, and SchoolCafé has a free mobile app available for use on any smart device as well. Click [here](#) to set up your account. Parents will need their child(ren)'s Student ID number to connect them to their account. Student ID numbers can be found by accessing the Campus Parent or Campus Student web portal or App.

Payments can also be made by cash or check in an envelope marked with your child's full name and PIN number and then deposited in the drop-box located at each school (checks should be made payable to ISD 832).

Students will be allowed to participate in the school lunch and breakfast programs regardless of meal account balance, however, parents will continue to be responsible to pay for all negative account balances. Please see [School Board Policy 534](#) to view our School Meals Policy.

### **Fill out an Educational Benefits Form (Free & Reduced Application)**

The educational benefits form can help your family by reducing the cost of Mahtomedi Community Education classes, field trips, activities, home services and technology, as well as college preparation. [Click here to learn more](#). Applications can be filled out online at [www.schoolcafe.com/MAHTOMEDIPS](http://www.schoolcafe.com/MAHTOMEDIPS),

can be printed off the [Nutrition Services website](#), or picked up from the school secretary. A new application must be filled out each school year.

### 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 any health-related concerns. Health information and forms can be found on the district [Health Services website](#).

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

Health Services Staff	
District Licensed School Nurse Megan McMahon RN, BSN, PHN, LSN <a href="mailto:megan.mcmahon@isd832.net">megan.mcmahon@isd832.net</a> 651-407-2169	
High School Building RN Brooke Hemenway, BSN, RN <a href="mailto:brooke.hemenway@isd832.net">brooke.hemenway@isd832.net</a> 651-762-5852	High School LPN / District LPN Float Nurse Lauren Roquet, LPN <a href="mailto:lauren.roquet@isd832.net">lauren.roquet@isd832.net</a> 651-762-5968
Middle School Building RN Jana Goldshine, RN <a href="mailto:jana.goldshine@isd832.net">jana.goldshine@isd832.net</a> 651-407-2216	Middle School Health Office Para Vicky Fleming <a href="mailto:vicky.fleming@isd832.net">vicky.fleming@isd832.net</a> 651-762-5943
O.H. Anderson Building RN Marcia Senkler, RN	O.H. Anderson Health Office Para Amber Seeger

<a href="mailto:marcia.senkler@isd832.net">marcia.senkler@isd832.net</a> 651-407-2335	<a href="mailto:amber.seeger@isd832.net">amber.seeger@isd832.net</a> 651-407-2331
Wildwood Building RN JeAnna Cartier <a href="mailto:jeanna.cartier@isd832.net">jeanna.cartier@isd832.net</a> 651-407-2104	Wildwood Health Office Para Amber Seeger <a href="mailto:amber.seeger@isd832.net">amber.seeger@isd832.net</a> 651-407-2108

## Health and Safety Plans

Our district health and safety protocols are available on the [Health Services Website](#). The school district will develop health and safety plans as needed and will communicate these plans to the school community. Health and safety protocols are developed based on information from the Minnesota Department of Health, Minnesota Department of Education, Centers for Disease Control and Prevention, and local public health (county and school level). Please note that illness criteria and duration of time students have to be out of school due to illness is subject to change during a communicable disease outbreak or a pandemic.

## Should I Send My Child to School?

Parents or guardians should monitor their students for signs of infectious illness. The school district is required to report to the MN Department of Health for specific diagnoses OR elevated respiratory and/ or gastrointestinal illness; so please provide illness information (symptoms or a diagnosis if known) when reporting your child's absence.

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

- **Fever of 100 degrees or more:** the student must stay home until they have been fever-free for 24 hours, without the use of fever-reducing medication.
- **Vomited or had diarrhea:** the student must stay home for 24 hours after the last episode.
- **Rash for which the cause is unknown:** check with your family physician before sending your student to school.
- **Strep Throat:** the student must stay home for 12 hours after antibiotic treatment has started.
- **Uncontrollable cough.**

If your student has **tested positive for Influenza, COVID-19, RSV, or any other communicable disease**, please inform the health office of these

diagnoses by accessing the district [website Absence Request Instructions](#) to use the web portal or App to submit an Absence Request for your student. You can also call the health office if you have any questions pertaining to school attendance.

If you decide to keep your child home, you must report your child's absence daily to your child's school using the Absence Request.

**If a student becomes ill or injured during the school day**, the student must report to the health office. The Health Office will contact the parent/guardian to pick up their child, or for permission to send the student home. If the parent or guardian is not able to be reached, the Health Office will call the emergency number/s indicated. An ill student will not be sent home from school unless someone has been contacted. Students are not permitted to call for permission to be dismissed from school on their cell phones and are not to leave school if they are ill without first checking in at the Health Office. Students are not permitted to use cell phones in Health Offices unless supervised by Health Office staff to call or text parent/guardian. When a student is being picked up from the Health Office, Health Office staff will direct the parent/guardian on the pick-up procedure. A parent/guardian may be asked to come into the school to sign the student out. The student must wait in the office until they are picked up.

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

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

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

## **Medications**

Minnesota State Law prohibits the dispensing of any medication without Medication Authorization with permission from the student's parent / guardian and licensed prescribing health care provider. The Medication Authorization Form must be filled out annually. Please refer to the [Student Medication Policy 516](#) for full details on delivering medications at school.

- **Medications on Field Trips:** In general, school nurses do not attend field trips. Medically necessary medications are sent with the teacher or other trained district staff. Staff responsible for the medication are trained on administering the medication. Parents or guardians of children with complex medical situations may be contacted to assist with the planning for field trips.

## **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 or a legal exemption. **In order for your child to attend school, you must provide proof that immunization requirements have been met or a legal exemption.** Families may request an immunization record from their clinic or find their record on the Minnesota Department of Health website: [Find My Immunization Record](#). For specific immunization requirements or to provide a legal exemption families should refer to the Minnesota Department of Health form [Are Your Kids Ready? Minnesota K-12 Immunization Law](#) which can also be requested from the school Health Office. New students are given 30 days to provide an immunization record if the immunization record has not been transferred from the previous school. 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. Contact the school Health Office if you have questions regarding immunizations. [Click here to read the Immunization Requirements Policy 530](#).

**Hearing and vision screening** is conducted periodically by the school health personnel and may include 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 health care provider 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 during school hours.
- Visitors must be buzzed in and enter through the front door.
- Visitors will scan their license, 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**

Visitors are welcome to attend lunch at the elementary schools with their child. Visitors are welcomed for scheduled tours at each building and will be accompanied by a staff member.

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. Due to data privacy issues, we ask that you observe the confidentiality of other students in the classroom and do not take pictures without prior approval. Volunteer opportunities will be communicated in the schools e-news and by individual teachers. All classroom volunteers and field trip chaperones will be required to have a background check annually. Details regarding the process are available [here](#).

**All volunteers who will be working directly with children are required to pass a criminal background check.** Please note that presenters do not require a background check but will check in at the school front office with

their ID and be supervised by a Mahtomedi Public Schools staff member when presenting. Volunteers working in classrooms, at events, or directly with students must have a background check on file. To register online, go to this [link](#). 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, IEP/504 documents 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 desktop computer for teacher use, an interactive front-of-room display, and an audio enhancement system that includes a microphone for the teacher and surround-sound speakers.

Staff and students in Mahtomedi Public Schools utilize many cloud-based tools including Google Workspace for Education (branded as Zephyr Apps in the district) and Seesaw as a digital portfolio system for K-2 students. Zephyr

Apps includes email for sixth through twelfth graders, Google Drive for file management, and productivity tools that include Docs, Sheets, and Slides. Teachers at O.H. Anderson Elementary, Mahtomedi Middle School, Mahtomedi High School, and the Passages Transition Program use Google Classroom to manage assignments and share information with their students. The school district has invested in the Enterprise version of Google Workspace for Education which includes updates to Google Meet and Google Classroom as well as additional security tools.

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

### **Device for Every Learner Program**

Through the Device for Every Learner Program, Kindergarten, first, and second-grade teachers have been provided an iPad. All teachers for grades three through twelve and Passages have been provided with a Chromebook and a monitor with integrated webcam and microphone. Students in grades K-2 have been assigned an iPad and students in grades 3-Passages have been assigned a Chromebook to ensure every student has a device that supports and enhances the learning process.

### **Device for Every Learner Program Fundamentals**

- Devices are assigned at the start of each school year.
- Students may take devices home as needed to continue learning at home or to be prepared for e-learning days. Directions about bringing home devices will be communicated to families via their teachers or principals. Currently, K-2 students do not take devices home.
- In the event that your Chromebook or charging cord fails to work properly, please immediately bring it to the Media center. Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance. In addition, you may not put stickers on or deface the Chromebooks.
- Students will use their district Zephyr Apps Google account to log into the Chromebook. Students will receive their login credentials at the start of each school year. Students are not allowed to use personal Google accounts on district issued devices.
- Devices and chargers will be collected the last week of school for grades 6, 7, and 12. Students in grades 8, 9, 10 and 11 will keep their Chromebooks for continued educational opportunities throughout the

summer. Please watch for information from the schools at the end of May detailing when the devices and chargers will be collected. Instructions for care of the Chromebook throughout the summer months will be provided for students in grades 8-11 and also technology support options in the case of any issues. If a student's last day of school is mid-year, they should return the device and charger to the guidance office on their last day of school. (*Chargers are expected to be the same charger issued to the student at the start of the year*)

[Click here](#) for the complete Chromebook Device Guide

[Click here](#) for the complete iPad Device Guide

### **Authorized Use of Streamed and Multimedia Content**

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

## **Mahtomedi Area Preschool (MAP)**

- [About Mahtomedi Area Preschool \(MAP\)](#)
- [Absences](#)
- [Arrival & Pickup](#)
- [Backpacks](#)
- [Bathroom Needs](#)
- [Behavior Expectations](#)
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## **ABOUT MAHTOMEDI AREA PRESCHOOL (MAP)**

MAP is a 4-star Parent Aware-rated program. The Minnesota Department of Human Services, in coordination with the Office of Early Learning, has reviewed MAP program practices and has determined MAP meets their highest level of criteria when preparing children for kindergarten.

### **Philosophy**

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

## **ABSENCES**

Please let us know if your student will not be attending class for any reason. Please use [this link](#) to access the district website Absence Request Instructions to use the web portal or App to submit an Absence Request for your student or call (651)407-2441.

## **ARRIVAL & PICKUP**

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

### **Arrival**

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

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

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

### **Pick Up**

Children will be released only to their parents or authorized persons listed on your child's emergency childcare account. If someone different is picking up your child from preschool you must inform the classroom teacher with

written notice as soon as you are aware of the change. Please bring a picture ID for staff to verify your identity or for an emergency contact person.

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

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

### **BACKPACKS**

We request that each day students bring a backpack labeled with their name. Please make sure the backpack is large enough to fit a snow pants and a folder. This will help keep belongings in one place and provide a safe way for the school to send important communications and artwork home. Please check the backpack every day.

### **BATHROOM NEEDS**

Students must be toilet trained and able to use bathroom facilities independently before enrolling. We understand that accidents may happen, especially when routines are unfamiliar at the beginning of the year. If your child is NOT toilet trained prior to the first day of school, please contact the Early Childhood Office for options.

### **BEHAVIOR EXPECTATIONS**

#### **Be respectful, Be Responsible, Right to Learn**

MAP prioritizes a positive school environment and promotes social-emotional learning. MAP utilizes a research-based building-wide approach called Conscious Discipline. Conscious Discipline is a comprehensive, emotional intelligence and classroom management system. It integrates all domains of learning: social, emotional, physical, cultural, and cognitive into one framework. It has a caregiving philosophy that encourages adults to regulate their emotions, so they can help children do the same. It gives parents a blueprint for overriding the body's natural responses to stress so they can respond to conflict with rational thinking and problem-solving.

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

Mahtomedi Area Preschool supports a proactive approach to discipline. MAP will use a behavior tracking sheet as a problem-solving tool for early childhood students. This helps a child to take responsibility for their behavior and supports self-regulation. If a significant behavior happens, families will be called and a meeting will be scheduled to discuss the ongoing behavior(s) and together a plan will be developed to address the issue(s). If a behavior incident is deemed by staff as extreme, parents may be called and asked to pick up their child immediately. MAP reserves the right to terminate a child's enrollment if the preschool team concludes the program cannot meet the child's needs or if the behavior endangers the safety and well-being of other children and/or staff members.

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

### **BIRTHDAYS**

Each classroom teacher establishes unique ways to celebrate and recognize students. We ask that families do not bring in food or other items to pass out for birthdays or other celebrations.

### **CALENDAR**

The MAP school calendar can be found [here](#).

### **CLOTHING/COLD WEATHER**

Dress your child in washable, comfortable play clothes so they will be free to participate in all activities. MAP students will go outdoors every day unless it is raining, or the temperature is below 0 degrees Fahrenheit or if the wind chill is -10 degrees. All children are expected to go outside with their class. Children should wear or bring tennis shoes and socks every day for indoor gym play. The winter 5 are expected which include a jacket, hat, mittens, snow pants, and boots.

### **COMMUNICATION**

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

### **Issues & Concerns**

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

1. First, speak with your student's teacher during non-student contact time.
2. If concerns persist, or discussing the issue(s) with the teacher proves to be

insufficient, contact the program coordinator at 651-407-2443.

3. Families are welcome to request a conference when the attention of multiple staff is needed.

### **Family Conferences**

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

### **Record Sharing**

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

## **CURRICULUM/ASSESSMENTS**

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

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

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

## **EARLY CHILDHOOD SCREENING**

**State law requires that children are screened before they enter kindergarten, and recommends screening at age 3.** Early childhood screening is a free check of children's height, weight, immunizations, health, hearing, vision, and development. Screening identifies health and developmental concerns that can be addressed well before a child enters kindergarten. For more details and to schedule an appointment for screening, [click here](#).

## **ELIGIBILITY**

Preschool students must be:

- 3 or 4 years of age by September 1
- Toilet trained and able to use bathroom facilities independently

- Able to follow simple commands and classroom safety rules and expectations.

## **FAMILY RESOURCES**

Onsite, phone, or home consultations are available to all families with a new baby, families that may not be able to attend ECFE, or families who need tips on parenting. Consultations may include information on child development and parenting, activities for children, or information on community resources. To schedule a consultation, please contact the Early Childhood Outreach Facilitator 651-407-2017 for more information.

## **FOOD**

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

**Lunch:** Wildwood Full Day Preschool classes will eat lunch at school. Students should bring a healthy cold lunch from home or receive the school's lunch. School lunch will be available for free for preschool students. If you do not send lunch to school with your child, a school lunch will be ordered for them. Lunch menus are available to view at the SchoolCafé account online. Visit the [Nutrition Services web page](#) to set up and view your SchoolCafe account or apply for Free and Reduced Lunch benefits.

## **FORMS**

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

Complete registration includes:

- Completed online registration with non-refundable \$80 registration fee submitted
- Immunizations: Schools are required by Minnesota State Statutes 1980, Section 121A15 to have up-to-date immunization forms for all children attending programs annually.
- Copy of the student's Birth Certificate
- Completed the acknowledgment process via the [Mahtomedi Student and Family Handbook Verification Google Form](#).
- Credit card in family account for billing of tuition
- An account paid in full and in good standing

## **HANDWASHING**

Staff, families, and students are encouraged to wash their hands before they enter the classroom. Students are expected to wash their hands during the

day as needed-after using the toilet, after blowing their nose, before snack/lunch, and after playtime.

### **LATE PICK-UP FEE**

Late pick-ups cause anxiety for the children and cause staff to lose important prep time or stay beyond their scheduled hours. The late pick-up fee is \$5 for the first 5 minutes and \$1 for each additional minute. A late fee notice will be automatically timestamped at sign-out and invoiced to your preschool account. Consistent late pick-up may result in termination from the program.

### **OPEN ENROLLMENT**

Enrollment in MAP does not give any priority nor guarantee that your child will be accepted under open enrollment to Mahtomedi Public Schools. Students from outside the district will need to apply for open enrollment and be accepted with the same process as those who have not participated in our program. Please note that admission to Wildwood is automatic if you are a resident of the Mahtomedi Public Schools. [Click here to visit the enrollment website for Mahtomedi Public Schools.](#)

### **PARENT ADVISORY COUNCIL**

The Early Childhood Parent Advisory Council is a group of families who provide input for Early Childhood program development throughout the community, raise funds to benefit the programs, and provide feedback and ideas for continual improvement. Free childcare is provided during meetings. New members are always welcome. Email PAC at [mahtomedipac@gmail.com](mailto:mahtomedipac@gmail.com) or call the Early Childhood office at 651-407-2441 for more information.

### **PEANUT/NUT SENSITIVE CLASSROOMS**

MAP students may have severe allergies. In order to assist in providing a safe environment, all foods brought into Preschool will be checked for content, as some children have allergies that could be fatal. We do not allow peanuts or other nut products in our classrooms. *A severe allergy can be a life-threatening situation.* Please follow the guidelines the teacher will give you if allergies are present in your classroom. If your child has had contact with specific allergens please be sure that hands, face, and clothing are well cleaned prior to coming to school. **If your child has an allergy please make a note of it on your health form and meet with our district nurse.**

### **SCHEDULE CHANGES**

Schedule changes are permitted based on space availability Please submit your request in writing to the Early Childhood Administrative Assistant at [laura.nerison@isd832.net](mailto:laura.nerison@isd832.net). Approved changes will be processed with a \$15 processing fee per change, and you will be notified when the change can go

into effect. Families are responsible for tuition according to the old schedule until the change goes into effect.

### **STUDENT BELONGINGS**

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

### **TUITION**

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

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

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

- A \$10 late fee will be assessed.
- An email notification will be sent to you.
- You will be required to go into your child's online account or contact the Early Childhood Administrative Assistant and update the payment information with new credit card information.
- If payment is not made by the 7th of the month, a \$20 fee will be added to your child's account, and the child will not be able to return to preschool until payment is made. If a pattern of non-payment develops, program participation will be discontinued.

If you need to change or update your credit card, or have questions regarding payment, please contact the Early Childhood Administrative Assistant at [laura.nerison@isd832.net](mailto:laura.nerison@isd832.net).

All children should have the opportunity to attend preschool. Through state and local resources, MAP is able to help qualifying families attend its programs. If for any reason a family situation is limiting the possibility of your child participating in MAP, please contact the Early Learning Supervisor as soon as possible to discuss your circumstances.

**Apply for assistance before you register.** Information on Preschool Financial Assistance is available [HERE](#). Complete the [School Readiness Financial](#)

[Assistance Application Form](#). The Early Learning Supervisor will help you connect with the appropriate source of funding based on your circumstances.

### **Refunds**

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

### **VISITING THE SCHOOL**

Visitors and volunteers are always welcome at MAP, but we appreciate your adherence to our policy of checking in at the office when you arrive and wearing a visitor pass. Visitors can come anytime for lunch after October 1st, please bring your drivers license with you to sign into our school check in computer. Volunteers need to be prearranged with teachers and have completed their background check. [Click here to complete if needed](#). [Click here to see our EC Volunteer Essential Agreements](#).

### **WITHDRAWAL**

**Withdrawal from MAP requires a two-week written notice to the** Early Childhood Office at [laura.nerison@isd832.net](mailto:laura.nerison@isd832.net). A \$50 cancellation fee and tuition will be assessed for those 2 weeks. Failure to provide written notice will result in additional fees.

## **Wildwood Elementary School Information**

- [About Wildwood Elementary](#)
- [Behavior Expectations](#)
- [Cell Phones, Personal Technology, and Valuables](#)
- [Communication](#)
- [Conferences and Reporting](#)
- [Contacting the School](#)
- [Curriculum and Standards](#)
- [Family Involvement](#)
- [Lost and Found](#)
- [Lunch and Recess](#)
- [Mahtomedi Adventure Club \(MAC\)](#)
- [Pick Up and Drop Off](#)
- [Schedule and Attendance](#)
- [School Supply List](#)
- [Teacher and Class Placement Input](#)
- [Visiting the School](#)

## **ABOUT WILDWOOD ELEMENTARY**

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.

### **Wildwood Elementary: Behavior & Support**

At Wildwood, we prioritize a positive school environment where social-emotional growth and academic success go hand-in-hand. Using the Responsive Classroom® and Second Step frameworks, we ensure every child feels safe, seen, and supported.

Our Core Expectations

- **Be Kind**
- **Be Helpful**
- **Be Safe**

Our Proactive Approach

We believe in teaching behavior just like we teach reading or math. To create a safe, predictable environment for our K-2 learners, our staff focuses on:

- **Building Relationships:** Developing authentic connections with every student.
- **Explicit Instruction:** Modeling and practicing routines so students know exactly what is expected.
- **Skill Development:** Teaching the social and emotional tools children need to care for themselves and their community.

## Navigating Challenges

When behavioral mistakes happen, we focus on learning and growth rather than just compliance.

- Minor Incidents: Staff guide students to reflect on their actions and use logical consequences to take ownership.
- Significant Incidents: We focus on repairing harm and reteaching the appropriate positive behavior.

## Families as Partners

You are an essential part of this journey. By reinforcing our core expectations of Kind, Helpful, and Safe at home, you help your child navigate conflicts with integrity and resilience. Together, we ensure every student has the support they need to thrive.

## **CELL PHONES, PERSONAL TECHNOLOGY, AND VALUABLES**

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

## **COMMUNICATION**

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

### **Web Page**

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

### **Classroom Updates**

Teachers send families information on what is happening in the classroom.

- **TEACHER**  
Classroom issues should first be directed to the classroom teacher.
- **PRINCIPAL**  
School issues should first be directed to the school principal.
- **SUPERINTENDENT**  
District issues should be directed to the administrator responsible for the program or service involved.
- **SCHOOL BOARD**  
The School Board will only review concerns after this process has been completed.

Working through this process demonstrates respect and partnership and creates dialogue and a path for resolution.

### Protocol for Questions and Feedback

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

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

If the first level of communication does not resolve the issue, the principal should be the next contact. This demonstrates respect and allows for dialogue. 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

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 by accessing the Infinite Campus Parent and Campus Student App accounts and will be available after the end of semester 1 and semester 2.

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

## **CONTACTING THE SCHOOL**

### **Important Phone Numbers**

Main Office 651-407-2100

Absence Requests - Please use [Infinite Campus for Families & Students](#) webpage or call 651-407-2103

Health Office, Building RN 651-407-2104

Secretary, Nanette Chow 651-407-2102

Principal, Scott Briske 651-407-2101

School Psychologist, Jen Hurley 651-407-2128

Bus Driver Issues: 651-407-9080

Busing Route Questions 651-407-2431

MAC (AM/PM Child Care) 651-407-2150

### **Teacher Phones**

All teachers have direct-dial phones in the classroom. Numbers are listed in the [staff directory](#).

- 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 Wildwood Office at 651-407-2100 with those messages.
- If you are calling about after-school pickup or appointments, please call as early in the day as possible at 651-407-2100. It is very difficult to deliver messages received after 3:00 pm.
- The Wildwood 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.

## **CURRICULUM AND STANDARDS**

Curriculum information is available on our website at [www.mahtomedi.k12.mn.us/curriculum](http://www.mahtomedi.k12.mn.us/curriculum).

## **Academic Standards**

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

## **Curriculum**

### *Health*

Students learn about their bodies and the importance of a healthy lifestyle in the classroom and in their physical education classes.

### *Language Arts*

Teachers use a structured literacy framework to develop student's foundational skills of decoding spelling and reading fluency. Structured literacy ensures that students are taught phonemic awareness, phonics, morphology, spelling, vocabulary, grammar, and syntax in a way that is explicit and sequential. In addition to building foundational skills, teachers strategically develop students' reading comprehension by constructing a strong base of background knowledge in science, history, literature, and the arts. This approach exposes children to rich vocabulary, complex language structures, multiple genres and opportunities to strategically apply comprehension strategies. Our 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, Guided Reading Groups and Independent Reading. 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.

### *Mathematics*

Our math curriculum, aligned with the Minnesota State Math Standards, 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 to address number sense, computation, and problem-solving.

### *Media Technology*

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

### *Music*

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

### *Physical Education*

When students participate in physical education classes, they are learning more than team sports and exercise. The physical education teachers work together to provide a well-balanced coordinated program that includes the identification of bones and muscles, the importance of good sportsmanship, and the value of lifelong habits for good health.

### *Science/Engineering*

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

### *Social Studies*

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

### *Visual Arts*

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

## **FAMILY INVOLVEMENT**

### **Parent Teacher Organization (PTO)**

The [Parent Teacher Organization](#) provides volunteers to assist with a variety of school projects and enrichment programs. All parents are encouraged to attend the PTO meetings during the year.

## **LOST AND FOUND**

### **Lost and Found**

The Lost and Found area is located by the cafeteria. Please check it periodically if your child is missing an 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. We also ask that you make an effort to send healthy choices for snacks and lunch. Each classroom teacher establishes unique ways to celebrate and recognize students. We ask that families do not bring in food or other items to pass out for birthdays or other celebrations.

### **Lunch and Recess**

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

### **Weather and Recess**

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

## **MAHTOMEDI ADVENTURE CLUB (MAC)**

Mahtomedi Adventure Club (MAC) is an affordable school-age care program coordinated by Mahtomedi Community Education. MAC is a before and after-school program for Mahtomedi School District children in kindergarten through fifth grade. MAC is located at both Wildwood and O.H. Anderson and open on all school days and non-school days (excluding winter break and holidays) from 7 AM to 6 PM. For more information, please visit the [MAC web page](#). Registration is first come, first served based on timestamp of contract request and staffing. Registration for the school year is the 3rd Wednesday in May at 8 a.m.

Please contact the Program Coordinator, Jamie O'Hara, at [jamie.ohara@isd832.net](mailto:jamie.ohara@isd832.net) or 651-407-2037 if you have additional questions.

WW Site: 651-407-2150 | OHA Site: 651-407-2350

MAC is staffed by professionally trained individuals who meet the state's requirements for licensure and is a certified child care center through DHS.

## **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. Families should not park on 75th Street.
- **Alternative Dismissal Plans:** If you need to arrange an alternative pick-up plan for your child, please send a note in the morning that school day. It is extremely disruptive to arrange last-minute arrangements right before school ends in the afternoon. Please only call the school office for alternative pick-ups in the afternoon if it is an emergency by 3:00 pm.
- **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. The use of the name tents helps get students to the right cars quickly. If you need additional name tents, please contact the school office.

### **Drop Off**

**Drop-off time starts at 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 have made special arrangements with a teacher. We have specific doors for students to enter. If you decide to park please use the walkway. We ask families to use our drop-off lane rather than parking and walking the child in.

### **Pick Up**

**Pick-up time starts at 3:25 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.

### **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. 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**

School Hours are 8:55-3:25

### **Arrival At School**

For safety reasons, students should not arrive prior to 10 minutes before the start of school, unless special arrangements have been made with the teacher. Students will need to wait outside the school building until 8:55 am.

### **Schedule**

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

### **Attendance**

Daily school attendance and punctuality are very important to school success. Families are urged to make every effort to avoid family vacations or appointments.

#### *Absences - Appointments*

If a child needs to be excused from school during the day, please use [this link](#) to access the district website Absence Request Instructions to use the web portal or App to submit an Absence Request for your student. Families 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. Family members must sign students out in the office before leaving the building. If the child returns to school later in the day, the family member 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 use [this link](#) to access the district website Absence Request Instructions to use the web portal or App to submit an Absence Request for your student.

If you do not fill out the absence form, absences will be documented as unexcused. We are required by the county to review excessive absences and tardies and connect with families to make an attendance improvement plan.

### *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. This may result in a truancy referral made to Washington County Truancy Intervention.

### **Vacation**

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

### **SCHOOL SUPPLY LIST**

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

### **TEACHER AND CLASS PLACEMENT INPUT**

#### **Requests for Teacher and Input Procedures**

The goal of the student placement process is to balance students across classrooms in each grade level. Our staff use their best professional judgment in placing children in the next grade level. Each classroom is balanced considering the factors: gender, ability levels, leadership skills, learning styles, behavior, class size, diversity, special interests, and family considerations. 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 notes academic, physical, social/emotional needs, family considerations, learning style, special needs, interests, abilities, and peer relationships. Specific teacher requests are not accepted.

### **VISITING THE SCHOOL**

**Visitors**

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

**Other Students Visiting School**

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

## **O.H. Anderson Elementary School Information**

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

## **ABOUT O.H. ANDERSON ELEMENTARY**

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

## **BEHAVIOR EXPECTATIONS**

### **Behavior Expectations**

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

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

When a student has a behavior issue, a continuum of responses will occur depending on the situation. O.H. Anderson staff use a [OHA Fix It Reflection](#) 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. These will be emailed home. If a student has an office-managed behavior for behaviors 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 an [Office Managed Behavior Report](#). The principal, lead behavior specialist, SEL specialist, or counselor, 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 with the student for all office managed behavior incidents and our hope is that students will be learning during this process to be respectful, responsible, and have the right to learn. [Mahtomedi District Behavior Intervention and Response](#) will be used as a guide for responses to office managed behaviors.

## CELL PHONES, PERSONAL TECHNOLOGY, AND VALUABLES

We ask that students do not bring personal cell phones, smartwatches, technology, and other valuables to school. We say no cell from bell to bell at O.H. Anderson. We do not have a safe spot for them to be secured during the day and they are a distraction to learning. If a child has one of these items, it needs to stay in their backpack and we are not responsible for lost or stolen items. If staff sees a cell phone or other personal technology device, it will be kept in the principal's office, families will be contacted, and they will need to pick it up. [Please see our cell phone guidelines that say no cell from bell to bell.](#)

## COMMUNICATION

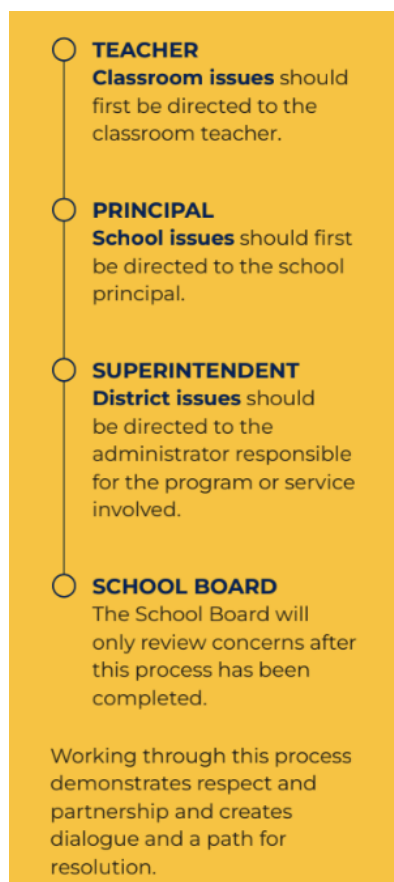
At O.H. Anderson, we regularly communicate via email, phone calls, and conferences which are held two times a year.

### Web Page

The O.H. Anderson web page is available at: [www.ohanderson.mahtomedi.k12.mn.us](http://www.ohanderson.mahtomedi.k12.mn.us).

## Classroom Updates

Teachers send families information on what is happening in the classroom every two weeks. They will include information you need to KNOW, things to DO to support your child, and they will SHARE what students are learning in the classroom.



### Protocol for Questions and Feedback

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

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

If the first level of communication does not resolve the issue, the principal should be the next contact. This demonstrates respect and allows for dialogue. 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**

Families are a crucial part of the educational team. Conferences are held in the Fall and Winter to discuss a child's progress and to become familiar with grade-level standards and expectations. Additional conferences may be scheduled as needed. We try to provide many ways which allow your child to share their progress with you as well. Students will be active members of the Winter Conferences to share their successes with you and identify possible areas for growth.

Report cards can be viewed and printed online using the Campus Parent and Campus Student web portal or App and will be available after the end of semester 1 and semester 2. Report cards are a way to report progress toward grade-level standards. If your child has an IEP, please read this [IEP and Reporting Letter](#). Please note that some areas will be marked N/A (Not assessed) or left blank if we do not have evidence of their learning at this time.

#### Academic Key

- 3 - Meets grade-level standards
- 2 - Partially meets grade-level standards
- 1 - Does not meet grade-level standards
- NA - Not assessed yet

You may request a printed report card from the office.

## **CONTACTING THE SCHOOL**

### **Important Phone Numbers**

Main Office 651-407-2300

Absence Requests - Please use [Infinite Campus for Families & Students](#) or leave a message on the 651-407-2300 line for office staff.

Health Office, Marcia Senkler, Building RN 651-407-2335

Receptionist, Katie Malek 651-407-2302

Administrative Assistant, Beth Hennen 651-407-2333

Principal, Susan Prather 651-407-2301

School Psychologist, Paola Otten Romero 651-407-2332

School Counselor- Pam McCabe 651-407-2430

Lead Behavior Specialist- Michelle Anderson 651-407-2425

SEL Specialist- Carol Hokanson 651-407-2346

Bus Driver Issues/Bus Garage: 651-407-9080  
Busing Route Questions 651-407-2431  
MAC (AM/PM Child Care) 651-407-2350

### **Teacher Phones**

All teachers have direct-dial phones in the classroom. Numbers are listed on the [website](#) each year.

- During the school day, teachers are not able to be reached directly in their rooms but their voice mail will be activated.
- Please call the O.H. Anderson office at 651-407-2300 with all messages. All messages will be relayed to the teachers and students.
- If you are calling about after-school changes in how your child will be going home, please call the office by 2:15 pm so we can communicate this to students and teachers.
- If you are reporting an absence at OHA please use [this link](#) to access the district website Absence Request Instructions to use the web portal or App to submit an Absence Request for your student.
- The O.H. Anderson school office is open from 8:00am to 4:15 pm. If you call outside office hours you will be able to leave a voicemail message.
- Teachers will try to return calls within 24 hours.

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.

### **ORGANIZATION AND HOMEWORK**

With these organization and homework practices, we hope to enhance student organization and foster better communication with families. These practices were developed by aligning with middle school expectations and then adapting them to ensure students are well-organized and proficient in these essential skills.

Students in grades 3-5 will all have a take home folder with a pocket for homework and a pocket for papers to keep at home. Please check this daily to support your child in completing homework and empty the pocket to keep at home.

Students in grades 3-5 will have a plastic Reading folder to support increasing the volume of reading. Our schoolwide homework is for kids to read for 20 minutes M-F.

Students in grades 3-5 will have planners. We expect them to:

1. Write assignments in planner.

2. Cross out assignments when they are complete.
3. Highlight homework to complete that night.
4. Families sign planner each day and write notes to the teacher if needed.

This is our main form of communication from home to school.

## **CURRICULUM AND STANDARDS**

Curriculum information is available on our website at [www.mahtomedi.k12.mn.us/curriculum](http://www.mahtomedi.k12.mn.us/curriculum)

### **Academic Standards**

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

### **Curriculum**

#### *Health*

Students learn about their bodies and the importance of a healthy lifestyle in the classroom and in their physical education classes.

#### *Language Arts*

We implement a structured literacy framework that emphasizes explicit and systematic instruction in foundational reading skills and language comprehension. Foundational reading skills, including phonics and morphology, are taught to ensure students gain the decoding and fluency skills required to read grade-level text effectively. Language and reading comprehension skills are reinforced through systematic instruction in content knowledge, vocabulary, syntax, and reading comprehension strategies. Writing instruction is integrated into our literacy blocks, and students showcase their reading comprehension through their written assignments.

#### *Mathematics*

Our math curriculum uses a balanced approach from learning basic facts, developing strong mathematical conceptual understanding, to problem-solving. Children make sense of math by exploring, discussing, and demonstrating their understanding of key concepts.

#### *Media Technology*

Technology permeates many areas of our students' lives. Our media program 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. All grades strengthen their digital citizenship through age-appropriate lessons in understanding and creating media, digital citizenship, research, and coding.

### *Music*

Students learn an appreciation for music, development, creativity, and understanding of multicultural and international perspectives. Students learn to play the recorder, guitar, ukulele, and other instruments and have the opportunity to sing in the choir and perform in music concerts.

### *Physical Education*

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

### *Science*

Our science curriculum emphasizes hands-on science experiences leading to real-world connections for science. This curriculum is inquiry-based where students follow the scientific process to develop scientific understanding. Science will be taught through our specialist rotation as well as by classroom teachers.

### *Social Studies*

Elementary students develop an understanding of how people, places, and environments connect across local, national, and global contexts. Through inquiry and discussion, students learn to read and create maps, examine how communities function, and explore how geography, culture, and history shape daily life and decision-making. Learning experiences emphasize civic participation, respect for multiple perspectives, and the ways people influence and respond to the world around them.

### *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 and at various times in our District Office and throughout our community.

## **FAMILY INVOLVEMENT**

### **Parent Teacher Organization (PTO)**

The [Parent Teacher Organization](#) provides volunteers to assist with a variety of school projects and enrichment programs. Please go to our school website, click the Families tab on top and go to Get Involved section, 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.

## **LOST AND FOUND**

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

## **LUNCH AND RECESS**

### **Lunch and Nutrition**

We work closely with our food service providers to provide nutritionally balanced lunches for our students. The first lunch is free of charge for students but they must pay for seconds and A la carte items. [Please click here for a la carte pricing.](#) Students MUST have a school or home lunch and have money in their meal accounts in order to purchase any a la carte items.

We do not allow soda in the lunchroom. We also ask that you make an effort to send healthy choices for snacks and lunch. We do not allow students to share their lunches or snacks. Each classroom teacher establishes unique ways to celebrate and recognize students. We ask that families do not bring in food or other items to pass out for birthdays or other celebrations.

### **Lunch and Recess**

Our students have a combined 45-minute lunch and recess break each day. Some classes have lunch first and the other classes have recess first and they switch after 22 minutes. Playground Lunch and Recess Paras supervise our students during this time. Students will sit by their classroom in the lunchroom and may earn Fun Friday privileges to sit anywhere in the lunchroom on Fridays.

### **Weather and Recess**

We monitor the temperature each day. Please plan on students being outdoors for recess unless it is raining, or the temperature is below 0 degrees Fahrenheit or if the wind chill is -10 degrees. Please keep these guidelines in mind when helping your children select clothing in the morning. Students will be required to wear a jacket if the temperature is below 50 degrees Fahrenheit otherwise it is their choice. The winter 5 are expected which include a jacket, hat, mittens, snow pants, and boots.

## **MAHTOMEDI ADVENTURE CLUB (MAC)**

Mahtomedi Adventure Club (MAC) is an affordable school-age care program coordinated by Mahtomedi Community Education. MAC is a before and after-school program for Mahtomedi School District children in kindergarten through fifth grade. MAC is located at both Wildwood and O.H. Anderson and open on all school days and non-school days (excluding winter break and

holidays) from 7 AM to 6 PM. For more information, please visit the [MAC web page](#). Registration is first come, first served based on timestamp of contract request and staffing. Registration for the school year is the 3rd Wednesday in May at 8 a.m.

Please contact the Program Coordinator, Jamie O'Hara, at [jamie.ohara@isd832.net](mailto:jamie.ohara@isd832.net) or 651-407-2037 if you have additional questions.  
WW Site: 651-407-2150 | OHA Site: 651-407-2350  
MAC is staffed by professionally trained individuals who meet the state's requirements for licensure and is a certified child care center through DHS.

### **BEFORE AND AFTER SCHOOL**

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

If you need to arrange an alternative pick-up plan for your child, please send a note in the morning that school day or call the school office for alternative pick-ups by 2:15 PM.

### **Walkers and Bikers**

- Students should follow safety rules when walking and biking to school.
- Adults are available at scheduled times to assist students to cross at Warner Avenue at the crosswalks located on the OHA campus.
- Bike racks are available to lock bikes in the front of the building.
- We ask that bikes are walked while on school property.

### **Drop-Off- Pick Up Procedures**

- Please review [OHA Pick-Up and Drop-Off Procedures](#).
- Drop-off time starts at 9:00 AM
- Students eating breakfast may enter at 9:03 AM, and all others may enter at 9:05 am
- Pick-up time starts at 3:45 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 drive slowly, be attentive and do not be on your cell phone, and use only designated drive lanes and parking spots.
- You may drop off students on this sidewalk on the yellow designated areas on the West and South side of the school.
- Please do not drop off students in the streets surrounding the school as it is not safe.

### **Bus**

- The north parking lot is designated for buses only.

- 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.
- The bus company and schools DO NOT allow students to ride home on another bus route. We cannot allow students to ride another bus due to safety and capacity issues.

## **SCHEDULE AND ATTENDANCE**

### **O.H. Anderson School Day**

School Hours are 9:15 am-3:45 pm

#### **Schedule**

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

#### **Attendance**

Daily school attendance and punctuality are very important to school success. Families are urged to make every effort to plan family vacations or appointments outside the school days.

#### Absences - Parent Reporting

Please use [this link](#) to access the district website Absence Request Instructions to use the web portal or App to submit an Absence Request for your student or call (651) 407-2308. If you do not submit the absence form, absences will be documented as unexcused. We are required by the county to review excessive absences and tardies and connect with families to make an attendance improvement plan.

#### 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 and use [this link](#) to access the district website Absence Request Instructions to use the web portal or App to submit an Absence Request for your student. The note should include information regarding when the child will return to school. Families arranging to pick up their child at school must come to the office to sign the student out before leaving the building. If the child returns to school later in the day, the student is able to sign back into the building on the office computer.

### *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. This may result in truancy referral may be made to Washington County Truancy Intervention.

### *Vacation*

We strongly encourage parents/guardians to schedule vacations when school is not in session. Missed assignments may be posted on Google Classroom or can be made up during WIN time upon return. Please contact the classroom teacher to make arrangements for the missed work.

## **SCHOOL SUPPLY LIST**

Supply lists will be posted on the school website and available by clicking [here](#). Check with your child frequently during the year as supplies often need to be replenished. Students should have tennis shoes for physical education classes and recess. If you are unable to provide the supplies, please contact Ms. Pam McCabe at [pamela.mccabe@isd832.net](mailto:pamela.mccabe@isd832.net) or Ms. Prather at [susan.prather@isd832.net](mailto:susan.prather@isd832.net)

## **CLASS PLACEMENT**

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

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

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

## **VISITING THE SCHOOL**

Visitors and volunteers are always welcome at O.H. Anderson, but we appreciate your adherence to our policy of checking in at the office when you arrive and wearing a visitor pass. Visitors can come anytime for lunch, please bring your drivers license with you and sign into our school check in computer. Volunteers need to be prearranged with teachers and have

completed their background check [Click here to complete if needed](#). Click here to see our [K-5 Volunteer Essential Agreements](#). We will communicate volunteer opportunities in our e-news and classroom communications.

## **Mahtomedi Middle School Information**

- [About Mahtomedi Middle School](#)
- [Activities and Athletics](#)
- [Articles Prohibited During School Hours](#)
- [Backpacks](#)
- [Cafeteria](#)
- [Cell Phones](#)
- [Conferences](#)
- [Contacting the School](#)
- [Family Involvement](#)
- [Food and Beverages](#)
- [Health Services](#)
- [Honor Roll](#)
- [Lockers](#)
- [Lost and Found](#)
- [Media Center Services](#)
- [Messages and Forgotten Articles](#)
- [Plagiarism and Academic Dishonesty](#)
- [Report Cards and Grades](#)
- [Student Attendance](#)
- [School Supply List](#)
- [Student Conduct and Expectations](#)
- [Student Hours and Schedule](#)
- [Student Services](#)
- [Textbooks](#)
- [Transportation](#)
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## **MAHTOMEDI MIDDLE SCHOOL INFORMATION**

### **ABOUT MAHTOMEDI MIDDLE SCHOOL**

The mission of Mahtomedi Middle school is to ensure all students possess the academic, social, and emotional foundation for individual success while exploring passions and enhancing their joy of learning. The curriculum provides students exploratory opportunities in a variety of curricular areas that provide career and college-ready experiences: such as engineering, art, music, health, family and consumer science, phy-ed and Spanish. Our talented and caring staff is focused on the work of developing dynamic, creative, and culturally competent students through small group support and individual success coaching during Middle School Success. Expanded academic offerings also include accelerated and honors courses 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 have opportunities to engage and explore their passions through co-curricular offerings. Individual student attention is the strength of Mahtomedi Middle School.

[Click here for the We Are Zephyrs School-Wide Expectations Slide Deck](#)- shared with all students during the first days of school.

### **ACTIVITIES AND ATHLETICS**

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

### **ARTICLES PROHIBITED IN SCHOOL DURING SCHOOL HOURS**

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, but not limited to the following:

- Toys
- Water Pistols

- Laser Pointers
- Rollerblades/roller shoes/roller skates
- Silly String
- Hair Dye
- Lighters
- Body Spray/Perfume

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

### **BACKPACKS**

Students are to keep backpacks and lunch bags in their lockers during the school day, 8:00 am-2:40 pm.

### **CAFETERIA**

Breakfast

- served in the cafeteria from 7:30-7:55 am

Lunch

- Lunches are served by grade level
  - 6th Grade: 11:30 am - 12:00 pm
  - 7th Grade: 12:23 pm - 12:53 pm
  - 8th Grade: 10:37 am - 11:07 am
- Parents (and students) are not allowed to provide items to share, such as cake, pizza, food delivery, etc.
- Parents can access their SchoolCafe account here to view purchases, add funds, make payments, etc.
- Student expectations for the cafeteria are outlined in the We Are Zephyrs slideshow.

### **CELL PHONES**

Students may use the phone in the main office during the school day to contact parents. Cell phones and earbuds may not be used during the school day and must be kept in student lockers between 8:00 am and 2:40 pm. [Click here to see the Middle School Cell Phone Guidelines.](#) #bell2bellnocell

### **CONFERENCES**

Parent-Teacher conferences are held annually in October and February. More information will be available on the building website and in the weekly eNews when the time approaches.

## **CONTACTING THE SCHOOL**

- <https://www.middleschool.mahtomedi.k12.mn.us>
- Principal: Jackie Collins 651-407-2201
- Associate Principal: Tony Walfoort 651-407-2233
- Administrative Assistant: Rachel Bolte 651-407-2203
- Main Office Receptionist: Joyce Rohrig 651-407-2200

To contact a staff member outside of the main office please access [the staff directory](#).

## **DRESS CODE/STUDENT ATTIRE**

The manner of dress or personal grooming must permit the student to fully participate in learning without posing a clear danger to student health and safety, and cause or is reasonably likely to cause interference with learning. With fashion changing often, a general guideline to follow is to wear clothing that would typically be worn in a casual, yet professional setting. Let's work together to ensure that what we wear to school promotes a safe learning environment for all students and maximizes student engagement in learning.

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

- Caps, hats, or hoods are not to be worn in the classroom, except for religious and medical reasons or if given prior approval.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, industrial tech labs, FACS labs, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as athletic wear or safety gear.
- Students will refrain from clothing with offensive images or language (i.e. profanity, hate speech, sexually explicit,...) and images or language depicting or advocating violence, or the use of alcohol, tobacco, or other drugs.

## **FAMILY INVOLVEMENT**

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

- **Volunteers** We value our volunteers, not only for the services they perform throughout the year, but also for the model they provide for our students. All volunteers are required to pass a criminal background check and show a valid driver's license upon admittance. Volunteers are needed for many activities, including chaperoning field trips and social events for students, assisting in classrooms, Middle School committees, and District 832 committees. Any parent interested in volunteering should contact the main office at 651-407-2200 or [click here to visit our Volunteer page on the website](#).

- **Parents visiting the school during the school day.** Adults wishing to tour the building, attend a team meeting, or to meet with school personnel, are required to report to the main office, sign in, and receive a visitor's badge. It is recommended you make an appointment to make sure appropriate staff are available. This policy is designed to ensure the safety of our building.
- **The Mahtomedi Middle School Parent Association (MSPA)** is open to any parent/guardian with a student at Mahtomedi Middle School. Watch for event information in the weekly eNews. [Click here to join the MSPA volunteer database.](#)

### **FOOD AND BEVERAGES**

Food and beverages are not allowed in the classrooms or hallways unless permitted by the teacher. 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 unless given prior permission.

### **HEALTH SERVICE: Physical Education Excuses**

If a student needs to be excused from physical education, parents must provide a note directly to the health office or contact the Building RN, and it will then be communicated to the Physical Education teacher. If the exclusion is longer than three days, a doctor's note must be presented to the Health Office for class absence or modifications.

### **HONOR ROLL**

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

3.7 – 4.000	High Honors
3.0 – 3.699	Honors

### **LOCKERS**

Lockers are the school's property and are loaned to each student for the school year. Lockers should remain locked at all times. For security reasons, students should not share their locker and 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. Please use magnets instead of stickers/tape to decorate lockers.

## **LOST AND FOUND**

Students who find lost articles are asked to place them on the Lost and Found racks located in the Commons area where the owner can claim them. Certain items of value will be held in the main office.

## **MEDIA CENTER SERVICES**

Students may go to the Media Center from classes with a pass to do research and check out materials. The Media Center hours are from 8:00 AM - 2:40 PM.

## **MESSAGES AND FORGOTTEN ARTICLES**

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

## **PLAGIARISM AND ACADEMIC DISHONESTY**

As a guiding principle, academic dishonesty includes, but is not limited to, cheating on school assessments (formative or summative), plagiarism or collusion. When in doubt, the student should always ask the teacher or an administrator for further clarification. The following are example violations:

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

## **REPORT CARDS AND GRADES**

Report cards are posted on the Infinite Campus Parent Portal approximately one week after the quarter ends. Parents may contact the Counseling Office if they want a paper copy mailed home. The quarters are listed on the [district calendar](#). Mid-term reports are posted on the Campus Parent Portal 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 the Infinite Campus Parent Portal.

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+ = 3.4	C+ = 2.4	D+ = 1.4	F = 0

## **STUDENT ATTENDANCE**

Daily school attendance and punctuality from 8:00 am to 2:40 pm are very important to school success. Teachers take attendance each period. When absences occur, parents will be contacted. Students are urged to contact their classroom teachers to make arrangements for missed work. Families are urged to make every effort to avoid family vacations or appointments when school is in session.

*Absences (Including Late Arrivals and Early Dismissals)* Parents are required to contact the school office when a student is absent.

Please use [this link](#) to access the district website Absence Request Instructions to use the web portal or App to submit an Absence Request for your student. If you do not fill out the absence form, absences will be documented as unexcused. We are required by the county to review excessive absences and tardies and connect with families to make an attendance improvement plan.

- If a student arrives late to school, a parent/guardian must notify the school office by submitting an Absence Request Form using the web portal of App or a handwritten note. *Please note: Medical and Dental Offices will print Student Admit Slips for late arrivals upon parent request.*
- If a student will be leaving school early, a parent/guardian must notify the school office by submitting an Absence Request using the web portal of App or a handwritten note. Students should stop in the office before school to pick up their passes to leave class and will be released from school at the designated time on the attendance form/pass.

### *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. This may result in a truancy referral made to Washington County Truancy Intervention.

#### Minnesota Compulsory Attendance Law

- Requires students to attend all of their classes every day.
- States that the school is the arbiter of whether an absence is excused or unexcused

### **SCHOOL SUPPLY LIST**

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

### **STUDENT CONDUCT AND EXPECTATIONS**

#### Food and Beverages

Food and beverages are not allowed in the classrooms or hallways unless permitted by the teacher. 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 unless given prior permission.

#### Hallways

During passing time, students are expected to:

- Be considerate of others
- Use appropriate language
- Refrain from physical contact to maintain a safe environment
- Stay in the designated grade level areas, including using grade-level designated bathrooms
- Use the trash cans and recycling bins that have been provided in the hallways

During classes, students are expected to

- Have their planner with them as a hallway pass
- Minimize the amount of time out of classes

Student expectations for the hallways are outlined in the We Are Zephyrs slideshow.

### **STUDENT HOURS AND SCHEDULE**

The middle school academic day is 8:00 AM to 2:40 PM (The daily schedule is on the [Middle School website](#)). Students will be allowed in the building starting at 7:00 AM. Students arriving at school before 7:50 AM will gather in

designated areas. At that time, students will be released to go to their first-hour classrooms. Students who pre-arrange a meeting with a teacher will be allowed to sign in at 7:30 am.

Students are expected to leave the building at the end of the school day. Access throughout the building will be closed to students at 2:55 PM unless they have a pre-arranged meeting with a teacher or a school activity.

### **SCHOOL COUNSELORS**

Counselors 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. Paul Beggin	651-407-2224
Grade 7	Mr. Christian Kolb	651-407-2235
Grade 8	Mrs. Ann Haschig	651-407-2263

Behavior Interventionist/SSW	Ms. Chelsea Paquette	651-407-2260
School Psychologist	Terri Gulbransen	651-407-2249
Counseling Admin. Asst.	Mrs. Erica Dunbar	651-407-2204

### **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.

### **TRANSPORTATION**

#### 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.

#### Bus Expectations

Student expectations for the bus are outlined in the We Are Zephyrs slideshow.

#### Bus Passes

Per the bus company's rules, students may only receive a bus pass to ride another student's bus if the office has received written permission via a note or an email from **both** students' parents acknowledging that all parties are aware of the plans.

#### Parent Drop-Off/Pick-Up Procedures

- Be mindful of students and staff crossing the parking lot.
- Pull all the way forward in the line and drop students off all along the sidewalk (not only in front of the doors) to allow cars to move through quickly.
- Allow extra time in the morning to allow for traffic. Traffic delay due to a long drop-off line is an unexcused absence.
- [Click here for a photo of the MMS Traffic Flow.](#)

#### **VISITORS**

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

## **Mahtomedi High School Information**

- [About the School](#)
- [Academic Integrity](#)
- [Athletics Eligibility and Academic Requirements for Participation](#)
- [Attendance](#)
- [Behavior Expectations](#)
- [AI Acceptable Use](#)
- [Bilingual Seals](#)
- [Cell Phone Guidelines](#)
- [Contacting the School](#)
- [Dress Code](#)
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## 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 pottery, digital art, choir, band, and video production. 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 for student behavior 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 [2025-2026 Mahtomedi High School profile](#).

### ACADEMIC INTEGRITY

As a learning community, we strive to develop, sustain and protect an environment of integrity, respect and responsibility, which are part of our Six Pillars of Character that guide our conduct: Respect, Creativity, Leadership, Integrity, Compassion and Responsibility. At Mahtomedi High School, students are expected to adhere to the highest codes of academic conduct.

All work must be completed in an honest fashion. The following activities are unacceptable and considered forms of academic dishonesty:

- **Cheating:** Talking to other students during the exam, using materials, such as notes, calculators, cell phones, photo math, smart glasses, etc., when not permitted by the instructor, copying answers from another person's test or quiz, sharing answers with other students.
- **Plagiarism:** Plagiarism is the act of presenting someone else's work or ideas as your own without proper attribution or permission. It can occur in various forms, including but not limited to:
  - Copying and pasting text from a source, such as a book, article, or website, without citing the original author or providing proper references
  - Paraphrasing or rewording someone else's work without giving credit to the original source, making it appear as if the content is original when it is not.

- Using images, graphics, or other visual content without obtaining proper permission or acknowledging the original creator.
- Submitting someone else's work, such as an essay, report, or presentation, as your own, even if you have made minor modifications or edits.
- Collaborating with others on an assignment or project but failing to acknowledge their contributions, claiming the entire work as your own.
- Self-plagiarism, which involves submitting your own previously submitted work for a new assignment or publication without proper disclosure or permission.
- **Theft and distribution:** Sharing or selling copies of the test, test materials or answer key, including photographs or reproductions of the test or answer key.

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

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

## **ATHLETICS ELIGIBILITY AND ACADEMIC REQUIREMENTS FOR PARTICIPATION**

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

- If a student earns a final grade of "F" in two consecutive semesters or earns two final grades of "F" in one semester the student shall lose eligibility for the next two interscholastic contests.
- The student-athlete must be practicing with their teammates during the time they serve their suspension. A student-athlete must finish the season in which they serve their suspension or the penalty will be applied to the next athletic season in which they participate.
- Each additional "F" earned by a student who has already violated the school's Academic Eligibility expectations will come with a suspension of two interscholastic contests.

- Eligibility decisions for special education and at-risk students shall be handled by the Student Support Team, principal and activities director on a case-by-case basis.

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

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

### **Suspension from School**

If a student is suspended from class or school, the student may not participate in the activity or program for the duration of the suspension. The student may be subject to further disciplinary consequences according to the bylaws outlined in the MSHSL Code of Conduct.

### **ATTENDANCE** ([Policy #503](#))

Daily school attendance and punctuality are very important to school success. Families are urged to make every effort to avoid family vacations or appointments. The Minnesota Compulsory Attendance Law requires students to attend all of their classes every day.

The school day is 8:00 am to 2:40 pm. and teachers take attendance each period. When absences or tardies occur, parents will be contacted with a text and/or email. Upon notification of an unexcused absence, parents should have their student reach out to their teacher if it is believed to have been a mistake. Prompt attention to addressing unexcused absences helps to ensure that attendance is accurate. The school is the arbiter of whether an absence is excused or unexcused based on the Minnesota Compulsory Attendance Law.

### **Reporting an absence**

All-day absences, late arrival, and early dismissals must be submitted using [this link](#) to access the district website Absence Request Instructions to use

the web portal or App to submit an Absence Request for your student or by calling 651-762-5806.

### **Student Responsibilities**

Students who were absent are expected to make up 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.

### **Tardy Policy**

Mahtomedi High School Tardy Policy and Disciplinary Consequences: 3rd (+) tardy: Referral and student may receive detention.

### **Excused Absences**

Excused absences are noted in Policy 503 and include the following notes.

#### Appointments

Whenever possible, appointments with doctors, dentists, lawyers, etc., should be arranged after school hours, or on days when school is not in session. Students should provide a medical or dental facility note upon return to school.

#### College Fair or 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. Students will be excused by the school for three college visits. Any additional college visits will be a parent excused absence and count towards the 15 days parents/guardians have to excuse their student from school.

#### Family Vacation

If family vacations can be scheduled to correspond with school breaks, it would benefit both the student and the school. If this cannot happen, it is expected that the student communicates with their teachers before leaving to obtain any coursework they will miss during their absence.

#### Funerals

Such absences include a death or funeral in the student's immediate family or of a close friend or relative.

#### Illness

Such absences include parent or doctor-verified illness. If a parent or guardian would like to discuss their child's health with our school nurse, the health office can be reached at [brooke.hemenway@isd832.net](mailto:brooke.hemenway@isd832.net) or 651-762-5852.

### **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 first period or more than 5 minutes late to second through 7th periods without an excused reason, it is considered an unexcused absence.

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

### **Truancy**

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

### **Excessive Absences**

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

### **Extended Absences**

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

### **Late Arrival**

Students must check in with the Main Office if arriving after the start of the school day. If students arrive 10 minutes or more after the start of 1st period, they will be marked absent unexcused for the period. If a student arrives late

to class periods 2 - 7 more than 5 minutes late, they will be marked absent unexcused. These practices are in alignment with state statute. PSEO, Online, 916 and Honor Pass students are an exception to this rule. These students should plan on arriving at least five minutes prior to the start of their next class.

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

Students are expected to remain on school grounds during the school day. MHS is a closed campus during the school day and 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 prior to the start of the school day, and must check out through the main office. Additionally, the student may be required to provide a note from the appointment.
- If a student becomes ill or injured during the school day, they should report directly to the Health Office. If the student is unable to stay at school, the nurse will contact the parent/guardian to make arrangements.
- If a student leaves school without permission for any reason, the absence will be considered truant and progressive behavior consequences will be assigned.

### **916, Honors Pass, & PSEO Arrival & Departure Procedure**

Students are required to enter or leave the building during our normal building passing times. Students will no longer have the option to arrive at any time during their PSEO, 916, Honors Pass or Online hour(s). Please note that this practice is in place to increase security, decrease classroom disruption, aid in accurate attendance and minimize office disruption. Students should plan their day to arrive in the building during scheduled passing times:

Before 8am  
8:50 to 8:55  
9:45 to 9:50  
10:25 to 10:30  
11:20 to 11:25  
12:50 to 12:55  
1:45 to 1:50

Students that arrive during these times will be asked to show their backpack badge as they enter the building.

Students that arrive for their next class prior to passing time will be asked to remain in the atrium until the end-of-hour bell rings and will then be required to show their backpack badge.

### **Activities Attendance**

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

### **BEHAVIOR EXPECTATIONS (Policy #506)**

At Mahtomedi High School students are expected to follow the Six Pillars of Character: Respect, Creativity, Leadership, Integrity, Compassion and Responsibility as guidelines for decision-making and conduct. When this does not occur and learning is disrupted, school staff have an obligation to intervene. In this case the tiered Mahtomedi District Behavior Intervention and Response will be used as a guide so that a positive and safe learning environment can be restored.

If a student is suspended from school, they may not attend any school sponsored events until they have had their re-entry meeting.

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 and read the policy.

### **AI ACCEPTABLE STUDENT USE**

At Mahtomedi Public Schools, we embrace innovation and the thoughtful use of emerging technologies like Artificial Intelligence (AI) to support learning. AI tools have the potential to inspire curiosity, build academic skills, and support students in planning, organizing, and improving their study habits. As part of our Portrait of a Graduate, we encourage students to use tools that help them grow as learners and thinkers.

However, the integrity of student work remains a cornerstone of academic excellence. Students are expected to complete assignments using their own thinking, voice, and understanding. Using AI to generate or complete academic work such as writing assignments, solving problems, or answering questions **is not permitted** unless specifically authorized by a teacher as part of a learning activity.

AI may be used in the following **supportive and responsible ways**:

- Organizing a study plan or schedule

- Generating practice questions or summaries for review
- Exploring ideas or asking clarifying questions to deepen understanding
- Brainstorming for a project or outlining a draft (followed by original student work)
- Learning how to approach a topic or develop a skill

Students may **not** use AI to:

- Submit AI-generated writing, code, or responses as their own
- Translate or rewrite someone else's work using AI
- Circumvent the learning process or misrepresent their understanding

We believe in preparing students for the future by helping them use powerful tools responsibly and ethically. If students have questions about using AI for a class or project, please ask your teacher or advisor. We are here to help students learn how to use technology as a tool for growth, not a shortcut around learning.

### **BILINGUAL SEALS PROGRAM AND HERITAGE LANGUAGE TESTS**

Thirty-one World Languages (and more each year) can be officially recognized with accredited proficiency tests, allowing for High School and MNSCU college elective credits to be granted as part of the Heritage Language & Minnesota Bilingual Seals program. Students can earn Bi/Multilingual Seals in grades 10-12 awarded upon graduation. Scores correlate to several high school credits, up to 5 per language. Assessments and awards are currently available in a variety of languages. Proficiency needs to be demonstrated in ALL four tested modalities to earn an award: listening, reading, writing, and speaking.

Heritage Language assessments are available each year. Please contact [Melissa.Burke@isd832.net](mailto:Melissa.Burke@isd832.net) to express interest, ask questions, and sign up for the Heritage Language Program. Or, learn more about the Minnesota Bi/Multilingual Seals program through MDE by visiting the [MN Bilingual Seals website](#).

### **CELL PHONE GUIDELINES**

#### **Limited Access for Cell Phone Use**

- If students choose to bring a cell phone/device to school the expectations are as follows: Cell phones will be placed into the phone caddy of each classroom at the start of the period. Earbuds and smart watches will be required to be placed in a designated area in each classroom as determined by the instructor.
- The school-issued Chromebook is the recommended device for student use. Bringing your own device is not recommended. Non-district devices are not supported by the same network infrastructure and are prone to internet connectivity issues. Non-district devices also may not

have access to the same tools and resources needed throughout the school day. Additionally, district staff are not able to troubleshoot or repair these devices.

- Students who need to be in contact with their family during the academic day are to ask permission to use one of our school phones. Parents are welcome and encouraged to contact our main office if there is a message that needs to be relayed.
- Students assume the risk of damage, theft, or loss when choosing to bring a phone to school.
- Cell phones, smart watches, and earbuds will be allowed before and after school, between classes, and during lunch only. During FLEX Time, teachers may decide if use of these tools is allowed. All other times during the school day will be a cell phone, smart watch, and earbud free time.
- Smart glasses are not allowed in school.
- During the times listed above responsible use of electronic devices includes:
  - Checking in or responding to family members.
  - Sending and receiving appropriate communication with friends.
  - Sharing school-appropriate material with friends.
- Earbuds/headphones may be allowed at designated times for instructional purposes on school-approved devices.
- Cell phone or smart glasses use of any kind is not permitted in locker rooms or bathrooms.
- Phone usage during lockdown and fire drills is prohibited.
- Using a cell phone or smart glasses to record or take photos of staff members or other students is not allowed without permission.
- Recording or taking photos of classmates with the intent to bully or harass is not permitted. Students in violation are subject to the district's Bullying and Harassment Policies.
- Using social media, apps, or any other function of a cell phone/device to spread rumors, bully, make fun of, exclude, or create a disruption in school or outside of school is not permitted.
- Sharing or asking classmates for inappropriate content is not permitted.
- If your phone is seen or heard in class it will be placed in a designated area in the classroom. Progressive consequences will be followed and are located below.
- Students who leave the classroom on a pass will keep their cell phone in the cell phone caddy when they leave the room.
- Cell phone guidelines for off-campus school activities (i.e. extracurricular activities, outdoor and service trips, school field trips) will be individualized depending on the specific trip and activities. These expectations will be addressed at pre-trip meetings and/or on trip-specific permission slips.

### **Extenuating Circumstances**

- Students who use their cell phone to monitor a medical condition (i.e. diabetes) may have their cell phone with them at all times, but must adhere to all other expectations of the cell phone policy. Please contact school administration if there is an essential need for a phone for approval.
- In the case of medical necessity or emergency, a student should have a health plan or prior approval.

### **Progressive Consequences (includes cell phones, earbuds, smart glasses, and smart watches)**

- First Offense
  - Staff member will have the student place their phone in a designated area within the classroom until the end of the class period. Teacher fills out a behavioral referral. Student picks up the phone from the teacher.
- Second Offense
  - Staff member turns the phone into the office for the remainder of the day and fills out a behavioral referral. Student picks up the phone in the main office.
- Third Offense
  - Staff member turns the phone into the office for the remainder of the day and fills out a behavioral referral. Parent picks up the phone from the main office.
- Fourth Offense
  - A cell phone plan is created with the family and communicated with the teachers. The phone may be held by administration during the day or not allowed on site.

## **CONTACTING THE SCHOOL**

Mahtomedi High School [MHS homepage](#)  
 8000 75th St. North Mahtomedi, MN 55115 651-762-5800

[Mahtomedi High School Staff Directory](#)

<b>Administration and Main Office Staff</b>	
<b>Principal Justin Hahn</b> <a href="mailto:Justin.hahn@isd832.net">Justin.hahn@isd832.net</a> 651-762-5801	<b>Assistant to the Principal Susan Decker</b> <a href="mailto:susan.decker@isd832.net">susan.decker@isd832.net</a> 651-762-5808
<b>Associate Principal Lisa Faletti-Watkins</b> <a href="mailto:lisa.falettiwatkins@isd832.net">lisa.falettiwatkins@isd832.net</a> 651-762-5802	<b>Assistant to the Associate Principal Jen Boxmeyer</b> <a href="mailto:jennifer.boxmeyer@isd832.net">jennifer.boxmeyer@isd832.net</a> 651-762-5805
<b>Activities Director Aaron Forsythe</b> <a href="mailto:aaron.forsythe@isd832.net">aaron.forsythe@isd832.net</a> 651-762-5803	<b>Assistant to the Activities Director Lisa Gacek</b> <a href="mailto:lisa.gacek@isd832.net">lisa.gacek@isd832.net</a> 651-762-5807
<b>Main Office Receptionist Jody Briske</b> <a href="mailto:jody.briske@isd832.net">jody.briske@isd832.net</a> (651) 762-5806	
<b>Counseling Center Staff</b>	
<b>Anne Erickson, M.S., CDF</b> Licensed School Counselor Student Last Names A-D <a href="mailto:anne.erickson@isd832.net">anne.erickson@isd832.net</a> 651-762-5847	Adriana Lee, M.S. Licensed School Counselor Student Last Names E-K <a href="mailto:adriana.lee@isd832.net">adriana.lee@isd832.net</a>
<b>Keith Miley, M.S.</b> Licensed School Counselor Student Last Names L-Q <a href="mailto:keith.miley@isd832.net">keith.miley@isd832.net</a> 651-762-5846	<b>John Akins, M.S.</b> Licensed School Counselor Student Last Names R-Z <a href="mailto:john.akers@isd832.net">john.akers@isd832.net</a> 651-762-5844
<b>Melissa Burke, M.A.</b> Counseling Office Assistant <a href="mailto:melissa.burke@isd832.net">melissa.burke@isd832.net</a> 651-762-5843	Cody Chamberlain School Psychologist <a href="mailto:cody.chamberlain@isd832.net">cody.chamberlain@isd832.net</a>
<b>Ellen Cole, Ed. M.</b> Student Success Advisor <a href="mailto:ellen.cole@isd832.net">ellen.cole@isd832.net</a> 651-762-5981	
<b>Health Services Staff</b>	
<b>Brooke Hemenway, BSN, RN</b>	<b>Lauren Roquet, LPN</b>

High School Building RN  
[brooke.hemenway@isd832.net](mailto:brooke.hemenway@isd832.net)  
Phone 651-762-5852  
Fax 651-762-5850

High School LPN/ District LPN Float Nurse  
[Lauren.Roquet@isd832.net](mailto:Lauren.Roquet@isd832.net)  
Phone 651-762-5968  
Fax 651-762-5850

### **DRESS CODE (Policy #504)**

The manner of dress or personal grooming must permit the student to fully participate in learning without posing a clear danger to student health and safety, and is likely to cause interference with learning. With fashion changing often, a general guideline to follow is to wear clothing that would typically be worn in a casual, yet professional setting. The goal for students is to wear clothing to school that promotes a safe learning environment for all and maximizes student engagement in learning. The following list may not be comprehensive and high school administration will address students who display clothing that is unacceptable for school.

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

- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, FACS labs, and other activities where unique health and safety hazards may exist. Specialized courses may require specialized attire, such as athletic wear or safety gear.
- Students will refrain from clothing with offensive images or language (i.e. profanity, hate speech, sexually explicit material) and images or language depicting or advocating violence, or the use of alcohol, tobacco, or other drugs.

### **EIGHTEEN-YEAR-OLDS**

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

### **FAMILY INVOLVEMENT**

Students thrive when there is a strong partnership between school and home. At Mahtomedi High School we look forward to working with families in order to provide our students with an exceptional educational experience. Please communicate with the school when concerns or questions arise. Specific concerns regarding a class should be initially brought to the attention of your child's teacher. Then, if you continue to have concerns, contact an administrator. Staff contact information can be found on the MHS homepage.

### **Conferences**

First semester conferences will be held Monday, October 19, Tuesday, October 20 and Thursday, October 22. Second-semester conferences will be held Thursday, March 25 and Thursday, April 1.

## 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. Volunteer opportunities will be communicated in the schools e-news and by individual teachers. Due to data privacy issues, we ask that you observe the confidentiality of other students in the classroom and do not take pictures without prior approval. All volunteers are required to pass a [criminal background check](#).

## **GRADE POINT AVERAGE (GPA) AND CLASS RANK**

Normal cumulative GPA calculation includes all courses. AP 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.

Mahtomedi High School does not report individual rank in class on student transcripts.

## **GRADES**

A necessary responsibility of all educational institutions is the periodic evaluation of student progress. Grades can be viewed online through the Infinite Campus Student and Campus Parent web portal or App. To learn more about these options, contact the high school counseling office. Only semester grades become a part of a student's transcript. Our grading system is A=4, B=3, C=2, D=1, F=0, and a passing grade is a D-. No extra credit, bonus points or rounding.

Letter Grade	Achievement Level	Valid Grade	Numerical Value (for GPA)
A	Exceptional. Student has mastered content and can apply knowledge to higher level applications	A 93 - 100%	4.0
		A- 90 - 92.99%	3.7
B	Proficient. Student has proficient understanding of content, but may not be able to apply knowledge to higher level applications	B+ 87 - 89.99%	3.4
		B 83 - 86.99%	3.0
		B- 80 - 82.99%	2.7
C	Basic. Student has basic understanding of content, but is unable to apply knowledge to higher level applications	C+ 77 - 79.99%	2.4
		C 73 - 76.99%	2.0
		C- 70 - 72.99%	1.7

D	Minimal. Student has minimal understanding of content, and is unable to connect knowledge to higher level applications	D+	67 - 69.99%	1.4
		D	63 - 66.99%	1.0
		D-	60 - 62.99%	0.7
F	Little or No Evidence. Student has not demonstrated understanding of content	F	Less than 60%	0.0

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

Report cards and transcripts will be updated and information will be posted/sent out to families within 12 business days after the end of each semester. Please note that retaking a course will not replace the grade initially earned; both grades are reported on the student's transcript.

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
  - Students must complete Earth and Space, Biology, Chemistry/Physics, or Career and Technical Education (CTE) credit as part of the 3-credit requirement.
  - Class of 2027 & 2028 ONLY: Earth and Space will be embedded in a 3-year science sequence of Physics, Biology and Chemistry.
- Social Studies (including World History 1.0, U.S. History 1.0, Human Geography 0.5, Economics, or AP Economics 0.5: 3.5 credits)
- Personal Finance 0.5 (required for class of 2028 and beyond)
- Fine Arts (can only be in Art or Music): 1 credit
- Physical Education: 0.5 credit
- Health: 0.5 credit
- Electives: 6.5 for students in the class of 2027. 6.0 Credits for class of 2028 and beyond.

Total Credits: 22 credits

Students must earn 21 credits to walk at graduation.

Transcripts: Student transcripts are visible in the documents tab in Infinite Campus. Official transcripts may be ordered by visiting [Parchment](#).

### **HONOR PASS STUDENTS**

To qualify for an honors pass students must be of junior or senior standing with a cumulative grade point average of 3.5. Students will report to the media center and sign in at the circulation desk for attendance. Students enrolled in first period honors pass must sign in by the end of first period and be counted for attendance for the full hour. Students in seventh period honors pass must sign in at the beginning of seventh period (before the tardy bell). They may leave anytime after that up to 2:15. After 2:15, students must stay until the end of the school day, 2:40. If students do choose to sign out before 2:15, they must leave the school campus. Students enrolled in 2nd, 3rd, 4th, or 5th period honors pass are expected to be in the media center for the entire period. Note: honors pass is a privilege students have earned. It is expected that while in the Media Center honor pass students are working productively and following the expectations of the Media Center. If a student misuses the honors pass, or has attendance or behavior issues, it can be revoked and the student will be assigned to a class.

### **INCOMPLETE GRADES**

The student must complete any outstanding assignments within two weeks after the semester ends, unless an alternate deadline is agreed upon in exceptional circumstances. Failure to resolve the Incomplete will result in the student's grade being determined without the missing work. The student must arrange with the course teacher to complete any unfinished assignments.

### **LOCKERS**

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

Students will need to request a school locker as they will not be automatically assigned. Before the start of the school year, students and parents/guardians will receive a Locker Request Google Form. The form should be completed and submitted electronically. Once the form is received, a school locker will be assigned to the student. The student should use their Infinite Campus Student account to view their locker assignment and combination. Contact,

Jen Boxmeyer, [jennifer.boxmeyer@isd832.net](mailto:jennifer.boxmeyer@isd832.net) for additional information about lockers.

### **LUNCH/BREAKFAST**

Lunch is available to all students during their assigned lunch period. Students are welcome to bring lunch from home and use the microwaves provided to warm their food. Students or parents are not allowed to order and have food delivered to the school building during the school day. A free breakfast is provided before the school day.

### **POST SECONDARY ENROLLMENT OPTION (PSEO)**

Students enrolled in PSEO courses who wish to work on their studies at MHS must report to the media center during their assigned class periods. Students will sign in at the media circulation desk and may work in the media center. Students will have access to district technology to complete their studies through other programs.

Students wishing to enroll in a PSEO course must attend the mandatory meeting with their family so that everyone understands the process and expectations.

Students must read and sign the [MHS contract](#) and meet with their counselor.

Counselors and teachers are not required or obligated to provide students enrolled in a PSEO course with additional support.

### **ONLINE COURSES**

Students enrolled in high school online classes report to the Academic Support Center off the media center. Because it is a high school course, a paraprofessional is in the room to monitor student progress.

Students who are interested in enrolling in an online course are required to meet with their counselor to discuss the reasons as to why they would like to enroll in an online course. Students and families are required to attend a mandatory meeting before enrolling in an online course or watch the video linked [here](#). Students are also required to fill out the [Online Learner Verification Form](#)

Counselors and teachers are not required or obligated to provide students enrolled in an online course with additional support.

Reasons where online courses may be appropriate:

- Course not offered at high school

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

- Enrollment is low and high school is not offering that specific course
- Schedule conflict
- Enrichment/advanced learning opportunity
- Credit recovery

Other considerations and information:

- Students must be self motivated, have good time management and organization skills to be successful in an online environment.
- Students and families are required to enroll their student in the online course.
- Academic, registration, and tech support should go through the online provider.
- If you choose an online class it will go in the hour slot of the MHS course you dropped.
- ***We are not able to adjust schedules for online classes to accommodate specific hours.***
- Inactivity in an online course could result in being dropped from the course and not earning credit.
- In order to remain a Mahtomedi High School student, you can only have up to 50% (3) of classes through an online provider.

### **REGISTRATION PROCESS**

Linked [here](#) is the 2026-27 course registration guidebook with more information on courses and current policies. The registration process begins each winter for the following year.

### **Add/Drop/Level Change**

Students should make course requests very carefully with their parents, teachers, and counselors to avoid the need for schedule changes.

- A student's initial registration is intended to be final. Students need to make an intentional effort to select the courses wanted for the year as the school schedule is driven by student requests.
- Course changes can be made 4 days from the first day of the semester.
- Students will only be allowed to change their schedule one time for each semester.
- Course changes to accommodate personal preference for specific teacher, period, or lunch are not honored. If a student has a concern with a teacher, the student needs to visit with that teacher first to discuss the concern. If the situation remains unresolved, the student may consult their administrator.
- Class changes are made only in the event of computer error and inappropriate academic placement. Schedule errors are to be corrected prior to the beginning of each semester. Course changes are not made

once students have been enrolled in a class beyond 4 days. Schedule corrections do not occur without careful consideration of the above criteria and in regard to the impact on a student's state and district graduation requirements.

- In extenuating circumstances, with administrative approval, students may withdraw from a course through the midpoint of the semester ([See the district calendar](#)) without affecting their GPA. A "W" withdrawal for the dropped course will be recorded on the student's transcript.
- When students would like to change a course, they need to first speak with their teacher to discuss the change. After speaking with the teacher, students can schedule an appointment with their counselor to discuss the reasons for the change.
- Students wishing to change an online course will follow the same timeline as any other course.

### **Deadline for 916 and PSEO Courses**

Students should apply for 916 courses by mid-February for the following academic year. This gives the best opportunity of being accepted into the program of their choice.

Students wishing to enroll in PSEO courses must submit their intent to enroll paperwork no later than May 30 for fall enrollment and October 30 for spring enrollment. Families should plan to attend informational meetings on special programs. These meetings will be recorded for those unable to attend in person. Students are also required to fill out the PSEO Learner Verification Form.

### **STUDENT ACTIVITIES**

At Mahtomedi High School students are able to engage in a variety of athletic programs and activities. At [gozephyrs.org](http://gozephyrs.org) students and parents/guardians can:

- Find a list of athletic programs and co-curricular activities
- Register for activities
- Find a calendar of events
- Locate information about sports physicals
- Purchase event tickets
- Connect with Zephyr Activities and Sports Medicine staff, locate social media platforms, find live broadcasts of games and stay current on the latest Zephyr Activities news

### **School Dances**

Students who wish to attend school dances (i.e. homecoming, snowcoming, prom) must be an enrolled student at MHS. Students not currently enrolled at

MHS must attend as the guest of an enrolled student. All guest forms must be completed and turned in by the designated due date.

Students wishing to attend other schools' dances must be in good standing with academics, attendance, and behavior.

## **STUDENT RECOGNITION**

At Mahtomedi High School, we are a community that recognizes that success comes in many forms. Each school year, we will review our recognition programs and practices with students and staff to ensure equitable practices and a culture that recognizes varied interests and excellence. Recognition opportunities will be communicated with students and families via email and the High School website. Only courses taken at Mahtomedi High School, Northeast Metro 916 Career and Technical Center, and PSEO programs during the academic school year are included in the annual GPA, which is used to determine student recognition for Academic Lettering and Honor Roll.

### **Academic Honor Roll**

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

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

### **Academic Lettering**

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

Students with a weighted cumulative grade point average of 3.00 and above at the end of semester one of their senior year will be eligible to wear a cord at commencement.

### **Celebration of Excellence**

Each spring Mahtomedi High School recognizes the top 10% of seniors in the graduating class. As part of the celebration, seniors also honor a staff member who has inspired them throughout their time in the district.

### **National Honor Society**

Students with a cumulative weighted 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.

### **Senior Awards and Scholarships**

In the spring members of the graduating class are celebrated for their academic and athletic excellence as well as outstanding character. Students should contact their school counselor for a comprehensive list of senior awards and scholarships.

### **STUDENT VEHICLES AND PARKING**

At the High School there are three lots available for student parking: Blue, Yellow, and Green. From 8:00 am-2:40 pm, all vehicles parked on campus in the Blue or Yellow Lots must be registered with the main office. Students will receive their parking permit once they have completed payment for the permit and resolved any outstanding school obligations (fees, fines, books, Chromebooks, chargers, hotspots, equipment, uniforms, detentions, parking tickets or other). Students are not allowed to park in the high school or middle school staff lots, visitor parking or in the St. Andrew's parking lots without prior approval from administration. Questions regarding parking can be sent to Jen Boxmeyer, [jennifer.boxmeyer@isd832.net](mailto:jennifer.boxmeyer@isd832.net), 651-762-5805.

Note: If a student has an outstanding library fine, they would have been notified via email and print overdue notices before the end of the school year. Fines can be paid on the Mahtomedi ePay site. Once paid, please forward a confirmation email to library staff and attach the receipt in order for the fine to be removed from their library account. Overdue items returned after the end of the school year, may not be processed immediately due to summer library staffing hours.

### **Lot Assignments**

Blue Lot and Yellow Lots:

- **Seniors or Juniors** with no outstanding obligations are eligible for a Blue or Yellow Lot parking permit.

- Seniors may purchase their Blue or Yellow Lot permit between July 6-24, 2026.
- Juniors may purchase their Blue or Yellow Lot permit between August 3-19, 2026. Juniors will be assigned a Blue or Yellow Lot permit using a lottery system. Lottery entries were submitted May 22, 2026

Green Lot: Once all Blue and Yellow Lot permits have been assigned, students may park in the Green Lot. Parking in the Green Lot is free and a permit is not required. If a student drives to school and does not have their permit, they should park in the Green Lot to avoid a parking violation.

### **2026-27 Parking Permits**

Permits can be purchased at the [Mahtomedi High School ePay store](#). Parking permit prices are prorated starting at second semester.

### **Parking Fees for the 2026-27 School Year:**

- Blue Lot: \$275 + tax
- Yellow Lot: \$250 + tax
- Green Lot: Free parking, no permit needed
- Motorcycles, scooters & mopeds (designated area in the Blue Lot): \$20 + tax. If a student already holds a Blue or Yellow parking permit, there is no additional fee for a motorcycle, scooter or moped. The student should contact Ms. Boxmeyer in the main office to add a motorcycle, scooter or moped to their parking permit.
- Replacement Parking Permits are \$20 + tax.
- Once a permit has been purchased, no refunds will be provided after the first day of school.
- Students with a Minnesota Disability Parking Certificate have accessible parking spaces available at no cost.

### **Parking Regulations**

1. Proper display of parking permit:
  - a. The permit must hang from the rearview mirror and the numbers must face out.
  - b. Altered or expired permits will be revoked.
  - c. Vehicles that do not display a current, valid parking permit will be subject to consequences listed below.
  - d. If a student forgets their parking permit, they should park in the Green Lot to avoid being ticketed or booted.
2. Parking in approved spaces:
  - a. Vehicles are required to park in the assigned lot.
  - b. Student vehicles may not park in high school or middle school staff or visitor parking spaces before 2:40 P.M.

- c. Students are not allowed to park in St. Andrew's Church parking lots from 8:00am-2:40 pm unless they have received a parking permit from the church. Please contact the church directly to learn more about their parking permits.
  - d. Vehicles that are improperly parked will be subject to consequences listed below.
  - e. Any student vehicle that is improperly parked in a bus, traffic or fire lane will be ticketed and may be towed, without warning, at the owner's expense.
  - f. Students in need of parking accommodations due to a medical need or other unique circumstances should meet with the school nurse or an administrator prior to parking on campus. Medical documentation should be provided that explains the timeline for the accommodation and the parking need.
3. Student parking permits may be ticketed or revoked for speeding or reckless driving behavior on school grounds.
  4. Students may not give, copy or sell their parking permit to another student. Any student who participates in these actions, either as the giver or receiver, may be ticketed and their permit will be revoked.
  5. Independent School District 832 and Mahtomedi High School will not be responsible for vandalism/theft of items, or injuries incurred in school parking lots. Drivers should lock motor vehicles when leaving them parked in school lots and personal valuables should not be left in cars.
  6. Students who wish to go to their cars during the school day must have permission from the Main Office or Health Office.
  7. If a parking permit is revoked any fees paid will not be refunded.
  8. Parking permits honor only the vehicles that are registered. New and/or additional vehicle information must be submitted to Ms. Boxmeyer in the main office prior to parking. Unregistered vehicles will be ticketed and referred to the police liaison officer.
  9. School officials may conduct routine patrols of school parking lots and the exteriors of vehicles parked on school property. The interior of a student's vehicle may be searched when school officials have reasonable suspicion that the search will result in a violation of school policy.
  10. If a student is on campus for a partial day due to a PSEO, 916 or online course, they are still required to purchase a parking permit unless they will be parking in the Green Lot.

*Please note, parking at Mahtomedi High School is a privilege and not a right. Misrepresentation in the online parking permit application of grade level, name, driver's license, or other information intended to procure a permit for which the student is not eligible may result in the forfeiture of a permit for the school year.*

## **Parking Violations and Fines**

When a student receives a parking violation, they should bring the ticket to Ms. Boxmeyer in the main office before the start of the next school day. Fines can be paid at the Mahtomedi ePay store.

- **First Violation:** Warning ticket on vehicle and visit with student.
- **Second Violation:** \$25 fine, a visit with student, and call to parent/guardian alerting them that the next offense will result in the parking permit being revoked or the vehicle being booted.
- **Third Violation:** \$25 fine and the parking permit will be revoked or the vehicle will be booted. If a vehicle is booted, the student or parent/guardian should pay all outstanding parking fines via the Mahtomedi ePay store and bring the ePay receipt/order number to the main office to have the boot removed.

## **Invoices for Student Parking Fines**

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

## **Campus Speed Enforcement**

Our campus speed limit is 10 miles per hour. Mahtomedi Public Schools, in partnership with the Washington County Sheriff's Office, will enforce the posted speed limit. We will be monitoring traffic on campus and drivers found exceeding the 10 MPH speed limit may be issued a traffic citation, which includes a fine. This applies to all drivers on our campus, including students, staff, parents, and visitors. This enforcement applies to all campus roads and parking lots at all times.

- 10-20 mph over the speed limit will result in a \$45 fine.
- 21+ mph over the speed limit will result in a \$75 fine.

## **TECHNOLOGY**

- Students are expected to bring their fully charged Chromebook to school on a daily basis.
- Students and parents/guardians should review the Mahtomedi Public Schools Technology and Acceptable Use Policies. (Policy #524)
- Misuse of electronics requires the device to be locked away in the office for the day. Parent/guardian pick up may be required after repeated offenses.
- Be respectful and responsible with social media. School consequences may apply if incidents are connected to social media misuse.
- Use of cell phones and recording devices are prohibited in locker rooms and restrooms.

## **VISITORS**

Student visitors, including former students, are not permitted during school hours. Parents/guardians are welcome to meet with school staff. Please call 651-762-5800 to make an appointment. All visitors must register in the main office.

## **Passages Transition Program Information**

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

## **PASSAGES TRANSITION PROGRAM INFORMATION**

### **ABOUT THE PROGRAM**

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

### **AGE OF MAJORITY**

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

### **ATTENDANCE**

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

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

The Passages calendar is followed for required attendance and appropriate holidays. If a student is absent, Passages should be notified at 651-773-4901 and told of the nature of the illness or absence. Depending on the student's age and situation, frequent absences may result in disciplinary actions, dismissal from the program or a referral to Washington County or other outside agencies.

### **CASE MANAGEMENT**

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

## **COMMUNITY OUTINGS/EVENTS/WORK SITES**

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

## **CONTACTING THE PROGRAM**

Address: 2735 County Road D White Bear Lake, MN 55110 Please use the individual contact information for phone numbers.

## **LUNCH EXPECTATIONS**

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

## **PROGRAM STAFF**

Passages Director

Tony Pierce, Director of Student Support Services

[tony.pierce@isd832.net](mailto:tony.pierce@isd832.net) 651-407-2164

Maija Stellmach, Coordinator of Student Support Services

[maija.stellmach@isd832.net](mailto:maija.stellmach@isd832.net) 651-762-5937

Passages Staff

Erin Strong, Teacher

[erin.strong@isd832.net](mailto:erin.strong@isd832.net) 651-762-5991

Jenna Veenis, Work Coordinator

[jenna.veenis@isd832.net](mailto:jenna.veenis@isd832.net) 651-762-5990

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

## **TECHNOLOGY AND CELL PHONE USE**

Passages Transition Program follows the MHS Cell phone policy. Appropriate cell phone use is allowed before school, lunch, and after school.

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

## **COMMUNITY EDUCATION**

### **ABOUT THE PROGRAM**

Through lifelong learning opportunities and community events, Community Education serves residents of all ages – infants, elementary and secondary students, parents, adults, and seniors.

[Mahtomedi Community Education website](#)

[Early Childhood](#) (ages 0-5) - ECFE, Mahtomedi Area Preschool (MAP), Screening, and Enrichment

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

[Youth Enrichment \(grades K-12\)](#)

[High School Enrichment](#)

[Athletics & Recreation \(grades K-12\)](#)

[Middle School Team Athletics](#)

[Adults](#)

[Community Events](#)

[Mahtomedi Athletic Associations](#)

[Community Organizations](#)

### **CONTACTING THE PROGRAM**

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

Web page: [www.communityed.mahtomedi.k12.mn.us](http://www.communityed.mahtomedi.k12.mn.us)

Registration website: <https://mahtomedi.arux.app>

[Staff contact information](#)

1520 Mahtomedi Avenue Mahtomedi, MN 55115

## **MAHTOMEDI EARLY CHILDHOOD FAMILY EDUCATION AND PRESCHOOL**

[Early Childhood Family Education \(ECFE\)](#)

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

[Mahtomedi Area Preschool \(MAP\)](#)

Mahtomedi's Four Star Parent Aware rated preschool provides a safe learning environment building on what children have learned from their parents/guardians as their first teachers. MAP takes 3-5 year olds through daily activities that strengthen social emotional, physical and cognitive development. The curriculum features exploration and discovery as a way of learning.

The following documents are legal notices required by the Minnesota Department of Education about statewide testing. For more information visit: <https://education.mn.gov/MDE/fam/tests/>



## Statewide Assessments:

### Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

#### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

#### Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

#### WIDA ACCESS and WIDA Alternate ACCESS for English Learners

The WIDA ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

### Statewide Assessments Help Families and Students

Participating in statewide assessments gives families a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results for:

- Postsecondary Enrollment Options (PSEO) in grade 10.
- Course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the WIDA ACCESS or WIDA Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

### Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form on the following page. Contact your student's school to learn more about locally required assessments.

Updated March 2025

## Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For WIDA ACCESS and WIDA Alternate ACCESS, the student will not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.



Check with your local school or district to see if there are any additional consequences for not participating.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

**Additional Information**

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the October 1 each school year. Refer to your district or charter school's website for more information on assessments.

## Statewide Assessments: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be submitted to your student's school or district office prior to testing.

First Name:  Middle Initial:  Last Name:

Date of Birth:  Current Grade in School:  Student ID Number (if known):

School:  District:

Parent/Guardian Name (print):

Parent/Guardian Signature:  Date:

Reason for Refusal:

**Please indicate the statewide assessment(s) you are opting your student out of this school year:**

- |  |  |
|--|--|
| <input type="checkbox"/> Reading MCA/Alternate MCA | <input type="checkbox"/> Science MCA/Alternate MCA         |
| <input type="checkbox"/> Mathematics MCA/MTAS      | <input type="checkbox"/> WIDA ACCESS/WIDA Alternate ACCESS |

Contact your school or district for more information on how to opt out of local assessments.

(Note: This form is only applicable for the 20  to 20  school year.)

Updated March 2025