



MINNETONKA  
PUBLIC SCHOOLS

# Parent/Student Handbook

Minnetonka Public Schools



# Minnetonka Parent/Student Handbook

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MINNETONKA  
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District Service Center - 5621 County Road 101 - Minnetonka, MN - 55345 - 952-401-5000

## About Minnetonka Public Schools

Minnetonka School District (pop. 40,000) is located 15 miles west of Minneapolis and serves 10 suburban communities—Minnetonka, Chanhassen, Deephaven, Eden Prairie, Excelsior, Greenwood, Shorewood, Tonka Bay, Woodland and Victoria. About 30 percent of our student body open enrolls from 40 different Minnesota school districts and about three percent transfer in from private schools after eighth grade.

Approximately 10,400 students engage in learning in our six elementary schools (K-5), two middle schools (6-8) and one high school (9-12). More than 300 preschool children and their parents benefit from early childhood family education at Minnetonka Community Education Center, which is home to many youth enrichment and community education programs.

This handbook is designed to give you an overview of our District programs and policies.

# Message from the Superintendent



Dennis Peterson

## Welcome, Minnetonka Families!

In the Minnetonka School District, we look forward to an active partnership with parents and families. Thirty years of research shows beyond a shadow of a doubt that when parents are involved in their children's education, children do better in school. We believe that families have the primary responsibility to ensure the education of their children and that open and sincere communication is critical to building mutual understanding and commitment. To those ends, we have compiled this booklet as a handy resource for parents and students. We have included important contact numbers, descriptions of services and District policies that apply to students and families.

This handbook is intended to be a living document available on the District's website at [www.minnetonka.k12.mn.us](http://www.minnetonka.k12.mn.us). On most pages, you will find underlined items, which provide links to more details on our website. We encourage parents and students to visit it when a question arises. Information will be updated regularly. Likewise, if you are unable to locate information, please call our District Communication Office at 952-401-5095 so that we may continually improve upon the usefulness of this resource.

In addition to important information for parents, we are including a section on Student Rights and Responsibilities. It is important for both students and parents to be aware of certain policies that set the District's behavioral expectations and disciplinary consequences for students. All School Board policies are located on the District's website under the Administration tab.

Communication between school staff and parents is a high priority. When families and schools work in partnership, the opportunities for students are endless. We have developed several avenues for clear and respectful communication, including open houses, back-to-school nights, parent-teacher conferences, volunteer opportunities, advisory councils, voice mail, e-mail, classroom websites, on-line access to student records and more. We are fully committed to regularly communicating and working closely with you in support of your child's success. My sincere wishes to you and your family for a successful and satisfying educational experience this year in the Minnetonka Schools!

Dr. Dennis Peterson  
Superintendent of Schools



# Minnetonka School Board

## Meet Your School Board

Every member of the Minnetonka School Board shares a common vision: A world-class school district focused on child-centered excellence. As your elected officials, these leaders dedicate themselves to ethical decision making, service-oriented behavior, tireless advocacy for students and champions of the success of the Minnetonka School District. They embrace the high expectations our community has for its public schools. They value open and responsive communication, and they take pride in setting an example of leadership which encourages the involvement of everyone who plays a role in our children's education parents, staff and community.



**Dennis Peterson, Ph.D.**  
*Superintendent*  
 5621 County Road 101  
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**Lisa Wagner**  
*School Board Clerk*  
 4770 Manitou Road  
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 952-474-2205  
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*School Board Director*  
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 952-929-4382  
[katie.becker@minnetonka.k12.mn.us](mailto:katie.becker@minnetonka.k12.mn.us)



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*School Board Vice Chair*  
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*School Board Director*  
 6852 Briarwood Court  
 Chanhassen 55317  
 952.470.5357  
[john.holcomb@minnetonka.k12.mn.us](mailto:john.holcomb@minnetonka.k12.mn.us)

Learn more at [www.minnetonka.k12.mn.us/schoolboard](http://www.minnetonka.k12.mn.us/schoolboard)

School Board meetings are typically held on the first Thursday of each month. Study Sessions are generally held on the third Thursday of each month, except in July when no study session is scheduled, and in October when the meetings are held on the fourth Thursday of the month. Meetings begin at 7 p.m. in the Community Room at the Minnetonka District Service Center located at 5621 County Road 101, Minnetonka, MN. Agendas are posted on the Web, may be picked up at the Board meeting and are posted at the District Service Center.

# Minnetonka Schools

## CLEAR SPRINGS ELEMENTARY



**Curt Carpenter, principal**  
[curt.carpenter@minnetonka.k12.mn.us](mailto:curt.carpenter@minnetonka.k12.mn.us)  
**School Office** 952-401-6950  
**Health Office** 952-401-6954  
**Explorers Club** 952-401-6975  
 5701 County Road 101  
 Minnetonka, MN 55345  
**Start** 8:40 am **End** 3:20 pm

## SCENIC HEIGHTS ELEMENTARY



**Joe Wacker, principal**  
[joe.wacker@minnetonka.k12.mn.us](mailto:joe.wacker@minnetonka.k12.mn.us)  
**School Office** 952-401-5400  
**Health Office** 952-401-5404  
**Explorers Club** 952-401-5464  
 5650 Scenic Heights Drive  
 Minnetonka, MN 55345  
**Start** 8:40 a.m. **End** 3:20 pm

## DEEPHAVEN ELEMENTARY



**Bryan McGinley, principal**  
[bryan.mcginley@minnetonka.k12.mn.us](mailto:bryan.mcginley@minnetonka.k12.mn.us)  
**School Office** 952-401-6900  
**Health Office** 952-401-6904  
**Explorers Club** 952-401-6917  
 4452 Vine Hill Road  
 Deephaven, MN 55391  
**Start** 8:00 am **End** 2:40 pm

## MINNETONKA MIDDLE SCHOOL EAST



**Pete Dymit, principal**  
[pete.dymit@minnetonka.k12.mn.us](mailto:pete.dymit@minnetonka.k12.mn.us)  
**School Office** 952-401-5200  
**Health Office** 952-401-5210  
**Attendance** 952-401-5155  
 17000 Lake Street Extension  
 Minnetonka, MN 55345  
**Start** 9:15 am **End** 3:55 pm

## EXCELSIOR ELEMENTARY



**Stacy DeCorsey, principal**  
[stacy.decorsey@minnetonka.k12.mn.us](mailto:stacy.decorsey@minnetonka.k12.mn.us)  
**School Office** 952-401-5650  
**Health Office** 952-401-5655  
**Explorers Club** 952-401-5631  
 441 Oak Street  
 Excelsior, MN 55331  
**Start** 8:00 am **End** 2:40 pm

## MINNETONKA MIDDLE SCHOOL WEST



**Dr. Paula Hoff, principal**  
[paula.hoff@minnetonka.k12.mn.us](mailto:paula.hoff@minnetonka.k12.mn.us)  
**School Office** 952-401-5300  
**Health Office** 952-401-5318  
**Attendance** 952-401-5310  
 6421 Hazeltine Boulevard  
 Excelsior, MN 55331  
**Start** 9:15 am **End** 3:55 pm

## GROVELAND ELEMENTARY



**David Parker, principal**  
[david.parker@minnetonka.k12.mn.us](mailto:david.parker@minnetonka.k12.mn.us)  
**School Office** 952-401-5600  
**Health Office** 952-401-5604  
**Explorers Club** 952-401-5582  
 17310 Minnetonka Blvd  
 Minnetonka, MN 55345  
**Start** 8:40 am **End** 3:20 pm

## MINNETONKA HIGH SCHOOL



**Jeff Erickson, principal**  
[jeffrey.erickson@minnetonka.k12.mn.us](mailto:jeffrey.erickson@minnetonka.k12.mn.us)  
**School Office** 952-401-5700  
**Health Office** 952-401-5771  
**Attendance** 952-401-5800  
**Activities** 952-401-5904  
 18301 West Highway 7  
 Minnetonka, MN 55345  
**Start** 8:00 am **End** 2:40 pm

## MINNEWASHTA ELEMENTARY



**Cynthia Andress, principal**  
[cynthia.andress@minnetonka.k12.mn.us](mailto:cynthia.andress@minnetonka.k12.mn.us)  
**School Office** 952-401-5500  
**Health Office** 952-401-5504  
**Explorers Club** 952-401-5481  
 26350 Smithtown Road  
 Excelsior, MN 55331  
**Start** 8:40 am **End** 3:20 pm

## MINNETONKA COMMUNITY EDUCATION CENTER



**Tiffany Grams Farkas, Preschool and Early Childhood Family Education (ECFE) coordinator**  
[tiffany.gramsfarkas@minnetonka.k12.mn.us](mailto:tiffany.gramsfarkas@minnetonka.k12.mn.us)  
**Office** 952-401-6812  
 Minnetonka Community Education Center  
 4584 Vine Hill Road, Excelsior, 55331  
**Reception Hours**  
 Mon.-Thurs. 7:30 am-4:30 p.m.  
 Fridays 7:30 am-3 p.m.

Visit the [district map](#) to learn whether a specific home address falls within school district boundaries.

# Inspiring Excellence

## How Parents Can Help Make This School Year a Success

Always remember that you are your child's first and most important teacher. What you do at home is critical to her success. You affect the way she values education and, if you place a priority on learning, it will make a difference in your child's attitude and motivation in school.

- **Be sure your child attends school every day he is well.** Be positive with your child about school. Take every opportunity to recognize his accomplishments. Show support for what school staff are trying to do with your child. Communicate to your child in many ways that education is a high priority for your family.
- **Set a designated study area and study times in your home.** Doing homework and studying should become a routine that is rarely broken. The study area should be quiet and as free from distractions as you can make it. If your child doesn't have homework, that scheduled time can be used for reading.
- **Be aware of your child's assignments.** Set a checklist for completing those assignments. When your child for the third consecutive day says she has no homework tonight, check it out for yourself. Minnetonka teachers grades 3-12 post homework to their classroom website on a daily or weekly basis.
- **Help your child develop good organizational habits.** Create a place in your home where your child gathers all of the materials and supplies to bring to school the next day. Discuss plans and activities for the next day. Encourage your child to get involved in before or after school activities or clubs. Students who are involved do better in school.
- **Keep up on your child's progress** by looking over papers, discussing important topics at the dinner table, and studying progress reports and report cards. Teachers post grades for assignments and quizzes usually within a week of the due date. Attendance is also posted daily.
- **Hold your child accountable** for the decisions he makes—both the positive and negative consequences of those decisions. Set clear expectations and provide structure and support.
- **If you sense your child is struggling and is lost** on an assignment or while preparing for a test, contact the teacher as soon as you can. Use materials sent home or posted on the teacher's website. They are provided to help you help your child succeed.
- **If you have a concern,** please pursue it respectfully with school staff right away before making a judgment. In doing so, you also model positive problem-solving for your child. Your child's teacher is almost always your first point of contact.
- **Limit TV time.** Many kids today watch too much television or spend an inordinate amount of time on video games or chatting with their friends online. Strike a balance, but place a high priority on education. Repeat the mantra, "School comes first in our home." School is your child's job. Everything else is secondary during the school year.
- **As an adult,** you realize that there will always be people who are taller, smarter, richer, poorer, less skilled, and more athletic and musical than you are. The same principle holds true for all our students. Not every child can be number one in everything—that's just unrealistic. Together, our job is to help shape your child into the best student that she can be.
- **Civility counts.** Today's students are easily influenced by the less-than-civil behavior of attention-getting rock stars, athletes, and others. That style may work for these individuals, but rude behavior of any sort does not work in our schools. Students who say, "Thank you," "Please," "Excuse me," "How may I help?" make the teaching and learning experience a good one for everyone in school.
- **Be an involved parent.** Plan to attend back-to-school nights and parent-teacher conferences. Volunteer as much as you can, even if it is only one day during the year. Please regularly read all information that is sent home.
- **Keep contact information up-to-date** so you receive important information. Minnetonka schools rely on electronic communication for almost everything. Please maintain a working e-mail address in Skyward.
- **Please remember** that it takes people at home, students, and teachers to make the year successful. Ongoing communication builds understanding. Teachers will appreciate hearing from you, especially if something is working well for your student. Positive reinforcement always helps.

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*"You are your children's first and most important teacher."*

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# Communications

## Minnetonka Public Schools App

The Minnetonka Public Schools app keeps you connected to the latest news and notifications on your mobile device. Watch the latest videos, view and download calendar items and securely log into your account to access class schedules, homework, grades, school emails, lunch balances, library book information and more. Download the app FREE on your device from the Apple or Android app stores.

## District Website

The District website is a primary source of timely information at [www.MinnetonkaSchools.org](http://www.MinnetonkaSchools.org).

## MyMinnetonka Single Sign-On (SSO)

MyMinnetonka SSO allows you to access District-provided, web-based applications from any internet connection using your district network login and password. All students, parents and staff have a district log-in.

## Email Accounts

A parent email address is required to access Skyward Family Access and all communication systems. Be sure to maintain a current email address. Parents may update their email addresses by logging into Skyward and clicking Account Info.

## Skyward Family Access

Skyward is our primary student information system. Parents and students have access to Skyward through their MyMinnetonka SSO login. Skyward holds family contact information, grades, test scores, food services, student schedules and attendance. Parent email and phone numbers in Skyward are used for all school communication. Please keep all contact information current in Skyward.

## Schoology

Schoology is a web-based program that provides parent and student access to classroom e-learning resources, announcements, homework and newsletters. You can access this system by logging in to MyMinnetonka SSO.

## Individual School Newsletters

Each school distributes an electronic newsletter for its school community. Be sure your school office has your current e-mail address, and please add your principal's and teacher's addresses to your e-mail address book to ensure delivery. If you do not have e-mail, please contact your school office to request paper copies.

## Phone Messaging

Parent Link is the District call-out system that lets principals send a recorded message to all parents at a moment's notice. You will also receive an e-mail copy of the message. In an emergency

situation, such as a school closing, a message will go out to every phone number we have for you in our database, attempting your home, work, and/or cell phone numbers. Please make sure your phone numbers are up-to-date. E-mail changes to: [family\\_helpdesk@minnetonka.k12.mn.us](mailto:family_helpdesk@minnetonka.k12.mn.us).

## School News

This short postcard is mailed to all households six times per year, informing District residents about school issues.

## Annual Report and District Calendar of Events

The Annual Report comes out in the fall and details the previous year's student achievements, test scores and District financial situation. The District's 13-month Calendar of Events is distributed in August. It contains no-school days, early release and late-start dates, and individual school events.

## Notifications

Our electronic news service includes special announcements, alerts of School Board decisions, website updates, school closing information and more. All parent e-mails stored in Skyward are automatically subscribed to school e-news. To assist in delivery and avoid spam filters, please add the following address in your e-mail address book: [communications@minnetonka.k12.mn.us](mailto:communications@minnetonka.k12.mn.us).

## Cable TV

The District uses cable broadcasting as a cost-effective tool for communicating with the greater community. Cable also helps demonstrate how the District pursues its mission to ensure all students pursue their highest aspirations while serving the greater good. The District produces and provides regular programming for our cable partners, including:

- Monthly School Board meetings are rebroadcasted the following weekend on local cable access channels. Residents can view board meetings on the educational channels provided by Comcast and Mediacom.
- Minnetonka High School choir, band and orchestra concerts
- Special events, such as commencement and awards ceremonies

Playback schedule information can be found by visiting [www.minnetonka.k12.mn.us/Newsroom/CableTV](http://www.minnetonka.k12.mn.us/Newsroom/CableTV)

## Video Streaming

District events and School Board meetings are available on-demand via streaming video. School Board videos are posted to the District website within 24 hours of each meeting. The online Web-streaming allows community members to view Minnetonka School Board meetings whenever and wherever they want. Viewers can also conduct key word searches to find specific agenda topics. Videos can be found at: [www.minnetonka.k12.mn.us/newsroom/mtkatoday](http://www.minnetonka.k12.mn.us/newsroom/mtkatoday)



# Electronic Technologies

Minnetonka Schools have a robust educational technology environment that supports student learning. All of our students benefit from technology tools that are integrated into the learning environment.

## Interactive Classrooms

All classrooms are equipped with interactive technologies, which include:

- SMART Boards
- Projectors
- Sound Field Solutions
- Senteo Systems

## MyMinnetonka: Parent Single Sign-On

To provide parents and students convenient access to student information, Minnetonka Schools provides [MyMinnetonka](#) single sign-on. MyMinnetonka provides one single login and password for families to access many password protected systems, including Schoology, Blackboard, and Skyward Family Access, from any internet connection. Parent log-ins use a parent e-mail address as the username along with a password set by the parent. If you do not know or forget your password, simply click on *Forgot Password* to have a reset link emailed to the e-mail address we have on file for you. Parent e-mail addresses may be updated by logging into MyMinnetonka. Click *For Parents—Skyward Family Access—Account Info*.

## Passwords and Log-ins

All students and staff are assigned log-in IDs and passwords that define their access to the District's electronic network and technologies. Passwords are distributed to students at school. Students are responsible for maintaining the confidentiality and security of their login and password information and should not share them with anyone besides parents. Any inappropriate use of the network or District technologies under the individually identifiable login of a student is the responsibility of the student assigned that login ID.

If at any time a staff member or student feels another person knows his password, he should change his password immediately. Students should see their media specialist if passwords are lost or forgotten.

## Acceptable Use of Electronic Technologies Notification

The Minnetonka School District provides use of electronic technologies to enhance student learning. All electronic technologies must be used in support of the educational program of the District. Access to electronic technologies may be revoked at any time for inappropriate use. To ensure appropriate technology use, the District maintains appropriate filtering and security protocols in compliance with state and federal laws; however, students bear responsibility for acceptable use of the Internet and electronic technologies. Students are advised that District personnel may monitor use of and content stored on District electronic technologies.

The [Electronic Technologies Acceptable Use Policy](#) sets forth guidelines for student access and use of District electronic technologies. As required by law, all parents and students must sign an Acceptable Use Agreement to permit student access to District technologies. The agreement is effective throughout the child's education at his/her school. Parents with questions or concerns about the Acceptable Use Agreement should schedule a meeting with the school principal to discuss alternative learning options.

## Software Standards

Minnetonka Schools operates primarily in a Windows/PC environment, running Windows 7 and Microsoft Office 2010. With the increase of on-line resources, families may wish to consider high speed Internet access with a wireless network at home.

## Student E-Mail

E-mail communication is a standard practice for almost every career, profession and post-secondary pursuit. Students need to learn to communicate electronically – including attending to e-mail messages, writing e-mail messages and collaborating electronically on projects. Minnetonka Public Schools students in grades 3-12 will receive a Minnetonka e-mail address to use for communicating and collaborating with teachers and classmates. This account also allows access to web-based learning tools which require an e-mail address. All student e-mail addresses will be stored in Skyward and Schoology.

Minnetonka Public Schools uses Google Apps for Education, a non-commercial, secure, filtered, and archived suite of tools for schools. Minnetonka student e-mail accounts will be issued through Gmail and not contain a student's name, just an ID number, such as 12345@student.mtka.org.

District provided e-mail addresses have a direct relationship to school and are subject to all school policies (including Acceptable Use Policy and Code of Conduct policies), even if sent between students outside the school day or for purposes unrelated to school. Students should always use their e-mail appropriately and never send anything that they wouldn't be comfortable with a teacher, a principal, a parent, a police officer reading. The District has the ability and responsibility to monitor and archive e-mail.

## iPad Insurance

Insurance is available for all iPads that are part of the District's 1:1 iPad program. Insurance is elective. Insurance will cover the instructional school year, from date of purchase after inspection until the end of school in June. The annual cost for iPad insurance is \$40 per iPad per year. The insurance program offers complete coverage for the first instance of accidental damage. For more information, visit [www.minnetonka.k12.mn.us/ipads](http://www.minnetonka.k12.mn.us/ipads).

# Cyber Safety

## Parents' Guide to Student's Cyber Safety and Acceptable Use

Cyber safety is an important parent-child discussion to revisit frequently, from elementary school through high school. Experts warn that children are most vulnerable to online dangers while in their own home. The following suggestions are drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of technology devices.

In accordance with the District's Electronic Technologies Acceptable Use Policy (#524), outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's educational technologies, including school-issued email accounts and access to the District's electronic technologies from home or through other remote location(s).

## Filter Access

Minnetonka Schools are required to use filters to block many potential Internet dangers so students can't access them. Families are encouraged to use filters at home so that children don't gain access to inappropriate sites. Experts strongly suggest installing software to filter and block inappropriate content on your home computers or wireless network (for example: OpenDNS (free version available), SafeEyes, and NetNanny.) Some of these products offer additional protection

features such as cell phone filtering, text message and photo screening tools, and digital footprint/reputation monitoring. Read more about filter options here: [tinyurl.com/3v7jwrq](http://tinyurl.com/3v7jwrq).

## Set Expectations

Parents are encouraged to regularly talk with children about accessing inappropriate sites and content, as well as being a good person when online, whether or not the parent or teacher are watching. Discuss what your child should do if s/he is online and sees pornography, hate sites, celebrity gossip and more, which can influence his or her beliefs, values, and behavior. Understand that your child's use of many technologies, such as iPads, iPods, gaming systems, and cell phones, gives your child the ability to connect to public, unfiltered wireless networks that may bypass your filtered home network altogether. Therefore, it is important to maintain regular, open dialog your expectations for appropriate use and behavior.

## Bullying Policy

The 2014 State Legislature passed a new bullying prohibition law. Minnetonka's new policy updates the existing Policy #514 and incorporates new language as required by law. All staff will be trained on all provisions of this policy.

Minnetonka will continue to use the Olweus Bullying Prevention model that was adopted in 2010 and in use at all of our elementary schools. Students are encouraged to STAND UP! for those being bullied and report incidents of bullying to an adult. Click here to read Policy #514: Bullying Prohibition.





# Cyber Safety

## Monitor & Limit Screen Time

Experts suggest having children surf the internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distraction. Help your child learn to focus on completing tasks or assignments first before spending time on games and social networking. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, best learned before heading off to college or the workplace. Parenting experts suggest parking all technology, from cell phones to iPads, in a central "recharging" location overnight to discourage late night, unmonitored use and to avoid disrupting sleep. Remember to model appropriate use and balance technology use in your own life, too!



## Tips to discuss with your children:

- Anything they do or post online creates a digital record, often called their "Cyber Footprint." Nothing online is totally private, even if its intended it to be. Once digitized, it can be saved, sent and reposted elsewhere.
- A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Set up some sort of test question to frequently ask your child, such as "Would Grandma approve of this?"
- "Friends" aren't always who they say they are; undercover police and pedophiles pretend to be kids online. Encourage your children to only be friends online with people they know personally person and trust.
- Never post personal information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss how easy it is for someone to find you based on what you post online.
- Regularly check your child's privacy settings on all commonly used sites and networks. Ignoring these settings on sites like Facebook means your child's photos, contact information, interests, and possibly even cell phone GPS location could be shared with over a half-billion people.
- Cyberbullying (threatening or harassing another individual through technology) is a growing concern. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening message, often anonymously. Talk with your child about not partaking in this behavior. If a child sees others being cyberbullied, report it to an adult.

## More helpful websites with Internet safety tips for parents:

- Minnetonka Schools Cyber Safety Page: [www.minnetonka.k12.mn.us/administration/technology/internetsafety](http://www.minnetonka.k12.mn.us/administration/technology/internetsafety)
- Common Sense Media [www.CommonSenseMedia.org](http://www.CommonSenseMedia.org)
- [Net Cetera](#): Chatting with Kids About Being Online Federal Trade Commission (FTC) guide
- [www.onguardonline.gov/topics/protect-kids-online](http://www.onguardonline.gov/topics/protect-kids-online)

## Make a Commitment

A Family Media Agreement is a checklist that parents can use to guide conversations with their kids about media use. It's designed to help parents establish guidelines and expectations around media use and behavior that are right for their family. Some families are comfortable using it as a signed agreement. Others refer to use it simply as a checklist to guide conversations. Either way, it's a great way to help parents and kids get on the same page about media and technology use. View sample agreements here: [www.common sense media.org/educators/parent-media-education/family-media-agreements](http://www.common sense media.org/educators/parent-media-education/family-media-agreements)

# Educational Program

## Differentiation

Students learn in different ways and at different paces, so Minnetonka teachers make sure they address all those variables in their classrooms. This process of differentiation lets students work at their own level of readiness and use the approaches in which they are best able to learn. As a result, students are more engaged and retain much more of the material taught in class. [School Board Policy #612, Differentiation](#) is at [www.minnetonka.k12.mn.us](http://www.minnetonka.k12.mn.us), along with all District policies.

## English Language Learner Program

The English Language Learner (ELL) program serves students who:

- first spoke a language other than English, come from homes where a language other than English is usually spoken, or do not use English as a primary language; and
- lack the necessary English skills to fully participate in classes taught in English.

If you think your child requires ELL services, please contact the ELL coordinator at 952-401-6993.

## Grading and Curriculum

In the last decade, we've learned a great deal about how to assess learning and thereby improve our teaching practices to help all students learn. As a result of those changes in assessment and improved curricular standards, we have made adjustments in how we grade and report learning to parents and students.

Assessment has become more criterion-based, which assesses students' knowledge and skills in relation to locally identified learning targets. The intent of the assessment is to have an ongoing interplay with instruction, so all students can be successful learners. This reflects a different belief than "norm-referenced" tests that were based on a bell curve, where most students are average, a few are strong learners and a few are not capable learners. In Minnetonka, we inspire all children to excel, often exceeding their own expectations.

## Graduation Requirements

High school students need 22.5 credits to graduate. For the specific requirements, see [School Board Policy #613, Graduation Requirements](#).

## NWEA Testing

Students in grades K- 8 participate in NWEA assessments. These tests measure what children already know in math and reading and what a child still needs to learn, to better assist teachers in targeting instruction to the child's learning level. Students have one round of testing in the fall and another round of testing in the spring to assess each child's academic growth during the year.

## Language Immersion

Minnetonka offers elementary education taught in English or an elementary Language Immersion option at each of our elementary schools. Mandarin Chinese is offered at Excelsior and Scenic Heights; Spanish is offered at Clear Springs, Deephaven, Groveland and Minnewashta. Both languages are offered at both middle schools with a commitment to language development through high school. The Immersion Program is designed for English speaking children to develop fluency in a second language during their elementary years, when children naturally acquire language skills.

The curriculum follows the high-quality curriculum used in traditional English classes. All elementary students participate in several cultural events throughout the school year. For more information about language immersion in Minnetonka Public Schools, please visit: [www.minnetonka.k12.mn.us/immersion](http://www.minnetonka.k12.mn.us/immersion).

## High Potential

Some students have academic skills, cognitive abilities, leadership abilities and creative talents beyond their classmates'. High Potential students are children with outstanding talent relative to others of their age, experience or environment. These students are identified through a screening process that is multi-dimensional, including teacher observation, parent input, student input, classroom performance, and standardized test information. The High Potential department seeks to:

1. provide programs and opportunities for students to discover, develop and realize their potential as individuals and as contributing, responsible members of the community; and
2. encourage achievement at a level commensurate with the student's ability.

Parents/guardians who have questions or concerns about their child and services should call their school or the District High Potential department at 952-401-5100.

## Navigators

The Navigator Program serves a small, very unique group of learners in grades 2-5 with I.Q.'s of 140 and above. These students demonstrate high levels of:

Processing speed (four times that of an average student)

- Focus in interest areas (long attention span for age)
- Intellectual curiosity
- Intensity
- Big picture thinking

The Navigator classrooms are located in Excelsior and Scenic Heights Elementary Schools, but serve students from across the District. For more information, please contact Diane Rundquist at 952-401-5100 or [diane.rundquist@minnetonka.k12.mn.us](mailto:diane.rundquist@minnetonka.k12.mn.us).

# Educational Program

## Special Education Services

Minnetonka Public Schools is committed to providing an education that appropriately meets the needs of each student. For some students, supportive educational assistance is needed through special education programs and services. The Student Support Services Department provides a comprehensive special education program that adheres to the federal regulations included within the Individuals with Disabilities Education Act (IDEA) and to the Minnesota state requirements.

If you have any questions regarding your student's progress and special education services you should contact your student's classroom teacher. For further information about education services, referral, eligibility and parents' rights you can refer to the [District's website](#), or contact the Executive Director of Student Support Services. 952-401-5017.

## Student Records

Parents and eligible students have the following rights regarding private data under School District policy:

- The right to inspect and review the students education records.
- The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the students privacy or other rights.
- The right to consent to disclosure of individually identifiable information contained in the student's educational records except where exempted by school board policy, state or federal law.

Under most circumstances, the school district cannot release individually identifiable information without the consent of a parent or eligible student. Parents share:

- The right to refuse release of 11th and 12th grade students' names, addresses and home telephone numbers to military recruiting officers.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with federal law and regulations. Complaints can be filed with the Commissioner of Administration, State of MN, 50 Sherburne Avenue, St. Paul, 55155. Complaints regarding alleged violations of rights accorded parents and eligible students under federal law can be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington D.C. 20202-4605.
- The right to be informed about rights under federal law.

## Tutoring

Minnetonka Schools recognize that tutoring of students can be helpful to student achievement. Tonka Tutoring offers one-on-one coaching for all levels and all subjects at below-market prices. For more information call 952-401-6835. [School Board Policy #541](#), Tutoring details the guidelines for paid tutoring.

## Homebound Instruction

If a student is unable to attend regular classes at the normal school site because of illness, injury, or placement in some type of treatment facility, the student can be defined as a homebound student. To ensure that the student continues to make educational progress in his/her individual curriculum, a licensed instructor provides homebound instruction as soon as practical. [School Board Policy #540](#), Homebound Instruction provides instructional guidelines and parameters.

## Release of 11th/12th grade data to military recruiters

Federal law requires high schools to provide military recruiting officers access to public directory data and the names, addresses, and home telephone numbers of all 11th and 12th grade students. Parents have a right to refuse release of this data. Two notifications are required to do so. 1) Send written notification to Restrict Directory Data, Student Census, Minnetonka Schools, 5621 County Road 101, Minnetonka, MN 55345 no later than September 15. 2) Send written notice to Refuse Release to Military Recruiters to the High School Principal, no later than October 1. For more on records, see [School Board Policy #515](#), Protection and Privacy of Pupil Records.

## Chemical Free Environment

The Minnetonka School District is committed to providing a safe and supportive chemically free school environment for all students, employees and patrons. Our buildings, campuses and school-related activities are chemical and tobacco free. We recognize that underage use of tobacco, alcohol and illicit drugs is illegal, a threat to health and safety to students and others, wrong and harmful to learning.

## Minnesota Student Survey

The Minnesota Student Survey measures different types of youth behavior on a local, county and statewide basis. It also asks questions to estimate the likelihood that a given individual or group will engage in unhealthy behavior, such as using alcohol, tobacco or taking sexual risks. Minnetonka administers this survey to high school students each year.

**The latest Minnesota Student Survey results are at the Minnesota Department of Human Services website.**

[www.dhs.state.mn.us](http://www.dhs.state.mn.us)

# Educational Program: Testing

## Testing Days

If children are ill or absent on the test date, the test may be administered on the make-up date. All Minnesota schools are held accountable for a high participation rate on state tests. Please do not schedule vacation, doctor or dental appointments on state testing dates. We appreciate your cooperation.

## State Assessment Tests

The MCA State Assessment Tests measure student progress toward the state's academic standards. For more information about state assessment testing, please visit our website.

**Specific testing dates can be accessed at:** [www.minnetonka.k12.mn.us/academics/test/Pages/default.aspx](http://www.minnetonka.k12.mn.us/academics/test/Pages/default.aspx)

NWEA Math and Reading Assessments to determine instructional level and placement			
Grade	Date	Assessment	Type of Assessment
K-8	Fall testing is held in Sept. Each school sets its own schedule.	Math and Reading	Computer
K-8	January	Math and Reading, as needed	Computer
5	April	Science	Computer
K-8	Spring testing is held in May. Each school sets its own schedule.	Math and Reading	Computer

MCA State Assessments for Reading, Math and Science			
Grade	Date	Assessment	Type of Assessment
3-8, 10, 11	March – May	Math, Reading, MTAS	Computer
5, 8, 11 (MHS students who completed biology)	March – May	Science, MTAS	Computer

Language Immersion Assessments for instruction and placement; to establish a baseline and to measure proficiency			
Grade	Date	Assessment	Type of Assessment
1-2 Spanish	September	DORA	Computer
K Spanish	January	DORA	Computer
3-5 Immersion	March	AAPPL Reading, Speaking and Listening	Computer
K-7 Immersion	May	Integrated Performance Assessment (IPA)	Paper and pencil
K-2 Spanish	May	DORA	Computer
1-3 Chinese	May	YCT Assessment (Levels 2-4)	Paper and pencil
5 Chinese	May	HSK Assessment (Level 4)	Paper and pencil
6-7 Immersion	May – June	STAMP 4S Reading, Writing, Speaking and Listening Assessment	Computer

COMPASS, PSAT, EXPLORE, PLAN, GRAD Writing, ACT Plus Writing for instruction and state mandate			
Grade	Date	Assessment	Type of Assessment
11	September	COMPASS	Computer
11	October	PSAT	Paper and pencil
8	November	EXPLORE	Paper and pencil
10	November	PLAN	Paper and pencil
11-12	November	GRAD Writing	Paper and pencil
10	January	COMPASS	Computer
11-12	April	GRAD Writing Retest	Paper and pencil
11	April	ACT Plus Writing	Paper and pencil



# Health Regulations and Procedures

## School Health Office

Parents and/or guardians and the child's medical providers are responsible for the care of an ill student. School health service staff provide support to families in their responsibility of caring for their children. The school health offices are staffed all student days by a health paraprofessional with licensed school nurse support in the building or on call in the District.

### The health paraprofessional:

- attends to children who become ill or injured at school.
- contacts parents of sick children.
- administers certain prescribed medications.
- provides first aid in emergencies.
- assists with health screenings, students with chronic health issues, record keeping and, in the elementary schools, attendance.

### Licensed school nurses:

- perform health assessments,
- provide consultation and referral services,
- provide health counseling and health education,
- prepare individual health plans,
- delegate and supervise medication administration,
- monitor student health status,
- perform health care procedures as needed, and
- assist with health prevention and promotion activities.

Parents are requested to call the elementary health office and secondary attendance lines when their child is tardy, ill or will not be at school for other reasons.

## Infectious Diseases

Infectious diseases are caused by viruses, bacteria, fungi or parasites and can be spread from one individual to another. Parents will be notified when a communicable illness has been identified in their child's classroom; this will include a list of symptoms and other pertinent information. Please encourage good hygiene and regular hand washing at home.

### Parents may be asked to pick up their child from school under the following circumstances:

1. The child has a fever of 100 degrees F or above.
2. The child is vomiting and/or has diarrhea.
3. The child has a rash that may be disease related.
4. The child does not feel well enough to return to the classroom.

### Parents should not send their child to school if he or she:

1. has a fever of 100 degrees or more. The student should stay home for 24 hours after the temperature returns to normal without fever-reducing medication.
2. has vomited or had diarrhea. The student should stay home until 24 hours after the last episode.
3. has a rash that may be disease-related or from an unknown cause.

Management of head lice is primarily the responsibility of parents. The school follows Minnesota Department of Health/Hennepin County Health Department guidelines to assist in the management/control in the school setting.

## Prescription Medications

If your child requires a prescription medication, it is best to ask the doctor to schedule the administration times outside of school hours so children can take the medication at home. If your child must take a medication at school, it is kept in the Health Office and must be given to the student by the health paraprofessional or licensed school nurse. (See information below on inhalers.) Authorization forms are available in each school health office.

### Parents are asked to provide:

1. The physician or licensed provider's authorization and directions for administration at school;
2. Parent permission for the medication to be administered at school;
3. The medication in its original prescription container from the pharmacist or physician (please ask the pharmacist to provide a separate school prescription container).

If you have visited an urgent care clinic or hospital emergency room and medication has been prescribed, please have the attending physician give written authorization for the medication to be given at school. Parents are requested to pick up medications at the end of the school year as medications will not be sent home with students. Parents will be asked to pick up all unused or expired medications.

## Over-the-Counter Medications

Over-the-Counter (OTC) medications require the same parental authorization and original, labeled bottle as prescriptive medications. They must be administered in a manner consistent with the instructions on the label. The licensed school nurse may request to receive further information about the medication prior to administration of the substance. Parents are asked to give OTC medications, vitamins and other non-prescriptive agents during off-school hours. All medications should be discussed with the licensed school nurse in the building. All students must keep prescription and non-prescription medications in the school health office. Exceptions to this requirement for secondary students are: non-prescription pain relievers, prescription asthma medications self-administered with an inhaler, prescription epinephrine self-administered with a non-syringe injector and medications specified in an IEP, Section 504 plan or individual health plan.

Minnesota law allows students to carry and use their inhalers/EPIPENS IF the licensed medication prescriber, parents and licensed school nurse agree the student has demonstrated appropriate knowledge and administration of the inhaler/EPIPEN. A licensed medication prescriber's signed order for the

# Health Regulations and Procedures

Vaccines Required by Age								
Grade	DTaP/DT diphtheria, tetanus, pertussis (whooping cough)	Polio	MMR measles, mumps, rubella	Hib, Haemophilus influenza, type B	Hepatitis A	Hepatitis B	Varicella <sup>1</sup> (Chicken Pox)	Meningococcal
Preschool	√	√	√	√	√	√	√	
Kindergarten	√√√√ 5th shot not needed if 4th was after age 4	√√√√ 4th polio not needed if 3rd was after age 4	√√			√√√	√√	
1st through 6th grade	At least √√√ tetanus and diphtheria containing doses	At least √√√	√√			√√√	√√	
7th through 12th grade	√ Tdap at age 11-12 years <sup>2</sup>	At least √√√	√√			√√√ <sup>3</sup>	√√	√ at age 11-12 years <sup>4</sup>

<sup>1</sup>Varicella shot not required if child already had chickenpox disease. If the disease occurred after 2010, the child's doctor must sign a form.

<sup>2</sup>Proof of at least three doses of diphtheria and tetanus vaccination needed. If a child received Tdap at age 7-10 years another dose is not needed at age 11-12 years. If only a Td, a Tdap dose at age 11-12 years is needed.

<sup>3</sup>An alternate two-shot schedule of hepatitis B may also be used for kids from age 11 through 15 years.

<sup>4</sup>A booster dose is required at age 16 years or three years later if the first dose was given between age 13-15 years.

medication and parent signature must be on file in the school health office; this must include a statement to self-carry. Most elementary students need an adult to supervise their inhaler/EPIPEN use to ensure adequate administration, frequency, technique, prescribed usage and safety. Parents are asked to provide an extra inhaler/EPIPEN to store in the health office in case the student's is left at home or lost. Students carrying these medications have the responsibility to use correctly and only for themselves. Students are asked to report to the health office if they use inhalers more than once during the school day. Students MUST report to the health office immediately if they use EPIPENS. [\[Full text of Minnetonka Public Schools Policy #516, Medication\]](#)

Minnesota law allows, but does not require, school districts to maintain and administer EPI to a student or other individual who is determined to be having a severe allergic reaction, regardless of whether the student or other individual has a prescription for an auto-injector. EPIPENS will be available during school hours. [\[Read Minnetonka Public Schools Policy #517\]](#)

## Immunizations

Minnetonka Schools participate in the No Shots, No School initiative to ensure all students are properly immunized, unless a parent requests an exemption for medical reasons or conscientiously held beliefs. Minnesota Law requires that every child attending school be immunized against diphtheria, tetanus, whooping cough, polio, Hepatitis B, varicella (chicken pox), measles, mumps and rubella (German measles), and meningococcal (see chart above). Students who are entering school for the first time must have their immunization record on file in the school Health Office before starting school. If a student has previously enrolled in another school, parents must present immunization records before that student enters the District. Forms are available at the District Service Center. Please contact the health

paraprofessional or licensed school nurse if you have questions or concerns regarding these immunizations.

No student shall be required to receive an immunization that is contrary to the conscientiously held beliefs of the parent or guardian. An exemption statement must be on file in the health office and signed by a certified notary and parent or guardian. Students with specific health conditions may have a medical exemption by their physician.

UNLESS THE PROTECTION LISTED ABOVE IS OBTAINED, OR A LEGAL EXEMPTION IS SIGNED, YOUR CHILD WILL BE EXCLUDED FROM FURTHER ATTENDANCE IN SCHOOL. We regret the necessity of taking such action, however state law requires that these immunization records or exemption forms be completed and on file for continued school attendance. Parents and guardians are notified of necessary changes in the immunization requirements and asked to provide the needed information prior to deadline dates.

## Emergency Contact Information

At the beginning of the school year you will need to go into Family Access to update the emergency contact information. It is necessary that we have your phone numbers as well as the phone numbers of two additional friends, neighbors or family members who can be contacted in case your child needs emergency medical help. Home and work numbers must be included. Please be sure your emergency contract listed in Family Access know that the school may contact them and they are willing to pick your child up from school if you are unavailable. It also helps if your family member, friend or neighbor is easily reachable when you are not.

Please immediately update of any changes to your child's emergency information during the school year.



# Nutrition Services

Nutritious school meals are a vital link to the physical and intellectual fitness of students. Minnetonka's Nutrition Services program provides students and staff with quality food and service in a pleasing environment and at an affordable price.

## Lunch Menus

Lunch menus are planned in advance and can be accessed from the from the District website. Elementary menus are also printed and sent home with students each month.

## Nutrition Requirements

Minnetonka Nutrition Services participates in the National School Lunch Program (NSLP). Menus are planned according to NSLP requirements, with each meal consisting of two ounces of meat or meat alternate, two or more servings of different fruits and vegetables, at least one serving of grain or bread and 8 ounces of milk. Serving sizes are those recommended in the USDA Food Guide Pyramid. Choices of entrees are offered at each level to try to meet the food preferences of students. Lunches must meet 1/3 of the calories and RDA for key nutrients (protein, iron, calcium, vitamin A, vitamin C) based on age and grade group. They must also meet the Dietary Guidelines for Americans recommendations for percentage of calories from fat (no more than 30%) and saturated fat (no more than 10%) for each day's menu.

## Paying Lunch Accounts

Each student has an individual lunch account. Advance payment is required, and is credited to the individual student's account. The most convenient way to pay is by credit card through our website. You can also send cash or checks to the cafeteria with your student. Separate checks payable to Minnetonka Nutrition Services must be sent for each student. Be sure to write the first and last name of each student in the memo section of the check and their Personal Identification Number (PIN). Payments can be placed in a deposit box, located near the kitchen, before school or mailed directly to the cashier at the school.

## Spending Lunch Accounts

When students come to the cashier, they will enter their PIN (assigned when your child registers to attend Minnetonka School District) and state their name. The school office, the Food Service Manager, and the cashiers will have a list of PIN numbers in the event the student forgets the number. If you have questions about your student's lunch account balance, please contact the cashier in your student's school between 10 a.m. and 11 a.m. or the Nutrition Services Department at 952-401-5034 between 7:45 a.m. and 3 p.m. Your child's lunch purchases, PIN, and balance information can also be accessed through the District's Skyward Family Access.

## Lunch Account Balances

When a student's account is running low, the cashier will inform the student that it is time to add money to the account. At the elementary level, their hand may be stamped or a reminder note will be sent home. At all school levels, an e-mail to parents will be sent when the account is getting low or reaches zero.

## Minnetonka High School

Students can use their accounts to purchase lunches and a la carte items from all areas in the Harbor Café. They will be told their remaining balance after each transaction. Students are encouraged to prepay into their accounts to make the lines go faster.

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*"We will offer a wider variety of healthy choices that teach students how to develop healthy, lifetime eating habits and provide a highly beneficial contribution to our student's education."*

*—Minnetonka Nutrition Core Philosophy*

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## Account Balances

Any money left in the account at the end of the year will be left in the system for the next school year. A family moving out of the district with \$10.00 or less remaining in their account should contact the building cashier for a refund of the balance. For refund of balances over \$10.00 call 952-401-5034.

## Lunch Prices

Lunch Fees can be accessed at: [www.minnetonka.k12.mn.us/services/food/Pages/LunchMenus.aspx](http://www.minnetonka.k12.mn.us/services/food/Pages/LunchMenus.aspx)

## Free and Reduced Price lunch

Free or reduced price lunches are available to students whose families meet certain requirements. The families must either have one or more children who receive MFIP, Food Stamp, or FDPIR benefits; have a foster child; or have a household income within certain guidelines.

**Applications for Free and Reduced Price lunches are available at: [www.minnetonka.k12.mn.us/services/food/Pages/FreeandReducedPriceLunch.aspx](http://www.minnetonka.k12.mn.us/services/food/Pages/FreeandReducedPriceLunch.aspx)**

# Support Services

## Counseling and Guidance Program

The Minnetonka Public Schools guidance program focuses on proactive planning and personalization for students. The system provides the type of proactive post-high school planning usually found at high-performing private schools. The goal is for students to know their counselor as the first stop for academic advising, social concerns, and post-high school planning. A specialist in post-high school planning and post-secondary institutions is on staff. Several small group counseling seminars on a wide variety of topics are also available to students in addition to one-on-one meetings.

### Counselors provide assistance to students in the areas of:

- Educational planning, including college selection and application
- Academic assessment
- Career development
- Post high school planning
- Personal/social development (support and counseling)
- Communication and consultation with staff and parents regarding individual needs
- Referral to appropriate in-school and/or community resources
- Maintenance and processing student records and applications

## Social Workers

Each school has a social worker who offers a number of support services.

### The social worker:

- Provides crisis intervention;
- Helps students access mental health services;
- Facilitates groups for social-emotional issues;
- Coordinates crisis intervention and post-vention teams;
- Assists families in understanding child's emotional needs.

## College and Career Center Program and Resources

The Minnetonka High School Career Center serves all Minnetonka students and is open to district residents. Supporting the Guidance Department, College and Career Center volunteers help students access and utilize post secondary and career information. Resource materials include college catalogs, videos and computer programs. Representatives from numerous colleges visit the College and Career Center. Visit the College and Career Center for specific dates and details. College and Career Center hours: Monday through Thursday 7:45 a.m.-3 p.m.

## Chemical Health

### The Minnetonka High School chemical health counselor:

- Provides information, referral and support to students and families;
- Facilitates student discussion groups on making healthy choices;
- Facilitates student support groups;
- Provides training to staff on chemical health issues;
- Supports efforts to impact community approaches to chemical use;
- Helps implement school policies and procedures with administration to reinforce safe and chemical free environments.

## Section 504 of the Rehabilitation Act of 1973

The Minnetonka Public School District does not discriminate against any student on the basis of his or her disability and allows equal access to and participation in its programs and activities. The District also does not discriminate against anyone because he or she is associated with someone who is disabled. A student may be eligible for services under the provisions of Section 504 if he/she has a physical or mental impairment that substantially limits one or more major life activities, including learning. It is the District's responsibility to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need specially designed instructional or physical accommodations so those students may receive free appropriate public education. Additional information is available on the District website. The Executive Director of Student Services coordinates the District's compliance with Section 504, and can be contacted at 5621 County Road 101, Minnetonka, MN., 55345 or 952- 401-5017.

# Transportation

Along with First Student, Inc. and Minnetonka Transportation, Inc., we welcome all community members to play a part in keeping our school buses safe and student friendly. Each and every one of us is a member of the school bus safety team. Every person can make an important difference in the safety of students as they board, ride and exit school buses.

## Transportation Fee

Minnetonka Public Schools assess a transportation fee for bus service for all public and private school students who live within two miles of the school they attend. The fee was implemented in 2005 to help offset budget deficits created by flat state funding for several years. The fee is \$100 per student, with a cap of \$250 per family. For more information, go to [www.minnetonka.k12.mn.us/services/transportation](http://www.minnetonka.k12.mn.us/services/transportation).

## Bus Safety Rules

Safety at bus stops and on the school bus depends on the cooperation and responsible behavior of every student. Please discuss the following safety rules with your child. During the first week of school, bus drivers will emphasize these points with their riders:

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

Students who do not follow the safety rules will be reported to the principal. Parents are asked to reinforce the fact that riding the bus is a privilege reserved for students who respect the rules and are courteous to others.

## Cameras & GPS on Buses Monitor Behavior

A sign inside each Minnetonka School District bus indicates the presence of a video camera. Video cameras allow school administrators and bus company management to monitor student behavior. All buses are also equipped with Global Positioning Systems (GPS), which allows for school officials to monitor transportation routes. Please direct questions or concerns regarding the use of video cameras or GPS on buses to the District's Transportation Office at 952-401-5023.

## A Cooperative Effort

It is the right of each student to be treated in a reasonable and respectful manner whether in school or on the school bus. When disruptions occur on the school bus they are usually related to student misbehavior. Issues may arise as a result of the actions of a single student, the interaction among several students or

the interaction between students and their driver. We would like to deal with these misbehavior issues before they reach the level of harassment. As a rule, school bus drivers correct or report misbehaviors as soon as possible after they are observed. However, there may be times when behavior related problems occur which are unpleasant for a student, but not readily evident to a driver. Please do not hesitate to report, or encourage your child to report, incidents of harassment which may not have come to our attention through everyday communication. As a part of your school transportation team, we are committed to the goal of providing a safe and pleasant ride for all students on a daily basis. Your cooperation is always appreciated in helping us achieve this goal.

## Getting On and Off the Bus

Parents are encouraged to review with their children the following suggested procedures for getting on and off school buses.

### Getting On

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

### Getting Off

- Wait for the bus to stop before standing. Use the handrail, take one step at a time, do not push or shove, and go directly to the school or home.
- Students who must cross the road should line up 10 feet in front of the bus and look up at the bus driver and wait for his hand signal to cross the street. When crossing the street, look both ways. Remember to move away from the bus after exiting.

# Transportation

## Student Safety

Students in kindergarten through 10th grade must be certified for riding the school bus. During the first six weeks of school, students will receive the safety training required for certification. To highlight these activities, the state of Minnesota has designated the first week of every school year as School Bus Safety Week.

Student training includes classroom instruction and practical training on a school bus. Upon completing the training, a student shall be able to demonstrate specific knowledge and skills, including:

- Transportation by a school bus is a privilege, not a right
- Understanding of the District's policies for student conduct and school bus safety
- Appropriate conduct while on the bus
- The danger zones surrounding the school bus
- Procedures for safely boarding and leaving a school bus
- Procedures for safe vehicle lane crossing
- School bus evacuation and other emergency procedures
- Pedestrian and bicycling safety procedures

Where safety is concerned, it is a privilege and not a right for a student to ride the school bus. To ensure that safety is a primary factor in school transportation, the policy defines the responsibilities of students, parents/guardians, school principals and bus drivers.

## Safety: Student Riders

Students who have demonstrated that they possess the required knowledge and skills for riding a school vehicle, and who continue to demonstrate the same, will be granted the privilege of riding on those vehicles. Students who have not initially demonstrated, or who at any time discontinue to demonstrate these competencies, shall have their school vehicle riding privileges revoked in accordance with District procedures.

## Safety: Parent/Guardians

The adults who are legal parents or guardians of students are, under Minnesota state law, responsible for transporting their children to and from school and school-related activities in the event that those children are unable or unwilling to demonstrate the required competencies for riding school vehicles. Parents/guardians also are responsible for the safety of their children at the neighborhood bus stop, and for getting their children to and from the nearest bus stop in the event that a school vehicle cannot be scheduled to travel any closer to their home.

## Safety: School Principals

Principals and designated building staff are responsible for the training and certification of students for competencies in riding school vehicles, bicycling and pedestrian traffic activities. The principal will suspend the privilege of riding school vehicles for students who have not received certification, and for students who persist in misbehaving during the course of the school year.

## Safety: School Bus Drivers

Professional school bus drivers are responsible for demonstrating the skills and knowledge prescribed in Minnesota statute and District contract specifications.

## Pass Needed to Ride A Different Bus

Any student who wants to ride a different bus or get off at a different stop from his/her assigned one must bring a note from a parent in advance. The note must contain the following information to help ensure student safety:

1. The date
2. Student's full name
3. Exact destination (Bus Stop)
4. Parent's signature
5. Parent's daytime phone number

The school secretary will write a bus pass which the student must give to the bus driver. Without the bus pass, the student will not be allowed to get on a different bus or get off the bus at a different stop. Bus drivers work hard to keep track of which students belong on each bus in an effort to transport students safely.

## Busing Information Mailed in Mid-August

Busing information, including bus numbers, bus stop location, pickup times and return times, will be mailed to each student's home in mid-August.

Midday bus routes to take home morning kindergartners and pick up afternoon kindergartners have been planned to transport kindergartners to and from the bus stop nearest their home address. Kindergarten midday information will be mailed from each school separately. Parents who wish their child to be transported to a daycare location, or whose child was assigned to the wrong bus stop, should contact the Transportation Office at 952-401-5023 as soon as possible.

Buses will run on the initially established routes for at least the first full week of school. Changes in a few routes are possible after the first week to accommodate new families in the District and to correct any problems. Students will always be notified in advance of any changes in their bus routes or pickup times. This often means a delay of a few days before a requested change can take effect.

## Weather Emergencies

School closing because of severe weather or other emergencies will be announced on radio station WCCO-AM (830 on the dial), KARE-TV (Channel 11), KSTP-TV (Channel 5), and on the District's Web page. If schools must be closed early, buses will follow regular return routes. Please discuss with your child what to do in the event that school is dismissed early and no one is home when he/she arrives. Read the Superintendent's procedures on emergency closing and communication for more information.



# Registering for School

We are excited to welcome families and new students into our schools. Families who choose to live in the Minnetonka School District have something in common. They place a high value on education and have high expectations for schools. Minnetonka Schools are committed to meeting and exceeding those expectations. We are dedicated to providing your child with a top quality education that is both challenging and exciting, and we'll work to meet your child's individual needs.

If you are new to the community, you will find that the Minnetonka School District is a great place to raise a family. Parents are involved in their children's lives and our communities truly put children first! Be sure to visit our website to discover a wealth of opportunities for your child throughout the community.

## Registering for School

Take care of all of your registration needs in one place, the Minnetonka District Service Center, 5621 County Road 101, Minnetonka. Our friendly staff is eager to assist in making your transition into a new school and new community a pleasant one. The District Service Center is open year round Monday - Friday, 8 a.m. - 4:30 p.m. (except legal holidays). You may contact the registration office at 952-401-5009 or 952-401-5012.

## When you come in to register, please bring the following items:

- Proof of residency (a utility bill, purchase, rental or lease agreement, etc.)
- Parents/guardians complete contact information
- Emergency contact
- Name and address of child's previous school
- Immunization records
- Official or certified copy of the child's birth certificate

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*"Minnetonka will instill expectations that stimulate extraordinary achievement in the classroom and in life."*  
— **Minnetonka Mission Statement**

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## Open Enrollment

Minnetonka Schools welcome non-resident and open enrollment students through Minnesota's Open Enrollment Program, which allows any Minnesota student to apply to enroll in any public school in the state tuition-free. Students who wish to enroll after January 15 may apply for open enrollment on a space available basis. Students who wish to enroll after January 15 may apply for a nonresident agreement the first year and then complete an open enrollment application by the following January 15 for continuous enrollment. Please call 952-401-5009 for more information or see the District's Enrollment of Non-Resident Students Policy, #509.

## Kindergarten & First Grade Enrollment Requirements

A child is eligible to enroll in the Minnetonka Public Schools if he/she is five years old on or before September 1, 2010. In addition, under Minnesota State law, all incoming kindergartners must complete early childhood screening before attending school. If your child has not completed this screening please call 952-401-6812. Parents and/or legal guardians of incoming kindergarten students or first grade students entering any Minnesota public school for the first time must present an official or certified copy of the birth certificate to verify the date of birth. (Sorry, hospital and baptismal certificates are not allowed as a substitute.) You may present the birth certificate when you drop off registration materials at the Minnetonka District Service Center. If you choose to mail the registration materials, you will need to present the certificate at the District Service Center at least one week before the first week of school.

## Early Enrollment

In some cases, a child who is not quite five at the beginning of the school year is still ready for kindergarten. Students who turn five after September 1, but before November 1 may apply for early enrollment. Parents should request an Early Enrollment application from the Early Enrollment Program Coordinator (952-401-6989) before April 15 of the year the child turns five, and return the completed application by May 1. For more details, see the District's Early Enrollment Policy, #509.1.

## School Attendance Areas

The Minnetonka School District proudly serves all or parts of ten communities, reaching from the south shores of Lake Minnetonka into Carver County. The District serves families in Minnetonka, Chanhassen, Deephaven, Eden Prairie, Excelsior, Greenwood, Shorewood, Tonka Bay, Victoria and Woodland.

Attendance areas for Minnetonka's six elementary schools are defined to create neighborhood schools. For middle school, Groveland, Deephaven and Scenic Heights students go on to Middle School East. Students from Clear Springs, Excelsior and Minnewashta attend Middle School West. Both middle schools feed into Minnetonka High School. District attendance area maps are available on the District website.

# Before/After School Care/Supervision

## Elementary

Supervision at the elementary schools begins ten minutes before school starts. Parents who need their child to be at school earlier than that should enroll the child in Explorers Club or make other arrangements. Explorers Club is in its third decade of providing school age childcare for working parents. Its goal is to provide a relaxed, warm, and caring atmosphere where children have the opportunity to pursue their own interests, develop friendships and grow in confidence, independence, and respect for themselves as well as others. Minnetonka Community Education and Services offers a before and after school program for grades K-5 at each elementary school.

## Program Features

- Quality, caring and trained staff
- Indoor and outdoor recreational activities
- Choice of a variety of daily activities
- Optional participation on "non-school" days
- Field trips on non-school days

## Care Provided

- Before school—6:30 a.m. until school starts
- After school until 6 p.m.
- Opposite kindergarten

For registration information call 952-401-6832. To schedule a site visit call 952-401-6825.

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*"All people have the right to live and work in a safe environment."*  
— **Minnetonka School Belief**

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## Middle School

Doors to the middle schools open at 7:30 a.m. Breakfast is available in the cafeteria, which is a supervised area. There are no structured activities for students in the cafeteria at that time. There are fee-based, before-school enrichment opportunities and individual/small group instrumental music lessons at each middle school. Students may also enroll in after-school homework help, Monday through Friday. Check with each school for specific end times.

## Minnetonka High School

All Minnetonka High School staff arrive by 7 a.m. to be available for students who need to connect with them for extra help or immediate concerns. The "Zero Hour" before the regular school day is available for students to meet with teachers, use the media center or work on an elective they cannot fit into their regular schedule. A limited number of credit courses are offered before school. After school there are numerous clubs and activities. Studies show that students who are involved in co-curricular activities do better in school. Students are strongly encouraged to participate.

## Parent Option Program

The Parent Option Plan (POP) allows parents to request enrollment for their child in another elementary or middle school within the school district other than their school of residence. Please call 952-401-5009 if you have questions about this policy, procedures, or your attendance area. You may also view the District map at [www.minnetonka.k12.mn.us/administration/Documents/sd0276.pdf](http://www.minnetonka.k12.mn.us/administration/Documents/sd0276.pdf). The parent(s)/guardian(s) have the primary responsibility for the transportation of the POP student. Although there is no guarantee of District-provided transportation, there are some transportation possibilities for an approved POP student, such as using an alternate bus stop or transferring buses at a school.

## Working Parent/Guardian Option Plan

The Working Parent/Guardian Option Plan (WPGOP) allows parents to send their children to the school nearest their daycare provider if different than the school the children would otherwise attend. The child is then able to ride on existing school bus routes between the daycare and school. Parents must fill out an annual request for daycare/alternate transportation form, which is available on our [website](#) or by calling 952-401-5000.





# Minnetonka Community Education

## Minnetonka Community Education (MCE)

Minnetonka Community Education (MCE) offers enrichment, recreation and education programs, opportunities and events for all ages: ECFE, preschool, youth and adult recreation and enrichment programs and many more. General information, programs and classes are promoted via flyers and advertising, as well as in the MCE Catalog, which is mailed to every District resident and open enrolled families three times a year. If you would like a catalog mailed to you, call MCE at 952-401-6800. Information and registration are also available at [www.minnetonkacommunityed.org](http://www.minnetonkacommunityed.org), or call MCEC at 952-401-6800.

## Early Childhood Family Education (ECFE)

Early Childhood Family Education (ECFE) is a program of Minnetonka Schools which helps families meet the challenges of parenting by providing information, friendship and support. Parent/child classes meet once a week for an hour and a half and are designed to meet the developmental needs of children between the ages of birth to 5. A licensed children's teacher provides a learning environment for quality interaction time for children and parents. A licensed parent educator meets with the parents to provide information on children's growth and development, and other issues families face. Classes are offered on a sliding-fee scale. For more information about ECFE call 952-401-6812.

## Minnetonka Preschool

At Minnetonka Preschool, children, ages 30 months to five years, learn about the world around them through exploration and grow in a safe environment that focuses on social, emotional and cognitive development. Our program offers a variety of options to fit every child's developmental needs. Choose from two- to five-day programs, with the option to combine select classes with parent education. Flexible scheduling and childcare are available with Junior Explorers Club, Lunch Bunch and Minnetonka Community Education enrichment and recreational programs. All preschool programs ensure a smooth transition to kindergarten.

## Youth Programs

Youth Programs provides both enrichment and recreation programming for youth year round. Recreation programming includes basketball, tennis, dance, gymnastics, ski and snowboard clubs and more. Youth enrichment programming offers a wealth of enrichment experiences for school-age youth including STEM, art, theatre, music lessons (Minnetonka Music Academy), chess and much more. See the MCE catalog or visit: [www.minnetonkacommunityed.org](http://www.minnetonkacommunityed.org) for more information.

## Adult Programs

Adult Education provides lifelong learning opportunities to the community through a variety of classes and programs. These include adult enrichment, recreation, services for adults with disabilities (Project SOAR), adult basic education (ABE), adult English Language Learner (ELL) and community-wide events such as Tour de Tonka and the Fourth of July Firecracker Run. Enrichment classes include cooking, dance, computer skills and much more. Recreational opportunities for adults include co-ed softball leagues and co-ed volleyball, aerobics, yoga, circuit training, Pilates, Tae Kwan Do and more. See the MCE catalog or visit: [www.minnetonkacommunityed.org](http://www.minnetonkacommunityed.org) for more information.

## Project SOAR

Adults with Disabilities are served through Project SOAR. This program provides opportunities for adults with disabilities to access Adult Programs and classes tailored for their needs. Services provided include sign language interpreters, scholarships and mobility aids. Adult Basic Education Adult Basic Education includes English Language Learner, GED (graduation equivalent diploma) program, basic skills education, and credit course work for a high school diploma. There is no charge for ABE programs.



# Minnetonka Foundation/Tonka CARES

## Minnetonka Public Schools Foundation

The Minnetonka Public Schools Foundation's mission is to "support innovation in educational programs that enrich learning experiences by of all students served by Minnetonka Public Schools." Established by District and community leaders in 1986, The Foundation operates as a 501(c)(3) charitable organization.

## The Foundation's work encompasses two main areas the Teacher Grant Program and The Endowment:

- The Teacher Grant Program plays a critical role in fostering academic innovation in District classrooms. Each year, Minnetonka teachers and staff submit grant applications for ground-breaking educational programs, tools and technology. Since 1999, the Foundation has awarded more than \$747,000 for grants that enhanced the curriculum in all academic subject areas, technology, fine arts, early childhood education, special education and community service. Without the Teacher Grant Program, most of these enrichments would not have been possible.
- The Endowment supports educational initiatives that require on-going funding and support. The Foundation's first Endowment project—The Writing Center at Minnetonka High School—was launched in 2007 to rave reviews. In partnership with District leadership, this student resource has been hugely successful, and its' curriculum is now being introduced at the middle school level as well.

The Foundation's Dream Makers Dinner is an annual event at which Minnetonka parents, teachers and staff, as well as many local businesses, gather to raise funds to support innovation in Minnetonka Public Schools. In 2014, over 600 attendees raised more than \$150,000 to support innovation in Minnetonka schools.

For more information about The Foundation's work and to find out how you can support initiatives visit [minnetonkafoundation.com](http://minnetonkafoundation.com).

## Tonka CARES

Tonka CARES is a community coalition working to reduce illegal substance use among youth. Tonka CARES was established in 2005. Its partners include the Minnetonka Public Schools, city representatives, law enforcement, youth, parents and the civic, business and faith communities. Every partner is working on action steps that are research based and have been shown to create conditions where fewer kids in our community will choose to use chemicals or illegal. For more information, visit [www.tonkacares.org](http://www.tonkacares.org).





# Advisory Committee

Minnetonka Public Schools invite all community members to serve on District committees. Anyone interested in serving should contact the District Service Center or the person listed for each committee.

## CASE: Community Action for Student Education

Lisa Wagner, Chair 952-474-2205  
[lisa.wagner@minnetonka.k12.mn.us](mailto:lisa.wagner@minnetonka.k12.mn.us)

A non-partisan, volunteer group whose members work to remind legislators about the importance of education funding.

## Curriculum Advisory Council

Eric Schneider, Asst. Superintendent for Instruction  
[eric.schneider@minnetonka.k12.mn.us](mailto:eric.schneider@minnetonka.k12.mn.us), 952.401.5010

Made up primarily of District staff advising on curriculum issues. Interested parents should consider the Teaching and Learning Advisory Committee.

## Finance Advisory and Audit Committee

Paul Bourgeois, Executive Director of Finance and Operations  
[paul.bourgeois@minnetonka.k12.mn.us](mailto:paul.bourgeois@minnetonka.k12.mn.us), 952-401-5024

District residents and parents with business experience who advise the District on financial issues.

## MCE Advisory Council

Tim Litfin, Executive Director MCE  
[tim.litfin@minnetonka.k12.mn.us](mailto:tim.litfin@minnetonka.k12.mn.us), 952-401-5043

Forty-member council advises the Director on MCE programs and services and helps promote the goals and objectives of the program, with members serving as ambassadors of the District within the general community.

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

— *Minnetonka Schools Belief*

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## Special Education Advisory Council

Deb Anderson, Int. Executive Director of Student Support Services  
[deb.anderson@minnetonka.k12.mn.us](mailto:deb.anderson@minnetonka.k12.mn.us), 952-401-5017

Made up primarily of parents whose children use special education services. Advises District on a variety of special ed subjects.

## Teaching and Learning Advisory Committee

Eric Schneider, Asst. Superintendent for Instruction  
[eric.schneider@minnetonka.k12.mn.us](mailto:eric.schneider@minnetonka.k12.mn.us), 952.401.5010

Made up primarily of District parents advising on curriculum issues at all school levels.

## Tonka Pride Committee

Janet Swiecichowski, Executive Director of Communications  
[janet.swiecichowski@minnetonka.k12.mn.us](mailto:janet.swiecichowski@minnetonka.k12.mn.us), 952-401-5095

Made up of parent volunteers who help promote pride in Minnetonka students and schools.

## PTA/PTO Leadership Council

Dennis Peterson, Superintendent  
[dennis.peterson@minnetonka.k12.mn.us](mailto:dennis.peterson@minnetonka.k12.mn.us), 952-401-5004

Made up of PTA/PTO leaders from all Minnetonka schools to address issues common throughout the District.



# Student Rights and Responsibilities

## Introduction

Students, staff and parents all share in the responsibility of maintaining a safe and respectful learning environment. Appropriate behavior is a critical component in this safe and respectful environment and is also a strong indicator of student success. When a student engages in inappropriate behavior, staff members will work with the student to address the behavior. Possible interventions include education, restitution, mediation, counseling, parental meeting, time-out, loss of privileges, detention, or referral to the principal's office.

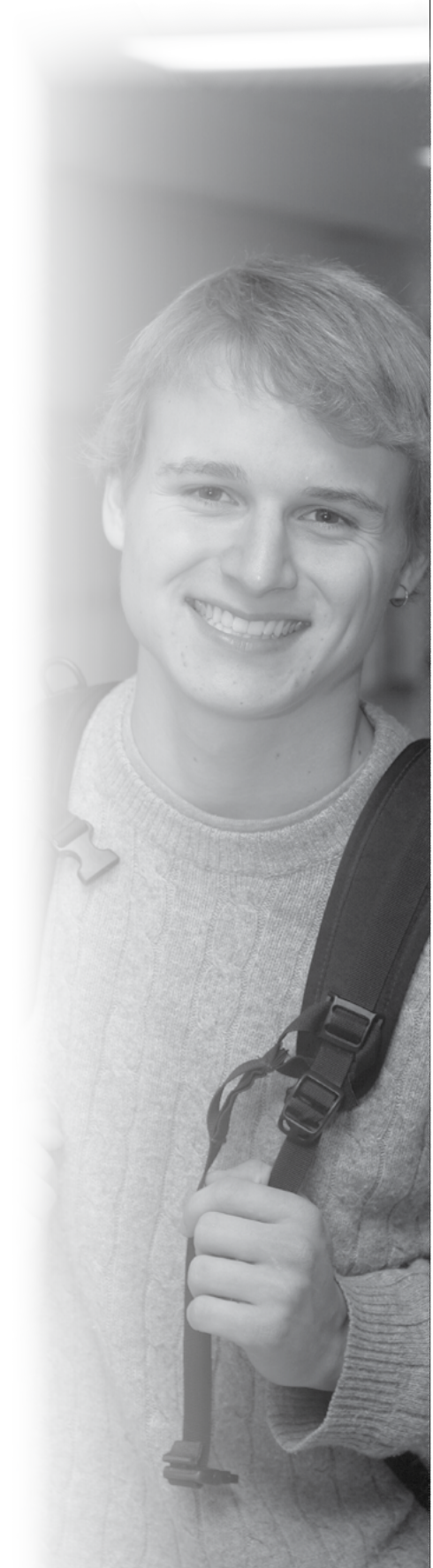
Any student who engages in any inappropriate behavior shall be disciplined in accordance with District and building discipline policies and the Minnesota Pupil Fair Dismissal Act. District and building policy applies to school buildings, school grounds, and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, or any other vehicles approved for school-related purposes, the area of entrance or departure from school premises or events, and all school related functions. District and building policies also apply to any student whose conduct at any time or in any place interferes with or obstructs the mission, beliefs or operation of the school district or the safety or welfare of the students, other students or employees. See [Discipline and Code of Conduct, School Board Policy #506](#).

Some behaviors may be so serious as to call for dismissal, suspension, exclusion, or expulsion. These consequences are reserved for significant violation of school rules or an accumulation of a specific violation. These behaviors, which interfere and/or disrupt the educational process, pose a danger or potential danger, or threaten public and/or private property, are unacceptable, and will not be tolerated in the school setting. Behaviors of this type include, but are not limited to chemical use, major insubordination, verbal/physical assault, abuse/fighting, theft, major disruptions, statutory crime, and possession of a weapon, vandalism and possession/use of drug paraphernalia.

Students who have committed these violations may be suspended to home from one to ten days depending on the severity of the offense. If a recommendation is made to the Superintendent for expulsion, an additional five days may be added to the suspension period. A parent-student-principal readmission conference may be necessary for reinstatement to school. At the discretion of a principal, the violation may be shared with the Police Liaison Officer for review for possible criminal violation.

Students who are currently identified as disabled under IDEA or Section 504 are subject to the same rules and discipline policies as nondisabled students unless educational plans require otherwise. The consequences for misbehavior by students with disabilities are also subject to the applicable state and federal law.

Please review the entire Students Rights and Responsibilities handbook with your student. Helping our students understand their responsibilities for proper behavior, as well as their rights to be educated in a safe environment, is important to us all. Thank you for your continued interest and support as we all prepare our children for tomorrow.





# Philosophy of Learning and Discipline

## Philosophy of Learning and Discipline

We believe that school should be a safe and respectful environment in which all students are free to learn. As members of this school community, students, parents and school staff all share in the responsibility of creating this positive learning environment.

A school's discipline policy supports this environment by clearly articulating to all members of the school community expectations for safe, responsible, and respectful behavior. Additionally, a school's discipline policy should be administered in a manner which is fair and which acknowledges the dignity and worth of each individual. See [School Board Policy #506, Student Discipline and Code of Conduct](#).

Students must develop specific behaviors in order to be academically and socially successful. These behaviors include cooperation, self-advocacy, responsibility, honesty, empathy and self-control. By modeling and supporting these behaviors we will develop students who are self-directed learners and who respect the authority, property and rights of others.

A school's discipline policy needs to hold individuals responsible for their actions. A discipline policy needs to recognize the uniqueness of each student, classroom, building and situation, while supporting a safe and respectful environment where students can grow academically, intellectually, socially, and emotionally.

These policies and rules apply any time a student is present on a school location, at a school-sponsored activity, while on school buses and/or at a school bus stop. Students are expected to act in accordance with federal, state and local laws and rules, and in a way that respects the rights and safety of others.

## Roles

### The School Board

- The School Board shall establish policy and hold all school personnel responsible for the maintenance of order within the School District and support all personnel acting within the framework of this discipline policy.

### Superintendent

- The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy.
- The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents.
- Any guidelines or directives established to implement this policy shall be submitted to the School Board for approval and shall be attached as an addendum to this policy.

## Principal

- The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final School Board approval.
- The principal shall give direction and support to all school personnel performing their duties within the framework of this policy.
- The principal shall consult with parents of students conducting themselves in a manner contrary to the policy.
- The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.
- A principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

## Teachers

- All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration.
- All teachers shall enforce the School District and school building discipline policies.
- In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

## Other School District Personnel

- All School District personnel shall be responsible for contributing to the atmosphere of mutual respect and enforcing the school district and building discipline policies.
- Their responsibilities relating to student behavior shall be as authorized and directed by the principal or direct supervisor.
- A school employee or bus driver, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

## Parents or Legal Guardians

- Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice.
- They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

## Community Members

- Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

## Students

- All students shall be held individually responsible for their behavior and for knowing and obeying the district and building discipline policies.

# Reporting Misconduct

## Type of Inappropriate Behavior

All students deserve to have a safe, calm learning environment, free from distraction and inappropriate behavior by others. Students also have a right to know what is expected of them. Since everyone enjoys a better educational climate when the rules are consistently enforced, it's important to be clear and consistent about those rules and how they are enforced.

[School Board Policy #506, Student Discipline and Code of Conduct](#) is designed to ensure that students are aware of and comply with the school district's expectations for student conduct.

The following list contains types of misconduct that may lead to disciplinary action, including suspension and expulsion. Grounds for suspension or expulsion apply when a student is on school grounds before or during school hours; after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity or event; and/or at a school bus top, traveling to or from school or a school activity or event. A student's degree of involvement for violating any type of inappropriate behavior may be considered.

This list includes examples of student misconduct, but by no means covers every situation.

## General Classroom Disruption/Disorderly Conduct

Behavior that produces distractions, frictions or disturbances or that interferes with the functioning of the teacher, the students or the class.

## Use of Abusive Language

Written or spoken language that is offensive, obscene or vulgar. Inflammatory Actions/Disorderly Conduct Language, gestures or actions that can create a disturbance (i.e. hand and gang signals and symbols, placing a false 911 call, etc...)

## Unexcused Absences/Excessive Absences

Absences from school or class without authorization or approved reason. Excessive absences without approved authorization by school officials.

## Tardiness/Lateness

Being late beyond the scheduled beginning of a school day or class without authorization or approved reason is a violation of school policy.

## Smoking/Possession of Smoking Materials

Possessing, using or transmitting smoking material or tobacco products (i.e., cigarettes, lighter, chewing tobacco, etc.)

## Loitering/Out of Assigned Area

A student's unauthorized presence in an area.

## Defiance of School Personnel's Authority

A verbal or non-verbal refusal to comply with a reasonable request from school personnel. Failing in a substantial number of instances to comply with directions of teachers or other personnel where the failure constitutes an interference with school purposes or an educational function (i.e., habitual offender, refusal to provide proper identification to school personnel/security upon request).

## Disruption on the School Bus

Any misconduct on the school bus, disrespect to the driver or vandalism to the bus.

## Trespassing

Remaining on the school property without authorization (including while under suspension or expulsion.)

## General Disruption of the Orderly Educational Process/Disorderly Conduct/Terroristic Threats or Acts

Behavior that seriously disrupts any school activity or the orderly operation of the school. Some examples include boycotts, sit-ins and walk-outs, blocking entrances, placing a false 911 call, and unauthorized gatherings. Terroristic threats shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Terroristic act shall mean an offense against property or involving danger to another person.

## Gambling

Participation in games of chance for money and/or other things of value (possession of dice).

## Fighting

Aggressive, physical conflict between two or more individuals.

## Vandalism

The willful or malicious act or attempt to destroy or deface school property or the property of others may be referred to Juvenile Court for prosecution.

## Harassment/Hazing, Defamation of Character

Harassment of any form, whether verbal or physical including home-based websites and computer misuse against another person based on age, color, creed, disability, gender, marital status, national origin, race, religion, or of sexual nature, will subject a student to timely and appropriate discipline.

## Simple Assault

A threat or attempt to do bodily harm to another, with or without physical contact or intentionally causing or attempting to cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this provision.



# Reporting Misconduct

## **Offensive Touching/Inappropriate Conduct/Offensive Remarks**

Intentionally touching another person, either with part of the body or with any instrument, thereby causing offense or alarm to the other person and or a public show of affection or sexual acts is a violation of this code.

## **Extortion**

To obtain or attempt to obtain money, goods or information from another by force or threat of force.

## **Use of Drugs/Alcohol/Paraphernalia and Look-Alikes**

Possessing, using, transmitting, or being under the influence of any over-the-counter drug, stimulant, depressant, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physical is not a violation of this code. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function is a violation. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant is a violation.

## **Theft/Counterfeiting**

Taking the property of the school or another person or attempting to take the property without permission. Possession of stolen property. Possession and/or transmission of bogus bills (counterfeit legal tender). Attempting to sell or exchange bogus bill and/or attempting to duplicate money. Attempting to circumvent tuition costs (violation of legal settlement).

## **Fire and Explosives**

Possession, use, and or transmission of fire, explosive devices/materials, fireworks or lighters is a violation. Setting of fires and/or use of device or materials that cause a fire is a violation. An attempt to detonate or use devices or materials that can cause a fire is a violation. Possession of materials that can be used to make or construct explosive devices of any kind (including but not limited to Molotov Cocktails, pipe bombs, smoke bombs) is a violation.

## **Weapons/Use of an Object as a Weapon/Knowledge of Deadly or Dangerous Weapons or Threats of Violence**

Possession of a handgun, fire arm, knife, blades, Chinese Throwing Star, brass knuckles, stun gun, look-alike gun/knife or any instrument that expels a projectile through pressurized cartridges or springs, as well as any spot marker gun (such as paint guns), explosives, ammunition, may result in arrest. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, etc. Intentional

injury to another can be a felony and/or a cause for Civil action. Because the School Board believes that students, staff members, and any visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to them school administration. Failure to report such knowledge of petitions or plans is a violation of this code.

## **Electronic Devices**

Possessing or using on school grounds during school hours including but not limited to an electronic game, music device, paging device or handheld portable telephone is prohibited unless a school official's written authorization is obtained. (Items are subject to being confiscated.) Inappropriate use or access of computer hardware or software. Please refer to [School Board Policy #526](#), Student Use of Cellular Phones, Digital Imaging Devices and Other Personal Electronic Devices, for more information.

## **Dress/Grooming**

Students may not dress or groom themselves in a manner that is disruptive to the educational function and school purpose. Please refer to School Board Policy #504, Student Dress/Grooming Code, for more information.

## **Cheating/Lying, False Statement, Forgery, Plagiarism**

Attempting to complete assigned work with unauthorized assistance. Intentionally giving false information to school officials or placing a false 911 call.



# District Policies

Complete School District policies are available at the Minnetonka Schools Website: [www.minnetonka.k12.mn.us/policies/Forms/AllItems](http://www.minnetonka.k12.mn.us/policies/Forms/AllItems)

## **Assessment of Student Achievement, Policy #618**

This policy is to establish understanding and communications to connect student assessment, testing, curriculum and instruction.

## **Attendance and Truancy, Policy #502**

Students who attend school consistently and are on time develop better socially, establish better communications with their teachers, acquire important lifetime habits such as dependability, self-sufficiency, and responsibility and have more success academically.

## **Attendance for Minnetonka High School, Policy #503**

Administration and staff will inform parents of the options available to them to excuse their child from school when necessary.

## **Bullying Prevention by Students #514**

An act of bullying, by either an individual student or a group of students, is expressly prohibited on District property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

## **Student Chemical Use, Policy #547**

Minnetonka Schools are committed to providing a safe and supportive chemical-free school environment. All buildings and campuses are chemical and tobacco-free.

## **Civility of Students, School Board Policy #542**

Students shall behave civilly and with fairness and respect in dealing with other students, school district personnel, patrons, visitors, and anyone having business with the school district.

## **Co-curricular Activities Program, Policy #510**

Recognizing academic instruction and achievement as the heart of our mission, the Minnetonka School District also insists on and supports those activities that reinforce the academic pursuits of the students we serve. Opportunities not found in the traditional classroom enhance the students' experience today, as well as prepare them for life's challenges ahead.

## **Discipline and Code of Conduct, Policy #506**

The purpose of this policy is to ensure that students are aware of and comply with the School District's expectations for student conduct. The School District will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

## **Electronic Technologies Acceptable Use Policy, Policy # 524**

This policy is to set forth guidelines for access, to as well as for acceptable and safe use of the School District's electronic technologies. Electronic technologies include but are not limited to network systems and components, computers and peripherals, printers, telephones, network systems and components, and the applications they support and/or access.

## **Harassment and Violence, Policy #427 & #514**

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

## **Protection and Privacy of Pupil Records, Policy #515**

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

## **Student Dress/Grooming Code, Policy #504**

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

## **Student Use of Cellular Phones, Digital Imaging Devices and Other Personal Electronic Devices, Policy #526**

This policy sets expectations for appropriate student use of existing and emerging technologies, including cellular phones, digital picture/video cameras and/or camera phones, personal digital assistants (PDAs), iPods, MP3s, pagers and other personal electronic devices capable of transmitting data or images.

## **Tutoring, Policy #541**

Minnetonka Schools recognizes that tutoring of students can be helpful to student achievement, as a supplement to the expectations of the District as described in the District's Vision.

## **Unsafe Behavior of Students, Policy #543**

All Minnetonka students shall be provided with safe and secure schools and a safe and orderly environment conducive to learning.

## **Visitors to Schools and Sites, Policy #903**

The Minnetonka Public Schools encourages visits from current and prospective students and families, as well as from the community. Visitors should call the school building they wish to visit to explain the purpose of their visit, and ensure that their time is well spent and not disruptive to the education of students.

## **Weapons Policy, Policy #501**

Any student found to be in possession of a weapon on district property or at a district-sponsored activity shall be expelled from school for up to one year and may be subject to other appropriate disciplinary action.

## **Website & Intranet Policy, Policy #525**

This policy is to authorize the establishment of a District website and intranet system and to set policy for the acceptable use of the District Website and intranet system. This policy complements the District's Computer Network and Internet Acceptable Use policy.

## **Wellness, Policy #533**

This policy is to assure a school environment that promotes and protects students' health, well-being and ability to learn by supporting healthy eating, physical activity, and social and emotional health. The Minnetonka School District is committed to enhancing the development of lifelong wellness practices through active partnership with parents and community.

## **Homework, Policy #621**

This policy is to communicate a message to students, teachers and parents about the value and benefits of homework.

## **Peace Officer, Policy #532**

This policy describes the appropriate use of Peace Officers and Crisis Teams to remove, if necessary, a student from school property.

# Student Rights and Responsibilities

## Learning

Rights	Responsibilities
Students have the right to receive a comprehensive appropriate education.	Students are responsible for daily attendance, for completing class assignments on time and for bringing appropriate materials required for class.
Students have the right to attend school in a safe environment that is free from disruptive behavior by others.	Students are responsible to contribute positively to a safe environment and report and suspicious behavior.
Students have the right to make up schoolwork missed during an excused absence.	Students are responsible to obtain and complete make-up work assigned for periods of absence.
Students have the right to necessary homebound instruction, as regulated by state guidelines, when absent for an extended period.	Students are responsible to obtain and complete assigned work as part of the homebound instructional process.

## Fair Treatment

Rights	Responsibilities
Students have the right to due process when involved in a violation of district rules. Included is the right to hear the nature of the violation and to give their account of the situation.	Students are responsible to treat all persons respectfully and to follow rules and regulations that apply to them.
Students have the right to be informed of current school policies, rules and regulations that apply to them.	Students are responsible to be knowledgeable about and to follow school policies, rules, and regulations that apply to them.
Students have the right to be informed of classroom expectations.	Students are responsible to be knowledgeable about and to meet classroom expectations, and evaluation procedures that apply to them.
Students have the right to be treated respectfully by staff and other students.	Students are responsible to treat others, including other students and staff, in a respectful manner. Students are also expected to treat the property of others and the District responsibly.
Students have the right to be free from corporal punishment by staff.	Students have the responsibility to refrain from using force or physical contact for the purposes of inflicting physical and emotional harm on another.
Students have the right to be free from unreasonable physical contact from teachers and other staff persons.	Students have the responsibility to respect the space and freedom of those around them. Students also have the responsibility to not engage in conduct that threatens to injure themselves, other persons, or property.

## Free Speech

Rights	Responsibilities
Students have the right to free speech so long as such speech does not violate the rights of others or disrupt or undermine the educational processes of the school.	Students are responsible to follow school regulations regarding time, place, and manner when expressing opinions through published written materials. Students may distribute such literature as long as it is free of obscenity, discrimination and defamation; does not interfere with the rights of others; or disrupt the atmosphere of learning in the school.

## Harassment

Rights	Responsibilities
Students have the right to be free from any form of harassment arising out of the physical or verbal conduct of other students, school staff, or others.	Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incident of physical, sexual, and verbal harassment, intimidation, and/or abuse that they have experienced, or of which they are aware. Such reports should be made to the building principal.

# Student Rights and Responsibilities

## Equal Opportunity

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

## Student Government

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

## Privacy

Rights	Responsibilities
Students generally have the right to privacy in their persons and personal property when engaging, participating or pursuing curricular activities on a school location.	Students are responsible to refrain from bringing onto school property or to school-sponsored events any item or materials that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other people.
Students have the opportunity to utilize school lockers, desks, and other designated areas for storing appropriate items of personal property subject to the understanding that such areas are within the exclusive control of the school district, and that such areas may be searched for any reasons, at any time, without permission, consent, or requirement of a search warrant.	Students are responsible for keeping their lockers free of any items that are illegal or that are prohibited under school rules and district policies.
Matters of child or sexual abuse must be reported to the proper authorities according to state law. Matters involving criminal behavior may also be reported to the proper authorities.	Students have the responsibility to inform school personnel when a discussion of personal matters is to be confidential. Matters of abuse or illegal activity should be reported to school personnel.

## Nondiscrimination

Rights	Responsibilities
Students have the right to be free from discrimination based upon race, color, creed, sex, religion, national origin, marital status, sexual orientation, status with regard to public assistance, or disability.	Students are responsible to treat other students and district employees in a nondiscriminatory manner. Violations should be reported to building principals.





# Community Resources

## General Help

**United Way 211:** Call 2-1-1

Maintains a directory of services and providers, and answers calls 24 hours a day.

**Resource West:** 952-988-5350

Phone calls are personally answered and will help you access a wide variety of resources.

## Mental Health Care

**Crisis Connection - a 24-hour crisis line:** 612-379-6363

Hotline for emotional problems

**Headway Emotional Health Services:** 701 Decature Ave N., Golden Valley; 763-746-2400

**Relate Counseling Center:**

5125 County Rd. 101, Suite 300, Minnetonka; 952-932-7277

**St. David's Center for Child and Family Development:** 952-939-0396

Provides a wide variety of programs including services for families of special needs.

**Centro De Salud:** 612-874-1412

Provides a wide variety of programs and services for Latino families.

## Health Care/Hospital Information

**Park Nicollet Methodist Hospital:** 6500 Excelsior Blvd., St. Louis Park, 952-993-5000

**Hennepin County Medical Center:** 701 Park Ave., Minneapolis; 612-873-3000

**Ridgeview Medical Center:** 500 South Maple St., Waconia 952-442-2191

A full range of medical services, including emergency offered. Interpreter services available.

## Child Care

**Explorers Club** offers before and after school programs for children grades K-5 at each elementary school. In addition, Junior Explorers provides child care for children ages 3-5 at the Minnetonka Community Education Center. For registration information call 952-401-6832.

## Chemical Dependency

**Alcoholics Anonymous Central Office:** 952-922-0880

Information line for Alcoholics Anonymous groups in the west metro area.

**Al-Anon/Alateen-Minneapolis:** 952-920-3961

Support for a spouse and teens who live with an alcoholic.

**Carver County Mental Health/First Street Center:** 952-442-4437

**Hennepin County Chemical Health Assessment:** 612-879-3501

Free/Sliding Fee Scale Clinics; Call for appointments

**St. Mary's Health Clinics:** 651-287-7777

## My Health for Teens & Young Adults:

15 8th Avenue South, Hopkins, 952-474-3251

Teenage health care including testing for sexually transmitted diseases, pregnancy and HIV.

## Dental Care

**Dental Referral Service:** 1-800-577-7320

Can give you help if you have dental insurance and are looking for a dental referral

**Resource West:**

952-933-3860

**Children's Dental Service:** 636 Broadway St. NW, Mpls. 612-746-1530

## Violence Protection

Dial 9-1-1 in an emergency or 763-525-6210 (Hennepin County) or 952-361-1231 (Carver County).

Dial 2-1-1 for 1st Call for Help

**Sojourner Project:** 952-933-7422

Information and referrals for women in abusive relationships. Temporary housing for women and children who do not feel safe in their home due to abuse. Interpreter services are available.

## Music Lessons

Minnetonka Community Education offers individual music lessons. For information call 952-401-6846.

## Transportation Resources

**Metropolitan Transit Information Center (MT):**

612-373-3333

• Bus schedules and city bus information (available at local libraries, Hopkins-Minnetonka Family Resource Center and City Halls). Bus schedules can also be accessed at [www.metrotransit.org](http://www.metrotransit.org) or [www.swtransit.org](http://www.swtransit.org)

• Buses will pick up riders at signs indicating "BUS STOP." If you haven't ridden a bus before, write the address of where you are going and give it to the bus driver to make sure you have selected the right bus.

**Metro Mobility:** 651-602-1111

Provides rides for disabled individuals anywhere in the metropolitan area at a minimal cost.

**Suburban Green & White Taxi:** 763-545-1234.

Spanish speaker available.

## Help From the Community (Food Shelf/Housing)

**ICA (Intercongregation Communities Association)**

**Foodshelf:** 952-938-0729

**PROP (Chanhassen/Eden Prairie residents):** 952-937-9120

**WeCan (Tonka Bay Residents):** 952-472-0742