



2017–2018 Student & Parent Handbook

800 Denmark Avenue
Farmington, MN 55024

Main Office: (651) 460-1400
Attendance Line: (651) 460-1405

(651) 460-1500

Robert Boeckman Middle School

FARMINGTON AREA SCHOOL DISTRICT NO. 192
POLICIES AND REGULATIONS

[Click Here to view all policies online](#)

In addition, links to policies addressed specifically are located throughout this document.

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ROBERT BOECKMAN MIDDLE SCHOOL

The mission of Robert Boeckman Middle School, an inspired, nurturing community of interdependent, innovative learners, is to ensure each student is propelled to rigorous new heights, through a learning environment centered on:

- ❖ An uncompromising commitment to academic excellence
- ❖ Customized learning for all students
- ❖ Opportunities for students to identify and ignite their individual spark
- ❖ Meaningful and effective collaboration
- ❖ A safe atmosphere that embraces the diversity of all individuals

Objectives:

- ❖ All students attain high levels of meaningful academic growth and achievement.
- ❖ All students continuously discover and explore individual talents and passions.
- ❖ All students are self-directed, creative, critical thinkers who are prepared for the next phase in their lives
- ❖ All students successfully manage information, make connections, and apply knowledge in their ever changing world.
- ❖ All students demonstrate resiliency and experience success when faced with challenges.

WELCOME TO ROBERT BOECKMAN MIDDLE SCHOOL!

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

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

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

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

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

Ms. Megan Blazek, Principal

Mr. Andrew Nelson, Assistant Principal

Robert Boeckman Middle School

800 Denmark Avenue

Farmington, MN 55024

Main Office – 651-460-1400

Main Office Fax – 651-460-1410

Attendance Line – 651-460-1405

Emergency School Closing Information – 651-980-1100

Office Team

Ms. Megan Blazek, Principal	651-460-1400
Mr. Andrew Nelson, Assistant Principal	651-460-1400
Ms. Sarah Kortuem, Counselor	651-460-1413
Ms. Nicole McGuire, Counselor	651-460-1414
Ms. Tammy Babcock, Principal's Secretary	651-460-1404
Ms. Linda Gleason, Student Secretary	651-460-1405
Ms. Jennifer Darrington, School Nurse	651-460-1406
Mr. Colm Griffin, Middle School Athletics Director	651-460-1515
Mr. Bill Tschida, High School Athletics Director	651-252-2515

Frequently used numbers

Attendance	651-460-1405
Media Center	651-460-1409
Structured Learning Center	651-460-1419
District Athletics Office	651-252-2514
Chartwells Food Service	651-463-5025
District Emergency	952-985-1100
Tiger Hotline	651-463-9090

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

ACADEMIC ACHIEVEMENT RECOGNITION

Boeckman Middle School is committed to student academic success. There will be many ways throughout the course of a school year in which students are recognized and celebrated as a result of their efforts at school. Many celebrations and awards programs will occur at the end of the year and recognition of students is an ongoing process throughout the year. We honor growth in student progress. Parents can contact individual houses to know more about when these events occur.

ACADEMIC GPA / HONOR ROLL

Student “4.0,” “A,” and “B” Honor Rolls are determined at the conclusion of each quarter and published in the local newspapers in Farmington. Students achieving honor roll status for each quarter are recognized within their individual houses at the end of each of the four quarters. “A” honor roll is determined with a quarter grade point average between **3.667 and 3.99**. “B” honor roll is achieved with a grade point average between **3.0 and 3.666**. For a student to qualify for the “4.0” Honor Roll, that student must be enrolled at least halftime in mainstream classes.

A Striver’s Award will also be given for students who have raised their GPA more than .333 from one quarter to the next. Striver’s Awards are given second and third quarters only.

The grade points attached to each grade is calculated as such:

A	=	4.0	C	=	2.0
A-	=	3.667	C-	=	1.667
B+	=	3.333	D+	=	1.333
B	=	3.0	D	=	1.0
B-	=	2.667	D-	=	.667
C+	=	2.333	F	=	0.00

Grade point averages for each quarter can be calculated by adding all point averages together, divided by the number of classes or grades present for that quarter. Report cards show the GPA for the current quarter only.

AFTER-SCHOOL CONDUCT

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

ASSEMBLY ETIQUETTE AND COURTESY

To assure quiet and courteous attention at assembly programs, students are requested to observe the following rules:

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

ATHLETIC ACTIVITIES

Each and every student at Boeckman Middle School is encouraged and invited to participate in the athletic activities listed below as they pertain to their grade level. Students participating in athletics are required to have a sports physical on file and to pay an activity fee. Documented sports physicals are required every three years. All District 192 student-athletes in grades 6-12 who are planning on participating in a sport must complete a registration packet and return the forms to the Farmington High School Athletic Office or Boeckman Middle School Office.

Registration forms are available at the Farmington High School Athletic Office and both Farmington Middle Schools. These forms must be completed prior to the first day of practice, as student-athletes must be completely registered before they will be allowed to practice or participate in any way. This registration packet is a summary of the general athletic rules that students and parents should understand. Complete eligibility policies are found in the MSHSL official handbook. If there is a question about any rule interpretation, please contact the Athletic Director.

Farmington High School Athletic Office

651-252-2514

For the most current information on Farmington Area Athletics, visit our website at:

<http://fhs.farmington.k12.mn.us/athletics>

2017-2018 District 192 Athletic Program Offerings & Fees

FARMINGTON HIGH SCHOOL FALL SPORTS FEES		
Sport	Team Participation Levels	Fee
BOYS' CROSS COUNTRY	Varsity/JV	\$210
GIRLS' CROSS COUNTRY	Varsity/JV	\$210
FOOTBALL	Varsity/JV/B-Squad/9 th Grade	\$210
BOYS SOCCER	Varsity/JV/B-Squad/9 th Grade	\$210
GIRLS SOCCER	Varsity/JV/B-Squad/9 th Grade	\$210
GIRLS SWIMMING AND DIVING	Varsity/JV	\$210
GIRLS' TENNIS	Varsity/JV	\$210
VOLLEYBALL	Varsity/JV	\$210
CHEERLEADING	Varsity/JV	\$210
ADAPTED ATHLETICS	Varsity (CO-OP) Grades 7-12	
WEIGHTLIFTING		\$75.00

FARMINGTON HIGH SCHOOL WINTER SPORTS FEES		
Sport	Team Participation Levels	Fee
BOYS' BASKETBALL	Varsity/JV	\$210
GIRLS BASKETBALL	Varsity/JV	\$210
DANCE TEAM	Varsity/JV	\$210
GYMNASTICS	Varsity/JV	\$210
BOYS' HOCKEY	Varsity/JV	\$265
GIRLS' HOCKEY	Varsity/JV	\$265
BOYS' SWIM & DIVE	Varsity/JV	\$210
WRESTLING	Varsity/JV	\$210
CHEERLEADING	Varsity	\$210
ADAPTED ATHLETICS	Varsity (CO-OP)	\$210
WEIGHTLIFTING		\$75.00

FARMINGTON HIGH SCHOOL SPRING SPORTS FEES		
Sport	Team Participation Levels	Fee
BASEBALL	Varsity/JV	\$210
SOFTBALL	Varsity/JV	\$210
BOYS GOLF	Varsity/JV	\$210
GIRLS GOLF	Varsity/JV	\$210
BOYS' TENNIS	Varsity/JV	\$210

FARMINGTON HIGH SCHOOL SPRING SPORTS FEES		
Sport	Team Participation Levels	Fee
BOYS TRACK & FIELD	Varsity/JV	\$210
GIRLS' TRACK & FIELD	Varsity/JV	\$210
BOYS' LACROSSE	Varsity/JV	\$210
GIRLS' LACROSSE	Varsity/JV	\$210
ADAPTED ATHLETICS	Varsity (CO-OP)	\$210
WEIGHTLIFTING (Spring)		\$75.00

FARMINGTON MIDDLE SCHOOL FALL SPORTS FEES		
Sport	Team Participation Levels	Fee
FOOTBALL	7 TH /8 TH Grade	\$170
BOYS SOCCER	7th/8th Grade	\$170
GIRLS SOCCER	7th/8th Grade	\$170
GIRLS' TENNIS	6th-8th GRADE	\$170
VOLLEYBALL	7 TH /8 TH GRADE	\$170

FARMINGTON MIDDLE SCHOOL WINTER SPORTS FEES		
Sport	Team Participation Levels	Fee
WRESTLING	6th-8th GRADE	\$170.00

FARMINGTON MIDDLE SCHOOL SPRING SPORTS FEES		
Sport	Team Participation Levels	Fee
BOYS TENNIS	6th-8th GRADE	\$170.00
BOYS TRACK & FIELD	7 TH /8 TH GRADE	\$170.00
GIRLS TRACK & FIELD	7 TH /8 TH GRADE	\$170.00

Middle School Student Participation Information:

Athletics programs that are not offered at the Middle School level, but are offered at the High School are open to student-athletes in grades 7-12 (Exception – Cheerleading). Middle School student-athletes are encouraged to participate and/or tryout in these high school programs that are offered as 7-12 programs. Please note that 6th Grade student-athletes are eligible to participate in the following athletics programs: Boys & Girls Cross Country, Girls Swim & Dive, Girls Tennis, Wrestling, and Boys Tennis. Please note that 6th Grade student-athletes are only eligible to compete at the middle school level (No Varsity/JV/B-Squad/9th Grade competition).

Refund Information:

The Athletics Director will determine eligibility for refunds. Generally, refunds will be given to student-athletes who are injured or released from a roster prior to the first game/event. Student-athletes that become ineligible during the season per MSHSL and/or District 192 policy will not be granted a refund.

ATHLETICS / ACTIVITIES ELIGIBILITY GUIDELINES

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

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

- The Farmington High School Activities Department will be governed by the rules established by the Minnesota State High School league and the District #192 Board of Education. (see mshsl.org)
- There shall be no general conduct in or out of the activity season such as to bring discredit to a participant, his or her parents, the community, school or team. Such conduct to include theft, vandalism, assault, and racial/religious/sexual harassment. Penalties for rule violations will be administered at the discretion of the Activity Department and/or the school authorities. An appeals committee consisting of school personnel may entertain any appeals of ineligibility. The decision of this committee is final!

- The Activities Director will be responsible for declaring the student eligible or ineligible and to prepare the eligibility list to be sent to the Minnesota State High School League. A student will not be certified for competition:
 - ✓ Until a physical examination is on file in the activities office.
 - ✓ Until the MSHSL and Farmington Schools eligibility forms are signed by the student and a parent and are on file in the Activities Director's office. Penalties and violations will be accumulative from that time until the end of the senior year (graduation).
 - ✓ Unless all regulations and training rules of the Farmington Activities Department and the Minnesota State High School League are adhered to.

All students must maintain a 2.0/quarter GPA without any failing grades ("F") and must meet grade level credit requirements in order to participate. If a student does not meet these academic requirements, they will be ineligible for a minimum of two (2) weeks at which time grades will be monitored by the activities director.

ATTENDANCE

For complete policy, see School Board Policy 503.

<http://www.farmington.k12.mn.us/common/pages/DisplayFile.aspx?itemId=2351786>

Farmington School District 192 and Boeckman Middle school are obligated to follow the Minnesota Law on School Attendance until age 18. The Farmington Board of Education and administration believe that it is the student's right and responsibility to be present in school.

Boeckman Middle School encourages daily and regular student attendance. The school recognizes that school attendance is a shared responsibility by the student, parent, and school. Students who attend school are best prepared to perform successfully academically and socially. Research shows that academic performance and student engagement in school is directly related to college performance and later success in life.

BMS supports all components within the District Student Attendance Policies and Regulations.

Contacting the School

If a student will be absent, a parent/guardian must call Boeckman Middle School's **attendance line at 651-460-1405** prior to 8:15 AM each day of the absence. We ask that parents/guardians provide the reason for the absence at the time they call. The school determines if the absence falls within the excused or unexcused parameters. If the school does not receive a call from the parent/guardian the day of the absence, the student's absence is automatically unexcused.

Preplanned Absences

In order to request any of the above stated absences be pre-excused, a parent/guardian must complete the "*Request to Waive Unexcused Status of Absence*" form. This can be obtained by visiting the BMS school web site and clicking on "Attendance Information" or a copy can be provided in the school office. Please note that this form must be submitted at least 5 school days in advance of the absence.

Excused Absences

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

- ✓ Removal of student prior to a suspension – suspensions are treated as excused absences and students are permitted to complete makeup work

Unexcused Absences

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

Excessive Tardiness and Truancy

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

Incomplete Assignments and Grades Due to Absences

1. *Incomplete assignments* - If a student has been absent for an excused reason, that student will be given the number of school days absent plus one day to complete work assigned.
2. *Incomplete grades for marking period* - A student receiving an incomplete (I) grade for a quarter, semester or full-year class will have two weeks from the conclusion of the marking period to make up incomplete work.
3. Incomplete assignments not completed within the two-week period will turn into a zero. These scores will then be used to compute a final quarter grade. Work, incomplete from the beginning of a marking period, does not necessarily qualify a student for an incomplete grade.

BUS PASS PROCEDURE

Students who wish to ride a bus home with a friend, must bring written parent permission to the office that includes the date, the name of the student with whom they are riding home, the bus number, and a parent's phone number and signature. The office staff will stamp the note and the student must hand the note to the bus driver upon boarding. Unstamped notes will not be accepted. **Students should bring this note to the office prior to 12:00.**

BIRTHDAY CELEBRATIONS

We ask that students not receive birthday balloons, flowers, cakes, pizzas, cupcakes, or candies at BMS. These objects of celebration do interfere with bus safety/driver vision and have caused problems in the classroom and the cafeteria over lunch time. Any deliveries or items as previously listed brought to BMS will be kept in the office and given to the student at the end of the school day.

CAFETERIA AND LUNCHROOM OPERATIONS

- ✓ Students may have self-assigned seats. These seats may be reassigned based upon the need to maintain a positive atmosphere in the cafeteria.
- ✓ Lunch supervisors may assign students/tables as Table/Lunch Captains for a period of time. These captains will assure the table/lunchroom is cleaned and left in an orderly manner.
- ✓ Students are to use conversation tones in the cafeteria.
- ✓ There is to be no cutting in line.
- ✓ Food throwing, flicking of food or littering may result in an assigned seat, assigned "restitution" cleaning, detention, suspension and/or removal from the lunchroom.

- ✓ Students will be dismissed one table at a time by the lunchroom supervisor.
- ✓ Students will bus their trays to the appropriate area and pick up debris on the table or under the table.
- ✓ It is a privilege to eat in the cafeteria. Students may be asked to eat elsewhere if their personal behavior warrants it.

CANDY, FOOD AND BEVERAGE

There are to be no open beverage containers, with the exception of plain bottled water, in the building except in the lunchroom. Candy and food are not to be consumed in the hallways or classrooms. Infractions pertaining to consumables will be tracked and consequences issued. Exceptions may occur for supervised classroom functions such as school breakfast, rewards or celebrations.

CONFERENCES AND REPORT CARDS

Conferences at BMS are student-led. During the conference, students will discuss their academic progress and show parents samples of their work. The Tiger Time teachers host the conference and provide additional supporting information. On conference nights, parents also have an opportunity to visit briefly with teachers during open times between conferences. Report cards are issued following each quarter. Report cards take time to process and will be available via the Family Web Access Account. The entire process can take up to ten days. Families may request a paper copy by calling the main office.

DANCE / ACTIVITY GUIDELINES

- ✓ When a student leaves, he/she may **not** return.
- ✓ **Appropriate** school behavior is expected from all students at all times.
- ✓ Food and beverages may be consumed in designated areas only.
- ✓ Dress must be acceptable school attire. **No hats allowed!**
- ✓ No students will be allowed in after the doors have been locked.
- ✓ Activities are open **only** to Boeckman Middle School students.
- ✓ Any student sent to the Structured Learning Center (SLC), suspended or truant **five (5) school days prior** to the dance activity or have an unmet detention obligation will not be allowed to participate. Students must complete other assigned after-school detention to be eligible to attend dance / activities.
- ✓ Students may be denied the privilege of attending dance activities due to previous behavior disruptions at school or other events. Any student who displays a behavior disruption at a dance/activity night will be excluded from future dances.
- ✓ Students will be allowed into the locker areas 10 minutes before the end of the dance/activity for students to retrieve personal items.
- ✓ A student must be present in school for at least four (4) class periods if he/she is to be eligible to attend a dance/activity night.

REMINDER! ALL STUDENTS NEED TO BE PICKED UP PROMPTLY FROM DANCE/ACTIVITY NIGHTS AT 4:30 P.M.

DRESS & GROOMING

Students are expected to dress in a manner that supports a respectful climate of learning for all members of the BMS community. Grooming or dress should support the ability of students and staff do their best work and minimize distractions to the learning environment. Though fashions change and all possible outfits cannot be addressed, the following list is a sample of clothing that would not be appropriate:

- ✓ Clothing containing or conveying obscene, racist, discriminatory, or violent messages.
- ✓ Clothing displaying nudity, cursing, alcohol, illicit drug, or tobacco images, promotions, or logos.
- ✓ Clothing displaying statements or images demeaning to any group or person.
- ✓ Clothing that does not cover undergarments, shoulders, torsos, or other areas typically not revealed in a professional setting. Examples include but are not limited to, tank tops, spaghetti strap tops, backless halters, sagging pants, tube tops, excessively short skirts and shorts, and low cut tops.
- ✓ Hats, hoods, bandanas, scarves, other headgear, sunglasses, wigs, and face paint.
- ✓ Items students may wear that pose identification difficulties.

- ✓ Purses, backpacks, and jackets (heavyweight or lightweight) need to be kept in the student's locker other than when the student enters or leaves the building.
- ✓ Unless granted prior approval by a school administrator or nurse, the student must leave backpacks or bags in a locker

Students may be asked to modify or change clothing if they do not meet dress code. Items also may be held in the main office if they pose a distraction during the school day. Parents may be contacted to bring a change of clothing.

DROP OFF / PICK UP PROCEDURES

Parents/guardians electing to drop their students off in the morning or pick up their students in the afternoon should do so at the doors at the North side of the building. Parents should enter the parking lot via the Northwest entrance by the marquee on Denmark Avenue and exit via the North exit on to Spruce Street. **Students are not to be dropped off or picked up on the South side of the building in the bus loading area.** Students that are dropped off after school begins should be dropped off at the Main Entrance (door #2) on the West side of the building.

EMERGENCY DRILLS AND LOCK DOWNS

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

EMERGENCY PROCEDURES

The safety of students and staff are the highest priority in the event of an emergency. The Superintendent's Office will coordinate decisions with the Farmington Police Department, the Dakota County Sheriff's Office, and other state and federal authorities responsible for public safety, transportation, and communications, as needed.

In the event of an emergency occurring during regular school hours, it is understandable that every family will wish to obtain information about the safety of students and staff. In order to provide the maximum possible attention to students and leave phone lines open for public safety personnel, the district requests that parents use the emergency numbers below to be provided with constantly updated messages. It is requested that you not call individual school offices or classrooms in order to allow staff to focus on student needs.

Parents are encouraged to sign up for the district's "School House E-News" which provides brief school updates via your e-mail. E-News is also used to communicate in the event of a school closing or other emergency and can be sent to your daytime e-mail address. To sign up for the E-News, go to: www/farmington.k12.mn.us, click on E-Mail & Web Access.

Please keep these numbers on your person for easy reference:

Farmington District Emergency Phone Numbers:

952-985-1100

STUDENT & STAFF SAFETY IS OUR #1 CONCERN

All decisions will be coordinated with local, state, and federal public safety authorities.

GUEST TEACHERS

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

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

HOMEWORK

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

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

IN-SCHOOL SUSPENSION AND DETENTION EXPECTATIONS

In-school suspension is a consequence assigned by school administration to students who are truant, tardy, or misbehave in school. Detention may be assigned by administration or teachers.

- ✓ Students must do school work (the monitor may assign work to detained students).
- ✓ No talking or socializing.
- ✓ No eating or drinking
- ✓ Detention times will be determined as the need arises.
- ✓ Students must be out of the building immediately following any school detentions.
- ✓ It is the responsibility of parents to arrange for transportation for students after detentions are served.
- ✓ Students that arrive late to detention will not be allowed in detention and will be required to serve it on a different day.

LOCKERS

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

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

LOST AND FOUND

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

MEDIA CENTER

The Media Center is an integral part of the educational process for students at Boeckman Middle School. It provides various learning opportunities to students on an individual basis, as well as on a group and classroom basis.

Books, magazines, newspapers, encyclopedias, videotape, compact disk, laser disc, and computer software are available for either research or educational use. These materials are listed in the electronic computer catalog. In addition to the above materials, a video-recording studio is located in the Media Center for student/classroom production. Students are encouraged to familiarize themselves with the Media Center and its services. The Media Staff is available to assist students from 7:25 a.m. to 3:15 p.m. as long as rides are pre-arranged.

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

Posted rules and regulations are expected to be followed. Please feel free to call (651) 460-1409 with any questions or concerns.

MUSIC DEPARTMENT PERFORMANCE REQUIREMENTS

Public performances are an important part of a student's musical education and are the culmination of months of preparation and practice. Singing in an ensemble for a live audience is a special event and the experience is difficult to replicate when students are unable to participate. As part of the vocal program for Farmington Middle Schools please know that attendance at scheduled performances is required of all students that participate in band and choir. **Please mark the concert dates on your calendar so that you can ensure your student's attendance for these community performances.** However, we do know that occasional, unavoidable conflicts may arise. Should you determine that a scheduling conflict may occur, please discuss these situations with the director as soon as possible. An alternative assignment will be available for absences that are excused and will consist of two components: a vocal exhibition with the director and a written assignment. Thank you for supporting your student's growth and development as a music performer!

PHYSICAL EDUCATION

Students are to wear suitable physical education attire, black shorts and grey T-shirts, as recommended by the Physical Education teachers and as indicated on this year's supply list. If illness or injury prevents a student from participation for a day, a note from a physician is required and must be given to the nurse.

All students will be assigned a locker space for physical education purposes. It is imperative that all physical education clothing be marked or initialed for safekeeping. The student is responsible for their locker and personal belongings. Any losses should be reported to the physical education teacher and building administration.

The physical education program is heavily based upon participation for grading purposes. Students who habitually do not dress will be referred to building administration.

PROTECTION AND PRIVACY OF STUDENT RECORDS

For complete Policy see School Board Policy 515

<http://www.farmington.k12.mn.us/common/pages/DisplayFile.aspx?itemId=2351810>

The Farmington School District Student Record Data Privacy Policy, Policy 515, which incorporates state and federal requirements, requires annual notification to parents and students that certain information from student records will be released and made public without the written consent of the parents (or students 18 or older). In accordance with this policy, District 192 officials may release the following directory information without permission, unless the district has been notified that it should not be released:

- ✓ Student's name
- ✓ Student's parent address
- ✓ Student's parent telephone number
- ✓ Electronic mail address
- ✓ Date and place of birth
- ✓ Names of the student's parents

- ✓ Participation in officially recognized activities
- ✓ Grade levels complete
- ✓ Weight and height of members of athletic teams
- ✓ Dates of attendance
- ✓ Enrollment status (i.e. full-time or part-time)
- ✓ Degrees and awards received
- ✓ The most recent educational institution attended
- ✓ Photo of student, if available

Parents or students who do not wish directory information to be released must notify the Superintendent's office in writing within two weeks of this notice.

PUBLISHING STUDENT WORK AND MEDIA RELEASE

For complete Policy see School Board Policy 1004

<http://www.farmington.k12.mn.us/common/pages/DisplayFile.aspx?itemId=2235897>

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

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

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

SCHOLASTIC DISHONESTY

First and foremost students must demonstrate the values of honesty. When faced with an opportunity to cheat or plagiarize, we want students to have the capacity to make the right choice. Scholastic dishonesty includes, but is not limited to, cheating on a school assignment, test, plagiarism or providing work or answers to others. Students are subject to disciplinary measures by the school district for any of these actions. Disciplinary actions are listed below:

- ✓ Redoing the assignment or exam with direct supervision
- ✓ Additional or alternative assignment
- ✓ MSHSL Code of Conduct Violation
- ✓ In School Suspension
- ✓ Detention
- ✓ Suspension

SCHOOL BUS BEHAVIOR AND SAFETY RULES

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

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

- ✓ Follow directions of the bus driver at all times.
- ✓ Stay seated while bus is moving.
- ✓ Keep hands, feet, and objects to self.
- ✓ No harassing or teasing of other students.

- ✓ No swearing, screaming, yelling or creating loud noises.
- ✓ Absolutely no smoking.
- ✓ Please be on time, the bus cannot wait.
- ✓ Keep the bus clean.
- ✓ Keep head, hands, and arms inside bus.
- ✓ Treat bus and equipment respectfully.
- ✓ Cross in front of bus at driver's signal.

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

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

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

SCHOOL COUNSELING SERVICES

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

If a student needs to see a school counselor he or she will go to the main office and complete a "request to see counselor" form. The counselor will call the student down as soon as they are available.

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

The following student support groups may be available for students to participate in if there is a concern or need in that area. Parents/Guardians if you do not want your student to participate in small groups, please contact your student's counselor by the end of September.

- | | |
|--------------------------|-----------------------------|
| ✓ Teen Support Group | ✓ Military Families Group |
| ✓ Transitions Group | ✓ Relationship Group |
| ✓ Anger Management Group | ✓ Grief and Loss Group |
| ✓ Family Change | ✓ Academic Support Group |
| ✓ ADHD Support Group | ✓ Conflict Resolution Group |
| ✓ Assertiveness Group | ✓ Skills for Success Group |

SCHOOL EMERGENCY PROCEDURES

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

✓ **Accidents and Illnesses** - If an accident or illness occurs during the school day, every effort will be made to notify parents/guardians. If the student's condition warrants being at home, the parents will be asked to pick up their student. Please make sure your student is fully recovered and free of a temperature for 24 hours before having them return to school. Requests to stay indoors following an accident or illness must be written by a parent/guardian.

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

✓ **Emergency Phone Messages** - Students will not be called out of class to receive a telephone call unless in extreme emergencies. Students will not be dismissed from class to make phone calls. Phone calls made from the classroom will be at the discretion of the classroom teacher.

SCHOOL FOOD SERVICE PROGRAM

Information about food service prices and menus is available on the Farmington School District web site.
www.farmington.k12.mn.us.

Application for free and reduced price lunches will be available during August in each school office or from the Director of Food Service in the Instructional Service Center. Completed applications should be returned to the Food Service Director's Office at the Instructional Service Center at 510 Walnut Street or the Educational Benefits Coordinator's Office at the District Service Center at 421 Walnut Street, Farmington, MN 55024. Any comments or suggestions regarding the food service program are always welcome. Please direct comments to the Food Service Director, Instructional Service Center, 510 Walnut Street, phone # 651-463-5025.

All BMS students participate in the computerized lunch system. Lunch tickets are NOT used. Families have a Family Food Service Account established in which pre-payments are made. Every time a student purchases a lunch, he/she punches in their appropriate "PIN" number and then the appropriate amount will be deducted from the Family Food Service Account. Students may use the same "PIN" number to purchase items from the concession stand in addition to, or instead of the lunches listed on the menu. These purchases will also be deducted from the Family Food Service Account. (Parents may block their child from making concession item purchases by contacting the food service office and making a request to do so or by filling out the form available on line.) Your lunch account balance can be obtained from the website. You will need your 6 digit family ID# and a pin # (which is the last 4 digits of your phone#) or you can use the SchoolConnects System by calling 651 463-9090, Ext. 1200 for an update on your account balance. Balances are updated nightly.

If you would like to receive an e-mail notification when your balance reaches \$15.00, please send an email to foodservice@farmington.k12.mn.us.

ISD 192 imposes a negative balance policy. When the balance in your lunch account reaches -\$20.00, no reimbursable lunch will be provided without cash payment. Your child/children may purchase a cheese sandwich and milk for \$.40 in these cases.

Families will be able to make payments into their food service accounts at any time. A payment can be sent to school with your child in an envelope marked "FOOD SERVICE", and placed in the "FOOD SERVICE PAYMENT" box located in the serving line. You may also make a payment online. Please keep in mind that there is a three-day turnaround for payments to be recorded. If you send a check with your student, and you have students at more than one school, please contact the food service office so that all of your students in the district can eat. If mailing a check please mail to Food Service, 510 WALNUT STREET, FARMINGTON, MN 55024-1344.

Deposits into your family meal account can now be made online. Once you click the link below, you will need to create an account with eFunds by clicking on "Register". During the registration process, you will be asked for your Family ID number to link all of your children to your account. Your Family ID number is the six-digit number found on your welcome letter. All children in a family are on one account; therefore, please make only one payment per family, not per student.

SCHOOL HOURS

School hours are from 7:35 A.M. -2:25 P.M. Students will be allowed in the building ten minutes before school starts and ten minutes after dismissal except for regularly scheduled and supervised activities. Students are expected to leave the building and go home at the end of the school day unless they are scheduled for designated athletic or activity events.

SCHOOL SONG

*We are loyal to you, Farmington
We are all orange and black, Farmington
We will back you to stand
Against the best in the land
For we know you will stand, Farmington
So strike out that ball, Farmington
We are backing you all, Farmington
Our team is the best as yet
They never have failed us yet
So Rah! Rah! To you, Farmington*

SIGNS

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

SPECIAL EDUCATION

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

If your child is evaluated to see if they are eligible for special education, the Farmington Area Public Schools will share your child's name and date of birth with the Minnesota Department of Human Services (DHS) to find out if your child is on Medical Assistance or MinnesotaCare. If you do not want the district to share your child's name and date of birth with DHS you need to let us know in writing at the time of consent for an evaluation. Send your request to: Special Services, 20655 Flagstaff Avenue, Farmington, MN 55024. If you have any questions please call the Special Education office at 651-463-5020, or email kchalmers@farmington.k12.mn.us

SPORTSMANSHIP

The behavior of Farmington Middle School students shall at all times be a positive reflection of themselves, their school, and their community.

BE A GOOD SPORT...

Do...

Cheer with vigor and enthusiasm
Support your team and cheerleaders
Be a gracious host — a courteous visitor

Don't...

Boo officials or opposing players
Display rowdy behavior
Stomp on the bleachers or throw confetti
Bring noisemakers to games

Remember...

That discourtesy on the part of even one student reflects discredit on the entire student body.

STRUCTURED LEARNING CENTER (SLC)

Maintaining a positive learning environment is a high priority. A Structured Learning Center (SLC) is a time-out room for students who misbehave and are removed from class. The purpose of the SLC is to provide an hourly or all-day alternative education program for students. A more serious alternative may be assigned at administrative discretion when deemed necessary.

Objectives of the SLC are as follows:

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

A student who receives either ISS or OSS will be excluded from all athletic practices and/or competition during the time of the suspension.

STUDENT MANAGEMENT

Student Discipline Policy: <http://www.farmington.k12.mn.us/common/pages/DisplayFile.aspx?itemId=3508733>

Harassment and Violence: <http://www.farmington.k12.mn.us/common/pages/DisplayFile.aspx?itemId=3508714>

Hazing Prohibition: <http://www.farmington.k12.mn.us/common/pages/DisplayFile.aspx?itemId=3508742>

Weapons Policy: <http://www.farmington.k12.mn.us/common/pages/DisplayFile.aspx?itemId=3508730>

Bullying Prohibition: <http://www.farmington.k12.mn.us/common/pages/DisplayFile.aspx?itemId=3508740>

Acceptable Use: <http://www.farmington.k12.mn.us/common/pages/DisplayFile.aspx?itemId=2235885>

It is the policy of Independent School District 192 to maintain a learning and working environment that is free from harassment and violence. To ensure this Independent School District 192 has several district policies (District Discipline, Harassment, Hazing, Weapons, Bullying, and Acceptable Use see links listed above) related to discipline and student management in the district and schools.

Specific to the Policy Prohibiting Harassment and Violence, the district prohibits any form of harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication or regarding as defined in this policy. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict violence upon any pupil, teacher, administrator or other school personnel. The School District will act to investigate all complaints, either formal or informal, verbal or written, or harassment of violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. **Contact the District 192 Human Rights Officer, MaryAnn Thomas, as 651-463-5065, 20655 Flagstaff Avenue, Farmington, MN.**

In addition to the policies each school in the district utilizes the Handbook for Student Management. It is a resource guide for students and parents and it provides a series of guidelines that school administrators and staff use when interacting with students, parents, and the community regarding a safe school environment. This guide addresses the following infraction areas and the respective consequences.

- | | |
|--|---|
| ✓ Abuse, Verbal | ✓ Flammable Lighter |
| ✓ Alcohol or Chemicals, Possession or Use | ✓ Gang / Threat Group Activity |
| ✓ Alcohol or Chemicals, Possession with Intent to Distribute or Sell | ✓ Harassment |
| ✓ Arson | ✓ Hazing |
| ✓ Assault, Aggravated | ✓ Insubordination |
| ✓ Assault, Physical | ✓ Multiple / Chronic Violations |
| ✓ Bomb Threat/Terroristic Threat | ✓ Nuisance Objects |
| | ✓ Offensive Behavior |
| | ✓ Potentially Dangerous Tools / Pocket Knives |

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

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

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

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

STUDENT MANAGEMENT OPTIONS

Please see; Minnesota Pupil Fair Dismissal Act found on page 25.

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

✓ Student conference with teacher, principal, counselor or other school district personnel, and verbal warning
✓ Parent/guardian contact
✓ Parent/guardian conference
✓ Removal from class

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

STUDENT MEDICATIONS

For complete policy, see School Board Policy 516

<http://www.farmington.k12.mn.us/common/pages/DisplayFile.aspx?itemId=2351817>

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

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

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

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

STUDENT OF THE WEEK

In a continued effort to recognize positive student interactions, “Student of the Week” certificates are given by instructional staff members to students in recognition of student achievement and success. These certificates are presented for a variety of reasons including academic achievement, positive attitude, student cooperation, project performance, positive behavior, and student growth.

STUDENT PERMISSION TO LEAVE THE BUILDING & HALLWAY PASSING

A student must have parental permission to leave the building for appointments, family needs, etc. A phone call to the middle school office (651) 460-1405 or a signed note from a parent/guardian is required. The student will then be given a written pass for permission to leave the building.

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

Students traveling anywhere in the building for any reason other than class passing must carry a pass signed by staff.

STUDENT PERSONAL PROPERTY

- ✓ **Balloons** - No latex balloons in school please!
- ✓ **Bicycles** - Parental discretion is advised when allowing students to bring bicycles to school. Things to consider are safety factors, weather conditions, and risk of vandalism, and theft. Students who ride bikes are to park them in the designated bike racks. We advise that all bikes be locked, as the school cannot be held liable for theft or damage. Vandalism or missing bikes should be reported immediately to building administration.
- ✓ **Electronic Devices** – Our expectation is that students remain focussed on school during the academic day. For this reason, the use of personal electronic devices during the school day is not allowed and we would recommend that if students elect to bring personal devices to school that they remain in lockers. This includes cell phones, MP3/CD players, radios (including headsets), portable game systems, battery-operated devices, and all other electronic devices. If a situation arises where a personal electronic device is used during the school day, the device may be confiscated.
 - 1st Offense - The student may pick up the device at the end of the school day.
 - 2nd Offense - The office will release such devices to the parent or guardian, not to the student.
 - Subsequent offenses – Will be managed by school administration

The school district is not responsible for lost/stolen items.

- ✓ **Money** - Students are discouraged from bringing more money than what they need to spend at school each day.
- ✓ **Property/Valuables** - Any loss of property should be reported immediately to the Assistant Principal. However, if you have brought valuable items to school, students run the risk of having them taken. It is difficult to investigate, and the school does not guarantee finding these lost or stolen items.
- ✓ **School Books and Materials** - There will be no charge for the use of student textbooks and most related educational materials. Students should understand, however, that they are responsible for the care and safekeeping of all school materials provided for their use. The school will charge the student an appropriate replacement fee for textbooks, workbooks, locks or library books lost, stolen, damaged or destroyed. We strongly encourage students to mark their personal belongings of value, i.e., Phy. Ed. clothing, tennis shoes, calculators, jackets, etc. with a permanent marker.

STUDENT RETENTION, PROMOTION, AND ACCELERATION

For complete policy, see School Board Policy 1002

<http://www.farmington.k12.mn.us/common/pages/DisplayFile.aspx?itemId=2235877>

At the end of each quarter, the House Team will review student grades and attendance. Students who are showing insufficient academic progress or demonstrate attendance concerns will be identified and an attempt will be made to develop a plan in collaboration with the student to improve student performance and clarify expectations.

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

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

STUDENT TELEPHONE USE

Office phones are for business use only. They are not to be used for personal use except in the case of emergency. A student phone is available for emergency purposes in the office before and after school and between classes. Phone use during class is only to be done with a signed pass stating the purpose of the call. Students needing to use the phone during the lunch period will be dismissed by pass from the lunchroom supervisor. Classroom teachers may permit students to utilize classroom phones but clearly under teacher supervision.

Unless a telephone message to a student is an emergency, classes will not be interrupted. Please make family arrangements before leaving for school each morning.

We absolutely do not want parents, guardians, siblings, or other family members contacting a student's cell phone during school hours. We ask that parents/family contact the main school number at (651-460-1400).

TARDINESS

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

TELEVISED ANNOUNCEMENTS & PLEDGE OF ALLEGIANCE

For complete policy, see School Board Policy 531

<http://www.farmington.k12.mn.us/common/pages/DisplayFile.aspx?itemId=2351881>

Daily and weekly announcements are shown on the TV monitors throughout the school. The school board recognizes The Pledge of Allegiance is recited. Students in this school shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. We do ask that all students stand for the pledge. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

Minnesota Statute 121A.11.

TIGER CONNECTIONS

Tiger Connections is an advisory period intended to provide students with a meaningful connection with an adult in the building. Each Tiger Connection has approximately 26 students and meets at the beginning of each day. Students will be engaged in affective activities, team-building, and goal-setting and will receive academic guidance. The Tiger Connections teacher will be the primary contact for parents.

VISITORS TO THE BUILDING

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

WITHDRAWALS FROM SCHOOL

When students transfer from Boeckman Middle School, a parent/guardian must call to notify the main office. Students will then be given a checkout slip that all teachers must sign. All school loan obligations (books, lunch charges, locks, etc.) must be taken care of prior to your last enrolled day.

Pupil Fair Dismissal Act - Revised 2009

121A.40 Citation

Sections 121A.40 to 121A.56 may be cited as “The Pupil Fair Dismissal Act.”

121A.41 Definitions

Subdivision 1. “Applicability” As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned to them.

Subd. 2. “Dismissal” means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. “District” means any school district.

Subd. 4. “Exclusion” means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. “Expulsion” means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subd. 6. “Parent” means (a) one of the pupil’s parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

Subd. 7. “Pupil” (a) means any student:

(1) without a disability under 21 years of age; or

(2) with a disability under 21 years old who has not received a regular high school diploma or for a child with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and

(3) who remains eligible to attend a public elementary or secondary school.

(b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under section 125A.02.

Subd. 8. “School” means any school defined in section 120A.05, subdivisions 9, 11, 13 and 17.

Subd. 9. “School board” means the governing body of any school district.

Subd. 10. “Suspension” means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent’s child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Subd. 11. “Alternative educational services” may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as

indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02, although in a different setting.

121A.42 Policy

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

121A.43 Exclusion and Expulsion of Pupils with a Disability

- (a) Consistent with federal law governing days of removal and section 121A.46, school personnel may suspend a child with a disability. When a child with a disability has been suspended for more than five consecutive school days or 10 cumulative school days in the same school year, and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than 10 days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.
- (b) A dismissal for one school day or less is a day or a partial day of suspension if the child with a disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 do not apply to a dismissal of one day or less.
- (c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.
- (d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56, the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the exclusion or expulsion.

121A.44 Expulsion for possession of firearm

- (a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.
- (b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

121A.45 Grounds for dismissal

Subdivision 1. Provision of Alternative Programs. No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Subd. 2. Grounds for Dismissal. A pupil may be dismissed on any of the following grounds:

- (a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
- (b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
- (c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

Subd. 3. Parent Notification and Meeting. If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

121A.46 Suspension procedures

Subdivision 1. Informal Administrative Conference Before Suspension. The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

Subd. 2. Administrator Notifies Pupil of Grounds for Suspension. At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subd. 3. Written Notice of Grounds for Suspension. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of suspension. Service by mail is complete upon mailing.

Subd. 4. Suspension Pending Expulsion or Exclusion Hearing. Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

121A.47 Exclusion and expulsion procedures

Subdivision 1. Requiring a Hearing; Pupil May Waive Hearing.

No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2. Written notice. Written notice of intent to take action shall:

- (a) be served upon the pupil and the pupil's parent or guardian personally or by mail;
- (b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- (c) state the date, time and place of the hearing;
- (d) be accompanied by a copy of sections 121A.40 to 121A.56;
- (e) describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings; and
- (f) inform the pupil and parent or guardian of the right to:
 - (1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the department of Education;
 - (2) examine the pupil's records before the hearing;
 - (3) present evidence; and
 - (4) confront and cross-examine witnesses.

Subd. 3. Hearing Schedule. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. Convenient Time and Place of Hearing. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. Closed or Open Hearing. The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. Impartial Hearer. The hearing shall take place before:

- (1) an independent hearing officer;
- (2) a member of the school board;
- (3) a committee of the school board, or
- (4) the full school board; as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7. Creating Hearing Record. The school board shall record the hearing proceedings at district's expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8. Access to Pupil's Records. At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9. Pupil's Right to Compel Testimony. The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness

testifying for the public school system.

Subd. 10. Pupil's Right to Present Evidence and Testimony. The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 11. Pupil Not Compelled to Testify. The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 12. Hearer's Recommendation Limited to Evidence at Hearing; Service Within Two Days. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subd. 13. Basis of School Board Decision; Opportunity for Comment. The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Subd. 14. Admission or readmission plan.

(a) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.225, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative education services, which must not be used to extend the student's current suspension period. Consistent with section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School officials must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or educational neglect.

Effective Date. This section is effective the day following final enactment.

121A.48 Good faith exception

A violation of the technical provisions of the pupil fair dismissal act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

121A.49 Appeal

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of the school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner.

In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (1) in violation of constitutional provisions;
- (2) in excess of the statutory authority or jurisdiction of the school district;
- (3) made upon unlawful procedure, except as provided in section 121A.48;
- (4) affected by other error of law;
- (5) unsupported by substantial evidence in view of the entire record submitted; or
- (6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

121A.50 Judicial review

The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

121A.51 Reports to Service Agency

The school board shall report any action taken pursuant to sections 121.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

121A.52 Non Application of Compulsory Attendance Law

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56

121A.53 Report to Commissioner of Education

Subdivision 1. Exclusions and Expulsions. The school board must report through the department electronic reporting system each exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. This report must include a statement of alternative educational services given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status.

Subd. 2. Report. The school board must include state student identification numbers of affected pupils on all dismissal reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals by age, grade, gender, race, and special education status of the affected pupils. All dismissal reports must be submitted through the department electronic reporting system.

121A.54 Notice of Right to be Reinstated

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

121A.55 Policies to be Established

(a) The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards adopted under section 120B.02, and help prepare the pupil for readmission.

(b) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

(c) Each school district shall develop a policy, and report it to the commissioner, on the appropriate use of peace officers and crisis teams to remove students who have an individualized education plan from school grounds.

121A.56 Application

Subdivision 1. Prohibition Against Discrimination Remains in Effect. Sections 121.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363.03, subdivision 5, clause (2).

Subd. 2. Portions of School Program for Credit.

BMS Frequently Asked Questions

WHAT IF I ARRIVE AT SCHOOL AFTER CLASS STARTS?

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

WHERE DO I CALL TO REPORT MY STUDENT'S ABSENCE?

Please call Student Services at this number by 8:15 AM to report absences.

651-460-1405

HOW DO I E-MAIL BMS STAFF?

Staff can be reached by e-mail using the first letter of their first name and all of their last name @farmington.k12.mn.us

WHERE DO I CALL TO ASK ABOUT SPORTS AND ACTIVITIES?

The best source for information is the coach, but if the coach is not an option, call the District Activities Office

651-252-2514.

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

Marschall Lines: 651-463-8689. Remember, riding the bus is a privilege, not a right. Marschall Lines is responsible for general rider behavior and has our full support for disciplinary actions that are determined by them to be appropriate.

HOW CAN I FIND OUT IF WEATHER WILL AFFECT SCHOOL ACTIVITIES?

Tune into WCCO or call the District @ **952-985-1100** or our office at 651-460-1400

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

To contact any staff member, please call the BMS Office at 651-460-1400

WHAT IF I HAVE PROBLEMS WITH MY LOCKER?

Report your locker concern in the main office.

WHAT IF I NEED TO SEE A COUNSELOR?

Get a pre-approved pass from a counselor for an appointment. The releasing teacher must sign the pass. Tiger Enrichment is a preferential appointment time.

WHAT IF I LOST OR FOUND SOMETHING?

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