

Parent Handbook/Calendar

2008-2009



2300 N. W. Seventh Street, New Brighton, MN 55112, 651-621-6700
Attendance Office – 651-621-6701 Fax – 651-621-6705
Highview's Home Page www.moundsviewschools.org/highview

TEACHING STAFF

Principal

Dr. Mona Fadness

Office Staff

Diane Klett, Secretary
Micky Paine, Admin. Para

Student Services

Cindy Kucera, Dean
Jonathan Melena, Dean
Heather Timmons, Dean
Karen Porath, Clerk

Attendance Office

Diane Haider, Clerk
Marlys Erickson, Para

Health Office

Lynn Iwaszko, Nurse
Angela Waldoch, Health Para

School Resource Officer

Edward Sypniewski

Community Liaison

Travis Lee

Library Media Center

Danny Kagol, Specialist
Sandy Bona-Czech, Para
Kim Chase, Para

Art

Tim Iverson
Jessica Mallon

Business Education

Jennifer Danielson

FACS

Mary O'Donnell

Humanities/HP

Tim Iverson

Industrial Tech

Tony Riemensnider

Language Arts

Maureen Haqq
Brad Henkel
Shawn Howard-McDaniel
Laura Jones
Jodi Maurer-Knudson
Vickie Woehrle

Gateway To Technology

Tony Riemensnider
Jon Sherwood

Math

Jessica Glad
Jon Larson
Erica Schaps
Chris Thompson
Becky Wielinski

Music

Andy Schmidt
Eric Stainbrook
Amanda Stromback

Physical Education

Dawn Brosseau
Mary Kuritz
Joe Palke
Joe Persuitti
Diane Smith
Chris Torvi, Para

Reading

Erin Mulcahy
Matt Neumann
Mary O'Donnell
Eduardo Regalado
Jean Scott
Vicki Weber

Science

Mary Doroff
Mike Miller
Jennifer O'Donnell
Jon Sherwood

Social Studies

Jeremy Baldwin
Tara Hupton
Mark Nelson
Ben Penningss
Jeremy Squires

Special Education

Richard Burke
Aimee Causey
Patty Hall
Matt Neumann
Becky Ramacher
Katie Schmidt
Jean Scott
Vicki Weber

STAND Program

Joe Persuitti
Eduardo Regalado

Speech/Language

Nancy Lupardus

Special Ed. Paras

Lori Axvig
Peggy Benson
Mike Churchill
Jesse Hannes
Ryan Johnson
Cindy Kruger
Carla Nelson-Kagol
Amanda Pfarr
Don Taylor

MLC Para

Angie Duellman

Staff E-Mail: first name.last name @moundsviewschools.org

ANNUAL PUBLIC NOTICE STUDENT SURVEYS

Periodically, our School District will administer student surveys on a variety of subjects. In addition, our School District participates in the Minnesota Student Survey conducted by the Minnesota Department of Education. The Minnesota Student Survey asks information of our 6th, 9th and 12th grade students. Federal law requires us to notify parents of this activity.

The Minnesota Student Survey is anonymous, confidential and voluntary. Students do not provide their names, school identification numbers or other personal information. No individuals or their families can be identified. The results are reported on the School District's students as a whole. The privacy of students is protected.

There are frank questions on the Minnesota Student Survey about many topics relating to young people's lives. These include use of alcohol or other drugs, safety in and around the schools, physical activity and nutrition, mental or emotional health (stress, feeling bad), illegal or anti-social behavior (theft, chemical use, fighting), and belief systems that affect personal decisions. Questions regarding sexual behavior and attitudes are asked only of 9th and 12th grade students. If students are not involved in an activity, they skip the related questions and go on to the next section. The Minnesota Student Survey also asks about how well school is going, future plans, how adolescents spend their time and about how the school, family and community support them.

You may choose to have your son or daughter not take the Minnesota Student Survey or any other surveys administered during the current school year by contacting your child's school principal in writing prior to the date of the survey administration. The written notice should contain:

- a. Student Name
- b. Student School
- c. Grade Level
- d. Your Name
- e. Your Relationship to Student
- f. A brief statement requesting that your student not participate in the Minnesota Student Survey
- g. Your Signature
- h. Date

To view the policies and accompanying regulations, that are included in this handbook, in their entirety log on to the Districts home page at www.moundsvIEWSchools.org and find the School Board's web page. The policy page is located at www.moundsvIEWSchools.org/sb_policies.asp.

- b. Generally, a school official has a legitimate educational interest if the individual needs to review an education record or have the educational information in order to fulfill his or her professional responsibilities.
- c. Upon request, the School District discloses a student's education records, without prior consent, to officials of another school district in which a student seeks or intends to enroll. The School District forwards education records on request to a school in which a student seeks or intends to enroll, the School District does not provide further notice to parents or eligible students prior to such a transfer.
4. Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the federal Office that administers FERPA and receives complaints is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, D.C. 20202-4605
5. "Directory Information" concerning students is public information and may be disclosed by the School District without prior consent.
 - a. "Directory information" includes the following information relating to a student: the student's name; address; telephone number; date of birth; sex; major field of study; dates enrolled in Mounds View Public Schools; height and weight of members of athletic teams; extra-curricular activities, special achievements and honors. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.
 - b. Should the parent of a student or the student so desire, any or all of the directory information listed above will not be disclosed without the parent's or student's prior written consent except to school officials as provided under federal law.
 - c. In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent or student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information.
 - (1) Name of student;
 - (2) Home address;
 - (3) School presently attended by student;
 - (4) Parent's legal relationship to student, if applicable;
 - (5) Specific category or categories of directory information which is not to be made public without the parent's or student's prior written consent.
6. Copies of the School Board's Policy #EG-3110 regarding protection and privacy of student records and accompanying procedures are available to parents and students upon written request at the Office of the Superintendent of Schools.

September 2008

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					Sunday	
1 Labor Day	2 6 TH GRADE ONLY First Day of School	3 ALL STUDENTS IN 6, 7, & 8 TH GRADE RETURN TO SCHOOL	4 Portraits for students not previously photographed PAC Meeting 7pm	5	6	7
8	9 Primary Election Day (no activities 6 – 8pm)	10	11	12	13	14
15	16 Parent Back-To-School Night Grade 6, 7, & 8 7 p.m.	17	18	19 Back-to-School Blast 2:45 – 4:15	20	21
22	23	24	25	26 Magazine Kickoff	27	28
29 Rosh Hashanah Begins at Sundown	30 Mid-Quarter					

ORGANIZATIONAL STRUCTURE

Highview Middle School operates on a seven period day rotating drop schedule. This rotation cycle completes every seven days. Students have a 30 minute lunch period and a 20 minute homeroom at the end of the day.

Core classes (math, social studies, integrated language arts, science, and 6th grade reading) meet for a term of one year, with allied arts classes (art, physical education, CABS, FACS, reading, computer skills, technical education, health and Gateway to Technology, music technology, skills improvement) meeting on a quarterly or trimester basis. Music for 6th grade is every other day, alternating with the trimester classes. Music for 7th and 8th grade meet everyday.

DAILY ROTATION AND TIME SCHEDULE

ROTATION	DAY 1						DAY 7						DAY 6						DAY 5						DAY 4						DAY 3						DAY 2																																															
PERIODS	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7							
CLASSES	A	B	C	D	E	F	A	B	C	D	E	F	A	B	C	D	E	F	A	B	C	D	E	F	A	B	C	D	E	F	A	B	C	D	E	F	A	B	C	D	E	F	A	B	C	D	E	F	A	B	C	D	E	F	A	B	C	D	E	F	A	B	C	D	E	F	A	B	C	D	E	F	A	B	C	D	E	F	A	B	C	D	E	F

TIME CLASSES MEET

	CLASS A	CLASS B	CLASS C	LUNCH/CLASSES D & E			CLASS F	HOME ROOM
6th Grade	8:10 – 9:05	9:10 – 10:03	10:08 – 11:00	LUNCH 11:00 – 11:30	CLASS D 11:35 – 12:25	CLASS E 12:30 – 1:20	1:25 – 2:15	2:20 – 2:40
7th Grade	8:10 – 9:05	9:10 – 10:03	10:08 – 11:00	CLASS D 11:05 – 11:55	CLASS E 12:00 – 12:50	LUNCH 12:50 – 1:20	1:25 – 2:15	2:20 – 2:40
8th Grade	8:10 – 9:05	9:10 – 10:03	10:08 – 11:00	CLASS D 11:05 – 11:55	LUNCH 11:55 – 12:25	CLASS E 12:30 – 1:20	1:25 – 2:15	2:20 – 2:40

ANNUAL PUBLIC NOTICE DATA PRIVACY

Independent School District No. 621 gives notice to parents of students and students currently in attendance in the School District of their rights regarding pupil records.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and the Minnesota Governmental Data Practices Act, Minn. Stat. 13.01, *et seq.*, provide parents and students who are over 18 years of age (eligible student) with certain rights with respect to the student's education records. These rights include:

1. Parents and eligible students have the right to inspect and review the student's educational records. The School District will attempt to honor a request for access to a student's education records immediately, if possible, or within five days. If the School District needs additional time to respond to a request for access to education records, the School District may request an additional five days to comply with the request.
 - a. If a parent or eligible student wants to make a request for access to the student's education records, the parent or eligible student must submit a written request to inspect and review education records to the District Data Practices Compliance Official. The request should identify as precisely as possible the record or records the requesting party would like to inspect and review.
2. Parents and eligible students have the right to request the amendment of the student's education records that the parent or eligible student believes are incomplete, inaccurate or misleading.
 - a. If the parent or eligible student wants to amend an education record(s) that they believe are incomplete, inaccurate or misleading, the parent or eligible student must request an amendment in writing to the District Data Practices Compliance Official. The request must identify the records(s) that the parent or eligible student seeks to amend and identify the items contained therein that are believed to be incomplete, inaccurate or misleading and specify the correction that is being requested.
 - b. If the School District does not amend the record(s) as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. Parents and eligible students have the right to consent to disclosures of personally identifiable information contained in the student's education records prior to such disclosure, except to the extent that FERPA, the Minnesota Data Practices Act, or other state or federal law expressly provides for disclosure without prior consent.
 - a. One exception, which permits disclosure without prior consent, is disclosure to school officials who have legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

INAPPROPRIATE DISPLAY OF AFFECTION

- Warning
- Detention
- MLC and/or OSS

TRESPASSING

It is a misdemeanor for a person to enter or be found on school property within six months after being told by school administration to leave the property and Not return, unless administration has given permission to return to the property.

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It is a misdemeanor for a person to enter or be found on school property within six months after being told by school administration to leave the property and not to return, unless administration has given permission to return to the property.

TRUANCY

A habitually truant student may be referred to the Ramsey County Truancy Intervention Program (M.S. 260A.07)

DISABLED STUDENTS

Students with disabilities will receive discipline in compliance with applicable state and federal laws regarding students with disabilities.

EQUAL OPPORTUNITY (Policy and Regulations #EG-3111)

Mounds View Public Schools will provide equal opportunity for all students and staff and will not discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, economic status or public assistance, disability, sexual orientation, age, or other protected class status in compliance with State and Federal law.

STUDENTS WITH DISABILITIES

Mounds View Public Schools is committed to providing all students with an opportunity to be successful. This commitment is consistent with Minnesota Rule 125A.55 Accommodating Students with Disabilities Act which states that: "A school or school district shall provide a student, "who is an individual with a disability," under Section 504 of the Rehabilitation Act of 1973, United States Code, Title 29, Section 794, or under the Americans with Disabilities Act, Public Law Number 101-336, with reasonable accommodations or modifications in programs". Contact Ann Bettenburg, Coordinator of Student Services 651-621-6048.

October 2008

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Sunday
		1 Magazine Subscription Turn-in	2 PAC Meeting 7 p.m. LMC	3 Picture Retakes	4
					5
6	7	8 Yom Kippur begins at sundown	9	10 Band at Irondale Football Game	11
					12
13	14	15	16 Education MN No School	17 Education MN No School	18
					19
20	21	22	23	24 Student Party Grades 6, 7 & 8 2:45 – 4:45 p.m.	25
					26
27	28	29	30	31 End of Quarter <u>Early Release</u> Teacher Work Day	

SCHOOL HOURS

School starts each day at 8:10 a.m. and ends at 2:40 p.m. Buses are scheduled to arrive at Highview between 7:50 and 8:00 a.m. Morning announcements, giving important information to students about upcoming events and extracurricular activities, are broadcast on closed-circuit TV at 8:12 a.m.

BACK-TO-SCHOOL NIGHT

Back-to-School Night, an evening during which parents may follow an abbreviated student schedule and meet their child's teachers, will be held on September 16 for 6th, 7th and 8th graders. All parents should plan on attending this night's program for updated information regarding changes at Highview Middle School.

HIGHVIEW PLANNERS

Each student is issued a planner to help organize and record daily assignments. It is also used as a vehicle for communication between home and school. Students are required to carry their planner to every class. Planners will be treated as a textbook and must be kept in good condition. Lost or damaged planners will be replaced at the student's expense (\$5.00 per book).

TEXTBOOKS AND WORKBOOKS

Most textbooks and workbooks are loaned to students free of charge. There may be a small fee for supplemental materials in some classes. Students are expected to take good care of the books and will be held responsible for lost or damaged books.

USE/POSSESSION OF CHEMICALS/
MOCK CHEMICALS/PARAPHERNALIA

(Policy #EG-3105)

- Referral to office
- Confiscate
- Parent/guardian contact
- Report to police
- 1st Offense, 3 days suspension
- 2nd Offense, 5 days suspension
- Referral to Chemical Education Program
- Possible expulsion

TOBACCO POSSESSION/USAGE

(Policy #EG3105)

- Referral to office
- Confiscate
- Parent/guardian contact
- Suspension (in-school/out-of-school)
 - 1st offense, 2 days MLC
 - 2nd offense, 3 days MLC and police contact
 - 3rd offense, 2 days OSS, 3 days MLC and police contact
- Referral to chemical education program

FIGHTING

- Referral to office
- Parent/guardian contact
- Suspension or MLC 1 – 5 days
- Possible referral to police
- Possible referral to alternative program
- Possible expulsion

CODE OF CONDUCT

This Code includes, but is not limited to, the following areas of infraction and possible consequences.

INSUBORDINATION/DISRESPECT

- ASK Plus
- MLC
- Suspension

LATE TO SCHOOL

- ASK Plus
- MLC

INAPPROPRIATE BEHAVIOR FOR
SUBSTITUTE

- Minimum of 2 ASK Plus
- Possible MLC and/or OSS

INSUBORDINATION

- ASK Plus
- MLC and/or OSS

TARDIES

- 3 tardies = 1 hour ASK Plus
- 4 tardies = 1 hour ASK Plus
- 5 tardies = 1 hour ASK Plus
- 6 tardies = 1 hour ASK Plus
- 7+ tardies = MLC/parent contact

SKIP DETENTION

- ASK Plus
- MLC
- Suspension
- No dance privileges week of skip

THEFT/VANDALISM

- Referral to office
- Parent/guardian contact
- MLC
- Suspension
- Restitution
- Referral to police

INAPPROPRIATE INTERNET USE

(Policy #4903)

- 1st and 2nd offense: 1 month suspension from class time computer use in the lab, IMC or classrooms (excluding Business Technology classes) and 9 weeks suspension from after-school computer lab
- 3rd offense, indefinite/permanent suspension from both class time computer use in the lab, IMC or classrooms (excluding Business Technology classes) and from after-school computer lab
- REPORTS MAY ALSO BE MADE TO LAW ENFORCEMENT AND INTERNET PROVIDER

STUDENT SERVER DOWNLOAD/
STORAGE VIOLATION

- 1st offense, programs are removed from Student Server folder and a warning are issued.
- 2nd offense, loss of Student Server access privileges for 9 weeks.
- 3rd offense, indefinite/permanent loss of access privileges to the Student Server.

- Warning/OSS (dependent on situation)
- Parent/guardian contact
- Possible police report
- Possible in-District or class transfer
- Possible expulsion

Endangerment

- Referral to office
- Parent Contact
- MLC or OSS
- Possible in-district school transfer
- Referral to police
- Possible expulsion

Possession of Weapons/Terrorist Threats

Includes, but not limited to, any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use is capable of threatening or producing substantial bodily harm or death, any device/instrument used to threaten or cause bodily harm and/or death, any combustible and/or flammable liquids or pyrotechnic device. "Possession" includes having a weapon on one's person or in any area subject to one's control, at school, on or near school premises, or at school-sponsored activities.

- Referral to office
- Confiscate
- Parent/guardian contact
- Suspension
- Report to police
- Possible in-district school transfer
- Possible expulsion. In the case of firearms the student will be expelled for one year.

November 2008

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Sunday
					1
					2
3 Character Assembly <i>Trust Me!?</i>	4 General Election Day (No activities 6-8 p.m.)	5 Report cards go home	6 PAC Meeting 7pm	7	8
					9
10	11	12	13	14	15
					16
17	18	19	20	21	22
					23
24 No School Parent Conferences 8 -4 p.m.	25 No School Parent Conferences Noon -8 p.m.	26 No School	27 No School Thanksgiving Break	28 No School Thanksgiving Break	29
					30

HOMEWORK

Homework is a regular part of school studies and completion is expected. Students should plan their time to allow for homework each night.

Success for all learners is emphasized at Highview. Teachers are willing to provide extra assistance to students when needed. An after-school program called A.S.K. is also available Monday through Thursday from 2:45-3:45 P.M. for students that are in need of help.

PROGRESS REPORTS

Mid-Quarter reports and report cards are issued throughout the school year to communicate student progress. Mid-Quarter reports are issued each quarter and sent home with students. **Sixth Grade Parents need to sign and return these reports to school first quarter only** Report cards are issued at the end of each quarter. Students will carry the report cards home. The final report card will be mailed home.

VOICE-MAIL

Highview's teachers utilize a voice-mail system to communicate class assignments, upcoming field trips, and other news with the parents and students. Calling (651) 621-6100 and then entering the teacher's extension can access voice-mail. If you do not know the extension, press the * key for a directory.

WEB PAGES

Highview's home page, which can be found on the Internet at <http://highview.moundsvIEWSchools.org>, contains general school information, a school calendar, the current month's lunch menu, access to staff e-mail addresses, grade level homework and more. It also links to the Mounds View Public School (district) home page. Our website is continually expanding and improving as a communication and information tool for the community.

DISCIPLINARY GUIDELINES

Students will be held accountable for inappropriate behavior in classrooms, in the building, on any district grounds, on buses, on field trips, or at any school-sponsored activity. Behavioral infractions will result in consequences ranging from warnings to expulsion and police contact. Some infractions may result in a loss of field trips and/or extracurricular activities. Students who are assigned to MLC and/or OSS are not allowed to attend special events on or off of school grounds. Office staff will follow progressive disciplinary guidelines. Samples of infractions and possible consequences are listed on the following pages.

DISCIPLINE PROCEDURES

ASK Plus: will be attended by students from 2:45 – 3:45 p.m. ASK Plus is run Monday thru Thursday.

MODIFIED LEARNING CENTER (MLC): A student in this program may be assigned to a supervised room for all or parts of the school day. Students will be directed to complete a problem solving assignment and develop a plan for improving their behavior.

MODIFIED LEARNING CENTER LUNCH DETENTION: If a student is removed from the cafeteria for not meeting expectations, the student will be assigned to Modified Learning Center lunch detention.

OUT-OF-SCHOOL SUSPENSION (OSS): According to the MN Pupil Fair Dismissal Act, suspension from school will be imposed by the school administration after an administrative conference. Students who have been suspended may not be on school grounds or attend school events for the duration of the suspension.

TRY PROGRAM: An in-district suspension program housed at Oak Grove. Transportation is provided.

ALTERNATE PLACEMENT: In certain circumstances a student may be placed in another school as an administrative transfer.

STUDENT BEHAVIOR AND RESPONSIBILITY

At Highview Middle School, we maintain a climate in which teachers can teach and students can learn. Students, along with their parents, sign an expectations form at the beginning of the year, which outlines guidelines for behavior and consequences for infractions.

When a student violates a school rule, the student will be written up via a disciplinary memo and a member of the administration will conduct a conference with the student. At that time, appropriate consequence(s) will be applied. Given incidents of in and/or out-of-school suspensions, the parent will be contacted and the student will receive a hearing pursuant to the Minnesota Pupil Fair Dismissal Act. Parents receive a copy of all disciplinary memos via the U.S. Mail. The New Brighton Police Department will be contacted to take a report when a chargeable offense has taken place.

REASONABLE FORCE – (M.S. 121A.582) provides that a teacher, school employee, school bus driver or other agent of the District may use reasonable force in compliance with this statute and other laws.

From time to time, students may be asked to supply information as part of an investigation. Students asked this information shall be informed of:

- The purpose and intended use of the data.
- Whether the individual may refuse or is legally required to supply the data.
- Any known consequence arising from supplying or refusing to supply the data.
- The identity of any other person or entities authorized to receive data. (Tennessee Warning, M.S. 13.04 Subd.2)

Student information, such as school directories, yearbook pictures, athletic information, and commencement information, is not considered confidential information. If you do NOT want directory information shared, please contact the building principal.

Privacy rights belong to students and parents. State statute prohibits sharing educational data about students to third parties without consent. (MN statutes Ch. 13/Data Practices Act)

We want all students to have a positive, successful learning experience at Highview. Student safety is our utmost concern. Students are encouraged to talk to school staff regarding any concerns they may have. **Highview does not open enroll students who have been expelled from other districts.**

December 2008

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
1	2	3	4	5	6 7
8 7 th / 8 th Grade Band Concert 7 p.m. HV	9 Mid-Quarter 2 7/8 th grade Choir 7 p.m. at HV	10	11 7/8 th grade Orchestra Concert 7 p.m HV	12	13 14
15	16 6 th grade band, choir, and orchestra concert 7 p.m. HV	17	18	19	20 21
22 No School Winter Break	23 No School Winter Break	24 No School Winter Break	25 No School Winter Break	26 No School Winter Break	27 28
29 No School Winter Break	30 No School Winter Break	31 No School Winter Break			

Notice Regarding NCLB and Military Recruiters

Section 9528 of the No Child Left Behind Act of 2001, requires school districts that receive federal funds to provide to military recruiters the same access to secondary school students as is provided to institutions of higher learning and prospective employers and must provide student's names, addresses and telephone numbers to recruiters, when requested, unless the parent makes a written request to have that information withheld.

If you would like to prevent your child's contact information from being provided to military recruiters you can send a signed, written letter expressing your desire to prevent the disclosure of information to:

Student Information and Reporting
Mounds View Public Schools
350 Highway 96 West
Shoreview, MN 55126

STUDENT ACHIEVEMENT/CURRICULUM AND INSTRUCTION

(Policy and Regulations EG-1100 to 1104 and EG-2101)

Mounds View Public Schools will seek to fulfill the Mission Statement, and strive to fully develop the learning potential for all learners and will be accountable for the measurement, assessment and achievement of student learning. Instruction will be based on sound pedagogy, approved Learner Outcomes and will be modified by evaluation of student achievement. Curriculum and instruction must: Actively engage students in learning; Deliver essential Learner Outcomes; Challenge students to meet high standards of achievement; Assure that all students possess core knowledge. Specific academic programs include: Graduation Requirements EG-1102, Credit for Learning Reg. EG 2101, etc.

EXTENDED SCHOOL

Highview Middle School, in cooperation with the Mounds View Area Learning Center, runs an Extended School program for students in academic difficulty. At mid-quarter and end of quarter if students are at risk for failing a class they will be referred to Extended School. The classes will be designed to teach study skills, organizational skills, and help in subject areas as needed.

For the first, second, and third quarters, classes will be held after school. At the end of the school year, a four-day summer session will be held. Students will be expected to fulfill minimum established outcomes in order to receive a passing grade. All incompletes will also need to be made up within four weeks of the quarter.

TESTING PROGRAM

Standardized tests are given in the middle school. Results are used for assessing student performance, program evaluation and curriculum development. Tests include: NWEA Indicator Tests, and Minnesota Comprehensive Assessments (MCAII).

The foregoing prohibitions and definitions of harassment, intimidation, bullying, violence, hazing and other forms of personal attack apply to any format. This includes but is not limited to, physical contact, art work, unauthorized use of photographs, use of words, text messages or other written materials, use of the internet or other electronic communication formats such as social networking pages, etc.

Harassment and Violence

(Policy EG-3104)

Mounds View Public Schools will maintain learning and working environment that is free from hazing or violence of any type, including without limitation, religious, racial, or sexual harassment or violence. Procedures will be developed consistent with Minnesota Statutes 121A.03, 121A0695, 363.01 to 363.15 to ensure this environment.

HAZING: Hazing means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Any act of hazing/violence is to be reported to school administration so that appropriate action may be taken.

PHYSICAL: As mentioned before, we want all students to feel safe at Highview. No student has the right to inflict physical pain or to harm another person. Students involved in inappropriate behavior will receive significant consequences.

SEXUAL: Sexual harassment is defined as ongoing behavior that causes a person to become uncomfortable, intimidated, or offended. If such behavior occurs, the student should tell the person that is causing the harassment to STOP. If telling the person becomes too difficult for the student, the student should seek help from a parent, teacher, dean, or administrator. The student should also inform the bus driver if the behavior occurs on the bus.

Examples of sexual harassment include (but are not limited to) unwanted touch; unwanted verbal comments of a sexual nature; name calling or put downs that involve sexual references, viewing and showing Internet sounds, images, and text that involves sexual content.

VERBAL: No student at Highview should ever have to be afraid of being hurt or harassed. We consider hurtful or threatening words or actions to be very serious. Inappropriate verbal comments made to another student in regards to their race, religion, gender, or physical appearance are not acceptable.

Consequences for inappropriate behavior will be dealt with seriously. If an allegation of harassment is made and an investigation proves the report to be true, the harasser will be subject to consequences at school and possible police involvement.

To view these policies and accompanying regulations in their entirety log on to the District's home page at www.moundviewschools.org and find the School Boards web pages. The policy page is located at www.moundviewschools.org/sb_policies.html

HOW TO HELP YOUR CHILD BE SUCCESSFUL IN SCHOOL

We have, over the years, tried to establish a profile of academically successful students. We've found that our best students come from homes where parents highly value education and make this known to their children by praising and rewarding good work and encouraging hard work. These adults surround their children with challenging things to read, and read to their kids, monitor TV viewing and take family trips to thought-provoking places like museums, the theater, and live performances of worthy music. This does not require a lot of money – there are many really stimulating free and low-cost places to take kids – all you have to invest is your time and interest. Recent analysis of successful students passing the Minnesota Basic Standard testing in math and reading has been supportive of these practices.

DEANS

Our deans can respond to many parents concerns. Students are assigned to deans by grade:

6th Grade – Heather Timmons 7th Grade - Cindy Kucera 8th Grade - Jonathan Melena

Parents should feel free to call a dean when there are questions about general school progress, behavior problems, and concerns over a student's interpersonal relationships or chemical involvement. Deans are a good first contact in cases where the problem is not directly related to a specific class or teacher. In the latter case, always call the teacher first.

STUDENT DRESS

Appropriate dress expectations include: no baring tank tops; midriff shirts; backless shirts; short skirts, short shorts or short dresses; sagging pants/shorts; loose fitting, large arm hole tanks; no clothes that portray inappropriate graphics or language, no clothes that glorify violence or weapons or which advertises chemicals/drugs/alcohol, or any clothing or accessories which pose a health or safety risk or are disruptive to the learning environment. Outerwear such as jackets and caps may not be worn during the school day. Backpacks and purses must be stored in lockers during the school day. Any clothing/apparel items/tattoos/ jewelry, etc. worn to designate "gang affiliations" is strictly prohibited.

STUDENT RIGHTS AND RESPONSIBILITIES

(Policy and Regulation EG-3104 and EG-3109)

Student conduct must not be disruptive or hazardous to the health and/or safety of self and others, and must not break any laws. Mounds View Public Schools will maintain a learning and working environment that is free from hazing, bullying, intimidation or violence of any type, including without limitation, religious, racial or sexual harassment, bullying, intimidation or violence. Procedures will be developed consistent with Minnesota Statutes 121A.03, 363.01 to 363.15 to ensure this environment. Consequences for disruptive, harassing, or hazardous behavior range from a warning to expulsion/exclusion from school.

January 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Sunday
			1	2	3
			No School Winter Break	No School Winter Break	4
5	6	7	8	9	10
School Resumes			PAC Meeting 7 p.m. Elementary School Enrollment Infor- mation night 7 p.m.		11
12	13	14	15	16	17
Incoming 9 th graders Registration Information Night at MVHS & IHS 7 p.m.	Middle School Enrollment Information Night 7 p.m.				18
19	20	21	22	23	24
NO SCHOOL Martin Luther King, Jr. Day			Early Release 11:10 a.m.	Qtr 2 Ends Early Release <u>11:10 am</u> 8 th Grade Snow Daze 6:30 – 9 p.m.	25
26	27	28	29	30	31
		Report Cards Go Home			

PHYSICAL EDUCATION

Every student must purchase a physical education uniform from the school. A uniform consists of a Highview t-shirt and shorts. Students are required to wear their uniform for class unless instructed otherwise by their teacher. Uniforms will be sold during PE classes. Any students for whom the purchase of a uniform will cause a hardship should see their physical education teacher or their dean.

Students will be required to bring a swimsuit and towel for the swimming unit. Female students must wear a full piece swimsuit.

Physical education is a part of the student's daily curriculum. Students are expected to attend and participate on a daily basis.

A written request from a parent will be required in order to have a student excused from class. Parent requests will be honored for a period of one to two days. **For requests of three days or more, a physician's statement is required.**

Each student will rent a lock for \$2 to secure his or her belongings in the locker room. Highview is not responsible for items stolen from the locker room.

LIBRARY MEDIA CENTER (LMC)

The library media center contains materials that include books, reference materials, magazines and technology access. These materials are provided for class assignments and recreational reading. No materials will be allowed out of the LMC without being checked out. Materials may be checked out for one or two weeks and may be renewed. If students are in need of a reference book, please seek assistance from an LMC staff member to obtain permission to check the book out. Current magazines may not be checked out, however, past issues may.

While in the LMC, common courtesy is expected so as not to disturb other students.

STUDENT MEDICATIONS (Policy EG-3106A)

According to school policies **ALL** medications are required to be **submitted to the health office** in the original container, labeled with the students name, medication, strength, date prescribed, reason given and directions for use.

Short-term prescription medication (10 days or less may be given as prescribed by physician of licensed provider with a written parent/guardian permission.

Long-term prescription medication (over 10 days) will require a written order from a physician or licensed health care provider. Authorization must be provided each year.

All controlled medication as defined by the Federal Narcotics Act will need to be brought to the health office in the morning and will be administered in the health office.

All medication will be kept in the school health office; however, with written doctor's permission inhalant medication may be carried by the student.

Violation of the schools policy in regard to medications will be considered a violation of the Student Rights and responsibilities Policy (#5114) and may result in disciplinary action if a student is found with possession.

HEALTH AND SAFETY (Policy and Regulations EG-3102, 3103, and 3106)

Mounds View Public Schools will provide and promote an environment that is healthy and safe for staff, students and the public. The physical environment and facilities will be established and maintained in accordance with widely accepted standards and practices for use of facilities, and all applicable State and Federal Laws. All individuals, students, staff, parents and the public who are in district facilities are expected to conduct themselves in a manner that is not disruptive or hazardous to the health and safety of self and others, and must not break any laws. Conduct which violates the expectations above will be regulated by the District and could result in loss of privilege to access a facility or school site. A comprehensive School Safety and Crisis Response Plan will be maintained by the School District and individual school facilities.

School personnel are mandatory reporters under the Maltreatment of Minors Act, Minnesota Statutes 626.556 et al. We are required to report to child welfare authorities if we know, or have reason to believe a child is being physically or sexually abused or neglected.

Students who are on medications or are suffering from communicable disease or illness will be treated according to applicable State and Federal law.

HEALTH SERVICES

Licensed school nurse and health paraprofessionals are available during the school day to discuss matters of personal health and to provide medical assistance when needed. Feel free to contact the health office with questions concerning a child's physical, social and/or emotional health. Vision and hearing screening for secondary students will be done upon request. If your child has special health issues (i.e. asthma, allergies, medication/s or new immunization/s) please keep us updated.

IMMUNIZATION RECORDS:

The school immunization law requires all students to be up to date on their immunizations in order to attend school. Children with a medical contraindication to a vaccine or whose parents are opposed to immunizations based on a conscientious held belief must have a written statement from their physician or a signed and notarized statement that specifies which vaccines they oppose.

All 7th graders must have had the booster immunization doses for Measles, Mumps, and Rubella (MMR) and for Tetanus/Diphtheria (Td). They also need the Hepatitis B (HBV) series of three shots as well as the newly required Varicella (Chicken Pox) vaccine if they haven't had chicken pox. The date the child had the disease or received the vaccine is required. If your child has had any of these immunizations please submit the dates to health services.

Grade 6

DPT/Td – Dates of 3 immunizations
Polio – Dates of 3 immunizations
MMR – Date of 1 immunization, given on or after their 1st birthday

Those students who are not in compliance will not be admitted to class on September 3, 2008 until the required immunizations are received.

Grade 7 – 12

DPT/Td – Dates of 3 immunizations including a Td booster given after age 11, unless the most recent Td was given after their 7th birthday, but before their 11th birthday. Instead, it will then be required after date of the most recent dose.
Polio - Dates of 3 immunizations
MMR - Dates of 2 immunizations, (measles, mumps, rubella) not less than 1 month apart, on or after their 1st birthday
HBV – Hepatitis B series of 3 immunizations (2 immunization series with Merck vaccine, 10 microgram dose, is approved if specifically noted by physician with vaccine name, dose, and manufacturer)
Varicella (Chicken Pox) – The date the child had the disease or received the vaccine is required for 7th grade.

MEDICAL EMERGENCIES

If a student becomes ill or is injured at school, every effort will be made to contact a parent/guardian as soon as possible. Students' **Health and Emergency Form** should be kept up-to-date. In cases of serious injury, 911 will be called and the child will be transported to an appropriate medical facility.

ELIGIBILITY FOR HEALTH CARE COVERAGE

Available health care coverage may be available through the Minnesota Health Care Program, otherwise known as Minnesota Care. Contact Minnesota Care at 651-297-3862 for more information.

February 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Sunday
					1
2	3	4	5	6	7
Jazz Festival at Chippewa 7 pm			Westside Band Festival at HIS 7 p.m.		8
9	10	11	12	13	14
	Honor's Breakfast 7:15 – 7:45 a.m.	Honor's Breakfast 7:15 – 7:45 a.m.	Elementary Open Enrollment		15
16	17	18	19	20	21
No School Presidents' Day					22
Curriculum Day for teachers					
23	24	25	26	27	28
	Mid-quarter 3 Spring Pictures		Spring Play 7 pm	Spring Play 7 pm	Spring Play Matinee 2 p.m.

ACADEMIC EXCELLENCE AWARDS

Students in 6th, 7th and 8th grade will be recognized for academic excellence for achieving a cumulative 11.0 GPA for the first two quarters with an honor's breakfast on February 10th or 11th and on May 7 a special Academic Awards Ceremony for students who have achieved a cumulative 11.0 GPA for the first three quarters

HONOR ROLL

Honor Roll selection is determined by a student's Grade Point Average (GPA). The GPA is based on a 1 – 12 continuum where:

12 = A	9 = B	6 = C	3 = D
11 = A-	8 = B-	5 = C-	2 = D-
10 = B+	7 = C+	4 = D+	1 = F

In order to be on the "A" Honor Roll, a student must have a GPA of 11.0 or higher. To be on the "B" Honor Roll, a student must have a GPA of 9.0 to 10.99.

MESSAGES/ITEMS TO STUDENTS

EMERGENCIES: In emergencies, parents/guardians may call/visit the attendance office to leave an immediate message for a student.

NON-EMERGENCIES: In a non-emergency, if you wish to contact your child during the school day, we will deliver the message to them at a convenient time with minimal interruption of class time. Parents may also leave items for students in the office. If the student knows he/she will be receiving an item, it is his/her responsibility to check in the office during passing times; students will not be called out of class.

SCHOOL VISITORS

Highview has a no student visitor policy. All visitors must report to the front office and check in.

Parents are welcome to visit Highview Middle School. To help guarantee the availability of the person(s) you wish to see, we do ask that when possible, an appointment be made in advance.

ITEMS NOT ALLOWED IN SCHOOL

The following items are not allowed at school and will be confiscated:

- Ipods, MP3 players
- pager, hand-held radio
- Electronic games
- Remote control watch, etc.
- Skateboard, rollerblades, roller shoes, tech decks
- Laser light
- Chain wallet
- Heavy chain jewelry
- Trading cards
- Camera (unless assigned as a class project)
This includes phone cameras.
- Personal e-mail devices
- Other electronic devices which are disruptive to the learning environment

BACKPACKS/PURSES/BAGS

These items are not allowed in classrooms for safety and space issues. We recommend students use Trapper Keepers or folders to help organize their materials. Students must store backpacks, purses, etc. in their lockers during the school day.

SCHOOL RESOURCE OFFICER

A school resource officer has been assigned to the school to accomplish the following objectives:

- **To establish positive attitudes of understanding, respect, and trust of police officers and the system of law enforcement.**
- **To assist students and their parents/guardians, along with school staff members, with problems and questions about the criminal justice system.**
- **To help young people avoid getting into trouble with the law.**

Parents/guardians and students should feel free to contact the resource officer concerning school or community problems.

HALLWAYS

Appropriate hallway behavior is expected at all times. Running, pushing, shoving, and horseplay are not allowed – consequences will be given for such behavior. Students are required to have a signed pass or agenda book pass from their teacher or office staff in order to be out of class during class time. **No food or beverages are allowed in the hallways at any time.**

CHIMES

At Highview, chimes signify the beginning and ending of each class period. Students have five minutes passing time between classes. Chimes are intended to help students get to class on time.

DISMISSAL

Students are expected to leave school as soon as their last class is over. **If you remain in the building, you must be in an activity or area that is supervised by an adult.** Students are not allowed to wander through the school unsupervised after regular class hours. Students are not allowed to leave school grounds after school and then return to school to receive a ride home or ride the activity bus. Their supervising adult will issue activity bus passes only to students.

TELEPHONE USAGE

A telephone is available for student use in the front office before and after school. **Students may not use the phone during school hours except for emergencies.** In such a case, the student must have a pass from a teacher to use the phone in the office. Parents and students are encouraged to make transportation arrangements PRIOR to students coming to school. If a cell phone is brought to school, it must be turned off during school hours.

CELLULAR PHONES

Students are allowed to carry cell phones but they must remain off during the school day. Phones will be confiscated if they are found on or cause disruption.

Students may not text message during the school day. Their phone may be searched if reasonable suspicion.

March 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Sunday
					1
2	3	4	5 NO SCHOOL Parent Conferences 12-8 p.m.	6 NO SCHOOL Parent Conferences 9-3:30 p.m.	7
					8
9 7 th Grade Laurentian\TLC	10 Laurentian/TLC	11 Laurentian/TLC	12 Laurentian/TLC	13 No School for students returning from Laurentian	14
					15
16 No School Spring Break	17 No School Spring Break	18 No School Spring Break	19 No School Spring Break	20 No School Spring Break	21
					22
23	24	25	26	27	28
30	31				29

LUNCH

The cost of a regular “hot” lunch is \$2.60 or \$13 a week. Milk is \$0.40 or \$2.00 a week. Breakfast is \$1.30. A complete hot lunch, which includes milk, will be available to all students. Students who wish to bring their own lunch may purchase milk or juice. No glass containers are allowed.

Depositing a check in a secure box outside the cafeteria door makes payment for lunches. The payment is credited to your lunch account. You access this money each day by entering your PIN number in a computer when you go through the lunch line. PIN numbers will be given out before school begins.

In addition to the regular school lunch, there is a salad line and an ala carte line. **All food and beverages must be consumed in the lunchroom.**

Expected behaviors in the lunchroom are as follows:

1. Be respectful of other students and ALL adults working in the lunchroom.
2. Be responsible for cleaning up after one self, and assist with picking up items when requested to do so by a supervisor in the lunchroom.
3. Remain at the place you chose to sit throughout the lunch period until dismissal, other than to throw trash away or to go outside, weather permitting.
4. Throwing food or other articles will NOT be tolerated at anytime.

Lunchroom infractions will result in consequences ranging from a warning to out-of-school suspension.

Mounds View District Food Services offers free or reduced price for lunches for eligible families. Those families eligible should contact the Food Service Department direct by calling (651) 621-6022 or pick up an application form in the main school office. Please fill out the form even if you may not qualify.

PROTECTIVE DRILLS

Fire and tornado drills will be conducted throughout the school year. Emergency information is posted in each classroom. During drills students are expected to remain quiet and follow directions of their teachers. Tornado drills are announced over the intercom, and fire drills are sounded by an alarm. Two bus evacuation drills will also take place in the school parking lot.

LOST OR STOLEN ITEMS

The school will make every effort to help find student property that is lost or stolen; however, the school is not responsible for such items. We ask students not to keep money or extremely valuable property in lockers. If students need a safe place to keep an item, they can bring it to the front office. Should a loss of property occur, students are encouraged to report the incident to the office immediately. Please remind your child that items must be locked up in the locker rooms in order to prevent theft. Highview is not responsible for lost or stolen items.

A **“lost and found”** is located in the main office and in each locker room. Please check frequently for any lost items.

LOCKERS

(Regulation EG-3109-E)

Students will be assigned a hall locker and physical education locker. Hall locker combinations will be given to the students. **You should NOT give your combination to anyone!** We do NOT issue new combinations. In principal-approved situations, a new locker will be issued. Other tips for keeping a secure locker:

- **Keep your locker locked.**
- **Do not leave valuables in your locker.**
- **Use your assigned locker only. You may not share a locker with another student.**
- **Report locker problems to the office.**

Lockers are considered school property. School administration may check hall and PE lockers at any time deemed necessary. We expect that students will maintain them in excellent condition. At the end of each school year, teams of school personnel will inspect all lockers. Students will be assessed fines for damage, scratches, other markings, decals/stickers, and general clean out if needed.

If students become aware of problems with their locker, they are to report the concern to the office immediately.

ACTIVITIES

Students can select a variety of after-school sports and activities. Three activity bus routes leave school at 4 p.m. to transport students home.

An intramural sports season, operated for a fee by community agencies, will be open to all students. We plan to offer programs in twelve different sports as well as enrichment programs.

The community education department runs an evening ski program. Two six-session packages are offered. Students are picked up right after school and taken to a local ski slope. They return around 10:00 p.m. Costs and dates will be announced in late October.

Non-athletic activities will include newspaper club, lego league, drama, art club, Destination Imagination and math teams. Jazz band and other music ensembles usually meet in the mornings before school. The Student Council sponsors after-school parties and other events.

A.S.K (After-School Kids) is available for students Monday thru Thursday afternoons each week. Students may work in the LMC and receive homework help.

All extra-curricular activities are announced every day over the school public address system. It is important that students listen to announcements to find out when and where any group will be meeting. All students are encouraged to join an after-school group.

SCHOOL PARTIES

At various times during the school year the Student Council sponsors after-school parties from 2:40-4:40 p.m. A fee is charged for admission. Students attending the party **MUST** be Highview students. Guests are not allowed. Appropriate behavior is expected. If a student chooses to leave school during a dance, they may not return. Concessions such as pop, candy, etc. are available in the cafeteria and must be consumed there. Students must arrange for their own transportation home after student parties. Student behavior determines school party participation.

PLEDGE OF ALLEGIANCE

The pledge of allegiance will be broadcast on the morning announcements the first school day of each week. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

April 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
		1	2 PAC Meeting 7:30 pm – LMC	3 End of Qtr 3 Early Release 11:10 A.M. Teacher Workday	4 5
6	7	8 Report cards go home	9	10 NO SCHOOL	11 12
13 5 th Grade Parent Orientation 7 p.m.	14	15	16	17 7 TH Grade Band Elementary school tour	18 19
20	21	22	23	24	25 26
27	28	29 8 th Grade Panoramic Picture	30		

ATTENDANCE AND ABSENCES

Success in school is dependent to a large extent on being in school every day. Minnesota State Law requires that each child between ages seven and sixteen attend school full time. Unauthorized absences will be treated as truancies. If a student is absent 10 or more school days in a given year, a doctor's note may be required to excuse future absences. The following are considered the only acceptable reasons to miss school: illness, religious holidays, medical or dental appointments and family emergencies.

A parent is required to call the attendance office by 8:00 a.m. each day a student is absent. If a call is not received, the school office shall call the home. In the event phone contact cannot be made, a written excuse from the parent or guardian will be required. When the student will be absent more than one day, please let us know and only the one call will be necessary. **Homework requests will be honored after the second full day of absence. Parents must request homework before 8:00 a.m. to be picked-up after 3:00 p.m.**

ABSENCE – Call (651) 621-6701. A voice-mail system is also in place at Highview and will record phone calls from 4:00 p.m. to 7:00 a.m. If parents use the voice-mail system, we ask that you identify yourselves, your child's name, and the reason for the absence.

LEAVING SCHOOL EARLY (Regulation EG3109) – Highview has adopted a proactive procedure regarding student releases. The purpose of our sign-out procedure is to enhance the safety and welfare of students leaving school early. If a student is to be excused before the end of the school day, they should bring a written request signed by a parent/guardian to the school office before their first-period class.

Students will be given a pass to meet their parent/guardian in the attendance office at the appropriate time and the parent/guardian can then sign them out. If a student returns to school that day, he/she needs to check in at the office.

The parent/guardian MUST sign students out at the attendance office in order for them to leave the school

OTHER ABSENCES – If students know in advance they are going to be absent, a note from home or a phone call from parents should be made at least one day in advance to make arrangements. If your family is planning a vacation or you know you will be out for an extended period of time, you will need to obtain an Advance Report for Excused Absence form in the attendance office.

MOVING – Students who are moving out of the area or dropping from school for any other reason must see a dean. The student will be given an "Early Check Out" form for each teacher to indicate if all books or book fines are in, or if all tests or assignments are complete.

WEATHER RELATED SCHOOL CLOSINGS

(Regulation EG-3102)

Announcements regarding school closings due to inclement weather and/or hazardous conditions will be announced on WCCO radio - 830 AM. The district will make a decision to close the schools by 6:30 a.m. and pass this information on to WCCO at that time. Be sure to listen to WCCO for an announcement on days when the weather is not good.

TRANSPORTATION

(Policy and Regulations EG-0103)

Mounds View Public Schools complies with all applicable Minnesota Law relative to the transportation of students. Riding the bus is a privilege for those students who choose to do so either by residing more than two miles from school or by paying a fee for transportation. All K-12 students will be provided with school bus safety training. It is expected that students will conduct themselves in a respectful manner and not compromise the safety of others on the bus. Behavior problems on the bus will result in consequences ranging from a warning to loss of riding privileges.

Every student and his/her parent(s) will be required to sign a Bus Safety Pledge contract prior to enrollment in school. If criminal conduct occurs, local law enforcement officials and the Department of Public Safety may be informed.

Parents and students should be aware that most of the School District's buses contain video recorders. School buses equipped with video recorders contain a notice of the video recorder. The purpose of the video recorders is to monitor student conduct on buses, assist in the enforcement of school bus safety rules, and enhance school bus safety. When riding the bus, students should be aware that his or her actions and conversations might be recorded.

ACTIVITY BUSES

In addition to the regular bus service, there are also special activity buses that leave when most after-school activities are over. These buses make a general sweep of the area, but do not provide the same service as the regular buses. Activity buses are scheduled to depart from Highview at 4 p.m., Monday through Thursday.

You must have an activity bus pass in order to ride.

PARENT ADVISORY COMMITTEE – PAC

Parents please join us at our four informational parent meetings. The first meeting September 4 will be at 7 p.m. in the media center. The featured speaker will be Officer Ed Sypniewski, our school resource officer, who will be addressing our safety and security plan. PAC meetings for 2008-09: October 2, November 6, January 8, and April 2 at 7 P.M. in the LMC. Please join us.



Mounds View Messaging gives school principals the ability to send voice-mail messages to parents in the event of an emergency. Principals can also send less urgent messages including school attendance reports, event announcements and other helpful reminders.

Parents should make certain that the contact information they provide on the Student Health and Emergency Information form is current.

In addition to Mounds View Messaging, the District will continue to communicate urgent information through traditional methods including the District's web site (www.moundsviewschools.org), cable channel 20 and through local media outlets.

For more information, contact the Communications Office at 651-621-6011.

May 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Sunday
				1	2
					3
4	5	6 Mid-Quarter 4	7	8	9
			Honors Night 6:30 – 9:30 p.m.		10
11	12	13	14	15	16
				Student Party 2:45 – 4:45 p.m.	17
18 6 th , 7 th & 8 th Grade Band Concert at Bethel 7 p.m.	19 Ensemble Concert at Highview 7 p.m.	20	21	22	23
					24
25 No School Memorial Day	26	27	28 6, 7, & 8 th Grade Orchestra Concert at Bethel 7 p.m.	29	30
					31

KIDS MAKE A DIFFERENCE AT HIGHVIEW (KMAD)

A student service organization at Highview. KMAD members participate in service activities at Highview as well as in the community. The following are activities that students can be involved in this school year.

PEER MEDIATION

Mediation is an approach to conflict resolution. Peer mediators are students who are trained to facilitate a discussion between two or more parties. The goal of mediation process is for the participants to adopt a solution that is acceptable to both. Peer mediation promotes students working together to solve their problems. Students who are peer mediators need to be willing to work with a variety of students. Peer mediators are required to attend training sessions during the school day and possibly outside the school day.

PEER HELPER

Peer helpers are responsible for helping students new to Highview. The peer helper will take the new student to all their classes and eat lunch with them for their first days at Highview. Peer helpers will go through a training session. Peer helpers are the Welcome Wagon at Highview!

MEALS ON WHEELS

Students who participate will help deliver meals to seniors in the New Brighton area. Seventh and eighth graders will deliver meals on Tuesdays with Ms. Kucera and other Highview staff.

PEER TUTORING

This opportunity is for 8th grade students only. As a peer tutor you will work one to one with a 6th or 7th grade student on basic math skills and homework completion. Students will meet during homeroom for tutoring. Peer tutors will go through training sessions

SERVICE PROJECTS

This is wide open! Be open to the possibilities! In the past students have cleaned up graffiti, worked with Early Childhood and Family Education programs, helped at conferences and other school activities. Highview participates in H2O for Life a clean water project in Africa.

June 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Sunday
1	2 6 th , 7 th & 8 th Grade Choir Concert at Bethel 7 p.m.	3	4	5	6
					7
8	9	10 Early Release 11:10 a.m. Teacher Workday	11 Qtr 4 Ends Early Release 11:10 a.m. Last Student Day	12	13
					14
15	16	17	18	19	20
Extended School 8:00 a.m. – Noon	Extended School 8:00 a.m. – Noon	Extended School 8:00 a.m. – Noon	Extended School 8:00 a.m. – Noon		21
22	23	24	25	26	27
Report Cards Mailed Home					28
29	30				