

NRHEG ELEMENTARY SCHOOL



STUDENT AND PARENT HANDBOOK



2026-2027

Panther Pride: Be **Positive**, Respectful, **Responsible**, and Safe

OUR MISSION Empowering students with knowledge and skills to succeed.	OUR VISION To be the school district of choice, inspiring excellence in academics, arts, and activities.
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Belief Statement

"At NRHEG we treat each other with respect, are ready and take responsibility for our learning, and strive for a safe school for all."

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Welcome to the 2026-2027 School Year

NRHEG ELEMENTARY SCHOOL

600 School Street
Ellendale, Minnesota
507.684.3181

Welcome to the 2026–2027 School Year!

It is my sincere honor to welcome you to NRHEG Elementary School. I look forward to the partnership we will share throughout this school year. With excitement and anticipation, we begin another year of learning, growth, and opportunity.

Our dedicated staff remains committed to providing a safe, supportive, and engaging environment where every child can thrive academically, socially, and emotionally. We have a strong team in place, ready to support your child's development and success.

Together with our teachers and staff, I am committed to continuing the tradition of excellence established by NRHEG Public Schools. We will focus on fostering strong relationships with students, families, and community partners. Key areas of focus this year include:

- Advancing social and emotional learning (SEL)
- Implementing standards-based instruction and assessment
- Using data to inform instruction
- Ensuring consistency in curriculum delivery to support student growth

We are also excited to share recent updates made to our building and grounds—improvements designed to enhance the overall learning experience. In addition, we will continue to implement our reading and math strategies, which have already shown a positive impact on student learning.

This school year promises to be full of engaging and meaningful academic experiences. Our goal is to provide instruction that is rigorous, relevant, and rooted in real-world connections—all while nurturing strong relationships within our school community.

As principal, I believe that every person who walks through our doors should feel welcome and excited to be here. This positive spirit allows us to rise to the challenge of academic excellence together.

Please don't hesitate to reach out with questions, feedback, or celebrations. I also encourage you to visit the NRHEG website to learn more about our schools, staff, and programs. Wishing you a fantastic school year ahead!

Warm regards,

Dr. Kimberly Meyer

Principal, NRHEG Elementary School

TO PARENTS AND STUDENTS

This handbook contains information that will assist you in working with the school staff to ensure your child will have a successful school year. Please review this with your child and keep it for future reference.

Welcome to NRHEG Elementary School! Teachers, staff, and administration work hard to provide the best educational experience for students at our school. Parent partnership is a high priority and is essential for student success. NRHEG Elementary has a strong tradition of student achievement and provides a sound; standards-based education for its students while promoting the high moral character of all students.

SCHOOL HOURS

School begins at 8:30 am for grades PreK-5. *All students, including the New Richland-Hartland shuttle students, are dismissed at 3:05 p.m. The only students who remain at the elementary from 3:05-3:20 p.m. are the Ellendale-Geneva bus route students.* Students who walk to school are asked not to arrive before 8:00 am. Student drop-off is located in the back parking lot, Door # 8. School staff are there from 7:45-8:30 am and 3:00-3:25 pm.

DISCRIMINATION POLICY

It is the policy of NRHEG Public Schools to comply with federal and state law prohibiting discrimination and with the requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the NRHEG Public School shall on the grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability be excluded from any education program or activity, or in employment, or recruitment, consideration, or selection, therefore, whether full time or part-time, under an education program or activity for which the school is responsible.

SCHOOL SAFE ZONE

NRHEG Public Schools lie within an area designated as a safe zone by the Minnesota State Legislature. This means that there are increased penalties and stronger sentencing guidelines for those convicted for the sale, use and/or possession of illegal drugs or dangerous weapons within 300 feet or one block of the school's property lines. The safe zones are the result of a law recently passed by the Minnesota State Legislature which applies to all Minnesota schools, both private and public, as well as all parks and public housing units.

ADMINISTRATIVE DISCRETIONARY ACTION DISCLAIMER

It is impossible to anticipate and address every circumstance which may occur in the school year. To ensure the safety and order, students and others are subject to all school district rules, regulations, and policies and the reasonable and prudent interpretation thereof by responsible school officials, regardless of whether or not specifically addressed in this handbook.

VISITORS

ALL parents/visitors must check-in at the office to receive a visitor's badge each time they enter the building. All doors to the school will be locked after 8:30 a.m. Parents/Visitors will use the main doors (east side of the school on School Street 3-E) to enter the building after that time. Visitors will use the buzzer/call-in entrance system to gain entrance to the building. Visitors will stop in the office to receive a visitor's badge.

Elementary Directory

<https://www.nrheg.k12.mn.us/>

Superintendent: Mike Meihak

District Office: 507-417-2600

Elementary Office Hours:
7:45 AM-3:45 AM

NRHEG Elementary School

600 School Street, Ellendale, MN 56026

kimmeyer@nrheg.k12.mn.us

Elementary Office Hours

7:45 AM-3:45 AM

School Hours

8:30 AM-3:05 PM

Students may enter school at 7:45 AM

Main Office	507-684-3181
Attendance Line	507-416-2160
School Nurse	507-416-2105

M-F Regular Schedule

Breakfast: 7:45-8:25 AM

Bus Arrival Times:
7:40 & 8:00 AM

School Begins: 8:30 AM
School Ends: 3:05 PM

Bus Departure Times:
NR/Hartland Shuttles: 3:05 PM
Ellendale/Geneva Routes: 3:25 PM

NRHEG Public Schools | 2026-2027 CALENDAR

AUGUST '26						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

25-27, 31 Staff Workshops
27 Secondary Open House (2-8pm)

15 No School—Presidents' Day
9 Elementary PTC (4-8pm)
11 Elementary PTC (4-8pm)

Student Contact Days: 19

FEBRUARY '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

SEPTEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 First Day of School
7 No School—Labor Day

Student Contact Days: 21

15 No School—Staff Development
24 End of 3rd Quarter
25 No School—Teacher Planning
26-29 No School—Spring Break

Student Contact Days: 19

MARCH '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

6 Secondary PTC (4-8pm)
15-16 No School—MEA Break

Student Contact Days: 20

Student Contact Days: 22

APRIL '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOVEMBER '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

4 End of 1st Quarter
5 No School—Staff Development
6 No School—Teacher Planning
10 Elementary PTC (4-8pm)
12 Elementary PTC (4-8pm)
26-27 No School—Thanksgiving Break
Student Contact Days: 17

28 Last Day of School
28 Graduation
31 Memorial Day

Student Contact Days: 20

MAY '27						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23-31 No School—Winter Break

Student Contact Days: 16

1 Teacher Planning Day
2 Flex PD Work Due

JUNE '27						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JANUARY '27						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 No School—Winter Break
21 End of 2nd Quarter
22 No School—Teacher Planning Day

Student Contact Days: 19

RED - No School for Students/Staff
ORANGE - No School for Students / Teacher Planning Day / Staff Development Day

YELLOW - End of Quarter

BLUE - PTC (Parent/Teacher Conferences)

The first 5 cancelled student instruction days will be identified as Flexible Learning Days and will not be rescheduled. Cancelled days beyond the 5 Flex Days will be rescheduled unless waived by the School Board.

Q1 1 -- 44 Q1 3 -- 41
Q1 2 -- 44 Q1 4 -- 44

Sem 1 -- 88 Sem 2 -- 85

School Attendance

School begins at 8:30 AM. Students are expected to arrive at their classrooms by 8:25 AM. Careful records are kept on all cases of absence or tardiness. Attendance is a key indicator of a student's academic success, and it is important to communicate with the school office if your child needs to be absent or tardy. It is our goal to work with students, families and communities to support regular school attendance and improve academic achievement.

As a safety check, we ask that you call the school office before 8:00 a.m. if your child will be absent or tardy. A student is considered tardy if he/she is not in the classroom by the 8:30 AM bell. Students will need to check into the office if they arrive after 8:30 AM. If it ever becomes necessary for a student to leave school early, stop in the office and sign them out. There is a student sign-out book in the office. We want to be sure they are in good hands.

For every absence, please call the **SCHOOL OFFICE ATTENDANCE LINE at 507-416-2160**, even if you have contacted the teacher.

Please try to avoid taking your child out of school early. If it is absolutely essential to do so because of a medical appointment or other urgent matter, please be certain to contact the school office and your child's teacher. It is recommended that doctor and dentist appointments are made outside of school hours whenever possible. If the school does not receive a call, your child will be marked as "unexcused" for that day.

For medical, dental, orthodontic, or counseling appointments, we request that an appointment card or written excuse from the doctor, dentist, counselor, etc. be provided to the school for the period of time that your child was absent from school. Please be certain that the appointment card includes the time of the appointment.

It's the Law

Minnesota law states that all students are required to attend school from age 7, or when they enter kindergarten (whichever comes first) until they are 18 years old. A student's failure to attend school may lead to legal action for the parents/guardians and the student.

****The complete policy is on file at the district office and available upon request. It is Policy 503, Student Attendance. It is also found on the NRHEG website under School Board, School Board Policies.***

EXCUSED ABSENCES

- Illness of the student, which causes him/her to remain home or go to the doctor.
 - 3 consecutive absences due to illness staff may request a doctor's note.
- Serious illness in the student's immediate family.
- Medical, dental, orthodontic, or counseling appointment (staff may request appointment note)
- Death of a family member or near relative.
- Court appearances occasioned by family or personal action.
- Physical emergency conditions such as fire, flood, storm, etc.

- Official school field trip or school sponsored event.
- Removal of student pursuant to a suspension. Students will be able to complete make-up work.
- A student's condition that requires ongoing treatment for a mental health condition.
- Family vacations (please notify teachers and the school office of upcoming absences).
 - We understand it is sometimes difficult to plan family vacations outside of the school year. However, vacations during regular instructional days should be avoided if possible. Students will be required to complete their assignments when returning to school.

UNEXCUSED ABSENCES

- Truancy - an absence by the student which was not approved by the parent and/or the school district.
- Any absence in which the student did not comply with any reporting requirements of the school district's attendance procedures.
- Any other absence not included under the attendance procedures set out in this policy, such as, but not limited to:
 - Parents who do not call the school office to report their child's absence on the same day their child is absent.
 - Overslept
 - Missed the bus
 - Needed at home
 - Extended vacations without administrator notice/permission in advance or with incomplete required work

UNEXCUSED ABSENCES CONSEQUENCES

- 1st: Letter sent to families
- 2nd: Second letter sent to families
- 3rd: Third letter and meet with administration, social worker and/or family service coordinator
- 4th: Educational neglect letter will be sent to families and CPS education neglect report

EXCUSED TARDIES

- Illness
- Serious illness in the student's immediate family.
- Medical, dental, orthodontic, or counseling appointment.
- Death of a family member, near relative, or close friend.
- Court appearances occasioned by family or personal action.
- Physical emergency conditions such as fire, flood, storm, etc.
- Any tardiness for which the student has been excused in writing by an administrator.

UNEXCUSED TARDIES

- Failing to be in an assigned area at the designated time class period commences without a valid excuse.

AM/PM ABSENCE/TARDY

- When a student arrives to school after 8:30 AM and leaves from school before 3:05 PM, the following guideline is used to determine if the student is counted as being tardy or absent from school:
- Arrive between 8:30 AM - 9:00 AM = Tardy
- Arrive between 9:00AM -11:30 AM = AM Absence
- Leave between 11:30 AM - 2:30 PM = PM Absence

TRUANCY

Students between the ages of 7-17 are subject to the state's Truancy Law. Students ages 5 and 6 are also subject to the state's Truancy Law if they have been enrolled in a kindergarten program. A student is considered a habitual truant and subject to state laws concerning truancy when he/she is absent from instruction in a school without a valid excuse within a single year for one or more class periods on 7 (seven) days. If a student is habitually truant, Minnesota Statute 260A.03 will be followed and a referral will be made to human services.

When a student reaches 15 (fifteen) consecutive absences, the school district will be required to withdraw him/her from the system, per Minnesota Department of Education MARSS (Student Accounting) Policy Manual. Educational Neglect will be filed on the student, unless the school district receives a signed order from a doctor stating the student is unable to attend classes and requires homebound education.

EDUCATIONAL NEGLECT

State law mandates the attendance of all school-age children unless excused for legal reasons. Attendance is the responsibility of the student and his/her parents or guardians. Students who are absent from school without acceptable reasons will be regarded as an issue of educational neglect. Please contact the principal if you need assistance with your child's attendance.

WITHDRAWAL OF STUDENTS

In case of a change of residence where your child must be withdrawn from school, please notify your child's principal and teacher. This will enable the personnel involved to complete the necessary paperwork and help your child receive a better start in his new school.

TRANSPORTATION

BUS SAFETY

Please discuss with your child/children these bus rules. Each bus rider should be responsible for his/her conduct. A clear understanding of bus safety should help to make each bus trip a safe experience for all. **Children who do not meet behavior expectations may be prohibited from riding the bus. Parents/Guardians will then be required to arrange for the child's transportation to and from school. Bus drivers have authority to assign seats at any time. The bus and bus stop are extensions of the school day. Students are expected to continue to show their Panther Pride.**

BUS EXPECTATIONS:

1. Get to your bus stop 5 minutes before your scheduled pickup time.
2. After getting off the bus, move away from the bus.
3. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
4. Be Positive, Be Respectful, Be Responsible, Be Safe

NOT MEETING EXPECTATIONS:

- 1st offense - Warning
- 2nd offense - Parents notified
- 3rd offense - **Three** school-day suspension from riding the bus
- 4th offense - **Five** school-day suspension from riding the bus
- 5th offense - **Ten** school-day suspension from riding the bus, meeting with a parent
- 6th offense - Suspended/Expelled from bus
- The above consequences are guidelines. The Principal reserves the right to address individual situations and consequences. ***Riding the bus is a privilege – not a right***

BUS PASS: Parents/Guardians must call the school office before 2:30 p.m. to give students permission to ride a different bus than their regularly scheduled transportation. The office will need to provide a bus pass for the student.

RIDING A SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT. *NRHEG Bus Service reserves the right to deny transportation to a student after their first offense depending on the severity of the incident (ie. Damage to the bus, intent to harm another student).*

PARENT DROP OFF/PICK-UP

PRESCHOOL PARENT PICK UP/DROP OFF: 1N Door Entrance

K-5 PARENT DROP-OFF: 7:45-8:25 AM

- All K-5 students should be dropped off by the South Door 8 Parking Lot.
- Doors will be locked until 7:45 AM, and students cannot be left unattended outside.
- We have staff available to meet students and guide them inside beginning at 7:45 AM.
- After 8:30 AM students must check in at the main office by Door 3E.
- ***Please make arrangements with SAC if your student needs before school care.***
- ***If students are dropped off before 7:45 AM, they may be walked to SAC and charged a flat weekly rate.***

HUG AND GO AREA:

- Parents bringing students into the building will need to enter the Main Office area at Door 3E where we have a Hug and Go area.
- To help students become more independent, we ask that as parents reassure students and keep their goodbyes brief when they drop students off in the Hug and Go area.
- We will have staff to help guide students to their designated areas.
- Parents are not able to walk students to their lockers or classrooms unless it is pre-arranged or they have a scheduled visit.
- **Exception:** Kindergarten families may escort students to their classroom during the first week of school for a brief goodbye. After the transition period, students should enter through their designated entrance and walk independently to their classroom.

KINDERGARTEN PICK-UP: 3:05 PM

- Parents/Guardians can park by the west playground walkway/driveway for students. They will be walked out Door 13W by Kindergarten classrooms (unless they are with older siblings in another pre-arranged pick-up area.)

FIRST-FIFTH GRADE PICK-UP: 3:05 PM

- Students can be picked up in the South drive-through parking lot.

END OF DAY CHANGES

Changes to end-of-day transportation plans must be communicated by email to the office and teacher or by direct call to the office at least 30 minutes before dismissal to avoid students following their normal end-of-day procedures.

NON-HOUSEHOLD TRANSPORTATION

Students will not be allowed to go home with a non-household relationship without prior communication. Transportation of students by non-parent/guardians must be requested in advance of dismissal by a parent/guardian.

PICK-UP/DROP OFF DURING SCHOOL HOURS

When picking up or dropping off students during school hours, parents/guardians will need to sign them in/out in the main office (Door 3E). Students will not be allowed to leave the building until a parent/guardian signs them out from the office.

WALKERS/BIKE RIDERS: 8:00-8:25 AM

Students may enter the school at the main office (Door 3E).

Encourage your child to:

1. Cross streets at crossings - never in the middle of the block.
2. Observe ALL traffic rules.
3. Return to school or home directly without stopping to play.
4. Never accept rides or talk to strangers.

BIKES AND SCOOTERS

Children are allowed to ride bicycles or scooters to school. No skateboards are allowed. An area is provided for parking by Door 3E, but the school does not accept any responsibility for the bicycles or other equipment. As a measure of safety the following guidelines must be complied with at all times:

- All bicycles/scooters must be parked in the area provided.
- No bicycles/scooters may be ridden during the school day.
- No child may ride a bicycle belonging to someone else.
- Students should obey all traffic rules.
- Students should bring a lock if possible. NRHEG School District is not responsible for possible theft, loss, or damage of personal property, including bikes, scooters, etc.
- Violation of these rules by the student will result in the loss of this privilege.

BEFORE AND AFTER SCHOOL SUPERVISION

Due to our 2-tiered bus system, many students have extended times at school before or after the school day is officially in session. This supervision is a privilege and a service the school district provides. ***Students who fail to meet expectations for behavior may lose the privilege to be at school before or after the bell (*8:25 AM or 3:05 PM). In these cases, parents will be required to drop off, pick up, or utilize SAC.***

Communication

Communication between the school and home is an essential part of our education process, and at NRHEG Elementary, we believe a strong partnership with parents is essential for student success. Respectful and honest communication is the foundation of this partnership. Our staff will respond to requests for assistance or information in a professional and timely manner. Likewise, our staff should be treated with respect by parents and members of the public. Many teachers share newsletters and classroom updates, and we have a monthly NRHEG newsletter from the principal for families regarding school-related events. Other types of communication include our NRHEG Elementary Facebook page, and other media outlets.

BULLETINS-NEWSLETTERS

Important items or events will be communicated with you via JMC and/or our NRHEG Elementary Facebook page. ***It is important that you read these items in order to stay informed about school events and your child's educational activities.***

If you have any questions about your children's progress or about what is happening at NRHEG Elementary, please call us at 507-684-3181 or stop in to visit. Leave a voicemail before/after school hours.

Tips for Communication with Staff and Administration:

- Contact the teacher in advance if you would like to arrange an in-person meeting before or after school.
- Contact teachers or administration via email or voicemail and expect a timely and professional response.
- If there is a misunderstanding, aim to resolve it directly with the teacher first; contact administration if you have questions, or would like more discussion regarding the issue.
- Requests should be reasonable.
- Attitude and words should be respectful.
- We aim to foster respect and responsibility in students, and kindly request you to bear this in mind, as it will guide our communication with you.

PHONE CALLS

The school administrative assistant is on duty in the office from 7:45 AM to 3:45 PM each day to receive calls. Our office phone is 507-684-3181. We do not let students use the phone to ask permission to play after school. Any time your child is involved in after school play with a school team or going to a friend's house, arrangements should be made with parents/guardians before coming to school that day. Children will be called to the phone only in case of an emergency. The office will give them any important message you want them to have.

ADDRESS/TELEPHONE NUMBER CHANGES

Any change in address/telephone number should be reported to the main office as soon as possible. The office must have the correct information about each student at all times, especially in case of an emergency. Please bring addresses of non-custodial parents to the office.

ANNOUNCEMENTS FROM ORGANIZATIONS

Announcements from organizations that are called in and wish to have them announced will be found in the teacher's bulletin or made over the intercom. Intercom announcements will be kept to a minimum and at the best non-interrupting time. Community service organizations announcements should be in to the school by 2:00 PM so that these may be given to students at the end of the day.

STUDENT INFORMATION SYSTEM

(JMC)

The NRHEG School District utilizes the JMC student information system. JMC has a variety of features, including online access to grades, announcements, food service, school fees, and attendance information for parents and students.

It is important that parents/guardians have their own access to JMC and that contact information is updated. It is also important to have a non-household contact added as an additional person to connect with in an emergency manner. *Important and when urgent information is communicated, it will be done electronically or by automated calls using the information in JMC.

If you need additional assistance with JMC, contact Jean Greenwood at 507-684-3181.

LEARNING MANAGEMENT SYSTEMS

NRHEG Elementary utilizes SeeSaw as our learning management system for K-3 and Google Classrooms for 4-5. Staff members use SeeSaw to house daily course content, and it is used as a student engagement tool where students can demonstrate and share their learning and growth with teachers and parents/guardians. Parents can set up their account and receive a Parent Access Code from the classroom teacher in order to receive updates regarding classroom activities, student work, and other important communication from the teacher.

Family and Community Involvement

PARENT-TEACHER CONFERENCES

All elementary conferences are scheduled with the teachers. The first set of P/T conferences will be held during the week of November 9-13. The second set of P/T conferences will be held during the week of February 8-12. Teachers will notify parents when to sign up on Google Drive Calendar. However, anytime questions arise, please feel free to email or call and set up a conference with your child's teacher.

REPORT CARDS

As a District we encourage all families, on a regular basis, to monitor the progress and grades of their children using the JMC Parent Online Access found on our District's website. ***At the end of each quarter report cards will be sent electronically to families using the e-mail address provided to us by parents.*** If a family does not have email access, a report card can then be mailed to that family by contacting the elementary office. We appreciate your support in helping us to reduce paper, copying, and mailing expenses.

PARENT TEACHER ORGANIZATION (PTO)

The NRHEG Elementary Parent Teacher Organization (PTO) serves as a partner in your child's educational experience. The PTO provides wonderful opportunities for our students that, without their support, would not be made available. All parents are invited to learn more about the PTO and how they support our students here at the elementary. Questions? Contact Katie Knudson, a PTO member.

VOLUNTEERS

We encourage parents to fully participate in their child's education. Please contact the classroom teacher to make arrangements if you would like to volunteer. School visits are limited to lunchtime or special events unless volunteering with teacher pre-approval. Each year we have special activities at which time all parents are invited to visit the school. You will receive special notice of these dates.

ALL visitors must sign in at the school office with identification and wear a Visitor Badge. All adults that work with any students on a volunteer basis are required by the State of Minnesota to complete a "Volunteer Background Check" form which can be found on the NRHEG website: <https://www.nrheg.k12.mn.us/parents-students/volunteering>. This must be completed prior to volunteering at NRHEG Schools. Volunteering includes activities such as chaperoning field trips, reading buddies, classroom help, etc.

Student Expectations

SCHOOL DISCIPLINE POLICY

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adopted. NRHEG Public Schools believes that parents and/or guardians also bear a certain amount of responsibility to act in accordance with this policy so as to bring about a positive effect upon the learning situation. All students of this district also need to be aware of their responsibilities and rights. Broad examples of these student rights are listed below.

1. The right to a free and full education and the right to learn.
2. The right to equal educational opportunity and to freedom from discrimination.
3. The right to due process of law.
4. The right to freedom of inquiry and expression.
5. The right to privacy.
6. The right to participate in student activities.
7. The right to personal property.
8. The right to be informed of school rules.

**The complete policy is on file at the district office and available upon request. [Policy 506](#)*

NRHEG Elementary is a PBIS school. Positive Behavior Interventions and Supports (PBIS) is an evidence-based proactive three-tiered framework for creating and sustaining a safe and effective school. The goal of PBIS is to provide social, emotional and behavioral support to students so they can be successful. Emphasis is placed on teaching the expected behaviors, supporting the development of social/emotional skills, and using data-based problem-solving to address behavior concerns.

We believe that our students learn to practice responsible behavior in the same way that they focus on their academics. All members of our school work diligently with our students to teach responsible behaviors. Our goal is to create a safe and respectful school conducive to learning for all. We try to incorporate logical consequences that are delivered respectfully and reasonably.

STUDENT RESPONSIBILITIES AND EXPECTATIONS

Above the Line, behaviors are acceptable and expected behaviors at school. **Below the Line** behaviors are unacceptable behaviors and may result in communication home and individual work with the student. **Bottom Line Behaviors** are considered totally inappropriate for school. **Bottom Line Behaviors** may result in a conference, detention, in-school suspension, or referral to law enforcement.

1. **Be Positive.** Being positive and kind towards yourself and others.
2. **Be Respectful.** Respecting yourself, the rights of others, and property.
3. **Be Responsible.** Being a responsible learner and accepting responsibility for your actions.
4. **Be Safe.** Acting in a healthy and safe manner.

NON-EXCLUSIONARY DISCIPLINE

Non-exclusionary disciplinary policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions and alternative education services. The NRHEG Elementary School has all of these proactive approaches to student behavior in place including PBIS, Social and Emotional Learning with an evidence-based curriculum, restorative practices, and personalized support and coaching from licensed social workers and counselors.

A collaborative partnership between parents, staff, administration, and the student is important. The purpose of the student discipline policy is to provide a safe educational environment.

The following possible responses are used and vary based on severity of the incident as well as repetition of the offense in compliance with Minnesota and federal legislation: [Policy 506](#)

- Restorative Practices
- Loss of privileges
- Parent/guardian conference
- Behavior contract
- Interventions
- Removal from class
- Removal from school
- Referral made to outside agency
- Recommendations from Superintendent and/or School Board

PARENT RESPONSIBILITIES

Students need to know their efforts for a good educational environment are supported both at school and at home. Therefore, it is necessary for parents to play an active role in working with the school to promote good behavior. We believe modeling positive behavior is a partnership.

1. Have high expectations for my child and to talk about those expectations.
2. Help my child attend school and be on time.
3. Find a quiet place for school work and make sure work is done.
4. Help my child learn to resolve conflicts in positive ways.
5. Communicate and work with teachers and school staff to support and challenge my child.

TEACHER CODE OF ETHICS (N.E.A.)

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

School and Classroom Environment

FIELD TRIPS

Field trips are planned by teachers and designed to enrich our curriculum. A note and permission slip will be sent to you in advance of the field trip and will include cost, place, departure time, and appropriate dress. The permission slip must be signed and returned to your child's teacher in order for the student to participate in the field trip. Parents are routinely asked to chaperone field trips, and teachers rely on these parents to provide supervision for a group of students. While field trips are always fun for the students, they are intended to be an extension of the classroom curriculum and are learning activities. This is the parents' opportunity to participate with their child in an educational activity and to assist the classroom teacher. Take this opportunity to give special attention to your child and play a crucial role in making this an important learning activity for the children in the class. Volunteering information/forms and background check information are located here:

<https://www.nrheg.k12.mn.us/parents-students/volunteering>

WELLNESS POLICY [Policy 533](#)

LOST AND FOUND

Articles that are found are kept at a central location, just as you enter the school. If your child has lost something, please check this area. Articles that are not claimed by Christmas or the end of the year will be given to a charitable organization within our communities.

RECESS

All students have one scheduled recess during the school day. All students should be dressed properly for the weather conditions of the day. Students stay inside on rainy days or when the "feels like" temperature is below 0 degrees. Students unprepared for recess as determined by the school staff on duty, may spend recess supervised indoors. To avoid this concern, please send hats, gloves, boots, coats, and snow pants to school on all days the weather could be near or below freezing and when snow is on the ground. If you need support in gathering proper outdoor weather gear, please contact the school office or school counselor. If a child must remain inside for recess, medical documentation must be provided to the office in advance to ensure we have a supervised alternative for the student.

ASSEMBLY PROGRAMS

Each year several assembly programs are presented to the student body and/or parent/guardians. While these programs are both educational and entertaining, they also provide an opportunity for the children to practice good manners during a public performance and to show appreciation in an acceptable manner for a job well done. Students who do not practice good manners or have had office referrals leading up to the program may not be able to participate in the program. This will be at the discretion of the program director and/or administration.

PET POLICY

Pets will not be allowed in the school building.

MEDIA CENTER BOOK EXPECTATIONS

Books that are checked out from the media center are expected to be returned before their due date. Students who have not returned or have lost books will receive a replacement cost letter from the media center paraprofessional, Susan Nelson.

PLEDGE OF ALLEGIANCE

ISD #2168 supports the recitation of the Pledge of Allegiance, pursuant to Minnesota law. Students shall recite the Pledge of Allegiance a minimum of one (1) time per week during the school year (quite often daily at our school). The pledge shall be led by classroom teachers. Students choosing not to participate shall be excused without penalty. [Policy 531](#)

Support Services

TITLE I

Title I Part A of the Elementary and Secondary Act (ESEA), provides financial assistance to schools with high numbers or percentages of children from low-income families, to assist schools in ensuring that all children meet challenging academic standards.

The goal of this program is to provide targeted reading interventions so that all students learn essential core standards. This program serves as an additional support for students to be successful in the general education environment. Parents will receive an informational letter if their student qualifies for Title I services.

This program is available to students who meet criteria for needing extra academic support in reading based on FastBridge assessments and monthly progress monitoring. Title I teachers and Title I paras meet with students 4-5 times per week for 25-30 minutes outside of their core instruction in the classroom. **Reading Teacher Interventionists:** Sara Ihrke and Amy Jensen
Reading Para Interventionists: Paula Conklin and Kim Routh

MINNESOTA READING CORPS

Literacy Tutor - Teri Engel (Grades K-3) - Services are provided to K-3 students who are struggling readers.

ENGLISH LANGUAGE LEARNER PROGRAM

Students who meet criteria for English Language Learner meet with the ELL teacher throughout the week to work on English language skills.

SCHOOL SOCIAL WORKER

Brooke Krohn, School Social Worker, is available to meet with students in small groups or on an individual basis. Brooke also facilitates classroom sessions when needed.

FAMILY SERVICES COORDINATOR

Provides services to individual students and small groups, and also works closely with students/families in the NRHEG district. The Coordinator facilitates classroom sessions when deemed necessary.

SPEECH SERVICES

Speech-Language Service involves work with children who have specific problems in hearing, comprehending, and expressing themselves using language. This includes problems in sound production, voice quality, fluency, understanding the language that is heard, thinking/problem-solving skills, and appropriate conversational skills. The State Department sets guidelines to qualify for entry into a Speech-Language Program. Each child must meet specific criteria on Standardized Tests to qualify for service in the area of Speech-Language Pathology. **Speech-Language Pathologist:** Connie Meyer

SMART Room

Michelle Johannsen, school paraprofessionals, and the classroom teachers provide S.M.A.R.T. to individuals and small groups. The S.M.A.R.T. program is a multi-sensory approach to teaching and learning that is designed to develop and enhance the critical readiness skills students need to succeed in school. This program helps staff to understand how to look at children developmentally and apply activities for developing and/or enhancing students' large and fine muscle skills, visual perception, eye-hand coordination, and auditory skills, all necessary tools for learning to read and achieving academic success.

Fernbrook Therapeutic Services

Provides therapeutic support services to students and families who have been identified and appropriately assessed by Fernbrook Agency Staff. Kathy Wallin and Emily Aase-Hermel are the workers.

School-Wide PBIS (Positive Behavior Intervention and Supports)

PBIS is a research-based framework designed to enhance academic, behavioral, and social-emotional outcomes for all students by (a) emphasizing the use of data for informing decisions about the selection, implementation, and progress monitoring of evidence-based behavioral practices; and (b) organizing resources and systems to improve durable implementation fidelity. NRHEG Elementary School became a PBIS school in 2011.

EARLY CHILDHOOD SCREENING

Early Childhood Screening is a program designed to identify problems in a child's life at an early age. ***This screening is mandatory for parents with children around the age of four to participate in and present verification to the school district prior to Kindergarten enrollment.*** The NRHEG School District provides this opportunity several times throughout the school year. If you have a child between ages 3 ½ and 5 years and are not contacted during the school year, please call Macy Whiteside, Director, to schedule your appointment (507-417-2644).

SPECIAL EDUCATION

The special education department at NRHEG Schools has basically five branches of service. All referrals to these programs must go through the Student Assistance Team and have evidence of two documented interventions of change to the classroom environment. To assist the students and families a school psychologist, school social worker, family services coordinator, vision and hearing specialist, occupational therapist, and a physical therapist are provided by the NRHEG School District.

1. Developmental Cognitive Disabilities (DCD) services which include students who score well below normal on both ability (IQ) and achievement (individual and group) tests.

2. Learning Disability (LD) services include students who score in the average to above-average ability range (IQ) and score low on achievement tests in one or more of the seven basic areas which include basic reading, reading comprehension, listening comprehension, oral expression, written expression, basic math, and math reasoning.
3. Emotional/Behavior Disorder (EBD) services include students who exhibit an unusual degree of emotional problems that interfere with school progress. Assessment for qualification in the EBD program includes observation of the student in the classroom to determine the extent of emotional problems exhibited.
4. Speech-Language services are provided to students who have obvious articulation disabilities that require specialized training beyond the regular physical education realm.
5. Adaptive Physical Education services are provided to students who have physical disabilities that require specialized training beyond the regular physical education realm.
6. Occupational/Physical Therapy (OT/PT) services are also provided.

SECTION 504 PLANS FOR STUDENTS

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such impairment; or
3. is regarded as having such an impairment

In order to fulfill its obligation under Section 504, the NRHEG Public Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This act gives the parent or guardian the right to:

- 1) inspect and review his/her child's educational records;
- 2) make copies of these records;
- 3) receive a list of all individuals having access to those records;
- 4) ask for an explanation of any item in the records;
- 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's right; and
- 6) a hearing on the issue if the school refuses to make the amendment.

If you have questions, please feel free to contact the Director of Special Education, or the 504 coordinator for the school district, at (507) 684-3181.

FERPA

The Family Educational Rights and Privacy Act (FERPA) requires educational institutions to annually notify parents and eligible students of their rights relating to student records. The Federal Regulations require the annual FERPA notification to inform parents and eligible students that they have the following rights:

1. The right to inspect and review the student's educational records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of "personally identifiable information" in the student's education records except to the extent that the law allows disclosure without consent; and
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA.

The notice must also specify the procedure for exercising their right to inspect and review education records, as well as the procedure for requesting the amendment of records. In addition, if the school district has a policy that permits the disclosure of data to school officials who have a legitimate educational interest, then the annual notification must include a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

A school district may provide the required notice "by any means that are reasonably likely to inform the parents or eligible students of their rights." This provision includes the requirement that effective notice is given even if the parents do not speak or understand the English language. Additionally, school districts are required to give effective notice to "parents or eligible students who are disabled."

To comply with FERPA's notice requirements, districts should publish their data practices notices in student handbooks and in the official newspaper of the school district. Notices should be made available in alternative formats, such as Braille. School districts that serve non-English speaking parents should have the required notice translated into languages other than English to ensure that parents who have a primary language other than English receive proper notice.

Curriculum And Assessments

CORE CURRICULUM

Our school uses the following materials to foster growth and achievement in these areas:

Reading:	UFLI	Grades K-2
	CKLA	Grades K-5
Mathematics:	Bridges	Grades K-5
Science:	Mystery Science/K-5 MN Academic Standards	Grades K-5
Social Studies:	Integrated K-5 MN Academic Standards	Grades K-5

SPECIALIST CLASSES

Students participate in Physical Education, Music, and STEM throughout the school week.

PHYSICAL EDUCATION

Every class in grades K-5 is scheduled for one 25 minute period of physical education 5 times per week. This is a period of planned physical activity organized and supervised by the physical education instructor. All students must have a pair of tennis shoes for Physical Education class.

A statement from home must be sent when the child is to be excused from a physical education class. If the child is to be excused over a period of time, a statement from his doctor is required. Students who need to be excused from Physical Education for any reason must bring a note signed by the parent/guardian or doctor and must state the reason why the student is to be excused.

MUSIC/STEM

Classes are offered to students 2-3 times per week, and there are music programs during the school year.

LIBRARY

Students may check out books for 1 week, plus renewing privileges. Teachers and parents are allowed to check out the books for as long as needed but subject to return on demand. Any education materials may be checked out of the library, but consumable supplies are not available. Library fines are only assessed for lost or damaged materials. Permission may be given by the librarian for any library materials to be used by anyone at any time.

HOMEWORK

Each teacher is responsible for giving only as much homework as he/she considers reasonable to expect of children at a particular grade level. However, we believe that a parent can help develop "responsibility" in a child. When homework is assigned, we ask for your cooperation in the following ways:

1. **Provide a quiet, well-lighted place to work.**
2. **Provide guidance, but do not do the work.**
3. **Make sure assignments are completed and returned to school.**
4. **Be aware and interested in what your children do at school.**
5. **Praise your child often for the work he/she does.**

If your child does seem to be bringing home a lot of homework regularly, it may indicate a need for a conference with the teacher. If your child is not in school and you want to pick up her/his homework, please call the office in the morning so the teacher can have it ready at the end of the day. We encourage you to monitor your child's progress using the JMC online program.

REPORT CARDS AND STUDENT PROGRESS

Grading is aligned with Minnesota state standards taught in each grade level. Report cards are shared with parents/guardians four times during the school year at the end of each quarter. Progress reports regarding student growth and development are shared during parent-teacher conferences, and ongoing parent/teacher communication as needed. Conferences are held three times during our school year, (September, November, February).

ASSIGNMENTS TO TEACHERS

Class and grade placements are determined by the principal in collaboration with teachers. Requests for specific teachers are generally not allowed. If there is a valid academic reason for a placement request, it must be submitted in writing to the principal by the end of April. Please note that such requests are not guaranteed.

Students transferring from other districts will typically be placed in the same grade level they were in previously. However, in exceptional cases—when there is strong evidence that it would benefit the student—grade level adjustments (either promotion or demotion) may be made upon entry.

ASSESSMENTS

NRHEG Elementary uses ESGI (Kindergarten only) and FastBridge assessments for all grade levels throughout the year. These assessments are used for benchmarking a student at the beginning of the year and to track progress during the year. Third through fifth grade students also participate in MCA/MTAS assessments in the spring. The purpose of these assessments is to provide teachers and the school with data that will help us adjust and align instruction to meet the needs of each student and help them be successful.

GRADES K-5 SCREENERS

Parent Notification and Involvement

Parents/guardians are provided with the following information during school conferences at designated times throughout the school year:

- The Student's reading proficiency as measured by the locally adopted assessment(s).
- Parents are also contacted if their student meets criteria for additional reading or math interventions.
- Parents are also contacted if their student meets criteria for additional reading or math interventions.
- Any Reading-related services (that is, intervention) being provided to the student and the student's progress.
- Strategies and tips are shared that the parents can use at home to help their child succeed in becoming grade-level proficient in English and their native language.

Nutritional Services

SCHOOL PROGRAMS

APPLICATION FOR EDUCATIONAL BENEFITS-Lunch Program

2026-2027 SCHOOL Breakfast and Lunches are FREE. You are responsible for extra items. The Educational form is for ALL families with children enrolled in NRHEG Public Schools and should fill out the form every year. Completing this form has a **significant impact** on our Schools. It will assist your student, family, school and district in receiving benefits. Benefits for schools include school funding, so by completing the application you are helping to ensure our schools get all the funding it deserves. Students and family benefits may include no-cost meals and snacks, reduced athletics, testing fees for Early Childhood and Preschool, etc. **If you have children in both schools, only one application needs to be submitted.** It is highly recommended that all families fill it out and return to the office.

Both schools use a computerized lunch program and students will be issued an ID number to be used when going through the lunch line. Each family has **ONE** account for all of their children enrolled in the entire district. **Parents should make a deposit into their family account at the beginning of the school year and will need to keep a positive balance in their account throughout the year. There are approximately 21 student days per month so please pay accordingly.** Checks can be made out to NRHEG School; the deposit can be made at either school office. Families can access their accounts online at

<https://www.nrheg.k12.mn.us/departments/food-service/nutrition/food-service-summary>.

Inquire in the office for more information if interested. Statements will be emailed or paper statements will be sent home with students for families that aren't set up with NRHEG email accounts. Our expectation is that funds will be available in student accounts at all times. Breakfast will also be served each morning. Serving time is from 7:45 a.m. to 8:20 a.m. every day. Lunch and breakfast menus are posted on the school website and are listed in the local newspaper. Menus are also available in the school office if you don't have access to the internet.

Bridges-Kindergarten	\$ FREE -You are responsible for extra items.
Grade 1-5 Breakfast:	\$ FREE - You are responsible for extra items.
Lunch:	\$ FREE - You are responsible for extra items.
Daily Milk:	\$ FREE - You are responsible for extra items.

SCHOOL SNACKS

If your child brings a snack to school, please ensure that it is a healthy snack. When sending snacks for the entire class, please send items purchased from the store only, and we recommend sending healthy snacks. **DO NOT SEND HOMEMADE ITEMS** for other students; if they are sent to school, we will be unable to share them with other students.

Health Services

NURSE

A licensed school nurse and a licensed practical nurse are employed by the school district and will be available for students. Feel free to contact the nurse in regard to any existing or new health concerns. **Linda Bergstrom, LPN, is in the elementary office.** She can be reached at 507-416-2105. Please report any changes in employment or telephone numbers, to the office, in case of student illness or injury.

Immunizations: Students are **required** to have current immunizations on file at the health office **or** have a notarized exemption form on file. If students are not up to date, they will **not** be allowed to attend school. This is in accordance with school policy 530 Immunization Requirements and Minnesota State Statute § 121A.15. You will be contacted if these are not current.

Medication: Medication **MUST** be sent to school in the original prescription container. It should be transported by parents/guardians **ONLY**. A **Medication Request and Permission Form** (available in the school office or on the website) must be completed and accompany the medication or it will not be administered by school personnel. This form must also be completed for all “over-the-counter” medications.

REGISTRATION/EMERGENCY INFORMATION

All parents are asked to fill out a registration/emergency sheet on each student. Please include an **emergency phone number**. If your child becomes ill or is injured, you will be notified. It is important that this information is kept up to date. In the event that you cannot be reached, we will contact the person you have listed for the emergency number or e-mail address.

COMMUNICABLE DISEASES

Please keep your child home when he or she shows signs of illness such as nausea, vomiting or fever. Colds or upper respiratory infections should be watched with particular care since almost any communicable disease may begin with a cough or cold symptom. Your child should not attend school during the acute stages of a cold.

We also ask that parents call the school (an answering machine is available to take calls during non-business hours) or send a written excuse (stating the reason for not being in attendance) to the classroom teacher after the student has been absent. A child with a skin infection such as impetigo, ringworm or an eye infection should receive treatment from his family doctor before coming back to school.

ILLNESS AT SCHOOL

Should a student become ill while at school and is unable to attend classes, the student is to report to the Nurse's Office. If necessary, the office will make arrangements for the student to go home. Under no circumstances should a student leave for home without checking out through the office.

Parents/Guardians,

We are looking forward to the 2026-2027 school year and want to remind you of a few health related items:

NRHEG School Policy 530 states that all children in the school system are required to be up to date with immunizations or have an exception on file. If you are filling out paperwork for a conscientious exemption, you must have a notary signature. The secondary school has a notary available if needed.

If your student requires special dietary considerations or accommodations, a special diet form is to be filled out and turned in before any accommodations will be made. This can be found on the website under "departments", "health services", and "care plans & forms" the required form is called "special diet statement" or picked up from the school office. It is important that the specific foods that need to be avoided and/or replacements be specified. If not, the child will be given whatever meets the nutrition guidelines set forth. For example, if your child is lactose intolerant, they will be given soy milk unless the dietary form specifically states they are to have almond milk.

All students will be required to have a medication permission form on file in order to receive any medications at school. The form for over-the-counter and prescription medications can be found on the website under "departments", "health services", and "care plans & forms". The forms are called either "over-the-counter" or "prescription medications". Each child needs to have his/her own form. Medications are NOT supplied by the school. All medications should be brought in the original bottle and MUST not be expired. Over-the-counter medications can be shared amongst students in the same household.

Reminder – All treats for birthdays must be commercial treats. No treats may be brought in from home. NRHEG schools request that you bring in healthy treats or non-food treats as we are seeing more and more students with food allergies and medical conditions that make it difficult to accommodate each student. Please see NRHEG policy 533 for more information. [Policy 533](#)

Lastly, the symptom monitoring when calling a student in ill will continue so the NRHEG school district is compliant with reporting to the Minnesota Department of Health. Please be prepared to answer a few questions regarding the student's illness in regards to symptoms they are currently experiencing.

Carrie Petsinger, RN, BSN, LSN
NRHEG District Licensed School Nurse
cpetsinger@nrheg.k12.mn.us
507-417-2606

Linda Bergstrom, LPN/Ellendale Elementary
LPN Ellendale Elementary
lbergstrom@nrheg.k12.mn.us
507-416-2105



Students + Health = Happiness

NRHEG Wellness Update

June 20, 2016

NRHEG Elementary and Secondary Schools

Student Wellness Policy Update



Brief changes to wellness policy:

- Getting kids moving more during the school day.
- Serving nutritious meals, snacks, and concessions.
- Creating a safer environment for kids with allergies, medical conditions, and other dietary restrictions.
- Make it easier to be active and healthy beyond the school day.

Less Cake. More Birthdays!

One of the biggest changes that adults will notice is that we need to reduce the amount of sugary treats that students eat during a typical day. With birthday celebrations, there can be up to 3 birthdays in each classroom per month, which adds up to a lot of unnecessary sugar and calorie intake.

In order to reduce the amount of sugary treats in a classroom each month, we are encouraging parents to send healthy snacks or non-food items with their student to celebrate their special day.

Food rewards such as candy contribute to childhood obesity, exclude students with allergies/diabetes/dietary restrictions and can even contribute to long-term psychological effects of using food for reward, comfort, and instant gratification.

*Reminder– all treats must be store bought, not made at home.

*Did you know that kids today are expected to live **FIVE YEARS LESS** than their parents because of unhealthy lifestyles?*



Top fun, free and active ways to celebrate birthdays at school:

- Have a classroom dance party—include your child's favorite song.
- Have your child choose a favorite game for gym class or recess.
- Come into the classroom and read a book to the class.
- Join your child for lunch or have a special guest at lunch. (Older sibling, grandparent, etc.)
- Decorate a birthday hat/crown or send in supplies and directions for a craft for the kids to do.
- Have the class workout to a fun exercise video (can be found on you tube, facebook, etc.).
- Ask the teacher for an extra recess in honor of your child's birthday.
- Invite a special guest to school to teach students a new game, dance, or other activity.
- Ask the teacher if you can have a show and tell time for your child's birthday
- Have the kids work on a quick community service project together.
- Play outdoor games (parachute play, tug-of-war, hula hoop, etc)
- Take a walk outside.
- Assign special jobs or responsibilities.
- Allow the child to create a theme for the day (wear red, sports team shirt day, etc.)



If you would rather have your child/child's classroom do one of these activities, please discuss this with his/her teacher.

Building Access and Security

For the safety of students and staff, all exterior doors are locked during the school day. All visitors are asked to enter the building through Door 3E at the Main Office. All visitors will be required to sign in and may be asked to present an ID such as a driver's license. Visitors will receive a visitor's badge and will sign out before leaving the building. NRHEG reserves the right to ensure that all students and school employees are safe.

A student will be released only to his/her parents or individuals authorized on the student's JMC portal. Identification may be requested. It is a misdemeanor for any person to enter or be found in the building or on school grounds unless he or she:

- is enrolled or a parent/guardian of an enrolled student in the school;
- is a school district employee;
- Received permission/invitation from a school official to be in the building;
- Is attending a school event, class, or meeting to which he or she has been invited;
- Reported his or her presence in the school in the manner required for school visitors.

Emergency Drills

FIRE DRILL

Pupils are evacuated from the school building during fire drills in approximately two minutes or less. Drills are held a minimum of 5 times per year. All pupils and staff leave the building during drills.

LOCK DOWN DRILL

Schools are required to conduct 5 lock-down drills per year. These drills are intended to help prepare school personnel and students for an emergency situation.

TORNADO DRILL

A tornado drill is held in the spring of the school year. All students have a designated area to go to with their class and teacher. In the event of a tornado warning (where a tornado has been sighted in the area), the children will not be dismissed from school, but will take their places for a tornado drill.

EVACUATION DRILL

A school-wide evacuation drill may be conducted to practice safety in case of various emergency situations.

Weather Emergencies

SCHOOL EMERGENCY PLAN

- Please review your family plan for when school is canceled and/or dismissed early with your children.
- If your family plan is for your children to go home, do they know how to get into your home safely?

PROGRAMS, ACTIVITIES, AND EVENTS

When school closes, all after-school and evening activities and programs are generally canceled as well, including extra-curricular activities and community education programs (youth/adult classes; preschool programs; adult basic education; early childhood).

STUDENT EMERGENCY CONTACT INFORMATION

Students will be released only to parents, guardians and authorized individuals listed on the student emergency information kept at school. Please keep this information current.

PHONE CALLS DURING EMERGENCIES

Please do not call your child's school with questions during an emergency. The phone lines must remain open for emergency communications. If you need assistance, call the main district phone number: 507-465-3205.

EARLY DISMISSAL

If it becomes necessary to close the schools early due to inclement weather, it will be announced over the radio at least one hour before the buses depart. Announcements will also be made through the JMC system.

When the schools are closed and the students sent home, the children will load onto their regular buses and be taken to their regular bus stop unless we have been given different instructions. In all cases of inclement weather conditions parents should make the decision whether their children should attempt to come to school. Each child and each home situation is different. It is both the right and responsibility of the parent to make this decision.

Students who ride buses in winter weather should be dressed for such conditions. Emergencies can be serious if the student is not dressed adequately, and we normally go outside each noon for a brief time in which they will need proper winter clothing. It is assumed that those who do not ride the bus will be adequately dressed for the expected weather conditions.

SNOWSTORMS/BLIZZARDS

By the same token, when a severe blizzard sets in during a school day and you are concerned for your child, you may come and get them from the main office, but if there is any danger we will hold them here until transportation is safe again. If a neighbor is coming to pick up your student, please have a written note so we know where each student is to go.

Every parent whose child/children ride the bus should have on file for each child an emergency information card indicating where they should go in case of a storm or disaster that might necessitate his/her staying in town. In the event of any emergency, parents may pick up their

children at the school at any time. Please avoid calling by telephone if possible.

Our lines must be kept open for contacts with fire, police and hospital services. If you think it is advisable to withdraw your child/children from school before dismissal time, come to the Principal's office and we will locate your child/children for you. When school is in session, it is up to the parents whether or not to send their children.

If during the day a storm arises, the parent(s) may pick up their child/children at any time. It is absolutely necessary that arrangements be made with your neighbor or someone to care for your child/children should you happen to be absent from your home. Be sure that your child/children are thoroughly familiar with these arrangements and know where they are to go if they are dismissed from school early because of an emergency. In the event of inclement weather, school cancellations or closings will be announced over the following radio stations:

*WCCO	Dial 8-3-0	Minneapolis	*WCCO Television	Channel 4
*KATE	Dial 1-4-5-0	Albert Lea	*KARE Television	Channel 11
*KOWO	Dial 1-1-7-0	Waseca	*KAAL Television	Channel 6
*KRFO	Dial 1-3-9-0	Owatonna	*KEYC Television	Channel 12
*KEEZ	Dial 99.1 FM	Mankato	*KEYC Television	Channel 12
*KOWZ	Dial 100.9 FM	Blooming Prairie		
*Instant Alert~Check with the office for information				

These announcements will also be communicated through JMC and our district social media site.

Emergency Procedures

EVACUATION

Outside conditions are safer than inside.

- Take safest and quickest way outside - utilize school map and evacuation procedures

REUNIFICATION

Staff/students need to leave school property for safety reasons.

- Reunification sites and procedures will be communicated with parents through the school district's JMC portal
- Students/Staff will walk or ride buses to the reunification site and designated locations

SEVERE WEATHER/REVERSE EVACUATION

Inside conditions are safer than outside.

- Move all staff/students inside to designated locations
- Assume safety positions if appropriate

LOCAL AND STATE POLICIES

Dress Code

STUDENT DRESS CODE [Policy 504](#)

The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

A. Appropriate clothing includes, but is not limited to, the following:

1. Clothing appropriate for the weather. 2. Clothing that does not create a health or safety hazard. 3. Clothing appropriate for the activity (i.e., physical education or the classroom).

B. Inappropriate clothing includes, but is not limited to, the following:

1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards. 2. Clothing bearing a message that is lewd, vulgar, or obscene. 3. Apparel promoting products or activities that are illegal for use by minors. 4. Items that portray objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidence gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413. 5. Any apparel or footwear that would damage school property.

C. **Hats are not allowed** in the building except with the approval of the building 504-2 principal (i.e., student undergoing chemotherapy; medical situations), or special occasions.

D. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.

SEARCHES

In the interest of student safety and to ensure that schools are drug-free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

LOCKERS AND PERSONAL POSSESSIONS

According to state law, school lockers are the property of the school district. 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 officials for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Technology/Electronics

ELECTRONIC DEVICE USAGE

To provide a distraction-free learning environment, all personal iPads, or other handheld music, earbud, or gaming devices should be left at home. We understand the need for some families to supply their children with cell phones or smart watches for safety and communication purposes. If a student brings a cell phone or smartwatch to school, it cannot be used during the school day and must be turned off and remain in lockers. Electronics may be confiscated and returned at the discretion of the teacher and/or principal.

Exceptions: The policy allows for exceptions, including:

- Devices used for medical reasons.
- Devices necessary as part of a student's individualized education program (IEP).
- Other exceptions at the school principal's discretion.

NUISANCE ITEMS

Nuisance items should not be in school, and will be confiscated and taken to the main office. Nuisance items are defined as anything that could be a distraction to the learning environment. These items include, but are not limited to laser pointers, toys, fidgets, squishies, stuffed animals or anything that a school staff person may see as a distraction.

CONSEQUENCES

Students using technology devices inappropriately will have them confiscated by staff. Devices may be returned at the end of the day or required to be recovered by a parent depending on the circumstances. Consequences will be reviewed and administered on an individual basis.

CONTACTING STUDENTS

During school hours, if a parent/guardian needs to get a message to their student, they are welcome to call the school office at 507-416-3181 and the message will be delivered to the student as soon as possible and in a manner that will not disrupt learning. Students needing to use a phone during the school day should ask the teacher to use the classroom phone or come to the office to use a phone. Students are not permitted to contact parents using their electronic devices at any time during the school day.

NRHEG School District is not responsible for any personal electronic device/cell phone or accessories that are damaged, lost, or stolen. The district is not obligated to investigate any damage, loss, or theft. If you are concerned about loss, damage, or theft, please leave the device at home.

TEACHER PHONE CONTACT AND CORRESPONDENCE

Each of our classrooms is equipped with a phone. The best time to phone teachers is between 8:00 and 8:20 A.M. or after 3:05 PM dismissal. Your child's teacher may also provide you with his/her preparation times for the purpose of communication. In addition, each teacher's phone extension is capable of voice mail, which enables you to leave a message. Our teachers do an outstanding job providing parents/guardians with information relating to classroom issues, needs, topics of study, and upcoming classroom activities. This information is sent home with students. In addition, teachers may email or send notes home regarding your child. In order to ensure the note has been received, the teachers may require a signature or response to their communication. Please respond in a timely manner to these requests.

END OF THE DAY PLANS

We realize families have busy schedules. Please simplify plans for your child regarding after school parent pick-up, etc. It is stressful for students and staff when children have several various arrangements for getting home throughout the week. Please call the school **no later than 2:30 PM** the day that plans need to change. You can also send a note, email or call the teacher to express a change in plans. Every effort will be made to contact you if there are questions about the end of the day. If we are not able to contact you, your child will follow their normal end of the daily routine. The main office must be notified before 2:30 PM for students to receive a bus pass if they are riding a different bus. We can not allow students to ride a different bus unless we have parent permission (note or phone call to office).

Tobacco Policy

TOBACCO POLICY

Tobacco/Electronic Device use by anyone is prohibited at school, at school-sponsored activities, and on school grounds. Appropriate disciplinary action will be taken with those who violate this policy. [Policy 419](#)

Weapons Policy

NRHEG School district recognizes the need to provide safe and secure schools throughout the district. Safe and secure schools lead to effective teaching/learning situations. This, in turn, leads to positive outcomes. The presence of weapons creates an environment that is opposed to what schools believe. This policy includes all school related areas including parking lots, athletic fields, buses, and vehicles, which may be parked on school property. [Policy 501](#)

NOTICE OF RIGHTS

Responsibilities of students and parents under the Safe and Supportive Minnesota Schools Act. Section 121A.031

REASONABLE FORCE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. "A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws. [Policy 506](#)

No student or visitor shall possess a weapon before, during, or after school hours in any school district location. Disciplinary action will be taken with any student who violates this policy that may include expulsion, exclusion, or suspension. Should a weapon be discovered or accidentally brought to school, that weapon is to be brought directly to the office. A student doing so will not be subject to disciplinary action.

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numb chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

Harassment, Violence and Bullying Policy

BOARD POLICY PROHIBITING HARASSMENT AND VIOLENCE [Policy 525](#)

It is the policy of the Independent School District #2168 to maintain an educational environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence, and will investigate all complaints of harassment and violence, and take appropriate action against those who are found to have violated this policy.

PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School district prohibits any form of religious, racial or sexual harassment and violence.

GENERAL STATEMENT OF BULLYING POLICY: [\(Policy 514\)](#)

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

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

The term, “bullying,” specifically includes cyberbullying as defined in this policy. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic devices. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

HAZING POLICY

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. [Policy 526](#)

HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

Data and Photo Privacy

Student data, experiences, and information are the private property of the student and their parent/guardian. Information about other students in our district is limited and can not be shared or discussed without permission.

Student pictures and personal data will be printed in school publications, and social media such as Twitter and Facebook, and given to the media for dissemination on occasions that warrant publication as news items. Families wishing to opt-out of released data need to fill out a Data Release form and return it to the school office.

Family Rights and Privacy Act

According to Public Law 93-380, the “Family Rights and Privacy Act of 1974” public notice must be made by the Board of Education of intent to disclose to the press, media, and other authorized by the school personally identifiable data designated as directory information. Public information shall include name and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events. The parent of a student or an eligible student may refuse to be personally identified in any or all of the information categories. Such refusal must be made in writing to the student’s principal within 15 days after notice is given. This information will be entitled directory information:

1. The student’s name
2. The names of the student’s parents
3. The student’s grade level completed
4. The student’s extra-curricular participation
5. The student’s achievement awards or honors
6. The student’s weight and height if a member of an athletic team
7. The student’s photography if available
8. The student’s dates of school attendance
9. The school or school district the student attended before he or she enrolled in the NRHEG Public Schools
10. The school district will provide the name, address and telephone listing of secondary students to military recruiters upon request unless the parent has requested the information not be released to military recruiters without prior consent.

Parental Custody and Data Privacy

The custodial parent is responsible for providing the following to the school:

- A copy of the signed and certified court order, awarding custody.
- Court order revisions/updates that affect custody, visitation, or record-access rights.

Upon request, a non-custodial parent has the right to access and receive copies of school records and information; to attend conferences; and to be informed about the child's welfare, educational progress, and status, as authorized under [MN Statute 120A.22, Subd. 1\(a\)](#). ISD #2895 is not required to hold a separate conference for each parent. In cases where parents are separated, divorced, or never married, it is recommended that the school have documentation of custody and visitation rights.

It is the parent/guardian's responsibility to inform and provide the school with current documentation if anyone is legally restricted from contact with his or her child/ren.

If there is no legal restriction, and upon request, the school will do the following:

- Send duplicate correspondence to non-custodial parents.
- Keep non-custodial parents apprised of major school events.
- Arrange for review of school records by non-custodial parents.

PROTECTION AND PRIVACY OF PUPIL RECORDS

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. [Policy 515](#)

CHILD ABUSE

Minnesota Statute 626.556 requires that educator immediately report instances of suspected neglect, or sexual abuse of children to county welfare or police authorities. Another state law took effect on August 1, 1993 that is related to child abuse.

This is Chapter 296 of the child abuse reporting law. This act provides that in a truancy or educational neglect action, a child's absence from school is presumed to be due to the parent's guardian's or custodian's failure to comply with the compulsory instruction laws if the child is under 12 years old and the school has made appropriate efforts to resolve the child's attendance problems. This presumption may be rebutted based on a showing by clear and convincing evidence that the child is habitually truant.

This Act also amends the definition of 'neglect' for child abuse reporting purposes to include failure to take steps to insure that a child is educated in accordance with state law.

ABUSE/NEGLECT INFORMATION

It is the policy of Independent School District #2168 to protect children whose health or welfare may be jeopardized through physical or sexual abuse or conditions of neglect and to do this in compliance with Minnesota Statute requiring the reporting of suspected physical or sexual abuse and conditions of neglect involving children.

Definitions:

1. Physical: Any physical injury inflicted by a parent, guardian or person responsible for the child's care, on a child other than by accidental means; or any physical injury that cannot be reasonably explained by the history of injuries provided by a parent, guardian or another person responsible for the child's care. Such injuries may include:

- a. bruises and/or welts
- b. burns and/or scaldings
- c. abrasions and/or lacerations
- d. wounds and/or cuts
- e. bites and/or punctures
- f. bone fractures, dislocations
- g. concussions
- h. soft-tissue swelling, etc.

2. Sexual Abuse: The subjection by the child's parents, guardian, or person responsible for the child's care, to any act of incest, rape, sodomy, intercourse, indecent liberties, and/or sexual contact or sexual penetration. Sexual abuse also includes any acts of sexual exploitation involving a minor child in prostitution.

3. Emotional Abuse: This is an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

4. Neglect (both physical and mental): The failure by a parent, guardian, or another person responsible for a child's care to provide a child with necessary food, clothing, shelter, or medical care when reasonably able to do so may be considered as neglect. Neglect also includes the failure to protect a child from conditions or actions which imminently and seriously endanger the child's physical and mental health when reasonably able to do so. Neglectful conditions may include:

- a. abandonment
- b. lack of special care for a physical or mental condition
- c. inadequate parental care or supervision
- d. inadequate foster care or illegal child placement
- e. failure to provide necessary subsistence or education
- f. threats of physical harm
- g. malnutrition

Procedure:

The State of Minnesota has, by law, mandated that professional educators who have knowledge of, or reasonable cause to believe that a child is being physically, sexually or emotionally abused or neglect should immediately report such information to appropriate authorities. A report is not an accusation. It is a request for an investigation to begin. Reporting is the beginning of a process that can help parents protect their own children. The intent of the words "reason to believe" in the law are clear, waiting for proof may involve grave danger for the child. The burden of proof rests with Social Services. They are mandated to investigate and school personnel are mandated to report. The reporting process shall consist of:

1. An oral report made by the employee to the appropriate authorities.

NOTE: If in consultation, the team and authorities believe that the child's immediate health or welfare is jeopardized, the police must be called. The police are the only community agents who have the authority to remove a child, short of a court order.

2. School staff members may initially question the child to determine if the child's injuries resulted from cruel and inhumane treatment, sexual abuse, or malicious acts by the child's caretaker. The interview will be done with sensitivity by someone the child trusts and in no case will the child be subjected to undue pressure in order to validate the suspicion of abuse. Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report made immediately.

3. The responsibility for notifying the parents of the report will be assumed by the mandated agency.

4. Members of the staff will cooperate with authorized community agencies in providing follow-up services to the child and family and maintaining a safe and supportive environment for the child which includes reporting all subsequent case concerns.

An educator who reports is standing on the firm legal ground and is backed by the following provision of Minnesota Statute:

IMMUNITY FROM LIABILITY - Any person acting in good faith and exercising due care in making a report pursuant to this law shall have immunity from any liability, civil or criminal, that otherwise might result by reason of his/her actions.

FALSIFIED REPORT - Any person who willfully or recklessly makes a false report under the provisions of this act shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury.

FAILURE TO REPORT - Any person, required by this law to report suspected physical or sexual abuse or neglect, who willfully fails to do so may be found guilty of a misdemeanor

Tennessean Warning

NRHEG PUBLIC SCHOOLS TENNESSEAN WARNING TO STUDENTS AND PARENTS

BE ADVISED THAT:

A. Students attending school in the school district will be asked to supply information to school personnel. Examples of such information requests include medical information, homework assignments, tests questions, and questions during the course of classroom activities.

B. The information will be collected by the school district in order to evaluate the student's current level of performance with respect to his or her education program, to maintain safety and discipline within the school, and to determine the student's needs relating to his or her education program.

C. Students are not required by any law or regulation to supply information. However, we expect and require that students will participate fully in their educational program by completing homework assignments and tests. Moreover, the student's refusal to supply data and health information may prevent the school district from assessing the student's needs and incorporating them into the student's educational program. Refusal to supply information used to evaluate a student, including homework assignments and tests, will result in a failing grade being given for the assignment. Continued failure to supply information will result in a failing grade for a particular course, and a failing grade for the year. Refusal to supply information to a school district employee investigating an alleged rule violation may result in action being taken without benefit of information the student could have provided.

D. Data collected will be provided to NRHEG school personnel having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.

E. All school administrators, teachers, assistants, and support staff are legally required to report suspected child abuse and neglect. (M.S. 626.556; M.S. 2600.001; M.S. 609.342-345.)

ASSESSMENTS AND PARENTS RIGHT TO KNOW

PARENT OPT-OUT ASSESSMENT INFORMATION (Statewide Assessments)

Subd.4a requires school districts to provide notice to parents or guardians of their option to refuse to have their students take the statewide assessments. The Commissioner of the Minnesota Department of Education (MDE) was tasked by the Legislature with developing a form for this opt-out. School districts must provide this notice by posting the form developed by MDE on their website and must include it in their Student Handbooks. The form is available at the address below and is also located on the elementary website.

<https://education.mn.gov/MDE/fam/tests/StudentParticipation/>

PARENT RIGHT TO KNOW

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or another provisional licensing status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

Internet/Technology Use Agreement

Acceptable Use Policy & Agreement NRHEG Elementary School

As a part of my schoolwork, my school gives me the use of computers, the Internet, and other technology to use while at school. My behavior and language should follow the same rules I follow in my class and in my school. To help others, and myself I agree to the following promises:

1. I will use school technology only to do schoolwork or other educational activities, as explained to me by my teachers. I will only use the Internet when a teacher or adult is present.
2. I will be polite and considerate when I use technology. I will not purposely try to view, send, or post offensive messages or images. I will not use it to bully or threaten anyone, including teachers, schoolmates, or other children.
3. Before creating or posting a photo or video of another person, I will get verbal permission.
4. I will not post personal information about myself or other people on unauthorized, public web sites. That includes full names, addresses, and phone numbers.
5. I will not try to access or damage another person's accounts or files unless purposely shared for collaboration.
6. I will not break copyright rules or take credit for anyone else's work.
7. I will be responsible for the use of my school accounts. It is my responsibility to take all reasonable precautions to prevent others from being able to access my personal accounts. That means I do not share my passwords with anyone and I will make sure I log out on any shared device.
8. I will not purposely damage school software or hardware. I will not try to change the operation of school networks or operating systems.
9. My accounts and devices are not private; a teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences, which may include not being able to use school technology.
10. If I cause intentional, physical damage to the technology I am using at school, this may result in loss of privileges and payment of damages up to \$50.

*I know that this Acceptable Use Policy & Agreement also applies to my conduct with technology outside of school if it interferes with other students' education. I also understand that it is my responsibility to return the device to school in the same condition that I received it. **If not, I understand that I may be charged \$50.00 for the repair and/or replacement of the device.**

Print Student's Name _____

Grade: _____

Student's Signature: _____

Date: _____

****Parents, please read, sign and date the back of this page.**

Parents: I have read and discussed with my son or daughter this Acceptable Use Policy and Agreement, and I give permission for him or her to use these resources. I understand that access to school technology is conditional upon adherence to the guidelines above. Although students are supervised when using these resources, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent's Name: _____

Parent's Signature: _____

Date: _____

STUDENTS MAY NOT USE SCHOOL TECHNOLOGY UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE TEACHER.

***The full MSBA Policy 524 may be viewed on the NRHEG District website, under Board Policies.**

Community Resources

**For additional resources, please contact Brooke Krohn, LSW
NRHEG School Social Worker
507.417.2645 or bkrohn@nrheg.k12.mn.us**

Emergency Services

Freeborn County Sheriff | 411 S Broadway Avenue, Albert Lea | 507.377.5200
www.co.freeborn.mn.us/124/Sheriff

Waseca County Sheriff | 122 3rd Avenue NW, Waseca | 507.835.0510
www.co.waseca.mn.us/index.aspx?nid=132

New Richland Police Department | 203 Broadway Avenue N, New Richland | 507.465.3240

Steele County Sheriff | 204 E Pearl Street, Owatonna | 507.444.3800
http://www.co.steele.mn.us/divisions/sheriff_office

Hospitals and Clinics

Albert Lea Hospital and Clinic | 404 Fountain, Albert Lea | 507.373.2384
Owatonna Hospital | 2250 NW 26th Street Owatonna | 507.977.2000
Owatonna Clinic | 220 NW 26th Street, Owatonna | 507.451.1120
Waseca Hospital and Clinic | 501 N State Street, Waseca | 507.835.1210

Human Services

Health Insurance (Medical Assistance, MN Care, TEFRA) | Child Abuse/Neglect Reporting and Case Management | Developmental Disability Services for Children and Adults | Waiver Services | Food Stamps | Emergency Assistance | Cash Assistance | Child Support | Chemical Dependency Assessments | Children's Mental Health Case Management

Steele County
Minnesota Prairie County Alliance
630 Florence Avenue, Owatonna | 507.431.5600 or toll-free: 888.850.9419
www.mnprairie.org

Waseca County
Minnesota Prairie County Alliance
299 Johnson Avenue SW Suite 160, Waseca | 507.837.6600 or toll-free: 888.850.9419
www.mnprairie.org

Freeborn County Department of Human Services
203 W Clark Street, Albert Lea | 507.377.5400
www.co.freeborn.mn.us/135/Human-Services

Housing Assistance Steele County
Owatonna HRA | 540 West Hills Circle, Owatonna | 507.444.4300

www.ci.owatonna.mn.us/city/housinghra

Waseca County

South Central Minnesota Multi-County HRA | 422 Belgrade Avenue, Suite 102, North Mankato
507.345.1977 | www.scommchra.org

Freeborn County

Albert Lea Housing and Redevelopment Authority (HRA) | 800 Fourth Avenue South, Albert Lea
507.377.4375 | www.albertleahra.com

Food Shelves

New Richland Area Food Shelf

Trinity Lutheran Church | 204 1st Street SW, New Richland | 507.463.3421

Ellendale Community Food Shelf

Ellendale United Methodist Church | 200 6th Street, Ellendale | 507.688.0518

Owatonna Food Shelf | 155 Oakdale Street #A, Owatonna | 507.455.2991 |
www.steelecountyfoodshelf.org

Albert Lea Food Shelf

Salvation Army Albert Lea | 302 Court Street, Albert Lea | 507.373.8776
www.salvationarmynorth.org/community/albert-lea

Ecumenical Food Shelf | 308 Water Street, Albert Lea | 507.373.2035

Waseca Food Shelf

Waseca Area Neighborhood Service Center | 113 2nd Avenue NW, Waseca | 507.833.4022

Grace Food Shelf

Grace Lutheran Church | 300 East Elm Avenue, Waseca | 507.835.1709
www.wasecagrancelutheran.com

Victim Services

Crisis Resource Center - Steele County | 125 West Front Street, Owatonna | 507.451.1202
www.helpinghandsofsteele.com

CADA of Waseca County | 105 South State Street, Waseca | 507.835.7928 or toll-free:
1.800.477.0466 | www.cadamn.org

Crime Victim Crisis Center - Freeborn County | 411 S Broadway Avenue, Albert Lea |
507.377.5460

www.co.freeborn.mn.us/192/Crime-Victims-Crisis-Center

Legal Aid

Southern Minnesota Regional Legal Services | <http://www.smrls.org>

Mental Health Resources

988 SUICIDE AND CRISIS HOTLINE

988 suicide & crisis hotline counselors are trained to provide free and confidential emotional support and crisis counseling to people in suicidal crisis or emotional distress and connect them to resources. These services are available 24 hours a day, seven days a week, across the United States.

National Suicide Prevention Line: 1.800.273.TALK or 1.800.273.8255

<https://suicidepreventionlifeline.org>

South Central Human Relations Center

610 Florence Avenue, Owatonna | 507.451.2630 or toll-free: 1.800.722.0590 | www.schrc.com

24/7 Crisis Line: 1.844.CRISIS2 or 1.844.274.7472

Mental Health Professionals, Inc.

1880 Austin Road, Suite #2, Owatonna | 507.446.8123 or toll-free: 1.866.446.8123

www.mentalhealthprofessionalsinc.com

Associates in Psychiatry and Psychology

125 Landmark Drive NE, Owatonna | 507.455.0992

www.appmn.com

Catholic Charities Owatonna Office

577 State Avenue, Owatonna | 507.455.2008 | www.ccwinona.org/programs/clinical-counseling

Albert Lea Office

St. Theodore's Parish Center

308 East Fountain, Albert Lea | 507.377.3664 | www.ccwinona.org/programs/clinical-counseling

Lutheran Social Services

St. John's Lutheran Church | 401 3rd Avenue NE, Waseca | 507.625.7660

Fernbrook Family Center - Waseca and Owatonna

115 Landmark Drive, Suite #1, Owatonna | 507.446.0431 | www.fernbrook.org

Compassionate Counseling Services, LLC

505 South State St, Suite 4, Waseca | 507.310.1321 | www.compassionmn.com

Albert Lea Medical Center - Behavioral Health

404 West Fountain Street, Albert Lea | 507.373.2384 | www.mayoclinichealthsystem.org

Waseca Medical Center - Behavioral Health

501 N State Street, Waseca | 507.835.1210 | www.mayoclinichealthsystem.org

Freeborn County Mental Health Center

203 W Clark Street, Albert Lea | 507.377.5400 |

www.co.freeborn.mn.us/202/Mental-Health-Center

Teresa Anderson-Krull and Associates
216 E Main Street Suite # 4, Albert Lea | 507.377.0107 | www.takrullcounseling.com

Cedar House, Inc.
142 West Main, Albert Lea | 507.377.8506 |
www.cedarhouseinc.com/cedar-house-in-albert-lea-mn

Chemical Dependency Services

MN Prairie County Alliance (see contact information above)

Freeborn County Department of Human Services (see contact information above)

Fountain Centers
408 W Fountain Street, Albert Lea | 507.377.6411 or toll-free: 1.800.533.1616
134 Southview Street, Owatonna | 507.451.0511
www.mayoclinichealthsystem.org/locations/albert-lea/fountaincenters

South Central Human Relations Center
610 Florence Avenue, Owatonna | 507.451.2630 or toll-free: 1.800.722.0590 | www.schrc.com

12 Step Resources
www.smnrc.org/AANA.pdf
www.recoveryishappening.org/freeborn.pdf
www.aaminnesota.org/

NRHEG Area Churches

New Richland

Church of All Saints | 303 1st Street SW | 507.465.8217 | www.stannjan.com

LeSueur River Lutheran Church | 16650 250 Avenue | 507.465.8271

St. Peter Evangelical Lutheran | 201 2nd Street NW | 507.465.3723

Trinity Evangelical Lutheran Church | 204 1st Street SW | 507.465.3635 |
www.trinitynewrichland.org

Vista Evangelical Covenant Church | 14679 275 Avenue | 507.465.8365

Vista Lutheran Church | 15035 275 Avenue | 507.465.3539

Hartland

Cross of Glory Lutheran Church | 401 Church Street | 507.845.2818

Hartland Lutheran Church | 404 Broadway Street | 507.845.2218

Ellendale

Vibrant Life Assembly of God | 702 3rd Street S | 507.684.3421 | www.vibrantlifeag.com

First Lutheran Church | 503 Radel Court | 507.684.2451

Ellendale United Methodist Church | 200 6th Street | 507.684.0518 | www.ellendaleumc.org

Pontoppidan Lutheran Church | Lemond Township 9651 SW 75th Street | 507.465.8366

Zion Lutheran Church | 7126 SW 98th Street | 507.835.2090

Geneva

Community Lutheran Church | 106 3rd Street SE | 507.256.4288 | www.commluthchurch.org

Victory Life Assembly of God | 105 2nd Street NE | 507.402.0960 | www.victorylifeaog.org