

# Meadowview Elementary School Handbook



**Becky Bican, Principal**  
**Nate Moudry, Dean of Students**  
**6100 195<sup>th</sup> St. W.**  
**Farmington, MN 55024**  
**651-460-3100**

# **Welcome to Meadowview Elementary School!**

## **A Passionate, Energetic Learning Environment**

The mission of Meadowview Elementary School, a passionate, energetic learning environment, is to ignite creative, critical and collaborative thinking in all learners by:

- Customizing learning to meet the diverse needs of each student.
- Implementing innovative teaching strategies.
- Fostering strong, collaborative partnerships between families, students, school, and community members.
- Empowering students with the knowledge and skills needed to thrive socially, academically, physically and emotionally.

## **Objectives:**

- All students actively establish and achieve their academic and personal goals.
- All students realize and pursue their individual passions.
- Each student makes decisions with integrity, confidence and courage.

## **Tactics:**

1. We will provide customized learning experiences based on student strengths and aspirations
2. We will create a dynamic, engaging, and collaborative culture in order to achieve academic excellence for all students

## **Each Stakeholders Plays and Important Role**

**Role of Principal:** Facilitating teacher staff development and teacher accountability for following the spiraling reading literature, language arts, and math curricula. Setting the tone by providing leadership for a very positive climate enabling students to want to learn by empowering them through their learning style.

**Role of Teacher:** Following the spiraling curricula and personalizing when students need enrichment or interventions; using available resources for students who are above grade level or below grade level; communicating with parent as soon as there is a concern with basic skills or other curricular areas. Using art, music, physical education, technology, and media for support of our vision.

**Role of Parent:** Supporting staff and school and following up with student responsibilities with suggestions made by staff during phone conversations and/or conferences. Preparing children for school with a good night's sleep and nutritious breakfast. Reading to children at home, listening to children read at home, helping with learning math facts, and supporting writing/language arts. Communicating positively with teacher and child.

**Role of Student:** Respecting the staff and oneself by working hard, maintaining a positive attitude, and taking ownership

**Role of Parent Teacher Partnership (PTP):** A team of MVES parents and staff members who voluntarily come together to discuss the needs and accomplishments of our student body. We are a partnership that is focused on supporting our students with the resources necessary to accomplish our building and district goals.

# Meadowview Elementary School Bill of Rights

<p><b>WE, THE STUDENTS AND ADULTS AT MEADOWVIEW ELEMENTARY SCHOOL, HAVE A RIGHT TO BE SAFE.</b></p> <p>This means that everyone has the responsibility to walk and keep hands and feet to oneself in order to create a safe atmosphere. It also means never carrying anything to school that might harm someone or making verbal threats that are meant to harm another.</p>	<p><b>WE, THE STUDENTS AND ADULTS AT MEADOWVIEW ELEMENTARY SCHOOL, HAVE A RIGHT TO LEARN.</b></p> <p>This means that everyone has the responsibility to work quietly and independently without interrupting or disturbing others.</p>
<p><b>WE, THE STUDENTS AND ADULTS AT MEADOWVIEW ELEMENTARY SCHOOL, HAVE A RIGHT TO BE RESPECTED.</b></p> <p>This means that everyone has the responsibility to be respectful and cooperative.</p>	<p><b>WE, THE STUDENTS AND ADULTS AT MEADOWVIEW ELEMENTARY SCHOOL, HAVE A RIGHT TO HAVE ALL PROPERTY RESPECTED.</b></p> <p>This means that everyone has the responsibility to protect all property from damage.</p>

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## **Directory of Important Numbers**

### **Office Team**

Ms. Becky Bican, Principal  
651-460-3100

Mr. Nate Moudry, Dean of Students  
651-460-3100

Ms. Jackie Brand, School Counselor  
651-460-3103

Ms. Lisa Provost, School Counselor

Ms. Jodi Lee, Administrative Assistant  
651-460-3104

Ms. Jami Roberts, Administrative Assistant  
651-460-3105

Ms. Jill Hauge and Ms. Betty Ross, School Nurses  
651-460-3106

### **Frequently used numbers**

#### **Main Line**

651-460-3100

#### ***Please use when:***

- you need to contact your child's teacher
- you are moving
- there is a permanent change in your child's bussing
- you would like to volunteer in the classroom or school

#### **Attendance**

651-460-3105

#### ***Please use when:***

- your child is going to be absent

- Prearranged absences for vacations will need to be completed on the Meadowview website at the following web-address link: [MVES Absence Form](#)

### **Nurse's Office**

651-460-3106

#### ***Please use when:***

- you have medical questions or updated medical information

### **Transportation** Marshall Lines Bus Company

651-463-8689

#### ***Please use when:***

- you have questions that pertain to the school bus
- you need clarification on route information

### **Media Center**

651-460-3109

#### ***Please use when:***

- You have questions about a library book
- You have basic questions about your child's iPad

### **Chartwells Food Service**

651-463-5025

#### ***Please use when:***

- you have questions about your child's food service account
- your child has food allergies or medical conditions and are participating in the food service program.
- [Free/Reduced Lunch Form Link](#)      [FEQ's](#)

## **District Emergency**

952-985-1100

### ***Please use when:***

- you need to find out if school is closing early due to bad weather
- There is a public emergency in the area to keep phone lines open for public safety personnel. This line will have up-to-date messages.

Go to [www.farmington.k12.mn.us](http://www.farmington.k12.mn.us) for more information.

## **Behavior Expectations**

At Meadowview Elementary, we believe that a healthy, positive, and productive school environment thrives when all stakeholders “Show their P.A.W.S.”

**Positive Attitude**

**Act Responsibly**

**Work and Play Safely**

**Show Respect**

Showing a positive attitude, acting responsibly, working and playing safely together, and showing respect for oneself and others are our basic expectations at Meadowview Elementary. We expect students to demonstrate these behaviors on the playground, in the lunchroom, in their classrooms, and throughout the entire building.

## **Behavior Roles and Responsibilities**

**Role of the Principal, Teachers, and Staff members:** All district employees are expected to deal with students in a firm, fair, consistent fashion; to treat all students with respect, and to recognize individual differences among student.

**Role of Students:** Students are responsible for the manner in which their own individual rights are exercised and for not violating the rights of others. Students will not threaten other students. Students must accept the consequences of any actions they take which violate the rights of others. Special Education students will follow the same discipline plan as regular education students except when it is so indicated on their IEP.

**Role of Parents/Guardians:** The parent or guardian is legally responsible for the behavior of their children as determined by law and community practice. They are expected to promote the development of their child's self-discipline and educational progress, and discourage their child from disrupting the school's educational program. Parents and guardians are also responsible for supporting district and school policies, regulations and rules.

Since cooperation between parents/guardians and school staff is essential in helping students work to the best of their ability and have a good school experience, parents/guardians have responsibility along with teachers and students:

- To help maintain communication with the school by participating in school/community activities and parent/teacher conferences.
- To help maintain communication with the school by bringing questions and matters of concern to the attention of the teacher, principal, or other appropriate staff members.

### **Discipline Plan for MVES**

*Meadowview Elementary School* approaches discipline from a positive standpoint whenever possible. Administrators and staff acknowledge students for their positive behaviors with our P.A.W.S program. Students receive P.A.W. awards for their positive contributions to MVES and are able to celebrate their success with a menu of choices. If students choose inappropriate behaviors, restitution and/or consequences will be assigned.

### **Our Discipline Plan at MVES is intended to:**

- Help the students think about the impact of their actions
- Help students learn from their mistakes and positively affect future behavior.
- Help students design a plan to “fix” what was “broken” and control and change his/her behavior
- Help the student grow intellectually, socially, and emotionally.
- Put emphasis on the behavior rather than the person.

### **Violations and Consequences**

1. **Minor Infractions** – is a disruptive behavior or action that interferes with effective operations of the school or classroom. Consequence for minor infractions typically occur in the classroom where the teacher decides on the consequence. If minor infractions occur on the playground, the noon hour supervisor may need to assign the student to a time-out area near the building or other consequence as they deem necessary.
2. **Severe Disruption** – is a serious offense that will need to be dealt with immediately. Examples include, but are not limited to, destruction of property, theft, fighting, and defiance/disrespect. A severe disruption results in a student conference, but also may result in in-school suspension or out-of-school suspension. For in-school suspension the student will be expected to do his/her work with the supervision/direction of the principal or designee. Parent/guardian will be notified and a parent/guardian conference will be held before the student returns to the classroom.

**For additional information please see the district web- site for the complete Discipline Policy & Guidelines. There is also an attached link at the end of the Hand-book**

# Information at Your Fingertips

## Absences/Children Illness

All absences should be reported to the Attendance Line at **651-460-3105**. Messages can be left any time, day or night. Please leave the reason for your student's absence. The automated calling system will begin making calls after 9:45 am to parents/guardians of students marked absent but for whom no call has been received.

The guidelines for keeping children at home due to illness are:

- **temperature of 100 or greater**
- **vomiting**
- **diarrhea**

If your child has had a fever of 100, he/she should not return to school until 24 hours **AFTER THE FEVER HAS LEFT**, and without needing to use medication to keep the temperature down. The same 24-hour guideline also applies to **vomiting, strep throat, and diarrhea**.

If a child becomes ill while at school, the parent/guardian will be called. It is their responsibility to take the student home.

## Arrivals/Dismissals

Please **do not drop your child(ren) before 8:45 a.m.** as there is no supervision until then. Students should be in the classrooms by the 9:00 a.m. bell. Dismissal will be at 3:30 p.m.

**Late Arrivals:** Students arriving late to school should be signed in at the office. If your child needs help, one of the secretaries will assist them. **If you know in advance that your child will be late, please call the attendance line at 651-460-3105 any time prior to 9:00 am.**

**Early Dismissals:** If your child is getting picked up early, **please send a note or email to the teacher** to have your child down in the office at the designated time. A parent/guardian will need to sign the child out in the office.

**Change in After School Destination:** If your child is not going to his/her regular after school destination, **a note for the teacher and bus driver** must be sent to school, signed by the parent/guardian.

## **Busing Information**

If there are any permanent changes to your child's busing route please report them immediately to the school's main office at **651-460-3100** and a new transportation form will need to be filled out. If your child needs to take a different bus home one particular evening, **they must give a note to their teacher and their bus driver that is signed by the parent.** If there is not a note, your child will go home as normally scheduled.

## **Communication Between Home and School**

Maintaining a connection between home and school is a top priority at Meadowview Elementary.

**Phone Calls:** If you need to contact your child's teacher you may call 651-460-3100 and you will be directed to your child's teacher or his/her voicemail. The teacher will try his/her best to get back to you as soon as possible. The best time to contact your child's teacher is before 8:45 a.m. or after 3:30 p.m. To maintain an effective learning environment, teachers and students are not called away from the classroom for phone calls except for an emergency.

**E-mail:** Another way you can contact the school is through email. The email address is the staff member's first initial followed by the staff member's last name, then @farmington.k12.mn.us. Ex.) [jdoe@farmington.k12.mn.us](mailto:jdoe@farmington.k12.mn.us) .

**Web Sites:** Information about ISD 192 can be found on the district's web site: [www.farmington.k12.mn.us](http://www.farmington.k12.mn.us) . Information about our school can be found by clicking on "Our Schools" tab and choosing "Meadowview Elementary."

**E-News & Phone Messages:** Our district uses the School Messenger system to send out text and pre-recorded messages of upcoming events or other important information we need to convey to our families. Please be sure to notify the office of any email address or phone number changes.

## **Dropping Off Student Items**

Please report to the office and have the items marked with the student name and classroom. One of the secretaries will assist you and call into the student's room. The teacher will send the student to the office when it is not disruptive to the class.

On band days, instruments that are dropped off at the office are left under the counter and the student will stop by the office before their band session begins. Phone calls are usually not made into the classroom for each instrument that is brought into the office.

### **Emergency School Closings**

Parents/Guardians are reminded that there may be weather emergencies as well as other emergencies such as power outages or water problems that could cause school to be canceled, start late or release early. While our district tries to maintain a regular schedule, the security of our children comes first and they will be released if there is a threat to their safety.

Therefore, it is important for parents/guardians to plan for such emergencies and to be sure that their children know what they should do and where they should go if the school schedule is unexpectedly changed. Children and parents can react in a more confident manner if the family has a plan in place.

The district maintains an emergency information line: **952-985-1100**. This line is updated at the same time our staff is, so please use this number and **not** the school office. Also, announcements will be made on radio stations WCCO and KDHL and television stations KSTP-Channel 5 and KARE-Channel 11 when there is a change in the school schedule. Please see our website at [www.farmington.k12.mn.us](http://www.farmington.k12.mn.us) for updated information.

Here are several suggestions for planning with your child/children for emergency school closing.

1. Discuss with your child different emergency situations that may happen and ask them to share how they would handle the situation.
2. Set up specific plans for emergency situations:
  - i. Tape a house key inside a backpack or bag.
  - ii. Leave a house key at a neighbor's house.
  - iii. Post phone numbers near the phone at home (neighbors, parent work numbers, grandparents' numbers, emergency phone numbers ...)
  - iv. Identify a neighbor that is a safe place for your children to go if you are not able to be home.

- v. Role play emergency situations so your child can practice how to act and react.
  - vi. Be certain child/children know parents' daytime phone numbers.
3. Communicate with your child's classroom teacher if there are changes in your daily schedule or if an emergency situation (or early departure) changes their regular schedule.
  4. All students should have an emergency plan in place in case of an early dismissal. Forms are handed out at the beginning of the school year to help the teacher's guide the students.
  5. If your child must be home alone, make sure they have a plan for emergencies. Although you may not be there to provide guidance, you can support them by planning ahead for any emergency schedule changes that may occur.

The school district will do its best to make timely decisions on closing school due to weather. It will try to make the decision to close by 6:00 a.m. In the event of an early closing, middle and high school students will be dismissed and delivered home first to enable older siblings to be there when elementary students are dismissed.

### **Outdoor Recess**

MVES believes that students should have time to play outside whenever they can. Our policy is that the students will go outside to play at recess time unless the temperature and/or wind chill is below zero or it is raining outside. Please send your child properly dressed for the weather each day even if you think that it may be an inside day because the weather may change. A warm coat, mittens or gloves, hat and boots are necessary for those Minnesota winters.

### **Phone and Address Changes**

If your child is moving please report it to the school's main office **(651-460-3105)** as soon as possible. Keeping your student's Household and Emergency Contact Information updated throughout the year is critical so that we may reach you, or someone you've designated, in case of an emergency. Please have as many contacts as possible for your child in case of an emergency and contact the school office with changes to parental information.

## **Physical Education**

MVES students are expected to participate in Physical Education class each day unless they have a health problem. A child may be excused from Physical Education class for 1 day with a signed note from his/her parent. Longer than that must have a doctor's written approval. We encourage students to keep a pair of tennis shoes in their lockers to be prepared for Physical Education class each day.

## **Safety and Security Measures**

MVES wants to maintain a "welcome" atmosphere but at the same time maintain security for all of our children. Therefore, please use the main entrance door at all times. Other doors will be locked during the school hours, 9:00 a.m. – 3:30 p.m. If you prefer to walk your child(ren) from your car, please drop them off in the office. Likewise, if you are picking up your child(ren), please follow this procedure: Students are dismissed at 3:30 p.m. Parents of the students being picked up need to remain in the main office area until your child arrives.

There are more than 700 students walking in the hallways at 8:45 a.m. and 3:30 p.m. *If you do not feel comfortable about leaving your child in the atrium, please come into the office and ask for assistance and we will accompany your child to or from the classroom.*

On occasion, parents will be walking to the classroom for activities. If you are planning on attending one of the following, please sign in at the main office and wear a visitor badge:

- Field Trips Chaperones
- Class Parties
- Book Fair
- Science Fair
- Kindergarten Round-up
- Volunteering

If you wish to have lunch with your child, please wait in the office area atrium until your child comes through the atrium on their way to the lunchroom. Please wear a badge for going to the lunchroom or playground.

### **School Calendar**

Please go to our website <http://www.farmington.k12.mn.us/> (choose Meadowview Elementary School) for the most up to date information.

### **Supply List**

Please go to our website <http://www.farmington.k12.mn.us/> (choose Meadowview Elementary School) for the most up to date information.

## **General Information**

### **Allergies**

If your child is allergic to food or other items, please contact the school nurse.

### **Animal Policy**

Due to students and staff with allergies MVES does not allow animals or pets inside the building without prior approval.

### **Bicycles**

MVES students are allowed to ride their bikes to school. Racks are provided outside for students to park his/her bike. Students are encouraged to bring a lock to secure the bike on the rack. **Security of the bike is the responsibility of the student.** Families are highly encouraged to review bike rules at home prior to the students riding their bikes to school.

### **Cellular Phones**

In order to maintain focus on the educational process, students are not allowed to have cellular phones in school.

### **Conferences**

Parent-teacher conferences take place twice during the school year. Information regarding conferences will be communicated to families prior to both the fall and spring conferences. Parents will have an opportunity to sign up for conferences on-line. If internet access is not available you can make an appointment by calling the school office.

### **Field Trips**

Part of the learning process is taking school off-site on a field trip. Permission slips are sent home for parents to sign and give permission for the student to go on the field trip. In the event that a parent does not want the student to go on the trip, the child must be in attendance on that day. Students will be placed in another class that day. Several times during the school year a classroom may take field trips within our school district. A “blanket permission form” will be sent home to cover these local excursions. No students will be allowed to participate without written permission.

### **Food Treats**

State law requires all food which is brought to school by students to be shared with others be prepared commercially (purchases from a store). This is to avoid the danger of spreading hepatitis. Sorry, no home prepared treats

## **Snack Cart**

At MVES we would like to offer your child a healthy snack mid-morning to support good eating habits. We are able to order fruits, vegetables, and other healthy options in bulk, reducing the cost for you. The cost is **\$60.00** for the school year or **\$20.00** per trimester if you choose to pay each trimester. There are several choices each day for students including: crackers, apples, bananas, breakfast bar and pretzel twists.

## **Food Service/Lunch**

Nutritious school breakfasts and lunches are available daily in the Meadowview Elementary School cafeteria. The price for a full-paid breakfast is **\$1.45**, a reduced-price breakfast is free. Students may purchase a school lunch for **\$2.75**, a reduced-price lunch is free. A carton of milk is **\$.40**. Breakfast and lunch menus are available online each month and can be sent home with the students upon request if internet isn't available. Families may apply for free or reduced-price lunches by completing a current Free and Reduced-Price application and return it to Kim Hergott, ISD 192 Education Benefits, *510 Walnut Street, Farmington, MN 55024*. These applications will be mailed home during the beginning of August and available at the school office or through Kid Connection (School Age Care). We use a computerized ticket program in the school district. Each family has its own Food Service Account and prepays into this account. Accounts are to have a positive balance at all times. Families with participating children can make payments into their account at any time. Lunch payments may be sent to school with your child, mailed to the Food Service office, *510 Walnut Street, Farmington, MN 55024*, or by using the online E-fund payment option at [www.farmington.k12.mn.us](http://www.farmington.k12.mn.us). Families are expected to maintain a **positive balance** in the food service account at all times. ***A 2-day period must be anticipated for a payment to be deposited into your account.*** (i.e. a payment sent to the food service office on Monday may not be in the family's account until Wednesday.) Students will be notified verbally by the cashier when their account is below \$5.00. Students will have their hand stamped as a reminder. When a family's account is \$20.00 negative, a notice will be mailed home. Account balance information is available by calling the **Food Service Office at 651-463-5025**. Family Web Access is also available for lunch information.

**Food Allergies/Medical Conditions** – Federal regulations require schools participating in meal programs to make substitutions for students with food

allergies and/or medical conditions. A **medical statement from the child's doctor must be on file** in the Food Service Office. If you have any questions regarding this, please call the Food Service Office at 651-463-5025.

### **Homework**

Homework is assigned by each teacher according to need. In elementary homework is kept to a minimum amount. Homework is defined as work comparable to that done during the school day. It is work that usually can be best accomplished in a quiet atmosphere. The child should have a well-lit work area, which is free from distractions. Parents are asked to work without pointing out specific mistakes. A parent might say to the child, "You have a mistake in the fifth row. Check those problems again." Please encourage your child to complete his/her homework. This will help your child form good work habits and develop independent work skills.

### **Kid Connection**

If you are looking for childcare before and/or after school, consider Kid Connection. The program is located in our school and runs from 6 a.m. – 6 p.m. It is intended to provide a service for school age children in need of daycare. Here the children are provided with a safe environment and meaningful activities. **Call 651-460-3200.**

### **Lost and Found**

The lost and found is located in the office atrium. Please check it time to time to see if any of your child's belongings are there. Any items that are not claimed will be donated to charity several times during the year.

### **Parking**

The Meadowview parking lot is located on the east side of the building. Please use the east lot when visiting MVES rather than the Community Education lot. (The Community Ed parking is very limited for their needs and they rely on their parking spaces for their own programming). Please note that the curb along the front of the building is a "No Parking" zone so our busses can load and unload without obstruction. Parents who choose to drop-off and pick-up their children on the east side of the building are asked to park their cars and walk their children to and from the building. Your child's safety is our main priority, and there is a lot of bus activity on the east side of the building during drop-off/pick-up times.

### **Curbside Drop-off/Pick-Up**

Curbside drop-off and pick-up occur on the west side of the building. There are two lanes of traffic. The right lane is for drop-off/pick-up and the left lane is a moving lane. The area along the curb in front of the student loading zone is reserved for daycare center vans. If everyone is courteous to the other drivers during “drop-off and pick-up time”, things tend to go quite smoothly.

### **Patrol**

Patrol students will assist children who walk to school. The patrol will be on duty from 8:40 – 9:00 a.m. and at 3:40 p.m.

### **Personal Property**

The school is not responsible for lost or broken articles. Children should not bring games & items with batteries, toys, trading cards, expensive jewelry, money, etc. to school. These items tend to distract from learning.

### **School Dress**

Students should be dressed in clean clothes, appropriate for school. This will help a child develop a positive self-image toward learning. Proper attention to appearance can also improve personal expectations for behavior and performance. Students are not allowed to wear hats in the school building. Any clothing that causes an interference with the learning process or school disorder is not allowed. Such dress may include, but is not limited to clothing with drug, alcohol, or sexually explicit or suggestive messages, representations that are inappropriate or demeaning to any groups, and clothing that is suggestive or provides inadequate covering.

### **School Pictures**

School pictures will be taken in September. Children who aren't in school yet may have their pictures taken on retake day, which are scheduled in October. Spring pictures are optional and are scheduled in March.

### **Testing**

There are some standardized tests that are administered in the Farmington School District to determine what your child knows and needs to be taught. Listed below is the current testing process in our district:

Grade 2-5 NWEA-Northwest Evaluation Association, Measure of Academic Progress

Grade 3 Minnesota Comprehensive Assessment for Reading and Mathematics

Grade 4 Minnesota Comprehensive Assessment for Reading and Mathematics

Grade 5 Minnesota Comprehensive Assessments for Reading, Mathematics and Science

*Testing dates are on the district calendar. Test results will be shared with parents when available.*

### **Tobacco**

**DISTRICT 192 IS A “TOBACCO FREE” DISTRICT.** All adults and students are prohibited from using tobacco products on District 192 property or at school sponsored events such as field trips when students are present. We appreciate your cooperation.

### **Vacations and Homework**

Each year a number of families take vacations during the school year. If your family is planning a vacation which will necessitate a child missing school, you must fill out an Unexcused Absence Waiver 5 days in advance and get approval from the principal. (*Refer to Attendance Policy*) Those students missing three or more days of school may ask their classroom teacher to have the make-up work ready for them to take on their trip, or they will have to make-up any missing work when they return.

### **Volunteers**

Each year we have many parents helping us out in various ways. Field trips, teacher helpers, fund raising, picture day helpers and classroom party organizers are just some of the ways to get involved. You can either get started through our Parent/Teacher Partnership or call the MVES office at **651-460-3100**.

## **Emergency and Medical Information**

Keeping your student's **Household and Emergency Contact Information** updated throughout the year is critical so that we may reach you, or someone you've designated, in case of an emergency. Please contact the school office at 651-460-3100 to change or add Emergency or Parental Contact information.

*If there are any MEDICAL changes that occur during the school year please call the health office at 651-460-3106.*

### **MEDICATIONS AT SCHOOL: Please note due to recent policy changes.**

If medications are to be given at school the following procedure must be followed:

1. A parent/guardian must complete the parent authorization form. Forms are available from the health office or on the district website.  
<http://www.farmington.k12.mn.us> Click on Services, Click on Health Services
2. We must receive a doctor's order to give the medication. (This can be faxed to 651-460-3110 if that is helpful.)
3. An adult must bring medication to school for safety reasons.
4. Prescription medication must be in the original bottle that is labeled with the correct name, medication dose and time it is to be given.
5. We need written parent permission to give over the counter medications for up to 3 times. After the third dose, we will require a doctor's order to continue giving the medication.
6. Over the counter medications need to be brought to school in the original container. **No "baggies" of medication will be accepted.**
7. Medications need to be kept in the nurse's office unless arrangements have been made with the Licensed School Nurse.
8. If a medication needs to be given 3 times a day we encourage you to give it to your child in the morning, after school, and in the evening rather than sending it to school.

### **Injury/illness**

If your child becomes ill or is injured at school, first aid will be administered. A parent/guardian will be contacted as needed. 911 will be called if necessary and the student will be transported to the nearest medical facility or the facility you indicate on the emergency form.

### **Immunizations:**

Please send in the dates of any immunizations that your child receives throughout the year to the health office and we will add it to their health file.

**Questions:** Please contact Sayra Maberry, Licensed School Nurse, 651-460-1965 if you have any questions regarding the information above.

### **Violations and Consequences**

1. **Minor Infractions** – is a disruptive behavior or action that interferes with effective operations of the school or classroom. **Consequence:** Being that this typically occurs in the classroom, the teacher will decide on the consequence. The teacher will give two warnings to the student and have a student conference with the child. After the third inappropriate action, the teacher will determine if the student will call the parent/guardian to explain his/her actions. If minor infractions occur on the playground, the noon hour supervisor may need to assign the student to a time-out area near the building.
2. **Severe Disruption** – is a serious offense that will need to be dealt with immediately. Examples include, but are not limited to, destruction of property, theft, fighting or provoking a fight, swearing, food fighting and defiance/disrespect. **Defiance** is defined as a disobedience or disrespect by refusing to follow published school rules and regulations. **Defiance of Authority (Insubordination)** is defined as the willful refusal to follow a direction or order given by a staff member. A severe disruption may also be repeated refusal to follow school rules and regulations. **Consequence:** In the case of any severe disruptions, the principal or designee will notify the parent/guardian designee. Consequences will be determined by the nature of the infraction. Students in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade will be required to write the details of the infractions in their planners. Parents will sign the planner and the student will return it to the principal. A severe disruption results in a student conference, but also may result in in-school suspension or out-of-school suspension. For in-school suspension the student will be expected to do his/her work with the supervision/direction of the principal or designee. Parent/guardian will be notified and a parent/guardian conference will be held before the student returns to the classroom. EXCEPTION: The EBD students will be assigned to their special education teacher for a consequence.

3. **Grounds for Dismissal:** No school shall dismiss any pupil without attempting to provide alternative programs of education prior to dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or other persons or property. Such programs may include special tutoring, modification of the curriculum for the pupil, placement in a special class or assistance from other agencies.

***A pupil may be dismissed on the following grounds:***

- a. Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements
- b. Willful conduct which materially and substantially disrupts the rights of others to an education
- c. Willful conduct which endangers the pupils, or the property of the school.

**For additional information please see the district website for the complete Discipline Policy & Guidelines. [www.farmington.k12.mn.us](http://www.farmington.k12.mn.us)**

**Care and Use of School Property**

MVES is a wonderful building with equipment that is used to help students learn and enjoy their school experience. We can show our appreciation by showing respect in the care and use of school property. Students who care the cause of damage will be referred to the principal.

**Harassment**

Harassment or threats to others will be documented as well as reported IMMEDIATELY to the principal. They will be handled according to the district policies. A sexual harassment violation will result in immediate contact with the principal. The principal will decide on the consequence and contact the parent. The consequence may result in a conference with the parent and/or suspension. Sexual harassment will not only be reported immediately to the principal, but also sent to the Human Rights Officer in compliance with the law. This report stays on record in the Human Rights Officer's file until the student graduates.

### **Internet Student Guidelines**

- Access to the network will be for specific educational purposes only, such as researching a specific topic for a classroom project. Students should stay focused on the topic being researched.
- Any information accessed should be classroom related.
- It is a privilege to access local area networks and the Internet in our school district.
- Students may not use impolite or abusive language
- Students should never give out personal information such as their address, telephone number, parent’s name, etc.
- Students should always tell a teacher if they come across information that makes them feel uncomfortable.
- No viewing of material that is obscene, vulgar, sexually explicit, or offensive in terms of race, sex, or religion will be tolerated.

### **CAFETERIA EXPECTATIONS**

- Use inside voice
- Say “please” and “thank you”
- Raise your hand for help
- Clean table before leaving
- Eat your own lunch
- Follow staff directions

### **PLAYGROUND EXPECTATIONS: YEAR ROUND**

- Treat equipment safely and respectfully
- Keep hands and feet to yourself
- Come in when your bell rings
- Use kind words and actions
- Follow staff directions

### **PLAYGROUND EXPECTATIONS: WINTER**

- Wear hats and gloves/mittens
- You must wear boots and snow pants to leave the blacktop
- Snow stays on the ground
- Follow staff directions

## **RESTROOM EXPECTATIONS**

- Must use bathroom pass
- Respect the privacy of others
- Wash your hands with soap and water
- Use inside voices

## **Bus Line Expectations**

- Be on time
- Keep hands and feet to yourself
- Stand in a single file line
- No heads or tails
- Use kind and positive words
- Keep backpack and materials to yourself
- Wait until teacher gives you permission to walk to the bus

## **School Event Behaviors**

Throughout the school years there will be a number of school events (concerts, speakers, etc.). It is important for students to be well-mannered members of an audience by practicing their listening and appreciation skills during these events throughout the school year.

## **Flexible Learning Days**

The term “flexible learning day” refers to a school day when instead of coming to a school building teachers and students communicate online using Schoology, our digital communication platform. Teachers share assignments and hold virtual office hours while students’ complete assignments. Flexible learning days may be planned in advance or held in the event of unplanned school closures due to situations such as severe weather or a power outage.

## **iPads**

Farmington School District is a one to one iPad district. Students in grades kindergarten through second grade will use iPads at school and students in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade will take theirs home daily. The iPads are used to support curriculum and offer a personalized learning opportunity for students. These are to be used as a learning tool in and out of school.

## **Policies and Procedures**

**FARMINGTON SCHOOL DISTRICT NO. 192  
POLICIES AND REGULATIONS can be found at the below Link.**

[Farmington Public School Policies](#)

Below, is an Addendum to the ISD192 Policies related to Students. All remaining policies can be found on the Farmington School District Website and or the link above.

[Policies Related to Students](#)