

Akin Road Elementary School Handbook 2022-2023



5231 195th Street West
Farmington, MN 55024
651-460-1700

www.farmington.k12.mn.us

Welcome to Akin Road Elementary School!

When you

Enter this

Loving school

Consider yourself

One of the special

Members of an

Extraordinary family

ARE School Families:

This handbook is intended to share information with you about our school. It is my hope that it becomes a resource for you and your family.

Please feel free to call the Akin Road Office if you have any questions.

The Akin Road Elementary School staff looks forward to partnering with you.

You Matter: Every Child – Every Day.

Tracey Magnuson, Principal

The mission of Akin Road Elementary School, a caring community of leaders and high-quality educators, is to inspire and instill a commitment to life-long learning, creativity and character by:

- *Cultivating a nurturing and supportive environment where each member feels safe and valued*
- *Respecting and embracing diversity and individuality*
- *Fostering deep community connections and collaborations*
- *Developing personalized learning environments*
- *Guiding students to discover success and achieve their highest aspirations*

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 Stakeholder Plays an 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 ARES 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.

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CLASSROOM HOURS 7:40 a.m. – 2:10 p.m.

The earliest students can be dropped off is 7:30 a.m. Parents picking up students at the end of the school day should arrive at 2:10 p.m.

OFFICE HOURS 7:00 a.m. - 3:30 p.m.

PARENT/VISITORS TO OUR BUILDING

For the safety of all our children, all visitors and parents are required to check in at the office. All volunteers are required to wear a visitor’s badge with their name to ensure the safety of all students and staff. If you are picking your child up from school, please meet your child in the office area and sign them out on the sheet provided.

Directory of Important Numbers

Office Team

Ms. Tracey Magnuson, Principal	651-460-1700
Ms. Jody Pfeiffer, School Counselor	651-460-1703
Ms. Cheri Haakana, Administrative Assistant	651-460-1704
Ms. Theresa Burgess, Administrative Assistant	651-460-1705
Ms. Angie Seitz, School Nurse	651-460-1706

Frequently used numbers

Main Line 651-460-1700

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 651-460-1705

Please use when:

- your child is going to be absent
- Prearranged absences for vacations will need to be completed using the form on the Akin Road website at the following web-address link: [ARES Absence Form](#)

Nurse's Office 651-460-1706

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 651-460-1709

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](#) [FAQ'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 for more information.

Behavior Expectations

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.

STUDENT BEHAVIOR – TIGER PRIDE PROGRAM

Our Tiger Stars Program has been expanded to create a building wide student behavior plan. It is called ***Tiger Pride*** and it is based on the motto of ***Work ~ Respect ~ Belong***. All staff and students will be aware of our motto and expectations, and we will practice them together every day.

Some of the components of the program include:

* **Tiger Star Awards** – earned by students when good choices are made. Students will have opportunities to use the awards for fun activities or rewards.

* **Classroom Lessons** – emphasizing appropriate behavior, designed to allow students opportunities to practice those skills.

* **Tiger Time** – available for students who are making good choices throughout the week.

* **Contact Slips** – used by staff throughout the building, designed to provide communication regarding student choices.

* **Building wide expectations** have been developed for the lunchroom, hallway, playground, bus and restroom areas.

Lunchroom Expectations

1. Use walking feet
2. Say thank you to lunch staff
3. Follow directions from adults immediately
4. Eat your own lunch
5. Stay seated until excused
6. Leave your table area and floors clean

Hallway Expectations

1. Use walking feet
2. Use whisper voices
3. Keep your hands to yourself
4. Walk on the right side of the hallway
5. Pay attention to where you are walking

Playground Expectations

1. Use gentle play
2. Use equipment safely
3. Return equipment after using
4. Follow directions from adults immediately
5. During winter, leave the snow on the ground
6. When snow is on the ground, you must wear boots and snow pants to leave the blacktop area

Bathroom Expectations

1. Use walking feet
2. Use quiet voices
3. Leave bathroom area as soon as you are done
4. Wash hands with soap and water, use 1 or 2 paper towels only
5. Clean up after yourself and keep the bathroom area looking nice

Bus Expectations

1. Use walking feet
2. Use respectful language and appropriate voice level
3. Keep your hands and feet to yourself
4. Be on time
5. Wait for a teacher or bus driver to say it is okay to load the bus
6. Follow directions from bus drivers and teachers immediately

TIGER STARS

All five of the elementary schools in the Farmington School District use the **Tiger Stars** program. A classroom lesson will be taught once a month by the school counselor to focus on the theme of the month: September-Self-Discipline, October- Healthy Choices, November-Responsibility, December-Caring, January-Perseverance, February-Respect, March- Citizenship, April- Honesty, May-Courage. That theme will be emphasized in various ways throughout the month, including bulletin board displays, morning announcement messages, individual student incentives, and selecting monthly All-Star students. Also, look for occasional ideas for family activities and community-sponsored events via the Akin Road monthly newsletter. Individual student incentives will be a part of the Program.

Discipline Plan - Violations and Consequences

Our Discipline Plan at ARES 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.

1. **Minor Infractions** – is a disruptive behavior or action that interferes with effective operations of the school or classroom. Consequences 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

If your child is ill or has a medical appointment and cannot attend school or will be late for class, please call the office prior to 8:00 a.m. Students arriving late to school should sign-in in the office when they arrive. To ensure your child's safety, we will make calls to your home after 9:00 a.m., but we do ask that you make the call your responsibility. The attendance secretary's office number is 651-460-1705. A message left on voicemail is acceptable.

During the school day, if your student becomes slightly sick or injured, we will keep him/her at school. The parent/guardian will be called if there is a question about the severity of the illness. If you can't be reached, we will call the emergency phone numbers you have listed.

All absences should be reported to the Attendance Line at 651-460-1705. 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 9:00 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.

Please refer to these [health guidelines](#) concerning students staying home from school.

Studies have shown that attendance accurately predicts a child's success or lack of success in school. This is why we are committed to helping students form good attendance habits while they are young. We welcome any questions you may have, so please feel free to call us at any time. (See Attendance Procedures and policy in Appendix)

Arrivals/Dismissals

Please **do not drop your child(ren) before 7:30 a.m.** as there is no supervision until then. Students should be in the classrooms by the 7:40 a.m. bell. Dismissal will be at 2:10 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 651-460-1705 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 **651-460-1700** 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.

Students being transported from somewhere other than their home address (example: day care address) should fill out a new transportation form each year, regardless of if they were transported from that address the previous year. The bus company starts fresh each year and will assume your child will be transported to and from home unless you fill out a transportation form. Please call Marschall Bus Co. at **651-463-8689**, regarding any bus route questions.

Communication Between Home and School

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

Phone Calls: If you need to contact your child's teacher you may call 651-460-1700 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 7:30 a.m. or after 2:15 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 .

Web Sites: Information about ISD 192 can be found on the district's web site: www.farmington.k12.mn.us . Information about our school can be found by clicking on "Our Schools" tab and choosing "Akin Road 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 & PICKING UP STUDENTS - AM & PM

Students can be dropped off at 7:30 a.m. and picked up at 2:10 p.m. by Doors #1 (K, 1, and siblings) or #4 (grades 2-5) on the northeast end of the building.

We appreciate your support during drop off and pick up times. Here are a few reminders:

- Use pick-up and drop-off lanes only.
- Staff members are assigned to the carpool pick up area. They are assigned to assist and direct students to wait and are called to parent vehicles when cars are at a complete stop.
- Please approach the drop off area from the north, stay in a single file line, and pull forward as the zone clears.
- The center aisle in the parking lot is not meant for student pick up or drop off. Use of this area in the lot may put your child or others in harm's way.
- Please DO NOT pull into the visitor parking area and drop off students.
- Parents are asked to always use the crosswalks in the parking lot when parking and walking their student into the building.
- Students will be asked to wait on the sidewalk for a parent who chooses to park and walk to the curb to pick up their child. Students will not be permitted to walk to the parking lot without parent supervision.

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.

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 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 your 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.

FAMILY SUPPORT WORKER

For assistance regarding community resources and supporting your child's school success, please call the 360 Communities Family Support Worker, Morgan McCarthy, at 651-460-1771.

HEALTH OFFICE INFORMATION

If your child has a specific health condition that will require attention during the school day, please contact Angie Seitz, in the health office at 651-460-1706. If your child will need medication during the school day please go to the district web page at www.farmington.k12.mn.us, look under *Services* and then *Health Services*. On that site under *Medication Administration* you will find the Medication Authorization form that you must complete along with bringing in the medication *in the original bottle* to the health office. Please take a look at the health services web pages for information on a variety of topics.

The health office does complete vision and hearing screenings for students by parent and teacher request and for Special Education referrals. Please contact the health office if you would like your child to be screened. If you have any questions, contact Sayra Mayberry, RN, LSN, Health Services Coordinator at 651-460-1965.

KID CONNECTION - SCHOOL AGE CHILD CARE

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 of school age children in need of daycare. Here the children are provided with a safe environment and meaningful activities. **Call 651-460-3200.**

LUNCH PROGRAM

ALL families are encouraged to complete the forms for the Free/Reduced Lunch Program as this may qualify your family a free/reduced Ipad Insurance waiver as well as free snack cost.

Elementary student lunch prices are listed on Chartwells website chartwells.compass-usa.com/FARM/Pages/Home.aspx. Our lunch program operates on a pre-pay account basis. Each student is assigned a pin number. When going through the lunch line, the student enters their account by using their pin number. Students must carry a positive balance at all times. When there is \$5.00 per student left in the account, the student will be given a verbal notice by the cashier and the option of a hand stamp. If you do not want your student's hand stamped or if you wish to be notified before the \$5.00 per student low balance, please notify the Food Service office in writing. No written notices will be sent home. To check your account balance by using your Family ID, you may also call the Food Service office at 651-463-5025 anytime between 7:30 a.m. and 4:00 p.m. to obtain your account balance or go online at <http://www.farmington.k12.mn.us>.

NON-CUSTODIAL PARENT RESPONSIBILITY

1. Contact student's teacher every year for requesting mailings.
2. Provide teacher with list of items requested by you.
3. Provide teacher with self-addressed stamped envelopes for additional mailings.
4. Communicate with custodial parent regarding report cards and school activity information.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held in early October and early March. Parents sign up for conference times using an online web based calendar link. Throughout the year, teachers communicate with families through email, newsletters and phone calls. Parents and guardians are encouraged to contact their child's teacher whenever there is a question or concern. Our goal is to create strong parent/teacher partnerships.

PARENT TEACHER PARTNERSHIP MEETINGS (PTP) VOLUNTEERING

Please come and help us develop positive school-community relationships. 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 (A sign-up sheet will be sent home with students) OR [sign up online at the PTP link](#) on the ARES website.

The meetings are at 7:00 p.m. in the ARES media center. See the Akin Road calendar for dates. Parents can become involved in many activities during the school year. Your children love to see you around the school.

PROGRESS REPORTS

Report Cards or Progress Reports are completed at the end of each trimester and accessed online through the Parent Portal. An explanation of the grading is located on the report card.

Outdoor Recess

ARES believes that students should have time to play outside whenever they can. Unless there is a doctor's note, 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 recess" 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 (**651-460-1705**) 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

ARES 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.

Pledge of Allegiance

Akin Road students recite the Pledge of Allegiance daily. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and staff must respect another person's right to make that choice. Minn. Stat. 121A.11

Safety Security Measures and Drills

We want 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, 7:30 a.m. – 2:10 p.m. We will conduct fire and severe weather drills throughout the year. For the severe weather drills, we take shelter in the building in the safest areas. Fire and severe weather drills should also be practiced in your home. In addition, five school safety drills will be practiced each year.

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 until your child comes through 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 Akin Road Elementary School) for the most up to date information.

Supply List

Please go to [2022-23 ARES School Supply List](#) for the most up to date information.

Snacks and Sodas

At ARES 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 **\$68.00** for the school year or **\$23.00** 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.

For students, our building is a "soda-free" zone. Teachers are encouraged to use nonfood rewards in their classroom.

Specialist Schedule

Classrooms will spend 50 minutes a day with one of our specialists for art, library, music and physical education. The cycle day rotation may be printed on information sent home with your student(s). These numbers correspond with the specialist they have on those days.

SCHOOL DRESS and LOST & FOUND

Students should be dressed in clean clothes, appropriate for school. Hats cannot be worn inside the building, unless for special occasions/events. Please refrain from sending your child to school in provocative or inappropriate clothing. Students will be required to change into appropriate clothing. Please use discretion with make-up, making sure it is age appropriate. For safety and health reasons, shoes must be worn at all times. Please refrain from wearing flip-flops which can be the cause of many foot injuries. Boots, coats, hats, sweaters, lunch boxes, house keys and mittens/gloves make up the bulk of the items that end up in the “*Lost and Found*” each year. Please mark these items and check the Lost & Found if needed.

STANDARDIZED TESTING

Grades 3, 4 and 5 will be taking the Minnesota Comprehensive Assessment test (MCA). The results are placed in the student cumulative records and one copy is sent home. The test results are used to examine curriculum and measure our district’s achievement on a nation-wide basis. Students in grades 2 through 5 also take NWEA Measures of Academic Progress assessments in the fall and spring. These math and reading assessments measure student growth in both academic areas. Teachers use these assessments to inform their instructional decisions. Results are sent home with the final report card. During all testing times, please see that your children are well rested and encourage them to do their best.

VACATIONS AND SCHOOLWORK

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 missing work when they return.

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 ARES does not allow animals or pets inside the building without prior approval.

Bicycles

ARES 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/Cellular Watches

In order to maintain focus on the educational process, students are not allowed to have cellular phones or watches that can receive and send messages or phone calls in school. Students that have cell phones/watches must keep them in their backpacks, turned off or to silent. Students who are found to be using their phone during the school day, will turn the phone over to the teacher/office and may pick it up after school. A second offense will result in parents being notified and asked to come pick up the phone.

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

Food Service/Lunch

Nutritious school breakfasts and lunches are available daily in the Akin Road Elementary School cafeteria. The price for a full-paid breakfast is **\$1.50**, a reduced-price breakfast is free. Students may purchase a school lunch for **\$2.80**, 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. 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 Door 10 vestibule/entry. 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 Akin Road parking lot is located on the east and north sides of the building. Please note that the curb along the front of the building is a “No Parking” zone so our busses/vans can load and unload without obstruction.

Curbside Drop-off/Pick-Up

Curbside drop-off and pick-up occur on the east 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 Special Education and 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 7:25 – 7:40 a.m. and at 2:10 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 Pictures

School pictures will be taken in August during the assessment days. 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.

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 ARES office at **651-460-1700**.

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 651-460-1706.

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 651-460-1710 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.

Care and Use of School Property

ARES 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.

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.

[ISD 192 - Flexible Learning Day Information](#)

iPads

Farmington School District is a one to one iPad district. Students in grades kindergarten through 5th grade will use iPads at school and may take them 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.

[District 192 iPad Information/Agreement](#)

ATTENDANCE PROCEDURE

Attendance is an important part of your child's education. Therefore, our school follows the procedure outlined below.

Our goal is always to work with you to make school a positive experience for you and your child. If your child expresses reluctance about going to school, or complains of illness simply to stay home, please contact us. Our nurse, school counselor or family support worker may be able to help you with concerns of this type.

Each time your child will be absent or tardy, you are required to call (651) 460-1705 before 9:00 am. Failure to do so will result in school personnel contacting you at home or work. This is to ensure your child's safety. Failure to respond to the school's call will result in the absence being recorded as **unexcused**.

Policy #503 - Student Attendance

I. PURPOSE

A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these

procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

b. The following reasons shall be sufficient to constitute excused absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.

(9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

(10) Family emergencies.

(11) Active duty in any military branch of the United States.

(12) A student's condition that requires ongoing treatment for a mental health diagnosis.

c. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

(2) Work missed because of absence must be made up within five days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

(1) Truancy. An absence by a student which was not approved by the parent and/or the school district.

(2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

(3) Work at home.

(4) Work at a business, except under a school-sponsored work release program.

(5) Vacations with family.

(6) Personal trips to schools or colleges.

Absences resulting from cumulated unexcused tardies for purposes of this policy, will be as follows: four unexcused tardies at the beginning of the school day shall equal one unexcused absence.

(8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

(3) In cases of recurring unexcused absences of an elementary student, the administration may report the problem to Dakota County Social Services. In cases of recurring unexcused absences of a middle school or high school student, the administration may request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes.

(4) Students with unexcused absences shall be subject to discipline in the following manner, subject to administrative discretion:

(a) At the secondary level, a student may not be allowed to make up work missed due to an unexcused absence, potentially resulting in a loss of credit for missing assignments.

(b) After five unexcused absences in a term, the student may be required to attend a conference with the student's parent and school administrator, in order to develop an attendance contract.

(c) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

a. Illness.

b. Serious illness in the student's immediate family.

c. A death or funeral in the student's immediate family or of a close friend or relative.

d. Medical, dental, orthodontic, or mental health treatment.

- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

The following are other examples of tardiness which will not be excused, subject to the discretion of the administrator: oversleeping, missing the bus, traffic congestion, car trouble, weather (except in the case of school cancellation), and locker malfunction.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

- 1. Three days if the child is in elementary school; or
- 2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

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](#)