

North Trail Elementary School

**Together we build
a trail for ...**

**Nurturing
Toward
Educational
Success and Lifelong Learning**



Student & Parent Handbook

5580 170th Street West
Farmington, MN 55024
(651) 460-1800



Vision and Commitments to Excellence for NTES

Our VISION is to foster community spirit in our “Neighborhood School” for excellence in achievement by reaching fullest potential in reading, writing, speaking, and math. Our vision will be accomplished by administrators, teachers, all staff members, parents, and students working as a TEAM with the same common goal – EVERY STUDENT READING AT THEIR POTENTIAL OR ABOVE GRADE LEVEL IN THE BASIC SKILLS before leaving North Trail Elementary School. Each of us has a role in reaching our vision:

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 individualizing when students need enrichment or correctives; 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 at NTES. 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 staff by completing assignments in ALL curricular areas for the purpose of mastering basic skills and to read at grade level by the end of 5th grade/or reaching highest potential.

Role of Parent Teacher Partnership (PTP): A **TEAM** of NTES parents and staff members who will voluntarily come **TOGETHER** to meet common needs and to help all of our students accomplish building and district goals. Our focus is to provide resources so that every child is a reader and that every child leaves NTES with a mastery of basic skills.

-- Dr. Steven Geis

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NTES Character Pledge

Respect
 Responsibility
 And citizenship too
 They bring out the
 Bestin you.

Trustworthiness
 And being
 Fair
 Help to show
 Others that
 We really
 Care.

We all know
 What's right
 We all know
 What's good
 We will do the things
 We know we should.

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North Trail Elementary School Bill of Rights

**WE, THE STUDENTS AND ADULTS
AT NORTH TRAIL ELEMENTARY
SCHOOL, HAVE A RIGHT TO BE
SAFE.**

This means that everyone has the responsibility to walk and keep hands and feet to oneself in order to create a safe atmosphere. It also means never carrying anything to school that might harm someone or making verbal threats that are meant to harm another.

**WE, THE STUDENTS AND ADULTS
AT NORTH TRAIL ELEMENTARY
SCHOOL, HAVE A RIGHT TO
LEARN.**

This means that everyone has the responsibility to work quietly and independently without interrupting or disturbing others.

**WE, THE STUDENTS AND ADULTS
AT NORTH TRAIL ELEMENTARY
SCHOOL, HAVE A RIGHT TO BE
RESPECTED.**

This means that everyone has the responsibility to be respectful and cooperative.

**WE, THE STUDENTS AND ADULTS
AT NORTH TRAIL ELEMENTARY
SCHOOL, HAVE A RIGHT TO HAVE
ALL PROPERTY RESPECTED.**

This means that everyone has the responsibility to protect all property from damage.

North Trail Elementary School Mission Statement

Mission

The mission of North Trail Elementary, the heart of our community committed to children, is to inspire life-long learning and empower all students to reach their highest potential, academically and socially, while succeeding in a diverse and ever changing world by:

- Providing innovative and engaging learning opportunities
- Creating a collaborative environment that respects and nurtures individuality
- Developing a strong literacy base that enhances all learning experiences
- Fostering partnerships with our families and community

Objectives:

All students are creative, critical thinkers and curious about their ever changing world.

All students see themselves as socially and academically successful and have the confidence to aspire to be more.

All students celebrate and respect each other's uniqueness.

All students are actively engaged in their community and contribute positively to the world around them.

Tactics

We will optimize our time and resources to create collaborative learning environments in order to maximize student learning.

We will utilize all resources to empower each student to reach his or her highest potential based on their individual strengths and unique talents.

We will partner with families to create a culture rich in literacy that will foster a joy and desire for life-long learning.

Directory of Important Phone Numbers

North Trail Elementary School
5580 170th Street West
Farmington, MN 55024

Principal: Dr. Steven Geis 651-460-1800

School Counselor: Ashley Lyrek 651-460-1803

Secretaries: Denise Feldmann and Laurie Sullivan 651-460-1800

Please use when:

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

Attendance Line 651-460-1805

Please use when:

- ➔ your child is going to be absent or late

Nurse: Michelle Pepera 651-460-1806

Please use when:

- ➔ you have medical questions or updated medical information

District Closing Line 952-985-1100

Please use when:

- ➔ you need 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 constantly updated messages.

Food Service: 651-460-3820

Please use when:

- ➔ you have questions about your food service account
- ➔ your child has food allergies or medical conditions and are participating in the food service program.

Bus Company: Marschall Bus Lines 651-463-8689

Please use when:

- ➔ you have questions about your child's route
- ➔ your bus is late

Information at Your Fingertips

Absences/Children Illness

All absences should be reported to the Attendance Line at **651-460-1805**. 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, s/he 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. Send a written excuse to your child's teacher when your child returns to school after an absence.

Arrivals/Dismissals

Please **do not drop your child(ren) before 7:25 a.m.** as there is no supervision until then. Students should be in the classrooms by the 7:40 a.m. late bell. Dismissal will be at 2:10 p.m.

Late Arrivals: For those students who are arriving late to school, please ask them to sign 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 651-460-1805 at any time of the day.** The attendance secretary will call on those students who are marked absent at the beginning of the morning so please help her out in preventing one extra call.

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

Marschall Lines, Inc. provides transportation for our students. They can be reached at 651-463-8689.

If there are any permanent changes to your child's busing route please report them immediately to the school's main office at **651-460-1800** 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 the bus driver that is signed by the parent.** If there is not a note, your child will go home as normally scheduled.

Communication Between Home and School

Maintaining a connection between home and school is a top priority at North Trail.

Phone Calls: If you need to contact your child's teacher you may call 651-460-1800 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 7:20 a.m. or after 2:10 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 initials followed by the staff member's last name, then @farmington.k12.mn.us. Here is an example: sgeis@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 "North Trail Elementary."

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

Dropping Off Student Items

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

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

Emergency School Closings

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

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

The district maintains an emergency information line: **952-985-1100**. This line is updated at the same time our staff is, so please use this number and **not** the school office. Also, announcements will be made on radio stations WCCO and KDHL and television stations KSTP-Channel 5 and KARE-Channel 11 when there is a change in the school schedule.

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

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

Outdoor Recess

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

Phone and Address Changes

If your child is moving please report it to the school's main office (**651-460-1800**) as soon as possible. Please report any changes that happen to a person's phone number or address that is listed on the emergency card to the main office as soon a possible. Some of these changes would be for an address, job change, cell phone number change, home phone number change, or work phone number change. Please have as many contacts as possible for your child in case of an emergency.

Physical Education

NTES students are expected to participate in phy. ed. each day unless they have a health problem. A child may be excused from phy. ed. 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 phy. ed. each day.

Safety and Security Measures - School Visitors

NTES wants to maintain a "welcome" atmosphere but at the same time maintain security for all of our children. Therefore, 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, 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 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.

School Calendar

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

Supply List

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

General Information

Allergies

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

Animal Policy

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

Bicycles

NTES 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 the bikes to school.

Cellular Phones

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

Conferences

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

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.

Flexible Learning Days

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

iPads:

Farmington School District is a one to one iPad district. Students will use iPads at school and are encouraged to 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.

Food Treats

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

Snack Cart

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

Food Service/Lunch

Nutritious school breakfasts and lunches are available daily in the North Trail Elementary School cafeteria. Breakfast, lunch and milk prices and menus are available online each month. Click [here](#) to view.

Families may apply for free or reduced price lunches by completing a current Free and Reduced Price application and return it to ISD 192 Education Benefits, 510 Walnut Street, Farmington, MN 55024 or email it to foodservice@farmington.k12.mn.us. 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 at 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 \$30.00 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 of 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 foyer area between the office and 1st grade. 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

If picking up or dropping off students it is essential for safety reasons that car traffic keep out of the bus corral during school hours. Bus areas are along the north and east sides of the building. **Please use the parking lot in front of the building.** Please be courteous to other parents who drive their children to and from school. If you are waiting for your child, please note the "No Parking" area, the space along the curb is for the special education buses and daycare center vans. We request that all parents use the parking lot in front of the building. There are a few areas in the front of the parking lot for short-term parking. Please obey the handicap signs and areas marked off on the blacktop. Please remember that we have over 600 students in our building and the ***parking area can be congested at 7:25 a.m. and 2:10 p.m.*** If everyone is courteous to the other drivers during "drop-off and pick-up time", it will go quite smoothly.

Patrol

Patrol students will assist children who walk to school. The patrol will be on duty from 7:20 – 7:35 a.m. and at 2:10 p.m. They will escort the children across the parking lot when buses approach the bus corral. The bus corral will be locked from 7:40 a.m. until 2:10 p.m., and no vehicles are allowed in that area during school days.

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 have a tendency to distract from learning.

School Dress

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

School Pictures

School pictures are taken in early September. Children who aren't in school yet may have their pictures taken on retake day, which is typically scheduled for later in October. More information will be sent home. Spring pictures are usually scheduled in March. Please refer to the calendar on our website for exact dates.

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 in the district calendar. Test results will be shared with parents when available.

Tobacco

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

Vacations and Homework

Each year a number of families take vacations during the school year. If your family is planning a vacation which will necessitate a child missing school, you must fill out an Unexcused Absence Waiver 5 days in advance and get approval from the principal. (*Refer to Attendance Policy on page 26.*) Those students missing three or more days of school may ask their classroom teacher to have the make-up work ready for them to take on their trip, or they will have to make-up any missing work when they return.

Volunteers

Each year we have many parents helping us out in various ways. Field trips, teacher helpers, fund raising, picture day helpers and classroom party organizers are just some of the ways to get involved. You can either get started through our Parent/Teacher Partnership or call the NTE office at **651-460-1800**.

Behavior Expectations

8 Most Wanted Behaviors at NTES

Neat and organized

Trustworthiness

Excellence in Reading and Math

Self-Discipline

Love involves Respect, Regard, and Responsibility

Ideals and good manners

Kindness

Encouragement by helping and caring

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.

Role of Parents/Guardians (cont.):

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.

Role of Human Rights Officer: The Human Rights Officer will receive all sexual harassment complaints from the principal. The Human Rights Officer will investigate reported cases when deemed appropriate.

Discipline Plan for NTES

North Trail Elementary is in its 7th year of implementing PBIS (Positive Behavioral Interventions and Supports) model. Therefore PBIS guidelines may be followed in lieu of what's printed here.

North Trail Elementary school approaches discipline from the positive standpoint as much as possible. Administrators and all staff try and “catch students doing the right things” through our ROAR (Respect, Organization, Attitude, Responsibility) program. A reward party with the principal takes place on Thursdays for those student names that are drawn. The Parent Teacher Partnership pays for the supplies for the party. If students chose inappropriate behaviors then we do have consequences.

Our Discipline Plan at NTES is intended to:

- *Help the students think

- *Help the student learn a lesson that will positively affect his/her present and future behavior.

- *Design a plan for helping the student control and change his/her behavior, thereby guiding the student into adulthood.

- *Help the student grow intellectually and emotionally.

- *Put emphasis on the behavior rather than the person. We try to enhance the student's self-confidence, self-worth, and self-image.

At NTES, we feel discipline is taught best by appropriate modeling.

Discipline is not punishment. We do have consequences, however, but students are treated respectfully and reasonably.

Violations and Consequences

1. **Minor Infractions** – is a disruptive behavior or action that interferes with effective operations of the school or classroom. **Consequence:** Being that this typically occurs in the classroom, the teacher will decide on the consequence. The teacher will give two warnings to the student and have a student conference with the child. After the third inappropriate action, the teacher will determine if the student will call the parent/guardian to explain his/her actions. If minor infractions occur on the playground, the noon hour supervisor may need to assign the student to a time-out area near the building.
2. **Severe Disruption** – is a serious offense that will need to be dealt with immediately. Examples include, but are not limited to, destruction of property, theft, fighting or provoking a fight, swearing, food fighting and defiance/disrespect. **Defiance** is defined as a disobedience or disrespect by refusing to follow published school rules and regulations. **Defiance of Authority (Insubordination)** is defined as the willful refusal to follow a direction or order given by a staff member. A severe disruption may also be repeated refusal to follow school rules and regulations. **Consequence:** In the case of any severe disruptions, the principal or designee will notify the parent/guardian designee. Consequences will be determined by the nature of the infraction. Students in 3rd, 4th, and 5th grade will be required to write the details of the infractions in their planners. Parents will sign the planner and the student will return it to the principal. A severe disruption results in a student conference, but also may result in in-school suspension or out-of-school suspension. For in-school suspension the student will be expected to do his/her work with the supervision/direction of the principal or designee. Parent/guardian will be notified and a parent/guardian conference will be held before the student returns to the classroom. EXCEPTION: The EBD students will be assigned to their special education teacher for a consequence.
3. **Grounds for Dismissal:** No school shall dismiss any pupil without attempting to provide alternative programs of education prior to dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or other persons or property. Such programs may include special tutoring, modification of the curriculum for the pupil, placement in a special class or assistance from other agencies.

A pupil may be dismissed on the following grounds:

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

For additional information please see the district web- site for the complete Discipline Policy & Guidelines.

Care and Use of School Property

NTES 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 cause 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 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.

Lunchroom Behaviors

- Walk in the lunchroom
- Talk politely in the lunchroom and use “inside” voice
- Sit in assigned seat
- Use a napkin
- Take only the food that will be eaten
- Eat food without rushing or gulping
- Put chair back under the table before leaving
- Wipe up spills with napkin or rag
- Respect the supervisor and listen to directions
- Follow the rules in the lunchroom
- Throwing food is against the rules and has consequences
- Pick up all food items, paper, etc. before leaving the table
- Respect the property in the lunchroom
- Wait for dismissal by supervisor

Playground Rules and Consequences

- **REMAIN IN THE PROPER AREAS**
 - Grass near the building is off limits
 - Ice rink is off limits for all grade levels
 - Pond is out of bounds all the way to the edge of the blacktop
- In the winter this will be extended to the map of the US
 - Students may not play in areas where a teacher does not have view of them (e.g.- behind the ice rink on the south side.

Consequence: Sit on the curb until bell

- **NO FIGHTING OR ROUGH PLAY OF ANY KIND IS PERMITTED**
 - Tackle football
 - Imitation of wrestling or martial arts
 - Tackling in Soccer
- **No Throwing Things**
 - Rock or Gravel
 - No throwing equipment at other students

Consequence: Sit on the curb until bell

- **ENTRY INTO THE BUILDING BY PERMISSION OF SUPERVISORS ONLY**
 - Return to classroom for forgotten items is not allowed
 - Visits with teachers without a pass from them is not allowed
 - Trips to the nurse must be cleared with the supervisors – often a few moments of rest will heal the injury
 - Visits to the School Counselor by supervisors' permission only
- **CLIMBING ON THE PLAYGROUND EQUIPMENT ONLY**
 - No climbing fences, backstops or soccer goals
 - Stay off and out of trees

Consequence: Sit on the curb until next bell

- **PLAYGROUND EQUIPMENT**
 - No climbing up the parts of slides others slide down
 - No balls or ropes on equipment
 - No rocks or gravel on slides
 - No clogging slides

Consequence: No Playground Equipment for the remainder of recess.

- **NO FOUL OR VULGAR LANGUAGE**

Consequence: Sit on the curb until bell

- **WINTER RULES**

- No King or Queen of the Hill
- No going beyond the map at the east end of the blacktop
- Only skaters in the rink
- **NO SNOWBALLS, ICE CHUNKS OR SNOW THROWING**

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.

Policies and Procedures

Attendance Policy

The district has implemented a new attendance policy starting 9/1/05. Each student will receive a copy of the “Attendance Practices and Procedures” on their first day of school. The policy can also be found on our NTE website under “Families”, “Attendance Information”.

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. This designation will remain in effect until modified in writing by the student’s parent or guardian or the eligible student.

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**

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., 1st grade, 10th 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. This form can also be used to request a conference with the principal for the purpose of discussing specific needs.

Special Education Record Retention

The Farmington 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 21st 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.

Special Services 3rd 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.

Video Taping/Photographs

In the event that a student is being video taped 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.

Health Information

The **EMERGENCY INFORMATION FORM**, specific to your child, is included in the packet of information handed out on assessment days in August. 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 651-460-1806.**

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 order to give the medication. (This can be faxed to 651-460-1810 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, District Nurse, 651-460-1965 if you have any questions re: the information above.

