

North Trail Elementary School

Student & Family Handbook

5580 170th St W
Farmington, MN 55024
(651) 460-1800



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Welcome to North Trail Elementary School!

The mission of NTES, a learning community rooted in the beauty and growth of dreams, is to cultivate each learner by illuminating and honoring strengths, passions, and life experiences to make a positive impact through:

- Learner centered experiences
- Collaborative culture within learning communities
- Reflection that supports self awareness
- Honoring diverse perspectives
- Nurturing individuality

Objectives:

- Each learner is a curious, creative, critical thinker
- Each learner honors and respects each other's uniqueness
- Each learner contributes positively to their communities
- Each learner is safe to engage in the learning process including taking risks, reflecting on the process, and determining next steps

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5580 170th St. W

Farmington, MN 55024

Main Office – 651-460-1800

Attendance Line – 651-460-1805

Emergency School Closing Information – 952-985-1100

Office Team

Kelly Galarneau, Principal	651- 460-1800
Micheal Goodwin, Counselor	651-460-1803
Lisa Christensen, Learner Support Specialist	651-460-1839
Stephanie Duensing, Administrative Assistant	651-460-1804
Kate Swanson-Fey, Administrative Assistant	651-460-1805
Rebecca Jensen, School Nurse	651-460-1806
Danielle Grundtner, Family Support Worker	651-460-1882

Frequently Used Numbers

Attendance	651-460-1805
Media Center	651-460-1818
Chartwells Food Service	651-463-5025
District Emergency	952-985-1100
Marschall Lines Bus Company	651-463-8689

School Hours

7:00 am - 3:00 pm - Office hours

7:25 - Students arrive - Breakfast

7:40 - Classes begin

Each student gets approximately 40 minutes for lunch and recess.

2:10 - School is dismissed

Please do not drop your children off before 7:25 a.m. Students that arrive early must wait in between the double doors by the front office. Students are not allowed in the building before 7:25 a.m. There is no supervision before 7:25 a.m. and after 2:10 p.m. Parents need to pick students up on time.

Go to www.farmington.k12.mn.us for more information.

GRADE LEVEL SPECIALIST, LUNCH AND RECESS SCHEDULE

Grade	Specialist Time	Lunch Time	Recess
Kindergarten	12:20-1:10	10:40-11:05	10:15-10:40
1 st	1:10-2:00	11:00-11:20	11:20-11:45
2 nd	10:50-11:40	11:50-12:10	12:10-12:35
3 rd	8:05-8:55	11:10-11:30	11:30-11:55
4 th	9:55-10:45	11:35-11:55	11:55-12:20
5 th	9:00-9:50	11:25-11:45	10:55-11:20

ANIMALS

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

ATTENDANCE

Parents need to fill out an [Absence Waiver Form](#) when they are going to be absent for any length of time for vacations.

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.

If you have any questions, you may call the district nurse, Michelle Pepera, 651-460-1965.

Attendance is an important part of your child’s education. Please reference our district policy #1029 to learn more about how absences are defined.

[Farmington Attendance Policy](#)

BEHAVIOR EXPECTATIONS

North Trail Elementary utilizes a Positive Behavioral Interventions and Supports or PBIS model. The full teaching matrix for behavioral expectations is below.

North Trail Elementary School approaches discipline from the positive standpoint as much as possible. Administrators and all staff try to catch students doing the right things through our ROAR program. ROAR stands for Respect, Organization, Attitude, and Responsibility. The focus is on defining expectations using clear positives in our teaching matrix. If students choose inappropriate behaviors, then we do have consequences that are designed to treat students with respect and reason. At NTES, we feel discipline is taught best by appropriate modeling.

Our 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.

When we use ROAR, we make NTES a safe and fun place to learn together!

Showing ROAR at Assemblies

Respect	Organization	Attitude	Responsibility
· Follow staff directions · Keep hands and feet to self · Voices off · Listen to the presenter · Eyes on the presenter	· Walk in an orderly manner · Stay with your class · Kindergarten students in front with 5th grade students in the back	· Use kind and positive words	· Be aware of personal space · Be quiet and calm · Sit appropriately with your class

Showing ROAR on the Bus

Respect	Organization	Attitude	Responsibility
· Follow staff directions · Keep hands and feet to self · Use inside voice · Keep bus clean	· Keep backpack and other materials close · Take all items off bus	· Use kind and positive words · Ask others to sit with you	· Get on and off at your stop · Be on time for the bus · Be aware of personal space · No food or drinks on bus

Showing ROAR in the Cafeteria

Respect	Organization	Attitude	Responsibility
· Follow staff directions · Say please and thank you · Use inside voice · Raise hand if help is needed	· Make healthy food choices · Clean up your area · Pick up any trash	· Eat your own lunch · Use your manners · Invite others to sit by you · Use kind and positive words	· Know PIN number · Wait in line quietly · Keep hands to self · Stay seated until dismissed · Use walking feet

ROAR in the Classroom

Respect	Organization	Attitude	Responsibility
· Follow staff directions · Take Turns · Treat others the way you want to be treated · Use manners	· Complete daily jobs · Have materials for each class · Clean up · Work well in groups · Keep desk neat and clean	· Tell the truth · Work hard · Use kind and positive words	· Come to class prepared (homework, notes, etc.) · Complete work · Be in school daily · Be on time · Try your best · Use walking feet

ROAR in the Hallway and Stairs

Respect	Organization	Attitude	Responsibility
· Follow staff directions · Keep hands and feet to self · Stand in line quietly · Whisper while / you walk	· Go straight to your destination · Face forward · Walk on the right side of hallway	· Return greeting or greet others	· Hands off materials on the walls · Pick up trash · Use walking feet

Showing ROAR on the Playground

Respect	Organization	Attitude	Responsibility
· Follow staff directions · Treat equipment properly · Treat others the way you want to be treated	· Take care of and put away equipment · Remember all personal items	· Invite others to play · Play will with others · Use kind and positive words · Use gentle play	· Stay in allowed areas · Use equipment safely · Come in on your bell · Leave snow on the ground.

Showing ROAR in the Restroom

Respect	Organization	Attitude	Responsibility
· Use restroom pass if needed · Keep the restroom clean	· Wash hands with soap and water · Dry hands with a hand dryer or paper towel · Place all trash in garbage	· Take pride in your school · Report any vandalism to an adult	· Flush toilet · Allow others time and space to use the restroom · Return to class quickly and quietly · Use walking feet

Showing ROAR with Technology

Respect	Organization	Attitude	Responsibility
· Follow staff directions · Carry iPad appropriately · Follow user agreement · Use your iPad only · Keep screen and case clean	· Put in proper place · Keep the settings the way they are	· Patiently wait for assistance · Help others when needed · Use kind and positive words	· Handle carefully · Power down when not in use · Work on assigned task only · Have clean hands · Make sure iPad is brought to school fully charged each day (3rd to 5th grade only)

DISCIPLINE PROCEDURES:

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student conduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. The District will adhere to the [Administrative Guidelines for Disciplinary Action](#). Disciplinary action may include, but is not limited to one or more of the following:

✓ Student conference with teacher, principal, counselor or other school district personnel, and verbal warning
✓ Parent/guardian contact
✓ Parent/guardian conference
✓ Removal from class
✓ Restorative Practice
✓ In-school suspension
✓ Loss of school privileges
✓ Modified school programs
✓ Referral to in-school support services
✓ Referral to community resources or outside agency services
✓ Financial restitution
✓ Out-of-school suspension under the Pupil Fair Dismissal Act
✓ Preparation of an admission or readmission plan
✓ Other disciplinary action as deemed appropriate by the school district

See Minnesota Pupil Fair Dismissal Act at the link below:

<https://education.mn.gov/mdeprod/groups/educ/documents/basic/mdaw/mda2/~edisp/006059.pdf>

BICYCLES

NTES students are allowed to ride their bikes to school. Racks are provided outside for students to park and secure bicycles. 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 student riding a bike to school.

BREAKFAST AND LUNCH

With the passage of the MN Free School Meals Program, each enrolled student will be able to receive one free eligible breakfast and one free eligible lunch each academic school day. Second meals, second entrees, milk and A la Carte items may still be purchased as long as the student has either funds in their account or has cash on hand at the time of purchase. Applications for free and reduced price meals should still be completed in order to determine eligibility for other programs throughout the district. Applications can be found online, <https://www.farmington.k12.mn.us/departments-services/educational-benefits>, in the main office of your school or at the food service office located at 510 Walnut Street. All completed forms should be returned to the food service office at the Walnut Street location.

BUS SAFETY AND DISCIPLINE

Providing learners a safe and pleasant bus ride is a priority in the Farmington Area School District. Every passenger on a school bus has a part in keeping the school bus safe. Please review the [Bus Safety Handout](#) which includes the school bus discipline plan with your child(ren) and let them know that you expect them to do their part to follow the rules and help keep their bus safe.

If you have any questions regarding transportation, please contact Marschall Lines at 651-463-8689.

CELLULAR PHONES/WATCHES

In order to maintain focus on the educational process, **we require that cell phones stay inside your child's backpack and be turned off/silenced throughout the duration of the school day.** We understand that families may need to communicate with their child throughout the day, however, families need to communicate through the main office to deliver important messages. Students wearing watches should not be using the watch to make calls or send/receive messages during the school day. If the phone or watch is causing a distraction to learning, the phone/watch will be placed in the office for the remainder of the day and the student may pick it up at dismissal time. If it continues to be a concern, the phone/watch will be placed in the office and a parent will need to come pick it up.

The school district will not be responsible for any lost or stolen personal items.

[Policy 1022 - Student Use of Personal Mobile Phones, Digital Imaging Devices and Other Electronic Devices](#)

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 emailed or sent to school, signed by the parent/guardian.

CLASSROOM ASSIGNMENTS

By district procedure established by the Superintendent, final authority for classroom placement resides with each building principal. It is the principal's responsibility to inform families of the criteria, provide a means for providing input into classroom assignment, and engage professional staff in a process that meets the educational needs of students. Parent/Guardian input is welcome and encouraged, however requests for specific teachers will be considered in the context of all the factors mentioned above, including the principal conference. For convenience, a Classroom Assignment Input Form is available in the school office. This must be submitted to the building principal by the established deadline for consideration.

COMMUNICATION BETWEEN HOME AND SCHOOL

Maintaining a connection between home and school is a top priority at North Trail. We have several means of communicating important information to families. We understand the importance of prompt communication and support. Staff may not be immediately available due to their responsibilities with students during the school day - but will respond to messages within 24 business hours.

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 the teacher's voicemail. The teacher will 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/Seesaw/Schoology: These are platforms NTES uses to engage with families and students. Both Seesaw and Schoology platforms have family messaging options. You are also able to communicate with the school through email. For most staff members the email address is the staff member's first initial followed by the staff member's last name, then @farmington.k12.mn.us.

If you have an urgent message regarding pick up arrangements or an urgency to reach your child, please call the office as teachers do not often check email during instruction.

Web Sites: Information about ISD 192 can be found on the district's website: www.farmington.k12.mn.us. Information about North Trail can be found by clicking on the "Our Schools" tab and choosing "North Trail Elementary."

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

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.

DRESS AND LOST AND FOUND

Students should come to school dressed in clothing that allows them to appropriately participate in the classroom, specialist, and recess environments to the best of their ability. Students are not allowed to wear hats throughout the school day unless special permission is given for unique circumstances. Clothing that creates a disruption to the learning environment is not allowed. Such dress may include, but is not limited to clothing with suggestive or derogatory messages, representations that are inappropriate or demeaning to any groups, or apparel deemed to be disruptive to the educational process.

DROPPING OFF STUDENT ITEMS

Please drop student items off on the cart outside of our main office marked with the student name and classroom. Our office staff will ensure that the item is delivered to the student.

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.
- Messages will be sent out using our school messaging system. Please make sure your contact information is always up to date.
- Our emergency school closing line (952-985-1100) is 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.

FAMILY SUPPORT WORKER

For assistance regarding community resources and supporting your child's school success, please call 651-460-1882 to talk to the 360 Communities Family Support Worker.

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.

FLEXIBLE LEARNING DAYS/E-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 or SeeSaw, our digital communication platforms. Teachers share assignments and are available online. 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.

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. **Because of allergies and medical conditions, we are asking that no food treats will be brought into classrooms.** Thank you!

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. **It is important to have up-to-date contact information in the event that your child is ill and needs to go home. Please make every effort to pick your child up as soon as possible if the school nurse contacts you.**

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 Michelle Pepera, Licensed School Nurse, 651-460-1965 or the building nurse. If you have any questions regarding the information above, or if you wish to discuss your child's health.

****Contact Marschall Lines bus company 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 company.**

HOMEWORK

Each teacher assigns homework according to need. In elementary school, homework is kept to a minimum. Families are asked to provide students with a quiet, well-lit work area which is free from distractions. Families can support students while helping them complete the assignment independently. Please encourage your child to complete homework in an effort to help form good work habits and develop independent work skills.

iPADS

Farmington School District is a one to one iPad district. Teachers within the district are committed to using iPads intentionally to enhance student learning by prioritizing active rather than passive use of technology. Active use involves engaging students in tasks that require critical thinking, creativity, collaboration, and problem-solving. Examples of active use would include but are not limited to creating digital presentations, conducting research projects, coding, or interactive educational apps that promote skill development.

In contrast, passive use, would include but is not limited to watching videos or browsing content without an intentional purpose connected to the learning objective.

Parents are encouraged to support this approach at home by guiding their children to use the iPad in ways that promote active engagement and learning. Examples include exploring educational apps together, encouraging creative projects, or setting specific goals for how the device will be used for homework or enrichment activities.

All Students (K-5) may use iPads daily and may take their iPad home as needed.

When iPads are sent home from school, it will be solely for an educational purpose aligned with the student's learning goals. Parents will be notified in advance about the schedule for when iPads will be sent home, along with the specific educational purpose for which the device is being provided. Parents are encouraged to review this information and determine the amount of time their child will have access to the iPad while at home. Families have the right to manage and monitor their child's use of the device to best support their educational needs and household routines.

If a parent prefers that their child does not bring the iPad home, they may contact the school to discuss alternative options to support their child's learning.

Please refer to the [ISD 192 Acceptable Use Policy/iPad Loan Agreement](#) for further guidance and information for at home use.

LEAD IN WATER NOTIFICATION:

Farmington Area Public Schools is committed to providing a safe working and learning environment for employees and students. We have developed a Lead-in-Water Management Plan to reduce the potential for exposure to lead in drinking water and to comply with

Minnesota Statute 121A.335, the Minnesota Department of Health (MDH), and the Minnesota Department of Education (MDE). This plan will also endeavor to comply with the recommendations of the Minnesota Department of Health's "Reducing Lead in Drinking Water: A Technical Guidance for Minnesota's School and Child Care Facilities" recommendations and be inclusive of the United States Environmental Protection Agency's "Ensuring Drinking Water Quality in Schools During and After Extended Closures" fact sheet and the United States Environmental Protection Agency's "3Ts Toolkit for Reducing Lead in Drinking Water in Schools and Child Care Facilities" manual.

Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten through grade 12 to test for lead in potable water sources (water for consumption) every 5 years. We test all of our buildings every five years. The previous testing cycle occurred during the 2021-2022 school year. We will test again during the 2026-27 school year.

Anyone interested in discussing the district Lead in Drinking Water program or test results, please contact the Director of Operations, Dan Miller, at 651-463-5058 or dmiller@farmington.k12.mn.us. Information is also available on the district website <https://www.farmington.k12.mn.us/departments-services/buildings-grounds/environmental-health-and-safety>

MEDICATIONS

Please read over your EMERGENCY INFORMATION FORM, specific to your child 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/nurse.**

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 on the district website: <https://www.farmington.k12.mn.us/departments-services/health-services/medication-and-required-forms>.
2. We must receive a doctor's 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.

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/guardian 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 Minnesota winters.

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 desk. If you are picking your child up from school, please park in the visitor parking lot 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. Thank you for your cooperation.

PATROL

School Patrol will assist children who walk to school. The patrol will be on duty from 7:20 a.m. - 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, broken, or stolen articles. Children should not bring games and items with batteries, toys, trading cards, expensive jewelry, money, etc. to school. These items tend to distract from learning. Any item of this nature brought to school is at the student's own risk.

PHONE AND ADDRESS CHANGE

If your child is moving, please report it to the school's main office (651-460-1805) as soon as possible. Keeping your student's Household and Emergency Contact Information updated throughout the year is critical so that we may reach you, or someone you have designated, in

case of an emergency. Please have as many contacts as possible for your child in case of an emergency.

PHYSICAL EDUCATION

NTES is fortunate to offer Physical Education most days. Students are expected to participate each day unless they have a health problem. A child may be excused from physical education for 1 day with a signed note from a parent/guardian. A longer time period requires a doctor's written approval. We encourage students to keep a pair of tennis shoes in their lockers to be prepared for physical education each day.

PLEDGE OF ALLEGIANCE

The school board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. Learners 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. Any learner or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Learners must respect the choice of others not to recite the pledge.

POLICIES

Minnesota School districts must provide notification of the following policies that have been adopted by our Farmington Area School Board. You can find them linked below.

- 413 [Harassment and Violence](#)
- 419 [Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices](#)
- 506 [Student Discipline](#)
- 514 [Bullying Prohibition Policy](#)
- 515 [Protection and Privacy of Pupil Records](#)
- 522 [Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process](#)
- 526 [Hazing Prohibition](#)
- 527 [Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches](#)
- 529 [Staff Notification of Violent Behavior by Students](#)
- 534 [School Meals Policy](#)
- 609 [Religion](#)
- 709 [Student Transportation Safety Policy](#)

To find all policies, please use this link - [ALL Farmington Public School Policies](#)

SCHOOL AGE CHILD CARE- KID CONNECTION

If you are looking for child-care before and/or after school, 6:00 a.m. to 6:00 p.m, please contact Community Education at 460-3209. This program is intended to provide a service for parents who are working, attending school or are 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 Community Education at **460-3209**.

SCHOOL CALENDAR

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

SCHOOL PICTURES

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

SNACKS

Many classrooms will offer an optional snack break during the school day. Students are to bring healthy snacks from home during this time. Classroom teachers will notify families of any allergies in the classroom and a list of approved items. For the safety of all students, please adhere to the safe snack list.

STUDENT DROP-OFF AND PICK-UP

We appreciate your support during drop off and pick up times, they can be busy and stressful. Here are a few reminders:

- Students may only exit cars on the curb side (right side) of vehicles. Families are not permitted to get out of the car to assist students as it stops the flow of the traffic. If your child is not able to exit the car independently please park your vehicle and walk them to the designated crossing area.
- Pull forward as far as possible in the drop off lane and fill in all open space before you stop to let your child out. We have staff available to direct students and ensure they enter the building.
- Make sure students are ready to get out of the car with their items before stopping.
- K-5 students are not permitted to walk in the parking lot unaccompanied. If you are not using the drop off lane in the morning, families must park their car, and then walk their student to the crosswalk.
- Families are not allowed to pull into the Handicapped parking areas unless you have a Handicap Permit.

- Do not drive around parking lot barriers. The barrier is there to stop the traffic from driving in the walking area and to ensure the safety of students
- For afternoon pick up cars are not permitted in the front curb/drop off lane. Cars are only permitted in the parking lot after school.
- In the afternoon, families need to park, exit their vehicle and come to the walkway to meet their child for all students in Grades K to 5. Children are not permitted to walk out to the car unaccompanied.

SUICIDE PREVENTION SUPPORT

We can all help prevent suicide. If you or someone you know is struggling emotionally or in crisis there are resources and supports available. If you, a friend, or a loved one are thinking about suicide and in need of emotional support contact a mental health support staff (school counselor, school psychologist, school social worker, or school nurse) within your building during the school day or use the resources and supports listed below. These resources provide free support to people in suicidal crisis or emotional distress.

Suicide and Crisis Lifeline: Call or Text 988

Línea De Prevención Del Suicidio Y Crisis 988

Text 'HOME' to 741741 (English) or Texto 'AYUDA' to 741741 (Spanish)

Dakota County Crisis Response: 1-952-891-7171

Immediate Emergency: 911

****All supports listed are 24/7, 365 days a year****

SUPPLY LIST

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

TESTING

In Farmington schools, students' progress and knowledge are measured by a number of assessments, including annual state standardized tests, district assessments called FastBridge, and various classroom assessments. All of these tests are part of the district's efforts to ensure all students are learning. To learn more about these assessments, including the testing calendar, please find it here. <https://www.farmington.k12.mn.us/learning/assessment>

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 SCHOOL 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.

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 the Attendance Policy and Attendance procedure for more information. Those students missing three or more days of school may ask their classroom teacher to have 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 families helping us out in various ways. Field trips, teacher helpers, fundraising, picture day helpers, book fair, and classroom party organizers are just some of the ways to get involved. You can either get started by contacting the North Trail Elementary School Parent Teacher Partnership at ntesptp@gmail.com or by contacting the NTE office at 651-460-1800.