

# Parent Handbook 2016-2017



SCIENCE • TECHNOLOGY • ENGINEERING • ARTS • MATH



**Edgewood**

**MIDDLE SCHOOL**

*Mounds View Public Schools*



***Vision Statement:***

*\*\*Prepare every student for post-secondary learning and career opportunities\*\**

***Mission Statement:***

Edgewood Middle School holds high expectations and gives students opportunities to aspire and achieve greatness.

- ***Grading practices that promote growth with a focus on student learning as the end goal to maximize achievement.***
- ***Explicit teaching of expected student behaviors and acknowledging student use of these skills.***
- ***STEAM education provides novel experiences, teamwork opportunities, interdisciplinary instruction and opportunities for student innovation.***
- ***Comprehensive continuum of academic intervention and acceleration opportunities for students based on individual need.***
- ***Teacher development and collaboration with a collective focus on student achievement and mutual accountability.***
- ***Teacher mindset focused on cultural responsiveness and a belief that students can and will achieve at high levels.***
- ***Extended opportunities for academic and social development outside of the school day.***
- ***Multi-tiered, student centered and responsive support systems.***
- ***Comprehensive communication plan with an ongoing focus on proactive connections and support.***

Pride  
Respectful  
Involved  
Determined  
Everyday

**PRIDE = EXCELLENCE**

Show **PRIDE** by being confident and doing your best!  
Encourage and acknowledge the efforts and achievements of others!

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# STAY IN TOUCH

## 2016-17 School Directory



**Main office: 651-621-6600**

**Fax: 651-621-6605**

**Website: [www.moundsviewschools.org/edgewood](http://www.moundsviewschools.org/edgewood)**

**E-mail: [firstname.lastname@moundsviewschools.org](mailto:firstname.lastname@moundsviewschools.org)**

### KEY CONTACTS: 651-621 \_ \_ \_ \_

<b>Attendance</b> .....	<b>6601</b>
<b>School Secretary</b> , Steph Cornell .....	6602
<b>Principal</b> , Penny Howard .....	6603
<b>Associate Principal</b> , Eric Nelson .....	6614
<b>Student Services</b> , Amy Wilson .....	6625
<b>Health Office</b> .....	6604
<b>Nutrition Services</b> .....	6609
<b>Volunteer Opportunities</b> , Shannon Mildenerger .....	6620
<b>SRO</b> , Officer Leitch .....	6623
<b>SLC</b> .....	6641
<b>Maintenance</b> .....	6608
<b>Transportation</b> .....	6027
<b>Dean of Students (A-G)</b> Heather Timmons .....	6628
<b>Dean of Students (H-N)</b> Jason Hollett .....	6626
<b>Dean of Students (O-Z)</b> Freya Schirmacher .....	6627
<b>Student Services Coordinator (A-Z as assigned)</b> , Amany Rifai .....	6629
<b>Equity Specialist</b> , Xavier Reed .....	6630

# TEACHERS: 651-621- \_ \_ \_ \_

Will Abbott, <b>Math 6, 7 &amp; 8</b> .....	6665
Nadina Beethe, <b>Integrated Science 6, 7 &amp; 8</b> .....	6649
Jim Bias, <b>Art 6, 7 &amp; 8</b> .....	6684
Beth Brazil, <b>COMPASS 6, 7 &amp; 8</b> .....	6650
Richard Burke, <b>Adaptive Phy Ed 6, 7 &amp; 8</b> .....	7454
Aimee Causey, <b>STAGES 6, 7 &amp; 8</b> .....	6656
Nina Cook, <b>ELA 6, Reading Lab 8</b> .....	6655
Chelsey Crary, <b>ELA 7 &amp; 8</b> .....	6653
Benjamin Creagh, <b>ESL 6, 7 &amp; 8</b> .....	6664
Julie Crenshaw, <b>Math 6</b> .....	6661
Elizabeth Cummings, <b>Vocal Music 6, 7 &amp; 8</b> .....	6647
Gayle Cushenberry, <b>Science 6 &amp; 8</b> .....	6662
Deb D'Alessandro, <b>Special Ed, ELA 6, Reading 6</b> .....	6648
Karen Degen, <b>Social Studies 6</b> .....	6663
Anna Dodor, <b>Social Studies 6 &amp; 7</b> .....	6679
Emily Elsner, <b>Math 6 &amp; 7</b> .....	6658
Jennie Enz, <b>Psychologist, Special Ed</b> .....	6687
Gina Fosse, <b>Spanish 6, 7 &amp; 8</b> .....	6651
Becky Haas, <b>Speech</b> .....	6674
Julie Hartinger, <b>Math 8</b> .....	6668
Stephanie Hurtado, <b>Special Ed 6, 7 &amp; 8</b> .....	6678
Elizabeth Johnson, <b>Media Specialist</b> .....	6688
Eric Johnson, <b>Band 6, 7 &amp; 8</b> .....	6683
Heidi Johnson, <b>Science 6</b> .....	6660
Nathan Johnson, <b>Science 7</b> .....	6668
Summer Lamontagne, <b>Special Ed, Math 7 &amp; 8</b> .....	6673
Darcy LaPanta, <b>ELA 7 &amp; STEAM</b> .....	6655
Jennifer Miller, <b>ELA 6</b> .....	6667
Jillian Miller, <b>Integrated Science 7, Math 7 &amp; 8</b> .....	6652
Lynn Murphy, <b>ELA 8</b> .....	6637
Benjamin Olofson, <b>Science 8</b> .....	6685
Breanna Peloquin, <b>Phy Ed/Health 7</b> .....	6642
Samuel Perry, <b>Science 7</b> .....	6659
Daniel Perucco, <b>ELA 7</b> .....	6643
Andrew Peterson, <b>Phy Ed/Health 8</b> .....	6666
Monica Pihlaja, <b>Special Ed, ELA 7 &amp; 8</b> .....	6648
Christine Sauter, <b>Math 6, Math Lab 8</b> .....	6654
Tara Sayler, <b>Math 7</b> .....	6680
Elizabeth Snyder, <b>ELA 6</b> .....	6645
Sandra Solheim, <b>Social Studies 8</b> .....	6646
Annika Spargo, <b>Orchestra 6, 7 &amp; 8</b> .....	6676
Johanna Sturm, <b>Special Ed, Math 6, ELA 7</b> .....	6673
Christopher Thompson, <b>Math 8</b> .....	6657
Christian Van House, <b>Phy Ed 6, STAND</b> .....	6666
Nathan Walters, <b>Social Studies 6, Early College Prep</b> .....	6640
Nick Weiler, <b>Phy Ed/Health 6, 7 &amp; 8</b> .....	6642
Shelly Wright, <b>Special Ed 6, 7 &amp; 8</b> .....	6682

# Whom do I call when I need information about . . .

Building & Grounds ..... Penny Howard, Principal

Buses & Transportation ..... Amy Wilson, Student Services

## **American Student Transportation: 651-621-8900**

Community Ed. Activity Programs..... Jeff Knickerbocker

Co-curricular Programs..... Eric Nelson

Compliment a Teacher ..... Send teacher a note & copy to Penny Howard

Concern with a Grade ..... Contact child's teacher  
*For additional help, contact child's dean* ..... Heather Timmons, (A-G); Jason Hollett, (H-N);  
Freya Schirmacher, (O-Z); Amany Rifai, (A-Z) as assigned

Courses of Study, Curriculum, Schedule ..... Penny Howard

General Concern about a Student ..... Contact child's dean: Heather Timmons, (A-G);  
Jason Hollett, (H-N); Freya Schirmacher, (O-Z); Amany Rifai, (A-Z) as assigned

Parent Organization (EPAT) ..... Shannon Mildenberger

School Lunch Program ..... Debbie Harrod (651-621-6023)

School Publications, Website ..... Penny Howard

Standardized Testing Program ..... Freya Schirmacher

Student Conduct ..... Contact child's teacher  
*For additional information, contact child's dean* ..... Heather Timmons, (A-G);  
Jason Hollett, (H-N); Freya Schirmacher, (O-Z); Amany Rifai, (A-Z) as assigned

Student Health Issues ..... Lynn Iwaszko, Public Health Nurse  
Jenifer Aabel, Lauri McDaniel, Health Assistants

Student Records ..... Amy Wilson, Student Services

Volunteer Program/Community Partnerships ..... Shannon Mildenberger

# IMPORTANT DATES TO REMEMBER

Please check our website calendar for times, locations and up-to-date information

## SEPTEMBER

- **6** First Day of School (6<sup>th</sup> Grade Only)  
"Coffee with the Principal"
- **7** First Day of School (7<sup>th</sup> & 8<sup>th</sup> Grade)
- **8** Social Media/Cyber Bullying Parent Presentation
- **12** EPAT Fundraiser Kick-off
- **16** Eagle Pride Activity
- **23** 8<sup>th</sup> Grade Band Field Trip and Irondale Football Game
- **26** EPAT Meeting  
EPAT Fundraiser Due Date

## OCTOBER

- **3** Quarter 1 Check Point
- **6** Parent Communication Night
- **12** Picture Retake Day
- **13** EPAT Fundraiser Pick-up
- **14** No School – Teacher Work Day
- **20-21** No School – MEA
- **25** 6<sup>th</sup> Grade History Center Field Trip
- **28** Eagle Pride Activity @ Mounds View Community Center

## NOVEMBER

- **3** End of Quarter 1
- **4** No School – Teacher Work Day
- **7** EPAT Meeting
- **10-12** Edgewood School Play
- **17** Parent Communication Night
- **21-25** No School – Teacher Work Days/Thanksgiving Break

## DECEMBER

- **8** Winter Choir Concert (All Grades)
- **9** Eagle Pride Activity
- **12** Quarter 2 Check Point
- **13** EW (6<sup>th</sup>)/PW/SS Band Concert
- **15** 7<sup>th</sup> & 8<sup>th</sup> Grade Jazz Band Concert
- **20** Orchestra Concert (All Grades)
- **22-30** No School - Winter Break

## JANUARY

- **1** No School – New Year's Day
- **3** School Resumes
- **9** West Side Orchestra Festival @ Irondale
- **12** West Side Choir Festival @ Irondale
- **16** No School – Teacher Work Day  
Middle School Honor Band
- **19** West Side Band Festival @ Irondale
- **25** End of Quarter 2  
STEAM Showcase
- **26-27** No School – Teacher Work Day
- **31** Middle School Enrollment Night

## **FEBRUARY**

- 3 Unity Event
- 6 EPAT Meeting
- 20 No School – Teacher Work Day
- 22 Spring Pictures
- 27 Quarter 3 Check Point

## **MARCH**

- 2 Parent Communication Night
- 6-10 7<sup>th</sup> Grade LEC Trip
- 14 Middle School Jazz Festival @ Chippewa
- 16-17 No School – Teacher Work Day
- 20-24 Spring Break
- 31 Eagle Pride Activity

## **APRIL**

- 5-8 Chalkboard Capers
- 6 End of Quarter 3
- 14 No School – Teacher Work Day
- 17 EPAT Meeting
- 25 7<sup>th</sup> Grade Ann Frank Field Trip

## **MAY**

- 8 Quarter 4 Check Point
- 11 Academic Excellence Ceremony
- 19 No School – Teacher Work Day
- 23 EW (6<sup>th</sup>)/PW/SS Band Concert
- 25 7<sup>th</sup> & 8<sup>th</sup> Grade Jazz Band Concert
- 29 No School – Memorial Day
- 30 7<sup>th</sup> & 8<sup>th</sup> Grade Choir Concert

## **JUNE**

- 1 Edgewood Orchestra @ Bethel University
- 2 STEAM Showcase
- 7 Grade Level Year-end Celebrations
- 8 Last Student Day

# **GENERAL SCHOOL INFORMATION**

## **ATTENDANCE**

Students are expected to be in school all day, every day that school is in session. If a student is absent, please call the Attendance line at 651-621-6601 each day before 8:05 AM. Voicemail is available to report absences 24 hours a day. **If a student is absent for three or more days due to illness, a doctor's excuse is requested.**

Excused absences are those caused by illness, religious holidays or family emergencies. Please try to schedule vacations, doctor/dentist visits, haircuts, etc. during times school is not in session. There is a clear positive correlation between good attendance and high achievement in school.



If a student is ill for three days or more, parents may call Student Services and we will provide assignments for the student to do at home. Students should do their best to complete work before returning; however, when that is not possible, they may have two days to make up the work for every day missed. Parents planning to take students out-of-town for a week or more should arrange with the teachers/Deans to have school assignments issued in advance of the trip. Students should also plan to stay after school when they return to make up missed work. Student absences for vacation/travel are considered “excused” yet “unapproved” absences. Like any other absence, these are recorded as an absence and they appear on the student’s record. Yet these absences do not count for truancy and they hold no consequence. We do realize there are times when families take vacations when school is in session. Please continue to complete the “Travel Plan Form” available in the school office. This form is used to inform the school office and teachers of your child’s absence.

Unexcused absences including oversleeping, refusal to attend school, missing the bus, etc. will not be tolerated. Students will be required to make up the time missed. After three unexcused/truant absences, students will be referred to the Ramsey County Truancy Intervention Program through the County Attorney’s Office. The school has the authority to accept or deny excuses for students’ absences.

Minnesota Statute 127.20 states: A student is a "continuing truant" if absent on three or more class periods on three days without a valid excuse in a single school year.

### **SCHOOL HOURS**

School hours are 8:05–2:45 PM. If students arrive at school before 7:45 AM, they are asked to remain in the front entrance, cafeteria, LMC or gym. When the 7:45 AM bell rings, students may go to their locker, see a teacher or visit with friends. By the 8:00 AM bell, students must be moving to their first class of the day. Any students entering the building after 8:05 AM must report to the Attendance Office before being admitted to class.

For safety and liability reasons, students may not leave the school property after arriving in the morning. Students staying after must be in a supervised, co-curricular activity to be allowed in the building/on property after 2:55 PM.

### **CO-CURRICULAR ACTIVITIES**

All students are invited to participate in co-curricular activities. The offerings include an intramural co-ed sports program, enrichment activities and a variety of school-sponsored clubs and activities. Specific information on the intramural sports offerings including schedules and fees will be available each season. Enrichment activities are offered based on student interest and will be published regularly. Students will be informed of offerings through flyers, announcements and the website. Registration forms will be available in Student Services.

#### **Activities may include:**

Open Gym	Math Zone	Fall Play ( <i>cast &amp; crew</i> )
Computer Club	Math Team	Edgewood Singers
Masters of the Universe ( <i>Science support</i> )	MCA Prep	Jazz Band
Power up ( <i>before/after school homework help</i> )	Reading Zone	Chamber/Symphony Orchestra
Break Away ( <i>Breakfast/Homework Club</i> )	Book Club	Yearbook
Fit Club	Quiz Bowl	Music Club
Teen Leaders ( <i>@ Mounds View Comm. Center</i> )	Chess Club	

A \$12.00 per student participation fee is required by the District for selected activities. This fee will be assessed for Jazz Band, Edgewood Singers, Math Team, School Play and Chamber Orchestra. Fees must be collected prior to participating in the activity. Scholarships are available for students on free & reduced lunch.

Activity buses run five days a week throughout the school year. Co-curricular activities dismiss at 4:00 PM with buses departing at 4:05 PM. A map showing the bus routes is posted in the main lobby. Students waiting to ride the bus are to remain in the main lobby.

## **EAGLE PRIDE ACTIVITIES**

Eagle Pride Time (EPT) is held throughout the year from 2:45-4:30 PM for Edgewood students only. Activity buses are provided free of charge after the dance. Activities like ping pong, basketball, music, and buddy pictures are also available. Ticket prices vary and snacks are available to purchase during the dance. Students are asked to follow the regular school rules. If rules are broken, the privilege of attending the next dance will be taken away and other school consequences may be imposed.

## **SCHEDULE – STEAM PROGRAM**

A modified block schedule will be followed each week. The last two days of every week, students will have 89 minute block periods. Students will report to 4 periods during the block days, odd periods (Periods 1, 3, 5, 7) the first block day and even periods (Periods 2, 4, 6, 8) the second block day. Days prior to the block, student will have a straight 7 period schedule with 49 minute classes. Passing time between all periods is four minutes.

## **EDGEWOOD 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).

## **NUTRITION SERVICES**

Breakfast is available daily in the cafeteria from 7:25 - 7:55 AM. Students may purchase from a variety of ala carte items using their PIN account.

Lunch options include the regular or alternative hot lunch menu. A variety of ala carte items are also available. Students are scheduled for lunch at the following times:

### **Non-block Days**

10:41 - 11:11  
11:34 - 12:04  
12:27 - 12:57

### **Block Days**

11:07 – 11:37 6th Grade  
11:58 – 12:28 7th Grade  
12:42 – 1:12 8th Grade

Parents are welcome to join their child for lunch any time. Please check into the office upon entering the building. Free and reduced prices for qualifying families apply to the breakfast and lunch programs.

## **FOOD AND BEVERAGES**

Food and beverages may be consumed in the cafeteria during breakfast/lunch times and in classrooms with the teacher's permission. Pop, candy, etc. will not be permitted in the hallways before or after school or during passing times. Water & juice machines are available for student use at all times. Other vending machines are available at limited times. It is everyone's responsibility to keep Edgewood clean and litter free.

## **VISITOR POLICY**

Due to increased awareness of students' safety, all exterior doors are locked during the school day. All visitors, including parents, are required to enter the building through the main office. Guests will be required to show an ID/check in before being issued a visitor pass.

## **STUDENT VISITORS**

To limit classroom disruption, visitors are permitted only on rare occasions for limited periods of time (i.e. lunch, one class). Students may not bring friends to school during the months of September, May and June and before vacations. Parents must contact the Dean to arrange visit. **Without parent contact, visitors will not be allowed.**

## **PHONE ACCESS AND USAGE**

A public phone is available in the front lobby for student use before and after school and during passing times. Phones are also available in the classrooms and may be used with teacher permission. Most students have cell phones and choose to bring them to school. Students may use their cell phones in the lobby, cafeteria, and hallways before the school day begins, during passing times and lunch, and again at the end of the school day after the 2:45 dismissal bell. By 8:05 AM personal devices (cell phones) must be turned off, stowed and out-of-sight. Students may not be excused from class to use their cell phone. Cell phones are NOT permitted in classrooms during the school day and the after school activity period from 3:00-4:00 PM.

## **HANDHELD DEVICES/USE OF TECHNOLOGY**

The use of personally-owned and school-owned electronic devices on school grounds or at school-supervised events is a privilege, not a right. Handheld devices such as iPads, cell phones, tablets, and personal computers may be used before school until 8:05 AM. By 8:05 AM when the school day begins, all devices must be turned off, properly stowed away (out-of-sight), and students need to be in their first hour class ready to begin. Personal devices may be used during lunch and passing times, as well as after 2:45 PM. Technology devices (i.e. Chrome Books, laptops) are provided to students for instructional use in all classrooms and may be used during class. Therefore, personal devices may NOT be used in classrooms and must be out-of-sight and turned off when students are in class. Refer to the Mounds View School District Policy and Regulation #EG 2104 for more information on acceptable use of devices.

## **HEALTH SERVICES**

A licensed school nurse and/or health paraprofessional is available during the school day to discuss matters of personal health and to provide medical assistance when needed. A pass is required to go to Health Services.

If a student becomes ill or is injured at school and it is necessary for him/her to go home, every effort will be made to contact a parent or designated emergency contact person listed as soon as possible so it is important that we have a completed Health and Emergency Form for each student. Contact Student Services immediately with any phone number changes. **Please remind your student to come to Health Services if they are not feeling well rather than calling you directly.**

In cases of serious injury, 911 will be called and the child will be transported to an appropriate medical facility. **If your child has special health issues (i.e. asthma, allergies, medications or new immunizations) please notify Health Services.**

## **STUDENT MEDICATIONS (Regulation EG-3106)**

Medication will be kept in Health Services and administered under the supervision of the licensed school nurse. The parent is responsible to send a written note or obtain a written order from a physician or licensed health care provider. Medication authorization forms are available in Student Services.

According to school policies, ALL medications are required to be submitted to Health Services in the original container, labeled with the student's 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 or 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 Health Services in the morning and will be administered in Health Services. Violation of the school's policy in regard to medications will be considered a violation of the Student Rights and Responsibilities Policy (EG-3109) and may result in disciplinary action if medication is found in student's possession.

## **IMMUNIZATION RECORDS**

On September 1, 2014, changes to Minnesota's Immunization Law (M.S. 123.70) took effect. Below is a list of the immunization requirements for 7<sup>th</sup> graders for the 2016-17 school year. Students who are not in compliance with these requirements will not be admitted to classes in September 2016 until the immunization requirements are met:

- **A booster Tetanus, Diphtheria, and Pertussis (Tdap)**, given after the age of 11, unless a student received a **Tdap** booster between the age of 7 and 10 and after their primary series. In that case, a booster requirement is deferred until the 10 year interval. (Td booster no longer meets this requirement).
- The **Hepatitis B immunization series** - Required for Kindergartners and 7th graders. (It is usually a 3 shot series over a 6 month period.)
- **2 doses of the Varicella (chicken pox) vaccine** or written verification from the licensed health care provider with the date that the child has had chicken pox.
- **One dose of meningococcal (meningitis) vaccine.**
- **A 2<sup>nd</sup> immunization for Measles, Mumps, and Rubella (MMR)**
- **At least 3 doses of polio vaccine** (most students entering 7<sup>th</sup> grade will have met this requirement).

Students with either a medical reason not to be vaccinated or whose parents are conscientiously opposed to the immunization must provide a legal signed waiver, which may be obtained from the school Health Services Office.

## **SCHOOL COMMUNICATION**

On-going communication between school and home is a priority. If you wish to contact an individual staff member, phone or e-mail are the preferred methods.

For general school information, a variety of means are available including the following:

- E-News updates - sent weekly (usually on Fridays).
- Parent handbook – given to each family at orientation and available on the Edgewood website.
- Student planner – given to every Edgewood student during the first week of school.
- Mounds View Messaging - used periodically to inform families of upcoming events or urgent situations such as school closings.
- The Edgewood website - good source for contact information, course syllabi, access to teacher web pages, forms, etc.
- Mid-quarter/end-of-quarter grade reports - available on-line through ParentVue.

## **EPAT (EDGEWOOD PARENTS AND TEACHERS) ORGANIZATION**

Edgewood's parent involvement organization is called EPAT (Edgewood Parents And Teachers) and is open to all interested parents. A parent leadership team organizes the many activities that EPAT sponsors during the year. These activities include parent information presentations, fall student dance, fundraising, student celebrations etc. All parents are strongly encouraged to participate in any or all of the activities. Active parent involvement is critical to the organization's success. Indicate your areas of interest on the Volunteer Opportunities Form that will be available in the fall. Any level of involvement will be appreciated. For more information about EPAT, contact the Edgewood office at 651-621-6600.

## **SCHOOL STORE**

Edgewood Spirit Wear will be available to order on the Edgewood website beginning in late August. Items can be purchased through the 2<sup>nd</sup> week of school and delivered to the students at school. The store will re-open, with new items available, again in the winter of 2016 and the spring of 2017. All spirit wear is sold on behalf of EPAT and funds are directed back to Edgewood for use by staff.

## **SCHOOL SUPPLIES**

It is the student's responsibility to have their own paper and pencils for class. A complete school supply list can be found on the school website.

## **INSTRUCTIONAL MATERIALS**

Most textbooks and workbooks are available to students free of charge. Students are expected to take good care of the loaned materials. Textbooks should be covered with a paper book cover. Do **NOT** use fabric covers as they damage the spine of the book. The replacement cost for a lost or damaged textbook is approximately \$60.00. Fines will be assessed in the spring and must be paid before the end of the school year.

## **HALLWAYS**

Students are expected to respect the rights of others while passing in the halls. This means using considerate language, keeping conversation at an appropriate volume, and avoiding aggressive or sexually motivated/physical contact with other students. Students are expected to use passing time to gather items from their locker and get to their next class before the bell. Students are asked to be respectful of other students and keep traffic flow moving. Compliance will result in a safe, comfortable environment. Students failing to cooperate will lose their privileges of passing in the halls during regular passing times.

## **LOCKERS**

Students will be assigned a hall locker and physical education locker. Lockers are issued for student use but the locker remains the property of the Mounds View Public Schools and may be searched at any time. **A \$5.00 service charge will be required if a student requests a new locker during the school year.**

Some tips for students to keep a secure locker:

1. Lock the locker each time by spinning the dial after closing.
2. **Use only your locker and do not share your locker with another student. Sharing lockers may result in a fine and school consequences.**
3. Report locker problems to Student Services.
4. You are responsible for keeping your locker clean. No open food or beverage containers will be allowed.
5. Keep valuables at home. **Edgewood is not responsible for lost or stolen items.**
6. Due to health & safety standards, aerosols (deodorant, hair spray, etc.) may not be used at school or stored in the lockers.
7. Any money brought to school should be kept with the student and not in lockers.
8. Locker fines will be assessed at the end of the year for the following:
  - Damaged locks
  - Repainting or repair
  - Decals
  - Stickers
  - Residue
  - Marks: pen, pencil, markers
  - Spills: pop, glue, etc.
  - Kick marks
  - General clean out

## **YEAR END ACTIVITIES**

A special year-end activity is planned for each grade level. The activity day is June 7. This is considered a regular school day and all students are required to attend. In order to participate the following must occur:

- Behavior expectations are met
- Lunch charges are paid
- Lockers are in good condition or fine paid
- All textbooks, library books and other loaned materials are returned in good condition or assessed fines for lost or damaged materials are paid.

Final exams will be given on June 8, the last day of school.

# STUDENT EXPECTATIONS

## STUDENT DRESS AND APPEARANCE

The responsibility for a student's appearance while attending school in Independent School District 621 rests with the student and parents or guardian. However, a student's appearance should never interfere with the learning environment in the class nor should their manner of dress or grooming pose any hazard to anyone's health or safety. A partial list of prohibited clothing items is listed below. **Check with student services for an up-to-date list of unacceptable articles of clothing.**

1. Hats, bandanas, gloves and jackets/coats must be removed upon entering the building and stored in the student's locker.
2. Any clothing item or accessories are allowed but they must reflect good taste. They may not depict or endorse drugs, alcohol, sex, violence, profanity, vulgarity or gang affiliation.
3. Shorts and skirts must be of appropriate length. With arms straight at sides, shorts & skirts must come to fingertips. Pants may not sag & must not expose undergarments.
4. Skimpy clothing is not permitted. Tops with skinny straps or tops that expose undergarments or the midriff will not be allowed. Shirt straps must be a minimum of two inches wide. Muscle shirts are not allowed.
5. Backpacks and large purses must be kept in lockers during school hours. Pencil cases and hand sized purses are permitted.

Students referred to Student Services due to inappropriate clothing will be asked to change clothes or will be sent home.

## PHYSICAL EDUCATION

Athletic gear will be worn for all PE classes and consists of a red t-shirt, black shorts and athletic shoes that tie. Sweatpants may be needed for added warmth during cool weather. Students will need to dress appropriately for outdoor winter units such as broomball and cross country skiing. The PE teachers will notify students in advance of outdoor winter units. Athletic gear may be purchased online or through the Physical Education Department. Proper swim suit attire is required during the swimming units. This includes a one piece suit for the girls and swim trunks for the boys. A clean t-shirt/shorts and swim suit will be provided to students who are not prepared to dress for class. Students refusing to dress for class will be considered insubordinate, which will result in a loss of points for the day and a detention. If a student is unable to participate (1-2 days) for any reason a note from a parent/guardian will be required. Any days beyond that will require a note from a physician for the student to be excused.

## HOMEWORK

Homework is a regular part of school studies and is expected to be completed on time. Teachers will post homework assignments and due dates in the classroom, on the teachers' website and on ParentVue. Students will be responsible for recording assignments in their planner daily. Students should plan on spending a minimum of 30 - 60 minutes each day on homework. The teachers will coordinate projects and lengthy assignments to keep daily homework assignments manageable. Before and after school tutoring/academic skill building programs are available Monday–Friday.

## AFTER SCHOOL ACADEMIC SUPPORT/INTERVENTION

Edgewood Middle School offers academic support programs at each grade level. The goal of each program is to offer students a quiet, structured environment where students are able to receive academic help from a grade level teacher. All students are welcome to attend; however, students may be referred to this program and required to attend.

## **PROFANITY**

The use of profanity is not an acceptable social behavior. Students should have consideration for their peers and adults and refrain from using offensive language. Appropriate disciplinary action will be taken if a student violates this expectation to use appropriate language.

## **DISCIPLINARY ACTION**

1. **LUNCH DETENTION** will be served during a student's regular lunch time. Students will be asked to reflect on their actions in the Cafeteria and develop more appropriate behavior in the future.
2. **Alternative Learning Lab (ALL)** will be served after school from 3:00-4:00 PM up to four days a week. The ALL program will be used for students who are repeat offenders and may have served several lunch detentions. The ALL program is an intense behavior intervention program for a student that needs instruction and support regarding healthy social and decision-making skills. Parents may be required to attend a meeting with their child and the Dean of Students with a referral to the ALL Program.
3. **SAIL (Social, Academic and Interpersonal Learning) Learning Center (SLC)**: A student in this program may be assigned to a supervised room for all or parts of the school day. A full day in SLC runs until 4:00 PM. Students will be directed to complete a problem solving assignment and develop a plan for improving their behavior.
4. **Try to ReEvaluate Yourself (TRY)** is a district-wide supervision program held at an alternative site. The number of days a student is assigned to this program will depend on the infraction and the student's behavior while attending TRY.
5. **Out-of-School Suspension**: According to the Pupil Fair Dismissal Act suspension from school or class may be for a period of time up to and including five days and will be imposed by the Principal or his/her Dean after an administrative conference.
6. **Alternate Placement**: In certain circumstances a, student may be placed in another school.

**The following are possible infractions and the disciplinary measures that may take place:**

## **HARASSMENT/VIOLENCE TOWARD STUDENTS OR STAFF**

- \* Student conference
- \* Parent/guardian contact
- \* SAIL Learning Center
- \* Suspension or referral to TRY program
- \* Referral to Dean
- \* Referral to School Resource Officer
- \* Alternative educational placement

## **FIGHTING/PHYSICAL AGGRESSION**

- \* Parent/guardian contact
- \* SAIL Learning Center
- \* Referral to Dean
- \* Suspension or referral to TRY program
- \* Referral to School Resource Officer
- \* Alternative educational placement

## **ENDANGERMENT**

- \* Parent contact
- \* SAIL Learning Center
- \* Suspension or referral to TRY program
- \* Alternative educational placement
- \* Referral to School Resource Officer
- \* Expulsion

## **WEAPONS**

- \* Confiscation
- \* Parent/guardian contact
- \* SLC
- \* ALL
- \* Suspension or referral to TRY program
- \* Referral to School Resource Officer, possible referral to court
- \* Alternative educational placement
- \* Expulsion

## **THEFT/VANDALISM**

- \* Parent/guardian contact
- \* SLC
- \* ALL
- \* Suspension or referral to TRY program
- \* Alternative educational placement
- \* Restitution
- \* Referral to School Resource Officer, possible referral to court
- \* Diversion Program

## **CHEATING**

- \* Parent/guardian contact
- \* Lowered grade or no credit
- \* Teacher detention
- \* Alternate academic assignment
- \* Referral to dean
- \* SAIL Learning Center
- \* Suspension or referral to TRY program

## **ADMINISTRATIVE CONSEQUENCES FOR REPEATED OR SEVERE INFRACTION OF SCHOOL RULES**

- \* Loss of bus privileges
- \* Extended detention until 4:30 PM or later
- \* After school problem solving
- \* Parent/guardian conference
- \* Loss of lunchroom privileges/assigned seats
- \* Loss of technology privileges
- \* Referral to behavior programs
- \* Student behavior contract
- \* Reinstruction in rules and expectations
- \* Administrative mediation
- \* Restitution
- \* Referral to TRY program
- \* Placement in another school



# COURSES OF STUDY

GRADE 6			GRADE 7			GRADE 8		
MS Math 1, MS Math 2 or MS Algebra 6/7			MS Math 2, MS Algebra 6/7, Intermediate Algebra 7/8			MS Algebra, Intermediate Algebra 7/8, Geometry or Accelerated Geometry/Advanced Algebra		
English/Language Arts (Regular or Advanced)			English/Language Arts (Regular or Advanced)			English/Language Arts (Regular or Advanced)		
Readers Workshop (1 Semester)	Math Investigations or Investigations+ (1 Semester)		Perspectives or Early College Prep (1 Semester)	Math Investigations or Investigations+ (1 Semester)		Social Studies or Early College Prep		
Physical Science or Enhanced Physical Science			Life Science, Enhanced Life Science or Advanced Life Science			Earth Science or Advanced Earth Science		
Social Studies			Phy Ed (3 Quarters)	Health (1 Quarter)		Phy Ed ( 3 Quarters)	Health (1 Quarter)	
Spanish 1 Quarter	Art 1Quarter	Integrated Science 1 Semester	Social Studies 1Semester	Integrated Science 1 Quarter	Spanish 1 Quarter	Spanish or Reading/Math Lab 2 Quarters	Art 1 Quarter	Integrated Science 1 Quarter
Band/Orch/Choir (Alternating every other day) with PE <b>or</b>			Band/Orch/Choir <b>or</b>			Band/Orch/Choir <b>or</b>		
PE everyday			ART (1 semester)	Digital Citizenship & Coding (1 semester)		The Art of Science Modeling (1 semester)	Robotics (1 semester)	
			Music Adventures & Careers (combined 7/8 – yearlong course)					

## DEAN OF STUDENTS

Edgewood will assign students to deans according to the alphabetical order of their last names. The deans will stay with the same students for all three years. The Dean of Students model provides academic and social support to students. One important role of the Dean of Students is to guide students on their academic journey to post-secondary preparation. The Dean will meet with students periodically to review their academic plan. Students can meet with their Dean to talk about personal feelings, home, school or any matter of concern. It is advised for students to make an appointment ahead of time.

## PERSONAL LEARNING PLANS (PLPs)

Every student has a Personal Learning Plan (PLP). The PLP allows teachers and deans to track student progress and monitor achievement goals. At various times throughout the year, the grade level dean will meet with individual students to review progress on the annual achievement plan. The introduction of PLPs, provides another way of personalizing your child's education and expanding opportunities for post-secondary success.

## **SPECIAL EDUCATION PROGRAMS**

For students in need of special services, the following programs are available:

- a) Special tutoring is available for children with specific or general learning disabilities. These students have been screened and are being serviced in accordance with the provisions mandated by federal legislation.
- b) The SAIL Program is available for students who need a more structured environment. Students may be referred to the learner study team for assessment and appropriate placement in a continuum of services.
- c) Services are available for qualified students in speech and adapted physical education. Edgewood also has the services of a public health nurse, psychologist and various kinds of specialists.

All of Edgewood's special education staff, public health nurse, and administrators meet weekly to discuss children who are perceived as having problems in school, and develop action plans to help them. Questions about special education services may be directed to your child's Dean of Students or case manager.

## **GRADE REPORTS**

Report cards are posted quarterly. Refer to the calendar for dates that grade reports will be available for viewing on ParentVue. Anytime during the year, parents who have access to ParentVue may view their child's grades, attendance, and other school information. Incomplete grades will be indicated with an "I" on the end of the quarter grade reports and will be expected to be made up within a reasonable amount of time as determined by the teacher. This is typically two to three weeks after the end of quarter. Reporting dates are as follow:

<b>Quarter 1 Grade Check Point</b>	<b>October 3</b>
<b>Quarter 1 Report Card Day</b>	<b>November 11</b>
<b>Quarter 2 Grade Check Point</b>	<b>December 12</b>
<b>Quarter 2 Report Card Day</b>	<b>February 3</b>
<b>Quarter 3 Grade Check Point</b>	<b>February 27</b>
<b>Quarter 3 Report Card Day</b>	<b>April 13</b>
<b>Quarter 4 Grade Check Point</b>	<b>May 8</b>
<b>Quarter 4 Report Card Day</b>	<b>Mid-June</b>

## **MOVING OR TRANSFERRING**

Parents are requested to call Student Services if their child is transferring to another school. The student should report to Student Services to pick up a check out form. The student is also responsible for paying all fines before transcripts will be forwarded.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance is recited periodically throughout the school year. 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.

# **STUDENT RECOGNITION/ACADEMIC HONORS**

## **HONOR ROLL**

Students who do exemplary work at school are rewarded in several ways. The honor roll is posted in school and students receive an award certificate. There are two honor rolls: A Honor Roll= 3.6-4.0 and B Honor Roll= 3.0-3.59. Any student earning 3.0-4.0 in any quarter is placed on the school honor roll for that quarter.

## **ACADEMIC EXCELLENCE AWARD**

Students who earn a cumulative grade-point average of 3.67 or higher for the first three quarters will become eligible for an Academic Excellence Award. Recipients will be honored at a special evening ceremony in the spring. Please note that the eligibility requirements for this award exceed the eligibility requirements for the A Honor Roll.

## **PRESIDENT'S EDUCATION AWARDS**

This is a national award given to eighth graders who have earned a cumulative average of 3.67 for three years and who have scored at the 85th percentile on a recent standardized test battery. Students who qualify for the President's Education Awards are honored in the spring.

## **ACADEMIC IMPROVEMENT**

"Academic Improvement" will be posted and published at the end of quarter two, three and four. To qualify, you will need to improve your GPA by .33 or better from one quarter to the next.

## **STUDENT OF THE MONTH**

Each month students are selected by the teachers as the "Students of the Month". Students are selected on the basis of one or more of the following criteria:

- Positive attitude
- Cooperation
- Academic improvement and achievement
- Citizenship

Students achieving this recognition will have their picture and an award certificate posted in the display case for the month.

## **You Matter Post Cards**

You Matter cards & post-its will be issued to students for demonstrating Edgewood PRIDE (Prepared, Respectful, Involved, & Determined Everyday). Students will receive "You Matter" post-it notes for excellent behavior and effort in class. "You Matter" postcards will be mailed home when students consistently display Edgewood PRIDE at school. On occasion, student names will be read at lunch as another way to acknowledge positive behavior. "You Matter" cards & post-its may be collected for admission to Eagle Pride Activities.

# PRIDE AT EDGEWOOD MIDDLE SCHOOL

Edgewood Middle School promotes excellence for every student.

**Pride**

**Respectful**

**Involved**

**Determined**

**Everyday**

**PRIDE = EXCELLENCE**

A PRIDE Matrix of expectations is displayed in every area of the school. Edgewood staff believes that when students understand why a behavior is expected and are taught how to behave in the expected manner, students meet behavior expectations and it creates a place where all students may learn.

## **Find a PRIDE Matrix in the following areas:**

- Classrooms – individual classrooms will vary depending on subject area
- Hallways
- Bathrooms
- Cafeteria
- Gyms – for physical education class, team competition and assemblies
- Bus
- Locker rooms
- Pool Area
- LMC
- SLC
- Outside on school property

## **MOUNDS VIEW SCHOOL DISTRICT GENERAL INFORMATION**

### **SCHOOL CLOSINGS OR LATE STARTS**

Announcements regarding school closings or late starts due to inclement weather or hazardous conditions will be delivered via a Mounds View Messaging phone message, accompanied by an e-mail and text message. Most announcements will come within 30 minutes of a determination to close schools. Information will also be posted at [www.moundsvIEWSchools.org](http://www.moundsvIEWSchools.org) and updated on a recording at 651-621-7669 (SNOW). Families may also access local television and radio outlets, however no guarantee is made that media will share our information or deliver it in a timely manner. Families are encouraged to keep their contact information up-to-date with their children's schools to ensure receipt of voice mail and e-mail messages. Families should always assume that schools are open unless they hear differently.

### **AUTOMATED PHONE MESSAGES**

On occasion, Mounds View Public Schools will send voice mail messages to families. These notifications may include news about school closings, helpful reminders or announcements, and notices regarding student absences and lunch account balances. Within the exception of emergency calls, all messages are sent to the family's primary phone number on record with the school. Emergency calls will often be sent to all of the family's home, work and cell phone numbers provided to the school. Parents who wish to opt out can do so by sending an email message to [webmaster@moundsviewschools.org](mailto:webmaster@moundsviewschools.org) with the phone number(s) they wish to be blocked.

The following policies and accompanying regulations are referenced in this handbook. To view these policies and accompanying regulations or other policies and regulations in their entirety log on to: the District's home page at [www.moundsviewschools.org](http://www.moundsviewschools.org) and find the School Board's web page. The policy page is located at [www.moundsviewschools.org/sb\\_policies.asp](http://www.moundsviewschools.org/sb_policies.asp). They are under the title of Policy-Ends and Goals or Regulations-Ends and Goals.

### **USE OF TECHNOLOGY – STUDENTS (Policy and Regulation EG 2104)**

The use of technology by students will be in compliance with Mounds View Public Schools regulations and applicable State and Federal laws.

The use of personally owned and school owned electronic devices on school grounds or at school supervised events, while encouraged, is a privilege, not a right. The use of these devices will be governed by the restrictions and acceptable use paragraphs of this policy and all other District policies and regulations and all applicable laws. The Superintendent or his/her designee shall be responsible for the establishment of regulations and procedures to carry out this policy. The District may revoke the privilege to use this equipment for students who violate these policies and regulations or any applicable laws. In addition, the District may take disciplinary or legal action against students who violate these Policies and Regulations or any applicable laws.

### **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 Director of Student Services 651-621-6048.

### **STUDENT RIGHTS AND RESPONSIBILITIES (Policy and Regulation EG-3109)**

Mounds View Public Schools will maintain a respectful and safe learning environment that appropriately balances student rights with expectations for student behavior. Procedures will be consistent with State and Federal laws defining student behavior expectations as well as potential consequences.

### **HARASSMENT, INTIMIDATION, VIOLENCE AND OTHE FORMS OF PERSONAL ATTACK (Policy and Regulation EG-3104)**

Mounds View Public Schools will maintain a learning and working environment that is free from hazing, intimidation or violence of any type, including without limitation, religious, racial or sexual harassment, intimidation or violence. Procedures will be developed consistent with Minnesota Statutes 121A.03, 121A.0695 and 363.01 to 363.15 to ensure this environment. Consequences for disruptive, harassing, intimidating or hazardous behavior range from a warning to expulsion/exclusion from school.

The foregoing prohibitions and definitions of harassment, intimidation, 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.

**MINNESOTA SAFE SCHOOLS INITIATIVE – BULLYING (Policy and Regulation EG-3107)**

Mounds View Public Schools will maintain a learning environment that is free from student to student bullying. Procedures will be developed pursuant to Minnesota Statutes 121.31. It will be a violation of EG-3107 for any student to engage in bullying or cyber bullying of another student at school or outside of school if that bullying causes a substantial disruption in the normal activities of the school day. Individual schools are charged with educational initiatives which support positive and respectful student conduct that is consistent with this policy and regulation.

**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.

**STUDENT CONDUCT (Policy and Regulation EG-3101)**

Student conduct must not be disruptive, hazardous to the health and/or safety of self or others, or break any laws.

**PROTECTION AND PRIVACY OF STUDENT RECORDS (Policy and Regulation EG-3110)**

Mounds View Public Schools will abide by all applicable State and Federal law regarding data privacy of student and employee records. Procedures will be consistent with State and Federal law to ensure the privacy of these records. An annual notice will be provided to all parents and guardians with regard to this policy and accompanying procedures.

**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.).

### **SAFETY AND CRISIS RESPONSE (Policy and Regulation EG-3103)**

Mounds View Public Schools will develop and maintain a comprehensive School Safety and Crisis Response Plan and system for school-sponsored activities as defined:

**School-Sponsored Activity:** School-sponsored activities include all activities scheduled and supported by the Mounds View Public Schools. Examples include regular classes, interscholastic athletic and fine arts events, intramural programs, classes sponsored by Community Education.

**Non- School-Sponsored Activities:** Park and Recreation, community groups, non-residents, commercial enterprises, PTO and PTA groups whose programs schedule and utilize Mounds View Public Schools' facilities through Community Education are not school-sponsored activities.

The Plan and system will identify and:

- a. Define actions to be taken by staff and school administration to minimize potential risk of harm to persons utilizing individual buildings for school-sponsored activities.
- b. Assure communication between school administration and local law enforcement regarding preventive safety strategies and crisis response plans.
- c. Assure easy identification of authorized presence of individuals in schools.
- d. Provide for periodic updating procedures relative to school safety.

### **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.

### **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

### **CRIMINAL BACKGROUND CHECKS**

The Mounds View Public Schools performs criminal background checks on all employees including coaches and advisors and volunteer coaches and advisors. Mounds View Public Schools may deny employment or volunteer opportunities if anything should appear on the background check or if an applicant fails to disclose the existence of a criminal record where one is present.

### **ELIGIBILITY FOR HEALTH CARE COVERAGE**

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.

# 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.
  - 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 Avenue, 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.

## **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 6<sup>th</sup>, 9<sup>th</sup> and 12<sup>th</sup> 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 9<sup>th</sup> and 12<sup>th</sup> 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.

As part of Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98), you are allowed to review the survey and have the opportunity to elect not to allow your child to participate. If you want to review the survey or if you choose to have your son or daughter not take the Minnesota Student Survey or any other surveys administered during the current school year you can do so by contacting your child's school principal in writing prior to the date of the survey administration. The written notice should contain:

- Student Name
- Student School
- Grade Level
- Your Name
- Your Relationship to Student
- A brief statement requesting that your student not participate in the Minnesota Student Survey
- Your Signature
- Date