

***Farmington  
Elementary  
School***

**2021-2022**

**Student & Parent Handbook**

500 Maple Street  
Farmington, MN 55024  
(651) 463-9000

# Welcome!

FES Parents;

Please keep this handbook as a family resource through this coming year. You will find a variety of topics that will be very useful to parents. Please feel free to call the FES office with any questions. The staff at Farmington Elementary is looking forward to a productive and exciting year.

**Kim Bollesen, Principal**

## Phone Numbers

FES Office	651-463-9000
Principal, Kim Bollesen	651-463-9002
Counselor, Megan Sowieja	651-463-9003
Nurse, Kristy Ersfeld	651-463-9006
Attendance Line	651-463-9005
Marschall Lines Bus Company	651-463-8689

**Classroom Hours:** 8:10am-2:40pm

Students should not be dropped off at school before 8:00am and need to be picked up promptly at 2:40pm. The first bell rings at 8:00am when students are allowed to enter the building.

**FES Office Hours;** 7:00am-3:30pm

## Lunch / Recess Schedule:

	Lunch	Recess
Kindergarten	10:50-11:10	10:20-10:50
Grade 1	11:10-11:30	11:30-11:50
Grade 2	11:20-11:40	11:40-12:00
Grade 3	11:40-12:00	12:00-12:20
Grade 4	11:50-12:10	12:10-12:30
Grade 5	12:05-12:25	12:25-12:45

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## **IT IS BACK TO SCHOOL TIME...**

How to help your child prepare for school.

- Establish good routines for eating and sleeping and doing schoolwork. Agree upon a school bedtime and stick to it.
- If possible, provide a work and study area for your child. This area should be a private place away from distractions and siblings.
- Establish a communication link with the teacher so that you share information important to your child's adjustment and progress.
- Consider becoming a school volunteer.

## **MISSION**

The mission of Farmington Elementary School, a community rooted in traditions while growing together, is to ensure each student develops a sense of pride in their learning and the confidence to succeed through

- Safe, nurturing learning environments that provide opportunities to take risks, persevere and succeed
- Valuing perspectives, abilities and life experiences of oneself and others
- Connections that empower meaningful relationships with students, their families and our community

## **BELIEFS**

We believe that...

- All people have the ability and desire to learn.
- All people have equal inherent value.
- All people develop best in a positive environment, which includes one caring individual.
- All people deserve to be treated with respect.
- Caring for the natural environment is essential for the well-being of future generations.
- Communities are best when all members are informed and involved.
- All people have a responsibility to contribute to their community.
- Honest mutual communication is essential to all effective relationships.
- Everyone has the responsibility to do his or her best.
- Innovation and taking risks are essential to learning.
- Our community is enriched by diversity.
- Integrity is essential for trusting relationships.

## **PARENTS/VISITORS TO OUR SCHOOL**

For the safety of all our children, all visitors and parents are required to use the main entrance door during regular school hours and check in at the office/reception desk. If you are picking your child up from school, please park in the visitor parking lot/area and meet your child in the office area/atrium, and sign them out on the sheet provided if your child is leaving before the end of the day.

For the safety of all of our students, parents are not allowed to drive/park in the bus corral or playground area during school hours. Principals have the authority and responsibility of determining who is allowed in the school building during regular school hours. All approved visitors and volunteers are required to wear a visitor's badge with their name to ensure the safety of all students and staff. Students from other schools are not allowed in the school building during regular school hours except when part of an approved program. Thank you for your cooperation.

## **Communication**

There will be a weekly eblast sent out to parents that will have weekly events and any reminders for the week. Also, teachers will be using Schoology to send out communications to families and this is also used for student work at times. During our 2 Flexible Learning Days (students will work from home on these days) work for students will be posted on Schoology for parents.

Other ways to stay in touch:

FES Facebook

FES PTP Facebook

Twitter

Farmington Elementary

Farmington Elementary PTP

@kbollesen and @fes

## **IMPORTANT TIMES**

7:30 - Teachers arrive

8:00 - Students arrive - Homeroom activities

8:10 - Classes begin

Each student gets approximately 40 minutes for lunch and recess.

2:40 - School is dismissed

**Please do not drop your children off before 8:00am. Students that arrive early must wait by the front office. Students are not allowed in the building before 8:00am. There is no supervision before 8:00 a.m. and after 2:40 p.m. Parents need to pick students up on time.**

## **ATTENDANCE**

Parents need to fill out an *Absence Waiver Form* when they are going to be absent for any length of time for vacations. Here is the link to that form.

<https://docs.google.com/forms/d/e/1FAIpQLSd9QSnnstsdDqkXo-gjyht4y0zlh3mbhIZ3Pbq8KVpT6ISRVKQ/viewform>

Regular attendance is an essential part of a successful school year. Please have your children in school and on time each day they are feeling well. If a child becomes ill while at school, the parent/guardian will be called. It is a parent's responsibility to take the student home.

## **ATTENDANCE POLICY**

**Attendance is an important part of your child's education. Therefore, our school has adopted the following policy:**

- Each time your child will be absent or tardy, you are required to call 651-463-9005 before 9:00a.m. If the secretary does not answer please leave a message on the voice mail giving your child's name, grade and reason for the absence. Failure to do so will result in school personnel contacting you at home or work. This is to ensure your child's safety. If school personnel are unable to contact reach you, the absence will be recorded as **UNVERIFIED**.
- Three (3) unexcused/unverified absences will result in a letter of concern from the school.
- Five (5) unexcused/unverified absences will result in a letter or warning. This letter will be accompanied by a phone call requesting a meeting with school personnel. (If parent/guardian fails to meet with the school, it will be documented as such).

- Seven (7) unexcused/unverified absences will result in the school reporting to Dakota County Child Protection Services {MN Statute 120A.22} truancy/educational neglect.

Along with absenteeism, tardiness is a serious concern. Therefore, please note that **four (4) tardies will equal one (1) unexcused absence.**

**Copies of all attendance letters will be placed in the child's cumulative folder. Language barriers will be accommodated. If your child expresses reluctance about going to school, or complains of illness simply to stay home, please contact us. We want to work with you to make school positive experience for you and your child. Our nurse and/or counselor may be able to you with concerns of this type.**

### **SCHOOL GUIDELINES FOR KEEPING YOUR CHILD HOME DUE TO ILLNESS**

Many parents are frequently concerned about when to keep their child home when possibly ill. Regular attendance is an integral part of your child's education and school performance.

Guidelines for keeping a child home due to illness include:

- When a child has a fever of 100 or more, a child should stay home for 24 hours after the temperature returns to normal (without needing medication to keep the temperature down).
- When a child has vomited or had diarrhea, a child should stay home until 24 hours after the last episode.
- When a child has any rash that may be disease-related or you do not know the cause, check with your family physician before sending your child to school.
- When your child is not running a fever, but is having excessive secretions, continual coughing or excessively tired it may also be good to keep him/her at home. Extra sleep, fluids, and medication can be effective in resolving these symptoms and preventing a relapse.

Please have an "emergency plan" for the care of your child should he/she need to be home due to illness and someone available to pick up your child from school and care for them should they become ill at school.

**Please keep us updated if phone numbers for you or emergency contacts change throughout the year.**

Parents may not take their child from the school premises without notifying the office. For students to leave school early, parents must send a note to the classroom teacher or call the office.

**When students are leaving early, parents are to meet students at the office.**

**If a student is not going to his/her regular after school destination, a note signed by the parent/guardian must be sent to the school and another to the bus driver. Students that do not have notes, or whose parents have not notified the school of schedule changes will be sent home as usual. If your child is enrolled in an after school activity, they must be picked up on time. When a student is not picked up after an activity, the supervisors will try to contact a parent. In order to insure student safety, students who cannot be picked up on time will be asked to discontinue the after school activity.**

Thank you for your attention to these health issues. We look forward to a healthy, productive time in school. Please call me if you have any questions.

Sincerely,  
Sayra Mayberry, RN, LSN  
District Nurse – 651-460-1965

## **FROM THE SCHOOL HEALTH OFFICE**

**The EMERGENCY INFORMATION FORM**, specific to your child, is included in the packet of information from open house. Please read it over carefully and make any needed corrections. This form is **extremely important** and needs to be returned **immediately**. We need to have current information on how to reach you if your child becomes ill or injured. **If there are any changes that occur during the school year please call the health office at 651-463-9006.**

**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 Web site: <http://www.farmington.k12.mn.us>. Click on District Information, Click on Health Services Information

2. We must receive a doctor order to give the medication. (This can be faxed to 651-463-9010 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. Students in grades K-4 should have received 3 doses of Hepatitis B immunizations.

**Questions:** Please contact Sayra Mayberry, Licensed School Nurse, 651-460-1965 or the building nurse at 463-9006 if you have any questions re: the information above, or if you wish to discuss your child's health.

**\*\*Contact the bus garage before the first day of school with any major health concerns regarding your child (e.g. seizures, diabetes, bee sting allergy, asthma, etc.) It is the parents'/guardians' responsibility to notify the bus garage.**

## **SCHOOL AGE CHILD CARE**

If you are looking for child-care before and/or after school, School Age Child Care is located at FES 6:00 a.m. to 6:00 p.m. This program is intended to provide a service for parents who are working, attending school or is unable to be home with their children before or after the school day. Farmington School Age Care is a great program and provides children with a safe environment and meaningful activities. For information about our program contact at 460-3209.

## **CROSSING GUARDS**

Our fifth grade patrol is on duty at the crossings listed below:

3<sup>rd</sup> and Maple 4<sup>th</sup> and Maple 5<sup>th</sup> and Maple

6<sup>th</sup> and Maple 6<sup>th</sup> and Beech

Any questions please contact Mr. Ahrenholz at

[pahrenholz@farmington.k12.mn.us](mailto:pahrenholz@farmington.k12.mn.us)

## **DRESS AND GROOMING**

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 suggestive messages, representations that are inappropriate or demeaning to any groups and clothing that is suggestive or provides inadequate covering.

Boots, coats, hats, mittens, sweaters, lunch boxes etc. make up the bulk of the items that end up in the “Lost and Found” each year. Please mark these items. The lost and found is located near the office and may be checked at any time by students and parents. Any items that are not claimed are donated to charity.

## **BREAKFAST AND LUNCH**

Breakfast and lunches are free for all students during the 2020-2021

The FOOD SERVICE ACCOUNT INFORMATION and FREE AND REDUCED PRICE APPLICATIONS are mailed to families in August in the Food Service Packet. The forms are also available in the school's main office. Families may apply for free or reduced-price lunches any time during the school year by completing a current **Free and Reduced Price Application**, and returning it to the Food Service Office, 510 Walnut Street, Farmington, MN 55024. Free and Reduce Price Applications must be filled out each school year.

Each family has a Food Service Account and can **pre-pay** into this account. **Accounts are to have a positive balance at all times.** Families can make payments into their accounts at any time. A payment (CHECKS ONLY PLEASE) can be sent to school with your child and placed in the "FOOD SERVICE PAYMENT" box in the cafeteria. Please write your child's Name and Pin# in the memo section of your check. Payments can also be mailed directly to the Food Service at 510 Walnut St. or online by going to [the district site: www.farmington.k12.mn.us](http://www.farmington.k12.mn.us), go to SERVICES, then FOOD SERVICE and click on PAYMENT OPTIONS. For assistance in making an online payment please call the Food Service Office at 651-463-5025.

Every student has his or her own PIN number. Each child keys the PIN number into the computer at lunchtime. Teachers will have a record of student's pin numbers if they do not have them memorized. Every time the student makes a purchase, the PIN number is keyed in and the appropriate amount is deducted from each family's Food Service Account. Students participating in the Breakfast Program will use this same PIN number.

### **NEGATIVE ACCOUNT BALANCES**

Families are expected to maintain a positive balance in their food service account at all times. **A 1-DAY TIME PERIOD MUST BE ANTICIPATED FOR A PAYMENT TO BE DEPOSITED INTO YOUR**

**ACCOUNT.** (For example, a payment sent to school on Monday may not be in the family's account until after lunch that day.) The cashier will notify students verbally when their account is below the equivalent of **three** lunches. When a family's account goes below -\$20.00, a phone call will be made to the parent. Account balance information is available by calling the Food Service Office at 463-5025. Students will not be allowed to go hungry.

### **FOOD ALLERGIES/MEDICAL CONDITIONS**

Federal Regulations require participating schools 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.

Snacks are permitted during a break during the school day. We encourage our students to bring healthful snacks (not candy or pop.) School supplied snacks can be purchased for \$20 per trimester. No gum permitted.

### **FOOD TREATS**

Students that choose to bring treats for their class must bring store or bakery bought goods. We are not allowed to distribute homemade treats to our students. State law requires all food brought to school by students to be shared with others, be prepared at a commercial business. This is to avoid the danger of spreading hepatitis. **Sorry, no home prepared treats.**

### **SCHOOL PICTURES**

School Pictures will be taken in September and picture retakes will be in October. All pictures are on a pre-pay plan or order online after picture day. Envelopes will be sent home shortly after start of school. Pictures will also be taken in the spring. Please check your FES calendar for these dates.

### **EMERGENCY CLOSING OF SCHOOL**

In the event of an emergency school closing, these procedures will be followed:

The district will try to make decisions to close by 6 a.m.

Two emergency school closing lines (952-985-1100) (651-463-9090X1900) are in operation with a recorded message for parents and employees regarding school-closing information.

As parents, you have the final decision as to whether or not to send your child to school in times of inclement weather. If you do not feel it is safe, please feel free to keep your children home and report their absence to their school in the usual manner.

**An EMERGENCY RELEASE FORM with more information is included in the Fall Information Packet. It is very important that this form is filled out and returned to school promptly. It is important for you to make your own arrangements for supervision of your children when they are sent home early because of an emergency school closing.**

### **FIELD TRIPS**

Occasionally your child's teacher will extend classroom instruction and concepts through a field trip experience. The teacher will provide rationale for the trip and request that permission slips be signed by the parent/guardian.

Several times during the school year a classroom may take walking or local field trips within our school district. A **"blanket permission form"** will be sent home to cover these local excursions. No student will be allowed to participate without written permission.

### **SPECIALISTS SCHEDULE**

We will be using a five-day rotating schedule for specialist classes. We do this to avoid students missing specialist areas because of irregularities in the calendar.

### **SPECIALISTS**

#### ***ART***

The art program in our school encourages students to reach for their highest level of creativity. A wide variety of materials will be used in art class, including paints, inks and clay. In order to keep students clothes clean during this time, they are requested to wear paint shirts that cover their clothing during art class. If your child chooses not to wear his/her paint shirt, the school will not be held responsible for damage to clothing.

## ***LIBRARY***

Your child will be informed at the beginning of the year of the digital day when his/her library books will be due to be returned to the library. The digital days are marked on the monthly lunch menu sent home by the school. Students with overdue library materials will have restricted checkout privileges until the materials are returned. If library books are lost or destroyed, students will be charged replacement costs.

## ***MUSIC***

All students learn to hear, read, write, play and sing music in a variety of ways throughout the year. Fourth graders will be purchasing a recorder to use in the music classroom. Students will use that learning and be involved in a music program each year. These programs occur either during the school day or in the evening. Attendance of all students at music programs is expected.

## ***PHYSICAL EDUCATION***

Physical Education classes at Farmington Elementary focus on lifetime fitness through skills learned in a wide variety of activities. Students will learn the importance of team building and goal setting while playing team games. Students will also experience individual activities enabling them to progress at their own pace. Daily participation in physical education is required at FES. It is essential that each student wear proper fitting footwear with a soft bottom. Tennis shoes provide the best safety and comfortable environment for the types of activities we do. Warm clothing during the spring and fall is recommended as physical education classes are held outside a majority of the time. Any health concerns need to be communicated to the school nurse. Please send a note or call the school if illness or injury will prevent your child from participating in physical education.

## ***SCIENCE ENGINEERING***

Students will be given the opportunity to work with computers, iPads and other devices during this class. They will learn about programs, coding and keyboarding. Also, they will be exploring different engineering opportunities.

## ***BAND***

The elementary band program is a voluntary group made up of students in fifth grade who want to explore playing a musical

instrument. Each student has a 25-minute small group lesson each week with rotating times and one large group rehearsal on a specified day. The program runs throughout the year and the band will perform one evening concert in the spring. The elementary band program is only the beginning of a positive musical experience that can take them through their final year of high school and beyond.

## **GOING OUTSIDE AT NOON**

***Please dress your children warmly during cold weather.*** When the weather cooperates, the students are expected to go outside for about twenty minutes during the noon hour. Also, in case of bus trouble, the students should be prepared for cold weather.

Rain, unusual cold, strong wind or wet snow will bring an “inclement weather announcement.” On these days, students will remain indoors over the lunch period. If for illness or some other reason you do not want your child to go out on a particular day, send a note to the teacher. For chronic conditions or illness a doctors note would be required.

## **PARENT/TEACHER PARTNERSHIP**

All parents are invited to become involved with the Farmington Elementary Parent Teacher Partnership. Our PTP meets the first Monday evening of the month during the school year (with the exception to December there will be no meeting). Check the calendar for the dates. It is a great way to be a partner in your child’s education. FESPTP@gmail.com

## **TRANSPORTATION**

Anyone who has moved within the school boundaries should contact the school and fill out new transportation forms.

**PLEASE CONTACT THE SCHOOL OFFICE IF YOU MOVE FROM OUR DISTRICT AND CONTINUE TO TRANSPORT YOUR CHILD TO OUR SCHOOL. Necessary forms are available in the FES Office.**

ALSO, anyone being transported to or from somewhere other than their home address (i.e. Day Care) should fill out a new transportation form each year, regardless if they were transported from that address the previous year. We need to start fresh each year. If no form is turned in, the Bus Company will assume that your child will be transported to and from home.

Any changes in transportation arrangements during the year need to be reported to the school office in advance. A new transportation form needs to be filled out by the parent/guardian. Bus routes and schedules, and the Bus Discipline Policy are included in the fall packet.

If it is necessary for your child to ride a different bus or if you are picking your child up from school, you need to send a note to your child's teacher and bus driver. Students are not allowed to ride different buses without a note from their parents. Parents are not allowed to drive in the bus corral. **Reminder:** Animals are not allowed on the school buses. This is a state law. If your child needs to bring a pet to school for show and tell etc., it is a parent/guardians responsibility to transport the pet.

### *STUDENT BUS MANNERS*

The law requires a school district furnish transportation to many students. Parents are, however, responsible until the student boards the bus for school and after the student leaves the bus at the end of the day.

Upon boarding the bus, the students are expected to conduct themselves in a manner consistent with established standards for classroom behavior.

In cases where a student's behavior is improper, the driver may counsel the student, consult with the parent, and/or inform the principal.

Suspension of riding privileges may be imposed on a student who has become a serious disciplinary problem. In such cases the driver will consult with the principal.

### *MANNERS BEFORE LOADING*

- Be on time.
- Stay off the roadway while walking and waiting. Wait further back from the road during winter weather.
- After the bus has completely stopped, you may move forward to board.
- Hold the handrail when entering/exiting during slippery conditions.
- If you must cross the highway, do so only after the red lights are flashing, traffic has stopped, and the driver signals that it is safe.
- Board the bus in single file and immediately take a seat.

### *MANNERS ON THE BUS*

- Respect and obey the driver. He/she is in charge.



- Remain seated while the bus is moving.
- Keep head, hands and arms inside the bus.
- Do not litter in the bus or throw anything out of the bus.
- Keep all items out of the aisle.
- Behavior that distracts the driver will not be tolerated.
- Smoking, yelling, obscene language, scuffling and fighting are forbidden.
- Eating, singing, and playing games require permission from the driver.
- Do not tamper with the bus or its equipment. Damage incurred will be paid for by the offender.
- In an emergency follow the directions of the driver.

#### *MANNERS WHEN UNLOADING*

- Move from your seat only after the bus has completely stopped.
- After the red lights are flashing and the driver signals that it is safe, you may cross the road at least ten feet in front of the bus.
- Watch for any signal of danger from the driver.
- Move away from the bus to a place where the driver can see you and you can see him/her.

### **BUS BEHAVIOR RULES**

1. Immediately follow the directions of the driver (outside and onboard the bus)
2. Get to your bus stop 5 minutes early
3. Respect the property of others at the bus stop.
4. Sit in your seat facing forward.
5. Talk quietly and use appropriate language.
6. Windows are not to be lowered below **RED** lines.
7. Keep your arms, legs and belongings to yourself.
8. No fighting, harassment, intimidation or horseplay.
9. Do not throw any object.
10. No eating, drinking or use of tobacco or drugs.
11. Neither weapons nor dangerous objects.
12. Do not damage the school bus.

#### **If a student chooses to break a rule:**

- 1<sup>st</sup> time - Verbal Warning
- 2<sup>nd</sup> time - Violation Slip
- 3<sup>rd</sup> time - Violation Slip and a 1 day Suspension of Bus Privileges

**The following inappropriate behavior will result in automatic suspension of bus privileges for three days:**

- a. Use of tobacco, alcohol, fighting or spitting.
- b. Damage to bus.
- c. Threat or harm to bus driver.
- d. Threat of harm to other students.
- e. Defying the bus driver.

Parents/guardians must sign the violation slip and return it with their child to the bus driver before transportation privileges will be resumed. Three violation slips could result in permanent suspension of student transportation privileges

**BUS TRANSPORTATION IS A PRIVILEGE, NOT A RIGHT.**

**STUDENT BEHAVIOR**

Our school rules are very basic and easy to understand. ***Walk quietly in the school building*** and ***respect all people and property***. Disrespect toward others, destruction of property and obscene language is not tolerated. These rules apply before and after school, while riding the buses and at the bus stops, during the school day and in the cafeteria. We wish to emphasize positive and courteous behavior. Please discuss with your children the importance of good behavior and a good attitude while at school. Again, we do not allow gum chewing during the school day.

**DISCIPLINARY ACTION**

Disciplinary action may include but is not limited to: Meeting with the teacher, counselor or principal; Detention; Loss of school privileges; parental conference with school staff; Modified school programs; Removal from class; Suspension; Exclusion; and Expulsion.

**STANDARDIZED TESTING**

Each spring, we do standardized testing. In grade two we do the Cognitive Ability Test and in grades three, four and five we do the Minnesota Comprehensive Assessment Tests. The results are placed in the student cumulative records and one copy is sent home. During this testing time, and during the NWEA tests, please see that your children are rested, start the day with a good

breakfast, and encouraged to do their best. These test results are used to examine the curriculum and measure our district's achievement on a nation-wide basis.

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

## **SCHOOL VOLUNTEERS**

Each year we have many parents helping us out in various ways. Field trips, teacher helpers, fund raising, picture day help and classroom party organizers are just some of the ways to get involved. You can either get started through Parent Council by calling the school.

## **FAMILY SUPPORT WORKER**

For assistance regarding community resources and supporting your child's school success, please call 360 Communities Family Support Worker at 651-463-9082

## **NON CUSTODIAL PARENT RESPONSIBILITY**

1. Contact student's teacher every year to request mailings
2. Provide teacher with a list of items you wish to request.

3. Provide teacher with self-addressed stamped envelopes for additional mailings.
4. Communicate with custodial parent regarding report cards and school activity information.

## **SEXUAL HARASSMENT**

Sexual Harassment is behavior or words of a sexual or gender demeaning nature that are not welcome which pressure or intimidate or make you uncomfortable at school or school activities or at work and affect your education or job in a bad way. If students or employees of Farmington Public Schools have concerns or complaints regarding sexual harassment, please contact the district Human Rights Officer:

District Service Center  
20655 Flagstaff Ave.  
Farmington, MN 55024  
651-463-5065

## **PLAYGROUND EXPECTATIONS**

1. NO kicking, pushing, tackling or rough play of any kind.
2. NO throwing rocks, sticks or snowballs.
3. NO fighting.
4. Use of appropriate language is expected.
5. Use playground equipment appropriately and safely
6. Dress for the weather.
7. Treat all students and staff with respect.
8. Consequences may result if rules are not followed.
9. Students are encouraged to participate in physical activity during recess.

## **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. Consequences may result in suspension. 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:

1. To help maintain communication with the school by participating in school/community activities and parent/teacher conferences.
2. 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.

## **Policies and Procedures**

### ***Protection and Privacy of Pupil – Policy 515 Records***

The Farmington School District Student Record Data Privacy Policy, Policy 515, which incorporates state and federal requirements, requires annual notification to parents and students that certain information from student records will be released and made public without the written consent of the parents (or students 18 or older). In accordance with this policy, District 192 officials may release the following directory information without permission, unless the district has been notified that it should not be released: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational

agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Parents or students 18 or older who do not wish directory information to be released must notify the Superintendent's Office in writing within two weeks of this notice. Minnesota school districts are required by law to release the names, addresses and home phone numbers of students in grades 11 and 12 to military recruiters if requested. If the parent or guardian of a student or an eligible student (student who is 18 years of age or older or attending a postsecondary school) objects to the release of this information to military recruiters, they must notify the school administration within two weeks of this notice. When thus notified, that student's records will be marked to indicate that the district should not release this information about the student

### *Bullying Prohibition Policy*

Bullying is prohibited on school premises, school district property, at school functions or activities, or on school transportation.

No staff member or volunteer of the school district shall permit, condone, or tolerate bullying.

Apparent permission or consent by a student being bullied does not lessen or negate the prohibits contained in the policy.

Retaliation and false accusations are prohibited.

Any person who engages in bullying, retaliation or false reporting of bullying or tolerates bullying shall be subject to discipline or other remedial responses.

The school district will investigate all complaints of bullying.

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern: or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

### ***Policy Prohibiting Harassment and Violence – Policy 413***

It is the policy of Independent School District 192 to maintain a learning and working environment that is free from harassment and violence. The district prohibits any form of harassment and

violence

on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication or regarding as defined in this policy. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict violence upon any pupil, teacher, administrator or other school personnel. The School District will act to investigate all complaints, either formal or informal, verbal or written, or harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

**Contact the District 192 Human Rights Officer, MaryAnn Thomas, at [651-463-5065](tel:651-463-5065), 20655 Flagstaff Ave, Farmington, MN**

### **Special Education Record Retention**

Notice is hereby given as to the length of time that a child's special education file will be maintained. The record will be retained until after a child's 21<sup>st</sup> birthday in accordance with the school district's retention schedule. At that time, the contents will be destroyed with the exception of the child's last IEP, last Evaluation Report, last Notice of Proposed Action, standardized and achievement test results related to special education, and the most recent information regarding the student's name, address, and phone number.

### **Pledge of Allegiance - Policy 531**

The school board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end. Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher or the teacher's surrogate, or over a school intercom system by a person designated by the school principal or other person having administrative control over the school. Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must

respect the choice not to recite the pledge. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag in patriotic exercises.

### **District Emergency Procedure**

The safety of students and staff are the highest priority in the event of an emergency. The Superintendent's Office will coordinate decisions with the Farmington & Lakeville Police Department, the Dakota County Sheriff's Office, and other state and federal authorities for public safety, transportation, and communications, as needed.

In the event of an emergency occurring during regular school hours, it is understandable that every family will wish to obtain information about the safety of students and staff. In order to provide the maximum possible attention to students and leave phone lines open for public safety personnel, the district requests that parents use the emergency number of **952-985-1100**. Both numbers will give you constantly updated messages. It is requested that you ***do not call individual school offices or classrooms*** in order to allow staff to focus on student needs.

### **Notification of Directory Information**

The Farmington Public Schools, ISD 192 proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent.

1. The student's name
2. The names of the student's parents
3. The student's grade level completed (i.e., 1<sup>st</sup> grade, 10<sup>th</sup> grade, etc.)
4. The student's extra-curricular participation
5. The student's achievement awards or honors
6. The student's weight and height if a member of an athletic team
7. The student's photograph if available
8. The student's date of school attendance
9. The school or school district the student attended before he or she enrolled in the Farmington Public School

If the parent or guardian of a student or an eligible student (student who is 18 years of age or older or a student attending a post-secondary school) objects to the designation of any or all of the above information as directory information, please notify the



school administrator or school superintendent in writing within two weeks of this notice.

Within two weeks of this notice, each student's record will be appropriately marked by the record custodians to indicate the items the district will designate as directory information about the student. This designation will remain in effect during the school year in which it was received, subject to modification in writing by the student's parent or the eligible student.

### **Requesting a Parent Information Sheet**

By district procedure established by Superintendent, final authority for classroom placement resides with each building principal. It is the principal's responsibility to inform parents of the criteria, provide a means for providing parent input into classroom assignment, and engage professional staff in a process that meets the educational needs of students.

Parent input is welcome and encouraged, however requests for specific teachers will be taken into account in the context of all the factors mentioned about, including the principal conference. For convenience, a Classroom Assignment Parent Input Form is available at the school office. This must be submitted to the building principal in early April.

### **Special Services 3<sup>rd</sup> Party Billing**

If your child is evaluated to see if they are eligible for special education, the Farmington Area Public Schools will share your child's name and date of birth with the MN Dept of Human Services (DHS) to find out if your child is on Medical Assistance or MinnesotaCare. If you do not want the district to share your child's name and date of birth with DHS you need to let us know in writing at the time of consent for an evaluation. Send your request to: Special Services, 510 Walnut St, Farmington, MN 55024. If you have any questions please call the Special Education office at 651-463-5020, or email [skloeckl@farmington.k12.mn.us](mailto:skloeckl@farmington.k12.mn.us).

### **Video Taping/Photographs**

In the event that a student is being videotaped or photographed for something outside of the school building (newspaper, television, etc.) a parent must give written permission.

### **Weapons Policy - Policy 501**

The purpose of this policy is to ensure a safe school environment for students, staff and the public. Students or any other persons of any age are forbidden to possess, display, store, handle, transit or use any instrument that is considered a weapon or a “look-alike” weapon in school buildings, on school grounds, at school activities, at bus stops or in school-owned or school leased vehicles, or entering upon or departing from school premises, property or events.

#### **Consequences (any or all will be utilized):**

1. Notification to violator's parents/guardians of the violation and confiscation of the weapon or weapons by school personnel or police personnel. Weapons may be turned over to police.
2. Notification to and/or involvement of the police with a recommendation to file charges.
3. Suspension for up to ten days for the offending student.
4. Community service and/or letters of apology may be assigned to the violating student.
5. A recommendation for expulsion/exclusion from the principal to the school board regarding the violating student.
6. A violating student from another district will be referred to the police and his/her resident district will be notified.

### **Tobacco Free Policy**

Independent School District 192 provides a tobacco-free environment for its students, staff and citizens. The district's buildings, grounds and vehicles have been designated as smoke-free since Aug. 1, 1988.

### **Schoolhouse E-News**

Sign up to receive regular e-mail newsletters from District 192, Community Education and Farmington Elementary School. Please be sure the school has your correct email.

### **School Board Meetings**

District 192 School Board meetings are generally held on the second and fourth Mondays of every month at 7 p.m. at the Farmington High School Little Theater. The meetings are also broadcast on cable Channel 10 and posted [on the district Web site at: www.farmington.k12.mn.us](http://www.farmington.k12.mn.us)

## **FES Frequently Asked Questions**

### **WHERE DO I CALL TO REPORT MY STUDENT'S ABSENCE?**

Please call the Student Secretary at (651) 463-9005

### **HOW DO I E-MAIL FES STAFF?**

Staff can be reached by e-mail using the first letter of their first name and all of their last name @farmington.k12.mn.us  
(i.e. jdoe@farmington.k12.mn.us)

### **WHAT NUMBER DO I CALL IF I HAVE QUESTIONS ABOUT THE BUS?**

Marschall Lines: 651-463-8689. Marschall Lines is responsible for general rider behavior and has our full support for disciplinary actions that are determined by them to be appropriate.

### **HOW CAN I FIND OUT IF WEATHER WILL AFFECT SCHOOL ACTIVITIES?**

Tune into WCCO 830 AM radio, or  
Call the District @ **952-985-1100**, or  
Call our office at 651-463-9000, or  
Look online at [www.farmington.k12.mn.us](http://www.farmington.k12.mn.us)

### **WHO DO I CONTACT IF I HAVE ANY QUESTIONS OR CONCERNS?**

To contact any staff member, please call the FES Office at 651-463-9000.

**FARMINGTON ELEMENTARY SCHOOL**

**500 MAPLE ST.**

**651-463-9000**

***Principal Kim Bollesen***

**[kbollesen@farmington.k12.mn.us](mailto:kbollesen@farmington.k12.mn.us)**