

# NRHEG ELEMENTARY SCHOOL



## STUDENT AND PARENT HANDBOOK



2019-2020

**Mission Statement:**

*Empowering students with knowledge and skills to succeed.*

**Vision Statement:**

*To be the school district of choice, inspiring excellence in academics, arts, and activities.*

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

**\*This handbook and its contents were approved and adopted by the NRHEG School Board on August 19, 2019**

# NRHEG ELEMENTARY STUDENT HANDBOOK

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**NRHEG ELEMENTARY SCHOOL**  
600 School Street  
Ellendale, Minnesota  
507.684.3181

Dear NRHEG Elementary Families,

Welcome to the 2019-2020 school year! It is my honor to welcome you to our school. I look forward to the partnership that we will share during this school year.

**First and most importantly, the end of day release times for students has changed. All students (except for the Ellendale-Geneva bus route students) will be dismissed at 3:05 p.m. when the New Richland-Hartland shuttle buses leave. Our Ellendale and Geneva shuttle students will be dismissed at 3:25 p.m. when the shuttle buses from New Richland arrive. This is a change to our dismissal times and plans from last year.**

This school year brings excitement and anticipation as we look to begin the 2019-2020 year. Our school staff is committed to providing your child with a safe and secure learning environment. We will work hard to meet the academic and social needs of your child.

Along with the teachers and staff, I will work hard to continue the atmosphere of success established by the NRHEG District by building strong relationships with parents, students, and community partners. We will focus on character education and development initiatives, Standards-Based Instruction, the use of data to drive instruction and to provide consistent implementation of the curriculum so that we can continue to increase the growth of all students.

This year is going to be exciting as we continue to provide academic experiences for our students that are rigorous, relevant, and help them build relationships while making real-world connections. As principal at NRHEG Elementary, it is important to me that everyone who enters our school is excited to be here! This attitude enables us to meet the challenges of academic excellence in a positive, fun, and nurturing environment. Please feel free to call or email me to discuss any concerns you might have throughout the school year.

Sincerely,  
Doug Anderson  
Elementary Principal  
NRHEG Elementary  
600 School Street  
Ellendale, MN 56026  
507.684.3181  
danderson@nrheg.k12.mn.us

## TO PARENTS AND STUDENTS

This handbook contains information that will assist you in working with the school staff to ensure your child will have a successful school year. Please review this with your child and keep it for future reference. If you have any questions, please feel free to call your child's teacher or the Elementary Principal at 507-684-3181.

### *NRHEG Elementary School*

#### *Belief Statement*

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

Developed by the PBIS Leadership Team, August 2012

#### **Mission Statement:**

**Empowering students with knowledge and skills to succeed.**

#### **Vision Statement:**

**To be the school district of choice, inspiring excellence in academics, arts, and activities.**

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

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

## SCHOOL HOURS

School begins at 8:30 a.m. for grades PreK-5. *All students, including the New Richland-Hartland shuttle students, are dismissed at 3:05 p.m. Ellendale-Geneva route students are dismissed at 3:25 p.m.* Students who walk to school should not arrive before 8:00 a.m. Student drop-off is located in the back parking lot. School staff is there from 8:00-8:30 a.m. and 3:00-3:20 p.m.

## DISCRIMINATION POLICY

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

## SCHOOL SAFE ZONE

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

## ADMINISTRATIVE DISCRETIONARY ACTION DISCLAIMER

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

## VISITORS

**ALL parents/visitors must check in at the office and receive a visitor's badge each time they enter the building.** All doors to the school will be locked after 8:30 a.m. Parents/Visitors will use the main doors (north side of school~N1) to enter the building after that time. Visitors will use the buzzer/call in entrance system to gain entrance to the building. Visitors will stop in the office to receive a visitor's badge.

## BULLETINS-NEWSLETTERS

During the year you will be provided with newsletters and information from the school. *It is important that you read these items in order to stay informed about school events and your child's educational activities.* **NRHEG Elementary Newsletters will be distributed electronically a couple of times per month. Please contact the school office at 507.684.3181 should you desire a paper copy.** "Thursday Folders" with weekly information will be sent home every week.

## SCHOOL CLOSINGS

All school closings, late starts and early dismissals due to inclement weather will be broadcast on the following radio and television stations:

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

## PARENT-TEACHER CONFERENCES

All elementary conferences are scheduled. The first set of parent-teacher conferences at the elementary will be held on November 19 and 23 (4:00-8:00 p.m.) The second set of parent-teacher conferences will be held on February 4 and 6 (4:00-8:00 p.m.) during the third quarter. Teachers will notify you when conferences are to be held. However, anytime a question arises, please feel free to call and set up a conference with your child's teacher.

## REPORT CARDS

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

## **HOMEWORK**

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

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

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

## **FIELD TRIPS**

Field trips are planned by teachers and designed to enrich our curriculum. A note and permission slip will be sent to you in advance of the field trip and will include cost, place, departure time, and appropriate dress. The permission slip must be signed and returned to your child’s teacher in order for the student to participate in the field trip. Parents are routinely asked to chaperone field trips, and teachers rely on these parents to provide supervision for a group of students. While field trips are always fun for the students, they are intended to be an extension of the classroom curriculum and are learning activities. This is the parents’ opportunity to participate with their child in an educational activity and to assist the classroom teacher. Unless it is specifically a family activity, we request that parents **not** bring other siblings along on field trips. Take this opportunity to give special attention to your child and play a crucial role in making this an important learning activity for the children in the class. Volunteering information and forms are located here: <https://www.nrheg.k12.mn.us/domain/678>

## **LOST AND FOUND**

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

## **SCHOOL INSURANCE**

The school district does not provide any accident insurance for injuries incurred by your child at school. Each student must return either the Parental Insurance Waiver form or the completed application envelope for school coverage which is distributed at Day One.

## **NURSE**

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

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

**Medication:** Medication sent to school **MUST** be sent in the original prescription and non-prescription containers. A **Medication Request and Permission Form** (available in the school office) must be completed and accompany the medication or it will not be administered by school personnel. This form must also be completed for Tylenol (acetaminophen) or other “over-the-counter” medications.

## **REGISTRATION/EMERGENCY INFORMATION**

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

## **NOON HOUR**

Elementary students are expected to go outside during the noon hour unless the weather does not permit it. Please dress your child each day as if they were going outside for noon hour. Students must bring a note to their teacher if the student is to stay in at noon. (Winter: Students **must** wear boots, hats, snow pants and gloves.) We will send the students out if the temperature, with windchill, is at 0 degrees or above.

## **HOT LUNCHES**

Both schools use a computerized lunch program and students will be issued an ID number to be used when going through the lunch line. Each family has **ONE** account for all of their children enrolled in the entire district. **Parents should make a deposit into their family account at the beginning of the school year and will need to keep a positive balance in their account throughout the year. There are approximately 21 student days per month so please pay accordingly.** Checks can be made out to NRHEG School; the deposit can be made at either school office. Families can access their accounts online at [nrheg.k12.mn.us/pages/NRHEG](http://nrheg.k12.mn.us/pages/NRHEG). Inquire in the office for more information if interested. Statements will be emailed or paper statements will be sent home with students for families that aren't set up with email accounts. Our expectation is that funds will be available in student accounts at all times. Breakfast will also be served each morning. Serving time is from 8:00 a.m. to 8:20 a.m. every day. Lunch and breakfast menus are posted on the school website and are listed in the local newspapers. Menus are also available in the school office if you don't have access to the internet.

<b>Grade K-5 Breakfast:</b>	<b>\$1.40</b>
<b>Lunch:</b>	<b>\$2.70</b>
<b>Daily Milk:</b>	<b>\$0.45</b>

## **SCHOOL SNACKS**

When sending snacks for the entire class, please send purchased items from a store and we recommend sending healthy snacks. **DO NOT SEND HOMEMADE ITEMS** for other students; if they are sent to

school, we will be unable to share them with other students. Grades K-1 also have the option of participating in the *Healthy Snack Cart*. Payments for milk and the healthy snack break may be made by semester or yearly. Those who have qualified for free and reduced lunches are required to pay for your child/children's milk for milk break.

<b>Both Milk/Healthy Snack Payment</b>	<b>Semester: \$60.00</b>	<b>Yearly: \$120.00</b>
<b>Milk Only</b>	<b>Semester: \$35.00</b>	<b>Yearly: \$ 70.00</b>
<b>Snack Only</b>	<b>Semester: \$25.00</b>	<b>Yearly: \$ 50.00</b>

### **FREE AND REDUCED LUNCHES**

Forms for "Free and Reduced" lunches are available. **Forms will be available at DAY ONE Orientation or in the office.** If you did not receive one and are in need of one, contact the school office. New applications must be completed each year. If you have children in both schools, only one application needs to be submitted. It is highly recommended that all families complete this information, and return to the office, as it benefits the District.

### **SPECIAL EDUCATION**

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

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

### **EARLY CHILDHOOD SCREENING**

Early Childhood Screening is a program designed to identify problems in a child's life at an early age. ***This screening is mandatory for parents with children around the age of four to participate in and present verification to the school district prior to Kindergarten enrollment.*** The NRHEG School District provides this opportunity several times throughout the school year. If you have a child between ages 3 ½ and 5 years and are not contacted during the school year, please call the school to schedule your appointment (507-684-3181).



## **SECTION 504 PLANS FOR STUDENTS**

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

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

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

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This act gives the parent or guardian the right to:

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

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

## **FERPA**

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

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

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

A school district may provide the required notice “by any means that are reasonably likely to inform the parents or eligible students of their rights.” This provision includes the requirement that effective notice is given even if the parents do not speak or understand the English language. Additionally, school districts are required to give effective notice to “parents or eligible students who are disabled.” To comply with FERPA’s notice requirements, districts should publish their data practices notices in student handbooks and in the official newspaper of the school district. Notices should be made available in alternative formats, such as Braille. School districts that serve non-English speaking parents should have the required notice translated into languages other than English to ensure that parents who have a primary language other than English receive proper notice.

### **PHYSICAL EDUCATION**

Students who need to be excused from Physical Education for any reason must bring a note signed by the parent/guardian or doctor and must state the reason why the student is to be excused. All students must have a pair of tennis shoes for Physical Education class.

### **ATTENDANCE POLICY**

The success of your child depends on regular attendance. **Seven or more unexcused absences from school are considered truant by Minnesota Law and will be reported to local county offices.**

When it is necessary for your child to be absent due to illness or other reasons, please call the school between 7:30 and 8:30 a.m. to let us know that your child will not be attending school or if your child will be late in arriving at school. Please call the attendance line at 507-416-2160.

Please try to avoid taking your child out of school early. If it is absolutely essential to do so because of a medical appointment or other urgent matter, please be certain to contact the school office. It is recommended that doctor and dentist appointments are made outside of school hours whenever possible. When it is necessary for your child to be absent due to illness, or for other reasons, please call the school office between 7:30 and 8:30 a.m. or call the attendance line at 507-416-2160 to let us know that your child will not be attending school, or if your child will be late in arriving at school. If the school does not receive a call, your child will be marked as “unexcused” for that day.

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

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

### **SCHOOL DISCIPLINE POLICY**

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student’s educational experience. Without discipline in schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adopted.

The NRHEG District believes that parents and/or guardians also bear a certain amount of responsibility to act in accordance with this policy so as to bring about a positive effect upon the learning situation.

All students of this district also need to be aware of their responsibilities and rights. Broad examples of these student rights are listed below.

1. The right to a free and full education and the right to learn.
447112344. The right to equal educational opportunity and to freedom from discrimination.
447112345. The right to due process of law.
447112346. The right to freedom of inquiry and expression.
447112347. The right to privacy.
447112348. The right to participate in student activities.
447112349. The right to personal property.
447112350. The right to be informed of school rules.

*\*The complete policy is on file at the district office and available upon request.*

## **GUIDELINES FOR Hallway CONDUCT**

### *Hallway Expectations*

#### *NRHEG Elementary School*

- ❖ *When walking in the hallway, the students will walk on the side of the hall.*
- ❖ *Our students will walk quietly in the hallway respecting those classrooms that are working.*
- ❖ *We will keep our hands and feet to ourselves.*
- ❖ *Our teachers will walk with us as we move to other classes or to the lunchroom.*
- ❖ *At NRHEG Elementary we are **Compassionate, Responsible, Safe, Respectful, and Peaceful** in the hallway!*

## **PARENT DISCIPLINARY ROLE**

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

## **BEHAVIOR EXPECTATIONS**

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

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

### **ABOVE THE LINE**

Be Positive, Be Respectful Be Responsible, Be Safe, Be a Listener, Be Kind, Be Cooperative  
Be a Worker, Be Honest

## **BELOW THE LINE**

Not listening, Unproductive, Late assignments, uncooperative, name-calling, dishonest  
Unkind, Disrespectful

## **BOTTOM LINE**

Swearing, Vandalism, Fighting, Weapons, Stealing, Bullying, Harassment, Serious Disruption to  
Learning

### **BUS SAFETY**

Please discuss with your child/children these bus rules. Each bus rider should be responsible for his/her conduct. A clear understanding of bus safety should help to make each bus trip a safe experience for all. **Children who violate bus discipline rules may be prohibited from riding the bus. Parents/Guardians will then be required to arrange for the child's transportation to and from school.**

### **RULES AT THE BUS STOP:**

1. Get to your bus stop 5 minutes before your scheduled pickup time.
2. Respect the property of others while waiting at your stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco or drugs.

### **RULES ON THE BUS:**

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. **ALWAYS REMAIN SEATED WHILE ON THE BUS.**
4. Talk quietly and use appropriate language.
5. Keep all parts of your body inside the bus.
6. Keep your arms, legs, and belongings to yourself.
7. No fighting, harassment, intimidation or horseplay.
8. Do not throw any object.
9. No use or possession of tobacco or drugs.
10. Do not bring any weapon or dangerous objects on the school bus.
11. Do not damage the school bus.

### **NOT MEETING EXPECTATIONS:**

- |                         |   |   |
|-------------------------|---|---|
| 1 <sup>st</sup> offense | - | Warning   |
| 2 <sup>nd</sup> offense | - | Parents notified  |
| 3 <sup>rd</sup> offense | - | <b>Three</b> school day suspension from riding the bus                        |
| 4 <sup>th</sup> offense | - | <b>Five</b> school day suspension from riding the bus                         |
| 5 <sup>th</sup> offense | - | <b>Ten</b> school day suspension from riding the bus<br>Meeting with a parent |

6<sup>th</sup> offense - Suspended/Expelled from bus

\*The above consequences are guidelines. The Principal reserves the right to address individual situations and consequences. ***Riding the bus is a privilege – not a right!***

### **TOBACCO POLICY**

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

### **HARASSMENT/VIOLENCE POLICY**

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

*\*The complete policy is on file at the district office and available upon request.*

### **BULLYING POLICY**

The NRHEG District policy on bullying can be viewed on our school website at nrheg.k12.mn.us. The elementary incorporates weekly anti-bullying lessons into each classroom, each week. We have adopted the ***Bully Free*** curriculum, written by Dr. Alan Beane. Information may be found at [www.bullyfree.com](http://www.bullyfree.com). Teachers will provide a weekly parent information sheet to families highlighting the lesson. We are also working with the ***nobully.org*** team to incorporate materials into our program.

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

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

**The term, “bullying,” specifically includes cyberbullying as defined in this policy.**

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

### **HAZING POLICY**

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

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

*\*The complete policy is on file at the district office and available upon request.*

## **WEAPONS POLICY**

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

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

*\*The complete policy is on file at the district office and available upon request.*

## **ABUSE/NEGLECT INFORMATION**

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

### **Definitions:**

1. Physical: Any physical injury inflicted by a parent, guardian or person responsible for the child's care, on a child other than by accidental means; or any physical injury that cannot be reasonably explained by the history of injuries provided by a parent, guardian or another person responsible for the child's care. Such injuries may include:
  - a. bruises and/or welts
  - b. burns and/or scaldings
  - c. abrasions and/or lacerations
  - d. wounds and/or cuts
  - e. bites and/or punctures
  - f. bone fractures, dislocations
  - g. concussions
  - h. soft-tissue swelling, etc.
2. Sexual Abuse: The subjection by the child's parents, guardian, or person responsible for the child's care, to any act of incest, rape, sodomy, intercourse, indecent liberties and/or sexual contact or sexual penetration. Sexual abuse also includes any acts of sexual exploitation involving a minor child in prostitution.
3. Emotional Abuse: This is an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
4. Neglect (both physical and mental): The failure by a parent, guardian or another person responsible for a child's care to provide a child with necessary food, clothing, shelter or medical care when

reasonably able to do so may be considered as neglect. Neglect also includes the failure to protect a child from conditions or actions which imminently and seriously endanger the child's physical and mental health when reasonably able to do so. Neglectful conditions may include:

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

**Procedure:**

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

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

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

2. School staff members may initially question the child to determine if the child's injuries resulted from cruel and inhumane treatment, sexual abuse or malicious acts by the child's caretaker. The interview will be done with sensitivity by someone the child trusts and in no case will the child be subjected to undue pressure in order to validate the suspicion of abuse. Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report made immediately.
3. The responsibility for notifying the parents of the report will be assumed by the mandated agency.
4. Members of the staff will cooperate with authorized community agencies in providing follow-up services to the child and family and maintaining a safe and supportive environment for the child which includes reporting all subsequent case concerns.

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

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

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

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

## **STUDENT DRESS CODE**

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

A. Appropriate clothing includes, but is not limited to, the following: 1. Clothing appropriate for the weather. 2. Clothing that does not create a health or safety hazard. 3. Clothing appropriate for the activity (i.e., physical education or the classroom).

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

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

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

## **SEARCHES**

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

## **LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER**

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

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide



notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

## **DESKS**

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

## **FIRE, EMERGENCY, AND CODE LOCKDOWN DRILLS**

State regulations require that emergency fire and tornado drills be conducted during the school year. When the fire alarm is activated, each class shall follow the directions outlined and posted in their room. Each class has an escape route to an outside area which is considered a safe distance from the building. Children are moved to these designated areas in a quiet and orderly manner by their teachers. During tornado drills, children take shelter in a designated area within the building. Children may kneel with heads covered and facing toward an interior wall.

Code lockdown drills are held to protect students from intruders who may jeopardize safety. During the drills, teachers lock classroom doors and students are asked to remain quiet. The purpose of the drill is to practice emergency procedures before they arise.

## **PET POLICY**

Pets will not be allowed in the school building.

## **MEDIA CENTER BOOK EXPECTATIONS**

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

## **PLEDGE OF ALLEGIANCE**

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

## **SCHOOL SUPPORT SERVICES**

The following services/individuals are available to students who have a need, or qualify for services:

**Title 1**~~Services provided to students who score below the 40<sup>th</sup> percentile on Nationally normed assessments in reading and math (FAST and STAR). Amy Kitzer (Title 1 Lead Teacher), Jean Groth, (Title 1 Teacher) and Title 1 paraprofessionals provide these services.

**Reading Interventionist**~~Jessica Williams is the Reading Interventionist for the elementary school.

**Literacy Tutors, Minnesota Reading Corps** (Grades K-3)~~Services provided to K-3 students who are struggling readers. Internal Coach: Terri Engel, K-3. The Minnesota Reading Corps Literacy Tutor is Steven Woyen.

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

**Family Services Coordinator**~~Bre Bethke provides services to individual students and small groups. Bre also works closely with students/families in the NRHEG district. She, too, facilitates classroom sessions when deemed necessary.

**Speech Services**~~Erin Krenik, and Renee Moravec provide speech services to students who qualify.

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

**Fernbrook Therapeutic Services**—Provides therapeutic support services to students and families who have been identified and appropriately assessed by Fernbrook Agency Staff. Heather Hinz is the School Linked Mental Health Worker (SLMH) for our school.

**School-Wide PBIS (Positive Behavior Intervention and Supports)**~~PBIS is an implementation framework that is designed to enhance academic and social behavior outcomes for all students by (a) emphasizing the use of data for informing decisions about the selection, implementation, and progress monitoring of evidence-based behavioral practices; and (b) organizing resources and systems to improve durable implementation fidelity. NRHEG Elementary School is in its eighth year of PBIS implementation.

### **NRHEG Elementary Parent Teacher Organization (PTO)**

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

### **PARENT OPT-OUT ASSESSMENT INFORMATION (For MCA III Assessments)**

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

<http://www.mnmsba.org/Portals/0/Documents/MDE-TestingOptOutForm.docx>.

## **ELECTRONIC DEVICE USAGE**

We should not see or hear students' cell phones, electronic game systems, iPods, or other personal electronic devices between 8:00 AM and 3:00 PM. While we understand the need for some families to supply their children with cell phones for safety and communication purposes, students must turn cell phones off during the school day. Students needing to use a phone during the school day should ask the teacher to use the classroom phone or come to the office to use a phone. Parents/guardians needing to contact their child during the school day should call the office. Electronics that are seen or heard between 8 and 3 may be confiscated and returned at the discretion of the teacher and/or principal.

## **TEACHER PHONE CONTACT AND CORRESPONDENCE**

Each of our classrooms is equipped with a phone. The best time to phone teachers is between 8:00 and 8:30 A.M. or after 3:30 P.M. dismissal. Your child's teacher may also provide you with his/her preparation times for the purpose of communication. In addition, each teacher's phone extension is capable of voice mail, which enables you to leave a message. Our teachers do an outstanding job providing parents/guardians with information relating to classroom issues, needs, topics of study and upcoming classroom activities. This information is sent home with students. In addition, teachers may email or send notes home regarding your child. In order to ensure the note has been received, the teachers may require a signature or response to their communication. Please respond in a timely manner to these requests.

## **END OF THE DAY PLANS**

We realize families have busy schedules. Please simplify plans for your child regarding after school parent pick-up, etc. It is stressful for students and staff when children have several various arrangements for getting home throughout the week. Please call the school no later than 2:30 the day that plans need to change. You can also send a note, email or call the teacher to express a change in plans. Every effort will be made to contact you if there are questions about the end of the day. If we are not able to contact you, your child will follow their normal end of the day routine.

## **PARENT RIGHT TO KNOW**

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

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

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

**Acceptable Use Policy & Agreement**  
NRHEG Elementary School

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

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

\*I know that this Acceptable Use Policy & Agreement also applies to my conduct with technology outside of school, if it interferes with other students' education.

Print Student's Name \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

Print Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

Parents/Guardians,

As we look forward to the 2019-2020 school year, there are some necessary changes in regards to the health offices that will be implemented for the school year.

The first change that has been part of school policy since 2011 (NRHEG School Policy 530), but has not been implemented is in regards to immunizations. This policy states that all children in the school system are required to be up to date with immunizations or have an exception on file. Last year, I spent many hours unsuccessfully attempting to get records updated on students. This year, starting the first day of school, if your child does not have the necessary documentation on file, they will be sent home until immunizations are up to date and proper paperwork is in place. If are filling out that paperwork for conscientious exemption, you must have a notary signature. Mrs. Kormann at NRHEG Secondary School is a notary. In Ellendale, I understand that the bank has a notary as well.

During a nutrition audit in spring of 2017 by Minnesota Department of Education, the district was notified that starting the 2017-2018 school year students requiring special dietary considerations or accommodations are required to have a special diet form filled out before any accommodations will be made. This can be found on the website under “new to the district” and is labeled “Special Diet Statement” or picked up from the school office. It is important that the specific foods that need to be avoided and/or replacements be specified. If not, the child will be given whatever meets the nutrition guidelines set forth. For example, if your child is lactose intolerant, they will be given soy milk unless the dietary form specifically states they are to have almond milk.

The third change is that all students will be required to have a medication permission form on file in order to receive any medications at school. Last year, the health office utilized over 1/6 the budget purchasing medications alone. This does not allow much room for other items the health office provides to students. Last year it was a suggestion that students bring in OTC medications. This coming year, students will need to bring in their own bottle of medication – such as Advil, Tylenol, Tums, and cough drops. Also, verbal permission is valid only once. Then a medication permission form must be filled out. This can be found on the website under “new to the district” and is labeled “administering prescription medications” or can be picked up at the school office. Children of the same family CANNOT be combined on the same form. If you wish for your child to have medications at school, a parent must bring in the medication in the original bottle. It must be unexpired. (NRHEG School Policy 516) Medications can be brought to either building and an adult will transfer them to the appropriate building after the health office staff has verified them. NO exceptions!

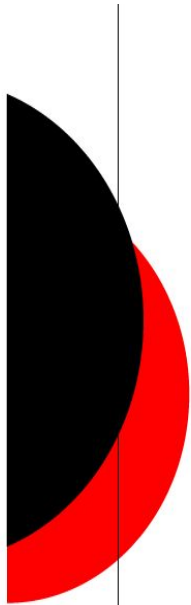
Reminder – All treats for birthdays must be commercial treats. No treats may be brought in from home. NRHEG schools request that you bring in healthy treats or non-food treats as we are seeing more and more students with food allergies and medical conditions that make it difficult to accommodate each student. Attached you will find a letter explaining changes to the NRHEG Wellness policy (NRHEG School Policy 533). Please read carefully!

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

Sincerely,

Carrie Petsinger  
BSN, RN, LSN/NRHEG School District

LaDonna Olson  
LPN/Ellendale Elementary



# Students + Health = Happiness

NRHEG Wellness Update

June 20, 2016

NRHEG Elementary and Secondary Schools

## Student Wellness Policy Update



Brief changes to wellness policy:

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

### Less Cake. More Birthdays!

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

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

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

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

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





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

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



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

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

**Emergency Services**

Freeborn County Sheriff | 411 S Broadway Avenue, Albert Lea | 507.377.5200  
[www.co.freeborn.mn.us/124/Sheriff](http://www.co.freeborn.mn.us/124/Sheriff)

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

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

Steele County Sheriff | 204 E Pearl Street, Owatonna | 507.444.3800  
[http://www.co.steele.mn.us/divisions/sheriff\\_office](http://www.co.steele.mn.us/divisions/sheriff_office)

**Hospitals and Clinics**

Albert Lea Hospital and Clinic | 404 Fountain, Albert Lea | 507.373.2384  
Owatonna Hospital | 2250 NW 26th Street Owatonna | 507.977.2000  
Owatonna Clinic | 220 NW 26th Street, Owatonna | 507.451.1120  
Waseca Hospital and Clinic | 501 N State Street, Waseca | 507.835.1210  
New Richland Clinic | 318 1st St SW, New Richland | 507.465.3216

**Human Services**

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

Steele County  
Minnesota Prairie County Alliance  
630 Florence Avenue, Owatonna | 507.431.5600 or toll free: 888.850.9419  
[www.mnprairie.org](http://www.mnprairie.org)

Waseca County  
Minnesota Prairie County Alliance  
299 Johnson Avenue SW Suite 160, Waseca | 507.837.6600 or toll free: 888.850.9419  
[www.mnprairie.org](http://www.mnprairie.org)

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

Housing Assistance Steele County  
Owatonna HRA | 540 West Hills Circle, Owatonna | 507.444.4300  
[www.ci.owatonna.mn.us/city/housinghra](http://www.ci.owatonna.mn.us/city/housinghra)

## Waseca County

South Central Minnesota Multi-County HRA | 422 Belgrade Avenue, Suite 102, North Mankato  
507.345.1977 | [www.scommchra.org](http://www.scommchra.org)

## Freeborn County

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

## Food Shelves

### New Richland Area Food Shelf

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

### Ellendale Community Food Shelf

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

Owatonna Food Shelf | 155 Oakdale Street #A, Owatonna | 507.455.2991 |  
[www.steelecountyfoodshelf.org](http://www.steelecountyfoodshelf.org)

### Albert Lea Food Shelf

Salvation Army Albert Lea | 302 Court Street, Albert Lea | 507.373.8776  
[www.salvationarmynorth.org/community/albert-lea](http://www.salvationarmynorth.org/community/albert-lea)

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

### Waseca Food Shelf

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

### Grace Food Shelf

Grace Lutheran Church | 300 East Elm Avenue, Waseca | 507.835.1709  
[www.wasecagrancelutheran.com](http://www.wasecagrancelutheran.com)

## Victim Services

Crisis Resource Center - Steele County | 125 West Front Street, Owatonna | 507.451.1202  
[www.helpinghandsofsteele.com](http://www.helpinghandsofsteele.com)

CADA of Waseca County | 105 South State Street, Waseca | 507.835.7928 or toll free: 1.800.477.0466  
[www.cadamn.org](http://www.cadamn.org)

Crime Victim Crisis Center - Freeborn County | 411 S Broadway Avenue, Albert Lea | 507.377.5460  
[www.co.freeborn.mn.us/192/Crime-Victims-Crisis-Center](http://www.co.freeborn.mn.us/192/Crime-Victims-Crisis-Center)

## Legal Aid

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

## Mental Health Resources

National Suicide Prevention Line: 1.800.273.TALK or 1.800.273.8255

<https://suicidepreventionlifeline.org>

South Central Human Relations Center

610 Florence Avenue, Owatonna | 507.451.2630 or toll free: 1.800.722.0590 | [www.schrc.com](http://www.schrc.com)

24/7 Crisis Line: 1.844.CRISIS2 or 1.844.274.7472

**Mental Health Professionals, Inc.**

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

[www.mentalhealthprofessionalsinc.com](http://www.mentalhealthprofessionalsinc.com)

Associates in Psychiatry and Psychology

125 Landmark Drive NE, Owatonna | 507.455.0992

[www.appmn.com](http://www.appmn.com)

Catholic Charities Owatonna Office

577 State Avenue, Owatonna | 507.455.2008 | [www.ccwinona.org/programs/clinical-counseling](http://www.ccwinona.org/programs/clinical-counseling)

Albert Lea Office

St. Theodore's Parish Center

308 East Fountain, Albert Lea | 507.377.3664 | [www.ccwinona.org/programs/clinical-counseling](http://www.ccwinona.org/programs/clinical-counseling)

Lutheran Social Services

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

Fernbrook Family Center - Waseca and Owatonna

115 Landmark Drive, Suite #1, Owatonna | 507.446.0431 | [www.fernbrook.org](http://www.fernbrook.org)

Compassionate Counseling Services, LLC

505 South State St, Suite 4, Waseca | 507.310.1321 | [www.compassionmn.com](http://www.compassionmn.com)

Albert Lea Medical Center - Behavioral Health

404 West Fountain Street, Albert Lea | 507.373.2384 | [www.mayoclinichealthsystem.org](http://www.mayoclinichealthsystem.org)

Waseca Medical Center - Behavioral Health

501 N State Street, Waseca | 507.835.1210 | [www.mayoclinichealthsystem.org](http://www.mayoclinichealthsystem.org)

Freeborn County Mental Health Center

203 W Clark Street, Albert Lea | 507.377.5400 | [www.co.freeborn.mn.us/202/Mental-Health-Center](http://www.co.freeborn.mn.us/202/Mental-Health-Center)

Teresa Anderson-Krull and Associates

216 E Main Street Suite # 4, Albert Lea | 507.377.0107 | [www.takrullcounseling.com](http://www.takrullcounseling.com)

Cedar House, Inc.

142 West Main, Albert Lea | 507.377.8506 | [www.cedarhouseinc.com/cedar-house-in-albert-lea-mn](http://www.cedarhouseinc.com/cedar-house-in-albert-lea-mn)

## **Chemical Dependency Services**

MN Prairie County Alliance (see contact information above)

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

### **Fountain Centers**

408 W Fountain Street, Albert Lea | 507.377.6411 or toll free: 1.800.533.1616

134 Southview Street, Owatonna | 507.451.0511

[www.mayoclinichealthsystem.org/locations/albert-lea/fountaincenters](http://www.mayoclinichealthsystem.org/locations/albert-lea/fountaincenters)

### **South Central Human Relations Center**

610 Florence Avenue, Owatonna | 507.451.2630 or toll free: 1.800.722.0590 | [www.schrc.com](http://www.schrc.com)

### **12 Step Resources**

[www.smnrc.org/AANA.pdf](http://www.smnrc.org/AANA.pdf)

[www.recoveryishappening.org/freeborn.pdf](http://www.recoveryishappening.org/freeborn.pdf)

[www.aaminnesota.org/](http://www.aaminnesota.org/)

## **NRHEG Area Churches**

### **New Richland**

Church of All Saints | 303 1st Street SW | 507.465.8217 | [www.stannjan.com](http://www.stannjan.com)

First Congregational UCC | 110 N Ash Avenue | 507.465.3423

LeSueur River Lutheran Church | 16650 250 Avenue | 507.465.8271

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

Trinity Evangelical Lutheran Church | 204 1st Street SW | 507.465.3635 |

[www.trinitynewrichland.org](http://www.trinitynewrichland.org)

Vista Evangelical Covenant Church | 14679 275 Avenue | 507.465.8365

Vista Lutheran Church | 15035 275 Avenue | 507.465.3539

### **Hartland**

Cross of Glory Lutheran Church | 401 Church Street | 507.845.2818

Hartland Lutheran Church | 404 Broadway Street | 507.845.2218

### **Ellendale**

Vibrant Life Assembly of God | 702 3rd Street S | 507.684.3421 | [www.vibrantlifeag.com](http://www.vibrantlifeag.com)

First Lutheran Church | 503 Radel Court | 507.684.2451

Ellendale United Methodist Church | 200 6th Street | 507.684.0518 | [www.ellendaleumc.org](http://www.ellendaleumc.org)

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

Zion Lutheran Church | 7126 SW 98t Street | 507.835.2090

**Geneva**

Community Lutheran Church | 106 3rd Street SE | 507.256.4288 | [www.commluthchurch.org](http://www.commluthchurch.org)

Victory Life Assembly of God | 105 2nd Street NE | 507.402.0960 | [www.victorylifeaog.org](http://www.victorylifeaog.org)