Minnetonka Middle School welcomes you! This handbook explains a few things that you will need to know to help make this year successful. Please take time to go over this information. A complete description of student rights and responsibilities is available in the District parent/student handbook, and is available on the District’s website.
# MMW DAILY SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advisory B 11:38–12:05</td>
<td>Lunch B 11:40–12:05</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advisory A 12:09–12:36</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advisory B 12:37–1:04</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lunch B 12:39–1:04</td>
</tr>
<tr>
<td></td>
<td>Advisory B 1:36–2:03</td>
<td>Lunch B 1:38–2:03</td>
<td></td>
</tr>
</tbody>
</table>
# MAST Schedule

**Wednesdays**

<table>
<thead>
<tr>
<th>Period</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (45)</td>
<td>9:15–10:00</td>
<td>9:15–10:00</td>
<td>9:15–10:00</td>
</tr>
<tr>
<td>6 (45)</td>
<td>1:30–2:15</td>
<td>1:30–2:15</td>
<td>1:30–2:15</td>
</tr>
<tr>
<td><strong>MAST (49) Advisory</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:18-3:07</td>
<td>2:18-3:07</td>
<td>2:18-3:07</td>
<td></td>
</tr>
<tr>
<td>7 (45)</td>
<td>3:10-3:55</td>
<td>3:10-3:55</td>
<td>3:08-3:55</td>
</tr>
</tbody>
</table>

MAST = Minnetonka Academic Support Time!
Middle School 6-8
A/B Day Calendar
2018-2019

Sept. 3.......No School, District Closed, Labor Day
Sept. 4..............School Begins, Full Day (1-12)
Sept. 4-5..............Kindergarten Assessments
Sept. 6..............School Begins, Kindergarten
Sept. 28..............2-Hour Early-Release K-12
Oct. 11..............P/T Conferences 4-8 pm
Oct. 12..............No School K-12, P/T Conferences 8am-4pm
Oct. 18-19............No School K-12, Teacher Statewide Meetings
Nov. 1..............2-Hour Late-Start K-12
Nov. 8..............End of 1st Quarter
Nov. 9..............No School K-12, Planning and Grading
Nov. 12..............Begin 2nd Quarter
Nov. 22-23............No School K-12, District Closed, Thanksgiving Break
Dec. 24-31............No School K-12, Winter Break
Dec. 24-25............District Office Closed
Jan. 1..............District Closed, New Year's Day
Jan. 1..............No School K-12, Winter Break
Jan. 2..............Classes Resume
Jan. 18..............End of 2nd Quarter, End of 1st Semester
Jan. 21..............No School K-12, District Closed, MLK Jr. Day
Jan. 22..............No School K-12, Planning and Grading
Jan. 23..............Begin 3rd Quarter, Begin 2nd Semester
Feb. 15..............2-Hour Early-Release K-12
Feb. 18..............No School K-12, District Closed, Presidents Day
March 7..............P/T Conferences, 4-8 pm
March 8..............No School K-12, P/T Conferences, 8am-4pm
March 22..............End of 3rd Quarter
March 25-29............No School K-12, Spring Break
April 1..............No School K-12, Planning and Grading
April 2..............Classes Resume, Begin 4th Quarter
April 19..............No School K-12, District Office Closed
April 22..............2-Hour Late-Start K-12
May 27..............No School K-12, District Closed, Memorial Day
June 6..............Last Day of School K-12, End of 4th Quarter, End of 2nd Semester
June 7..............Full Day Teacher Workshop

KEY:

- No School K-12
# Student Rights and Responsibilities

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEARNING</strong></td>
<td></td>
</tr>
<tr>
<td>Students have the right to receive an appropriate education.</td>
<td>Students are responsible for daily attendance, for completing class assignments on time, and for bringing appropriate materials required for class.</td>
</tr>
<tr>
<td>Students have the right to attend school in a safe environment that is free from disruptive behavior by others.</td>
<td>Students are responsible to behave in such a manner that does not pose a potential or actual danger to themselves or others, and that is not disruptive to the learning process of others.</td>
</tr>
<tr>
<td>Students have the right to make up schoolwork missed during an excused absence.</td>
<td>Students are responsible to obtain and complete make-up work assigned for the period of absence.</td>
</tr>
<tr>
<td><strong>FAIR TREATMENT</strong></td>
<td></td>
</tr>
<tr>
<td>Students have the right to due process when involved in a violation of district rules. Included is the right to hear the nature of the violation and to give their account of the situation.</td>
<td>Students are responsible to treat all persons respectfully and to follow rules and regulations that apply to them.</td>
</tr>
<tr>
<td>Students have the right to be informed of classroom expectations.</td>
<td>Students are responsible to be knowledgeable about and to follow the school policies, rules and regulations that apply to them.</td>
</tr>
<tr>
<td>Students have the right to be treated respectfully by staff and other students.</td>
<td>Students are responsible to treat others, including other students and staff, in a respectful manner. Students are also expected to treat the property of others and the District responsibly.</td>
</tr>
<tr>
<td><strong>FREE SPEECH</strong></td>
<td></td>
</tr>
<tr>
<td>Students have the right to free speech so long as such speech does not violate the rights of others or disrupt or undermine the education processes of the school. For the complete District Policy, visit: <a href="http://www.minnetonkaschools.org/uploaded/Documents/Policy/427.pdf">http://www.minnetonkaschools.org/uploaded/Documents/Policy/427.pdf</a></td>
<td>Students are responsible to follow school regulations regarding time, place and manner when expressing opinions through published written materials. Students are to distribute such literature in a manner that is not libelous, obscene or discriminatory; does not interfere with the rights of others; or disrupt the atmosphere of learning in the school.</td>
</tr>
<tr>
<td><strong>HARASSMENT</strong></td>
<td></td>
</tr>
<tr>
<td>Students have the right to be free from any form of harassment arising out of the physical or verbal conduct of other students, school staff or others. For the complete District Policy, visit: <a href="http://www.minnetonkaschools.org/uploaded/Documents/Policy/427.pdf">http://www.minnetonkaschools.org/uploaded/Documents/Policy/427.pdf</a></td>
<td>Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they have experienced, or of which they are aware. Such reports should be made to a guidance counselor or a building principal.</td>
</tr>
<tr>
<td><strong>NONDISCRIMINATION</strong></td>
<td></td>
</tr>
<tr>
<td>Students have the right to be free from discrimination based upon race, color, creed, sex, religion, national origin, marital status, sexual orientation, or status with regard to public assistance or disability.</td>
<td>Students are responsible to treat other students and district employees in a nondiscriminatory manner. Violations should be reported to a building principal.</td>
</tr>
<tr>
<td><strong>PRIVACY</strong></td>
<td></td>
</tr>
<tr>
<td>Students have the opportunity to use school lockers and other designated areas for storing appropriate items of personal property subject to the understanding that such areas are within the exclusive control of the school district, and that such areas may be searched for any reasons at any time, without permission, consent or requirement of a search warrant.</td>
<td>Students are responsible for keeping their lockers free of any items that are illegal or that are prohibited under school rules and district policies.</td>
</tr>
</tbody>
</table>
Discipline Guidelines and Procedures

The district's policies are available on the district website: http://www.minnetonkaschools.org/district/leadership/board/policy

Restitution
Restitution is a philosophy that helps people become self-directed and self-disciplined. This is a process that emphasizes each person being in control of the choices he or she makes, rather than adults controlling students.

The major focus of restitution needs to be on “restituting” the self; the offender restores himself/herself back to the person he or she wants to be. The goal is to have students become self-managers with staff members guiding them to the right decisions and outcomes. Ideally, students’ behavior choices come from intrinsic, rather than extrinsic motivation.

At MMW, our goal through appropriate discussion and questioning is to create the conditions and relationships needed for students to strengthen themselves and make the right decisions. Mistakes happen and one of the best ways to learn from them is to make restitution for them. Part of the restitution philosophy is that making up for a mistake is what strengthens people.

- Mistakes are viewed as opportunities to teach and to learn.
- There are natural consequences for choices.
- Fair is not always equal.
- Cooperation and agreement are better than enforcement and coercion.

Student Support Procedures
Staff may assign students to Student Support based on classroom discipline procedures. It is the intention of the school that Student Support will be a quiet place where students are sent to reflect upon their behavior.

- Students will be sent to Student Support with a pass, or the staff member will call or e-mail before the student arrives. It will be assumed that the student will be staying for the rest of the class period. If that is not the case, it will be noted by the staff member.
- If the student will be present for more than 10 minutes, they may be asked to fill out a reflection form. The completed form will be reviewed by a staff member.
- Students will be assigned seats and are expected to maintain a quiet environment.
- Phone calls from Student Support are not allowed in order to keep student status confidential and to keep the class environment as quiet as possible.
- Teachers may also assign a student to Student Support for test taking, make-up work or for short time-outs.
- Quiet lunch, detention and timeouts will take place in the designated Student Support room.

“Do the Right Thing!” Rules on Bullying:
- We will not bully others.
- We will help students who are bullied.
- We will make it a point to include students who are easily left out.
- If we know somebody is being bullied, we will tell an MMW staff member and an adult at home.

To view the entire District Policy #514, visit: http://www.minnetonkaschools.org/uploaded/Documents/Policy/514.pdf
Cellphone and Other PED Guidelines and Procedures

Excerpts from School Board Policy #526
Standards for Responsible Use at School, on Buses or at School Activities

A. Respect for the Education Environment
   1. The District provides appropriate technology devices for learning when specific devices are required. Teachers may also permit, but not require, students to use personal electronic devices in support of learning.
   2. Cellular phones and other personal electronic devices shall remain silent and be kept out of sight during instructional time, unless specifically allowed by a staff member.
   3. Students shall not use any electronic device that in any way disrupts or distracts from the education environment or for inappropriate, unethical or illegal or pornographic material, violations of others’ privacy rights, cheating, harassing or bullying behavior. Accessing inappropriate material in school, on a school bus, or at a school activity will result in disciplinary action, even if such access is accidental.
   4. Cellular phones and other devices may be used appropriately and respectfully before and after classes or in approved common areas throughout the day.

B. Respect for privacy rights
   1. Students shall not record, photograph or video other students or school employees on school property, on a bus or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
   2. Students shall not e-mail, text, post to the internet or social media, or otherwise electronically transmit images of others taken at school without their expressed consent.
   3. Recording, photographing or making video of others is strictly prohibited in locker rooms and restrooms, where individuals have every expectation of privacy.

Cellphone and other PED infraction procedures:
- **First Infraction**: An employee shall direct the student to turn off the device. The employee shall then confiscate the device and turn it in to the school office where the student may retrieve it at the end of the school day. An SDR form will be filled out and entered into Skyward.
- **Second Infraction**: The device will be confiscated and turned in to the school office. An SDR form will be filled out, scanned and entered into Skyward. The parent or guardian of the student will be notified. The student will be warned that the next infraction will result in the termination of the right to possess a cellular phone or any electronic device at school for a period of 45 school days.
- **Third Infraction**: The device will be confiscated and turned in to the school office. An SDR form will be filled out, scanned and entered into Skyward. The parent or guardian of the student will be notified. The right to possess a cellular phone or any electronic device at school will be terminated for a period of 45 school days.
- **Repeated or Severe Infraction**: Any violation of this policy may also, at a principal’s discretion, result in additional disciplinary action.
- **Note**: if PEDs are brought to school, it is recommended that the item(s) be stored in the student’s locker, and not be present in the classroom environment, unless specifically allowed by a staff member.

To view the entire District Policy #526, visit:
Dress Code Guidelines and Procedures

The Minnetonka School District recognizes schools as a place of learning where dress of students should be appropriate for a quality school environment. Modesty is appropriate. MMW encourages students to take pride in their attire at school. Students should dress in a manner that takes into consideration the educational environment, safety, health and welfare of others. The guidelines apply while the student is in school and/or at school sponsored activities and events held at or away from school.

The expectations are:

- Clothing should cover midriff, chest and undergarments.
- Clothing that includes words or pictures that are obscene, vulgar, convey sexual innuendo, abuse or discrimination, or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors is prohibited.
- Hats, caps, bandanas, scarves, hoods and other head attire are not allowed from 9:15 a.m. to 3:55 p.m. Exceptions will be made for special theme days, or if headwear is necessary for health or religious reasons.
- Masks or grooming that limits or prevents the identification of a student are not allowed.
- Outdoor coats should not be worn during the school day, unless a teacher has made an exception for outdoor activities, including P.E. class.
- Clothing should not need to be adjusted to fit dress code guidelines.
- Shoulder straps on shirts/tops, such as tank tops, needs to be sufficient to cover undergarments and fully cover the upper body.

Dress Code Violation Procedures:

- 1st Incident – record of offense in Skyward, school issued t-shirt to cover or change of clothes.
- 2nd Incident - record of offense in Skyward, school issued t-shirt to cover or change of clothes. The parent or guardian of the student will be notified.
- 3rd Incident - record of offense in Skyward, school issued t-shirt to cover or change of clothes, detention will be assigned.

After the third offense within one semester, the student behavior will be considered insubordination.

To view the entire District Policy #504 (Student Dress and Grooming Code), visit:
http://www.minnetonkaschools.org/uploaded/Documents/Policy/504.pdf
# Attendance Guidelines and Procedures

**Excerpts from Policy #502:**
We believe that regular attendance in school and being in class on time are important factors in determining a student’s success in academic work, including success in meeting state and local requirements for graduation. Students who attend school consistently and are on time develop better socially, establish better communication with their teachers, acquire important lifetime habits such as dependability, self-sufficiency and responsibility and have more success academically.

**Student’s Responsibilities**
It is the student’s responsibility to:

1. attend all assigned classes and other instructional activities on time every day that school is in session;
2. be aware of and follow the correct procedures when absent from an assigned class or other instructional activity;
3. request any missed assignments due to an absence; and
4. complete assigned work in a timely manner.

**Excused Absences:** These include family authorized absences and school authorized absences. The following reasons shall be sufficient to constitute excused absences:

1. **Family authorized excused absences:**
   a. Personal illness
   b. Family emergency or death in the family
   c. Medical or dental treatment
   d. Prearranged college visits
   e. Religious instruction not to exceed three hours any week and major religious holidays
   f. Legal matters including court appearances
   g. Other activities as approved by the school

2. **School authorized excused absences**
   a. Approved field trips
   b. Interscholastic athletic and fine arts competitions and events
   c. Student recognition/awards ceremonies
   d. Suspension from class or school
   e. Other activities as approved by the school

Note: Excused absences due to Vacation and Personal Family reasons, are limited to 5 days per school year.

**Unexcused Absences:** These are absences which are not authorized by the parent or guardian or the school. The following absences are examples of absences which will not be excused:

1. Class “cuts” or “skips”.
2. Leaving school premises without authorization from the attendance office or the principals’ offices.
3. Family trips/vacations for which NO PRIOR arrangements have been made with the school.
4. Other absences not authorized by the school or parent/guardian.

To view the entire District Policy #502 (Student Attendance and Truancy), visit: http://www.minnetonkaschools.org/uploaded/Documents/Policy/502.pdf

## MMW Attendance Guidelines

<table>
<thead>
<tr>
<th>Tardies: Period 1 only</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3 unexcused tardies</td>
<td>SDR will be mailed home, information/documentation only Staff member will meet with student</td>
</tr>
<tr>
<td>Next unexcused tardy</td>
<td>Detention will be assigned</td>
</tr>
<tr>
<td>6 unexcused tardies</td>
<td>SDR will be mailed home and detention will be assigned</td>
</tr>
<tr>
<td>Each unexcused tardy after 6</td>
<td>SDR will be mailed home and detention will be assigned</td>
</tr>
</tbody>
</table>
### Tardies: Periods 2-7

<table>
<thead>
<tr>
<th>Tardies</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>All unexcused tardies</td>
<td>Classroom teacher will record and enforce</td>
</tr>
</tbody>
</table>

### Absences: All Periods

<table>
<thead>
<tr>
<th>Absences</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 unexcused</td>
<td>Counselor will mail mandatory three-day principal’s letter to parent/guardian</td>
</tr>
<tr>
<td>4-5 unexcused</td>
<td>Counselor will attempt to contact parent/guardian via phone call, e-mail, meeting or home visit</td>
</tr>
<tr>
<td>6 unexcused</td>
<td>Counselor will submit a PGM (Parent Group Meeting) referral to Hennepin or Carver County</td>
</tr>
<tr>
<td>9 unexcused</td>
<td>Counselor will submit a STAR (School Team Attendance Review) Referral to Hennepin or Carver County</td>
</tr>
<tr>
<td>15 unexcused</td>
<td>Counselor will submit an Educational Neglect Report to Child Protection Service</td>
</tr>
</tbody>
</table>

**Note:** Truancy can only be filed on students with unexcused absences.

**Note:** After more than seven days of absence due to illness, a letter requesting medical documentation for future absences beyond ten days will be sent to the parent/guardian. If a medical note is not provided, the absence is coded as unexcused.

### MMW Attendance Procedures

#### Tardies

**Period 1 (9:15 a.m. to 9:25 a.m.)**

If a student has a note or the tardy has been entered into Skyward to excuse a Period 1 tardy, they will need to sign-in at the attendance office. All other students should report directly to their Period 1 class. Student will be marked tardy if the tardiness is not excused.

**Late to School (9:25 a.m. or later)**

If a student has a signed note from their parent/guardian, or the tardy has been entered into Skyward to excuse a late arrival, they will need to sign-in at the attendance office and receive a pass to class. If the parent/guardian has left a phone message, e-mail message, or has not made contact with the Attendance Office, the parent/guardian must escort the student to the Attendance Office and sign them in. The student will receive a pass to class.

#### Leaving School Early

**All Periods**

Students will need to turn in a signed note from their parent/guardian before Period 1 in the bin as they exit the cafeteria (outside the main office) or the parent/guardian must enter the request into Skyward. Students must sign-out at the Attendance Office before they leave the building. If the parent/guardian has left a phone message, e-mail message, or has not made contact with the Attendance Office, the parent/guardian must sign-out the student in the Attendance Office. Please note that students will only be released to a parent/guardian or an individual listed as an Emergency Contact within Skyward.

**NEW FOR 2017-18:** All Parents/Guardians, individuals on the Emergency Contact List and any other designated persons will be required to show a valid photo I.D. in order for the student to be released to them.

### Absences: All Periods

**All Periods**

Parent/guardians must do one of the following for an excused absence: enter absence in Skyward, leave a voicemail on the Attendance Hotline (952-401-5310) or send a signed note.

**Note:** Excused absences due to Vacation and Personal Family reasons, are limited to 5 school days per year.
Other Rules and Guidelines

Items Not Allowed in School
Students are expected to only bring appropriate items to school. Therefore, items that can be harmful to others or interfere with the learning process are not allowed, including:
- Items such as weapons, water guns, knives, lighters, matches and laser pens will be confiscated. Student will review any incidents with a staff member.
- Cell phones, headphones, electronic games, etc. are not allowed during instructional time.
- Skateboards, longboards or hoverboards are not allowed to be used at school or on the bus.

Care and Use of School Property
Each year students use thousands of dollars’ worth of school equipment, books and supplies in the instructional process. It is expected that students will use the equipment and supplies responsibly with a minimum of wear occurring. Students are expected to respect the building and its furnishings and not deface school property. This includes “kicking open” lockers, which is prohibited. In the event that a student abuses school property, they will be charged for the damage(s) or loss(es). A staff member will review with the student and a bill will be mailed directly to the parent/guardian.

Public Displays of Affection
Public displays of affection are prohibited.

Before School Supervision
The school’s cafeteria is supervised starting at 7:30 a.m. each school day. It is a place where students may study and socialize before school. Once a student is dropped off in the morning on our campus, the student must stay on campus inside the building. Students are prohibited from leaving the campus once they have been dropped off. A Super America or Caribou stop needs to take place before the drop-off. If there are any repeated or severe behavior concerns when a student is dropped off early, that student may lose the privilege to be on campus before the buses arrive.

On Tuesday mornings and every other Thursday morning from 8:20-9:05 a.m., teachers are available on a drop-in basis for students to receive additional help. Many times, this is when students take a quiz or test from an absence, or ask questions about assignments or assessments. Students may work in the Media Center most mornings from 8:30-9:05 a.m. Students are to be in a classroom working with a teacher at all times during the provided help time. Students are expected to be working with teachers during the time before school, rather than walking the halls or “hanging out” near lockers.

Bicycle Safety
Students are to obey all traffic regulations when riding to and from school. Highways 7, 41 and the entrance to MMW are very busy with vehicle traffic. Bike riders accept inherent risk if they choose to ride bikes to and from school. MMW accepts no responsibility for bike safety and security. Students are to park bikes in the designated area near the cafeteria (next to the basketball court). Students are responsible for their own bike locks. After school, students riding bikes will be allowed to leave after the buses have left school property. Please walk your bike on sidewalks when buses are present.

After School Expectations
All buses depart at 4:05 p.m. If students are in the building after 4:05, they must be under the direct supervision of a teacher, coach or other staff member. After-school activities end at 5:30 p.m. and all students should be picked up and all doors will be locked. Students will not be able to re-enter the building during evening hours.

Bus Safety Expectations
When riding a school bus, students are expected to do the following:
- Be on time to help keep the bus on schedule.
• Carry a bus pass and show it to the driver when boarding the bus.
• Board and depart from the bus correctly.
• Follow the driver’s instructions.
• Remain seated.
• Do not endanger yourself or others.
• Do not bring food, beverages, animals, tobacco, chemical or hazardous objects on the bus.
• Speak and act courteously.
• Help keep the bus clean and safe.

Transportation to and from school is a student privilege. Adhering to transportation safety rules is a requirement that goes along with the privilege of riding the bus. Safety depends upon the cooperative effort of all students, bus drivers, parents and school personnel.

**Bus Pass (to ride a different bus)**

When a student wants to ride a bus other than the one assigned to him/her, or wants to get off at a bus stop other than their own, they need to bring a signed note from their parent/guardian. The note must include the following information:

- date
- student’s full name
- name of student they are riding with
- number of bus they are riding on
- stop they will be exiting to
- parent/guardian signature
- parent/guardian daytime phone number

The note should be placed in the bin near the cafeteria doors/main office hallway before the student’s first class. The student can pick up the bus pass for that day outside of the Student Support room during their lunch period. The student must give the bus pass to the bus driver when they board the bus after school. If the bus is already full, they will not be granted entrance to the bus. Without a pass, students are not allowed to board a different bus or get off at a different bus stop.

**Guidance**

We provide support to students with their academic performance, peer relationships, and/or personal life. Students are encouraged to make an appointment in the Guidance Office with their counselor or the school social worker. In addition, counselors are in the cafeteria daily during lunch hours and are available to field questions and touch base with students.

**Identification Cards**

Each student will be issued an ID card that includes a picture and other identification data. Students should carry the ID card with them at all times at school and school activities. Students must have their card to check out materials (i.e. textbooks, novels for class) from the Media Center. If the ID card is lost, a replacement card may be ordered in the Media Center for $2.00.

**Lockers**

All students will be assigned a hallway locker and combination. Lockers should be locked at all times to safeguard belongings. Under no circumstances should locker combinations be shared, including with close friends. Students are not allowed to enter other student’s lockers, or to share lockers with other students. The school will assume no responsibility for the loss of property. All possessions should be marked so they can be identified if they are lost. Jackets, gloves, band instruments and glasses should be labeled. Lockers should be kept neat and clean at all times. All backpacks, totes and purses need to stay in the student locker from 9:15 a.m. to 3:55 p.m. Students may decorate their lockers with magnetized locker accessories that do not deface the surface of the locker. The school reserves the right to inspect the contents of lockers and to remove anything that violates school rules and/or the law of reasonable suspicion exists indicating that the locker contains prohibited items. If a locker malfunctions or it can be opened without the use of the lock, it must be
reported to Student Support or the Main Office, so assistance may be arranged. Kicking open lockers is prohibited and may result in an SDR for damage to school property.

**Decorating Lockers**
Decorating lockers – It is wonderful if a student(s) want to decorate a friend’s locker to recognize their friend’s birthday. However, it is important to follow a few expectations in this area:

- You must get permission from a supervisory para in the cafeteria before school.
- Magnets need to be used to secure items to the face of the locker. Please, no tape, as it leaves residue on the lockers and is difficult to remove.
- Balloons are not permitted on lockers or within lockers. Please, no balloons.
- Birthday signs/decorations need to be removed from the locker by the end of the school day.

**Lost and Found**
There are three main “Lost and Found” areas in the building: the physical education area, the Student Support Room and the Main Office. Jewelry, money, wallets, purses, cellular phones and other valuable items should be turned in and claimed in the main office. If an item has been left on a bus, call the bus company directly: First Student Bus Company, 952-470-5366.

**Food and Nutrition Services – Lunch Account**
Each student has an individual account to pay for their meals. Parents/Guardians pre-pay into this account which functions as the student’s “food bank account.” There are two main ways to pay. You may give a check written out to “Minnetonka Food and Nutrition Services” to a cashier before school or at lunch. Be sure to write the student name and the student lunch key pad number in the memo line. The second and preferred method is a credit card payment made through Skyward. During breakfast, lunch, and for snacks students can access the account by entering an assigned personal key pad number when they check out.

**Recycling**
Students are expected to recycle and compost organics as well as clean up after themselves in the lunchroom: pick up items off the floor and table, put garbage in garbage cans, return trays to the dish room and wipe up spills with a dish cloth from the dish room. If the spill is large enough that a mop is needed, students should ask a lunchroom supervisory paraprofessional for assistance.

**Hall Passes**
Students are not to be in the halls during class periods. If it is necessary to leave the classroom, students will need permission from their teacher and have a hall pass.

**Posting of Signs**
Students need prior approval from the Main Office or from the advisor of an activity to hang signs inside and outside of the building. Unless specifically exempted, no sign should be posted for more than one week. Signs may not be posted on windows.

**Visitors – Students**
In general, student visitors are not allowed at MMW.
Grading and GPA

Uniform Grading Scale
In order to calculate grades, the following 100 point scale is used to assign grades. In turn, the letter symbols give a description of the student's academic achievement.
92.45-100 = A
89.45-92.44 = A- Exemplary work (90-100% Mastery of Subject Goals)
86.45-89.44 = B+
82.45-86.44 = B Proficient/Thorough work (80-89% Mastery of Subject Goals)
79.45-82.44 = B-
76.45-79.44 = C+
72.45-76.44 = C Acceptable work (70-79% Mastery of Subject Goals)
69.45-72.44 = C-
66.45-69.44 = D+
62.45-66.44 = D Mediocre work (60-69% Mastery of Subject Goals)
59.45-62.44 = D-
00.0-59.44 = F Unacceptable work (less than 59% Mastery of Subject Goals)

District Secondary Grading & Reporting Explained

The Minnetonka Public Schools' secondary grading and reporting policy is intended to improve consistency in academic grading among teachers and subject areas at the secondary level and focus on student's academic achievement.

Minnetonka Public Schools has developed and gained School Board approval for a grading and reporting policy that:

- Reflects academic achievement.
- Contains meaningful feedback.
- Is honest, fair, transparent, credible, useful and user friendly.
- Is criterion referenced.
- Aligns with the Minnetonka Public Schools curriculum.
- Reflects consistency within and among courses, grade levels, departments, and/or schools.

The new grading policy uses a uniform percentage grading scale and places greater weight on final products of learning in calculating the grade with less weight on the academic practice involved in learning.

What are the primary components used to calculate a grade?
For students in grades 6-12, there are two main types of assessments that form the quarter grade: academic practice and academic achievement.

Academic Practice Assessments, called formative assessments, are given while a student is learning the material. This is designed to provide direction for both students and teachers.

Feedback for students from this kind of assessment will show students what adjustments are still needed to master the material such as further review and/or additional practice. Or it may confirm that the student is ready to move forward.

For teachers, it may provide feedback indicating a need to change instructional strategies or to provide additional practice. Or it may signal that you are ready to move forward.
Formative assessments include activities such as teacher observations, quizzes, homework, rough drafts, peer editing, and notebook checks.

These formative assessments may account for a maximum of 30% of the grade in 6th Grade, 20% in 7th and 8th Grade, and 15% at the high school. We don’t want to have the assessments given while students are in the practice phase of learning to have too heavy an impact on the grade.

**Academic Achievement Assessments**, called summative assessments, are given after completing a sequence of instruction and practice and students are ready to be responsible for the material. This provides information used to make judgments about a student’s achievement/grade. Sample achievement assessments include: final drafts, tests, exams, assignments, projects, and performances.

This part of the grade may account for a minimum of 70% in Grade 6, 80% in Grades 7 and 8, and 85% at the high school. The majority of the grade is derived from these assessments because students are demonstrating what they know and can do.

In the middle schools teachers will use:

- 70/30% breakdown for Grade 6
- 80/20% breakdown for Grade 7 and Grade 8

**GPA Calculation**

Student grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Your grade point average may range from 0.0 to a 4.0. An everyday class is 1.0 credits and an every other day class is worth .50 credits (PE, Music, Skills) per year. Students earning a GPA of 3.0 or higher each quarter will be recognized on the MMW Honor Roll.
Student Recognition Programs

President’s Award for Educational Excellence (Middle School Level)

The President’s Education Awards Program, sponsored by the U.S. Department of Education, in partnership with the National School Principals Association, was developed to help principals recognize and honor those students who have achieved high academic goals by their hard work and dedication to learning. Participation in the program grows each year with 57,000 schools and nearly four million students receiving these esteemed awards last year.

Students who are eligible for the President’s Award for Education Excellence receive certificates signed by the President, the U.S. Secretary of Education and the school principal, and a lapel pin, inscribed with the Presidential Seal, to accompany the certificate.

Criteria for Selection: To be eligible for the President’s Award for Educational Excellence, students must meet the requirements in Category A and Category B:

A. Grade Point Average: Students are to earn a grade point average of 80 or higher on a 100 point scale or a 3.5 on a 4.0 scale. The middle school cumulative grade point average includes grade 6 through the end of the first semester of grade 8.
B. Test Scores: Students must demonstrate high achievement (90th percentile or higher) on one or more Achievement Test(s) in reading or mathematics.

The school principal has final authority to determine which students receive this award.

President’s Volunteer Service Award

The President’s Council on Service and Civic Participation created the President’s Volunteer Service Award program as a way to thank and honor Americans who, by their demonstrated commitment and example, inspire others to engage in service. Recognizing and honoring volunteers sets a standard for service to others. It encourages a sustained commitment to civic participation and inspires others to make volunteering a central part of their lives. The President’s Volunteer Service Award recognizes individuals, families, and groups that have achieved a certain standard – measured by the number of hours served over a 12-month period or cumulative hours earned over the course of a lifetime.

Award Criteria: Any student or adult may receive Presidential recognition for volunteer hours earned over a 12-month period or over the course of a lifetime at home or abroad. The following are the eligibility requirements for Middle School Students.

<table>
<thead>
<tr>
<th>Level of Service</th>
<th>Required Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronze Level</td>
<td>50 to 74 hours</td>
</tr>
<tr>
<td>Silver Level</td>
<td>75 to 99 hours</td>
</tr>
<tr>
<td>Gold Level</td>
<td>100 hours or more</td>
</tr>
</tbody>
</table>

Award recipients receive an official President’s Volunteer Service Award pin package, a personalized certificate of achievement package, a note of congratulations from the President of the United States and a letter from the President’s Council on Service and Civic Participation. For more details, visit: [http://www.presidentialserviceawards.gov/](http://www.presidentialserviceawards.gov/)
TECHNOLOGY AT MINNETONKA MIDDLE SCHOOL WEST

SCHOOLEGY - Teachers post homework, assignments, test, updates, discussion boards, and more

SKYWARD – Keep track of grades, missing assignments, lunch balances

GOOGLE IN EDUCATION – Student email; create and share documents and files

THINK!

Before you...

T - Is it True?
H - Is it Helpful?
I - Is it Inspiring?
N - Is it Necessary?
K - Is it Kind?