

**MINNETONKA  
PUBLIC SCHOOLS**

# 2023-24 Parent and Student Handbook

Excelsior Elementary

441 Oak Street  
Excelsior, MN 55331

Quick Reference	
<b>School Hours</b>	8 a.m.-2:40 p.m.
<b>School Office Hours</b>	7 a.m.-3:30 p.m.
<b>District Office Hours</b>	Monday-Friday, 8:00am-4:30pm
<b>School Phone Number</b>	Attendance: 952-401-5655 Health Office: 952-401-5655 Main Office: 952-401-5650 Transportation: 952-470-5366
<b>District Number</b>	(952) 401-5000
<b>District Website</b>	<a href="https://www.minnetonkaschools.org/">https://www.minnetonkaschools.org/</a>
<b>School Website</b>	<a href="https://www.minnetonkaschools.org/schools/elementary/excelsior">https://www.minnetonkaschools.org/schools/elementary/excelsior</a>
<b>District Social Media</b>	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>
<b>School Social Media</b>	Facebook: <a href="https://www.facebook.com/ExcelsiorElementary/">https://www.facebook.com/ExcelsiorElementary/</a>

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# 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: Excelsior Elementary

## WELCOME FROM PRINCIPAL SMASAL

Dear Excelsior Elementary Family:

On behalf of our staff, I take pleasure in welcoming you to a new school year at Excelsior Elementary. Our staff makes every effort to provide a happy, safe and challenging place for your child to learn and grow.

The purpose of this handbook is to provide a reference for parents and students regarding general policies, information and events at our school. I hope you and your child will read it carefully and keep it in a convenient place for quick reference. I also encourage you to consult our school website for up-to-date information. Additional information about specific events will be communicated on a regular basis.

We look forward to providing an outstanding educational experience for your child at Excelsior Elementary. I hope you feel pride and ownership for the programs we provide this year. Education is a cooperative effort between staff, parent and child. We invite you to ask questions, come to events and partner in your child's education.

Jennifer Smasal, Principal

## ATTENDANCE: ABSENCE OR TARDY

*Please refer to the policy section of our website ([www.minnetonkaschools.org/policies](http://www.minnetonkaschools.org/policies)) for more detailed information on attendance.*

According to Minnesota State law, children must attend school regularly. The only excused absences from school are for:

- Illness
- Religious holiday
- Death of a family member
- Vacations less than 5 days total. After 5 days, communicate with Principal to get additional days approved.

The absence should be reported to the school between 3:00 pm and 8:00 am by calling the Attendance/Health Line at (952) 401-5655. State the child's name, teacher and reason for absence. Repeated tardiness or absences can be considered truancy and may result in an intervention by Hennepin County.

Please always check in at the office if you are visiting school after 7:30 am. It is very important that if your child arrives late to school that he or she comes through the office and is signed in by you on the iPad in the vestibule.

### Definitions:

Tardy: school start time – 3 hours

Half-day absence: 3 – 4.5 hours

Daily absence: greater than 4.5 hours

## Skyward

Skyward is our district system for parents to access grades and other data about your child. It is also an option for attendance. If you do not have a login name and password or you have questions please go to [www.minnetonkaschools.org/lets-talk](http://www.minnetonkaschools.org/lets-talk) and submit your questions.

If you wish to report an absence you can do so via our Skyward web based system.

To report your child's absence now or in the future:

1. Log into Skyward with your parent/guardian username and password for Single Sign On (My Minnetonka) to access Skyward Family Access.
2. Click on Attendance.
3. Then Click on the Attendance Notification Tab
4. Click on "Add Notification"
5. Enter dates, reason and comments(optional) then click "Save"

## APPOINTMENTS

Please make every effort to make appointments outside of the school day.

If you need to remove your child from school during the school day:

- You must notify the classroom teacher in advance by email; state the date and time for early dismissal or late arrival. By sending an email, this increases the chance of your child being ready when you pick them up.
- Please avoid calling the school at the end of the day with schedule changes as this is a particularly busy time!
- For the protection of our students, no child is allowed to leave with anyone unless the parent or guardian notifies the school. Children must be signed in and out of school through the health office.
- Please do not go to the child's classroom due to safety reasons as well as our wish to keep learning time uninterrupted.
- If your child usually rides the bus but you need to pick them up for an appointment, send a note or email your teacher, then go to the office to sign them out. If plans change during the day, you must sign them out and email the teacher.
- Please make doctor and dental appointments after school when possible.

## ARRIVAL AND DEPARTURE BY CAR

### Drop Off – Grades K-2 and siblings (starting at 7:40 am)

- Students in K-2 will enter via our Oak Street/19 entry.
- You will enter the parking lot from Oak Street/19 and stay to the right of the median.
- You will circle around the east side of the building and proceed to the west entry.
- Please keep in mind you must yield to buses at all times.
- Also, when waiting to drop off in times of congestion, please be sure to stay as close to the parked cars on the east side of the building to allow for mini bus drop off at that door.
- This drop off will be supervised by staff starting at 7:40 AM.

### Drop Off – Grades 3-5 (starting at 7:40 am)

- Families of students in grades 3, 4, 5, and Navigators will drop their children off via the George street entry.
- Families will enter the two-way road via George and Water Street to drop their children at the turnaround adjacent to the playground.
- You will then exit the school property via George Street.
- This drop off will be supervised by staff starting at 7:40 AM. For safety, please only drop off and pick up your child at the supervised turnaround location.
- Once dropped, students will enter the building via the side door.

If you are picking up by car, please follow the procedures below:

- Pull into the Excelsior Elementary Pick-Up Lane.
  - K-2: Oak Street Doors, 3-5: Back Circle
- Please put the pick up pass (with your child(ren)'s last name **BOLDLY** printed) in the passenger's side window.
- Dismissal will begin at 2:40 PM.

## Note for Families with Students in Multiple Grades

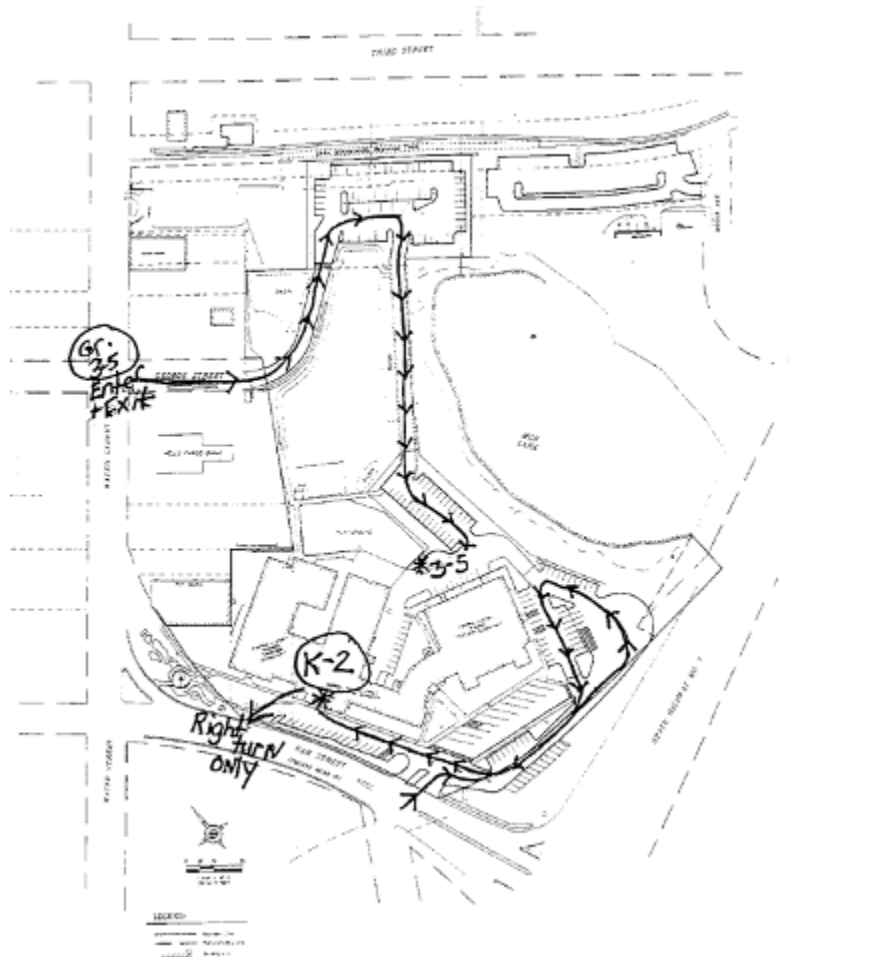
If you have children in both K-2 and 3-5, we ask you to drop off and pick up via the Oak Street/County Road 19 entry.

## Other Reminders

- Students dropped off after 8am must enter at the front entrance (Door 1S) and be signed in.
- If your child usually rides the bus but you need to pick them up for an appointment send a note or email your teacher then go to the office to sign them out. If plans change during the day and you must sign them out and email the teacher. Please do not call less than one hour before appointments or when school ends to inform us of a change as sometimes we have difficulty locating your child in a timely manner.
- Please make doctor and dental appointments after school when possible.
- Name placard should be displayed at pickup each day on your dashboard or side window for easy identification.
- See map included for procedures

## Map with Pickup and Drop Off Procedures

George Street entry  
**Drop Off – Grades 3-5, all Navigators**



Oak Street / County Road 19 Entry  
**Drop Off – Grades K-2 and siblings**

## ASSIGNMENT BOOKS (PLANNERS)

Students in Grades 3 through 5 and Navigators are asked to purchase a planner (PTO Webstore) and write in their assignments each day. Parents should check this book daily as well as discuss homework to be completed. Some teachers may ask that you initial that you have seen the assignments in the planner.

# BEHAVIOR

## Guidelines for Building Character

### Our Beliefs...

At Excelsior Elementary School, we are committed to providing a welcoming, safe environment that is supportive, caring, diverse, responsive and respectful learning community for all of our students; a positive environment where children may become socially, academically, and behaviorally confident children. We use proactive as well as reactive strategies to keep our learning community healthy and successful. Our children will feel a sense of belonging to a group, a belief that they have something vital to contribute, and experience fun each day. We will have a community where all adults and children care for themselves and each other.

### Responsive Classroom Approach to Classroom and School Interactions

We believe teaching and learning that fosters safe, challenging, and joyful classrooms and schools will have a positive impact on children's well-being and academics. Our program, developed by classroom teachers, consists of practical strategies for bringing together social and academic learning throughout the school day. Some of the teaching practices included are:

- Morning Meeting: A daily routine that builds community, creates a positive climate for learning and reinforces academic and social skills.
- Rules and Logical Consequences: A clear and consistent approach to discipline that fosters responsibility and self-control.
- Guided Discovery: A format for introducing materials that encourages inquiry, heightens interest and teaches care of the school environment.
- Academic Choice: An approach to giving children choices in their learning that helps them become invested, self-motivated learners.
- Classroom Organization: Strategies for arranging materials, furniture, and displays to encourage independence, promote caring, and maximize learning.

## Classroom Guidelines and Procedures

### Classroom Meetings

It is recommended that each day a Classroom Meeting takes place. The purposes of these meetings are:

- To build social skills;
- To build a caring, inclusive community;
- To build academic readiness;
- To enhance the day's academic learning;
- To integrate social, emotional, and intellectual learning.

Classroom Meetings include:

- Greeting
- Sharing
- Activity
- News and Announcements

### Classroom Contract of Understanding

- Classroom rules are developed together, democratically. Students are asked “What are some rules that we need to follow to make sure that everyone can meet his/her Hope and Dream?”
- Contracts are placed in a prominent place in the classrooms.

## BIRTHDAYS

Beginning fall 2007, Excelsior Elementary adopted the “Healthy Celebration” program. This means we ask parents not to bring in treats for their student’s birthday celebration. Non-food celebrations are an excellent way to support the school’s commitment to promoting healthy behaviors. By implementing this plan, we provide our students a consistent message about the importance of their health and support the classroom lessons on the positive impact of a healthy lifestyle. Our teachers are excited to be bringing many fun and creative ways to celebrate your child’s birthday with their classmates. We know that you will be respectful and supportive of this positive change to Excelsior Elementary and we thank you for your continued support.

## BULLYING PROHIBITION POLICY

Read the Minnetonka Public Schools Bullying Prohibition Policy (#514) at [www.minnetonkaschools.org/policies](http://www.minnetonkaschools.org/policies)

## BUS RIDERS

Bus service is available for children who live at least 2 miles from the school free of charge. Students who live within 2 miles of school must pay a fee to ride the bus.

Riding the bus is a privilege. Regulations are firmly enforced for the safety of all passengers. Parents will be notified of any serious violations on the bus or bus stop area in writing or via the telephone. In some cases, your child may lose his/her right to ride the bus for one or more days. If your child is bothered by another on the bus, please refer them first to the driver. If they do not receive assistance, please call the principal to have the issue addressed.



***Students are only allowed to ride their assigned school bus. Students are not allowed to bring a friend on the bus. Other arrangements must be made for pick up.***

For complete district transportation information, please go to:

[www.minnetonkaschools.org/district/departments/transportation](http://www.minnetonkaschools.org/district/departments/transportation).

## CHANGES IN FAMILY SITUATIONS

If your family has experienced a difficult change in family circumstances due to illness, death or divorce, please contact the school. Many resources as well as small group discussions are available to assist your child to manage these changes. Please speak to the principal, classroom teacher or social worker.

## CHECK-IN PROCEDURE

Any visitor who wishes to enter the building must sign in prior to going to classroom areas. Parents, volunteers and visitors are all asked to wear a nametag that is clearly visible when in the building.

Please obtain a nametag, available at the main office, when you sign in. Our security system requires a driver's license to obtain a visitor badge with your name on it.

## CLOSING OF SCHOOL

The calling system that informs you of school cancellations, late starts and early dismissals for all Minnetonka Area Schools enables us to communicate directly with every family in the District virtually simultaneously about our decisions regarding evolving weather conditions. We continue to post announcements on WCCO-TV, WCCO/830 AM radio, KSTP-TV channel 5, KARE-11 television.

The directive to close school comes from the superintendent when weather or other emergencies pose danger for students. In most cases, the decision for school cancellations or late starts will be announced by 6 am. It is important for parents to make arrangements for their children in case of early dismissal from school. Please be sure to communicate this plan carefully to your child and to complete the Emergency Release Plan form from school in order to avoid confusion for your child in the extremely rare event that school closes early.

## COMMUNICATION / QUESTIONS ABOUT SCHOOL

All staff at Excelsior Elementary are very interested in promoting communication between staff, parents and students. We encourage you to call if you have concerns or questions in the following order:

- Start with the person who is directly working with the concern or program — in most cases the classroom teacher or specialist. Please state your concerns to the teacher and let them know you'd like to work out a plan to resolve the concern.
- If a conference with that individual does not resolve the issue, your next step is to contact the principal. The principal will arrange an opportunity to meet with each party.
- If you still feel that a problem exists, the next step is to contact the Education Service Center (401-5000). The next contact would be Dennis Peterson, Superintendent.

Please keep us informed of the following important circumstances by sending an email to your child's teacher:

- If your child is riding another bus or getting off at another stop
- If your child will be picked up early or arrive late
- If you wish your child to stay inside for recess due to illness
- If your child will be going home with another child
- If your child will be going home with another adult

***Remember to send your child's bus pass with your child if he/she rides another bus.***

## CONFERENCES

Parent-teacher conferences are scheduled in the spring and fall. The fall conference provides an opportunity for parents and the teacher to share information about the child and develop an individual learning plan as well as learn about their child's academic progress to that point. During the spring conference, the teacher informs parents about their child's success in school. In addition, parents or teachers may request special conferences at any time during the school year. A few weeks before fall and spring conferences, parents will be notified via email when conference time sign up is open online using Skyward.

Please make every attempt to attend conferences during the designated time. School is not in session during these days for the sole purpose of conferences. If you are unable to attend conferences due to vacation, your child's teacher may arrange a telephone conference with you upon your return or in limited cases may be able to arrange a conference during school hours.

## CURRICULUM

See the **Learning Programs** section.

## CUSTODY

In cases where parents are separated or divorced and only one parent has legal custody of a child, the school should be given a copy of the court order that determines custody and visitation rights. The school must have legal documentation in order to comply with any limiting court order. The school is unable to keep a non-custodial parent from picking up a child unless a

valid restraining order or other appropriate legal documents are supplied to the school. State and federal data privacy laws recognize the right of a natural parent, regardless of child custody, to have access to the school records of his or her child. A non-custodial, natural parent may arrange to review the school record of his or her child as well as arrange to have materials from school, such as newsletters, mailed to them.

## CYCLE DAYS

Our school follows a schedule of cycle days one through six. This is due to the need to keep a constant schedule even when we have holidays on Mondays or Fridays. This assures that no child misses any class such as art, music, or physical education consistently.

## DISASTERS/BUILDING EMERGENCIES

In the event of a national or local disaster we adhere carefully to the plans developed at the district level. The principal is in continual communication with the staff to keep them aware of the conditions and to direct actions appropriate to the situation. In the case of a dangerous intruder, staff and students have practiced carefully developed procedures with and without students. In the event of an evacuation, students will be immediately transported to an alternative location.

## DOCTOR APPOINTMENTS

See **Appointments** section.

See **Illness and Sending a Child to School** section.

## DRESS CODE

We would like parent support for appropriate dress. Students should dress according to the weather and occasion. Please encourage students to wear proper footwear to be ready to participate in Physical Education or outdoor play. No inappropriate or questionable symbols or language will be permitted on clothing. In times of warmer weather, shorts are permitted. During warm weather please have your child dress appropriately by discouraging wearing of halter tops, spaghetti straps or bare midsections, in upper grade levels especially.

Once we are going outside in cold weather on a consistent basis, it is very important that students dress warmly. This includes coats, boots, hats and mittens for all students and snow-pants. Please write students' names in clothing that is taken off at school. When snow is on the playground field, students must wear snow pants and boots in order to play in those areas.

Please refer to our district policy on Student Dress and Appearance Code for more details at [www.minnetonkaschools.org/policies](http://www.minnetonkaschools.org/policies)

## DROPPING OFF

Please see **Arrival and Departure by Car** section.  
Parents are encouraged to have students ride the bus if possible.

## EMERGENCY INFORMATION

Please be sure to keep up-to-date information in your child's health and emergency records. This is our first contact should your child become ill or injured at school. Information about student health is collected and maintained by the health office. This information is confidential and is available only to staff who need to be aware of health concerns.

Our school maintains careful emergency procedures that are updated and reviewed with staff on a yearly basis. If you would like to review these procedures, contact the principal.

## END-OF-YEAR RECOGNITION

At the end of the year, student accomplishments will be highlighted. Special activities celebrating fifth grade and moving on to middle school will also take place.

## ENTRANCE PROCEDURES

See **Arrival and Departure By Car** section. Use the main entrance for any arrival after 8:00 AM and before 2:40 PM.

## FEES

Occasionally, fees will be collected for field trips or other school activities. If you are unable to afford any fee please contact your child's teacher, the social worker or the principal and a scholarship will be made available. Bus fees are also collected for those students who are bussed within 2 miles of school.

## FINANCIAL NEED

If you or anyone you know is unable to participate in a school activity due to financial concerns, please contact the school social worker. Special funds have been set aside for students who need financial help in order to participate. If your family is experiencing difficulties, the social worker has many resources available in the community to help.

## FIRE/SEVERE WEATHER DRILLS & LOCK-DOWN PROCEDURES

By law, schools conduct 5 fire drills and 5 lockdowns each year. Students will immediately evacuate the building in the event of a drill or actual fire. Students will exit the building to designated areas as practiced during fire drills. If an intruder poses a dangerous situation, a lock-down occurs. All classroom doors are locked and staff and students are kept in classrooms until notified. During a severe weather drill, students will practice procedures for moving to safe areas in the building.

## FUNDRAISERS

One major fundraising event occurs in the fall of each year. This fundraiser enables the PTO to support learning and enrichment in the school that would be otherwise out of reach. The PTO also accepts donations in lieu of fundraiser purchases.

Several “painless fundraisers” are available to support activities at school. Collect General Mills’ Box Tops, Tyson A+ labels, Campbell’s Labels, and Mabel’s Labels ([www.campaigns.mabelslabels.com](http://www.campaigns.mabelslabels.com)). While shopping at Amazon.com, go to [www.smile.amazon.com](http://www.smile.amazon.com) and select Excelsior Elementary PTO to earn a percentage of each purchase for our school. While shopping for groceries at Kowalski’s, deposit your receipt in the Excelsior PTO box on your way out and Kowalski’s will give our school a percentage of every purchase.

## GUM/CANDY/POP

Students should refrain from bringing treats and soda pop in lunches or snacks. Please encourage your child to bring water or juice in his or her lunch rather than pop. Milk is always available to purchase.

## HALLOWEEN PARADE AND PARTY

Excelsior Elementary has held a parade through the town of Excelsior for decades. It is a much anticipated community event that merchants and families look forward to each year. Our students (and staff) parade through the streets dressed in fun and creative costumes. In order for this unique tradition to continue we require parents and students to adhere strictly to the costume guidelines below. Students will not wear costumes to school. Costumes will be put on at the end of the day just before the parade.

The follow costumes are not allowed:

- Costumes that depict religious figures such as witches or devils.
- Costumes that are violent or frightening to young children.
- Costumes with look-alike guns, knives, swords, etc.
- Costumes that depict racial, gender or ethnic stereotypes. Do use your creativity to come up with costume ideas that are FUN!

Parents are not allowed to take students home directly from the parade. All parents must come back to the school and sign your child out of the classroom.

## HEALTH REQUIREMENTS

The Minnetonka School District participates in the “No Shots, No School” program. Students are required to provide proof of up-to-date immunizations, or documentation exempting them from specific immunization, upon entering school each year.

Here is a link to the required immunizations as outlined here by the Minnesota Department of Health: <https://www.health.state.mn.us/people/immunize/basics/readykidswhento.pdf>

Parents are also strongly encouraged to inform the health office of any health issues which are either short or long term.

Information about immunizations at school is available on the District website at [www.minnetonkaschools.org/district/programs/health/immunizations](http://www.minnetonkaschools.org/district/programs/health/immunizations).

## HIGH POTENTIAL

Every Minnetonka elementary school has a full-time High Potential (HP) teacher, who leads specific HP programs and serve the classroom teachers as additional resource. The school district offers three levels of High Potential Services to elementary students and teachers. Level 1 service consists of the Wings program, which provides intellectually gifted students from 1st through 5th grade who need additional enrichment beyond what is available in the classroom setting. Level 2 service offers students with specific talents and/or interests, such as Independent Investigations, where students investigate a specific area of interest of their

choosing under the guidance of an HP staff member, and present their project to their class. Level 3 service is available to all students and teachers, offered by the HP teacher in the form of a special lesson on critical/creative thinking skills in the mainstream classroom. Additional HP services include accelerated math and reading. Finally, the Navigator Program serves the exceptionally gifted students in grades 2 through 5.

Here is a quick summary of the HP services:

[www.minnetonkaschools.org/uploaded/Documents/Dist/HP/High-Potential-Services.pdf](http://www.minnetonkaschools.org/uploaded/Documents/Dist/HP/High-Potential-Services.pdf)

If you believe your child needs services beyond those provided in the classroom, please contact your child's homeroom teacher and the HP Teacher for Excelsior, Amy O'Neill. For complete, in-depth information on identification of students for these HP services, including Wings and Navigator Program, please refer to district website on Elementary High Potential Services: [www.minnetonkaschools.org/academics/specialty-programs/high-potential/elementary](http://www.minnetonkaschools.org/academics/specialty-programs/high-potential/elementary)

## HISTORY OF EXCELSIOR ELEMENTARY

Our school began as Excelsior High School in 1915. It was remodeled extensively in 1993 and in subsequent years to accommodate the needs of elementary age children. Modifications were also made to update the building to meet fire and safety codes.

## HOMEWORK

WE BELIEVE:

1. Homework should be purposeful and at the appropriate level for students.
2. Homework should be able to be completed without excessive adult help, time, or resources.
3. Homework should foster responsibility, organization, and time management skills.
4. Homework should allow for family time and extracurricular activities that nurture the whole child.
5. Homework should include nightly reading.
6. Work not completed in class, when given time, will be completed at home.

## ILLNESS AND SENDING A CHILD TO SCHOOL

See also the Appointments section for information related to doctor's appointments.

- One of the goals of health services is to assure a healthy environment. Many students and families are frequently concerned about when students should stay home or attend school. The following information is intended to help with this decision.

- If a student has a fever of 100 degrees or more, he/she should stay home for 24 hours after the temperature returns to normal without fever-reducing medication and he/she feels well enough to participate in classroom activities. Please report to the health office if your child has a recent onset of a cough or sore throat with that fever.
- If a student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
- If a student has any rash that may be disease-related or the cause is unknown, check with your family physician before sending the student to school.
- If a student is ill at home, please call the school attendance line daily to report the reason for absence. It is helpful if specific symptoms and/or diagnosis are reported to the Health Office.

It is very important that you notify the health office as soon as possible in the event your child has one of the following illnesses:

Chicken Pox	Impetigo	Ringworm
Conjunctivitis (Pink Eye)	Measles	Rubella
Encephalitis	Meningitis	Scabies
Fifth Disease	Mononucleosis	Scarlet Fever
Influenza (Flu)	Mumps	Shingles
Head Lice	Pertussis	Strep Throat
Hepatitis	Pneumonia	

## LEARNING PROGRAMS

Information about the curriculum is also available via the district website at:  
[www.minnetonkaschools.org/academics/elementary/curriculum](http://www.minnetonkaschools.org/academics/elementary/curriculum)

### Art

Students receive visual arts instruction from a specialist for one 50-minute period per six-day cycle. This program is based on a discipline based program philosophy that balances learning art production, concepts of design, appreciation and history.

### Band

The band director at Excelsior Elementary gives instruction on brass, woodwind and percussion instruments. The band program is open to all fifth graders who wish to enroll. The instrumental instructor meets the band members in a class lesson with other instruments of the same kind.



The band experience is based on the sequential instrumental program of instruction for grades five through twelve.

## Reading and Language Arts

The language arts curriculum in Minnetonka Area Schools is an integrated program in which students expand their abilities to think, listen, speak and write as they engage in the reading process. The adopted curriculum is Houghton Mifflin. Essential skills are tested for mastery. A wide variety of award-winning literature, kits and games are used to provide motivation, enrichment or remediation. Our main objective is to produce lifelong readers. We also encourage extensive library reading. All students are encouraged to read books everyday outside of school.

## Health

Our health program provides knowledge and experiences in the requirements necessary for living a healthy life. Students learn skills for increasing physical, mental and social health. Health education is a responsibility shared between home and school.

## Mathematics

Students use the Everyday Mathematics series along with other resources for the mathematics curriculum. The elementary mathematics program builds from a strong conceptual base and strives to maintain a high level of interest while developing computational and problem-solving skills.

Student motivation is encouraged through work in many mathematical problem-solving situations that reflect real-life math use. Students are continually challenged to explain reasoning and to justify their thinking.

## Media

The media center houses both print and non-print materials for student use. Depending upon grade level, students receive various levels of instruction regarding information skills for accessing, processing and communicating information. Students also have extensive opportunities to use technology to acquire skills in word processing, use of software and production.

While staff members work directly with students using technology, students who use technology in inappropriate ways risk losing user privileges. It is each user's responsibility to inquire if he or she is unsure of the appropriateness of technology use.

## Orchestra

Orchestra is a progressive curriculum for students in grades four through twelve. Lessons are given in a small group, based upon type of instrument and ability level.

## Physical Education

Students in grades one through five meet with a physical education specialist 1-2 times per week. Classes provide opportunities to make physical demands on themselves, to explore and experiment with activity. Students also learn to work cooperatively with peers. Students are expected to participate and wear proper gym shoes.

## Science and Health

The science program is a blend of hands-on experiments and traditional science lessons or units. Science classes focus on learning process skills of science such as observation, classification, gathering data and hypothesizing.

## Social Studies

The K-5 social studies program, Social Studies Alive, seeks to develop sensitive, informed individuals prepared for effective citizenship in our increasingly complex world. The program includes development of basic skills of research in the study of the inter-relationships of people with their environment that includes anthropology, economics, geography, history, political science and sociology. The program is implemented through use of teaching strategies that actively involve learners in the process of inquiry.

## Vocal Music

A variety of music skills are introduced and reinforced through singing, playing instruments (designed especially for this age), listening, movement and music reading. Students will present a program during the school year to demonstrate students' musical growth. Through these programs, students learn important social skills, such as working together toward long-term goals.

## LOST AND FOUND

Lost and Found is located around the corner from the main office to the right, before the stairway. Parents are encouraged to check Lost and Found often and to write student's name in clothing.

Lost and Found items are donated to charity at the end of every month so it is very important to check this area if you have a lost item.

Items left in Lost and Found at the end of the year will be sent to charity after the last day of school.

## MEDICATION

Prescription and over-the-counter medications are administered only with written authorization from the child's physician and parent. All medicine brought to school must be kept in the health office and it must be contained in a labeled bottle from the pharmacist. Parents are to pick up their child's prescriptions that are kept in the Health Office at the end of the school year.

## NON-DISCRIMINATION

Minnetonka Schools does not discriminate on the basis of race, color, national origin, sex or handicap in admission, treatment or access to its programs and activities or in employment of programs and activities.

## OFFENSIVE BEHAVIOR / RESPECT FOR OTHERS

Students in the Minnetonka Schools have the right to learn and grow in an environment free from religious, racial or sexual harassment. A student or adult who believes he or she has been the victim of offensive behavior should immediately report the incident to the principal or teacher.

They will then contact the appropriate staff member to begin the steps of investigation immediately.

Our school is committed to practices that are respectful of all persons regardless of gender, religion, ethnicity or economic status. If you feel you or your child has been the recipient of disrespect please contact the principal.

## PARKING

Parking is limited at our school. Please be observant of parking restrictions and time limits. It is especially critical that parents refrain from parking in drop off lanes or bus areas particularly at drop off and dismissal times. Parents who are parked in west side drop off lane will be asked to move their car.

## PARTIES

Students participate in classroom parties a couple of times per year. These parties are optional and are funded through parent donations. If you prefer that your child not participate due to religious or other reasons, please inform your child's teacher and an alternate activity will be arranged. All celebrations adhere to state and federal guidelines with regard to religion in the schools. We do so in order to respect all children and the diverse beliefs many of their families hold. Parties are determined by grade level teachers. In some cases, parties may differ by grade level.

## PEACEFUL CONFLICT RESOLUTION

All students will learn to solve conflicts through lessons taught in the classroom. We want all students to know strategies for resolving disputes and problems constructively. If your child has been involved in a fight or disagreement, all parties will have an opportunity to talk out the problem and develop alternate ways to solve the problem in the future. If your child is involved in a serious incident, he or she will have the opportunity to have a problem solving conference but will also need to fulfill any consequences from actions taken.

## PEER MEDIATORS

Some students will receive additional training in assisting others to solve conflicts. These students will be available to assist students on the playground in resolving minor conflicts.

## PERMISSION SLIPS

Students must bring a signed permission slip to participate in any activity that takes place off campus. It is very important that parents return the permission slip to school because students without a signed slip will be unable to attend the event.

## PERSONAL ELECTRONIC DEVICES

Minnetonka District Policy #526 states that cellular phones and other personal electronic devices shall remain silent and be kept out of sight during instructional time, unless specifically allowed by the teacher or other school staff.

Please be aware that if your child brings a phone or watch/phone to school, we will ask them not to have it out during the school day. These are expensive devices and are at risk of being stolen. We do not have locks on lockers. We also ask that parents NOT text your child during the school day. If you need to contact your child you can call the front office and we would be happy to connect you.

## PETS

Please call ahead and make special arrangements with your child's teacher prior to bringing pets to school. Some students may have special allergies that limit exposure to animals. If your child has any allergies that might be affected by classroom pets, please inform the classroom teacher.

## PICTURES

Photographs are taken in the fall of the year. Individual photographs are available for purchase.

## PHONE CALLS

The school telephone number is (952 401-5650). Telephones are located in all classrooms. In all cases your call will be transferred to voicemail unless it is an emergency to minimize classroom disruptions. If you must reach your child or the classroom teacher, please call the office directly and ask that a message be given to the teacher.

Students will be discouraged from calling home for items they have forgotten unless they have permission from the teacher and it is of extreme importance. Students may not use phones for extracurricular uses, only for educational purposes. Calls to staff and students during school should be kept to a minimum. The best time to reach staff is 7:30-7:55 am or after 2:45 pm until 3:30 pm each day.

## PLAYGROUND AND RECESS

Students have the opportunity to play outside on equipment after lunch and for a short break during the day in some grade levels. On most days, children will go outside. The guidelines for recess are:

- Warmer than 0 degrees: Outside
- Between 0 degrees and 10 degrees below: Recess may be shortened
- Colder than 10 degrees below: Indoor Recess

Children will be expected to go outside on outside recess days. It is very important that your child be dressed appropriately for the weather. As soon as it snows, send your child to school with snow pants until snow melts completely. If students must stay inside for recess due to health issues, they must have a doctor note (Rev. 12/9/16). They will be supervised in the office. Students are allowed to stay inside only for health reasons.

## PTO

Excelsior Elementary has a parent teacher organization (PTO) that is actively involved in all aspects of our school program. The PTO meets regularly at designated times. All parents are welcome and encouraged to attend. There is no fee for membership.

### Excelsior Elementary Parent Teacher Organization

Who is the PTO? If you are a parent or guardian of an Excelsior Elementary Student, you are members of the PTO and are invited to attend the meetings and vote on all matters.

What is the PTO? It is a volunteer organization of parents and guardians who want to assist our teachers and staff in making Excelsior the best school it can be! The PTO raise money for field trips, classrooms, teacher grants, staff appreciation, and much more. It also organizes many school events throughout the school year to help enrich the students' education experience and build communities within the school.

### Mark Your Calendar

Dates for 2023-24 Excelsior Elementary State of the School Meetings will be communicated when they are available.

Everyone is welcome to our state of the school meetings which feature information on all the happenings in our school, the district, and the PTO.

Please contact the PTO President if you have any questions. More information can also be found on the PTO webpage,

[www.minnetonkaschools.org/schools/elementary/excelsior/parents/pto](http://www.minnetonkaschools.org/schools/elementary/excelsior/parents/pto)

## REGISTRATION

All registrations are taken at the District Service Center. In most cases, students will not start until the day after they are formally registered. This will enable the school to prepare the classroom for their welcome.

## REPORT CARDS

Report cards are issued twice a year, accessible online on Skyward. This report reflects the student's performance. Student achievement is graded by subject. Student progress is also reported in effort, work habits, social growth and behavior.

## RETENTION

If retention is considered for a child, this subject should be discussed with the principal and the teacher at spring conferences. This concern will be referred to our special education team to determine if the child may benefit from additional assessment or interventions. The final decision to retain a child should be made cooperatively between the parent, teacher and principal.

## ROOM PARENTS

Excelsior Elementary classrooms have volunteer Room Parent(s) assigned to assist the teacher with a variety of events and activities such as classroom parties throughout the school year. You can sign up during Back to School Open House or on Curriculum Nights. If you are interested in volunteering in other ways, please contact the PTO Volunteer Coordinator to indicate your interest.

## SCHOOL BOARD

The School Board transacts matters pertaining to the maintenance and operation of Minnetonka Public Schools. Members are elected to terms during the general election in November. Authority and responsibility is granted by the Minnesota Legislature and State Board of Education to:

- Develop school policy
- Employ a superintendent
- Provide materials and facilities for effective education
- Represent the community regarding school issues
- Provide equal education opportunities for every child

The School Board generally conducts regular business meetings the first Thursday of every month at 7 pm at the District Service Center in Minnetonka. Meetings are open to the public, unless specified as closed or executive session. For specific meeting dates, see our district web site [www.minnetonkaschools.org/district/leadership/board/meetings](http://www.minnetonkaschools.org/district/leadership/board/meetings)

## SNOW DAYS

See **Closing of School** section.

## SCHOOL SPIRIT DAYS

Students at Excelsior celebrate fun days throughout the year. Tonka Pride is celebrated the first Friday of the month. Students are encouraged to wear Tonka clothing or blue and white all Fridays.

## STUDENT DIRECTORY

Excelsior Elementary School uses MySchoolAnywhere ([www.myschoolanywhere.com](http://www.myschoolanywhere.com)), a secure and searchable electronic directory that can be accessed from your home computer or mobile device. Before every school year begins, a confirmation email will be sent out to each Excelsior family to update and confirm their contact information and add any additional details to be included in the student directory for the coming school year. It is very important to complete and confirm the information at that time because all previous information from last year will be deleted. While families have the option to opt out of being listed in the student directory, the more families participate, the more complete the Excelsior Elementary Student Directory will be. For any questions on MySchoolAnywhere and how to use the school directory, please go to: [www.msa-parents-guide.helpscoutdocs.com](http://www.msa-parents-guide.helpscoutdocs.com). To contact the Excelsior Elementary PTO Directory Committee with any questions or feedback regarding the content in the Directory, email [excdirectory@gmail.com](mailto:excdirectory@gmail.com)

## STUDENT PLACEMENT AND CLASS REQUESTS

The assignment of a child to a teacher is an important decision for the school and family. Many variables are considered. Parent input is considered as one factor in making a placement decision. Other factors include balance of gender, ability, social factors and class size.

Parents will receive a parent input form via email in the spring. It will be used as important information considered for student placement.

Classroom teachers record parent points of view on an intake form and use this written reference as input to the process. Staff will not make specific teacher recommendations at any time. If a parent has concerns or prefers not to have their child assigned to a specific teacher, the request must be made in writing to the Principal in April. The request will be honored when possible.

A welcome letter is sent to parents in August indicating the placement and teacher of each child.



## STUDENT RECORDS

If at any time you wish to review your child's records, please call to make an appointment with the principal.

## SUPPLIES

A list of school supplies for each grade level is provided in June so families may take advantage of the summer sales. You can find hard copies in the wooden box in our front lobby. School supply lists can also be found online at the Excelsior School webpage, under School Office heading: [www.minnetonkaschools.org/uploaded/Documents/EX/EXC\\_Supply\\_Lists.pdf](http://www.minnetonkaschools.org/uploaded/Documents/EX/EXC_Supply_Lists.pdf). Students are to bring their school supplies to their classrooms at the annual Back to School Open House. All students should also bring a daily healthy snack, tennis shoes for gym, and a school bag/backpack.

## SUPPORT SERVICES

Students at Excelsior Elementary with additional or special needs have the opportunity to receive support for learning. Services may be delivered in the classroom, in small groups within or outside of the classroom or in an individual tutoring session.

Special education staff members have been trained to provide services. To receive special services, students are assessed through an extensive testing process. All parts of the process including service are conducted with parent involvement.

Support services are available in speech and language, health, physical, vision, hearing, learning, social, emotional and behavioral needs.

If you think your child has special needs in one of these areas, please contact the classroom teacher.

## TREATS

Holiday treats provided by families to classes can only be purchased from a commercial bakery or store. No homemade treats can be consumed by students. See **Birthdays** section.

## VACATION

Please contact the classroom teacher if your child will be gone for more than two days and the principal if your child will be gone for more than one week due to vacation during regularly scheduled school times. See **Attendance** section. In some cases, your child will be asked to

complete alternate assignments in their absence. It is not possible to prepare all assignments that will be completed during the period of absence ahead of time but every effort will be made.

## VALUABLES FROM HOME

It is not advised that students bring items from home on a regular basis such as trading cards or other toys (such as Pokemon, Beanie Babies, Crazy Bones, etc). These items are distracting and, if lost, can be very disappointing for students. Trading of objects, toys or cards is not allowed on the playground.

## VISITS TO CLASSROOMS

Parents and visitors are always welcome in our building; however, you should seek permission from the teacher if you wish to spend time in the classroom, unless you have prearranged to volunteer on a regular basis. Classroom volunteering opportunities generally do not begin until after October 1. Visits should be limited to short periods and for the purpose of volunteering. Parents are welcome to eat lunch with their children in the cafeteria any day. If you wish to speak to or visit a staff member we ask that you call ahead to schedule an appointment so as not to interrupt learning. You must always check in before going to the learning areas. For safety reasons, please do not go directly to the classroom area to collect your child for appointments.

## VOLUNTEERS

Volunteering can help you learn about your child's school in new ways, and help connect you with teachers and other parents. Many rewarding volunteer opportunities are available at our school, whether it is classroom-specific or school-wide through school events. Please contact the PTO Volunteer Coordinator to learn how you can help make our school year more successful and fun for the students!

To ensure the safety of the students, volunteers who chaperone students on field trips and possibly other events/activities must go through a background check process. The classroom teachers will notify volunteers their need to do so. This process does not need to be done every year. For more details on the volunteer background check and the link to complete the process, please go to: [www.minnetonkaschools.org/schools/elementary/excelsior/parents/volunteer](http://www.minnetonkaschools.org/schools/elementary/excelsior/parents/volunteer)

## WALKING FROM SCHOOL

It is strongly recommended that all students ride the bus, if possible. If parents desire to have a child walk to or from school, which is different from their usual going home routine (bus or car pickup), please send a written note each time. All walkers will exit the building from the George

Street back exit. This is a much safer route for them to leave the building to walk home. If a note is not provided, your child will be sent home on regularly assigned transportation. In no case may a child walk across Highway 7.

## WEAPONS

Weapons or instruments that have the appearance of a weapon are strictly prohibited within school property. Weapons are objects or substances that can or have potential to do physical harm to others or self. These include but are not limited to guns, knives, brass knuckles, arrows, chains, sharp objects, explosives, fireworks or any object which modified or used incorrectly to hurt another becomes a weapon. Look-alike weapons such as toy guns or knives are also prohibited.

This prohibition extends to all school grounds and activities including field trips. Violations of this policy will result in a police report, confiscation of the object and disciplinary action in accordance with district policy.

## WEATHER RELATED EARLY CLOSING

Early dismissals for all Minnetonka schools are announced via the District's mass communication email, phone and text system, as well as on the District website. The information is also shared through media partners like WCCO 4 Channel/830 AM radio, KSTP-5 channel 5 and KARE-11 television stations.

Please also check the district web site ([www.minnetonkaschools.org](http://www.minnetonkaschools.org)) for information about closings.

The directive to close school comes from the superintendent when weather or other emergencies pose danger for students. In most cases, the decision for school to be closed will be made by noon. It is important for parents to make arrangements for their children in case of early dismissal from school. Please be sure to have an early dismissal plan on file at school, and discuss it with your child so they are aware of the plan.

## WEB PAGES

Excelsior Elementary maintains a web page that includes information about our learning program.

Our web page can be found at: [www.minnetonkaschools.org/schools/elementary/excelsior](http://www.minnetonkaschools.org/schools/elementary/excelsior)

Parents may access staff members via the staff directory at:

[www.minnetonkaschools.org/schools/elementary/excelsior/about/staff-directory](http://www.minnetonkaschools.org/schools/elementary/excelsior/about/staff-directory)

Be sure to read the information about the Parent Teacher Organization (PTO) under Parents tab when you visit our school website at:

[www.minnetonkaschools.org/schools/elementary/excelsior/parents/pto](http://www.minnetonkaschools.org/schools/elementary/excelsior/parents/pto)

A great link for useful information:

[www.minnetonkaschools.org/schools/elementary/excelsior/parents/pto/resources](http://www.minnetonkaschools.org/schools/elementary/excelsior/parents/pto/resources)

The district web page can be found at: [www.minnetonkaschools.org](http://www.minnetonkaschools.org)

# 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 ECCE 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.