



**MINNETONKA  
PUBLIC SCHOOLS**

# 2023-24 Parent and Student Handbook

Deephaven Elementary

4452 Vine Hill Road  
Deephaven, MN 55331

Quick Reference	
School Hours	8 a.m.-2:40 p.m.
School Office Hours	7 a.m.-3:30 p.m.
District Office Hours	Monday-Friday, 8:00am-4:30pm
School Phone Number	Main Office: 952-401-6900 Main Office Fax: 952-401-6906 Health Office: 952-401-6904 Nurse Line: 952-401-6905 Health Office Fax: 952-401-6902 Transportation: 952-470-5366
District Number	(952) 401-5000
District Website	<a href="https://www.minnetonkaschools.org/">https://www.minnetonkaschools.org/</a>
School Website	<a href="https://www.minnetonkaschools.org/schools/elementary/dh">https://www.minnetonkaschools.org/schools/elementary/dh</a>
District Social Media	Facebook: <a href="https://www.facebook.com/minnetonkaschools">https://www.facebook.com/minnetonkaschools</a> Instagram: <a href="https://www.instagram.com/mntkaschools/">https://www.instagram.com/mntkaschools/</a>
School Social Media	Facebook: <a href="https://www.facebook.com/DeephavenElementary/?ref=py_c">https://www.facebook.com/DeephavenElementary/?ref=py_c</a>

# Table of Contents

## [Calendar and Schedules](#)

[Website Calendar](#)

[2023-24 District Academic Calendar](#)

## [School Information](#)

[Mission of Deephaven Elementary School](#)

[Vision of Deephaven Elementary School](#)

[Staff Contacts](#)

[Arrival Time For Students](#)

[Attendance Procedures](#)

[Absences / Tardies](#)

[Educational Neglect Policy \(revised 01/09/17\)](#)

[Biking And/Or Walking To School](#)

[Bus -- Expectations For Riders](#)

[Closing Of School -- Weather / Emergencies](#)

[Community Use of Building And Grounds](#)

[Conferences Between Teachers and Parents](#)

[Fees Charged For Activities](#)

[Six - Day Cycle](#)

[Gum / Candy / Pop](#)

[Halloween Costumes At School](#)

[Hats In School](#)

[Health Office](#)

[Health Office](#)

[Attendance](#)

[Immunizations](#)

[Illness](#)

[Medications](#)

[Allergies](#)

[Make-up Work -- Guidelines and Procedures](#)

[Insurance -- Accident Benefit Plan](#)

[Lighthouse Publishing](#)

[Lost And Found](#)

[Notices To Be Sent Home](#)

[Party Money](#)

[Permission -- Written Notes Needed](#)

[Pet Policy \(effective 9/4/01\)](#)

[PTA \(PARENT TEACHER ASSOCIATION\)](#)

[PLAYGROUND RULES AND INFORMATION](#)

[Playground Rules](#)

[Consequences – the options are:](#)  
[Sledding Rules](#)  
[RESPONSIVE CLASSROOM APPROACH](#)  
[School Wide Behavior Expectations](#)  
[Behavior Issue Flow Chart](#)  
[SAFETY PRECAUTIONS BEING TAKEN](#)  
[SPECIALISTS – Programs offered at Deephaven Elementary Weekly Specials- art, music, media, and PE](#)  
[Art Education](#)  
[Basic Skills/Reading Specialist](#)  
[Computers](#)  
[Advanced Learning Programs](#)  
[Limited English Proficiency Program](#)  
[Media](#)  
[Music](#)  
[Student Objectives](#)  
[Band](#)  
[Strings](#)  
[Physical Education \(PE\)](#)  
[Student Support Services](#)  
[Special Education](#)  
[District Staff](#)  
[Developmentally Adaptive Physical Education Program \(DAPE\)](#)  
[School Psychologist](#)  
[School Social Worker](#)  
[School Counselor](#)  
[Special Education Services](#)  
[Service for Children with Learning Disabilities \(LD\)](#)  
[Service for Children with Emotional/Behavioral Disorders \(EBD\)](#)  
[Other Programs:](#)  
[Speech and Language](#)  
[STUDENT LEADERSHIP](#)  
[STUDENT PRIVACY](#)  
[STUDENT SUPPORT SERVICES](#)  
[SUPPLY LIST](#)  
[TECHNOLOGY VISION](#)  
[Single Sign-On:](#)  
[TELEPHONE USAGE](#)  
[PARTY INVITATIONS](#)  
[VOICEMAIL](#)  
[VOLUNTEERS & VISITORS](#)  
[VOLUNTEER CODE OF ETHICS](#)  
[Volunteer Code of Ethics – regarding bring siblings to school](#)

## [WEBSITE](#)

[Principal's summer Challenge – a summer reading, writing, and math challenge](#)

[Birthday Books](#)

## [District Information](#)

[Community Engagement Opportunities](#)

[Minnetonka Community Education](#)

[Celebration of Excellence](#)

[Tonka Serves and Celebration of Service](#)

[Parenting with Purpose Resources](#)

[Tonka Pride](#)

[Skipper Booster Club](#)

## [District Communication](#)

[District Website](#)

[Single Sign-On \(SSO\)](#)

[Skyward Family Access](#)

[Seesaw & Schoology](#)

[Email Accounts](#)

[E-newsletters](#)

[Let's Talk: A Web-based Customer Service Portal](#)

[TIPS276 Reporting Tool](#)

[School News Postcard](#)

[Annual Report and District Calendar of Events](#)

[Minnetonka Community Education](#)

[Notifications: Phone, Voice and Text](#)

[Livestreaming and Cable TV](#)

[Complaint Process](#)

[Student Directory Information](#)

[Release of Student Data to Military Recruiters](#)

[Private Information](#)

## [Electronic Technologies](#)

[Interactive Classrooms \(In-person and online\)](#)

[Passwords and Logins](#)

[Acceptable Use of Electronic Technology](#)

[1:1 iPad Program](#)

[Student Email](#)

## [Digital Health & Wellness](#)

[Maintaining a Healthy Balance with Technology](#)

[Filter Access](#)

## [Educational Program](#)

[Differentiation](#)

[English Language Learner Program](#)

[Grading and Curriculum](#)

[Graduation Requirements](#)

[NWEA Testing](#)

[Language Immersion](#)

[Advanced Learning Program](#)

[Intellectually Gifted Programming](#)

[Academically Advanced Programming](#)

[Special Education Services](#)

[Tutoring](#)

[Homebound Instruction](#)

[Chemical-free Environment](#)

[Minnesota Student Survey](#)

[State Assessment Tests](#)

[State Testing Days](#)

[Health Regulations and Procedures](#)

[School Health Office](#)

[Infectious Diseases](#)

[Prescription Medications](#)

[Over-the-Counter Medications](#)

[Immunizations](#)

[Emergency Contact Information](#)

[Nutrition Services](#)

[Breakfast and Lunch Menus](#)

[Nutrition Requirements](#)

[Meal Account Payments](#)

[Using Meal Accounts](#)

[Meal Account Balances](#)

[A La Carte Purchases](#)

[Account Balance Transfers or Refunds](#)

[Free and Reduced-Price Meals Benefits](#)

[Meal Program Information](#)

[Support Services](#)

[Counseling and Guidance Program](#)

[Social Workers and Psychologists](#)

[College and Career Center Program and Resources](#)

[Chemical Health](#)

[Section 504 of the Rehabilitation Act of 1973](#)

[Well-being Website](#)

[Tonka CARES](#)

[Minnetonka Family Collaborative](#)

[Transportation](#)

[Transportation Fee](#)

[Bus Safety Rules](#)

[Cameras & GPS on Buses Monitor Behavior](#)

[A Cooperative Effort](#)

[Getting On and Off the Bus](#)

[Student Safety](#)

[Safety: Student Riders](#)

[Safety: Parent/Guardians](#)

[Safety: School Principals](#)

[Safety: School Bus Drivers](#)

[Pass Needed to Ride A Different Bus](#)

[Busing Information Mailed in Late-August](#)

[MyStop Bus Tracking](#)

[Weather Emergencies](#)

[Voluntary Student Accident Insurance](#)

[District Annual Notices](#)

[Religious Accommodation Notice](#)

[McKinney-Vento Notice: Education of Homeless Children and Youth](#)

[Asbestos Notice](#)

[Integrated Pesticide Management](#)

[Indoor Air Quality Management Plan](#)

[Lead-in-Water Management Plan](#)

[District Policies](#)

[Student Rights and Responsibilities](#)

# Calendar and Schedules

## Website Calendar

Find up-to-date event information on the Calendar page of the District website:

[minnetonkaschools.org/calendar](http://minnetonkaschools.org/calendar)

PDF documents of the Elementary 1-6 Day Calendar and Middle School A/B Day Calendar are also available on the Calendar page of the website.

# 2023-24 District Academic Calendar

[Click to view PDF from District website](#)



## 23-24 CALENDAR

August 14-25 ..... New Teacher Workshops (tentative)  
 August 29-31 ..... Teacher Workshop & Planning (K-12+)  
 September 1 ..... No School, K-12+  
 September 4 ... No School K-12+, Labor Day, District Office Closed  
 September 5... School Begins, Full Day (1-12+), Begin 1<sup>st</sup> Quarter  
 September 5-6 ..... Kindergarten Assessments  
 September 7 ..... School Begins, Kindergarten  
 October 12 ..... P/T Conferences 4-8pm  
 October 13 ... No School K-12+, P/T Conferences 8am-4pm  
 (4 additional hours will be scheduled by site for P/T conferences the weeks of October 9 and/or October 16)  
 October 19-20... No School K-12+, Teacher Statewide Meetings  
 October 23 ..... K-5 No School (Practice E-Learning),  
 6-12+ E-Learning  
 November 9 ..... End of 1<sup>st</sup> Quarter  
 November 10 ... No School K-12+, Planning and Grading/PLC  
 November 13 ..... Begin 2<sup>nd</sup> Quarter  
 November 22 ..... No School K-12+,  
 Staff Professional Learning Option  
 November 23-24 ... No School K-12+, District Office Closed  
 Thanksgiving Break  
 December 21-January 1 .... No School K-12+, Winter Break  
 December 25-26 ..... District Office Closed  
 January 1 .... District Office Closed, New Year's Day Observed  
 January 2 .... No School K-12+, Staff Professional Learning  
 January 3 ..... Classes Resume  
 January 15 ... No School K-12+/District Office Closed, MLK Jr. Day  
 January 25 ..... End of 2<sup>nd</sup> Quarter, End of 1<sup>st</sup> Semester  
 January 26 ..... No School K-12+, Planning and Grading/PLC  
 January 29 ..... Begin 3<sup>rd</sup> Quarter, Begin 2<sup>nd</sup> Semester  
 February 19 ..... No School K-12+, District Office Closed,  
 Presidents Day  
 February 29 ..... P/T Conferences, 4-8pm  
 March 1 ..... No School K-12+, P/T Conferences 8am-4pm  
 (4 additional hours will be scheduled by site for P/T conferences the weeks of February 26 and/or March 4)  
 March 4 ..... K-5 No School,  
 6-12+ E-Learning, Staff Professional Learning  
 March 28 ..... End 3<sup>rd</sup> Quarter  
 March 29 ..... No School K-12+, District Office Closed  
 April 1-5 ..... No School K-12+, Spring Break  
 April 8 ..... No School K-12+, Planning and Grading/PLC  
 April 9 ..... Classes Resume, Begin 4<sup>th</sup> Quarter  
 May 27 ... No School K-12+, District Office Closed, Memorial Day  
 June 7 ..... Last Day of School K-12+, 2-Hour Early-Release,  
 End 4<sup>th</sup> Quarter, End 2<sup>nd</sup> Semester  
 June 10 ..... Full Day Teacher Workshop

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

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

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

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

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

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

<b>KEY</b>	● First/last day of school; New Quarter Begins	■ All district offices and schools closed
● First day of school for Kindergarten	■ No school for staff and students - School Closed	
□ Parent/Teacher Conferences after school	■ No School K-12, Planning and Grading/PLC	
□ No school for students - Parent/Teacher Conferences	△ K-5 No School; 6-12 E-Learning	
● Religious or cultural observance that may impact student learning (see Page 2)	12+ The + after Grade 12 refers to students in the S.A.I.L. Transition Program	

Adopted: April 2022  
 Revised: June 2023



## Holidays and Observances

Minnetonka Public Schools encompasses a diverse community that celebrates many different religious and cultural holidays. As the District strives to promote our students' and staff members' sense of belonging, it is important to recall the observances people may have. Please be mindful of the days below as these occasions are observed by a meaningful proportion of our community. It is advisable to avoid scheduling important assessments or academic deadlines on these dates or immediately following them when they are on non-school days. Absences around major observances may be greater than normal. Please note that this is not an exhaustive list of all holidays or observances, nor of active religious communities in the Minnetonka Public Schools community.

Date (2023-2024)	Day of Week	Holiday
September 16/17	Saturday, Sunday	Rosh Hashanah, First Day*/Second Day
September 19	Tuesday	Ganesh Chaturthi
September 25	Monday	Yom Kippur*
September 27	Wednesday	Birthday of the Prophet Mohammed (Mawlid)
September 29-October 6	Friday-Friday	Sukkot
October 9	Monday	Indigenous Peoples' Day
November 11	Saturday	Veterans' Day
November 12	Sunday	Diwali / Deepavali*
November 23	Thursday	Thanksgiving Day/Hmong New Year Celebration*
December 8/15	Friday/Friday	First and Last Day of Hanukkah
December 25	Monday	Christmas Day*
December 26	Tuesday	Kwanzaa, First Day
January 1	Monday	New Year's Day/Last Day of Kwanzaa
January 7	Sunday	Orthodox Christmas*
February 10	Saturday	Lunar New Year*
March 11	Monday	First Day of Ramadan*
March 21	Thursday	Nowruz/Persian New Year
March 29, 31	Friday/Sunday	Good Friday/Easter (Western Christian)
April 5	Friday	Lailat al-Qadr
April 10	Wednesday	Eid al-Fitr*+
April 23, 24, 30	Tues/Wed/Tue	First, Second, and Last Day of Passover*
May 3,5	Friday/Sunday	Orthodox Good Friday/Easter
May 5	Sunday	Cinco de Mayo – Battle of Puebla Commemoration
June 11-13	Tuesday-Thursday	Shavuot

\* major celebrations/observances

+ estimated date, observationally determined

■ observances on non-school days

# School Information

## Mission of Deephaven Elementary School

The mission of the Deephaven is to ensure all students envision and pursue their highest aspirations while serving the greater good. In a community that transcends traditional definitions of excellence, we use learning and teaching as tools to value and nurture each person, inspire in everyone a passion to excel with confidence and hope, and instill expectations that stimulate extraordinary achievement in the classroom and in life.

### **We believe:**

- Academic learning is a primary responsibility of the school staff; however, it is equally important for the staff and the parents to work together to develop in students self-respect, respect for others, and respect for the environment.
- Students learn at different rates and in different ways. All students can learn and appropriate instruction must take place for every child.

### **We further believe that to create such a learning environment:**

Parents, staff and community must work together to:

- Encourage and model a personal love for learning, demonstrating that learning is an enjoyable, useful and meaningful lifelong pursuit.
- Make Deephaven Elementary School an inviting place for elementary students, their parents, the school staff and the community.
- Frequent two-way communication is necessary to promote mutual trust and respect so that students' learning and teachers' effectiveness are maximized, and the community has confidence in the education provided within Deephaven Elementary School.

## Vision of Deephaven Elementary School

The following are a set of beliefs that we (staff and community) share and should be modeling for our children. They should direct and drive what we do for children.

### **We believe we are a community of children and adults:**

- who are excited about our own learning and are committed to helping others learn and grow (models);
- who believe in the dignity of each individual and are devoted to treating one another with the highest dignity and respect (self respect);
- who recognize and value differences among people and personalize learning experiences so that each individual can realize his/her own potential (self actualization);
- who are a part of a larger community and realize a responsibility to use what we have and what we know to make the world a better place (global awareness, service orientation, 4th R); and
- who live in a world of change and dedicate themselves to be citizens who contribute positively to the challenges we face as a society (work ethic, problem solving, conflict resolution).

## Staff Contacts

If you have a concern about school, please let us know. Here is the order in which to talk to staff:

Teacher: (First line of communication)	401-6900
Assistant Principal: Josh Jansen	401-6900
Principal: Bryan McGinley	401-6900
Superintendent: David Law	401-5004

## Arrival Time For Students

**Students should arrive no earlier than 7:30 a.m.** The front hallway is staffed by a paraprofessional beginning at 7:30 a.m. Avoid the long drop-off line by arriving between 7:30-7:40 a.m.

**HELP:** Bus traffic and automobile traffic do not mix well. If you are dropping off a child during the time buses are unloading, please pull forward past the front entrance toward the north corner of the school building. That way more cars can enter the parking lot and not hold up traffic.

## Attendance Procedures

Regular school attendance is essential to maximize the benefit offered to the student. We know that students may be absent during the year.

- Schools are required to keep daily attendance on all students and hourly attendance records on secondary students. This data is submitted to the State as part of the Compulsory Instruction Law.
- Schools are required to inform parents of which absences are excused and which absences are not excused. The law indicates that excused absences include medical and religious reasons.
- Schools are required to make reports of educational neglect to government agencies for students with **unexcused** absences of greater than ten cumulative days per year.

It is our intention to work cooperatively with families to document the reasons for a student's absence. We know that family reasons, including vacations and celebrations, are valued by families. To that end, we have established a process to follow:

- If you are planning a family activity and/or vacation, complete the special form (sample on next page) available from the health office, and submit it to the principal prior to the event. A yearly total of five days will be accepted as excused absences.
- If a short-term family emergency arises and you cannot arrange for prior approval, the absence is unexcused. This should not cause an educational neglect report provided the child attends school regularly.
- If a student misses the morning bell, the student is marked tardy. **When arriving late, students must sign-in at the health office and obtain a pass before going to class.**

Prior Approval Request for Excused Absence for Family Activity/Vacation	
Student _____	Teacher _____
Dates student will be absent: _____ to _____, a total of _____ school days.	
My child will be involved in a family activity. I understand that up to 5 days per year of family activities/vacation may be counted as excused absences and that any days in excess of that are counted as unexcused absences. I also understand that when a student accrues 10 or more unexcused absences in a year, the district is required to file neglect/truancy reports.	
Parent printed name _____	
Parent Signature _____	Date _____
Principal Signature _____	Date _____
For Attendance Office Use Only	
Excused absence dates _____ Unexcused absence dates _____	
Distribution: Attendance Office    Parent	

Leaving early: A parent/guardian should send a dated note so the classroom teacher will be aware of what time your child will be picked up. While you sign them out in the main office, a staff member will call the teacher to send your child to the office. Students who are ill are to be signed out through the health office.

### Absences / Tardies

The Health Paraprofessional will be available for first aid services from 7:40 a.m. - 2:40 p.m. Direct any health related questions to her. **If your child will be late or out for the day due to illness, vacation, etc., call 401-6904 by 8:00 AM.** If we do not hear from you, the health para will call your home to assure that your child is accounted for. You may leave a message (student's name, teacher's name, reason for tardy or absence-include length of time if known) during non-office hours. We need to know if:

- your child has Strep Throat, Chicken Pox, Head Lice, Pink Eye (Conjunctivitis), Scarlet Fever, Impetigo, Pneumonia, Mononucleosis, Fifth Disease, Ringworm, Scabies, Shingles, Measles, Rubella, Mumps, Pertussis, Meningitis, Hepatitis, Encephalitis, or any other communicable disease;
- your child is hospitalized or receives any severe injury outside of school;
- your child cannot participate in certain school activities such as recess or gym due to illness or injury. A doctor's note stating specific activity restrictions including start and end date must be sent to the Health Office.

### Educational Neglect Policy (revised 01/09/17)

The Health Office will keep track of students who are tardy or absent. Classroom teachers send their attendance report to the Health Office by 9:00 a.m. Please call your tardy and absences into the attendance line prior to 9:00 a.m. at 952-401-6904. The parent/guardian will be notified by the classroom teacher, social worker/nurse, and/or principal when your student meets the following criteria:

#### Absence Policy:

- 10 times Teacher calls
- 12 times Nurse or school counselor calls  
(social worker calls for a student with an IEP)
- 14 times Principal calls
- 16 times Educational Neglect letter sent to parents/guardian

#### Tardy Policy:

- 12 times Teacher calls
  - 17 times Nurse or school counselor calls  
(social worker calls for a student with an IEP)
  - 22 times Principal calls
  - 27 times Tardy letter sent to parents/guardian
- \*The minutes/hours of tardiness can add up to a full day

#### Early Release Policy:

- 10 times Teachers calls
- 12 times Nurse or school counselor calls  
(social worker calls for a student with an IEP)
- 17 times Principal calls
- 22 times Tardy letter sent to parents/guardian

Reminder – Students who are late must sign-in at the Health Office. Parents must sign their child out in the Main Office or Health Office if they are leaving prior to the end of the day.

### Biking And/Or Walking To School

Bus transportation is provided for **all** students but we recognize that some students like to walk or bike to school. If your student bikes to school, please ensure that you teach them the safest route and that they wear a helmet. When the student arrives at school, they **must** check in with the health office staff before going to his or her classroom.

### Bus -- Expectations For Riders

These districtwide rules and procedures have been reviewed in each classroom. Help us maintain a safe and healthy bus environment by reviewing the following bus expectations with your child:

1. Students are expected to follow the instructions of the bus driver.
2. Students are to meet the bus schedule.
3. Students are to be seated whenever the bus is moving.
4. Students should avoid making loud and unnecessary noises.
5. Students should open windows/emergency exits **only upon specific request** of the driver.
6. When the windows are open, passengers should be completely inside the bus.
7. No object of any kind is to be thrown from the bus.
8. The aisle of the bus must be kept clear.
9. Smoking is not permitted on a school bus.
10. Each student must sit in the seat assigned by the driver, if that driver assigns seats.
11. Be courteous! No profane language allowed.
12. Animals and hazardous objects are not allowed on the bus.

13. If a student must cross the street, walk in front of the bus and wait for directions from the driver.

Misbehavior Report      Consequence Options

**Preliminary**

When issued,

this report is for informational purposes. The principal or administrative assistant shall determine whether further action should be taken.

**First**

- Discuss rules and regulations
- Assign seat on bus
- Resolve problem between student and others
- Student time out or detention at school

**Second**

- Resolve problem between student and others
- Student time out or detention at school
- Student suspension from bus for up to one week

**Third**

- Student suspension from bus for up to one week
- Student suspension from bus for one week to one month
- Student suspension from bus for one to three months
- Student suspension from bus for remainder of school year

**Fourth**

- Student suspension from bus for one to three months
- Student suspension from bus for remainder of school year

**Fifth**

- Student suspension from bus for remainder of school year

\*The principal or assistant principal has the authority to bypass preliminary consequences and suspend the student from the bus for the remainder of the school year if the student's misbehavior has caused an immediate danger to him/herself, other persons or property.

Consequences for special needs students who have individual education plans (IEPs) will be administered in accordance with the IDEAS statute.

## Closing Of School -- Weather / Emergencies

If school needs to be closed because of severe weather or other emergencies, Minnetonka Public Schools will send a message to all parents. Also, you may listen for an announcement on **WCCO-AM radio (830 on the dial) and TV channels 5 (KSTP) and 11 (KARE)**. Listen for **"Minnetonka School District" OR "Minnetonka Public Schools"**, NOT Deephaven School or Wayzata Schools.

It will also be posted on the **Minnetonka Schools Home Page at the following internet address: <https://www.minnetonkaschools.org>**. A message will appear at the top of the District's home page by 6:30 a.m. if schools are closed for the day. **Please monitor one of the above if bad weather is approaching.** If school is delayed by two hours, there will also be a notification on the district website.

If a school closing happens while school is already in session, the school will contact you through our communication tool.

**Be sure that you make prior arrangements and talk with your child(ren) about what they should do if you are not at home when they arrive from school.** Teach them how to get into your house, or arrange to have them go to a neighbor's home. It would be a good idea to have a couple of neighbors to use as backups. Make sure the neighbors are aware of your plans.

Siblings attending school at Deephaven should check to be sure their sibling is on the bus. If not, they should tell the bus driver immediately so they can be located before the bus leaves the school grounds.

You'll need to have a plan on file at school. Phone calls to school simply won't work with over 650 children enrolled at Deephaven. The phone lines would become jammed. Room parents will attempt to reach you by phone should school close early. A copy of the Early Dismissal Procedures form will be given to the Room Parents for a Calling Tree.

An Early Dismissal Procedure Google Form will be sent to you late August. Please complete the Google form by September 15 and review the procedure with your child in case no one is home when they return from school.

## **Community Use of Building And Grounds**

Our schools and facilities are available for group use and rental when school is not in session. To request use of space within Minnetonka Public Schools, you are asked to obtain a facility use permit. Permits are issued for both no cost facility use and for facility rental. The permit form is on our website at Facilities Use and Rental

([https://www.minnetonkaschools.org/uploaded/Documents/Dist/Buildings\\_and\\_Grounds/Facility-Use-General-Public.pdf](https://www.minnetonkaschools.org/uploaded/Documents/Dist/Buildings_and_Grounds/Facility-Use-General-Public.pdf)) If you have any questions, please contact our District Facilities Scheduler at Phone: 952-401-5052 or fax at 952-401-5032

## **Conferences Between Teachers and Parents**

Two conferences are scheduled into our school calendar and allow classroom teachers the time needed to prepare and meet with parents, one in October and the other one in late February or early March. Additional conferences may be arranged between the parent and teacher. The fall conference provides an opportunity for parents and teachers to share observations about the child and jointly establish goals for the year. The spring conference focuses more on the progress that is being made. Sometimes family vacations are scheduled around conferences, which makes it difficult for teachers to find another time to meet with parents. If this occurs, a phone conference may be a good alternative. Notify your child's teacher as soon as possible if you plan to be gone during conferences.

**Report Cards:** Report cards will be available on Skyward.

## Fees Charged For Activities

School year activity fees (such as field trips) should be paid at the beginning of the school year. This information is communicated at the beginning of the school year.. You may pay these fees through our online web store. If you have a circumstance in which a fee being asked is a hardship for the family, please contact your child's classroom teacher or the principal.

## Six - Day Cycle

Minnetonka's elementary schools follow a six-day cycle during the school year. The 6-day schedule can be found under calendars on the web page. The reasons for a six-day cycle are:

- It allows more efficient ways to utilize the time of physical education, music, art, and media center specialists.
- The six-day cycle will allow the specialists to meet with the students on a more even schedule, and
- There will be no physical education, music, art, or media center classes lost due to the teachers' convention, workshops, and holidays.

## Gum / Candy / Pop

All students are encouraged to have a healthy snack, consumable in ten minutes, that does not include candy or pop. Students at Deephaven are **not** allowed to chew gum while at school. Gum that is brought to school often ends up in drinking fountains, lavatories, on furniture and on the playground.

## Halloween Costumes At School

Wearing of painted faces, disguises or appearances that limits or prevents the identification of a student or an adult is prohibited. Suggestions for costumes are characters from your child's favorite book, characters from history, something with a fall theme, or costumes depicting a favorite animal. Please no violent themes such as witches, ghosts, blood and gore. Weapons are not allowed in any form.

## Hats In School

Baseball caps and other types of hats are very popular with students. While they do not present a problem at recess or on the way to and from school, they can interfere with learning in the classroom and the rest of the building. Hats should be kept in the coat closet or locker while class is in session. Exceptions are made for special theme days or in case headwear is necessary due to a medical reason for an individual student. For health reasons, students should not share hats with friends.



## Health Office

Staffed 7:30 a.m.- 3:00 p.m.

### Health Office

School health service staff provide support to families in their responsibility of caring for their children. The school health office is 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 report to the health office or who become ill or injured at school, contacts parents of sick children, administers prescribed medications delegated by the LSN, provides first aid in emergencies, assists with health screenings and students with chronic health issues, record keeping and 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 health promotion activities.

### Attendance

It is **your** responsibility to contact the school whenever your child will be absent or tardy. Students who are absent/tardy without notification from parents, will be marked unexcused. If your child is not in their classroom by 8:00 a.m. they will be marked late. Late students must check-in at the Health Office before going to their classroom. Absences/tardies can be reported in Skyward or by email:

**dhe.healthoffice@minnetonkaschools.org**. If you choose to drive your child to school, please allow extra time to avoid being late due to bus/car traffic at this time of day.

### Immunizations

Minnesota Law requires that every child attending school be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, Hepatitis B, measles, mumps and rubella (German measles). 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, the records of immunization will be requested from parents before that student enters school. 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 parent or guardian. An exemption statement must be signed by a certified notary and a parent or guardian and on file in the health office. Some 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 immunizations 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 are asked to provide the needed information prior to deadline dates

### Illness

Students who are ill are to remain at home.

- Any student with a temperature over **100.0** must remain at home until 24 hours **after** they are fever free without any fever reducing medications.
- Students with **vomiting** and/or **diarrhea** must also remain home until 24 hours **after** the last episode.
- If a student has any **rash** that may be disease-related or you do not know the cause, check with your health care provider **before** sending the child to school.
- Please call the Health Office if your child has been diagnosed with a communicable disease (i.e. Strep, Varicella/chicken pox, whooping cough, influenza) so we can alert the families of our vulnerable students as well as the general student population.
- In general, if a student is prescribed an antibiotic, particularly to treat strep, he or she can return to school 12 hours **after** the first dose. As always, please team with us and encourage good hand washing.

We will do whatever we can to make your child comfortable should he/she become ill. If your child needs to go home, you will be notified to pick up your child as quickly as possible. We appreciate your cooperation with these matters, as everyone's health is very important.

## Medications

Whenever possible medications should be given at home. If your child must take medication at school, it must be kept in the health office and be given to the student by the health paraprofessional or licensed school nurse.

If your child needs to take medication during school hours, parents are requested to bring the medication to the health office. Authorization forms are available in the health office or on the district website. If the following criteria are not provided, we will be unable to administer medication. 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 the **original prescription container** from the pharmacist or physician. You will need to request the pharmacist to provide a separate school prescription container.

Over-the-counter (OTC) medications also require a parental authorization form and medication is to be provided to the Health Office staff in the original dispensing container.

Parents are requested to pick up medications at the end of the school year as medications will not be sent home with students. Medications not picked up by parents will be disposed of properly.

## Allergies

Deephaven is an "Allergy Aware" building. Peanuts, tree nuts, and products containing them are **NOT** allowed in the school building at any time. We urge parents to read food labels *carefully* when choosing snacks for their children. Many classrooms have additional allergy guidelines. Please refer to your student's teacher for additional allergy concerns in your child's classroom. *Please* reinforce with your children that for safety reasons, they should NOT share food with classmates. During class parties the emphasis is on games and non-food activities. Birthday food treats are NOT allowed.

Thanks for partnering with us to keep Deephaven a safe & healthy place to learn!

Medical Forms available on the MTKA web site under Health Services

## Homework Policy

It is our **belief** that homework in the early grades should be used to:

- foster positive attitudes toward school and the learning process.
- teach and improve academic behaviors and study habits.
- promote quality learning experiences between students and their parents.

As the students progress in the grades, homework should also be used to generate, develop and expand student interest in a wide variety of topics or subjects.

Deephaven's Homework Policy will follow the district guidelines of 10 minutes per grade level:

Grade 1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes

Independent reading time **is not included** in the guidelines per grade level and may not last more than an additional 20 minutes per evening. Please work with your child's teacher if you believe your child has too much or too little homework.

Students that continually fail to complete homework in the allotted time will need a special parent/teacher conference to discuss a plan or the homework will need to be modified.

Homework should reinforce a concept already taught in school. Excessive independent practice of a learned concept is not considered best practice.

The **type** of activities expected at each grade include:

- **Kindergarten** -- a variety of learning experiences such as going to the media center, reading books, special projects, math activities or activities which bring the parents and children together to learn.
- **1<sup>st</sup> Grade** -- daily reading, share sheets, spelling, work not completed during the day, gathering materials for special projects, practice of basic arithmetic facts.
- **2<sup>nd</sup> Grade** -- spelling, oral and/or silent reading, basic math facts (addition and subtraction), family math activities, work not completed during the school day, review of papers completed during the school day.
- **3<sup>rd</sup> Grade** -- spelling, number facts (multiplication and division), oral and/or silent reading, work not completed within the school day, special projects related to subject areas.
- **4<sup>th</sup> Grade** -- spelling, number facts (all operations), oral and/or silent reading, daily work not completed during the school day (see assignment notebook), special projects related to other subject areas.

- **5<sup>th</sup> Grade** – spelling, oral and/or silent reading, daily work not completed during the school day (see assignment notebook), research papers, special projects related to other subjects.

**Guidelines for Parents** that may be helpful as you support your child in doing homework:

- Set aside a quiet area for study in the home.
- Designate a regular nightly study time.
- Ask questions of your child.
- Offer lots of encouragement, particularly for effort invested.
- Foster independence by helping, but not doing the work for them.
- Visit school frequently and show personal interest in learning.
- Listen to your child.

## Make-up Work -- Guidelines and Procedures

Illnesses:

- All assignments given out during the illness will be given to the student when s/he returns to school. If a student is ill for more than three days, the parent should contact the teacher by e-mail or voicemail to see if there is work that can be made up before the student returns to school. All make up work should be completed within the same number of days in which the student was absent. Example: If a student missed two days because of illness, all make-up work should be complete and submitted within two days of returning to school.

Vacations: (refer to Attendance Procedures for further details)

- We encourage families to take vacations within the scheduled vacation periods in the school calendar. We realize this is not always possible.
- If you will be taking a vacation during regularly scheduled school days, contact the teacher. To the degree possible, he/she will provide work ahead of time. This is not always possible. When not possible, work will be provided for the student when they return and will be given the number of days that were missed to make up and submit the work that was missed.

## Insurance -- Accident Benefit Plan

The district offers a supplemental **student** insurance plan. The forms are sent home with students in September. Extra forms are available in the health office. Participation is optional.

## Lighthouse Publishing

Lighthouse Publishing is a project designed to enhance our school's writing curriculum. It is an effort to encourage and reward our students to write stories and improve their writing skills. Lighthouse Publishing "publishes" the students' books by word processing and binding the drafts they submit to us.

After a student writes a book, he/she will be invited to an Author's celebration. These events are held throughout the year. The students at each event receive their books, and a certificate of achievement, and they have an opportunity to share their book with another person.

Lighthouse Publishing is for students in grades 2-5. This project will NOT be used as part of your student's grade; it is simply another tool to help the students get excited about writing. **WE NEED YOUR HELP!** When the draft is done, you could help correct spelling, punctuation and sentence structure. This is a learning process, but it should be fun, too! We think you will be delighted to see what your student writes and to watch his/her writing skills improve throughout the year. Once you have helped your child edit his/her book, watch for the final product to come home so you can enjoy the book together.

## Lost And Found

Clothing and materials which are **clearly labeled** can be more readily retrieved by the owner. There is a Lost and Found for clothing located by the West Gym at the back of the school. Small items such as jewelry, wallets, watches, and eyeglasses may be claimed in the office. Unclaimed items will be bagged up, kept in the office for 7-14 days, and then donated to a charitable organization according to the following schedule:

Bagged:

- October Conferences & Teachers Convention
- Winter Break
- Spring Break
- ***Last day of school in June***

Inquiries related to items left on the bus should be directed to First Student, Inc. at 952-470-5366.

## Notices To Be Sent Home

WINDS school newsletter home will be emailed on Wednesdays at 2:00 p.m. It contains a brief update from the principal and will help inform parents/guardians about what's currently happening at school. It also includes an update from our PTA.

## Party Money

In an effort to make things more consistent throughout the school, each family should donate \$10.00-\$20.00 per child at Deephaven. This money is to be used to help fund the Fall, Winter, Valentine's Day, and End-of-the-Year Parties. In most classrooms, the Room Parents collect the money and are responsible for its usage.

## Permission -- Written Notes Needed

Student accounting and safety is becoming an increasing concern for the school. Please help us with this responsibility by providing **DATED permission slips (including student's full name, change requested, parent/guardian's signature and number you can be reached at)** when:

- A student will be going to another home or place during or after school, **especially if he/she will be picked up by someone other than their parent/guardian.**
- A student should stay in during noon recess because of illness or injury.
- A student needs to be excused from Physical Education class. A doctor's note is required if this were to exceed three days, and

- A student wishing to be excused during the school day, or to leave the school property and return the same day. Once students arrive on the school property they are not permitted to leave without written permission by a parent/guardian or a staff member.

### Pet Policy (effective 9/4/01)

It is a delicate balance between the educational impact of animals and the potential for allergic reactions on the part of students. In addition, some students fear certain kinds of animals. Keeping this in mind, please note our pet policy.

1. **Animals are discouraged from visiting school.**
2. Use alternatives to animals such as a picture of the animal.
3. On rare occasions, at the discretion of the teacher and/or principal, animals may be brought to school. The following needs to take place for any animal visit to school:
  - A. The teacher will consult with the school nurse or health paraprofessional about student allergies or sensitivities (data privacy laws will need to be followed).
  - B. The teacher will ask parents about potential allergies in a note. Remember to check for allergies when new students enter the class.
  - C. The teacher will locate sensitive students away from animals.
  - D. The animal's owner will use gloves to handle feces and dispose of it in two plastic bags. The bagged feces should immediately be removed to the outside dumpster.
  - E. Animals should not roam freely in order to prevent contamination, especially on carpet, from urine and feces.

### **PTA (PARENT TEACHER ASSOCIATION)**

All parents/guardians of our students are welcome to join this organization. Meetings take place throughout the year and are open to all parents/guardians. Meeting dates and times will be communicated in Winds.

### PLAYGROUND RULES AND INFORMATION

General Rules -- **SAFETY and RESPECT are the two biggest priorities.**

- If what they are doing isn't safe or respectful, they shouldn't be doing it!
- As for respect, it needs to be shown:
  - o For each other.
  - o For all adults – whether they work here or they are visiting.
  - o For the equipment – use it safely and correctly.
- We need to be inclusive in the games. Everyone is able to play.
- Respectful language needs to be used, even in personal conversation. No swearing or nasty talk.
- As far as getting along goes, the rule is: you don't have to be best friends, but you need to treat each other like you are friends.

## Playground Rules

Following are specific playground rules to which must be adhered:

- No fighting or wrestling.
- Keep your hands to yourselves.
- Don't take or pull on people's clothing.
- Go down the slides feet first, not head first.
- Don't climb up slides.
- No tag games on the playground equipment.
- Football is two-hand touch.
- Thrown balls need to be kept below shoulder height not near the head.
- Don't throw balls at people on the playground equipment.
- Don't randomly kick balls through the air across the playground.
- Don't purposely kick balls into the parking lot, and don't kick them down the hill unless you intend to go get them.
- Stay out of the woods.
- On the lower playground, the boundaries are the woods on the left, the last backstop and the basketball court.
- Stay away from all school windows so you don't disturb classes.
- Throwing snow is not allowed.

We couldn't possibly list all of the do's and don'ts of the playground. We need to use our best discretion and remember that safety and respect come first. If in doubt, ask!

## Consequences – the options are:

- A discussion with children involved in the incident – including apologies and correction of the behavior to the satisfaction of the children and adults.
- A Take-A-Break may be given at a designated area for a specific amount of time (5 minutes as a general rule).
- A visit to the Behavior Manager. He/She will discuss behavior and determine consequences. Parents may be contacted.
- Severe misbehavior results in the child being taken directly to the principal.

## Sledding Rules

Sledding is a popular and enjoyable activity for students. Our hill offers a great place for students to enjoy sledding at recess, provided the following safety precautions are followed:

- ❖ Boots and snow pants are required, otherwise students must stay on the upper playground.
- ❖ Sledding is to be in the designated areas only. Orange cones will identify this area.
- ❖ Students **must** stay on the outside of the orange cones when walking up the hill.
- ❖ One of the noon hour supervisors must be present on the hill whenever students are sledding.
- ❖ Should an injury occur which requires the attention of the supervisor, all sledding will be suspended until proper supervision is resumed.

- ❖ Students must sit down, feet first, while sledding.
- ❖ Body sledding is NOT allowed.

## RESPONSIVE CLASSROOM APPROACH

Deephaven is a learning community which has both high social and academic goals for every student. This approach is known as The Responsive Classroom. It is built around key components which will strengthen social skills such as cooperation, assertion, responsibility, empathy and self-control.

### The Key Components

1. *Classroom Organization* which focuses on interest areas for students, displays of student work and a mix of whole group, small group and individual instruction.
2. *Morning Meeting* format providing children with practice in greetings, conversation, sharing and problem solving. This format prepares them to meet the goals for the day ahead.
3. *Rules and Logical Consequences* that are created by the children and then modeled and role played so that children can achieve their social and academic goals.
4. *Guided Discovery* of learning materials and classroom procedures to introduce students to each new experience.
5. *Academic Choice* offers students a range of choices for how they meet academic goals.
6. *Communicating with parents and families* for mutual communication and understanding.

These key components may be implemented independently to enhance both the social and academic curriculums. Implemented gradually, these components can help build a strong and empathetic learning community here at Deephaven Elementary School along with our common language and behavior expectations.

Adapted from *Guidelines for The Responsive Classroom*

## School Wide Behavior Expectations

### Hallway Behavior

1. Quiet single file line
2. Line Basic Order (ABC)

### Assembly Behavior



Good manners and appropriate behavior are necessary for the comfort and safety of all guests, students and staff.

1. Silent voices during an assembly.
2. Keep your hands and body to yourself.
3. Sit on the floor with legs crossed in front.
4. Raise a hand to ask a question.
5. Applause is the only appropriate way to show appreciation.
6. Stagger dismissal.
7. Depart in a single-file line,

#### **Lunch Line Order and Behavior**

1. Quiet voices
2. Line Basic Order (rotate who is in front)
3. Wait for teachers by the front cafeteria doors in a single file and quiet line.

#### **Bathroom Behavior**

1. Teachers give students an opportunity for drinks and bathroom breaks before specials and during other appropriate classroom times.
2. Line Basic Order
3. Line up against the wall and use silent voices.

#### **School Wide Quiet Signal – “Give Me 5”**

Teachers will raise their hands and say “Give me 5” for students to be ready to learn. Our purpose is for students to regain self-control on their own.

Give Me 5 means:

- Eyes looking at the teacher.
- Voice is silent.
- Hands are still.
- Feet are still.
- Ears are listening.

#### **Consequences of Misbehavior**

When students misbehave, make a mistake or do not follow the school expectations, the consequences listed below will be followed:

- Classroom teachers and specialists have Plans of Actions posted in their rooms (they might include taking a break, loss of privileges, Apology of Action). If serious misbehavior (i.e., violence, harassment) occurs, other interventions will be used.

#### **Possible Interventions**

- Phone call or letter home to the parents
- Conference with the parents and the teacher
- Conference/Apology of Action with the Behavior Manager
- Conference with the Principal
- Social conference
- Suspension or Expulsion

## Behavior Issue Flow Chart

Severe Issues –

Bottom Line Behaviors

(Immediate dismissal from class)

- Fighting
- Disrespectful language
- Other bottom line behaviors

Steps:

1. Call the office to have the student removed from the classroom.
2. Fill out a Principal Referral Form.

Actions:

1. Principal or Assistant Principal will meet with the student(s) and issue consequences.
2. Principal or Assistant Principal will contact parents.
3. Copies of the Principal Referral Form will be sent to parents, classroom teachers, and other need to know staff members.

Behavior Issues –

Below the Line Behaviors

(Not for immediate dismissal from class)

- Student relationship issues
- On-going behavior issues
- Other below the line behaviors

Steps:

1. Fill out Behavior Manager Referral Form.
2. Behavior Manager will meet with the student(s) to discuss behavior.
3. Behavior Manager will contact parents by phone.
4. Copies of the Behavior Manager's report will be sent to parents, classroom teacher, and other need to know staff.

Behavior Manager will also determine if below the line behavior should be referred to the principal, or designee, for discipline.

## SAFETY PRECAUTIONS BEING TAKEN

We practice **five fire drills, five lock down drills and one tornado drill** throughout the year.

For the protection/safety of our students, please sign in at the office by scanning your driver's license any time you visit school and wear an identification badge while you are in the building. Persons without a name badge will be asked to report to the office.

To ensure the safety of our students, we require criminal background checks on the following:

- Any volunteer who accompanies students off campus (i.e., chaperones for field trips).
- Any volunteer who is responsible for working with students on campus, but not under the supervision of a licensed teacher.

Volunteer background checks do not need to be done every year. Once you have been approved through our volunteer background check process, you will be cleared to volunteer into the future without going through the process again.

All students leaving school early must be signed out through the office. Office personnel will call the classroom for the child to be sent to the office. This rule will be in effect from 7:50 a.m. until the dismissal bell rings at 2:40 p.m.

During school hours, all outside doors will be locked at 8:00 a.m., except for the front doors which will remain open, but you will need to enter through the office as the doors to the lobby are locked. In the evening, the front doors will remain open until 6:00 p.m. or later, depending on scheduled activities.

## SPECIALISTS – Programs offered at Deephaven Elementary Weekly

Specials- art, music, media, and PE

### Art Education

At Deephaven, students in grades 1-5 have one 50-minute art class during the 6-day cycle. Kindergarteners have one 40-minute class during a cycle. There is an art room where classes benefit from a balanced curriculum program of creative work in two-and three-dimensional media and from the opportunity to try out different approaches to art. Students are taught to identify and respond to sensory qualities and design elements in the environment and in artworks. They also learn about artworks and artistic traditions in different cultures and times.

Artwork by our students is displayed on walls in the hallway. We hold an Art Exhibition each year when each student will display at least two examples of their work.

### Basic Skills/Reading Specialist

Teaching All Children to Read: The Roles of the Reading Specialist

- Supports, supplements and extends excellent classroom teaching.

- Provides instructional opportunities for students to become motivated, strategic and independent learners in language arts and content areas.
- Works collaboratively with classroom teachers and volunteers to implement a quality reading program that is research-based and meets the needs of students.

Provides assessment and diagnosis that is vital for developing, implementing, and evaluating the literacy program and designing instruction for individual students and groups.

- Assesses the reading strengths and needs of students and provides that information to classroom teachers, parents, and specialized personnel as requested.
- Provides direct instruction to students who require specialized and individualized instruction in reading.

## Computers

Deephaven classrooms have SMART Boards, allowing teachers to bring Internet resources into the classroom at high speeds thanks to our broadband fiber optic network, a multitude of WiFi access points, and a fast and secure single sign-on tool. That speed ensures precious instructional time is not wasted.

Sound field solutions in every classroom protect teachers' vocal chords, reduce voice strain and allow every student to hear their teachers as if he or she was sitting in the front row.

Teachers are trained on how technology can be used in their classrooms and woven into the curriculum to increase student engagement in learning. To deliver that curriculum, teachers can select the tool that works best, either providing Chromebooks or iPads for their students. They can also send small groups of students to the media center to work on desktop computers available there.

For more information about Minnetonka Technology, including the 1:1 iPad program, please visit [www.minnetonkaschools.org/district/departments/technology](http://www.minnetonkaschools.org/district/departments/technology).

## Advanced Learning Programs

Our Advanced Learning (AL) Coordinator leads the Wings and Independent Investigations programs in addition to team-teaching and serving as a resource for regular classroom teachers.

**Wings** is designed to engage, challenge, and connect gifted learners in grades 1-5. Small groups of students meet once a week.

**Independent Investigations** is an enrichment program designed to provide opportunities for students to investigate a special area of interest. Advanced Learning paraprofessionals, under the supervision of AL staff, run this portion of the programming. Students develop a project and share their findings.

## Limited English Proficiency Program

The LEP or ELL (English Language Learners) service in Minnetonka School District is offered to those students whose first language is other than English. At the elementary school level, it is a pull out program which helps students adjust to the new culture and learn the English language so that they can function and succeed in the classroom as well as in the community as a whole. It is a support system and a resource to the mainstream teacher.

## Media

The mission of Minnetonka's Media program is to ensure that students and staff are effective users of ideas and information; to empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. Certified media specialists work in each media center, providing a variety of services. Media specialists partner with classroom teacher to instruct students in using, evaluating, and producing information and ideas using a broad range of appropriate online tools, resources, and information technologies.

We provide engaging learning experiences that meet individual needs in the areas of:

- o Digital Citizenship
- o Media Literacy/Literature Appreciation
- o Research Information Fluency
- o Technology Operations/Concepts

We instruct students and assist educators in using, evaluating, and producing information and ideas using a broad range of appropriate tools, resources, and information technologies. These resources include both print and online resources available through District subscription OR through the public library system.

We provide access to materials in all formats, including up-to-date, high-quality, varied literature to develop and strengthen a love of reading.

We provide students and staff with instruction and resources that reflect current information needs and anticipate changes in technology and education. We play a critical role in managing and maintaining these resources.

We serve as a resource for parents and community members to better support student success at home and at school.

The Deephaven Media center is equipped with computers, study space, and a diverse selection of literature to fit the taste, reading level, and language needs of all students.

## Music

Elementary classroom music specialists meet with students in grades 1-5 for 100 minutes every 6-day cycle.

### Student Objectives

Elementary music education teaches students how to:

- Identify characteristics of the five elements of music: melody, harmony, rhythm, tone color and dynamics.
- Develop skills in singing, listening, playing instruments and movement.
- Gain an appreciation and understanding of the various styles and kinds of music.
- Experience music as a means of self-expression through performance.
- Create a basis for lifetime enjoyment of music both as a performer and listener.

**Grades 1-4:** Students enjoy music with a licensed music teacher two times per six day cycle. Music includes singing, playing instruments, listening, movement and note reading. String lessons may begin in grade four.

**Grade 5:** Students may elect to focus their music instruction in band, orchestra, choir or classroom music. Beyond traditional instrumental group lessons, students who elect to specialize have a full band, orchestra or choir experience three times a week with multiple performance opportunities throughout the year.

## Band

Instrumental music is a music option for fifth grade students. Band students receive a 20-minute lesson once every six school days. The lesson time occurs during the school day on a rotating basis. Because of this rotating schedule, students do not miss the same 20 minutes away from their classes more than twice in a quarter. Lesson times are posted on a chart in the band room and each fifth grade classroom to remind students of their lesson times. Students will be responsible for the school work missed during the 20-minute lesson. Lesson groups will vary in size from 1-4 students.

## Strings

String lessons are an optional experience for fourth and fifth grade students. String students receive a 20-minute lesson once a week. The lesson time occurs during the school day. Lesson times are posted in the band/string room. Students will be required to make up the work they miss in the regular classroom and are expected to practice on a daily basis.

## Physical Education (PE)

Our elementary PE program provides the opportunity for students to make physical demands on themselves, to explore and experiment, to learn to cooperate with their peers and to become aware of their own capabilities. Children are encouraged to work on personal goals for improvement. Deephaven Elementary students meet with the specialist two out of six days for 50-minute classes.

Physical Education teaches students how to:

- Perform the basic locomotor skills and ball skills and build upon these for more enjoyable and rewarding participation in physical activities.
- Understand how their bodies move in different directions, at different speeds and patterns, and how balance and weight-shift affect movement.
- Understand and participate in vigorous physical activities that can assist in developing and monitoring physical fitness throughout their lives.
- Understand and improve their sports skills along with recognizing the value of good sportsmanship, cooperation, and respect for individual differences.
- Enjoy using their skills and knowledge as an advantage in establishing a healthy lifestyle.
- Incorporate safety skills and habits while participating in games, sports and lifetime fitness activities.
- Enjoy various rhythmic experiences.

## Student Support Services

### Special Education

- Case Managers
- DAPE
- School Psychologist
- Special Education Facilitator
- SEL Strategist
- Occupational Therapist
- ELL Teacher
- Reading Specialists
- School Counselor
- Social Worker
- School Nurses

### District Staff

- Deaf Hard of Hearing
- Assistive Technology Specialist

## Developmentally Adaptive Physical Education Program (DAPE)

This program is defined by two areas of instructional support. Developmental focuses on the outcomes to be achieved by the student as a result of participation in the physical education program. The student's unique physical, social, emotional, and intellectual development is considered when determining how the outcomes are to be achieved. Through an individualized approach appropriate expectations are determined. Expectations related to rules for participation and evaluation are defined for each activity.

Adapted means individualizing the instructional process. Adaptation includes selecting the setting and environment, determining the pace of instruction, providing appropriate independent and guided practice, and modifying equipment. Through an integrated and child-centered approach, children develop a positive self-image and learn to feel good about themselves. Children discover that learning through moving is not only fun but helps to improve the quality of their lives.

### School Psychologist

The school psychologist's primary role at Deephaven Elementary is to provide individual diagnostic services for students referred by the building's Child Study Team. Diagnostic services include assessment of the child's ability, fine motor coordination, and social/emotional adjustment. Evaluation includes the administration of individual tests, interviews with the child, his/her teacher and parents, and observation in the classroom. Evaluation results are then shared and interpreted to parents and school staff at a school staffing. At this time, the school psychologist participates in the planning to meet the needs of the assessed child. Additional responsibilities include consultation with classroom teacher and special education teachers. The psychologist may also participate in pre-referral interventions.

### School Social Worker

The school social worker promotes the academic success of students through connecting school, home, and community. She works directly with school administrators, teachers, parents and support staff, providing leadership in well-being assessments, crisis management, support services, and referrals to community resources. As a member of the special education team she conducts assessments; provides direct and indirect support to students in the areas of social, emotional and behavioral interventions; provides evidence-based intervention services; provides individual and small group support; promotes the school climate; and supports communication between students, teachers, families and community resources to promote the well-being of students.

Small group services include: Friendship Groups, Family Change Groups, Problem Solving Groups, and additional groups as needed.

### School Counselor

School counselors make a measurable impact in every student's life, assisting with academic, career and personal/social development. A school counselor is a member of the education team, and is someone who gives valuable assistance to students, helping them with their academic goals and their social and personal development. Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program.

Professional school counselors are trained in both educating and counseling, allowing them to function as a facilitator between parents, teachers and the student in matters concerning the student's goals, abilities and any areas needing improvement. School counselors provide services not only to students in need, but to all students. School counselors spend most of their time in direct service to and contact



with students. School counselors' duties are focused on the overall delivery of the total program through school counseling core curriculum, individual student planning and responsive services.

In Minnetonka Public Schools, the role of the school counselor is to be the primary person of support that parents and teacher seek to assist students. Particularly, in the secondary settings the counselor coordinates the information across settings and facilitates the process to ensure student success.

## Special Education Services

Students needing special education services are more like other children than they are different, but their special needs often set them apart. Special education teachers teach them skills so they can join in as many regular school activities as possible. Depending on their needs, students get help with academics, communication, motor skills, organization, thinking and reasoning, social skills, life experience skills, making choices, more appropriate behaviors, and learning how to get along with others. The energy and effort it takes for special needs students to make gains or just 'hang in there' deserve to be celebrated at home and at school.

## Service for Children with Learning Disabilities (LD)

Children who meet criteria for learning disabilities are given help to build skills in the area of difficulty. The special education team supports mainstream classroom learning and provides help to mainstream teachers working with the students. Service delivery may include individual or small-group instruction in the resource room, support in the classroom, and/or consultation to the classroom teacher. A Learning Disability is a disorder within the individual affecting learning, relative to potential. It is demonstrated by a significant discrepancy between expected and actual performance/achievement in one or more of the following areas:

- \* Oral expression
- \* Listening comprehension
- \* Written expression
- \* Basic reading skills
- \* Reading comprehension
- \* Mathematical calculation
- \* Mathematical reasoning

A Learning Disability may also affect self-esteem, vocational readiness and life adjustment skills.

## Service for Children with Emotional/Behavioral Disorders (EBD)

Some students have emotional or behavioral problems which require special help so they can learn, behave, and relate to others in appropriate and productive ways, and so that self-esteem is increased. The goal of EBD service is to provide an environment that helps students be successful in school. Students in this program have behaviors which get in the way of learning in the regular classroom and getting along with others. An effort is made to help students grow socially, emotionally, and academically. They are guided to accept responsibility for their actions and to solve problems more effectively. EBD programming is available at all grade levels. Help may be provided in a full-day district program, in a resource room, or through consultation with the classroom teacher.

## **Other Programs:**

Special Education service for other children with low incidence special education needs are offered. These services may be in the areas of Health Impaired, Mentally Impaired, Autism, Hearing Impaired, Vision Impaired, Physically Impaired, or any other low incidence handicap.

## **Speech and Language**

Students may have a communication disorder because their speech is hard to understand or because their use of language is not appropriate for their age and experience. After pre-referral interventions are completed, a communication assessment may be recommended to see if the student is eligible for speech and language services. Speech and language services are available to individuals from birth to 21 years-of-age in all District 276 schools from licensed Speech and Language Clinicians. Services are available in all four communicative areas:

- **Articulation** – making speech sounds correctly
- **Language** – using the symbols of language through appropriate use of words and their meanings; correct grammatical patterns and appropriate comprehension and expression
- **Voice** – controlling vocal production
- **Fluency** – maintaining speech flow and rhythms for effective communication

## **STUDENT LEADERSHIP**

All 5<sup>th</sup> graders are welcome to join Student Leadership under the guidance of Mr. Boberg (5th Grade teacher) and Mrs. Whiteside (Media Specialist). Units that will be covered this year are Famous Leaders, Service Projects, Government, and a Mock Trial. Third graders will be invited to attend in the spring.

## **STUDENT PRIVACY**

A number of records are collected on each student. Most of the records are private information to be shared with parents and used by faculty. One type of record is called “Directory Information” (i.e., name, address, phone, date of birth, etc.) and is accessible to the public. If parents wish to deny release of this information to the public for any reason, please notify the principal, in writing, as soon as possible. More and more opportunities arise at school in which students are photographed, videotaped or televised. If for any reason parents wish for their child not to be photographed, please update your preference via Skyward.

## **STUDENT SUPPORT SERVICES**

(Processes / Programs to Individualize Student Learning)

We recognize students learn from different styles and at different rates. To accommodate these differences, the following programs/processes allow us to serve our students who are not meeting academic/behavioral expectations, in a more personalized fashion. Call the office if you would like additional information on these interventions.

- Child Study Team is a group of support service professionals who, together with the classroom teacher, will discuss concerns regarding your child and make appropriate recommendations. The team meets bi-monthly for one hour to discuss the referrals of three or four individual children. At the conclusion of this meeting either a plan of classroom strategies and support will be recommended or an assessment plan developed to further understand your child. No formal assessments will be completed without your written permission. If an assessment is recommended for your child, you will be invited to attend a second meeting that will take place 30 school days after we receive your written permission to proceed. At that time we will discuss the results of the completed assessment and determine your child's eligibility for special education services. If your child qualifies for special education services, together we will develop an individual educational plan (IEP).
- Read Naturally: a fluency building program designed to increase reading rate and comprehension.
- Assurance of Mastery (AOM): paraprofessionals provide individualized support in reading, writing, math and social studies.
- Reading Academy, Accelerated Reader, Volunteer help, Peer Helper, Peer Tutoring, Incentive System (home or school), Modifying/Adapting Curriculum
- Behavior Manager and Confident Kids

#### Additional Enrichment Opportunities:

- Continental Math League, Destination Imagination, Bravo, Art Adventure
- Minnetonka Community Education and Services offers a variety of before/after school programs for students. MCES phone is 401-5050.

## SUPPLY LIST

A supply list will be sent home with your child's report card in June so you can shop for bargains over the summer. The list can also be found on our website:

<https://resources.finalsite.net/images/v1684938499/minnetonka/jmcmqhrx8rjgxdyxxmil/DeephavenElementarySupplyLists2023-2024.pdf>

This is a suggested list of items your child could use during the school year. It is not mandatory that all items be purchased before the first day of school. There are certain items unique to each classroom. They will be discussed during the first few days of school. Check with your child periodically to see if items need to be replenished. **Make sure all major items (and outerwear clothing) are labeled. We discourage Trapper-Keeper style notebooks --too large!**

**ALL students** are encouraged to have:

- \***backpack or schoolbag, labeled**, large enough to hold books and papers
- \***healthy snack**, consumable in ten minutes, that does not include candy or pop
- \***tennis shoes**, non-marking with laces or velcro (plastic soles are NOT allowed)

## TECHNOLOGY VISION

Technology has become an integral part of teaching and preparing our students for the future. All of our students in grades 5-12 are using 1:1 iPads to access digital materials and cultivate collaboration and creation skills. They also receive individualized instruction in all subjects, with the goal of enhancing and personalizing student learning.

We are guided by a belief that technology changes the way teachers teach and children learn. We believe that effective use of technology will develop students who approach problems more creatively, think more critically, collaborate more skillfully and communicate with higher levels of precision. We believe we are developing the community, business, non-profit and global leaders of the future. In our District, technology has changed the way teachers teach and children learn. Students are more engaged, and student achievement has increased to record-breaking levels.

Minnetonka began digitizing its curriculum in 2002 with the installation of its first SMART Boards. Today, all classrooms have SMART Boards, allowing teachers to bring a world of Internet resources into the classroom at high speeds thanks to our broadband fiber optic network, a multitude of WiFi access points, and a fast and secure single sign-on tool.

Teachers are trained on how technology can be used in their classrooms and weaved into the curriculum to increase student engagement in learning. Minnetonka does not rely on third-party apps to teach content. Our teachers use Minnetonka's digitized curriculum.

### Single Sign-On:

Secure access for students, families and staff

The critical collaboration between students, families, teachers and staff is expedited by Minnetonka's new single sign-on (SSO) solution: password-protected access to textbooks, apps, calendars, assignments, supporting materials, classroom news, grades and more. After signing on, busy families can review (and reinforce) expectations for all children and initiate conversations if assistance or school intervention is needed. The efficiency of single sign-on is great for students and teachers, too, saving more than 4,500 instructional hours per year. Teachers spend less time managing student passwords, and students are less frustrated waiting for multiple log-ins.

## TELEPHONE USAGE

Students must have permission from their teacher to make calls from the classroom phone.

Messages taken during the student day will be emailed to teachers with a request for confirmation of reading. Calls to classrooms during the day are too disruptive and will be made only on an emergency basis. We strongly request you **do not** make calls directly to the classroom during school hours. All time-sensitive messages should go through the main switchboard.

## PARTY INVITATIONS

**Birthday Party Invitations should NOT be distributed at school.** This creates awkward situations for students that do not receive an invite. We suggest using the mail. Thank you for your support with this request.

## VOICEMAIL

As part of a plan to improve communications with all Minnetonka School District residents, voice mail is available to communicate with staff in all schools and District buildings. The voice mail system makes it easier to get in touch with teachers and other staff. It allows you to leave messages after hours and on weekends. The following is important information to remember:

- Voice mail will allow you to leave **non-urgent** messages without calling the main school number.
- **Dial 401-5777** to reach the automated voice mail system and enter the mailbox number of the person you are trying to reach. If you don't know the mailbox number, the voice mail system will allow you to enter the person's name to get his/her mailbox. Voice mailbox numbers are published in the PTO Directory each year.
- Remember **NOT** to leave urgent messages in voicemail. If you need our staff to know something immediately or before the end of the day, call and talk to us directly at 401-6900.

## VOLUNTEERS & VISITORS

**All volunteers and visitors MUST sign in in the main office and wear an identification badge while you are in school.** There is a system where you scan your driver's license and it will print you a name tag. Please wear this! It helps us to know if you are in the building (phone calls, etc.) and the District likes to know how many volunteer hours are put in during the year.

Volunteers are needed to help with classroom activities such as parties, field trips, art adventure, bookfair, fundraisers, etc. Early in the school year you will receive a list of the types of help needed by volunteers. Your child's classroom teacher may also have some activities that could require volunteer support. Your assistance is welcome and very much appreciated.

## VOLUNTEER CODE OF ETHICS

Please sign and return the form on the next page before volunteering at Deephaven Elementary.

### **Deephaven Elementary School**

## ***Volunteer Code of Ethics***

We welcome and support all volunteers. With your help we are able to do more for each child.

- **Confidentiality-** Please respect each student's confidentiality within our school building and in the community. This includes academic activities and behavioral observations.
- **Responsibility-** Remember to follow school policies and norms. Volunteering is to support student learning. Volunteering is not selecting playmates for your child, judging teachers, or bringing along siblings.
- **Respect-** Please respect each teacher's judgment and decisions. Acknowledge the teacher's professional background and training.
- **Dependable-** Remember to keep your appointments and contact the teacher through e-mail or voicemail if you cannot keep the appointment.
- **Classroom Volunteer-** Please stick to the assigned activity and work with all students.
- **Time-** Remember to respect the teacher's time by not engaging in an informal conference. Make an appointment to discuss your child's progress.

The Volunteer Code of Ethics is focused on creating an appropriate and safe learning environment for each Deephaven student. Your support of the Volunteer Code of Ethics will ensure that each child is afforded the respect and dignity he or she deserves in the learning environment.

I agree to support the Volunteer Code of Ethics.

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Volunteer's signature

**\*Return to your child's classroom teacher before volunteering at Deephaven.**

### Volunteer Code of Ethics – regarding bring siblings to school

A representative group of parents and teachers worked together to bring clarity as to when it is appropriate to have siblings at school while volunteering. Thank you to those of you who provided constructive feedback. Parent volunteers enrich the Deephaven School community.

One of the most important reasons for volunteering at school is to demonstrate to your child the value you place on their education. By volunteering in the classroom without the presence of younger

siblings, you're showing your child that you're making time to be there for them. We also believe the presence of younger siblings at school is not always a distraction, and in fact brings a valuable "community" feel to our school.

One of the reasons Deephaven has been so successful is because of the support of our parent volunteers. Deephaven has always been a family friendly place and will continue to be so. Our Volunteer Code of Ethics was developed to ensure the dignity of each child, to keep instructional time sacred, and to provide parents with clear expectations when volunteering.

The sub-committee agrees that it is clearly not appropriate for siblings to participate in all volunteer activities. If siblings can disrupt the instructional value of a volunteer time, it is not helpful to bring them along. The sub-committee has made the following distinctions as to when it is appropriate to bring siblings to school when volunteering.

Examples of when siblings are welcome when volunteering:

- Creating a bulletin board
- Putting Wednesday packets together
- Helping with secretarial duties

Examples of when using discretion or asking your child's teacher if bringing along a sibling is allowed when volunteering are:

- Book Nook
- Art Appreciation
- Class parties
- Outside field days
- Serving in a supervisory role such as running a class party
- Working with individual or small groups of students
- Field trips

Examples of when we ask that you refrain from bringing siblings along:

- Serving in a supervisory role such as running a class party
- Working with individual or small groups of students
- Field trips

Media Center:

- When visiting the Media Center, please keep an eye on your child. Your help in shelving any books used by your child would be greatly appreciated.

## WEBSITE

You can visit our website at: <https://www.minnetonkaschools.org/schools/elementary/dh>.

## Principal's summer Challenge – a summer reading, writing, and math challenge

The Principal's Summer Challenge includes three components. Your child may participate in any or all three of the components. Detailed information about the requirements to meet the challenge in the areas of reading, writing, and math is handed out at the end of the school year. The goal is to help

support parents over the summer months with a structured approach to maintaining and improving skills in the three core areas. Students will receive a special prize for completing any or all of the three challenges. A special reward will go to those students that complete all three challenges. The special prize will be revealed in September when the calendars are due in the office.

## Birthday Books

The Birthday Book program was designed to celebrate a student's birthday with the lasting gift of reading. Instead of buying food or other treats for the classroom on your child's birthday, you donate to the Birthday Book program in honor of your child. This addresses concerns over allergies, and the district's request to move to a healthier celebration environment. Birthday Book forms are given out in the class every school year and are also available in the office.

On, or just before the day of your child's classroom birthday celebration, your child will go to the Media Center and choose a book to donate from the Birthday Book cart. Our media specialist will add a special bookplate with your child's name and birthday and prepare the book for circulation. Your child will then be the first student to check the book out. Your child will bring the book to the classroom for a birthday book reading (as always, a special family guest is welcome). Depending on the book, it can be read or shared with the class, or your child may choose to bring a different book to read. If your child's birthday is in the summer, or over a holiday or break time, you can celebrate during the school year! Contact your child's teacher to schedule a date and time.



# District Information

## Community Engagement Opportunities

Minnetonka Public Schools encourages District families and residents to be engaged in the school community. Several opportunities are listed below; please reach out to [communications@minnetonkaschools.org](mailto:communications@minnetonkaschools.org) with any questions or ideas about community engagement.

## Minnetonka Community Education

Minnetonka Community Education (MCE) supports the educational, social and recreational needs of the community by serving children ages birth to five, youth and adults throughout Minnetonka School District and surrounding communities. MCE believes in lifelong learning for all people, birth through adulthood and partnerships that support and strengthen the community, schools and families.

MCE puts on many classes and programs in addition to annual events such as the Firecracker Run, Tour de Tonka, Fall de Tonka, Tonka Youth Triathlon and more. Visit the [Minnetonka Community Ed website](#) to learn more and get involved.

## Celebration of Excellence

The Celebration of Excellence is an annual awards program celebrating the outstanding contributions of District teachers, staff and school volunteers. Nominations open in February of each year, and the awards program is held in May. Learn more on the [Celebration of Excellence website](#).

## Tonka Serves and Celebration of Service

Tonka Serves is a program that exists to inspire students to understand and serve the greater good, in alignment with the Minnetonka School Board's vision. Students and families can get involved with volunteer opportunities and more by visiting the [Tonka Serves website](#).

The Annual Celebration of Service honors Minnetonka students, parents and community members who have earned a [Bronze, Silver or Gold President's Volunteer Service Award](#). In addition, Minnetonka High School students who received a [Varsity Letter in Community Service](#) during the last year are recognized. The awards program is held each year in November. Learn more on the [Celebration of Service website](#).

## Parenting with Purpose Resources

Parenting with Purpose has been an annual speaker series facilitated by a committee made up of parents and District staff. This year, the program will add some new components. For details, visit the [Parenting with Purpose website](#).

## Tonka Pride

Tonka Pride is an all-volunteer, community-led, school-supported initiative to celebrate pride in our kids and our schools. As part of this effort, Tonka Pride hosts regular spirit wear sales in the fall, winter and spring.

Tonka Pride focuses on Pre-K through 8th grade, staff, families and communities of the Minnetonka School District, including Chanhassen, Deephaven, Eden Prairie, Excelsior, Greenwood, Minnetonka, Shorewood, Tonka Bay, Victoria and Woodland.

Learn more and get involved by visiting the [Tonka Pride website](#).

## Skipper Booster Club

A strong co-curricular program encourages self esteem and teaches self discipline, leadership and teamwork. The Skippers Booster Club supports all Minnetonka High School co-curricular activities, both athletic and enrichment, through generous membership donations. Every gift, regardless of size, makes a difference! The Booster Club also has a Booster Club store with spirit wear and other gear for sale.

Learn more and get involved by visiting the [Skipper Booster Club website](#).

## District Communication

### District Website

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

### Single Sign-On (SSO)

SSO (Single Sign-On) allows access to District-provided, web-based applications from any internet connection using a District network login and password. All students, parents and staff have a district login for SSO. A link to the SSO login page is on the school district website's homepage: [www.minnetonkaschools.org](http://www.minnetonkaschools.org).

### Skyward Family Access

Skyward Family Access is the District's primary student information system. Parents and students have access to Skyward through their SSO login. Skyward contains family contact information, grades, test scores, food service information, student schedules and attendance. Parent email and phone numbers in Skyward are used for official school communications. Please keep all contact information current in Skyward Family Access.

### Seesaw & Schoology

Our learning management systems, Seesaw (grades K-3) and Schoology (grades 4-12), are web-based interfaces that provide parents and students access to classroom e-learning resources, announcements, homework and newsletters. You can access these systems by logging into SSO from the [Minnetonka Schools website](http://www.minnetonkaschools.org) homepage.

### Email Accounts

A parent email address is required to access Skyward Family Access and all District communication systems. Be sure to maintain a current email address. Parents may update their email addresses for the District by logging into Skyward and clicking Account Info or by emailing [family.helpdesk@minnetonkaschools.org](mailto:family.helpdesk@minnetonkaschools.org).

### E-newsletters

District and individual school electronic newsletters are distributed via email and include announcements, updates, school closing information, School Board decisions and more. All parent emails stored in Skyward are automatically subscribed to receive district-wide e-newsletters. Be sure your email address is current in Skyward Family Access. If you have questions about why you are not receiving District communications through email, contact the Family Helpdesk at [family.helpdesk@minnetonkaschools.org](mailto:family.helpdesk@minnetonkaschools.org)

## Let's Talk: A Web-based Customer Service Portal

The District's [Let's Talk](#) module is open for all community members to submit questions, suggestions or compliments to the District. Your message will be shared with the appropriate staff person.

## TIPS276 Reporting Tool

TIPS276 is an online tool where bullying, discrimination or other concerning incidents may be reported. Reports may be made anonymously. TIPS276 is located on the District website at [minnetonkaschools.org/TIPS276](http://minnetonkaschools.org/TIPS276), as well as within the Let's Talk feature on the website.

## School News Postcard

The School News Postcard is mailed to all District families and District residents periodically during the year, informing families and the public about school information, opportunities and updates.

## 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 wall calendar is distributed in August. It contains no-school days, early release and late-start dates, and individual school events. All families and District residents receive the Annual Report. All parents are sent an email in the spring asking if they would like a copy of the next school year's wall calendar.

## Minnetonka Community Education

Minnetonka Community Education (MCE) provides lifelong learning opportunities for all district residents from birth to senior citizens. It offers a preschool and ECFE program, as well as a before and after school childcare program called Explorers.

An MCE activities catalog filled with all of the courses and classes offered for all ages is published in the fall, winter and spring and are available in print and online.

MCE also puts on a number of events throughout the year, such as Tour de Tonka and the Firecracker Run.

Visit [minnetonkacommunityed.org](http://minnetonkacommunityed.org) to learn more about MCE and all that it offers.

## Notifications: Phone, Voice and Text

The District's mass-messaging voice and email system enables principals and administrators to send emails or recorded messages to all parents in a moment's notice. 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. You will also

receive an email copy of the message.

To receive text messages in addition to voice and email messages: Log in to MySSO and choose Skyward Family Access. Click on 'My Account' in the upper right corner of the screen. To access the phone fields, click in the third phone number field. Choose 'cell' from the choices, and then enter your cell phone number. Click 'Save'. (It is okay for your cell phone number to be listed more than once in your profile, if it is also your primary number). Please keep your contact information current in Skyward Family Access. Updates can be made by emailing [family.helpdesk@minnetonkaschools.org](mailto:family.helpdesk@minnetonkaschools.org).

## Livestreaming and Cable TV

School Board meetings and some District events are available on-demand via streaming video. School Board Meetings are livestreamed. They are also recorded and archived on [the School Board Meeting page of the District website](#) the day after the meeting.

School Board meetings are rebroadcast via a cable provider. Please [click here](#) to view the broadcast schedule.

## Complaint Process

When you have thoughts or concerns related to our schools, we recommend that you talk to the District staff person closest to the situation, which is usually a teacher, coach or advisor, who can best resolve the matter, as respectful two-way communications, such a conversation, often leads to satisfactory resolution. If satisfactory resolution does not occur at the first level, please contact your school principal or the administrative department head. If resolution is still not complete, please contact the District Service Center at 952-401-5000 or click on "[Let's Talk](#)" on the District website. The District's [Complaint Policy \(Policy 103\)](#) may be read in full on the Minnetonka Schools website Policy page.

## Student Directory Information

Student directory information is considered "public" under state law. Unless parents give specific instructions to the contrary, schools must release directory information to anyone who requests it. As of May 2023, the Minnesota state legislature has updated the definition of public directory information to include: student's name, weight and height (for athletes only), dates of attendance, participation in activities, degrees and awards received, pictures for school-approved uses and parent name.

If you do not wish this information to be given out, please send written notification to Restrict Directory Data, Student Accounting, Minnetonka Schools, 5621 County Rd 101, Minnetonka 55345, by October 1 of the current school year. If written notification is received after that date, Student Accounting will work with families to update information, as quickly as possible.

## Release of Student 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 number of high school 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 and 2) send written notice to Refuse Release to Military Recruiters to the High School Principal no later than October 1, 2023. If written notification is received after that date, Student Accounting will work with families to update information as quickly as possible.

## Private Information

Student records, except directory information, are considered private. These records are only open to parents and to school personnel with a legitimate interest. All material prepared or gathered by school personnel is open to parents. Principals will help parents any time they wish to examine their child's confidential record file. On request, the principal or another staff member will explain any part of the record.

If an individual disagrees with information in the file, they may seek to amend records. Please review [Policy #515](#) on the [Policy section of the District website](#) or call 952-401-5014 for specific procedures to amend records. Concerns about privacy of student records should be directed to the District's data practices compliance officer at 5621 County Road 101, Minnetonka, MN 55345, telephone, 952-401-5014, or a parent may file a complaint with the U. S. Department of Education.

## Electronic Technologies

Minnetonka Schools has a robust educational technology environment that supports student learning. All of our students benefit from technology tools that are integrated into the learning environment. Additional information on these technologies as well as an inventory of our curriculum, testing, and assessment tools and software and related privacy policies can be found on the District website.

### Interactive Classrooms (In-person and online)

Classrooms are equipped with interactive technologies, such as:

- Overhead sound field solutions
- 1:1 iPads
- Interactive or HD displays
- Schoology or Seesaw learning management software
- Additional software tools

### Passwords and Logins

All students and staff are assigned log-in credentials to access District resources. Credentials are distributed to students at school. Students are responsible for maintaining the confidentiality and security of their credentials and should not share them with anyone besides parents or guardians.

If at any time a student feels another person knows their password, they should change their password immediately. Students should see their media specialist if passwords are lost or forgotten. Parents and guardians can reach out to the Family Helpdesk at [family.helpdesk@minnetonkaschools.org](mailto:family.helpdesk@minnetonkaschools.org) or at 952-401-5123.

### Acceptable Use of Electronic Technology

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 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 systems.

The [Electronic Technologies Acceptable Use Policy \(Policy #524\)](#) sets forth guidelines for student access and use of District electronic technologies.

## 1:1 iPad Program

In Minnetonka, we use technology as an accelerator of learning. All students in Kindergarten through 12th grade are issued an iPad for educational use as part of our 1:1 iPad program. Students in grades 4-12 bring their device home daily, and students in grades K-3 bring their iPad home on occasion. The program uses digital curriculum materials, student collaboration tools, and individualized instruction in all subject areas with the goal of enhancing student learning. Information for students and parents involved in the program may be found below.

Optional iPad insurance for grades 4-12 is available as part of the District's 1:1 iPad program. Insurance is elective. Insurance will cover the full calendar year, including summer. 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, see [minnetonkaschools.org/district/programs/ipad/insurance](https://www.minnetonkaschools.org/district/programs/ipad/insurance).

Access more information about school iPads at:  
<https://www.minnetonkaschools.org/district/programs/ipad>

## Student Email

Email communication is a standard practice for almost every career, profession and post-secondary pursuit. Students must 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, some of which require an email address.

Minnetonka Public Schools uses Google Apps for Education, a non-commercial, secure, filtered, and archived suite of tools for schools. District provided email addresses have a direct relationship to school and are subject to all school policies (including [Acceptable Use](#) 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 email appropriately and never send anything that they wouldn't be comfortable with a teacher, a principal or a parent reading.



# Digital Health & Wellness

## Maintaining a Healthy Balance with Technology

Whether you work directly with students or have children/grandchildren, we all interact with technology that is changing how we learn and communicate on a daily basis. We all play an important role in helping students learn to manage their own use of technology independently and appropriately as we learn to do this ourselves. Digital Health and Wellness is an important discussion to revisit frequently with children from elementary school through high school.

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 media. Parents are responsible for monitoring their student's use of the District's educational technologies, including school-issued email accounts, iPads and the Internet if the student is accessing the District's electronic technologies from home or through other remote location(s).

Visit the [Digital Health & Wellness](#) page of the District website for more resources, videos and tips for developing healthy technology and media use. The website includes information about monitoring and limiting screen time, setting technology expectations and more.

## Filter Access

All Minnetonka School iPads have built-in filtering software blocking access to inappropriate sites regardless of whether the device is at school or off campus. This built-in filter overrides any filtering you may have at home. Many home routers do allow for time limits to be set for network traffic, so parents may choose to do this. Parents can set up additional site blocking, such as blocking YouTube if desired. Read more and find resources on the [Digital Health & Wellness](#) page.

## Educational Program

### Differentiation

Students learn in different ways and at different paces, therefore, Minnetonka teachers address all those variables in their classrooms. Differentiation allows students to work at their own level of readiness and to apply the approaches that best enable learning. As a result, students are more engaged and retain much more of the material taught in class. [School Board Policy #612](#), Differentiation, is available at [minnetonkaschools.org/policies](http://minnetonkaschools.org/policies), along with all District policies.

### English Language Learner Program

The English Learner (EL) program serves students who:

- a. 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
- b. Need to acquire English skills in order to fully participate in classes taught in English.

If you think your child requires EL services, please contact the EL department chair at 952-401-5637.

### Grading and Curriculum

As a school system we continue to learn how to most effectively assess learning and thereby improve our teaching practices to help all students learn. As a result of this, how we grade and report learning to students and families continues to evolve.

Most assessment is criterion-based, which assesses students' knowledge and skills in relation to locally identified learning targets, what students need to learn and be able to do. 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 are based on a bell curve which compares students to each other, and most students are average. 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 students already know in math and reading and what a student still needs to learn, to better assist teachers in targeting instruction to the student's learning level. Students have one round of

testing in the fall and another round of testing in the spring to assess their individual academic growth during the year.

## Language Immersion

Minnetonka offers elementary education taught in English or in a Language Immersion option at each of our elementary schools. Mandarin Chinese language is offered at Excelsior and Scenic Heights; Spanish language 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. [Learn more about the Language Immersion program.](#)

## Advanced Learning Program

Minnetonka's Advanced Learning programs are designed to meet the needs of learners who may be academically advanced and/or intellectually gifted. Through a variety of programs—each thoughtfully designed to extend specific learning strengths—we provide students additional challenge in the areas that allow them to stretch and flourish.

For more information about Advanced Learning, please contact Diane Rundquist at 952-401-5100 or [diane.rundquist@minnetonkaschools.org](mailto:diane.rundquist@minnetonkaschools.org)

## Intellectually Gifted Programming

Children with significantly advanced abilities to problem-solve and synthesize knowledge, and who demonstrate high levels of divergent, critical, logical and abstract thinking, benefit from specialized gifted programming. These learners have IQ scores two standard deviations or more above the norm and are capable of high performance on reasoning tasks when compared to others of similar age, experience and environment. The Wings and Navigator programs at the elementary, and the Seminar program at the middle level, are designed to challenge and support intellectually gifted learners in both cognitive and affective domains.

## Academically Advanced Programming

When children demonstrate exceptional performance in one or more academic areas, they may need additional learning opportunities beyond the regular curriculum to grow. Exceptional performance includes working well beyond grade level and possessing and/or applying knowledge in transformative, complex ways. Math Extension, Reading Extension, Independent Investigations and Project Think are all programs that serve academically advanced students at the elementary level. Honors and accelerated courses meet the needs of academically advanced middle school students. Minnetonka High School offers an unparalleled array of

challenging academic choices so that students can maximize their high school experience, pursue their passions and prepare for college and career.

Opportunities for advanced academics are available at all schools, through in-school experiences or after-school academic clubs and activities. Many students have the opportunity to participate in regional, state and national academic competitions.

## 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 Special Education Department provides a comprehensive special education program that adheres to the federal regulations included within the Individuals with Disabilities Education Act 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 or case manager. 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 Special Education, Christine Breen, at 952-401-5036.

## 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 952-401-6800. [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 may be defined as a homebound student. To ensure that the student continues to make educational progress in their individual curriculum, a licensed instructor provides homebound instruction as soon as practical. [School Board Policy #540](#), Homebound Instruction, provides instructional guidelines and parameters.

## Chemical-free Environment

Minnetonka Schools are dedicated to providing a healthy, comfortable and productive environment for students, staff and visitors. Minnetonka Schools enforce a chemical-free environment. The use, abuse, possession, sale or transfer of tobacco or any chemicals by students, staff or visitors is prohibited on all school grounds.

## Minnesota Student Survey

The Minnesota Student Survey is a state-led survey that measures different types of youth behavior on a local, county and statewide basis. Individual, identifiable student data is not tracked in this survey. It asks questions to estimate the likelihood that a given group will engage in unhealthy behavior, such as using alcohol, tobacco or taking sexual risks. Minnetonka administers this state-led survey to students in grades 5, 8, 9 and 11 every three years. It was last administered in 2022 so the next time it will be administered is in 2025.

## State Assessment Tests

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

- Specific testing dates can be accessed at:  
<https://www.minnetonkaschools.org/district/departments/testing-and-assessment>

## State Testing Days

If a student is ill or absent on a state testing 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.

## Health Regulations and Procedures

The Minnetonka Public School District is committed to providing a safe and healthy environment for each employee, student, parent and visitor to our buildings. These guidelines identify and explain the practices and protocols to help ensure that the District has a safe and healthy learning environment and helps mitigate transmission of communicable diseases and illness in our school communities during the 2023-2024 school year. In addition to the handbook information provided below, families may visit the District website [Health and Safety Guidelines webpage](#) for more details.

### 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 or email the attendance line 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:**

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

**Parents should not send their child to school if they:**

1. have a fever of 100 degrees or higher. The student should stay home for 24 hours after the temperature returns to normal without fever-reducing medication.
2. have vomited or had diarrhea. The student should stay home until 24 hours after the last episode.
3. have 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 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 prescription medications at the end of the school year as controlled prescription medications will not be sent home with students. Parents will be asked to pick up all unused or expired medications. Medications that are not picked up will be disposed of per Minnesota State Statute.

## 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 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 students' 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. To read [Policy #516](#), Student Medication, visit the [Policies page of the District website](#).

Minnesota law allows, but does not require, school districts to maintain and administer epinephrine 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. To read [Policy #517](#), Recognition and Treatment of Anaphylaxis in the School Setting, visit the [Policies page of the District website](#).



## Immunizations

Vaccines Required by Age								
Grade	DTaP/DT diphtheria tetanus, pertussis (whooping cough)	Polio	MMR measles, mumps, rubella	Hib Haemo- philus, influenza, type B	Hepatitis A	Hepatitis B	Varicella (chicken pox)	Mening- ococcal
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	At least ✓✓✓	✓✓			✓✓✓	✓✓	✓✓ First at age 11-12 years/2nd at age 16

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 or exemption documentation (signed by a licensed provider if medically indicated and notarized if a non-medical exemption) before that student enters the District. Forms are available from any school and 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 signed 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 will be notified of 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 Skyward Family Access (accessible through your SSO) 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 contact listed in Skyward Family Access knows 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 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. The information listed below is also found on the District website: <https://www.minnetonkaschools.org/district/departments/nutrition>.

### Breakfast and Lunch Menus

Breakfast and lunch menus are planned in advance and can be accessed from the District website at: <https://family.titank12.com/menu/T7UFXN>. Each menu item also includes allergy information and carbohydrate counts.

### Nutrition Requirements

Our free Breakfast meals are part of the USDA School Breakfast Program (SBP). Menus are planned according to SBP requirements. With each meal consisting of at least 2 servings of a whole grain rich product or 1 grain serving and 1 protein serving, a fruit serving, and 8 ounces of milk. We choose items for daily menus that will be easy for the student to pick up when they arrive at school and eat in their classroom.

Our free Lunch meals are part of the USDA 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, one to two servings of grain or bread and 8 ounces of milk. Choices of entrees are offered at each level 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.

### Meal Account Payments

Each student has an individual meal account that is automatically created when the student registers at Minnetonka. Advance payment is required and is added to the individual student's account in real time. Nutrition Services is cashless. Online payments can be made through your parent/guardian MySSO account through Skyward Family Access. Milk comes with each meal, but it is not free if you bring your meal from home. Students bringing a home lunch to school may buy milk as an a la carte purchase. All a la carte purchases require money in your student's meal account.

### Using Meal Accounts

When students come to the cashier, they will enter their Lunch Keypad Number and state their name. Lunch Keypad Numbers are assigned when your student registers to attend the Minnetonka Public School District. K-5 students will be provided in their classroom with a barcode card and lanyard that the cashier will scan. These cards are to stay in the classroom to

be used each day at lunch. The cashier will charge the account based on what the student has on their lunch tray. All students must have a minimum of ½ cup of a fruit or vegetable on their tray in order to qualify for a free breakfast or lunch meal. If you have questions about your student's account balance, please contact the Nutrition Services Department at 952-401-5034. Your student's breakfast and lunch purchases, Lunch Keypad Number and balance information can also be accessed through your Skyward Family Access account. Please check your student's purchases and balance regularly as we require any discrepancies to be reported to us within 30 days.

## Meal Account Balances

An automated email will be sent to the parent/guardian when the account reaches \$15 or less. This will be a daily reminder until the account balance is \$15.01 or more. If you would like to turn off your balance reminders, please visit: <https://www.minnetonkaschools.org/district/nutrition/faq>. You can find the information under "Low Balance Alerts".

## A La Carte Purchases

Students can use their accounts to purchase a la carte items at the Middle Schools and High School. At the Elementary Schools, student a la carte purchases are restricted to extra milk and water. Third through fifth grade students may also purchase an extra entrée. Students must have money in their account in order to make a la carte purchases.

## Account Balance Transfers or Refunds

Any money left in the account at the end of the year will be left in the system for the next school year. If you need a refund or transfer, please visit: <https://www.minnetonkaschools.org/district/nutrition/faq>. There is a separate link for refunds and transfers. Once you make your selection, you will be directed to complete a short google form for your request. Please allow up to two weeks for your request to be completed.

## Free and Reduced-Price Meals Benefits

Although all USDA School Breakfast and Lunch meals will be free for all students, you may still receive other benefits if you qualify financially for Free or Reduced-price meals through the Educational Benefits program. The families must either have one or more children who receive MFIP, SNAP, or FDPIR benefits; have a foster child; or have a household income within certain federal guidelines. More information can be found at <https://www.minnetonkaschools.org/Free-Reduced> or by calling the department office at 952-401-5034.

## Meal Program Information

For additional information about our meal programs and help with diet restrictions or allergies please visit: <https://www.minnetonkaschools.org/district/departments/nutrition>

## 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 and Psychologists

Each school has a social worker and/or psychologist who offers a number of support services.

#### **The social workers and psychologists:**

- Provides crisis intervention;
- Helps students access mental health services;
- Facilitates groups for social-emotional issues;
- Coordinates crisis intervention teams;
- Assists families in understanding a 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. The Center's hours are Monday-Friday 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 their disability and allows equal access to and participation in its programs and activities. The District also does not discriminate against anyone because they are associated with someone who is disabled. A student may be eligible for services under the provisions of Section 504 if they have 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 a free appropriate public education. Additional information, including contact information for the 504 Coordinator at each school, is available on the [District website](#).

## Well-being Website

[The Minnetonka Schools Well-being website](#) was created for our parents and school community as a tool to provide information and connections in the area of student academic, social, emotional and behavioral well-being. The included resources provide an overview of student well-being and outline our school processes for accessing supports within the district and from the wide variety of community agencies that which can provide additional supports. On the Well-being website, viewers are introduced to the many school staff who are trained and available to assist in planning for your student's well-being.

## Tonka CARES

Tonka CARES is a diverse community collaborative that provides a platform for healthy youth development in our community. The organization seeks to promote mental health, substance use prevention, early intervention, and recovery among Minnetonka youth. Tonka CARES serves as a hub for resources in our community. For more information and to get connected, visit <https://www.minnetonkaschools.org/district/partners/tonka-cares>

## Minnetonka Family Collaborative

The Minnetonka Family Collaborative was established in 2005 to help build a healthy community for the children and youth who attend the Minnetonka Public School District. Minnetonka Family Collaborative partners gather throughout the school year to share information regarding programs, community resources, and look for opportunities to support families and other opportunities to help improve the community. It fosters collaborative processes and brings the perspectives, information and resources of various partners and constituencies to create solutions to service gaps, service coordination and unmet needs of families in the community.

To learn more about the collaborative's projects and activities, visit <https://www.minnetonkaschools.org/district/partners/family-collaborative>

## Transportation

Along with First Student, 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. We can all 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.minnetonkaschools.org/transportation](http://www.minnetonkaschools.org/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 onto the Bus**

- 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 of the Bus**

- 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.

## Student Safety

Students in Kindergarten through 8th 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

For the 2023-2024 school year, students **may not** ride on buses other than the ones they are assigned, due to increased bus ridership and the capacity of our buses.

## Busing Information Mailed in Late-August

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

If you find an error on your bus pass, please contact the Transportation Department at 952-401-5023 or [transportation@minnetonkaschools.org](mailto:transportation@minnetonkaschools.org).

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. Families will always be notified via email and/or text message 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.

## MyStop Bus Tracking

MyStop is a web-based application available for all Minnetonka parents whose students ride the bus to access through a smartphone, tablet or computer to view the current location of the bus and the estimated time of arrival. It allows you to see what time the bus will be at your child's stop. It is powered by GPS transmission from the bus every one to two minutes.

Learn more about the app and view instructions to download on the [MyStop webpage of the District website](#).

## Weather Emergencies

School closing because of severe weather or other emergencies will be announced primarily through the District's website and mass-communications system. This system enables direct communication with every family in the District through email and phone virtually simultaneously about our decisions regarding evolving weather conditions or other emergencies.

The District's mass communications system is very effective, but we need your help in maintaining accurate phone numbers. Please make sure the information listed for you in

Skyward (which you can find through MY SSO on the District's website) is accurate and current. If you would like to receive text messages in the event of a school closing, delay or emergency, please add a cell phone number in the third phone field in Skyward. Note that our platform cannot dial extensions.

The District will continue to use media messages to complement the phone calls, emails and texts. Radio station WCCO-AM and television channels WCCO-TV, KSTP-TV, FOX9-TV, and KARE 11-TV will run our announcements. Details about the District's closing procedures and communications may be found online:

<https://www.minnetonkaschools.org/district/departments/news/emergency-closing>. These messages are shared each year in early November. Note that procedures from the previous school year are subject to change.

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 they arrive.

## Voluntary Student Accident Insurance

An accident insurance plan is being made available to all students of the Minnetonka School District. The plan is offered because Minnetonka Public Schools does not provide any type of health or accident insurance coverage for injuries sustained by your child at school. Participation in the plan is optional and should be based on your evaluation of your individual insurance needs.

The student accident insurance plan is offered and provided by Student Assurance Services, Inc. of Stillwater, Minnesota. [Please carefully review the information on the enrollment form, which is linked here](#). Physical copies of the form are available in the Minnetonka High School Activities Office, 18301 Highway 7, Minnetonka, MN 55345.

You will find an explanation of coverage, a list of policy exclusions, and information on the enrollment process. This plan will provide benefits for medical expenses incurred because of an accident. It is important to understand the scope of coverage you are purchasing prior to enrollment. Enrollment forms are in the Activities Office at the high school.

If you do not feel your current health and accident insurance coverage is adequate or you do not have insurance, we encourage you to review the student accident insurance program.

Please follow the instructions below to complete the application or visit the website, [www.sas-mn.com](http://www.sas-mn.com)

1. Print name(s), address, and other information clearly.
2. Make checks payable to – STUDENT ASSURANCE SERVICES, INC. or complete the credit card payment form.

3. Print student's name on the face of the check.
4. Detach and retain the summary of coverage and send envelope to:  
Student Assurance Services, Inc.  
PO Box 196  
Stillwater, MN 55082-0196
5. Coverage will become effective at 12:01 a.m. following the date the envelope containing the enrollment form and premium is postmarked by the U. S. Post Office but not prior to August 1, 2023. Do not send your envelope back to the school.

All questions regarding the coverage, processing of claims, enrollment, etc. should be directed to Student Assurance Services, Inc. at (651) 439-7098.

## District Annual Notices

### Religious Accommodation Notice

The District will make reasonable efforts to accommodate students who wish to be excused for purposes of religious observance. Requests should be made directly to the principal.

### McKinney-Vento Notice: Education of Homeless Children and Youth

#### McKinney-Vento Act

The McKinney-Vento Act defines homeless children and youth as children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
- living in emergency or transitional shelters
- abandoned in hospitals
- living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless because the children are living in circumstances described above

If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the School District provides the following assurances to parents and guardians of homeless children and youth and unaccompanied homeless youth:

- The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (e.g., academic records, immunization and other required health records, proof of residency, or other documentation) or has missed application or enrollment deadlines during any period of homelessness.
- Homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.
- Meaningful opportunities to participate in the education of their children including special notices of events, parent-teacher conferences, newsletters, and access to student records.
- Immediate enrollment and transportation to the school of origin. "School of origin" means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.

- Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

Please contact Annie Lumbar Bendson, homeless liaison for the District, at 952-401-5992 or [annie.lumbarbendson@minnetonkaschools.org](mailto:annie.lumbarbendson@minnetonkaschools.org) for additional information about the rights and services described above.

## Asbestos Notice

In accordance with the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA) Asbestos Containing Materials (ACM) in Schools Rule (40 CFR Part 763, Subpart E) and Minnesota Department of Health (MDH) rules and regulations, Minnetonka Public Schools monitors all ACM within its District buildings and performs periodic surveillance and re-inspections to ensure that the materials are maintained in good condition. If ACM are to be disturbed by renovation activities or if a response action is required, appropriate precautions and/or abatement methods as defined in the federal and state regulations are implemented and followed.

For further information about the District's Asbestos Management Plans please contact Jim McCann at 952-401-5038.

## Integrated Pesticide Management

**Pesticide Notice** All Minnesota schools are required to inform parents/guardians and school employees that they may request to be notified prior to pesticide application on school property. Pesticides include chemicals which are used to control insects, weeds, rodents or other pests as defined by the law (M.S. 123B.575, Subd. 9).

In order to provide the required information, schools must maintain a list of parents/guardians and school employees who request notification. Schools must also provide information about individual pesticide applications upon request, including the name of the pesticide product, and the time and location of the planned application. An estimated schedule of pesticide applications is available for review or copying at the school office.

Pesticides and non-chemical treatments may be used in combination in and around schools for a variety of reasons, including the control of pests which have the potential to bite, sting, spread disease, cause asthma, and/or trigger an allergic reaction. Pesticides may also be used to prevent or control damage to materials within the school building or the or to the school building itself, or to control pests or weeds that are seen as a nuisance.

The long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. Children may be more susceptible to pesticides than adults due to their smaller size and rapid growth and development. Also, their playful behavior may expose them to more pesticide residue.

To limit the potential pesticide exposure, this school follows safety regulations to ensure pesticides are applied properly. All pesticide products, which are used in and around school buildings, are required to be registered with the Minnesota Department of Agriculture and the U.S. Environmental Protection Agency. In addition, school employees and certified and licensed applicators are required by state and federal law to comply with all requirements of the pesticide label, including building sites, application rates, re-entry intervals, posting, use of personal protective equipment, use restrictions, and disposal on the product label.

To be notified individually about pesticide applications, please contact Jim McCann at 952-401-5038

## Indoor Air Quality Management Plan

As an additional requirement by the Department of Education, Minnetonka Public Schools has developed and implemented an Indoor Air Quality Management Plan that addresses indoor air quality issues throughout the District. Walkthroughs and inspections of the buildings are performed annually to detect current problems and prevent future problems from occurring. Information is also available from the Minnesota Department of Health at <http://www.health.state.mn.us/divs/eh/indoorair/schools/index.html>

If you have any questions or concerns regarding indoor air quality, please contact the Jim McCann at 952-401-5038

## Lead-in-Water Management Plan

Minnetonka Public Schools has historically conducted, and continues to conduct, Lead in Drinking Water testing per the Minnesota Department of Health's "Reducing Lead in Drinking Water: A Technical Guidance for Minnesota's School and Childcare Facilities" recommendations. Any Public interested in discussing the district Lead in Drinking Water program or results, please contact Jim McCann at 952-401-5038



## District Policies

Please be familiar with all District policies. Summaries of frequently referenced student policies are listed below. Policies are updated periodically by the School Board. To read all of the current District policies in full, visit <https://www.minnetonkaschools.org/policies>

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

The purpose of this policy is to establish understanding and communications to connect student assessment, testing, curriculum and instruction.

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

This policy recognizes that school attendance is the responsibility of the student and parent/guardian, supported by the teachers and administration. Therefore, the purpose of this policy is to encourage regular school attendance and punctuality so that learning can take place. It is intended to be positive and not punitive, and all measures taken will be in the students' best interest. This policy will assist families and school personnel in making attendance decisions.

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

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

### **Bullying Prohibition, Policy #514**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The Minnetonka School District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the District and the rights and welfare of its students and is within the control of the District in its normal operations, the District intends to prevent bullying and to take action to investigate, respond and remediate those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the District in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

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

The purpose of this policy is to assist the District in maintaining a safe and healthy environment for students, staff, and visitors by prohibiting the use, abuse, possession, sale, or transfer of any

chemicals on District property or at District events. Therefore, the Board supports the enforcement of a chemically-free environment and the periodic assessment of the District's efforts to support it.

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

A positive and stimulating learning environment is critical to student success. The culture of the Minnetonka School District will demonstrate support and caring for all members of our community. The purpose of this policy, in accordance with the law and accepted rules of a civil society, is to maintain a learning environment which is legal, ethical and non-abusive.

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

Since its inception, the Minnetonka School District has been proud to provide a truly comprehensive education. 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. Co-curricular activities are essential for delivering a world-class education. Opportunities not found in the traditional classroom enhance the students' experience today, as well as prepare them for life's challenges ahead. A variety of co-curricular activities, both competitive and non-competitive, play an important role in the academic, social, physical, and emotional development of students by nurturing the following: perseverance, self-discipline, ethical behavior, ability to work with others, leadership qualities, an understanding of the importance of physical health and fitness, goal-setting and follow-through skills, positive self-image, the experience of competition.

#### **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. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

- Form: [Disciplinary Appeal Process](#)

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

The purpose of this policy is to set forth guidelines for access, as well as to acceptable and safe use of the 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**

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.

#### **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 and Appearance Code, Policy #504**

The Minnetonka School District respects students' rights to express themselves in the way they dress and expects students to respect the school community and fellow students by dressing appropriately for a K-12 learning environment.

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

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones, digital picture/video cameras and/or camera phones, personal digital assistants (PDAs), iPods, MP3s, pagers and other personal electronic devices capable of transmitting data or images.

#### **Tutoring, Policy #541**

Minnetonka Schools recognize 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**

A positive and stimulating learning environment is critical to student success. The culture of the Minnetonka School District will demonstrate support and caring for all members of our community. The purpose of this policy is to ensure to the greatest extent possible, that all students in the Minnetonka Public Schools 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 purpose of this policy is to inform the school community and the general public of the position of the School Board regarding visitors to school buildings and other school property.

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

It is the policy of Minnetonka Public Schools ("School District") to maintain a positive, safe learning and working environment.

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

The purpose for 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**

The purpose of 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**

The primary purpose of this policy is to communicate a message to students, teachers and parents about the value and benefits of homework.

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

The purpose of this policy is to describe the appropriate use of Peace Officers and Crisis Teams to remove, if necessary, a student from Minnetonka school property. This would include the removal of a student with an Individualized Education Plan (IEP).

# 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 Minnesota state laws. 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 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 School Resource Officer for review for possible criminal referral.

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 the future.

## Learning

<b>Rights</b>	<b>Responsibilities</b>
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 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

<b>Rights</b>	<b>Responsibilities</b>
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	Students have the responsibility to refrain

corporal punishment by staff.	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 encouraged to report incidents 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.
Students have the right to be free from child or sexual abuse. As those matters involve criminal behavior, they must be reported to the proper authorities according to state law. Matters involving other criminal behavior must also be reported to the proper authorities.	Students are asked 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.

### Equal Opportunity

<b>Rights</b>	<b>Responsibilities</b>
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

<b>Rights</b>	<b>Responsibilities</b>
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

<b>Rights</b>	<b>Responsibilities</b>
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, desks, and other designated areas for storing appropriate items of personal property free of any items that are illegal or that are prohibited under school rules and district policies.



## Nondiscrimination

Rights	Responsibilities
Students have the right to be free from discrimination based upon race, color, creed, sex, gender, 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.