



## School and Family Handbook

**Our Vision (what we hope to become):** is to be the preeminent leader in Science, Technology, Engineering, and Math (STEM) education in Minnesota by creating a community of students who love to learn.

**Our Mission (why we exist):** is to foster each student's innate curiosity and joy of discovery. We prepare students who are well educated, socially aware, scientifically literate, respectful, and responsible citizens in the global community. We achieve this by combining student-centered, collaborative and experiential instructional methods with exceptional parental and community involvement, and by using the environment as an integrating context.

Cannon River STEM School

1800 14<sup>th</sup> Street NE

Faribault, MN 55021

**507-331-7836**

(you may reach a staff member's voicemail by calling this number and entering the first few letters of their name when prompted)

### Staff Directory:

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Lunch Program Coordinator: Tammy Donahue, [tdonahue@cannonriverstemschool.org](mailto:tdonahue@cannonriverstemschool.org)

Developmental Reading Coordinator: Deb Scheil, [dscheil@cannonriverstemschool.org](mailto:dscheil@cannonriverstemschool.org)

Executive Director: Nalani McCutcheon, [mccutcheon@cannonriverstemschool.org](mailto:mccutcheon@cannonriverstemschool.org)

Cannon River STEM School is sponsored by The Audubon Center of the North Woods

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Note: This Family School Handbook is designed to highlight key points and information for a successful school-year at Cannon River STEM School. ***The information within is intended to help us ensure a productive learning environment and serves as an overall guideline. There may, however, be extenuating circumstances where the staff's discretion will need to be used.***

For more details regarding board policies, please visit:

<http://cannonriverstemschool.org/board/policies/>

The following are policies that should be read by all families and are located on the CRSS website:

- 501. School Weapons Policy
- 502. Search of Student Lockers
- 506. Student Discipline
- 514. Bullying Prohibition
- 515. Protection and Privacy of Pupil Records
- 516. Student Medication
- 524. Internet Acceptable Use (printed in full in Appendix 1)
- 526. Hazing Prohibition
- 531. The Pledge of Allegiance
- 532. Use of Peace Officers and Crisis Teams to Remove Students on IEPs from School Grounds
- 709. Student Transportation Policy. Because transportation for CRSS students within the boundaries of the Faribault Public School district is being provided by the Faribault Public Schools, CRSS will follow Faribault's Student Transportation Policy for those students.
- 806. Crisis Management

## DAILY SCHEDULE

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### **School Day 8:15 a.m. – 2:50 p.m.**

Students need to be in their classrooms at 8:15 a.m. so students should be to school at least 10 minutes before that to allow them time to use the restroom, hang up coats, etc. Any student arriving after 8:15 a.m. will need to be accompanied by a parent to check in at the office. If a student needs to leave before the end of the school day, he/she must give a note to the teacher at the beginning of the day. When picking up a student, parents must sign the check-out log at the office before departure. Only adults listed on the enrollment forms as authorized contacts will be allowed to pick up a student. Parents should submit additional names in writing to the school office if they wish to give permission for their child to go home with someone other than those listed. This may be in the form of a note brought to school, or an e-mail to Nicole Broden ([nbroden@cannonriverstemschool.org](mailto:nbroden@cannonriverstemschool.org).)

If you need to drop off your child before 8 am, he/she will need to report to before school care in the cafeteria. Cost is \$2 per family, per morning.

Thank you for your help in maintaining a safe school campus through these procedures.

### **Dismissal Time – 2:50 P.M.**

Dismissal for all students will be 2:50 pm.

### **Early Dismissal Time – 12:50 P.M.**

Our early dismissal dates are October 12<sup>th</sup>, November 9<sup>th</sup>, December 14<sup>th</sup>, March 14<sup>th</sup>, April 11<sup>th</sup>, and May 9<sup>th</sup>. **Please be aware of these dates in advance of their occurrence so you and your child can have a plan in place for pick-up and after school care.**

### **Lunch and Recess Schedule**

K-2: Recess at 10:20-10:50 a.m., Lunch 10:50-11:15 a.m.

3-6: Recess 10:50-11:20, Lunch 11:20-11:45 a.m.

7-8: Lunch/Break 11:50-12:30 p.m. noon

## GENERAL INFORMATION

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### **ALLERGIES**

Life threatening food allergies and latex allergies are serious problems. Classroom teachers may give you information about specific allergies within their classrooms; please make sure to note these allergies and follow any guidelines provided. If your child has allergies we should be aware of, please notify Nicole Broden, Office Manager. If your child is allergic to food, also copy your classroom teacher and Tammy Donahue, Lunch Program Coordinator, with that information. Note that we must have a doctor's note defining the disability in order to make any accommodation in the school lunch program. Outside of a defined disability, other dietary menus can be made available but will be charged the true cost of the meal.

### **ATTENDANCE**

Because regular school attendance is such an important factor in academic success, the Cannon River STEM School is eager to work with students, parents and families to ensure that all students come to school on a regular

basis and on time. While students are expected to make up work that they miss, there is no substitute for being in class. We are eager to work with you to make sure your child is in school and learning to the best of his/her ability.

Minnesota law states that all students are required to attend school from age 7, or when they enter kindergarten (whichever comes first) until they are 18 years old. It also states that a student's failure to attend school may lead to legal action for the parents/guardians and the student. At Cannon River STEM School we would rather work to address attendance issues with you before it becomes a problem. The following elements of our attendance policy are designed to support your student's learning and maximize his/her school experience.

All student absences, late arrivals and early sign-outs will be tracked for every student. If a student is absent from school a total of 30 hours (5 days) in any one marking period or 60 hours (10 days) within 90 days, he/she will have a ***pattern of non-attendance***.

If a student develops a pattern of non-attendance, school staff may contact the parents in order to understand the cause of an attendance problem and resolve it. Cannon River STEM School prefers to work with parents to remedy an attendance problem and assist the student in attending school regularly. **However, by law, if a student has 3 or more unexcused absences in a school year, he/she is considered "continuing truant." If a student reaches 7 or more unexcused absences, he/she is considered "habitually truant" and the school must file a truancy report with the county.**

Student absences are considered **excused** under the following circumstances:

***Doctor/Dentist Appointments***

Whenever possible, please schedule doctor and dentist appointments before and after school. If you must schedule an appointment during the school day, the appointment will be excused upon receiving a **written note** from the doctor or dentist.

***Illness***

Students are allowed up to 8 total absences a year, or 3 days in a row, due to illness without a doctor's note. A **doctor's note must be provided** if your child is gone from school for illness more than 8 total days over the school year, or more than 3 days in a row. Your child's health is important to us. We are pleased to discuss your child's health issues with you and assist you in any way we can. **If you have difficulty accessing health care for your child for any reason, please contact us for assistance.**

***School Bus Problems***

If your child misses school because the bus was late or did not show up at the bus stop, please report the situation to the school immediately.

***Religious Holidays/Cultural Observances***

If your child will miss school due to a religious holiday or cultural observance, please **notify the school** in advance in writing.

***Funeral or other Family Emergency***

Students may miss school for up to 3 days a year because of a funeral or other family emergency.

***Family Activity***

A student may miss school for up to 5 days for a pre-approved family activity. **Pre-approval** requires the following:

- At least 5 days before leaving, notify the school of the time your child will miss school for a family activity and secure approval from the Executive Director.

- The understanding is that your child will be responsible for completing all assigned work before returning to school. Please make arrangements with your child's teacher to obtain whatever work they can suggest. Keep in mind that much of what happens in the classroom cannot be condensed into homework, and while teachers will try as best possible to provide ways for your child to keep on track, this may not be possible.
- Plan to avoid having your child miss school during important testing times such as the MCA tests or the NWEA tests. These test dates are available from the school and testing windows are identified on the official school calendar.

A student is considered **absent-unexcused** if the absence does not fit any of the categories described in the section on excused absences.

Parents are asked to call the school by 9:00 AM on each day a student is absent from school.

If parents have not called by 9:00 AM, school personnel will call to check on the child. In the event that phone contact was not made by home or school, the student will be marked absent – unexcused. **Be sure to contact the CRSS Office whenever you know your child will be absent . 331-STEM [7836].**

### **ABSENCE REPORTING**

Please report student absences on EVERY day of absence, unless otherwise directed by staff. Please call (331-7836) or e-mail your student's classroom teacher and copy the Office Manager, Nicole Broden (nbroden@cannonriverstemschool.org). Our voice mail is available from 4 p.m. – 7:30 a.m.

If children are ill, parents are requested to keep them at home. Please let us know the nature of the illness so we can monitor communicable diseases. Please note that if a child has a fever in the afternoon, they should stay home the following day. In general a child should be fever-free and without fever reducing medicine for 24 hours before returning to school. We recommend similar discretion in relation to stomach distress causing vomiting.

### **ANIMALS**

Except for classroom activities arranged in advance with the classroom teacher, animals other than service dogs are not allowed in the school buildings.

### **BEFORE AND AFTER SCHOOL OPTIONS**

Before School Care: \$2/family per day, 7:30-8am.

After School Care: We are unable to offer extended care at this time. If you need additional care options, we recommend you contact Kids World, which operates out of Roosevelt and Jefferson Elementaries in Faribault: [www.faribault.k12.mn.us/schools/re/roosevelt\\_kidsworld.aspx](http://www.faribault.k12.mn.us/schools/re/roosevelt_kidsworld.aspx) or (507) 333-6724

### **BEHAVIORAL EXPECTATIONS**

Cannon River STEM School follows the Responsive Classroom model for teaching and learning that fosters safe, challenging, and joyful classrooms and schools, kindergarten through eighth grade. Developed by classroom teachers, it consists of practical strategies for bringing together social and academic learning throughout the school day. Our discipline philosophy is to help children learn how to balance personal freedom and responsibility to community. We do this in a variety of ways. One way we do this is through using Responsive Classroom components, such as morning meeting, clarifying above the line & below the line behavior, and coming together to decide on class guidelines/values/rules. Another way we do this is to continually model and help students identify and meet needs: needs of themselves and the needs of others. All behavior is rooted in needs; as a staff we will work to meet student and community needs and support children in meeting their own and others' needs.

One simple framework that we utilize to guide behavior is the three R's: remind, redirect, and remove. Teachers will first remind a student of a rule or what she/he needs to be doing (or ask the student to identify what she/he needs to be doing, possibly go to a Take a Break location - TAB ). If this strategy does not work, a teacher will redirect a student. This may simply be to ask the student to work in a different location or to ask the student to come up with a strategy that will help him/her to work positively and productively. If these strategies don't work, a student may then be asked to leave their learning setting. This could include simply taking some extra time to think on the Take a Break chair or going to a buddy/partner classroom. It may also include a time to talk with the teacher to determine a fix-it plan to meet student needs. At times it could include a meeting with an administrator. If these steps are not sufficient to resolve the problem, parents will be invited in for a meeting with their child to help develop a fix-it plan and gather support from home. We will do our best to communicate and collaborate with families so that whatever student challenges arise can be addressed with a community of support, maintaining our focus on meeting students' needs and helping them to succeed. We value the insight from our parents to help us support our students; please know that we consider families to be an important partner as we learn and grow with our students here at CRSS.

When the strategies/processes above do not suffice due to the severity of a child's actions, the board discipline policy outlines procedures that may be implemented. (506. Student Discipline)

Note: We are committed to creating a bully free environment. Bullying of any kind (physical, verbal, written) will not be tolerated and will be immediately addressed. Please see board policy 514. Bullying Prohibition for more details.

### **BICYCLES**

Students riding bicycles to/from school or in a school sponsored activity are required to wear a helmet whenever the bicycle is in operation on school grounds. Helmets must also be worn whenever bicycling off campus under the supervision of CRSS Staff.

### **CALENDAR**

All families are provided with a printed copy of our calendar in the school folder. You may also consult the calendar at <http://cannonriverstemschool.org/about/school-calendar/>

### **CHANGE OF STATUS**

If any data about your family or child changes, please make those changes by logging in to TIES School View through our website. If have not yet set up a School View Account please call or email Nicole Broden at 507-331-7836 or [nbroden@cannonriverstemschool.org](mailto:nbroden@cannonriverstemschool.org) to receive your access key and instructions. If you do not have access to the internet please send a note with your child to school.

### **CLASSROOM COOPERATION**

At CRSS, we have organized groupings for classes to work together. Buddy Classrooms are those that work together to mentor and share between students of differing age groups. Classrooms are not limited to working in these groups, these are merely those that will interact on a more regular basis.

To further support classroom cooperation and to build our school community we will regularly have all school meetings.

### **CLOTHING EXPECTATIONS FOR STUDENTS**

Student clothing should be appropriate for a positive and safe learning environment. Since we will be outside on a regular basis, we need all students to:

1. Wear outdoor friendly closed-toe shoes secure to the foot to school each day such as sneakers or hikers (no heels, no wheeled shoes, no flip-flops, etc. We need to make sure students are safe in the woods and teachers often don't have time to allow for changing shoes. While fun to wear, heels/wheels/flip flops don't work at school). On wet or rainy days this fall and next spring, you may want to send boots/galoshes.
2. Students will also need a second pair of shoes that will be used for playing in the gym and for other indoor activities (this pair will be left at school).
3. Clothing worn each day should be appropriate for school, the weather, and being outdoors. Being outdoors means we will sit on the ground, hike through the woods, and learn outside. Skirt and short length should allow for sitting comfortably outside and walking in the woods. Be aware that outdoor exploration may be in areas with tall plant material on either side (including stinging nettles.) Long pants are recommended and at times may be required by the classroom teacher.
4. We do advise that students (particularly younger students) have a clean pair of underwear, socks, t-shirt and pants tucked in their backpack or left in their cubbie. Students do get wet and muddy from time to time, and this precaution can eliminate the need to call home!

Clothing that causes a disruption to the educational process or the orderly operation of the school will not be permitted. This includes, but is *not* limited to-clothing that:

1. has comments, pictures, slogans, or designs that are obscene, profane, vulgar or include reference to alcohol or drugs;
2. is harassing or threatening to an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation;
3. advertises products or brands that cause a disruption to the educational process;
4. consists of spaghetti strap tops, low cut tops, pant waists that do not meet the shirt, shorts with short cut legs, and shorts that do not stay up. In general, shirt straps should be at least 1 inch in width;
5. shields a child's face (no hats worn in the school buildings).

Students who come to school *inappropriately dressed* may be asked to:

1. change clothing if he or she has other items at school, or if other clothing is available at school;
2. turn clothing inside out if possible;
3. have parent/guardian bring other clothing to school.

## **COMMUNICATION**

We value regular communication and appreciate receiving your questions, ideas, and feedback. Please utilize the email addresses and phone number provided in the handbook to keep the communication lines flowing. In addition to email addresses, all teachers have a phone extension and a voice mailbox where parents and students can leave messages. We will do our best to respond to all communication within 24 hours during the work week. *Please be advised that teachers are expected to focus on their students during the school day, and are not expected to check or respond to e-mail or voicemails during that time. **If you have a message that a teacher must receive before the school day ends, contact the front office and ask that it be relayed to the teacher. We ask that you do not rely on e-mail for messages that must be received the same day as it is sent.***

Resolving concerns and questions: At Cannon River STEM School we understand that part of life in a community involves questions, concerns, and misunderstandings. We are committed to teaching our students how to talk through their concerns in a peaceful and productive way. As adults, we try to model this behavior.

To resolve these issues, we believe that it is best to deal with the people involved. For instance, if your child is upset with another child, the two children need to talk. If you are concerned about something that happens in the

classroom, talk directly with the teacher. If you are concerned about something that correlates with overall school issues or programs, contact the Executive Director.

Whenever necessary, students will be provided the time to have a “peace conference” to work out any struggles they are having with other school community members.

### **CONFERENCES: PARENT-TEACHER-STUDENT**

We welcome the opportunity to talk with you about your child at any time. Formal Parent-Teacher-Student Conferences are scheduled twice a year, in addition to the Start of the School-Year conference that takes place before the first day of school. Additional conferences will be scheduled as needed at either the request of the parent or teacher. Please consult the school calendar for dates and times.

### **DATA PRIVACY**

Cannon River STEM School, District #4194 hereby gives notice to parents of students of this school that according to school policy, the following directory information will be released without prior parent approval.

1. Student's name
2. Student's address
3. Telephone number
4. Participation in officially recognized activities and sports
5. Date of attendance
6. Awards received

As a participant in an officially recognized organization or school classroom, picture of students or groups of students may also be taken and published in the newspaper, school publications or other news articles. These pictures will also be released without parent permission.

If you do not want to have any of the above information released without your approval, you must put your request in writing and submit to Executive Director, Cannon River STEM School, 1800 14<sup>th</sup> St. NE, Faribault, MN 55021.

### **ELECTRONIC DEVICES (WIRELESS PHONES, GAMES, MUSIC PLAYERS, ETC.)**

Electronic devices (including but not limited to wireless phones, pagers, electronic games, CD players, iPods, and other personal music players) are only allowed for instructional purposes during the school day. We also emphasize that the school is not responsible for lost, stolen, or damaged items. Students are *discouraged* from bringing these devices to school; however, if brought to school (with the intent to use them after the school day), these items must be kept in a student’s backpack and silent from the beginning to the end of the school day. Students possessing these devices during the school day, except under the direction of a teacher for instructional purposes, will have them taken away and held by the teacher or in the office to be picked up at the end of the day by parents. Confiscated electronics will not be returned to the student until a parent personally picks it up or talks directly with the teacher authorizing its release.

### **EMERGENCY DRILLS**

**Evacuation Drill** – Building sections/classrooms have been assigned designated exits, as well as locations to meet on the school grounds in the instance of an evacuation. We practice the evacuation drill at least five times per year.

**Severe Weather Drill** - Teachers have been assigned a severe weather station. They will instruct their students in the proper procedure for taking cover. We practice the severe weather plan at least once per year.

**Lockdown Drill** – In the event of an intruder at school or other emergency in the building, we will implement a “lockdown” to keep students safe in predetermined areas of the building. A lockdown drill is practiced at least five times per school year.

### **FIELD TRIPS**

Field trips are planned to extend your child’s educational experiences. When planned, your child will receive a slip stating where he/she will be going, the time they will leave and return, and any cost related to the trip. Please note that families provided a umbrella permission slip authorizing your child to participate in all school related field trips. If you do not want your child participating in the planned excursion, you must notify the teacher in writing prior to the day of the field trip.

**A permission slip signed by a parent or guardian is *required* before a child can go on a trip.** If a permission slip is *not returned*, your child will **stay at school** with supervision. Alternate activities will be provided.

### **HOLIDAY CELEBRATIONS**

Cannon River STEM School wishes to honor the diversity of our student population along with recognizing holidays and seasonal events. We have seasonal spirit weeks that consist of 3-4 days of special activities that coincide with Halloween, Christmas, and spring’s arrival. While we do not have costume events or gift-giving celebrations during these times, we do provide school-wide and classroom events designed to be fun and mark the season rather than recognized day or event.

Valentine’s Day is another celebration that we approach differently at CRSS. We believe that Valentine’s Day is about caring for others and expressing that appreciation. We choose to honor the root of this day, not through children exchanging purchased valentines and candy, but by having each class make valentines for people we appreciate in our school community who are often forgotten. We also will have a larger service element by making valentines for other people in the Faribault community

As a school, we discourage gift giving to our teaching staff and traditional valentine exchanges. We welcome and encourage handwritten notes of appreciation and affirmation to all in our school and broader community. We believe we are creating cherished childhood memories for your children that, while different from those you may have experienced, are still special.

### **HOMEWORK**

CRSS staff will be intentional about homework and will use it minimally at the early grades. We want our students to have activity time, free time, and most importantly, family time after the school day. Research does not show benefit from regular homework at the early grades (K-3) other than the daily practice of reading. We expect that all students will read or be read to an average of 20-30 minutes per day. Please make sure to support your child in creating this important habit.

- **Homework Questions:** Students will occasionally be assigned homework other than reading (and more often at the 4-8 grade levels). Please know that you and your child are both welcome to email our staff at any time regarding questions about your child’s homework.
- **Homework During Absence:**
  - Because it is difficult to gather materials during the teaching day, we request a five-day notice for students needing homework due to a planned absence. Keep in mind that much of what happens in the classroom cannot be condensed into homework, and while teachers will try as best possible to provide ways for your child to keep on track, this may not be possible. Please make arrangements with your child’s teacher to obtain whatever work they can suggest.

- When your child is sick, please contact your child’s teacher to get the classwork missed and/or to determine a plan for how your child can catch up upon his/her return to class. Please know that your child’s return to good health is most important and the work can wait.

**ILLNESS/INJURY AT SCHOOL**

When students become ill or are injured at school they will report to the office. Parents will be notified if the injury requires more than 10 minutes of care (excluding rest time.) Emergency Medical Services will be called in case of emergency. If students need to leave school because of illness or injury, a parent or emergency contact will be called to make arrangements for the child. We do not have the ability to hold ill students in the office for extended periods of time. Please ensure that someone on your emergency contact list could reasonable pick up your child within 1 hour of a phone call. Please keep us informed of any changes with your phone numbers, employer, or emergency contact people to ensure that we have a way to get your child cared for in a timely manner.

**INCLEMENT WEATHER & COLD WEATHER GUIDELINES**

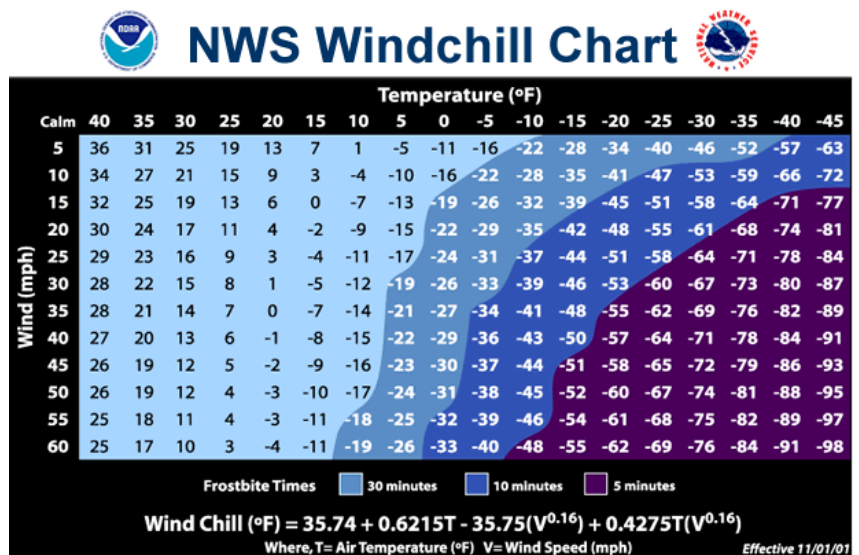
Listen to radio/local TV stations—we will follow the Faribault School District regarding late starts and the cancellation of school. Please be advised that CRSS has two additional vacation days in December which differs from the Faribault Public School calendar.

During severe weather where it is unsafe to have students outside, our students will be kept indoors. Inclement weather includes such weather conditions as heavy rain, lightning and dangerous temperatures. Be aware that students will spend 5-15 minutes outside regardless of weather conditions and should be dressed appropriately. Please make sure your child is prepared every day for whatever the weather may bring. We will be moving about the campus for a variety of activities and expect that we will occasionally have days where students will need to walk in the rain.

***Students will be outside in cold weather to the extent that they can be safe!***

1. Children need time outside every day, but students must be safe during that time outside.
2. Even at our most restrictive, we cannot eliminate the need for students to pass between buildings. Therefore, parents must be vigilant about sending their children with appropriate clothing for the winter weather.
3. Our students are expected to come to school dressed appropriately for the weather because much of our learning takes place outside. If they are not appropriately dressed with coat, snowpants, hat, scarf, mittens, socks and boots, they may be denied time outside and miss out on important learning opportunities. We will not risk having children outside if their clothing does not allow for it.
4. Students dressed appropriately should be able to spend time outside safely in cold weather conditions.

5. It is important to balance the length of time outside with the wind chill danger. Therefore, we will be using the NWS Wind Chill Chart to make our determinations. Since young children can be more sensitive to cold weather, we will subtract 5 degrees from the actual temp in making our determination (so if the temperature is -5 degrees, we would use -10 degrees as the gauge for using the chart).



- Effective teaching means monitoring students comfort level throughout the activity. Even in temperatures where frostbite is not a concern, our teachers and recess supervisors will be monitoring student health and comfort.
- When the conditions are in the range that allows for frostbite in 30 minutes, students will not be allowed to be outside longer than 20 minutes. Teachers may use their discretion on taking their students outside, provided they are all dressed appropriately. They should not allow the class to be out more than 20 minutes, thus providing a cushion in time based on changing conditions.
- When the conditions are in the range that allows for frostbite in 10 minutes or less, students will not be taken outside except to pass between classes.
- As a general rule of thumb, length of recess or outdoor exploration is restricted to 20 minutes or less in temperatures below -15 degrees F on calm days and as the chart indicates, as the wind increases, the temperature would need to be warmer to conduct recess or outdoor exploration.
- Our faculty members understand frostnip, frostbite and have procedures to ensure that students learn how to safely enjoy winter weather. Help us by sending your children with appropriate clothing, allowing them to safely learn what the outdoor world can teach in the winter.

### **INTERNET ACCEPTABLE USE POLICY**

Students will be asked to review the Internet Acceptable Use Policy at the beginning of each year with their parents/guardians. Before a student is allowed access to the Internet the parent/guardian and the student must have signed the Acceptable Use Consent Form and returned it to the office. This policy in its entirety is printed in Appendix 1 of this handbook, and is available on the school's website. (524. Internet Acceptable Use)

### **LICE**

All schools struggle with lice issues throughout the year. CRSS takes whatever precautions necessary to prevent and control lice outbreaks, including wiping down headsets with disinfecting wipes upon each use. However, lice cases do occur and are a part of the school experience. Should you determine your child has lice, please call the office and let us know. Your child will be excused from school and should stay home until you have completed the first lice treatment and your child is nit free. Upon returning to school your child will be discretely checked for nits and then allowed to continue with their class if none are found. A follow-up check will be done in a week to ensure that your child is still nit free.

### **LOST AND FOUND**

**Please label your child's gym shoes, outdoor clothing, lunch box, etc.** Doing so will help your child, you, or us find items that are missing. Lost and found items are put on display periodically throughout the year and if not claimed, are washed and given to needy children. Please look in the lost and found bin in the Old Main entry way to claim lost items. Lost items that are not clothing can be claimed in the office.

### **LUNCH AND MILK BREAK**

Our school does offer a lunch program, but children may bring a lunch from home with them to school. Children may purchase milk daily to drink with their lunch from home through their family lunch account. Students must have money in their lunch account to eat hot lunch. Applications for Free and or Reduced Price Meals are available in the school office. Please feel free to call the school office with questions on this program.

#### **Lunch Prices:**

\$3.20—student lunch including milk, additional milks or milk for those who bring cold lunch may be purchase for \$.50/milk, soy milk may be purchase at cost (please see CRSS website for current price.)

**Please see the meal account and ordering policy on the CRSS website for further details.**

**To promote healthy nutritional habits at school, please do not bring soda and fast food carryout to school.** We do welcome you to eat lunch with your child. Please note that in order to eat school lunch, you must order the month prior with the student lunch order. (\$4.20/adult or guest lunch). If you are bringing your own lunch, you may call that morning to let us know. Please join us!

### **MEDICATION POLICY**

Parents should contact the school about students who require medication during the school day. A Medical Authorization form and Physician's signature are required for both prescription and over the counter medications to be given. This form needs to be on file in the school office and re-filed each school year.

- ⇒ **All medications brought to the office must be in the original container.**
- ⇒ **All medications must be brought to the office by the parent/guardian.**

### **PARTY INVITATIONS**

Please use the School Directory (made available in September) to **mail home** party invitations to avoid hurt feelings of those children who may not be invited. ***No distribution of party invitations at school, please.***

### **PHYSICAL EDUCATION**

All students are asked to have a separate pair of athletic shoes for physical education. These shoes will be left at school, and should be labeled with your child's name.

### **Physical Education Participation**

When a student is temporarily unable to participate in physical education or any other class or activity due to illness or injury, he/she may be excused upon receipt of a written note from the parent/guardian for a period not to exceed three days. A written statement from a medical care provider confirming the student's condition and need for restriction or exclusion from class is required to excuse a student for more than three days. The medical care provider's request should indicate the duration of the restriction.

### **REPORT CARDS**

The report card indicates the progress of your child in meeting the MN Academic Standards as well as their progress in other Life Skills. Report cards are available for viewing on SchoolView *three* times per year, and mailed in paper form only at the end of the year. Please know that you are welcome to contact your child's teacher at any time for an update on your child's progress. Dates for report card viewing/ mailing are listed on the school calendar.

### **SNOW**

We are certain to see a lot of snow on our playground but this does not preclude us from going outside during recess to enjoy it. Students are allowed to play in the snow as long as they are appropriately dressed (hats, gloves, snow pants, and snow boots). Students who do not wear snow boots and snow pants may not be able to participate in recess. In an effort to keep everyone safe and happy, there is **NO snowball throwing** at Cannon River STEM School.

### **STUDENT RECORDS**

The maintenance of all student records is in compliance with both the State Law and the Federal Law which govern access to and confidentiality of student records. See CRSS Policy 515: Protection and Privacy of Pupil Records for more information.

**STUDENT RELEASE POLICY**

Students shall be released only to a parent (or parents) with whom they reside, to their legal guardian, or to another lawful custodian during the school day. The parent(s), guardian, or legal custodian (the term "legal custodian" shall mean all such persons) shall be those persons identified as such on the student's enrollment and registration form. A student shall not be released to any person other than the legal custodian except when the director (or his/her representative) has reasonable assurance that the legal custodian authorizes the release.

Questioned authorization for the release of a student will be confirmed with the legal custodian.

- If your child is going to ride home with someone other than his/her parent or those designated on their enrollment form, he/she must bring a note to their teacher in the morning OR a parent must email their child's teacher and cc Nicole Broden. If emailing, please do so before 7am so that teachers will see the email before school starts (it is not always possible for teachers to check their email during the day). Please see email list in the handbook or consult the school website.
- If your child needs to be picked up early from school, please use the same procedure as noted above.

**TARDY POLICY**

When students come to school after 8:15, parents should walk their child in and check in at the office before the student proceeds to class. Students not in their classrooms ready to begin instruction at 8:15 a.m. will also be marked tardy by the classroom teacher.

**TESTING**

Students in 3<sup>rd</sup> grade and up will take the Minnesota State required test—MCAII. In addition, 2<sup>nd</sup>-7<sup>th</sup> grade students will take the Measures of Academic Progress (MAP) test. This test is taken on the computer two times per year to measure an individual student's growth. Results from these tests will be shared with parents later in the school year.

**TOYS, GUM, AND CANDY**

Toys, gum, and candy brought to school by children can often be a distraction in our learning environment. These items are welcome at school only for special teacher approved occasions. Please help your child remember to leave these things at home. Thank You!

**TRAFFIC**

In order to keep all members of our school community and neighborhood safe, we ask that parents please:

- Drive with care and caution when dropping off and picking up your children.
- Follow the traffic flow map provided at Before School Conferences and downloadable from the school's website.
- Obey all traffic and parking signs and regulations, including arrows and lanes created by cones.
- Use the crosswalks when walking around the school grounds whenever possible. It is important for the adults at our school to be good role models for the students and use the crosswalks to ensure the safety of all of our pedestrians.

**TREATS/SNACKS BROUGHT TO SCHOOL**

Many students do bring treats to school to share with their classmates to celebrate their birthday or other occasions. Students are not expected to do this, but if they do bring treats they need to bring enough for the class. We ask that you consider healthy snacks that can model nutritious food choices. Fruit snacks, granola bars, muffins, etc. all can be healthier choices to the traditional cake or cookie. While we know this isn't always an option, we ask that you do what you can to help us model healthy eating choices.

State guidelines require treats to be purchased at a store or bakery. **Please contact classroom teachers in advance if you would like to bring treats/snacks to school.**

**VACATION**

When students are going to be absent for a family vacation, please follow the procedure outlined in the Attendance section of this handbook (p.5.) Note that vacations up to 5 days from school will only be excused if appropriate notification is made.

**VISITOR GUIDELINES**

The Cannon River STEM School students and their safety is our number one priority as we strive to provide an ideal learning environment.

- Parents and visitors are always welcome. Please check in at the office to sign in and receive your visitor nametag. Please note that we ask that parents join us in the classroom in a volunteer/participatory role. Observation without volunteer participation is discouraged and will be limited to one hour to avoid disrupting the classroom activity, and must be arranged for in advance.
- Please pick up your child in the office for any special appointment during the school day.
- All outside entrances will be locked with the exception of the front entrance by the circle drive.
- Visiting students may visit up to one-half day with prior approval from the classroom teacher and school director. Arrangements for a student visitor should be made at least two school days before the visit. We ask that there are no student visitors during the first two weeks of school, last week of school, special event days, and days of field trips. Emergency medical and contact information for the visiting student must be provided.

**VOLUNTEERS**

The Board of Education supports community involvement as an integral part of the educational goals of our school; therefore, the development of volunteer relationships is recommended and encouraged. Parents and community members are asked to fill out the volunteer interest form and turn it in to the office. A school staff member will then contact volunteers to work out the details.

The safety and well being of the students, staff and volunteers of the district is paramount. Therefore, the district shall conduct criminal background checks on all volunteers who will be working directly with and/or have access to students. We ask volunteers to sponsor their background check if this is feasible (~\$25), otherwise CRSS will do so. Background checks will be conducted prior to the first time the individual volunteers work with the students and the school reserves the right to conduct additional background checks periodically thereafter. If volunteers have already had a background check (within three years,) it is not necessary to have another, but the school must be provided verification of the background check.

**WEAPONS**

No person is permitted to possess, transmit or use a weapon or look-alike weapon in school buildings, on school grounds, in District vehicles, in vehicles provided by a contractor (school bus) or at school sponsored activities. A weapon or look-alike includes, but is not limited to, a gun, knife, razor, martial arts equipment, or any other object capable of inflicting bodily harm or could create the impression of being capable of inflicting bodily harm.

**APPENDIX 1: CRSS Policy 524 INTERNET ACCEPTABLE USE AND SAFETY POLICY****I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to CRSS computer system and acceptable and safe use of the Internet, including electronic communications.

**II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to CRSS computer system and the Internet, including electronic communications, CRSS considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to CRSS computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. CRSS expects that faculty will blend thoughtful use of the CRSS computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

**III. LIMITED EDUCATIONAL PURPOSE**

CRSS is providing students and employees with access to the CRSS computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The CRSS system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of CRSS and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

**IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the CRSS system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the CRSS system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

**V. UNACCEPTABLE USES**

A. The following uses of the CRSS system and Internet resources or accounts are considered unacceptable:

1. Users will not use the CRSS system to access, review, upload, download, store, print, post, receive, transmit or distribute:
  - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the CRSS system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the CRSS system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the CRSS system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change CRSS system software, hardware or wiring or take any action to violate CRSS's security system, and will not use the CRSS system in such a way as to disrupt the use of the system by other users.
5. Users will not use the CRSS system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the CRSS system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
  - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
    - (1) such information is classified by CRSS as directory information, and verification is made that CRSS has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
    - (2) such information is not classified by CRSS as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
  - c. These prohibitions specifically prohibit a user from utilizing the CRSS system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the CRSS system or any other system through the CRSS system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the CRSS system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the CRSS system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the CRSS system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of CRSS. Users will not use the CRSS system to offer or provide goods or services or for product advertisement. Users will not use the CRSS system to purchase goods or services for personal use without authorization from the appropriate school district official.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations are, but are not limited to, situations where the CRSS system is compromised or if a school district employee or student is negatively impacted. If CRSS receives a report of an unacceptable use originating from a non-school computer or resource, CRSS may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the CRSS computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the Executive Director. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

