

# **PARENT-STUDENT HANDBOOK**



**2016-2017**

# **Cannon Falls Elementary School Parent-Student Informational Handbook**

## **Cannon Falls Elementary School**

1020 Minnesota Street East

Cannon Falls, MN 55009

Phone: (507) 263-6800, Option 4

Fax: (507) 263-4888

Website: [cannonfallsschools.com/elem](http://cannonfallsschools.com/elem)

Beth Giese, Superintendent

[giese.beth@cf.k12.mn.us](mailto:giese.beth@cf.k12.mn.us)

Derek Bell, Principal

[bell.derek@cf.k12.mn.us](mailto:bell.derek@cf.k12.mn.us)

Jennifer Chappuis, District Assistant Principal

[chappuis.jennifer@cf.k12.mn.us](mailto:chappuis.jennifer@cf.k12.mn.us)

Terry Soule, Principal's Secretary

[soule.terry@cf.k12.mn.us](mailto:soule.terry@cf.k12.mn.us)

## **School Board Members**

Bob Brintnall, Chairman

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Brenda Owens, Clerk

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## **CANNON FALLS AREA ELEMENTARY SCHOOL PHILOSOPHY OF EDUCATION**

Education in our school will help each individual acquire knowledge, skills, and positive attitudes toward self, others, and the environment. Each individual will learn to solve problems, think creatively, and seek lifelong learning. Every child will be encouraged to develop to his or her maximum potential for leading a productive, responsible, and fulfilling life in a complex and changing multicultural society. Students, families, staff, and community working in partnership, will ensure a positive, safe, stimulating environment at the Cannon Falls Elementary School.

All policies referred to in this handbook are on file in the school offices and are also available to view on the Cannon Falls Schools webpage.

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### **Admittance To School**

All students must have on file with the school a completed immunization series, or a signed legal or medical exemption. Kindergarten students will need to complete their primary immunization series as well as have their second MMR, Hepatitis series, and two Varicella vaccines.

### **Alcohol, Tobacco and Narcotics**

Possession and use of alcohol and tobacco are forbidden by state law to anyone under the age of 21. Possession and use of narcotics without a prescription is illegal at any age. Students who drink alcohol or use any other mood-altering drug during the school day will be suspended a minimum of three days. Items containing tobacco, alcohol or narcotics are subject to confiscation by school authorities, and in the event of confiscation will be made available to the student's parents.

THE SCHOOL BOARD DOES NOT PERMIT THE USE OR POSSESSION OF TOBACCO, ALCOHOL OR NARCOTICS ON SCHOOL PREMISES, AT SCHOOL ACTIVITIES OR ON SCHOOL BUSES.

### **Arrival At & Departure From School**

The main doors will be unlocked and the office opened at 7:30 a.m. Students will arrive on the busses at 7:45 a.m. No supervision is provided for early drop offs. Breakfast will be served beginning at 7:30 a.m. The first bell is at 7:45 a.m. Students should be in their classrooms by the second (tardy) bell at 8:00 a.m.

The school doors are locked during the school day. There is a doorbell system at the main doors which you can ring and access to the building can be given by the office staff.

The dismissal bell rings at 2:50 p.m. All students except those in Cannon Kids or at a scheduled activity are to either board their bus at that time or be picked up. All students should be off school grounds no later than 3:00 p.m.

Students will be released at 12:50 p.m. on PLC days. PLC days are held one Wednesday per month. Please refer to the school calendar for the exact dates.

### **Attendance Policies**

Parents/Guardians are required by law to ensure the regular attendance of their children. It is also the responsibility of those parent(s) or guardians to inform the school (with a phone call) of their child's non-attendance on the morning of that absence. If no such call is made and/or we are unable to verify the legitimacy of the absence (with the parent or guardian) on the day that it occurs, or are not provided a written parental excuse for the absence upon the student's return to school, the absence will be considered *unexcused*. After a student reaches an excessive number of absences, and barring a family emergency, the school has a legal right and obligation to notify the office of Goodhue County Social Services and charge the student's parents with educational neglect due to their child's "habitual truancy."

### **Make-Up Work Policy**

Students will have two days for each day missed due to illness or a school sponsored activity. Students will not have their grades reduced in any way, if the absence is excused and all missed work is completed within the allowable time noted above.

**Students who are absent or sent home from school due to illness are not permitted to return later that day or evening to perform in school-sponsored programs or activities.**

### **Balloons**

For the safety and health of our students and staff, **NO BALLOONS** will be allowed in CFAES. NO EXCEPTIONS WILL BE MADE.

### **Bicycle Safety**

Parents must assume the responsibility when children ride bikes to school. Bicycles must be parked and locked in stands during the day. Children will not be permitted to ride on the playground area at any time during the school day. Bicycle safety rules should be spelled out to the children at home as well as at school. Roller blades or shoes with wheels are not permitted on school property due to liability and insurance protection.

### **Bus Transportation Questions**

Questions concerning bus transportation should be directed to the Transportation Director at the school district's bus garage. The telephone number is 507-263-3597. Further questions should be directed to the Superintendent, Mrs. Beth Giese at 507-263-6800, option 8. District provided transportation is a privilege, not a right. Rules of behavior have been approved by the Cannon Falls Board of Education. Failure to comply with those rules could lead to suspension of bus riding privileges.

Health needs that bus drivers should be made aware of need to be discussed with the school nurse (seizure history, diabetes, etc.) and the information will be shared if it is in the best interest of the child. A plan may be made for assistance in the event of a health emergency.

### **Calendar**

The school calendar is available on our school website ([www.cannonfallsschools.com](http://www.cannonfallsschools.com)).

### **Change of Address or Phone Number**

Please notify the office promptly of any change of address or telephone number (at home or at work).

## Closings

Our School Reach Instant Parent Contact System is used to notify you of any emergency closings. We will call the phone numbers listed on your child's registration form to notify you of any pertinent information. In addition to this notification system, announcements will be made over local radio and television stations, as well as on the school district website ([www.cannonfallsschools.com](http://www.cannonfallsschools.com)).

## Community Education

Community Education is a district wide program providing opportunities for learners of all ages to come together as active partners in the life-long process. The Community Education office is always open to new and creative ways to educate the Cannon Falls community. They offer several after school activities for all school age children. The office is located in the high school. Their phone number is 263-6800, option 9.

## Data Privacy

Schools can release information about students to appropriate parties, like a hospital, police department or emergency squad, if an emergency exists and this information is necessary to protect health or safety of an individual(s).

## OFFICE DISCIPLINE GUIDELINES

In the event that a student is referred to the Principal for violation of the school's behavior expectations, the following are some possible consequences that may be implemented as indicated by our discipline guidelines:

### Loss of Cafeteria Privileges:

Students may be assigned one or more days of eating their lunch in the school office or other designated location.

### Loss of Recess Privileges:

Students may be assigned one or more days of recess detention in the school office.

### Before/After School Detention:

Students may be assigned before and/or after school detention.

### Community Service:

Students may be assigned a community service project such as picking up trash around the building, sweeping the floors or cleaning the walls, etc.

### Restorative Measures:

Depending upon the circumstances, and the willingness of both the offender and the victim, students may participate in a restorative process, including but not limited to restitution and or community service.

### Suspensions:

Students may be suspended from attending class, riding the bus or even attending school for certain behavior violations. These suspensions can be either In-School or Out-of-School, depending upon the severity or frequency of the violation(s).

## SUSPENSION - EXPULSION

Occasionally, it becomes necessary to suspend or expel a student from school. In this even, all procedures will be governed by MSBA 127.26 - 127.40, more commonly known as the Minnesota Pupil Fair Dismissal Act.

Under the provisions of this law, students may be suspended or expelled from school for any of the following:

- a) willful violation of any school board regulation
- b) willful conduct materially and substantially disrupts the rights of others to an education
- c) willful conduct which endangers the student or other students or school property

## DRESS CODE (DISTRICT-WIDE)

The first things a visitor notices in our school are the building and grounds, followed by the students' appearance and actions. We take pride in the appearance of our students. Student dress reflects the quality of the school, student behavior and schoolwork. Therefore, appropriate attire will be worn to school. The following guidelines will apply to student dress and appearance:

- 1) No hats or bandannas will be worn in the building during school hours.
- 2) Clothing with symbols, logos or sayings that represent gangs, and/or alcoholic, tobacco, or other illegal substances will not be worn.  
(Examples: Red Dog, Marlboro, Budweiser, etc.)
- 3) Clothing that contains sexually suggestive sayings will not be worn. (Examples: Big Johnson shirts, Co-ed Naked shirts, etc.)
- 4) Immodest clothing such as cut-off shirts, halter tops, overly tight items or baggy, loose jeans, etc., may not be worn. All shorts and skirts must reach student's fingertips.
- 5) The following dress accessories will not be worn. This includes, but is not limited to: gloves, bandannas, wheelie shoes, wristbands, studded necklaces and bracelets, wallet chains or other jewelry which are likely to cause others to feel intimidated.
- 6) Coats/Jackets can be worn in the building at the discretion of the school administration.
- 7) Final discretion on clothing will be left to the administration.

## Early Dismissal—Medical or Dental Appointments or Emergencies

If you must remove your child from school during the school day, please notify the school office stating the time you will pick up your child in the office. No child is permitted to leave with anyone unless requested and approved by the parents or guardian. Parents/guardians **MUST** come to the school office to pick up and sign their child out.

## **Emergency Procedures**

### **Fire, Tornado and Lockdown Drills**

Fire, tornado and lockdown drills are practiced during the school year. An exit plan for the fire and tornado drills is posted in every room in the building. Students are responsible for following the specific safety directions given to them by their instructor.

### **Evacuation**

A situation may arise necessitating the evacuation of the building. Students are responsible for following the specific safety directions given by their instructors. Under normal circumstances, elementary students will be evacuated to St. Ansgar's Church. At that time a decision will be made by the school district administration to either return to the school building, send the students home or to their designated Emergency Early Dismissal location by bus. Parents are strongly encouraged to meet their children at home and not pick them up at the church since this will only lead to increased traffic and possible confusion.

### **Nuclear Incident**

In the event of a nuclear incident, an evacuation procedure is in place that involves transporting all PreK-12 students out of Cannon Falls to Carleton College in Northfield. Parents are strongly urged to meet their children at that site. These procedures are consistent with state and federal guidelines and with other school districts in the area.

## **Education Foundation**

The Cannon Falls Education Foundation is a non-profit organization supporting the Cannon Falls School system's educational efforts. Grants are provided for educational activities by making an application and submitting the application to a building principal. Donations to the Foundation can be made in a variety of ways.

## **Field Trips**

Class trips are valuable because they produce concrete learning experiences; they provide opportunity for training in courtesy, safety and good citizenship; and they help stimulate children's interest in the community. You will be notified when your child's class is planning a trip, at which time you will be asked to give your permission for him or her to go with the group. At that time you will be charged a fee for that specific trip covering the cost of bus transportation and admittance fees. \*Field trips are not mandatory. An alternate classroom option will be made available for those choosing not to pay for and attend the field trips.

## **Food**

Breakfast and lunch are available to all students at the Elementary School. Breakfast is served starting at 7:30 a.m. and lunch is served between 11:10 and 12:40, depending upon the student's grade level. A breakfast costs \$1.55 and lunches cost \$2.35. A second entrée is available to students at a cost of \$1.65. (Meal prices are subject to change.)

Your child(ren) may qualify for free or reduced price meals. To apply for free or reduced price meals, complete an Application for Education Benefits form and return it to the elementary office. A copy of this application will be sent home with all students, can be requested at the elementary office or is also available on the school web page.

How the lunch program works:

- 1) Each family is assigned a numbered account.
- 2) As payments are made they are credited to their numbered account.
- 3) Each student is issued a lunch card and an ID number. (The first lunch card will be issued to each student free of charge.)
- 4) When a student eats a school provided meal, the amount is deducted from the specific numbered account. Parents will be notified when accounts have a negative balance. No seconds will be served if an account is in the red.
- 5) Money may be deposited to your lunch account before school or given to the teacher.
- 6) Parents may access their family lunch account status either on-line (application form available in the school office), by phone or in person.

Yearly cost for milk at daily milk break is \$50.00 (if purchased before October 1). Ten-day tickets may be purchased for \$5.50. (Prices are subject to change.)

## **Harassment and Hazing**

ISD 252 strives to maintain a learning and working environment free from religious, racial or sexual discrimination, intimidation, hazing and/or harassment. Unwelcome conduct interfering with a student's ability to learn, perform a job or is intimidating, hostile or offensive is strictly prohibited by the school district, state and federal law.

Sexual Harassment may include unwelcome verbal abuse, pressure for sexual activity, gestures, and physical contact, including personal displays of affection beyond hand holding, other than is necessary to provide restraint of pupils by teachers, administrators or other personnel to avoid physical harm to persons or property.

## STUDENT EXPECTATIONS RESPONSIBILITIES AND RIGHTS

Racial Harassment consists of unwelcome physical or verbal conduct relating to an individual's race when the purpose is to create an intimidating, hostile or offensive working or academic environment.

Religious Harassment consists of unwelcome physical or verbal conduct that relates to an individual's religion when the purpose is to create an intimidating environment and interferes with performance.

Hazing is defined as "committing an act against a student, or coercing a student into committing an act that creates substantial risk of harm to a person or property, in order for the student to be initiated or affiliated with a student organization, or for any other purpose." Hazing includes, but is not limited to; beating, striking, placing a harmful substance on the body, sleep deprivation, exposure to weather, forced consumption of foods, beverages or tobacco products or drugs, or any activity that intimidates, threatens, ostracizes, embarrasses, shames or adversely affects the mental health or dignity of a student. School officials investigate all reports and take appropriate action.

Hostile Environment Harassment is defined as situations created by an individual(s) where the school or work environment is saturated with sexual, racial, religious bias or discriminatory acts evidenced by demeaning verbal slurs, inappropriate pictures or publications, inappropriate jokes, or any acts that are unwelcome, pervasive and unreasonable. Such acts cause feelings of discomfort and exclusion, interfering with a student's right to education and are not tolerated. Students creating a hostile environment in school are subject to disciplinary action.

## HEALTH SERVICES

A school health nurse will be available at the elementary building from 8:00 a.m. to 3:00 p.m. She will be available for consultation with parents at any time. The nurse may be reached by calling 263-6800, extension 1262. It is the policy of the school to send children home who become ill during the school day. However, a child will never be sent home (illness, etc.) unless a parent, relative or friend is notified and agrees to accept responsibilities.

Please note: Nurses and school medications are not available for after school activities or Community Ed events.

If your child has a special physical or health need, or takes a daily medication, please take the time to inform the school nurse. Health plans will be written to assure that your child is safe at school. The Health office will also work with other school staff members as needed to plan for the needs of your child. If we discover any health needs, we will inform families and recommend follow up with your primary care provider.

### Illness

Please use the following guidelines to decide if your child should be kept home for illness:

- If they have a temperature greater than 100 degrees.
- If they have diarrhea
- If they throw up that morning or in the night
- Until they have been on antibiotics for 24 hours if prescribed for an illness

We will send students home from school with the above symptoms or with an unidentifiable rash. If the student is seen by a doctor and diagnosed with a communicable disease, or is being treated for head lice, please call and inform the health office as soon as possible. The information will remain confidential.

## HEALTH EDUCATION

The school supports ongoing education about how children can prevent illness through good personal health habits and will assist the classroom staff as needed.

### Injury or Illness at School

In case of serious illness or potential serious situations, every effort will be made to contact the parent prior to taking action to obtain medical attention. If the parent is unavailable, medical care will be obtained in the best interest of the child. The school will not be responsible for the costs resulting from these actions. Please make sure the school has alternative numbers to reach you, or someone authorized to make decisions for your child if you are unavailable. Please contact the school office to update contact numbers when they change.

### Injury or Illness (Return to School)

In the case of communicable diseases, injuries, physical, emotional or other situations requiring a doctor's attention, upon the student's return to school, the student (or parent) must present a discharge notice from the doctor allowing the student to return and noting any limitations on the student's ability to fully participate in all activities while at school. Without any such physician's written orders, the student will be expected to fully participate in all such activities. This includes orthopedic concerns that may limit phy ed or recess.

## HEALTH NEEDS

### Milk Allergy

If your child is allergic to milk products, the lunch service will substitute an alternative product upon receipt of documentation from their physician. State regulations require a physician's signature to this note, and it must be presented annually.



### **Daily Medications**

Daily prescription medications will be given at school after the student has returned a completed Medication Authorization Form to the health office. This form must be filled out with the medication information and signed by a parent and by the child's physician. Medication should be brought to school by a parent whenever possible and needs to be in the original, pharmacy labeled container. Medication will be given to the teacher for field trips unless otherwise noted by the parent.

Over the counter medications are not provided by the school. Students may bring FDA approved over the counter medications to the health office for occasional use. All medications must be kept in the health office and accompanied by a signed note from the parent stating the name of the medication and how, and when, it is to be dispensed to the student. This information can be submitted on a Medication Authorization Form available from the health office. Students will not be allowed to carry their own medication; it must be stored in the health office. All medications must be in the original containers, and containers can be shared by siblings. Medication will only be given with authorization from the parent, and not to exceed the recommended dosage stated on the container. Please check the expiration dates, as expired medication cannot be given at school.

### **Cough Drops**

Cough drops are not a medication and can be sent with your child. Students are not allowed to have cough drops at lunch, gym, recess, or during any activity at which the teacher feels it would not be safe or appropriate. If a staff member feels that the use of cough drops is excessive or causing a problem, the parent will be contacted and other arrangements will be made with the teacher and the health staff.

### **Asthma Medications**

Parents who have a student with asthma should contact the school nurse. Medication Authorization Forms will need to be filled out for inhalers kept in the health office and for those carried by students. Students with a need to carry their inhaler must sign an additional contract with their parents, their physician, and the school nurse. These forms are available in the health office. Peak flow meters are available to help monitor students.

**PLEASE CONTACT THE HEALTH OFFICE WITH ANY QUESTIONS OR CONCERNS ABOUT THE HEALTH OF YOUR CHILDREN. LOCAL CLINICS WILL HAVE COPIES OF OUR MEDICATION AUTHORIZATION FORMS FOR YOUR USE AND THEY ARE AVAILABLE AT THE SCHOOL OFFICES AND ON THE WEB SITE.**

### **Homework Policy**

We believe homework is important because it is a valuable aid in helping students make the most of their experience in school. We give homework because it is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility and helping students develop positive study habits.

Please refer to your child's classroom homework policy.

### **Lost and Found**

Each year, hundreds of items of clothing and other miscellaneous items are turned in to the lost and found and are never claimed. **Parents are urged to clearly label their children's clothing, etc., with the student's full name.** When an article is lost, don't let time lapse before trying to locate it. All items (other than clothing) will be held for two weeks. After two weeks the items will be given back to the person that found it. Lost clothing items are given to charity twice a year – in December during the holiday break and again at year end.

### **Parties & Treats**

If parents wish to send a birthday treat to the classroom for their child's birthday they must contact the child's teacher prior to the day of the event. Any birthday treat brought in must be store bought. Please check wellness policies. Birthday treats are also available for purchase at the school. Classroom Party Tray order forms are sent home in the beginning of the school year or are also available in the school office.

### **Personal Property**

Students often bring personal property to school (soft balls, baseball gloves, bikes, toys, pets, etc.). **The school cannot be responsible for any lost or damaged student's property, including cell phones, electronic devices, Gameboys, trading cards, baseball bats, and lasers.**

Minnesota law permits school officials to search school lockers or desks for any reason, at any time, without notice, without student consent and without a search warrant, Minn. Stat. 121A.72. Personal possessions within the locker (or backpack or coat) may also be searched only if school officials have a reasonable suspicion the search will uncover evidence of violation of law or school rules. Notice of such search will be given shortly afterwards, unless such a notice will impede on an ongoing investigation by police or school officials.

### **Pledge of Allegiance**

The Cannon Falls Elementary School learning community will regularly recite The Pledge of Allegiance. However, Minnesota Statutes 121A.11 mandates the following:

"Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice."

### **Policies**

Please see the District Office web site or contact the school for a complete listing of policies.

**Recess**

We find there is general agreement among area schools that elementary students go outside to play during noon hour if the temperature and/or wind-chill is zero degrees or above.

**Please have your child come to school dressed for outdoors (coat, hat, mittens, boots, etc.) if the temperature and/or wind chill is zero degrees or above.** This will give your child an opportunity for more healthy fresh air, and exercise. Wearing of snow pants and boots are required for K-3 students to play in the snow.

**Report Cards/On-Line Grading Access**

All students receive grades on a trimester basis. All report cards are sent home with the students.

**School Patrol**

Fifth grade students who qualify may enlist in the elementary school safety patrol. The teachers submit lists of those who are good candidates to the patrol advisors. Parents must give their permission before a boy or girl can qualify for patrol duty since this duty sometimes involves the student being at school by 7:45 A.M.

**Special Services**

Students who qualify because of a learning need, may be eligible to receive instruction in addition to their regular classroom program. The special instruction is usually provided by the speech therapist, a physical education teacher, or a special education resource teacher. Parents are contacted before service is provided.

Some students will participate in interventions outside the classroom with an interventionist (this may include Title 1). Parents may be contacted when this service is provided.

**Tardies**

Tardiness to school is excused only for illness, appointments, or family emergency. Students must have a note from their parent/guardian. Tardy students are to report to the office prior to admittance to class.

**Textbooks and Library Books (Lost and/or Damaged)**

Textbooks and library books are provided free of charge to students in all grades. Under state guidelines, parents are financially responsible for reimbursement to schools regarding lost or damaged textbooks or library materials.

**Visitors**

We encourage you to visit school to become more familiar with the school and its staff, and the educational experiences your child is receiving. Classroom visits will be approved at teacher discretion and be set at a time limit determined by the building administrator. Consideration must be given to the disruption a visit causes to other students. Special education settings are more restrictive. Advanced arrangements can be made by contacting the teacher and the school office. Upon arrival at the building, visitors **must** check in at the office before proceeding to the classroom. A visitor badge will be given to display while you are in the building.

To avoid classroom disruption, if you need to deliver a forgotten item to your child, please leave it at the office. Your child will be sent for it, or the item will be delivered by school personnel.

**Volunteers**

At Cannon Falls Area Elementary School, we believe that parental involvement in the educational process is integral to your child's success. We, and your child, need your help, support and active involvement.

Background checks are required for volunteer athletic and academic coaches and for any chaperone that would go on an overnight trip. An application for a background check can be obtained at the district office and a \$10.00 fee would apply.