



Student and Family Handbook

2025-2026 School Year

Marine Village School
550 Pine Street
Marine on St. Croix, MN 55047
(651) 477-0380

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Contact Information

MVS Main Office	651-477-0380
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MVS Staff		
Name	Position	Email Address
Dr. Curtis Windham	Executive Director	curtisw@marinevillageschool.org
Carla Hinz	Operations Manager	carlah@marinevillageschool.org
Dawna Gregory	Administrative Support	dawnag@marinevillageschool.org
Anessa Beimert	Kindergarten Teacher	anessab@marinevillageschool.org
Michelle Johnson	First Grade Teacher	michellej@marinevillageschool.org
Lauren Henninger	Second Grade Teacher	laurenh@marinevillageschool.org
Jordyn Heide	Third Grade Teacher	jodynh@marinevillageschool.org
Jody Dick	Fourth/Fifth Grade Teacher	jodyd@marinevillageschool.org
Jaime Souza	Science and PE Teacher	jaimes@marinevillageschool.org
Colleen Tetreault	Special Education	colleent@marinevillageschool.org
Siri Kristenson	Music, Art, and Theater Teacher	sirik@marinevillageschool.org
Kelly Fronk	Assistant Teacher	kellyf@marinevillageschool.org
School Nutrition	School Nutrition	mvsnutrition@marinevillageschool.org
Transportation	Transportation	transportation@marinevillageschool.org

Board of Directors

The MVS Board of Directors is composed of up to nine members, selected from a pool of community members, parents, and faculty. The Board includes four officer roles: Head Chair, Vice Chair, Secretary, and Treasurer. The remaining individuals serve as general Board Members.

All Board Members actively participate in at least one of the Board's committees, contributing to the governance and strategic direction of the school.

The Executive Director serves as an Ex Officio (non-voting) member of the Board.

Meetings: MVS Board meetings are open to the public, and all are welcome to attend. Meetings are held on the third Thursday of each month, in person, with a Google Meet option available for virtual attendance.

MVS Board Committees – Get Involved!

Parents, families, and community members are invited to serve on MVS Board Committees. Your voice and expertise can make a meaningful impact on our school's future!

Board Committees:

- Academic Committee
- Community Outreach Committee
- Facilities Committee
- Finance Committee
- Governance Committee
- Health and Wellness Committee
- Multigenerational Committee

Non Board Committees:

- Forest Committee
- Parent Teacher Organization (PTO)




If you are interested in joining a committee or learning about board position openings go to our [Board of Directors page](#) on our website or contact us at info@marinevillageschool.org

PTO (Parent Teacher Organization)

Join the MVS PTO! All are families are welcome

Families are encouraged to get involved with the Marine Village School Parent-Teacher Organization (PTO)! The PTO organizes fundraisers, special events, and volunteer opportunities that support our staff, enhance the school experience, and build a strong school community.

Monthly Meetings:

 2nd Thursday of each month
 7:00–8:30 PM
 In person or via Google Meet

For additional meeting details, questions, or to get involved, please contact us at pto@marinevillageschool.org. We'd love to have you join us!

Daily Schedule

For the 2025-2026 school year calendar, visit www.marinevillageschool.org/school-calendar/

Estimated Daily Schedule

7:30AM - 8:15AM	Before Care (requires pre-registration)
8:15 AM	School doors open and Breakfast is served
8:30 AM	Start of School / Morning Meeting
10:20 AM	Snack/Recess
11:20 AM	K Recess/Lunch**
11:25 AM	1st Grade Recess/Lunch**
11:30 AM	5th Grade Recess/ Lunch**
11:35 AM	3rd Grade Recess/Lunch**
11:45 AM	4th Grade Recess/ Lunch**
11:50 AM	2nd Grade Recess/Lunch**
3:30 PM	Dismissal
3:45 - 5:30 PM	After Care (requires pre-registration)

****Meals:** Breakfast and lunch are provided daily to all students at no cost. However, additional fees apply for extra servings or à la carte items. See Nutrition section for more information.

Before & After School Care Information

Hours of Operation:

- Morning Care: 7:30 – 8:15 AM
- Afternoon Care: 3:45 – 5:30 PM

Important Updates for This Year:

- No drop-in care is available this year due to staffing constraints.
- Pre-authorization and advance payment are required for all care sessions.
- Families must book online in advance—no same-day or last-minute care will be available.

Rates:

- Morning Only: \$15 flat fee
- Afternoon Only: \$25 flat fee
- Both Morning & Afternoon: \$35 flat fee

How to Book:

Complete the on our website at

<https://www.marinevillageschool.org/current-students/lists-and-forms-for-current-students/before-and-after-school-care/>

For any questions regarding Before and After School Care or payment arrangements, please contact Carla Hinz at carlah@marinevillageschool.org.

Drop-Off & Pick-Up Procedures

For the safety of all students, the parking lot is closed to families during drop-off and pick-up times.

Drop-Off:

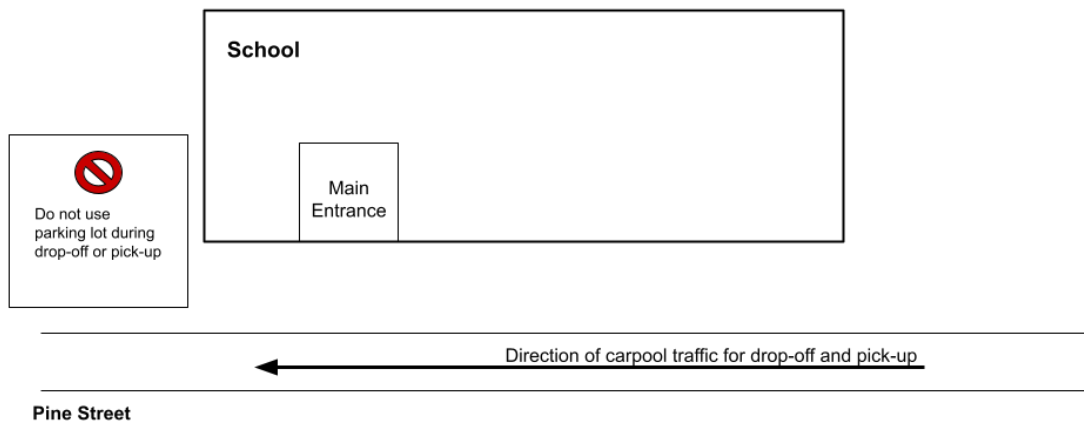
- 8:15-8:30 am
- Drive **westward on Pine Street**, forming a line in front of the school.
- Parents/guardians may **walk students to the front entry only**. Staff will escort students inside.

Pick-Up:

- 3:30-3:45 pm
- Continue westbound on Pine Street and line up as needed.
- Staff will accompany students from the school to your vehicle.
- **Do not begin the pick-up line beyond the orange cone**. Please keep the area in front of the school clear for school bus parking.

Early Dismissal:

- 1:00-1:15 pm (Unless otherwise noted)



After-School Tag System

To ensure a safe and organized dismissal, **all students must arrive at school each day with the appropriate backpack tag** that indicates how they will be going home.

Dismissal Tags:

- **YELLOW/ORANGE BUS** – The student will ride the bus home.
The color (yellow or orange) will depend on the specific route assigned.
- **RED SCHOOL** – Student will stay for **aftercare**.
- **MINT GREEN CAR** – Student will be picked up in the **carpool line**
*Note: Driver must have the official **hanging tag** to pick up the student.*
- **GREEN SHOE** – Student will be dismissed to the **playground at 3:25 PM**.

Important:

If after-school plans change, please notify both the school office and your child's classroom teacher as soon as possible—preferably by 2:00 PM. This ensures there is enough time to inform your child and make any necessary arrangements with staff.

Staying for Playground Time

Community time is important to us!

If you would like to stay after school to allow students to have some extra playground time:

- Park on the playground side of the school.
- Exit your car and supervise your student.
- Please do not block traffic flow or park in the bus zone.

Transportation

Transportation services are available for students via bus routes. For more information or to sign up, please contact Dawna Gregory at transportation@marinevillageschool.org.

Attendance Policy**Tardiness:**

Being on time is essential for both individual achievement and the success of our school community. Excessive tardiness will be reviewed and addressed on a case-by-case basis.

Truancy:

As required by law, MVS must report unexcused absences that exceed nine (9) days.

Pre-Arranged Absences:

Please inform the MVS Office and your child's classroom teacher at least two weeks in advance of any planned absences. If you need to pick up your child early, check in at the Office, and a staff member will escort your student to you.

*Instructional time is vital to your child's academic progress. We strongly discourage extended absences during the school year.

Academics**Curriculum**

- MVS follows the **Core Knowledge curriculum**, offering a rich, interdisciplinary learning experience.

- All instruction aligns with [Minnesota State Standards](#).

Homework

- Assigned at the **teacher's discretion** and tailored to each student's individual needs.

Report Cards & Progress Reports

- **Report cards** issued **twice per year** (Fall & Spring) via email.
- **Progress reports** shared **twice yearly** to track academic development.

Parent-Teacher Conferences

- Held **annually in October**.
- Additional conferences may be scheduled in **spring** or **as needed** on a case-by-case basis.

Standardized Testing

- Students in **Grades 3–5** participate in state-required testing.
- MVS curriculum is **not centered around standardized testing**.
- Students receive **instruction in testing software** to ensure readiness.

Special Education Services

- Full-service special education department available.
- Contact **Dr. Curtis Windham** at curtisw@marinevillageschool.org for more information on available student support.

Communication and Media

Website

- Visit: marinevillageschool.org
- Includes general info, updates, **school calendar**, nutrition, and our payment process including a **"Pay Now"** payment option.
- Use the Parent menu for access to the most up to date information

Newsletters

- **Weekly Newsletter:** Sent by Dr. Windham to all families.
- **Classroom Updates:** Provided by teachers to families of each grade level.

Communication with Staff

- **Email:** Teachers can be contacted directly at any time.
- **Meetings:** Available after school until 4PM.
- **Note:** Do not seek out teachers before school unless pre-arranged.

Address Changes

- Notify the MVS Office **within 10 days** of moving.

Media Release

- Release to opt in or out of media sharing.
 - Completed during initial application and annual Back to School registration
 - Media consent form can also be found on our website

Social Media Guidelines

- Posts on **MVS Facebook or Instagram** must remain **kind and encouraging to all members of the community**.
- Any posts that do not uphold this standard will be removed by school administration.

Safety / Emergency Preparedness

Weather-Related Closings

- MVS will monitor weather conditions in Marine and the surrounding areas (Stillwater, Scandia, etc.) to make informed decisions regarding weather-related closures, including snow days. Any closure announcements will be communicated by 6:00 AM on the day of the closure.
- Families will be notified through the following channels:
 - Email
 - Text message (where applicable)
 - Facebook and Instagram post on the Marine Village School pages

Safety Drills

In accordance with Minnesota Department of Education guidelines, MVS conducts regular safety drills, including:

- Fire drills
- Tornado drills
- Lockdown procedures

Emergency Contact Notification

If a student is involved in an emergency situation, MVS staff will promptly notify the individuals listed as emergency contacts.

Liability Notice

MVS **does NOT** provide insurance coverage for accidental injuries that may occur on school property or during school-sponsored events/activities.

Health and Wellness

Health Records

- **Due before** the first day of school.
- **Includes:** Immunization records and general health records.

Health Services

Medications

- Prescription Medications:
 - Require a completed "Request to Administer Medication" form.
 - Form must be signed by both doctor and parent.
- Over-the-Counter Medications:
 - Require a "Student Over the Counter Non-Prescription Pain Reliever Form".
 - Form must be signed by parent only.
- Storage & Administration:
 - All medications are kept in and administered by the main office.
 - Forms available on the school website.

Allergies:

- Inform the **MVS Office** of **any student allergies before** the first day of school.
- The school may notify the community of **substance restrictions** (e.g., **peanuts, latex**) if needed.

Treats:

- Must be **store-bought** with a **complete ingredient list**.
- Coordinate with **classroom teachers or applicable MVS staff** before bringing treats for the classroom or entire school.

When to Keep Students Home :

Keep your child home if they have any of the following:

- Fever $\geq 100^{\circ}\text{F}$ in the past **24 hours** (without meds)
- Diarrhea or vomiting in the past **24 hours**
- Uncontrolled cough
- **Uncontained green/yellow mucus**
- **Strep throat** (until **12 hours after antibiotics** begin)
- **Chicken pox** (until **lesions crusted over**)

- **Open wounds** that cannot be covered

Health Reporting:

Notify the **MVS Office** if your child is diagnosed with a **highly contagious illness**

- For internal tracking purposes.
- MVS will notify the community without identifying the student.

Examples include:

- Covid-19
- Strep
- Chicken pox / Shingles
- Fifth's disease
- Head lice, even after treatment
- Influenza
- Pertussis (whooping cough)
- Impetigo

Student Activities

Student Clubs:

Students have the opportunity to participate in afterschool clubs, which will be created based on student interests.

Please note: Fees for afterschool clubs are non-refundable.

Concerts and Performances:

Students will participate in multiple events to share with the larger community.

Field Trips

Students will have the opportunity to participate in field trips throughout the school year. These trips may involve travel by bus or walking, depending on the destination. Parents and guardians are welcome to attend as chaperones (please refer to the Visitors and Volunteers section for more information). Prior to each trip, families will receive a permission form that must be completed and returned in order for students to participate.

5th grade annual trip:

Each year, our 5th grade class is invited to attend Camp Widjiwagan, a week-long, ecology-based nature camp near the Boundary Waters of Minnesota. Parents are invited to attend as chaperones. Cost is approximately \$250 per student and scholarships are available according to need.

Visitors and Volunteers

Visitors:

Visitors must check in at the Office and wear a badge at all times.

Volunteers:

MVS greatly values our volunteers, and there are many opportunities to get involved!

- All volunteers working directly with students – including field trip chaperones – must complete and pass a background check before volunteering.
- Background checks must be renewed annually.
- A \$25.00 processing fee is required, to be paid by the volunteer.
- To begin the process, please contact the Office to request a background check form.
- The district reserves the right to refuse any volunteer.

Student Code of Conduct

The “Student code of conduct” should be reviewed by students and their families. By returning a signed copy of this document to the MVS Office, you are pledging to abide by these standards of conduct for a safe and respectful learning environment. Questions or concerns should be directed to Dr. Windham at curtisw@marinevillageschool.org

This code of conduct applies to student behavior during the school day as well as at any time on school grounds, field trips, school-sponsored events, and on MVS buses before and after school.

General Safety and Respect

All MVS staff and students will treat one another with kindness and respect, even when upset.

Anti-Bullying / Anti-Discrimination

We define bullying and/or discrimination as “behavior, usually repeated over time, that intentionally hurts another individual or group, physically or emotionally” (DCSF 2009).

One person or a group can bully others; bullying can occur either face to face between individuals or groups or online, using information technology, such as computers or mobile phones.

Bullying can include:

- Verbal teasing or making fun of someone
- Excluding children from games and conversations
- Pressuring other children not to be friends with the person who is being bullied
- Spreading hurtful rumors or passing round inappropriate information
- photographs/images/drawings
- Shouting at or verbally abusing someone
- Stealing or damaging someone's belongings
- Making threats
- Forcing someone to do something embarrassing, harmful or dangerous
- Harassment on the basis of race, gender, sexuality or disability
- Physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection procedures)

Bullying can affect a person's health and development and at the extreme, can cause significant harm; bullying will not be tolerated by any MVS staff member.

Technology and Social Media

Cell Phones:

Cell phones (and all other electronics, including smart watches) must stay in the student's locker during school hours. Cell phones will be confiscated if present in class, and must be retrieved from the MVS Office by a parent. Cell phone use is not allowed on the bus.

Internet Use:

All student internet use must comply with the following school policy:
Students will not have access to inappropriate internet content including social media, chat, messaging, forums, or other forms of electronic communication.
Internet use is for educational purposes only.

Dress Code:

Students should be dressed appropriately for the season and weather, and wear attire and footwear that is safe for recess and gym. No offensive, violent, or distracting images or language may be worn on clothing. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others. Decisions about school appropriateness will be made by the Executive Director.

Academic Integrity:

4th and 5th Grade Students: Because we recognize that we are preparing students for middle school and beyond, academic integrity is very important and key to student

achievement. Cheating, plagiarism, or the inappropriate use of Artificial Intelligence (AI) will result in disciplinary action as determined by the individual teacher or principal.

Discipline

Discipline Philosophy:

Restorative justice-We employ this working definition of Restorative Justice. Restorative justice asks the one who was harmful to consider the impact of the action and what can be done to repair that harm while holding the person who caused it accountable for his or her actions.

Restorative conversations can look like this:

What happened?
What were you thinking at the time?
What have you thought about since?
Who was affected by your actions?
In what way were they affected?
How could things have been done differently?
What do you think you need to do to make things right?

Order of Interventions:

First offense:

- Student apologizes for their actions
- Student returns to class

Second offense:

- Student apologizes again and is removed from contact with other classmates
- An email will be sent home

Third offense:

- Dr. Windham calls home
- Student goes home for the day
- Student is expected to complete any work they miss in class due to behavior

Suspension:

In rare cases, students can be suspended from school for failure to adhere to MVS behavioral policies. Infractions including continued social bullying, lack of respect for MVS faculty/students, or physical altercations will result in suspension from school.

Weapons Policy

The purpose of this policy is to assure a safe school environment for students, staff, and the public.

General Statement

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in school location or while working with students. The school principal will

act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates the policy.

Definition

A “weapon” is any object, or device designed as a weapon or with use is capable of threatening bodily harm or inflict self-injury. This would include, but not limited to, any firearms, loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; throwing stars; explosives; fireworks; stun guns; ammunition; poison; and objects that have been modified to serve as a weapon. No person shall use articles designed for other purposes (pointers, belts, pencils, scissors, etc.), to inflict harm and/or intimidate. School Location includes any school building or grounds, whether leased, rented, owned, or controlled by the school, locations of school activities or trips, bus stops, school buses, or school vehicles, non-school vehicles, all locations where school-related activities are conducted. Possession means having a weapon on one’s person or in a school location.



Parent and Student Signature Page

By signing below, I acknowledge that I have read, understand, and agree to follow the policies and procedures outlined in the Marine Village School Student/Family Handbook. I recognize the importance of working in partnership with the school's staff and board of directors to support a positive educational experience.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Student Name (Print): _____

Student Signature: _____

Date: _____

Field Trip Permission Form

By signing below I give permission for my child to participate in local field trips organized by Marine Village School Teachers during the school year. I understand that these trips may take place within the local area and that transportation may include walking or riding a school-approved bus.

Local field trips may include, but are not limited to, visits to the Marine Village Library, Marine General Store, Downtown Marine, and William O'Brien State Park.

I acknowledge that all reasonable precautions will be taken to ensure my child's safety during these trips.

Parent/Guardian Printed Name: _____

Date: _____

Signature: _____

Emergency Contact Number: _____

Continue to next page for Media Release Form

Media Consent Form

Please be aware that during the school year, your child may be photographed, videotaped, or interviewed during school-sponsored events. With your consent, these photographs, videos, or interviews may be reproduced and released for use in media such as newspapers, brochures, videos, television, the internet, and Marine Public School's official websites and social media platforms, including Facebook and Instagram.

Please indicate your preference below regarding the use of your child's image or interview:

☐ **Yes**, I give permission for my child's photo/video/interview to be used in all areas of marketing

☐ **Yes**, I give permission for my child's photo/video/interview to be used in select areas.

Check approved areas:

☐ Facebook / Instagram

☐ Website

☐ Flyers

☐ Videos/Interviews

☐ Yearbook

☐ Flyers

☐ Class teacher emails and newsletters

☐ **No**, I do not give permission for my child's photo/video/interview to be used in any setting

Parent/Guardian Printed Name: _____

Date: _____

Signature: _____