Cannon Falls Area Elementary School

PARENT-STUDENT HANDBOOK

2023-2024

BOMBERS

1020 MINNESOTA STREET E. CANNON FALLS, MN 55009 PHONE: (507) 263-6800

CANNON FALLS ELEMENTARY SCHOOL

1020 MINNESOTA STREET E.
CANNON FALLS, MN 55009
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Mrs. Andrea Mandelkow
Principal Secretary
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Mr. Jeff Sampson
Superintendent
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DISTRICT MISSION STATEMENT

CANNON FALLS PUBLIC SCHOOLS, PARTNERING WITH FAMILIES AND COMMUNITY, WILL PROVIDE A SAFE, NURTURING, CHALLENGING AND INSPIRING ENVIRONMENT TO EDUCATE ALL INDIVIDUALS TO BE LIFELONG LEARNERS AND RESPONSIBLE, PRODUCTIVE CITIZENS.

CANNON FALLS SCHOOL BOARD MEMBERS

Mr. Bob Brintnall
Chairman
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Mr. Luke Winchell
Vice Chairman/Treasurer
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Ms. Katie Lochner
Director
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Mr. Bill Thompson
Director
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Ms. JoLyn Williams
Clerk
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Mr. Clinton Sjoquist
Director
sjoquist.clinton@cf.k12.mn.us

CFES Families-

I am proud to be the principal of such a caring and successful school. Cannon Falls Elementary school provides a safe and welcoming environment where students are held to high learning expectations. Besides a strong core curriculum (reading, writing, mathematics, science and social students) CFES offers specialists classes such as: Everyday Physical Education, Art, Media and Music that enhance the learning students do during their day. The team of staff that make-up this building are outstanding at building relationships with all students and providing a positive school climate and this sets the tone for their success.

We are so proud of our school and the dynamic work we do with children each day. I look forward to working with you and building a long lasting partnership to provide the best for all that walk the halls of CFES.

Together in partnership,
Jennifer Chappuis, principal

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 OFFICE AND ARE ALSO AVAILABLE TO VIEW ON THE CANNON FALLS SCHOOLS WEBPAGE.

2023-2024 School Calendar

Cannon Falls Area Schools

BOMBERS

820 E. Minnesota Street

507 263-6800 (fax) 507 263-2515

Cannon Falls, MN 55009

August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 29-31	NO SCHOOL - Teacher Workshop
September 5	First Day of School for Grades 6-12 ONLY
September 7	First Day of School for Grades K-5
September 15	1:00 Early Release
October 13	1:00 Early Release
October 16-17	Conferences - Elementary and Secondary
October 19-20	NO SCHOOL - Education MN Break
November 6	NO SCHOOL - Teacher Workshop
November 10	1:00 Early Release
November 22-24	NO SCHOOL - Fall Break
December 8	1:00 Early Release
December 25 - January 1	NO SCHOOL - Winter Break
January 15	Marin Luther King Day
January 12	1:00 Early Release
January 22	NO SCHOOL - Teacher Workshop
February 9	1:00 Early Release
February 19	NO SCHOOL - President's Day
February 27 & 29	Conferences- Elementary and Secondary
March 8	NO SCHOOL - Teacher Workshop
March 15	1:00 Early Release
March 25-April 1	NO SCHOOL - Spring Break
April 12	1:00 Early Release
May 10	1:00 Early Release
May 27	No School - Memorial Day
May 31	Last Day for Seniors - Graduation
June 5	Last Day of School
June 6	NO SCHOOL - Teacher Workshop

Preschool through 5th grade (parents and students) will meet individually with your teachers on September 5th and 6th. Your First Day of School is on September 7th. Parents will receive an email in Mid-August from PTCFast with a link to sign up for your conference time on either September 5th or 6th.

MS/HS	Elementary
Q1 (Nov 3) = 42 Days	T1 (Dec 1) = 56 Days
Q2 (Jan 19) = 44 Days	T2 (Mar 7) = 60 Days
Q3 (Mar 22) = 42 Days	T3 (June 5) = 56 Days
Q4 (June 5) = 46 Days	

February 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29		

March 2024

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24	25	26	27	28	29	30
31						

April 2024

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28	29	30				

May 2024

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024

NO School

1:00 Early Release

Parent Teacher Conferences

Teacher Workshop - NO School for Studer

First Day and Last Day of School

This calendar reflects 174 scheduled student days and 183 + 8)One-hour sessions for a total of 10 teacher staff development days

Calendar Year 2023-2024

BOMBERS

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Acceptable Use Policy/Technology

Internet and Network Acceptable Use Policy #524: Electronic information research skills are now fundamental to preparation of citizens and future employees. Media (photography, video and audio recordings) taken without anyone's (student or staff) knowledge will be considered a misuse of technology and disciplinary actions can and will be taken. The proper use of the Internet is the joint responsibility of students, parents, and employees of the district. ISD 252 expects that all users will blend thoughtful use of the systems and the Internet.

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

Office hours are 7:00 a.m. to 3:30 p.m. The main doors will be unlocked at 7:40 a.m. Students will arrive on the busses at 7:40 a.m. No supervision is provided for early drop offs. Breakfast will be served beginning at 7:40 a.m. Students should be in their classrooms by 8:00 a.m. The school doors are locked during the school day. Dismissal is at 2:50 PM. All students expect those in Cannon Kids or at a scheduled activity are to either board their bus or be picked up no later than 3:00 PM. Students will be released at 12:50 PM on PLC early release days. PLC early release days are held on one Friday per month. See district calendar for dates.

Attendance Policies

Parents/Guardians are required by law to ensure the regular attendance of their children. Minnesota State Law governs the attendance of pupils and obligates schools to ensure regular attendance. The *Minnesota Law (MA 120.10)* provides that every child between seven and eighteen years of age shall attend a public school or private school for not less than nine months during any school year. Regular attendance is a habit and should be cultivated as such. **It is the responsibility of the parent(s) or guardians to inform the school of their child's non-attendance on the morning of that absence. Please call by 9:00AM.** 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, the absence will be considered unexcused. Administration may excuse an absence given reasonable circumstances after a meeting with parents/guardians.

Cannon Falls Elementary School follows truancy guidelines set forth by the Goodhue County Attorney following the process below:

- **1-2 Days of Unexcused Absences-** school will contact parent/guardian to clarify reason for absence. Truancy diversion brochure will be sent to the family.
- **3 Days of Unexcused Absences-** A phone call will be made and a attendance letter will be sent to the family.
- **4 Days of Unexcused Absences-** school informs parents/guardians that a truancy referral will be made to social services at GCHHS.
- **4-6 Days of Unexcused Absences-** Truancy referral is reviewed by GCHHS. Family is contacted by county to develop an attendance plan.
- **7+ Days of Unexcused Absences-** If the student/family refuse services and attendance does not improve, the case is referred to the County Attorney's office.
- **10+ Days of Unexcused Absences-** A case is referred to County Attorney's office and a CHIPs petition is filed with the County Attorney.

Excessive Absences & Truancy

After a student reaches 10 absences (excused or unexcused) Goodhue County requires CFES to send a letter home. This letter will request a parent meeting to discuss absences. After an excessive number of absences, 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." Please ask for a doctor note anytime your child goes to the doctor, dentist or orthodontist.

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.

It's a great day to be a BOMBER!

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.

B.O.L.D. Days

B.O.L.D. refers to a school day for teachers and students to communicate online or have set up prior learning expectations. On a B.O.L.D. day, each student's teacher must be accessible both online and by telephone during normal school hours. A B.O.L.D. day is an extension of student learning. B.O.L.D. days will allow our students to work from home, avoiding future make-up days. The first 2 cancellations will not be considered B.O.L.D. days and will not be part of any make-up days. The next 5 cancellation days will be B.O.L.D. days and be counted as regular instructional days. Any closures after these 7 days will require School Board action in order to be declared make-up days. This can be found on our website under District Policies, other Cannon Falls District Policy and Procedures.

Bullying

Bullying Prohibition Policy #514: "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and (1) there is an actual or perceived imbalance of power 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) the conduct 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. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, school district property, school functions and activities, and on school transportation. 22 - 22 - This prohibition applies to any student who engages in cyberbullying (i.e. bullying by means of electronic devices), a student who retaliates or engages in reprisal against someone for reporting an incident of bullying, and a student who makes a false report of bullying or other prohibited conduct. The prohibition against bullying also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, and employees.

Bus Transportation Questions

Questions concerning bus transportation should be directed to the Transportation Director, Alison Godfrey at the school district's bus garage. The telephone number is 507-263-3597. ***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.

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 Messenger 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 via social media as well as on the school district website (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 lifelong 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 link to Community Education can be found here.

Conferences

Conferences will be held the first two days of the school year, as well as fall and spring conferences. Dates can be found on the school calendar.

BOMBERS

Data Privacy

Schools can release information about students to appropriate parties per District Policy #515: Protection and Privacy of Pupil Information.

Discipline Guidelines

Students are responsible for their own actions and behavior. Progressive discipline will be utilized to the extent reasonable and appropriate base upon the specific facts and circumstances. The specific form of discipline chosen in a particular case is solely within the discretion of the school administration. 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:

Apology/Ownership of Behavior: Students may be expected to write an apology and deliver that apology to the affected party. This step includes actions to take so that an repeated incident is less likely.

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 without recess if the student is likely to cause serious physical harm to students or staff. This must be agreed up on by the parents/guardians or IEP team.

Time in office: Students may just need some time to reflect on their behavior and reset their mindset to move forward. The amount of time is dependent on the student needs.

Dismissal: Students in grades PK-3 may be dismissed for less than one school day if their behavior threatens the safety of other students or staff.

Suspension: Students in grades 4 & 5 may be suspended *out of school* from attending class or riding the bus. After the suspension a readmission meeting is required.

Expulsion: ALL grades: Occasionally, it becomes necessary to expel a student from school. *In either a suspension or expulsion all procedures will be governed by MSBA 127.26-127.40, more commonly know 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

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 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. 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/Hats 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

7 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. 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 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. There procedures are consistent with state and federal guidelines and with other school districts in the area.

Crisis Management: In the event that an emergency arises in school, all students and staff should follow the ALICE procedures. The principal or superintendent will use the public address/telephone/messenger system to give specific directions as to how the school will proceed with the emergency. Students and staff should make decisions based off the public address announcement and follow the teachers directions.

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.

Food Service

For the 2023-24 School Year, Breakfast and Lunch will be provided at no cost to all students enrolled at Cannon Falls Area Schools. Preschool and Kindergarten students will eat breakfast as a whole grade level. Breakfast for students in 1st-5th grade will be served starting at 7:40 a.m. and lunch is served between 11:10 and 12:40, depending upon the student's grade level. We encourage all families regardless of income states to complete an Application for Education Benefits form and return it to the elementary office. This form can also be completed online through Infinite Campus. You can find the form online at the link below: http://cannonfallsschools.com/departments/food_service

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 7:30 a.m. to 3:30 p.m. Please note that nurses and school medications are not available for after school activities or Community Ed. events. A nurse will be available for consultation with parents as needed. 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. 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 needs to stay home from school.*

- If they have had a fever of 100 degrees or higher students need to stay home until they are fever free for 24 hours without fever reducing medication.
- Students need to stay home if they have had vomiting or diarrhea in the last 24 hours.
- If a student is prescribed antibiotics for a contagious condition such as strep throat they need to stay home for 24 hours after they begin taking the antibiotic.- If they have a rash of unknown origin that could be contagious they should stay home until the cause of the rash is determined.

If students become ill during the school day a parent will be contacted to arrange for the student to be picked up and taken home. If the student is seen by a doctor and diagnosed with a communicable disease or being treated for head lice please call and inform the health office as soon as possible.

Health Needs

Milk Allergy If you child is allergic to milk products, the cafeteria staff will substitute an alternative. State regulations require a physician's signature to this note, and it must be presented annually.

All medication to be given at school must be kept in the health office. Medication should be brought to school by a parent whenever possible.

Parents should complete the parent portion of the medication authorization form if a student needs to take a non-prescription FDA approved medication at school. Medication will be given following the label directions for recommended dosage. Written physician permission is required for all prescription medication that exceeds two weeks school administration, is considered to be a controlled substance that contains aspirin and any others deemed necessary by the school nurse.

Medication authorization forms are available in the nurse's office or on the school website under the departments tab and health and wellness.

Asthma Medications If your student has asthma parents should fill out a medication authorization form for inhalers to be kept in the nurse's office. Parents should request an asthma action plan from their child's medical provider and provide a copy to the health office.

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 PE class or recess.

Immunizations

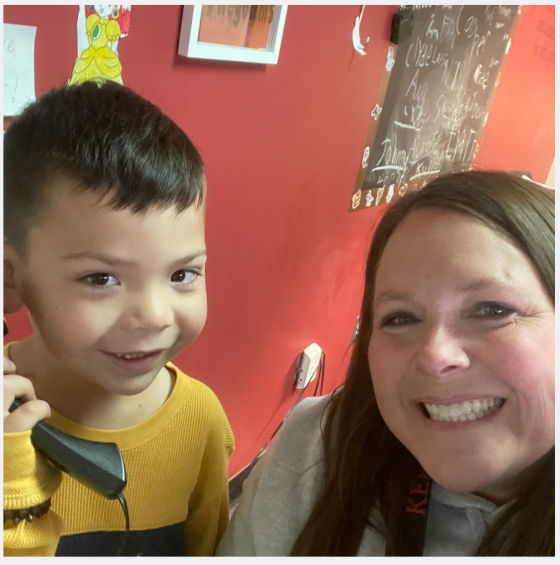
In accordance with *Minnesota Statutes, sections 121A.15 and 135A.14*, parents of all children who are enrolled in a Minnesota school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and varicella or submit signed exemption forms. Students entering Kindergarten and 7th grade must also be immunized against hepatitis B. Immunization records of all children entering the Cannon Falls schools will be reviewed. No child, unless s/he meets allowable exemptions, is allowed to attend school if those records are not up to date. Allowable exemptions include either (1) a medical exemption signed by a physician stating that the immunization is prohibited for medical reasons or because an adequate immunity already exists or (2) a conscientious exemption signed by the parent or legal guardian and notarized stating that the child has not been immunized because of conscientiously held beliefs of the parent or legal guardian.

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 periodically throughout the year.

Great day

to be a



BOMBER!

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. 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, trading cards, 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

The districts school policies can be found on our district website or by using the link below.
https://www.cannonfallsschools.com/district_office/school_board/district_policies

Recess

All students will go outside to play for recess if the temperature and/or wind-chill is zero degrees or above. Students are expected to wear appropriate clothing during winter weather. 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 all students to play in the snow.

Report Cards

All students receive grades on a trimester basis. They are available through Infinite Campus in the parent portal after the completion of each trimester. Please call the office if you need assistance assessing your child's grades.

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 will 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.

Testing

Our testing procedures are as follows: FASTBridge Assessment will be given to students in grades K-5 three times a year, to determine progress. Some students may be assessed on a weekly or biweekly period, if students are being progress monitored in our Response to Intervention Program. Grades three through five will participate in the Minnesota Comprehensive Assessment Test (MCA-III) in the Spring.

Testing Calendar and Refusal

For more information on the districts testing calendar and the refusal form for statewide testing please visit: https://www.cannonfallsschools.com/assessments/assessments

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 it's 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 to get their visitor badge. If you need to deliver a forgotten item to your child, please leave it at the office. We will get the item to your child.

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. All volunteers will be required to sign a volunteer agreement form and provide a copy of the front/back of their license. This information will be kept for the school year on file in the office for one year. In addition, background checks are required for volunteers that chaperone on an overnight trip. An application for a background check can be obtained at the district office and a $14.00 fee would apply.

Water Testing

The Cannon Falls Area School District performs water testing, which includes lead testing, every 5 years. These tests are performed in each building serving PreK-12 grade students. Tests were done on April 7th, 2023 and are scheduled on or before April 7th, 2028. Results are in all school offices and available by request.

Weapons

No student shall possess a weapon when in the school building, on school grounds, or on any school-sponsored trop or activity. "Possession": refers to having a weapon on one's person or in an area subject to one's control on school property, in our school zone or at a school trip/activity. Appropriate action will be taken by administration including possible expulsion.

Bomber Family