2026-2027 Student & Parent Handbook

4200 208th Street West
Farmington, MN 55024

Main Office: (651) 460-1500
Attendance Line: (651)-460-1505

FARMINGTON AREA SCHOOL DISTRICT NO. 192
POLICIES AND REGULATIONS

Click here to view all policies online
In addition, links to policies addressed specifically are located throughout this document.

Table of Contents

Strategic Framework	3
Welcome Letter	4
General Information and Important Phone Numbers	5
Academic Achievement Recognition	6
Academic Integrity	6
After-School Conduct	6
Assembly Etiquette and Courtesy	6
Athletic Activities	7
Athletics / Activities Eligibility Guidelines	7
Attendance	8
Bus Pass Procedures	8
Breakfast and Lunch	9
Celebrations	9
Conferences and Progress Reports	9
Dance/Activity Information	9
Dressing for the School Environment	10
Drop Off / Pick Up Procedures	10
Emergency Drills	10
Emergency Procedures	10
Guest Teachers	11
Homework	11
In-School Suspension (ISS) and Detention Expectations	11
Lead in Water Notification	11
Lockers	12
Lost and Found	12
Media Center	12
Music Department Performance Requirements	12
Physical Education	12
Pledge of Allegiance	13
Positive Behavior Interventions and Supports (PBIS)	13
Protection and Privacy of Student Records	13
Publishing Student Work and Media Release	14
School Bus Behavior and Safety Rules	14
School Counseling Services	14
School Emergency Procedures	15
School Hours	15
Signs	15
Special Education	15
Special Education Record Retention	15
Restorative Coaching Room (RCR)	16
Student Management	16
Student Management Options	17
Student Medications	18
Student Mobile Phones and Other Electronic Device Use	18
Student Permission to Leave Building and Hallway Passing	18
Student Personal Property	18
Student Retention, Promotion and Acceleration	19
Suicide Prevention Support	19
Tardiness	20
Tiger Connections	20
Visitors to the Building	20
Withdrawals from School	20
ISD 192 Policies	21
Title IX	21
Dodge Middle School FAQ	22

LEVI P. DODGE MIDDLE SCHOOL

The mission of Dodge Middle School, a flexible, learning-centered community that transforms the educational system to serve the uniqueness of each learner, is to cultivate individual academic and personal growth through:

- Reflection with a growth mindset
- Courage to explore diverse ideas
- Empathetic human connections
- Curiosity within the learning design and process
- Collaboration

Objectives:

- Each individual is equipped with the skills necessary to achieve their academic and personal goals.
- Each individual is an active agent of their own learning who perseveres through personal and academic challenges.

WELCOME TO LEVI P. DODGE MIDDLE SCHOOL!

It is a pleasure to welcome each of you to Levi P. Dodge Middle School. Farmington Middle Schools offer a strong program in academic and co-curricular activities. Our responsibility to you and your parents is to help you acquire the tools of knowledge necessary to successfully pursue your education. We also want to help you build confidence in yourself and develop compassion for your fellow human beings.

The middle school years (ages 11-14) are a transitional period between elementary and high school. Middle-level education is grounded in the diverse characteristics and needs of our young people. These middle school years should provide each student with an opportunity to experience many different interests and expand their skills. The overarching purpose of all schooling in our society, and therefore our goal, is to help students become good citizens, lifelong learners, and healthy, caring, and intellectually reflective individuals.

It is our intention to ensure each student has a positive and safe environment in which to learn and grow. We know that each of you has a special contribution to make and hope you become proactive in seeking out opportunities to participate.

The staff is committed to ensuring that every student progresses educationally. To achieve this objective, communication between the school and home is essential. We invite parents to become actively involved in their child's education and to volunteer to assist with activities at our school.

Best wishes for success and happiness during your years at Levi P. Dodge Middle School. All staff members are ready and willing to help you in every possible way. Please feel free to go to any member of the staff for assistance.

Andy Nelson, Principal *Vicky Bruce, Assistant Principal*

Levi P. Dodge Middle School

4200 208th Street West
Farmington, MN 55024

Main Office – 651-460-1500
Main Office Fax – 651-460-1510
Attendance Line – 651-460-1505
Emergency School Closing Information – 651-985-1100

Office Team

Mr. Andy Nelson, Principal	651-460-1500
Ms. Vicky Bruce, Assistant Principal	651-460-1500
Ms. Glee Slater, School Counselor	651-460-1599
Ms. Jennifer Hogan, School Counselor	651-460-1598
Ms. Tara Lien, Learner Support Specialist	651-460-1530
Ms. Melissa Carey, Student Success Coach	651-460-1536
Ms. Leah Kamin, Building Administrative Assistant	651-460-1504
Ms. Mariah Milton, Student Support Assistant	651-460-1505
Ms. Isabella Schaffer, School Nurse	651-460-1506
Mr. Chad Olson, High School Athletics Director	651-252-2515
Mr. Colm Griffin, Middle School Sports Coordinator	651-460-1515

Frequently used numbers

Media Center	651-460-1509
Pool Office	651-460-1515
Attendance	651-460-1505
District Athletics Office	651-252-2514
Chartwells Food Service	651-460-3820
District Emergency	952-985-1100
Marshall Lines bus transportation	651-463-8689

ACADEMIC ACHIEVEMENT RECOGNITION

Dodge Middle School is committed to student academic success. There will be many ways throughout the course of a school year in which students are recognized and celebrated as a result of their efforts at school. Many celebrations will occur and recognition of students is an ongoing process throughout the year. We honor growth in student progress.

ACADEMIC INTEGRITY

Academic integrity is an essential expectation for all students in Farmington Area Schools. Student work is used to measure learning, knowledge, and skills. To ensure an accurate reflection of learning, all work submitted must represent the student's own thinking and effort.

Students are expected to demonstrate honesty, responsibility, and ethical decision making in all learning activities. The use of resources, including technology, must be ethical, responsible, and consistent with teacher expectations and assignment requirements. Students should give proper credit when using the ideas, words, or work of others and accurately represent their own learning.

Academic dishonesty includes, but is not limited to:

• Plagiarism: Presenting another person's ideas, words, or work as your own without proper acknowledgment. This includes using information from any source without giving credit or submitting another individual's work.

• Cheating: Using unauthorized assistance on assignments, quizzes, tests, or any other learning activity in which a student is demonstrating knowledge or skills. This includes copying work, using unauthorized materials, or sharing answers.

• Multiple Submissions: Submitting the same work for credit in more than one class or assignment without the prior approval of the teacher(s).

• Falsification or Fabrication: Altering, inventing, or misrepresenting information, data, research, or sources.

Students who violate expectations for academic integrity may be required to complete an alternative assignment, and/or face disciplinary consequences in accordance with the school's Administrative Guidelines for Disciplinary Action. The purpose of these expectations is to promote honesty, accountability, and pride in each student's own learning.

AFTER-SCHOOL CONDUCT

Student conduct at school and after-school practices or functions would be the same as that expected during the regular school day. Inappropriate behavior at after-school activities may result in the same school consequences as if that behavior occurred during the school day. Student conduct at school also includes behavior on the bus and before school starts. Students not participating in after-school activities are expected to leave school property within 10 minutes following final dismissal.

ASSEMBLY ETIQUETTE AND COURTESY

To assure respectful participation at assembly programs, students are requested to observe the following rules:

- ✓ Students in the audience should be respectful of all performers and invited guests.
- ✓ There should be no talking while the person on stage is speaking or performing.
- ✓ Laughing or applause is in order when it occurs as an appropriate response.
- ✓ Whistling, booing, or harassing behaviors are never acceptable. Students may be escorted out.
- ✓ Students are to sit in areas designated by their teachers.
- ✓ Students may be expected to leave the assembly if their behavior is deemed disruptive.

ATHLETIC ACTIVITIES

Participation in an interscholastic program or in an intramural program is available through Farmington Community Education. A number of opportunities are available for middle school students. Interscholastic programs include: girls volleyball, girls tennis, girls soccer, and boys soccer in the fall; wrestling in the winter; and track & field in the spring. Intramural programs include: girls volleyball and a combined co-ed flag football/soccer in the fall; and co-ed basketball in the late fall and early winter.

Follow this link for more information:
https://farmington.ce.eleyo.com/courses/category/224/youth-enrichment-and-sports/middle-school-sports

ATHLETICS / ACTIVITIES ELIGIBILITY GUIDELINES

The privilege to participate in interscholastic and intramural activities is available to all members of the student body. Physical skill and ability are primary factors in determining who will represent a school, but each school must be represented by students that are good citizens, satisfactory scholars,and trained and conditioned athletes willing to abide by prescribed rules and standards. This privilege and honor carries with it responsibilities to the community, school, faculty, and student body which the participants represent.

So that the standards and ideals of Farmington Athletics & Activities will be upheld and enforced uniformly, the following minimum rules have been established and MUST be familiar to everyone.

1. Farmington High School teams are governed by the rules established by the Minnesota State High School league and the District #192 Board of Education. (see mshsl.org)

2. FOR HIGH SCHOOL TEAMS, the HIGH SCHOOL Activities Director will be responsible for declaring the student eligible or ineligible and to prepare the eligibility list to be sent to the Minnesota State High School League. A student will not be certified for competition:

- Until a CURRENT physical examination is on file in the activities office.
- Until the MSHSL and Farmington Schools eligibility forms are signed by the student and a parent and are on file in the Activities Director's office.
- Unless all regulations and training rules of the Farmington Activities Department and the Minnesota State High School League are adhered to.
- MSHSL penalties and violations will be accumulative from that time until the end of the senior year (graduation).

3. There shall be no general conduct in or out of the activity season such as to bring discredit to a participant, his or her parents, the community, school or team. Such conduct to include theft, vandalism, assault, and racial/religious/sexual harassment. Penalties for rule violations will be administered at the discretion of the Activities Department and/or the school BUILDING ADMINISTRATOR(S) authorities. An appeals committee consisting of school personnel may entertain any appeals of ineligibility. The decision of this committee is final!

4. All students must maintain a 2.0/quarter GPA without any failing grades ("F") and must meet grade level credit requirements in order to participate. If a student does not meet these academic requirements, they will be ineligible for a minimum of two (2) weeks at which time grades will be monitored by the activities director.
A. For programming that is restricted to participating at the middle school level, the Middle School Sports Coordinator will be responsible for determining eligibility of participants and teams.
B. Participants in middle school athletics &/or activities are held to the same expectations and consequences addressed in #3 above. Penalties, and any appeals, will be determined by the Middle School Sports Coordinator and Middle School Administrators.
C. A current sports physical needs to be on file for those participating in interscholastic programs (volleyball, soccer, tennis, wrestling, and track & field).
D. A sports physical is desired but not required for those participating in the "IM" intramural programs (IM-volleyball, IM co-ed flag football/soccer, and IM co-ed basketball)

ATTENDANCE

The Farmington School District 192 and Dodge Middle School are obligated to follow the Minnesota Law on School Attendance. The Farmington Board of Education and administration believe that it is the student's right and responsibility to be present in school.

Dodge Middle School encourages daily and regular student attendance. The school recognizes that school attendance is a shared responsibility by the student, parent, and school. Students who attend school are best prepared to perform successfully academically and socially. DMS supports all components within the District Student Attendance Policies and Regulations.

If a student will be absent, a parent/guardian must call Dodge Middle School's **attendance line at 651-460-1505** prior to 8:30 AM each day of the absence or complete the google form using the attached link: https://forms.gle/HRQUMMVCtMA28B3Z6

We ask that parents/guardians provide the reason for the absence. The school determines if the absence falls within the excused or unexcused parameters. If the school does not receive a call from the parent/guardian the day of the absence, the student's absence is automatically unexcused.

Excused Absences

- ✓ Illness – student remains at home or sent home by school nurse (if a pattern of absences result due to an illness, a written medical excuse from the doctor or school nurse can be required by the school)
- ✓ Serious illness or death in student's immediate family
- ✓ Death of student's close friend or relative
- ✓ Medical or dental appointments or treatment
- ✓ Court appearances occasioned by family or personal action
- ✓ Religious instruction not to exceed three hours in any week
- ✓ Physical emergency conditions such as fire, storm, or flood
- ✓ Official school field trip or other school-sponsored outing
- ✓ Observation of religious holiday
- ✓ Removal of student prior to a suspension – suspensions are treated as excused absences and students are permitted to complete makeup work

Unexcused Absences

- ✓ Any absence in which the student failed to comply with any reporting requirements of the school district attendance policies and procedures
- ✓ Work at home
- ✓ Work at a business, except under a school-sponsored work release program
- ✓ Personal trips to colleges and universities – unless pre-approval submitted to school office ahead of trip and approval is granted.
- ✓ Transportation problems (students are expected to use district-wide provided busing), oversleeping, skipping classes, babysitting for siblings, friends or relatives are not excused absences

Excessive Tardiness and Truancy

It cannot be stressed enough the importance of students attending school. Excessive tardiness leads to absenteeism. Absenteeism can lead to excessive absenteeism and this leads to truancy. This is not a preferred position for the school or families. DMS cooperates with the Dakota County Truancy Prevention and Intervention. Upon accumulating seven (7) unexcused absences, the student may be referred to the Dakota County Attorney's office. A student may require counseling in areas such as truancy laws, time management, student responsibility, drug and alcohol related issues, and criminal risks.

BUS PASS PROCEDURE

Students who wish to ride a bus home with a friend, must have written parent permission that includes the date, the name of the student with whom they are riding home, the bus number, and a parent's phone number and signature.

BREAKFAST AND LUNCH PROCEDURES

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/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.

Menu information and pricing can be found at https://www.farmington.k12.mn.us/services/food_services___chartwells_

- ✓ Students may have self-assigned seats. These seats may be re-assigned based upon the need to maintain a positive atmosphere in the cafeteria.
- ✓ Lunch supervisors may assign students/tables as Table/Lunch Captains for a period of time. These captains will assure the table/lunchroom is cleaned and left in an orderly manner.
- ✓ Students are to use conversation tones in the cafeteria.
- ✓ Students should honor each other's placement in the lunch line and avoid "cutting" in front of others.
- ✓ Food throwing, flicking of food or littering may result in an assigned seat, assigned "restitution" cleaning, detention, suspension and/or removal from the lunchroom.
- ✓ Students will be dismissed one table at a time by the lunchroom supervisor.
- ✓ All students will have a role in maintaining the cleanliness of the cafeteria.
- ✓ It is a privilege to eat in the cafeteria. Students may be asked to eat elsewhere if their personal behavior warrants it.

CELEBRATIONS

We ask that students not receive balloons, flowers, cakes, fast food, cupcakes, or candies at DMS. These objects of celebration do interfere with bus safety/driver vision and have caused problems in the classroom and the cafeteria over lunch time. Any deliveries or items as previously listed brought to DMS will be kept in the office and given to the student at the end of the school day. Learners, families, and community members are not allowed to hand out food due to food allergies and safety reasons.

CONFERENCES AND PROGRESS REPORTS

Conferences at DMS have a variety of structures throughout the year. During the fall conference, learners will discuss their academic progress and show parents samples of their work. Teachers will host the conference and provide additional supporting information. Spring conferences will be a celebration of learning throughout the year. On conference nights, parents also have an opportunity to visit briefly with teachers during open times between conferences. Families have access to learning progress throughout the year on Campus Portal

DANCE / ACTIVITY GUIDELINES

- ✓ When a student leaves, he/she may not return.
- ✓ Appropriate school behavior is expected from all students at all times.
- ✓ Food and beverages may be consumed in designated areas only.
- ✓ Dress must be acceptable school attire.
- ✓ No students will be allowed in after the doors have been locked.
- ✓ Activities are open to Dodge Middle School students.
- ✓ Students may be denied the privilege of attending dance activities due to previous behavior disruptions at school or other events. Any student who displays a behavior disruption at a dance/activity night will be excluded from future dances.
- ✓ Students will be allowed into the locker areas 10 minutes before the end of the dance/activity for students to retrieve personal items.
- ✓ A student must be present in school if he/she is to be eligible to attend a dance/activity night.

✓ All students should be picked up promptly at the end of the event.

DRESS FOR THE SCHOOL ENVIRONMENT

Students should dress in a manner that supports a safe and respectful climate of learning for all members of the learning community. Clothing needs to be:

- Free of anything containing or conveying obscene, racist, discriminatory, or violent messages.
- Free from anything promoting or advertising alcohol, illicit drug, tobacco, or any illegal substances.
- Consistent with what is typically worn in an educational setting, including shirts, bottoms, and shoes.
- Supportive of personal safety and the safety of others.

Fashion changes often. Therefore, a general rule to follow is to wear clothing that would typically be worn in a casual, yet professional, setting. What is worn socially in settings such as movies, the mall, or pool, would not always be appropriate for school. School administrators and counselors welcome students to meet with them and discuss if they would like support or guidance in making appropriate clothing decisions.

Items not needed for the classroom need to be kept in the student's locker during the school day.

DMS administration may make the determination that a student's dress is not appropriate for the school environment. In this event, efforts will be made to allow the student to fix the issue with parent contact with the goal of minimizing time out of class.

DROP OFF / PICK UP PROCEDURES

Parents/guardians electing to drop their students off in the morning should do so at the Pool Entrance doors #17 at the West end of the building. Students are not to be dropped off in the turn lanes or in the lanes of traffic in the small parking lot on the Northeast side of the building. Students that are dropped off after school begins should be dropped off at the Main Entrance doors as the Pool Entrance doors are locked once school begins. Parents/guardians electing to pick up their students after school must do so by pulling into a parking space in either the Pool Entrance parking lot or in an available visitors parking space in the small parking lot outside the Main Entrance. Cars cannot block the curb areas or bus coral after school as this is where buses line up to load/transfer students. These practices are in place to ensure the safety of our students.

EMERGENCY DRILLS

We are required to run a number of emergency drills. Directions will be posted in every room. Procedures and options will be applied by staff in each drill situation. Students are expected to follow the staff's lead. The teachers will carefully review these directions with students. Students are expected to participate respectfully and appropriately in these drills. Please see maps posted in the classrooms.

EMERGENCY PROCEDURES

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 Police Department, the Dakota County Sheriff's Office, and other state and federal authorities responsible 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 numbers below to be provided with constantly updated messages. It is requested that you not call individual school offices or classrooms in order to allow staff to focus on student needs.

The district's "School E-News" will be used to provide brief school updates via your email. E-News is also used to communicate in the event of a school closing or other emergency and can be sent to your email address.

Please keep these numbers on your person for easy reference:

Farmington District Emergency Phone Numbers:

952-985-1100 651-463-9090 ext 1900

GUEST TEACHERS

Guest teachers are important to the success at Dodge Middle School. They provide the school a tremendous service by taking the place of teachers who are absent due to illness and staff development. They deserve the same respect given the regular classroom teacher. It is everyone's responsibility to welcome them to our school and to help them feel positive and respected while working in our school and district.

Any student misconduct toward guest teachers may result in appropriate consequences.

HOMEWORK

The amount of homework varies with the subject involved. Students may be required to complete some lessons at home. Students are expected to utilize their resources to document homework assignments. Students, who come to class without the expected work complete, may receive reduced credit and/or a request made to stay after school by an individual teacher or team.

When student absence occurs, students should be sure to check with their teachers regarding work missed. Parents may also access assignments / grade information by obtaining and accessing a Family Web Access account through the district office.

IN-SCHOOL SUSPENSION AND STRUCTURES LEARNING CENTER EXPECTATIONS

In-school suspension is a consequence assigned by school administration to students who are truant, tardy, or misbehave in school. Restorative Coaching Room (RCR) may be assigned by administration or teachers.

- ✓ Students must do school work (the monitor may assign work to detained students).
- ✓ No talking or socializing.
- ✓ No eating or drinking
- ✓ No cell phones or gaming on iPad
- ✓ It is the responsibility of parents to arrange for transportation for students after detentions are served.
- ✓ Students that arrive late to detention will not be allowed in detention and will be required to serve it on a different day.

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 Environmental Health and Safety - Farmington Area Public Schools

LOCKERS

All students will be assigned an individual locker. You should only use the locker assigned to you. To assure this protection, it is necessary that you do not reveal your combination to any other person. Valuables should never be left in your locker even though you have it locked. If you must bring money or valuables to school, carry them with you or check them in the office. The school is not responsible for personal property losses. Any loss, however, should be reported immediately to the main office.

Law permits the inspection of student lockers. Student privacy will be respected in the light of this understanding. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

LOST AND FOUND

All articles of value found in the building should be turned in at the office. Each locker room also has a lost and found area. If students' names are placed on sweaters, caps, and jackets, lost items turned into the office can be easily identified and returned. Two weeks following the end of the school year, all lost and found items will be donated to charity.

MEDIA CENTER

The Media Center is an integral part of the educational process for students at Dodge Middle School. It provides various learning opportunities to students on an individual basis, as well as on a group and classroom basis. Students are encouraged to familiarize themselves with the Media Center and its services.

While students are most times required, and always encouraged, to check out materials, it is the student who is responsible for them. All items are given a due date and are expected to be back on time. Parents, it may be helpful for your son/daughter to have a designated spot in the home where books or materials reside when not in use. Materials need to be returned, not only on time, but also in good condition.

Posted rules and regulations are expected to be followed. Please feel free to call (651) 460-1509 with any questions or concerns.

MUSIC DEPARTMENT PERFORMANCE REQUIREMENTS

Concerts are the celebration of our ensemble's hard work and the result of months of preparation and practice. It is impossible to replicate the experience of performing for a live audience. As part of the comprehensive course experience, attendance at your ensemble's concerts is an expectation for all members. We recognize conflicts with other student experiences may arise, yet we ask that students be at concert events performing with their fellow musicians. Please communicate with the director regarding concerns. An alternative assignment will be available for excused absences.

PHYSICAL EDUCATION

Students are to wear clothing which allows them to participate in physical education including athletic shorts, shoes, and shirts. If illness or injury prevents a student from participating for an extended period of time (3 or more days), documentation from a licensed physician needs to be provided to the school nurse.

The physical education program is heavily based upon participation for grading purposes.

PLEDGE OF ALLEGIANCE

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.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is a framework or approach for helping schools select and organize evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

At Dodge our PBIS Framework Matrix can be found here. DMS core values are: community, empathy, purpose.. Our learners are intentionally taught these core values and expectations throughout the school year. Staff reward our expected behavior with Tiger Stripes to acknowledge and reinforce building expectations.

Additionally, behaviors are broken into major and minor categories. Minor behaviors are typically addressed by teaching staff. Major behaviors are investigated and resolved by administration. Please see the student management section for more information on major behaviors.

PROTECTION AND PRIVACY OF STUDENT RECORDS

Pursuant to the requirements of the School District regarding the requirements of federal law, the following constitutes the School District's Annual Notification to parents and students regarding data privacy practices of the school district.

The school district has adopted a Student Record Data Privacy Policy incorporating state and federal requirements as to data privacy rights in student educational records.

Privacy Rights
Educational records which identify or could be used to identify a student other than directory information, may not be released to members of the public without the written permission of the student's parent or guardian, or if the student is 18 or attends a postsecondary institution, the student. This general rule is subject to specific and limited expectations which cannot be set out here due to limitations of space but which are set out in the complete policy.
Directory Information:

- ✓ Student's name
- ✓ Date and place of birth
- ✓ Names of the student's parents
- ✓ Participation in officially recognized activities
- ✓ Grade levels complete
- ✓ Weight and height of members of athletic teams
- ✓ Dates of attendance
- ✓ Degrees and awards received
- ✓ The most previous educational institution attended
- ✓ Photo of student, if available

Directory information may be released to the public without prior parent or student consent unless the parent or student, if the student is 18 or older, has objected in writing to the release of one or more category of such information.

PUBLISHING STUDENT WORK AND MEDIA RELEASE

Farmington Area Public Schools value the use of technology tools in the classroom. Utilization of technology may increase student engagement, encourage student participation, boost creativity, facilitate communication with other learners and educators in other parts of the nation and world, and expand the classroom experience beyond physical barriers.

The use of technology tools may include, but is not limited to, blogs, videos, wikis, electronic pen pals, and others that make it possible to share content with classmates, students across the globe, and, where appropriate, the general public. Through the use of these educational tools, the school district may cause student work or video/audio images to be published by including materials in instructional materials, booklets, blogs, emails, websites, closed circuit television, messaging, video/audio connections on the Internet or intranet, brochures or flyers used in award ceremonies, sports, or fine arts presentations, and any other form that may be used to distribute or communicate the work.

Parents/guardians may deny consent for any or all publication of student work or video/audio recordings.

SCHOOL BUS BEHAVIOR AND SAFETY RULES

*****Bus Transportation is a Privilege, Not a Right!*****

In order to assure order and safety on the school buses, students are expected to follow specific rules. Violations of these rules will result in warnings, bus violation slips, or possible suspension of bus privileges. Written warnings will be issued at the time of a safety bus violation infraction. A "bus violation slip" will be issued when a suspension from riding privileges is issued:

- ✓ Follow directions of the bus driver at all times.
- ✓ Stay seated while the bus is moving.
- ✓ Keep hands, feet, and objects to self.
- ✓ No harassing or teasing of other students.
- ✓ No swearing, screaming, yelling or creating loud noises.
- ✓ Absolutely no smoking.
- ✓ Please be on time, the bus cannot wait.
- ✓ Keep the bus clean.
- ✓ Keep head, hands, and arms inside the bus.
- ✓ Treat the bus and equipment respectfully.
- ✓ Cross in front of the bus at the driver's signal.

Severe disruptions, which include, but are not limited to the following behaviors, may result in suspension or permanent suspension of bus privileges:

- ✓ Use of tobacco, alcohol, or other chemicals.
- ✓ Inappropriate behavior such as teasing, harassing, spitting or fighting.
- ✓ Damage to the bus
- ✓ Threat or harm to the bus driver or another student.
- ✓ Insubordination to the bus driver.
- ✓ Possession of nuisance articles
- ✓ District discipline policies apply on the bus as well.

All Bus Violation Slips are issued by the bus drivers and must be signed by a parent/guardian and returned to the bus driver before bus privileges will be resumed. Accumulation of three (3) Bus Violation Slips could result in a conference involving the student, parent/guardian, bus driver, transportation manager, and/or school principal. The student, at this point, may be permanently suspended from transportation privileges.

SCHOOL COUNSELING SERVICES

School counselors assist students with personal, social, academic and future career planning. Two school counselors are located in the main office, and students are assigned to a specific counselor.

If a student would like to see a school counselor they will send a message to them through Schoology or use the Request to see School Counselor form on their iPad. The counselor will call the student down as soon as she is available.

During the school year, the counselors provide individual and group counseling, coordinate and deliver classroom presentations, assist students in conflict resolution and provide counseling resources, register and orientate new students to the school, and register current students for their next grade.

Student help groups may be available for students to participate in if there is a concern or need in that area. If you do not want your student to participate in small groups, please contact your student's counselor.

In order to develop a safe and trusting environment, the school counselors at Dodge Middle School regard information shared by students as confidential.
However, there are limitations to confidentiality, these limits are:

* A student saying they will harm themselves or others,
* A student discussing a crime they were involved in or knew about,
* A student discussing abusive situations

If you have questions about confidentiality, please feel free to contact one of the school counselors.

SCHOOL EMERGENCY PROCEDURES

✓ **Emergencies** -To cope with emergency situations, the school needs to know how to reach parents/guardians, quickly. Parents will update their Emergency Card at the beginning of the school year listing current phone numbers of parents/guardians to 2 alternative contacts. Please notify the school of any changes in address or phone numbers. In case of an emergency and no contacts could be made from the emergency card, a call to a doctor and/or social service may be made as a last resort.

✓ **Accidents and Illnesses** - If an accident or illness occurs during the school day, every effort will be made to notify parents/guardians. If the student's condition warrants being at home, the parents will be asked to pick up their student. Please make sure your student is fully recovered and medicine free of a temperature for 24 hours before having them return to school. All student dismissals from school due to illness must go through the nurse's office.

✓ **Emergency School Closings** - Notices of school closing because of weather or other emergencies will be broadcast over WCCO (dial 830 AM). Whenever possible, such announcements will be called into these stations the evening before or the first thing in the morning before the buses start their run. The snow emergency phone number can also be called (952) 985-1100.

✓ **Student Messages** - To support a focused learning environment, we ask that communication between parent and student be kept to a minimum. Phone calls made from the classroom will be at the discretion of the classroom teacher.

SCHOOL HOURS

School building hours will be set and sent to families. Typically, students will be allowed in the building ten minutes before school starts and ten minutes after dismissal except for regularly scheduled and supervised activities. Students are expected to leave the building at the end of the school day unless they are scheduled for a sponsored activity.

SIGNS

The office staff must approve any signs or posters to be posted in the building.

SPECIAL EDUCATION

A variety of Special Education Services are available for students with special needs. If parents have a concern for their child in any of these areas, they are encouraged to contact their child's teacher. If a teacher feels a child is in need of these services, he/she will contact the parents and follow due process in setting up conferences to determine testing, and if necessary, programming.

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 Minnesota Department 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. To make a request, please call the Special Education office at 651-463-5020.

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 22nd 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.

RESTORATIVE COACHING ROOM (RCR)

Maintaining a positive learning environment is a high priority. A Restorative Coaching Room (RCR) is a temporary environment for students who at a given time are either not meeting behavior expectations in the classroom, or simply need more oversight in their work. The purpose of the RCR is to provide an hourly or all-day alternative education program for students. A more serious alternative may be assigned when deemed necessary.

Objectives of the RCR are as follows:

- ✓ To reduce out-of-school time resulting from behavior concerns.
- ✓ To provide an opportunity for students to reflect upon any behavior concerns and to prepare a plan for improved behavior.
- ✓ To provide a supervised environment where learning experiences can be completed with assistance.
- ✓ To discourage continued behavior concerns,.
- ✓ To encourage reflection in the student.
- ✓ Students should report to the office in the event the supervisor is not present in the SLC.

A student who receives OSS will be excluded from all school sponsored activities during the time of the suspension.

STUDENT MANAGEMENT

Every student and employee of Farmington Area Public Schools is entitled to learn and work in a safe school environment. To ensure this Independent School District 192 has several district policies (District Discipline, Harassment, Hazing, Weapons, Bullying, Acceptable Use, and School Attendance, see attached) related to discipline and student management in the district and schools. Those policies are attached. In addition to the policies each school in the district utilizes the Administrative Guidelines for Disciplinary Action. It is a resource guide for students and parents and it provides a series of guidelines that school administrators and staff use when interacting with students, parents, and the community regarding a safe school environment. This guide addresses the following infraction areas and the respective consequences.

- ✓ Abuse, Verbal
- ✓ Alcohol or Chemicals, Possession or Use
- ✓ Alcohol or Chemicals, Possession with Intent to Distribute or Sell
- ✓ Arson
- ✓ Assault, Aggravated
- ✓ Assault, Physical
- ✓ Bomb Threat/Terroristic Threat
- ✓ Breaking and Entering and / or Unauthorized Entry in or on School Property
- ✓ Flammable Lighter
- ✓ Gang / Threat Group Activity
- ✓ Harassment
- ✓ Hazing
- ✓ Insubordination
- ✓ Multiple / Chronic Violations
- ✓ Nuisance Objects
- ✓ Offensive Behavior
- ✓ Potentially Dangerous Tools / Pocket Knives
- ✓ Records or Identification Falsification
- ✓ Robbery or Extortion
- ✓ Sexual Misconduct

- ✓ Bullying and / or Intimidating Behavior
- ✓ Electronic Device Misuse
- ✓ Dishonesty, Scholastic
- ✓ Disorderly conduct
- ✓ Disruptive Behavior
- ✓ Dress and Grooming
- ✓ Driving, Carelessly or Recklessly
- ✓ Explosive and Incendiary Devices / Detonation of Ammunition
- ✓ False Reporting
- ✓ Fighting
- ✓ Fire Alarm, False
- ✓ Fire Extinguisher, Unauthorized Use
- ✓ Firearms
- ✓ Fireworks or Possession of Ammunition
- ✓ Technology and Telecommunication Misuse
- ✓ Theft, Receiving or Possessing Stolen Property
- ✓ Threatening Physical harm Toward Students, Staff Members or Other Persons
- ✓ Tobacco Use or Possession
- ✓ Trespassing
- ✓ Truancy
- ✓ Unique Situations
- ✓ Vandalism, Minor Acts (Less than $500)
- ✓ Vandalism, Major Acts (More than $500)
- ✓ Vehicle, Unauthorized Parking
- ✓ Weapons (exclusive of firearms)

Students are expected to behave in accordance with federal, state, and local laws and rules; district, athletic and activity policies and school regulations; and to do so in a manner that respects the rights and safety of others. Staff will take corrective action when student behavior does not fall within the guidelines.

District-wide discipline guidelines are listed in the Administrative Guidelines for Disciplinary Action. These guidelines and the potential consequences apply at any time a student is present on school district property or participating in a school-sponsored activity. Listed are the violations and the recommended consequences. These guidelines are based upon Farmington Area Public Schools Board of Education Policies and have been Board of Education reviewed and approved.

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, or contacting the student's parents/guardians. When such measures are not effective or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity for a period of time not to exceed five (5) days, pursuant to this discipline policy.

STUDENT MANAGEMENT OPTIONS

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, as approved by the Farmington Area Schools Board of Education. Disciplinary action may include, but is not limited to one or more of the following. Administration will consult with the administrative guidelines for disciplinary action as needed.

✓	Student conference with teacher, principal, counselor or other school district personnel, and verbal warning
✓	Parent/guardian contact
✓	Parent/guardian conference
✓	Removal from class
✓	In-school suspension
✓	Suspension from extracurricular activities
✓	Detention or restriction of privileges
✓	Loss of school privileges
✓	In-school monitoring or revised class schedule

✓	Modifies school programs
✓	Referral to in-school support services
✓	Referral to community resources or outside agency services
✓	Financial restitution
✓	Assignment to alternative program
✓	Assignment to Structured Learning Center
✓	Transfer to another school
✓	Referral to police, other law enforcement agencies, or other appropriate authorities
✓	Petition County Court for juvenile delinquency adjudication
✓	Out-of-school suspension under the Pupil Fair Dismissal Act
✓	Preparation of an admission or readmission plan
✓	Expulsion under the Pupil Fair Dismissal Act
✓	Exclusion under the Pupil Fair Dismissal Act
✓	Other disciplinary action as deemed appropriate by the school district
✓	Restorative justice

STUDENT MEDICATIONS

School District 192 Policy 516 (Student Medication – attachment) addresses the distribution of medication at school. All medication, prescription and over the counter must be administered and/or coordinated through the health office and the licensed school nurse. This includes Tylenol, Advil, cold medicine and inhalers but is not limited to these. Parents are asked to contact the health office for further details. The required permission form is on the district web site or is available from the health office at school. **No student is to have in his or her possession any medication unless contact with the health office has been made.**

The following items must be provided if medication is required during the school day:

- ✓ A Medication Parent Authorization Form must be completed and returned to the health office **annually** for prescription and over-the-counter medications.
- ✓ A doctor's order for prescription and over-the counter medication must also be received to administer the medication.
- ✓ The medication must be brought to school by a parent or guardian for safety reasons. Parents are also asked to call the health office with any changes in medications, dosage, or time it is to be given.
- ✓ The medication must be brought to school in the original bottle that is labeled with the student's name, name of medication, dose and time it is to be given. NO baggies of medication will be accepted.

The licensed school nurse, a nurse substitute or designee, will distribute medications.

See Policy #JL in the back of this handbook.

STUDENT MOBILE PHONE AND OTHER ELECTRONIC DEVICE USE

Students should bring their school issued iPad, fully charged, to school daily. Mobile phones and other personal electronic devices shall remain silent and kept out of sight in your locker or backpack during the school day. The school day is defined as the time they enter the building until they exit the building. For more information regarding this policy, please see Policy 1022. The school district is not responsible for lost/stolen items.

STUDENT PERMISSION TO LEAVE THE BUILDING & HALLWAY PASSING

A student must have parental permission to leave the building for appointments, family needs, etc. A phone call to the middle school office (651) 460-1500 or a signed note from a parent/guardian is required. The student will then be given a written pass for permission to leave the building.

In case of illness during the school hours, students must report to the nurse's office with a signed pass from a teacher. The nurse will determine if a student should be excused home due to illness. Students may not contact home asking to be picked up due to illness without first visiting the school nurse.

STUDENT PERSONAL PROPERTY

- ✓ Balloons - No latex balloons in school please!
- ✓ Bicycles - Parental discretion is advised when allowing students to bring bicycles to school. Things to consider are safety factors, weather conditions, and risk of vandalism, and theft. Students who ride bikes are to park them in the designated bike racks. We advise that all bikes be locked, as the school cannot be held liable for theft or damage.
- ✓ Electronic Devices – Students should bring their school issued iPad, fully charged, to school daily. All other electronic devices, including cell phones, need to be silenced and not used or taken out during school hours. (From the time students arrive in the building in the morning until our dismissal.) Personal electronic devices that are used during the school day may be taken and held in the main office until the end of the day. For more information on this policy, please see Policy 1022. The school district is not responsible for lost/stolen items.
- ✓ Repeat violations may result in a parent needing to pick up the device from school.
  The school and school district is not responsible for lost/stolen items.
- ✓ Money - Students are discouraged from bringing more money than what they need to spend at school each day.
- ✓ Property/Valuables - Any loss of property should be reported immediately to the administration. However, if you have brought valuable items to school, students run the risk of losing them. It is difficult and disruptive to investigate, and the school does not guarantee finding these lost or stolen items.
- ✓ School Books and Materials - There will be no charge for the use of student textbooks and most related educational materials. Students should understand, however, that they are responsible for the care and safekeeping of all school materials provided for their use. The school will charge the student an appropriate replacement fee for textbooks, workbooks, locks or library books lost, stolen, damaged or destroyed. We strongly encourage students to mark their personal belongings of value, i.e., Phy. Ed. clothing, tennis shoes, calculators, jackets, etc. with a permanent marker.

STUDENT RETENTION, PROMOTION, AND ACCELERATION

Through various building structures staff will review student grades and attendance. Students who are showing insufficient academic progress or demonstrate attendance concerns will be identified and an attempt will be made to develop a plan in collaboration with the student to improve student performance and clarify expectations.

Prior to the end of the academic year those students who have failed to attain sufficient academic progress will be identified by parent(s) and school staff. The student's situation will be individually reviewed, and decisions regarding retention will be made based upon the unique needs of each individual. All final decisions regarding student promotion will be determined considering input of parents, teachers, nurse, counselor and administration in accordance with ISD 192 policy 1002: Student Retention, Promotion, and Acceleration. In addition to academic performance, the following areas will be considered when making a retention consideration. The full policy (#1002) can be found on the district website.

- ✓ Student's age
- ✓ School attendance
- ✓ Student's measured intelligence
- ✓ Student's physical size
- ✓ Student's knowledge of the English language
- ✓ Student's attitude about retention
- ✓ Previous grade retention
- ✓ Student's interest in school work
- ✓ Standardized test scores
- ✓ Student's levels of maturity and behavior
- ✓ Student's life experiences
- ✓ Family moves
- ✓ Student's emotional problems
- ✓ Student's present grade placement
- ✓ Parent's school participation history
- ✓ History of serious behavioral problems

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

TARDINESS

Each time that a student reports to class late and is unexcused that student will be counted as tardy. Chronic tardiness to school or class will be managed on an individual basis. Excessive tardiness may result in a referral to the Dakota County Truancy Prevention and Intervention Program.

TIGER CONNECTIONS

Tiger Connections is an advisory period intended to provide students with a meaningful connection with an adult and peers in the building. Each Tiger Connections class has approximately 25 students and meets during the school day. Students will be engaged in affective activities, team-building, and goal-setting.

VISITORS TO THE BUILDING

Students from other schools are **not** allowed to attend classes at Dodge Middle School. For those adults wishing to attend classes with their child or tour the building, pre-arrangements with the office is required. **ALL** visitors need to check into the office prior to entering the building.

WITHDRAWALS FROM SCHOOL

When students transfer from Dodge Middle School, a parent/guardian must call to notify the main office. All school loan obligations (iPad/charger and cord, books, lunch charges etc.) must be taken care of prior to your last enrolled day.

FARMINGTON SCHOOL DISTRICT NO. 192

POLICIES AND REGULATIONS

All updated Policies can be found at https://www.farmington.k12.mn.us/about_us/policies.

TITLE IX REPORTING

As required by Title IX and other state and federal nondiscrimination laws, ISD 192 does not discriminate in employment or in any of its education programs and activities, including admission and employment.

Inquiries should be directed to the designated Title IX Coordinator:

Lori Jensen, Executive Assistant to the Superintendent and School Board
Phone: 651-463-5013
Email: ljensen@farmington.k12.mn.us

OR

The alternate Title IX Coordinator:
Jess Ulrick, Director of Human Resources.
Phone: 651-463-5065
Email: julrick@farmington.k12.mn.us

The mailing address for both Coordinators is:
20655 Flagstaff Avenue, Farmington, MN 55024

Click here to review the Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process.

Title IX Training Materials:
- TITLE IX OVERVIEW AND INVESTIGATION TRAINING SLIDES
- TITLE IX OVERVIEW AND INVESTIGATION TRAINING SPEECH OUTLINE

DMS Frequently Asked Questions

WHAT IF I ARRIVE AT SCHOOL AFTER CLASS STARTS?

Report to the main office and obtain a pass to class.

HOW DO I REPORT MY STUDENT'S ABSENCE?

Please call Student Services at this number by 8:30 AM to report absences. **651-460-1505 or** complete the attached google form: https://forms.gle/HRQUMMVCtMA28B3Z6

HOW DO I E-MAIL DMS 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

WHERE DO I CALL TO ASK ABOUT SPORTS AND ACTIVITIES?

The best source for information is the coach, but if the coach is not an option, call the Tiger Line 651-463-9090, or the District Activities Office 651-252-2514 or contact Farmington Community Education 651-460-3200

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

Marschall Lines: 651-463-8689. Remember, riding the bus is a privilege, not a right. 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 or call the District @ **952-985-1100** or our office at 651-460-1500

WHAT IF I HAVE PROBLEMS WITH MY LOCKER?

Report your locker concern in the main office.

WHAT IF I NEED TO SEE A COUNSELOR?

Get a pre-approved pass from a counselor for an appointment or fill out the counseling form on the student iPad

WHAT IF I LOST OR FOUND SOMETHING?

Bring it to or inquire at the main office. Any item lost or presumed stolen should be reported to the main office.

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

To contact any staff member, please call the DMS Office at 651-460-1500