



**New York Mills Elementary  
Student Handbook  
2025-26 School Year**

Dear Parents/Guardians and Students:

The following handbook is to inform you of the policies as related to the instruction of your child at the New York Mills Elementary School. We hope it will answer many of your questions and help provide for a close working relationship between home and school.

Although we endeavored to compile a list of common policies in this handbook, the list is not complete. Additional information on school policies may be found on the district's website here: [District Policies](#)

Should any questions or concerns arise during the year, you are encouraged to call or stop at school to discuss them.

Adam Johnson, Superintendent: 218-385-4201  
Judith Brockway, Elementary Principal: 218-385-4207  
Elementary Office: 218-385-4208  
Jazzmin Johnson, Nurse: 218-385-2553 Ext 408

## **ATTENDANCE REGULATIONS:**

Attendance is a very important part of a student's education. Compulsory attendance as cited in M.S. 120.101 is enforced at the New York Mills Public Schools. We follow a countywide attendance policy that states:

1. Students who are not in school or at a school-related activity are considered absent.
2. Attendance will be taken every half-day in the elementary school.
3. For the purpose of this policy, absences are cumulative throughout the school year.
4. Every time a student is absent for any period of time there will be a communication between the school and the parents during the day the absence occurs. (Parents are required to call on the day their child is absent between 7:30 and 9:00 a.m.) If the parent has not communicated with the school regarding the absence, the school will contact the parent.
5. After five days of a student being absent/tardy, a letter will be sent to the parents. The purpose of the letter is to document the student's absence/tardies and let parents know the importance of attendance and the consequences of non-attendance.
6. Following the seventh day of absences/tardies, a face-to-face meeting with the parents and student may be required. This meeting may be facilitated by the school principal, school counselor, the child's teacher, or Family Outreach Facilitator, as appropriate to the school. This meeting represents both an expression of concern, a desire to open communication with the parents and an opportunity to determine and address the reasons for the absences/tardies. If the parents do not attend this meeting, a second meeting will be scheduled. If the parents do not attend the second meeting, the matter will be referred to Otter Tail County Human Services for immediate response.
7. Under Minnesota Law, students with seven or more unexcused absences qualify as truant, and schools may make a formal referral to Human Services. Parents are required to attend a face-to-face meeting with school administrators to develop a Truancy Plan of Action, as a final attempt to compel the student to attend school. A contract will be established with the child, who is then placed under supervision to attend school. Significant consequences can occur at this level and appropriate options will be discussed for services available to families with school attendance issues. If the Truancy Plan developed is not followed and the child continues to have unexcused absences, the matter will be referred to Human Services for review by the County Attorney's Office for determination of what action should occur. Please refer to School District Policy #503.1L for further details. Our school is a part of the Otter Tail Family Services Collaborative Truancy Prevention Project which promotes good attendance for our students.

Parents can report the reason behind a child's absence through ParentVue or by emailing/calling the elementary office. Please inform the school by 9 a.m. to avoid the automated school phone call asking about your child. [ParentVue](#). The elementary office phone number is 218-385-4208.

## **ACCIDENTS:**

In an emergency, children who are injured on the way to school, on the playground, or in the school will be taken to their family physician. Parents are always notified immediately. Please update the school office anytime that you switch address, phone number, and the person we should contact in case of emergency.

#### **ALCOHOL, DRUGS, AND TOBACCO:**

A student shall not knowingly possess, use, transmit, or be under the influence of any form of drug, alcohol, or tobacco of any kind:

1. On the school grounds at any time.
2. At any school activity, function, or event on or off the school grounds.

#### **ARTICLES BROUGHT TO SCHOOL:**

Students should not bring items from home, unless instructed to do so by a teacher. This includes trading cards and sporting equipment. Lockers are NOT locked.

#### **ATTENDANCE AT EXTRA-CURRICULAR EVENTS:**

Students are encouraged to attend events with their parents/guardians. When a student is misbehaving at the event, the supervisor will ask the student to sit with their parent/guardian or the event supervisor. If the student continues to misbehave, the student will be asked to make arrangements and leave the event. A student may not be allowed to attend such events due to discipline concerns.

#### **BACKPACKS / BOOK BAGS:**

All backpacks or carry bags must have identification on the outside of the bag. We need to be able to identify ownership of any unattended bags without opening the bag. Identification may be in a discrete area not easily read while the bag is carried, or on an attached luggage tag. This applies to all students and staff. The school reserves the right to search any bag when there is a reasonable suspicion.

#### **BICYCLES:**

Your child may ride a bike to school. Bike riders are to enter and leave the school grounds so as not to interfere with bus transportation. Bike racks are provided for storage during the day. Bikes are not to be ridden during the day on the playground or tampered with by other students. We are not responsible for loss or damage.

#### **BUS PASSES:**

If your child needs a change in their afterschool plan, a parent or guardian must call the office no later than 2:50 p.m. Changes that come in after 2:50 p.m. will not be guaranteed.

#### **The NYM Elementary Transportation Practice is:**

- Elementary students have one pickup and one drop-off.
- The NYM Busses can NOT be used for sleepovers, birthday parties, and other events. Other transportation arrangements need to be made.
- Exceptions:

- Blended families, with joint custody
- With a note, students are allowed to get off at a different established bus stop within the same bus route. This is an exception because that student is already counted on the bus, and thus will not cause overcrowding.
- Emergencies

**Reasons behind this practice:**

- This practice is the safest way the school can ensure all students are dropped off at the correct location.
- This practice allows us to limit bus overcrowding.
- This practice limits the number of bus changes a day. Excessive numbers of bus changes have caused problems in the past.
- This practice cuts down on confusion for bus drivers.
- This practice has decreased behaviors and bullying on buses.

**BUS RIDING:**

The school district reserves the right to assign bus seats for students. Bus safety procedures are to be followed at all times. When an infraction of safety procedures and/or discipline occurs, the district reserves the right to take away the bus privilege for a period of time.

1. Previous to Loading (On the road and at school)
  - a. Be on time at the designated school bus stops-keep the bus on schedule.
  - b. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
  - c. Wait until the bus comes to a complete stop before attempting to enter the school bus.
  - d. Be careful in approaching bus stops.
  - e. Bus riders should not be permitted to move toward the bus at the school bus loading zone until the buses have been brought to a complete stop.
2. While on the Bus
  - a. Keep hands and head inside the bus at all times after entering and until leaving the bus.
  - b. Assist in keeping the bus safe and sanitary at all times.
  - c. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
  - d. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. is to be paid by the offender.
  - e. Bus riders should never tamper with the bus or any of its equipment.
  - f. Leave no books, lunches, or other articles on the bus.
  - g. Keep books, packages, coats, and all other objects out of the aisles.
  - h. Help look after the safety and comfort of small children.
  - i. Do not throw anything out of the bus window.
  - j. Bus riders are not permitted to leave their seat while the bus is in motion.
  - k. Horseplay is not permitted around or on the bus.
  - l. Bus riders are expected to be courteous to fellow pupils, the bus driver and the patrol officers or driver's assistants.
  - m. Absolute quiet when approaching a railroad crossing - stop.

- n. In case of a road emergency children are to remain in the bus.
3. After Leaving the Bus
    - a. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus), but only after looking to be sure that no traffic is approaching from either direction.
    - b. Older students should help look after the safety and comfort of small children.
    - c. Be alert to the danger signal from the driver.
    - d. The driver will not discharge riders at other places than the regular bus stop at the home or a school unless by proper authorization from parent or school official.

#### **CELL PHONE/ELECTRONIC DEVICES:**

All elementary students who bring electronic devices such as cell phones, smart watches, etc. to school are expected to leave these items in their lockers during the entire school day (including lunch/recess). If a student is caught with any of these items during the school day, the teacher is to take it away and bring it to the elementary office. The student will be able to pick it up at the end of the day before they go home. If a student is caught a second time, a phone call home will be made and the parent will need to come pick up the item.

#### **CHANGE OF PERSONAL INFORMATION:**

Parents/Guardians must inform the school **immediately** with changes in:

- Phone number (**we must be able to contact you at all times**)
- Work status
- Family status
- Custodial Rights
- Address
- School transfers

#### **COMPUTER/INTERNET USE:**

Elementary students will have the privilege of using computers and gaining supervised access to the Internet. Inappropriate use will lead to students losing these privileges.

#### **CONFERENCES:**

Elementary conferences are held in the fall and the spring of each year. All parents are encouraged to attend. Any parent wishing to discuss a problem can contact the elementary principal or teacher at any time to arrange a special conference.

#### **CONFIDENTIALITY:**

The school will maintain confidentiality of information provided to the school. School staff members are mandated reporters of abuse situations and privacy requirements will be obeyed. This information includes school records and other information shared with the school. Student's names, addresses, and phone numbers, are considered directory information and do not fall under the same confidentiality requirements as records. Parents/guardians choosing not

to have directory information released must notify the building principal in writing by October 1 of each year (or within two weeks, 14 calendar days, of their enrollment in the district).

### **DAMAGE OR THEFT OF PROPERTY:**

Pupils who destroy or damage school and/or personal property will be responsible to pay the full cost of repair or replacement. Students shall not steal or attempt to steal school and/or personal property. Students may also receive consequences according to the nature of the offense. Continued destruction or damage by a student shall be the basis for long term suspension or expulsion.

### **DISCIPLINE/EAGLE SOAR:**

Our school discipline policy reinforces our theme of Eagle SOAR. S.O.A.R teaches positive traits and social emotional skills under the following four headings: S-Safety, O-Ownership, A-Acceptance, R-Responsibility. We ask that all students and staff treat themselves, each other, and school property with RESPECT. Should the need arise for disciplinary action, students, parents, teachers, counselors, and administrators work together to improve the behaviors of the student(s) involved; the school staff decide the consequence(s) for the student. Consequence possibilities include, but are not limited to, verbal warnings, noontime detention, after school detention, loss of bus riding privileges, in-school suspension, and out of school suspension. If a student receives after school detention, a parent or guardian is responsible for picking him/her up. For additional information, see the school district's policy manual which is found on the school district's website.

Schools must uphold the Minnesota Law for Non-Exclusionary Discipline. Here is the link to the law: <https://education.mn.gov/MDE/dse/edi/nonexclus/>

### **THE BULLYING BILL:**

This bill applies to student vs. student bullying. This is a student statute. It does not cover claims of teacher or coach behavior toward students. Traditional notions of school authority are maintained.

Bullying form can be found here: [Bullying Incident Report Form](#)

The complete Anti-Bullying Policy can be found here: [Anti-Bullying Policy](#)

A summary of the Bullying Policy can be found below:

The definition of bullying has four parts:

1. Bullying is intimidating, threatening, abusive or hurtful conduct,
2. It is objectively offensive and,
3. The conduct involves an imbalance of power and is repeated or,
4. The conduct materially and substantially interferes with a student's education or ability to participate in school activities.

Bullying falls into two categories:

1. Bad behavior that involves an imbalance of power and pattern, or,
2. Bad behavior that significantly affects a student's ability to participate in school, classes or events.

The fact that someone is simply offended is not enough. There must be some substantial interference with the student's educational opportunities or rights. District 553 was required to amend their existing policy to comply with the new law. Training for employees is required. Other requirements include:

1. Designating a primary contact person for bullying (principal),
2. Requiring employees to make a reasonable effort to address the bullying when they see it or know about it,
3. Commence investigation within 3 days of receipt of a report,
4. Contact parents as appropriate,
5. Prohibit retaliation, identify school responses, and do not rely solely on anonymous reports,
6. Inform students and parents of their data practices rights. Finally, a School Safety Council will be created to improve school climates and school safety. For more information, please see Policy 514 : [Bullying Policy](#)

#### **DRESS:**

1. We encourage parents to see that their children come to school neat and clean.
2. Children should also come to school wearing sufficient clothing to play outdoors during recess. In winter, children should be dressed appropriately to play outside during the recess period. Students in grades pre-kindergarten through fourth must wear winter coat, snow pants, waterproof snow boots, hats and mittens during winter weather. Students in grades fifth/sixth must wear an appropriate winter coat, hats, mittens, and waterproof boots during winter weather. Contact Kristin Draeger if you have winter clothing needs: [kraeger@nymills.k12.mn.us](mailto:kraeger@nymills.k12.mn.us)
3. All students must have inside athletic shoes for the gym.
4. Students wearing clothing with inappropriate messages, or advertising alcohol, tobacco, or drugs will be asked to change.
5. Students should not wear clothing that would expose any undergarments or midriff area. We ask that students dress comfortably with clothing that will not cause potential embarrassing situations.

#### **DROP OFF AND PICK UP SPOT:**

When you drop off or pick up your child, please use the circle drive on the south end of the school campus. This will help with the congestion that we have due to the buses unloading by the district office entrance.

#### **EARLY ARRIVAL:**

No student shall arrive at school or the school grounds before 8:00 a.m., unless they are assigned by staff to come before this time. When students arrive they will be allowed to go to



the commons to eat breakfast, or wait in the hallway by the elementary office until 8:10 a.m. when they may go to their classrooms.

### **HEALTH INFORMATION/RECORDS:**

The health and safety of the child is the concern of the entire community. The school carries on various programs with the aim of helping the parent fulfill the responsibilities of promoting and maintaining the child's health. Vision, hearing, and speech screening tests (if referred) may be administered to children during the school year. A health record is kept for each child by the school and is required by law. Any disease or immunization that the child has had during the summer or during the school year should be reported to the school nurse so that the information can be recorded on the child's health card. The Minnesota School Immunization Law states "... Children entering the school must be completely immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, and Varicella (or date of disease signed by physician), or meet one of the alternatives provided by law." Exemption forms are available from the Health Office to be signed by the parent and a Notary Public. The school principal is responsible for excluding children without properly documented immunization or exemption. It is the responsibility of the parent/guardian to have the immunizations up to date, and report the dates to the school nurse.

### **COMMUNICABLE DISEASES:**

The State Dept. of Health has set down the following recommendations for schools to follow in case of a communicable disease being contracted by a pupil:

1. Parents should notify the school nurse if the child contracts a communicable disease.
2. Parents should have the disease diagnosed by their family doctor.
3. Parents are urged to keep the child home if they suspect he/she is coming down with a communicable disease.

### **ILLNESS:**

A child showing any indications of being ill before leaving for school should be kept at home. Parents/guardians will take their child home whenever their child displays any of the following symptoms: temp over 100 degrees, vomiting, suspicious skin lesions, lice, any other signs of illness. The staff usually observes any behavior that might indicate that the child is not feeling well. When a child becomes ill at school, the parents will be called by the school nurse to inform them of the child's illness and to have them come and take their child home. No child will be sent home without their parents first being contacted. If your child has been sick and was not at school on the day of a scheduled school concert or sporting event, your child will not be allowed to attend the concert or sporting event.

### **HEALTH CONCERNS:**

Parents should inform the school immediately when their child is on medication, has allergies, or conditions that may interfere with the administration of first aid in case of an accident. Also, if the student has a condition that impedes their educational progress the school should be notified when the child enters school. If your child needs to take prescription medication during school hours, YOU MUST SEND A NOTE FROM YOUR DOCTOR giving us permission to

administer the prescription medication and it must be in its original container. In the interest of student safety, all unauthorized medicines will be taken from the child and the parents will be contacted. Prescription medicine will be administered under the control of the school nurse.

### **HOT LUNCH/BREAKFAST PROGRAMS:**

We are fortunate to have an excellent food service program at our school. A well-balanced meal is served each day. If children prefer, they may bring a cold lunch instead.

This year school breakfast and lunches are free, however, there are fees for extra items. If students take a reimbursable meal (based on Federal requirements), there is no charge. If students only need milk to go with their lunch from home, there is a \$0.40 charge per carton. If students purchase anything extra besides their meal, they will be charged (Powerade, seconds on food, extra drinks or ala carte items-uncrustable, breakfast bar, etc.). Students need to have money in their accounts to cover these costs. Weekly emails will be sent to those parents that have students with a negative balance.

Payments can be made online at [Pay School Central](#) or cash or check can be sent to the District Office to be applied to student accounts.

If you have any questions, feel free to contact the District Office at 218-385-4201.

Breakfast is available daily in the cafeteria between 8:00 and 8:30 a.m. Students who eat breakfast are expected in their classrooms by 8:30 a.m. Breakfast is not served on days when school begins late. If your child has a food allergy or intolerance, please contact the school food service to arrange for meal modifications.

### **INSTRUCTIONAL MATERIALS**

1. The school furnishes all texts, workbooks, and curriculum materials. These are the property of the school and loaned to the child. Proper care should be given to school property. Fines for excessive damages will be assessed on an individual basis.
2. Pencils, color crayons, paper, and other expendable items are furnished by the student.
3. The supply list can be found on our website here: [Elementary School Supplies](#)

### **LEAVING SCHOOL DURING THE DAY:**

There are times when it is necessary for a child to leave school early for an appointment, etc. We would appreciate it if you would attempt to schedule those appointments either before or after school, or on the days when school is not in session. However, when it is necessary for your child to be excused during school hours, we ask that a note with your request be given to the elementary office. When you come to get your child, please check in at the elementary office and the office will notify the classroom teacher of the child's departure. A note must be sent to the elementary office if someone other than the parent/guardian will be picking up the child. It is important that we have a record of which children are leaving and who picks them up to ensure the safety of all children.

**LIBRARY/MEDIA CENTER:**

The school maintains a library to provide students with a wide variety of materials for leisure reading and/or research. The library staff works closely with classroom teachers to meet the print and electronic resource needs of our students. Children will visit the school library weekly with their class. They are welcome to check out a book(s), learning that part of borrowing something is to be responsible for it also. Proper care and timely return will be expected. A charge will be made for damaged or lost materials, with the assessed price to be determined by the Media Specialist and/or school administration in accordance with district policy. If parents or guardians notify the library staff or classroom teacher of any accidental book damage, repairs can often be made to minimize damage.

**LOCKERS:**

Lockers are the property of the school district and are provided for use by students. At no time are locks allowed on elementary lockers. At no time does the school district relinquish its exclusive control of the lockers. Inspection of the lockers may be done at any time, without notice, without consent, without a search warrant, by school authorities. Articles and clothing within the locker may be searched when there is a reasonable suspicion by school authorities.

**LOST AND FOUND:**

Each year we have a large collection of lost and found items. It is your responsibility to stop and check for items that might belong to you. Please label all items so we can locate the owners. Items are donated at the end of each trimester.

**OUTSIDE GROUPS USING FACILITY:**

Anyone wishing to use the New York Mills School facility during or after school hours must contact the Community Education Office and sign out a facility use form. Groups must have an adult in supervision and leave the area in the same condition as found. All students and adults are expected to follow school rules.

**PARENTS PICKING UP STUDENTS DURING THE SCHOOL DAY:**

When picking up a student at any time during the school day, parents are required to stop in at the elementary office and the elementary secretary will call the student to the office where they can then be signed out by the parent. Under no circumstances are parents to go directly to their child's classroom without stopping in the elementary office.

**PARENTS PICKING UP STUDENTS AFTER SCHOOL:**

If you use the circle drive drop off lane, please do not park and leave your vehicle. If you want to come into the school to pick up your child, you must park your car in a parking spot.

**PERSONAL PROPERTY:**

Children should not bring expensive jewelry, valuable toys, money, etc. to school. Garments should be plainly marked with the child's name.

**PEST CONTROL:**

District #553 utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects and other pests in and around the district's buildings. Their program consists of

1. Inspection and monitoring to determine whether pests are present and whether any treatment is needed,
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials,
3. Utilization of non-chemical measures such as traps, caulking and screening,
4. Application of EPA-registered pest-control measures when needed.

Pests can sting, bite, cause contamination, damage property and spread disease; therefore we must prevent and control them. The long-term health effects on children from the application of such pest-control materials to which they belong, may not be fully understood. All pest-control materials are chosen and applied according to label directions per federal law. An estimated schedule of interior pest-control inspections and possible treatments is available for application for review or copying in the district office. A similar estimated schedule is available for application of herbicides and other materials to school grounds.. Parents of students may request to receive, at their expense, prior notification of any application of a pest-control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

#### **PETS IN SCHOOL:**

Because some students have allergies to various animals, pets will only be allowed at school outside of the school building under the direct supervision of a parent/guardian for a short period of time and they may not be brought to or from school on a bus.

#### **PHOTOS:**

1. Who Takes Photos: Photos/videos are NOT to be taken by students, staff, or parents **EXCEPT in the following situations:**
  - a. Media Processor (currently Connie Vandermay)
  - b. Yearbook Staff (both high school & elementary)
  - c. Teachers/Administrators/Coaches (for message boards & projects)
  - d. NYM Dispatch staff
  - e. Parents during concerts/sporting events (can NOT opt-out)
  - f. NYM School District Security Cameras (can NOT opt-out)
  - g. NYM School Athletic Live Feed Videos (can NOT opt-out)
2. Photo Utilization: Elementary student photos are posted with first names only, unless a student is being recognized for an achievement. Photos are utilized in yearbooks, the school calendar, posters, bulletin boards, classroom projects, teacher message boards (like SeeSaw), the school newsletter, social media, our website, and more.
3. Photo Storage: If at all possible, photos should be taken on school-owned cameras. Photos taken on personal cell phones should be deleted ASAP after the photo is utilized. Photos should be stored on a secure school network until they are no longer needed.

4. **Parents/Guardians may opt out of photographs with a written request given to the elementary office.**

#### **PHYSICAL ABUSE AND/OR ASSAULT:**

A pupil shall not intentionally threaten to do injury to any person:

1. On the school grounds at any time.
2. Off the school grounds at a school activity, function, or event. Either self-defense or action undertaken on the belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

#### **PHYSICAL EDUCATION:**

Physical Education is provided to every student in grades K-6. Everyone must participate in this activity unless excused by a medical doctor. If a child has been ill, the child cannot be excused for more than five days without a doctor's written excuse. Children need gym shoes for Physical Education class. Shoes will be worn in the gym at all times. Elementary students will at times use the facilities at Lund Park for recess or Physical Education classes. This land is adjacent to the school facility.

#### **PLEDGE OF ALLEGIANCE:**

In following school district policy, students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge.

#### **REPORT CARDS:**

Report cards are issued in grades Kindergarten through sixth grade. Report cards will be issued at the end of each trimester. Please feel free to contact your child's teacher to discuss achievement and progress at any time during the school year.

#### **SACC/EARLY RELEASE DAYS:**

School-Age Child Care (SACC) is provided on the elementary school site for parents that need care for their child(ren) before and/or after school. Please contact the Childcare Office at 218-385-4209 or email [childcare@nymills.k12.mn.us](mailto:childcare@nymills.k12.mn.us) for more information.

#### **SCHOOL HOURS:**

School classes start at 8:30 a.m. each day and dismiss at 3:15 p.m. Students who arrive after 8:30 a.m. will be considered tardy. (See Tardy Policy below under T)

#### **SCHOOL PICTURES:**

School pictures are taken each fall at the elementary school. Information will be sent home with students prior to picture taking.

**SPORTS:**

Elementary sports programs will be offered for students during the school year at a fee of \$10.00 per sport to participate. Parent letters will be sent out in advance of the first practice date. School insurance is available for all students. Insurance information is sent home early in the school year.

**STANDARDIZED TESTING:**

Our team at New York Mills Public School including; administration, department teams, grade level teams, teachers and curriculum teams use the assessment data and information to help map out areas of strength and areas in need of improvement for individual students, groups of students and for our curricular programming. We report each year on the summary achievement information from our standardized testing results as part of our World's Best Workforce plan state requirement. New York Mills Public School uses our standardized test data for continuous improvement planning throughout the district. Our district uses multiple pieces of information when evaluating student achievement and performance. The standardized test data is one piece of this information for continuous improvement planning.

All of our testing information can be found on the school website under the district tab. Click here: [Testing Information](#)

**WEATHER ANNOUNCEMENTS:**

The New York Mills Public School utilizes six sources to quickly inform parents about school calendar changes due to the weather. The three calls we utilize include the emergency early out, the weather-related late start, or the weather-related school day cancellation. Morning weather calls are typically made by 6 a.m.

1. Our first resource is the instant alert system called School Messenger. Parents will receive an automated phone call and/or an email through the system. More information about the School Messenger can be found on our website under the Parent Resources tab. Link: <https://www.nymills.k12.mn.us/parentnotificationsystem> Parents can update their contact information through the Parentvue system, or by calling the elementary or high school office.
2. The message will also be posted on the school bulletin board, which can be accessed when people call the school (218-385-2553)
3. Announcements will also be posted on the NY Mills Facebook page (Search New York Mills Public School ISD 553)
4. Announcements will be posted on the pop-up box on our website [www.nymills.k12.mn.us](http://www.nymills.k12.mn.us)
5. The message is sent to local radio stations to be announced
6. The message is sent to WDAY, KARE11, KSTP, and CBS/WCCO.

**TARDINESS:**

If a child is not able to be at school on time, parents should excuse their child on the ParentVue system. Here is the link to log into Parentvue: [ParentVue Login](#)

We prefer reports through ParentVue, but parents can call or email the elementary office 218-385-4208 to report a tardy if needed. Students who are late should stop by the elementary

office before reporting to class. Students who are habitually tardy will be reported to the authorities and parents will be notified.

#### **TEACHER REQUESTS:**

Parents/Guardians who wish to request their child's teacher for next school year must put the request in writing by completing our "Teacher Request" form, a copy of which can be picked up in the elementary office or from your child(ren)'s teacher. This request must be turned in to the elementary principal no later than April 1. In writing the request, it is necessary to give an educational reason for the request. Parents will not be guaranteed their request. The teachers and administration reserves the right to make the final decision.

#### **TELEPHONE:**

The elementary office number is 218-385-4208. The telephone number at the school district is 218-385-2553. Always feel free to call the elementary office when you have a question or problems. Students will be able to phone home for school related reasons. Permission will not be given to make last-minute arrangements to go to a friend's house or other reasons not related to school business. Important phone numbers:

- Adam Johnson, Superintendent: 218-385-4201
- Judith Brockway, Elementary Principal: 218-385-4207
- Elementary Office: 218-385-4208
- Jazzmin Johnson, Nurse: 218-385-2553 Ext 408

#### **TOBACCO FREE:**

The properties of School District #553 are tobacco-free environments. Use of tobacco products are not permitted in school buildings, school grounds, or in school vehicles. Visitors are required to follow school policy.

#### **TRUANCY:**

Students who are found to be truant will be reported to the authorities. Parents who enable students to be truant will also be reported. Our school is a part of the Otter Tail Family Services Collaborative Truancy Prevention Project which promotes good attendance for our students. (See ATTENDANCE #7)

#### **VISITORS:**

In order to keep the classroom environment consistent, students may have a school-aged visitor in our school for only a short period of time. We suggest during the noon lunch and recess period. Prior approval of both the principal and the classroom teacher is required. Full day visits and pre-school aged visitors will not be allowed.

#### **WEAPONS:**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon:

1. On the school grounds at any time.
2. Off the school grounds at a school activity.