

Meadowview Elementary School

Student & Family Handbook



**6100 195th St. W.
Farmington, MN 55024
651-460-3100**

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Meadowview Strategic Plan

The mission of Meadowview Elementary School, an inclusive, nurturing, learning community rooted in the strengths and aspirations of each learner, is to ensure the growth of the whole child by equipping them with the skills to be compassionate, resilient contributors to the world community by:

- Facilitating Authentic learning experiences
- Honoring the diverse needs of each student
- Fostering strong, collaborative community partnerships
- Amplifying learner voice
- Prioritizing reflection as part of the learning process

Objectives:

- Each learner achieves their academic and personal goals.
- Each learner recognizes their strengths and pursues their passions.
- Each learner makes decisions with integrity, confidence and courage.

Meadowview Elementary

6100 195th Street

Farmington, MN 55024

Main Office – 651-460-3100

Attendance Line – 651-460-3105

Emergency School Closing Information – 952-985-1100

Office Team

Ms. Becky Bican, Principal	651-460-3100
Mr. Nate Moudry, Learner Support Specialist	651-460-3100
Ms. Jackie Brand, School Counselor	651-460-3103
Ms. Jami Roberts, Administrative Assistant	651-460-3104
Ms. Carissa Rutz, Administrative Assistant	651-460-3105
Ms. Betty Ross, School Nurse	651-460-3106

Frequently Used Numbers

Nurse's Office	651-460-3106
Transportation	651-463-8689
Media Center	651-460-3109
Chartwells Food Service	651-463-5025
District Emergency	952-985-1100

School Hours

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

7:25 am - Doors Open

7:40 am - Classes Begins

2:10 pm - School is dismissed

There is no student supervision prior to 7:25 am or after 2:10 pm unless your child is enrolled in Kid Connection. Please make all childcare and transportation arrangements accordingly. Go to www.farmington.k12.mn.us for more information.

ATTENDANCE/ABSENT FROM SCHOOL

Parents need to fill out the [Student Attendance Form](#) to request preapproval for vacations or other absences resulting in extended time out of school. The form can also be used for daily attendance.

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.

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. The parent/guardian will be called and it is their responsibility to take the student home.

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 as excused or unexcused.

Farmington Attendance Policy

BEHAVIOR EXPECTATIONS

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>

Attached is the MVES [Behavior Expectations Matrix](#) and the

 [Administrative Guidelines for Disciplinary Action](#) for Farmington Schools.

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. All completed forms can be submitted through the main office or returned to the food service office at the Walnut Street location.

Menu information, pricing, and information related to special diets can be found here: [Food Services \(Chartwells\)](#)

Families are expected to maintain a ***positive balance*** in the food service account at all times. ***A 2-day period must be anticipated for a payment to be deposited into your account.*** Students will be notified verbally by the cashier when their account is below \$5.00. Students will have their hand stamped as a reminder. When a family's account is \$20.00 negative, a notice will be mailed home. Account balance information is available by calling the **Food Service Office at 651-463-5025.**

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 Marshall Lines at 651-463-8689 or visit their website at <https://www.marschallline.com/>

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](#)

COMMUNICATION BETWEEN HOME AND SCHOOL

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

Phone Calls: If you need to contact your child's teacher you may call 651-460-3100 and you will be directed to your child's teacher or his/her voicemail. The teacher will try his/her best to get back to you as soon as possible. The best time to contact your child's teacher is before 7:25 a.m. or after 2:10p.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 MVES 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 the instructional day.

Web Sites: Information about ISD 192 can be found on the district's web site: www.farmington.k12.mn.us . Information about our school can be found by clicking the "Our Schools" tab and choosing "Meadowview Elementary."

E-News & Phone Messages: Our district uses the School Messenger system to send out emails, text, and pre-recorded messages of upcoming events or

other important information we need to convey to our families. Please be sure to notify the office of any email address or phone number changes.

CONFERENCES

Parent-teacher conferences take place twice during the school year. Information regarding conferences will be communicated to families by email, 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

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

Meadowview Elementary has a “drop off” cart directly inside Door #1. Items can be labeled with the child’s name using the sticky notes provided. Our administrative assistants check the cart regularly and communicate with classroom teachers so the student can come down to the office when it is not disruptive to the class.

EMERGENCY SCHOOL CLOSINGS

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.

 Handbook Link: Emergency Family Plan Ideas

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 requesting that students do not bring food or treats of any kind to share at school.**

INJURY/ILLNESS

If your child becomes ill or is injured at school, first aid will be administered. A parent/guardian will be contacted as needed. 911 will be called if necessary and the student will be transported to the nearest medical facility or the facility you indicate on the emergency form. **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.

If you have questions, please contact Michelle Pepera, Licensed School Nurse for the district at 651-460-1965 or the building nurse. If you have any questions re: the information above, or if you wish to discuss your child's health, don't hesitate to reach out.

****Contact Marshall Lines, 651-463-8689, before the first day of school with any major health concerns regarding your child (e.g. seizures, diabetes, bee sting allergy, asthma, etc.) It is the parents'/guardians' responsibility to notify the bus garage.**

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.

LOST AND FOUND

The lost and found is located in the school atrium. Students are encouraged to check it from time to time to see if any personal belongings are there. Any items that are not claimed will be donated to charity several times during the year.

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. Please contact the school office at 651-460-3100 to change or add Emergency or Parental Contact information.

If there are any MEDICAL changes that occur during the school year please call the health office at 651-460-3106.

MEDICATIONS AT SCHOOL: Please note due to recent policy changes.

If medications are to be given at school the following procedure must be followed:

1. A parent/guardian must complete the parent authorization form. Forms are available from the health office or on the district website: [Health Services](#)
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

MVES believes that students should have time to play outside whenever they can. Unless there is a doctor's note, our policy is that the students will go outside to play at recess time unless the temperature and/or wind chill is below zero or it is raining outside. Please send your child properly dressed for the weather each day even if you think that it may be an "inside recess" day, because the weather may change. A warm coat, mittens or gloves, hat and boots are necessary for those Minnesota winters.

PERSONAL PROPERTY

The school is not responsible for lost or broken articles. Children should not bring games & items with batteries, toys, trading cards, expensive jewelry, money, etc. to school. These items tend to distract from learning.

PHONE AND ADDRESS CHANGES

If your child is moving, please report it to the school's main office **(651-460-3105)** as soon as possible. Keeping your student's Household and Emergency Contact Information updated throughout the year is critical so that we may reach you, or someone you've designated, in case of an emergency. Please have as many contacts as possible for your child in case of an emergency and contact the school office with changes to parental information.

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 Policy](#)
- 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, use this link - [ALL Farmington Public School Policies](#)

PROGRESS REPORTS

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

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 651-460-3209. 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 **651-460-3209**.

SCHOOL CALENDAR

District Calendar Information: [Click Here](#)

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.

SCHOOL PROPERTY USE AND CARE

MVES is a wonderful building with equipment that is used to help students learn and enjoy their school experience. We can show our appreciation by showing respect in the care and use of school property. Students who intentionally damage school property will be held responsible for the damage per the Farmington Handbook for Student Discipline.

STUDENT DROP-OFF AND PICK-UP

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

Here are a few reminders:

- Curbside drop-off and pick-up occur on the west side of the building.
- There are two lanes of traffic. The right lane is for drop-off/pick-up and the left lane is a moving lane.
- The area along the curb in front of the student loading zone is reserved for daycare center vans. If everyone is courteous to the other drivers during “drop-off and pick-up time”, things tend to go quite smoothly.

Late Arrivals: Students arriving late to school should be signed in at the office. If your child needs help, one of the secretaries will assist them. **If you know in advance that your child will be late, please call the attendance line at 651-460-3105 any time prior to 8:00 am.**

Early Dismissals: If your child is getting picked up early, **please call 3105 and please send a note or email to the teacher** to have your child down in the office at the designated time. A parent/guardian will need to sign the child out in the office.

Parking: The Meadowview parking lot is located on the east side of the building. Please use the east lot when visiting MVES rather than the Community Education lot. (The Community Ed parking is very limited for their needs and they rely on their parking spaces for their own programming).

Please note that the curb along the front of the building is a “No Parking” zone so our buses can load and unload without obstruction. Parents who choose to drop-off and pick-up their children on the east side of the building are asked to park their cars and walk their children to and from the building. Your child’s safety is our main priority, and there is a lot of bus activity on the east side of the building during drop-off/pick-up times.

Patrol students will assist children who walk to school. School patrols will be on duty from 7:20 – 7:40 a.m. and 2:05-2:20 p.m.

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

Supply Lists can be found on our [Meadowview Elementary School](#) webpage.

TESTING

In Farmington schools, students' progress and knowledge are measured by a number of assessments, including annual state standardized tests, district assessments called Fastbridge tests, 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/assessments>

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.

Bikes: MVES students are allowed to ride their bikes to school. Racks are provided outside for students to park their bikes. Students are encouraged to bring a lock to secure the bike on the rack. **Security of the bike is the responsibility of the student.** Families are highly encouraged to review bike rules at home prior to the students riding their bikes to school.

VISITORS

MVES wants to maintain a "welcome" atmosphere and also maintain security for all of our learners. Therefore, all visitors are expected to use the main entrance and check-in at the Meadowview Office when visiting school property.

Visitors are also asked to sign out in the Meadowview Office when leaving the building. This allows our front office staff to know who is in and out of the building at all times. Other doors will be locked during the school hours of 7:40 a.m. – 2:10 p.m.

On occasion, parents will be walking to the classroom for activities. If you are planning on attending one of the following, please sign in at the main office and wear a visitor badge:

- Field Trips Chaperones
- Class Parties
- Book Fair
- Science Fair
- Kindergarten First Day
- Volunteering

If you wish to have lunch with your child, please wait in the office area atrium until your child comes through the atrium on their way to the lunchroom. Please wear a badge for going to the lunchroom or playground.

VOLUNTEERS

Each year we have many parents helping us out in various ways. Field trips, teacher helpers, fundraising, picture day helpers, and classroom party organizers are just some of the ways to get involved. You can either get started through our Parent/Teacher Partnership or call the MVES office at **651-460-3100**.

Policies and Procedures

FARMINGTON SCHOOL DISTRICT NO. 192

POLICIES AND REGULATIONS can be found on the link below.

[ALL Farmington Public School Policies](#)

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-g-rounds/environmental-health-and-safety>