



CHISAGO LAKES

TAYLORS FALLS ELEMENTARY

Engage. Educate. Empower.

**Student/Parent
Handbook
2022-2023**

Taylors Falls Elementary
648 West St.
Taylors Falls, MN 55084
651-213-2100
www.isd2144.org

Click here for all [School Board Policies](#)
Approved by the Chisago Lakes School Board July, 2022

August, 2022

Dear Students and Families:

Welcome to a new school year at Taylors Falls Elementary School! All of the staff is ready and eager to work with you to make sure this is a productive year of learning and growing for our students.

I look forward to working closely with the students, staff, parents, and community that make up the family at Taylors Falls Elementary School. Please don't hesitate to contact me directly if I can answer your questions or help you or your child in any way.

Please review this handbook and keep it as a reference for questions about the school district's policies and procedures you may have during the school year. This handbook may change or be amended during the school year.

Please call or visit us with any questions you may have. Let's make it a great year!

Sincerely,

Jason Riebe
Principal

www.isd2144.org

Taylors Falls Elementary School * 648 West Street * Taylors Falls, MN 55084
Phone: 651-213-2100 * Fax: 651-213-2150
An Equal Opportunity Employer

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ARRIVAL

Taylor's Falls Elementary encourages all students to ride the bus to school. Students who are driven to school by a parent can be dropped-off in the morning starting at 8:45am. Please drop off your child at the side doors on the south side of the building by the athletic fields. In order to keep our students safe, do not enter the bus lanes in front of the school for drop off. Please [click here](#) for more detailed morning drop off procedures.

Students are not to be in their classrooms before 8:45 A.M. Students may not be on the playground before school since there is no supervision.

ATTENDANCE

(Compulsory Attendance Law) Regular attendance is the foundation of a successful school experience and essential to the education program at Chisago Lakes School District. Time lost from class cannot be regained and absences will result in the loss of valuable opportunities to learn. Research has clearly indicated that the amount of time a student is involved in instruction has a direct relationship to his or her academic achievement. School personnel will make every effort to encourage regular attendance, but the ultimate responsibility lies with the students and their parents/guardians.

Minnesota Statute 260C.007 subd. 19 defines a Habitual Truant as "a child under the age of 16 who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school."

Truancy

There are consequences when students are continually absent from school without a valid excuse. If an elementary student is absent three days within a single school year without a lawful excuse, that student is considered "continuing truant," according to state law (statute 260A.02). Three unexcused tardies will be considered as one unexcused absence. The school is required to notify a parent when a child is a continuing truant. If the child continues to be truant, schools are mandated to report the truant behavior to the county. A student is considered "educationally neglected" if he/she is absent from school seven or more days without lawful excuse.

Absent or Late to School

If your child will be absent, arrive late or leave early, please call the attendance line at 651-213-2105 by 9 A.M. You may call 24 hours a day and leave a message. If your child is not at school and the school has not received notice of absence, the school will call the parent or guardian. All absences, including the reason, should be reported to the school office as soon as you know your child will be absent. All absences not otherwise excused are coded as unexcused. An absence not excused by note or telephone call within 3 school days of the absence will be recorded as unexcused.

Tardiness or Early Removal

Students should be considered tardy if they arrive after the established start time. Students who report to school one hour or more after the start of the school day will be considered absent for one-half of the day. Students who are picked up from school one or more hours prior to the end

of the school day will be considered absent for one half day. Three tardies to school equals one unexcused absence.

When reporting an absence, please include the following information:

Child's name and Teacher

Date of absence

Reason for absence

Name of person reporting the absence

The following reasons are examples which are recognized by the courts and school as legitimate:

1. Parent or doctor verified illness
2. Family Emergencies: Serious illness, injury or death of an immediate family member
3. Scheduled appointments
4. Religious holidays
5. Prearranged family vacations- Pre-arranged absence forms available from teacher or office
6. Court Appearances
7. Exceptional circumstances: coordinated by the parents with the school, in advance

While this list is not exhaustive, it does lay the groundwork for the primary excuses that are valid and would be recognized as such by the courts. An unexcused absence is an absence for reasons that are not recognized by the courts and the school authorities as legitimate.

The following reasons are examples of unexcused absences:

1. Car trouble
2. Overslept: alarm did not work
3. Shopping
4. Needed at home
5. Family vacation that is NOT prearranged
6. Visiting
7. Missed bus; no ride to school
8. Personal (no reason given)
9. No call or note from the parent/guardian verifying the absence within 3 days
10. Other absences as determined on a case by case basis

Attendance Procedures

The following attendance procedures for Taylors Falls Elementary School, Chisago Lakes Primary School, and Chisago Lakes Lakeside School were developed in collaboration with Chisago County Health & Human Services and school administrators.

Unexcused Absences

1. If a student has been absent without an excuse for three or more partial or full days, a letter may be sent by school officials.
2. If a student has been absent without an excuse for four or more partial or full days, school staff will communicate with the Every Day Matters Attendance Program (EDMAP) Coordinator

regarding the student with attendance concerns. EDMAP coordinator may contact the family to further address the attendance concern.

3. If a student has been absent without an excuse for seven or more partial or full days, or accumulated tardies, an educational neglect referral may be completed and sent to Chisago County Health and Human Services. This report will be reviewed by Chisago County Human Services to evaluate the need for services and could result in a referral to the Chisago County Attorney's office to prepare a petition to court.

Excessive Excused Absences

1. Excessive excused absences can be defined as 3 or more consecutive days of absence, 4 or more days of absence in a trimester and 10 or more days of absence in a school year

2. When students have excessive absences due to health reasons, they may be referred to a licensed school nurse for follow-up and school officials may notify parents by mail regarding the absences.

3. If a student has 7 or more excused absences, school officials may notify parents by mail regarding excessive absences.

4. Students who acquire 10 excused absences during the year may be required to provide professional health care verification for additional excused absences.

Students should be required to make up all assignments or to complete alternate assignments as deemed appropriate by the classroom teacher.

Let's work cooperatively to encourage good attendance at school. Please contact the school with any questions or concerns.

Pick-up/ Early Release of Students

If you wish to pick up your child from school when classes are in session or during their lunch break, you are required to sign them out at the office. If the student(s) returns before the school day ends, he/she must be signed back in at the office. Students will be called out of the classroom while parents are signing out. The office should be notified with a note or phone call by 2:00 pm of an early check-out.

Pre-Arranged Absences

Parents should plan vacations and extended absences around the school calendar. However if this is not possible for your family, the school should be given notice, and your child's absence should be communicated a minimum of one week in advance. Parents should use [this form](#) when planning for an extended absence.

BICYCLES AND WALKING TO SCHOOL

Students need to have a permission slip signed by a parent in order to ride their bikes and/or walk to and from school. [Click here](#) for the permission form. All bikes are to be parked by the bike stand and are not to be ridden during the school day. We recommend a padlock, chain, and helmet for anyone riding their bike to school. The school is not responsible for damaged or stolen bicycles. Students should arrive no earlier than 8:45 am.

BULLYING AND RIVER RULES

Taylor's Falls Elementary addresses bullying through RIVER Rules. We teach our students the characteristics of:

Respect
Integrity
Value
Excellence
Responsibility

Students are taught these character traits in all areas of our school: Classroom, hallways, playground and cafeteria. Through carefully designed lessons each month, our students are taught the correct and positive characteristics expected at our school.

All schools in the Chisago Lakes School District support bullying prevention through our Bullying Prevention program. This program is designed to improve peer relations and make schools safer, more positive places for students to learn and develop. Goals of the program include:

- Reducing existing bullying problems among students
- Preventing the development of new bullying problems
- Achieving better peer relations at school

Through this instruction, our teachers have the tools and resources to create safe school experiences for all our students.

River Rewards

Your child may be recognized through a River Reward, which is a way to recognize desired behaviors tied to the RIVER rules. Staff members look for good behavior (i.e. try to "catch" a student exhibiting a RIVER rule) and submit slips to the office with the names of students who have displayed these attributes. The students get their name announced during the morning announcements and come to the principal's office to receive a small prize. Students then become eligible for a monthly party with the principal and awards at the end of the year for their positive behavior.

We are committed to providing a caring, friendly, and safe environment for all of our students so they can learn in a relaxed, secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively.

What is bullying? At Taylor's Falls Elementary, ***a person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself*** (OLWEUS definition).

Bullying can be:

1. Emotional: excluding, tormenting
2. Physical: pushing, kicking, hitting, punching or any use of violence

3. Racial: racial taunts, graffiti, and gestures
4. Sexual: unwanted physical contact or sexually abusive comments/gestures
5. Verbal: name-calling, sarcasm, spreading rumors, teasing
6. Cyber: all areas of internet, such as email and internet misuse, mobile threats by text messaging and calls

Why is it important to respond to bullying? Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Schools have the responsibility to respond promptly and effectively to issues of bullying.

Procedures:

1. Report bullying incidents to staff
2. In cases of serious bullying, the incidents will be reported to administration
3. Parents of students who are bullying will be informed
4. If necessary and appropriate, police will be consulted
5. The bullying behavior or threats of bullying must be investigated and stopped immediately
6. An attempt will be made to help the bully (bullies) change their behavior

Examples of consequences for bullying include: verbal/written warning, mediation, student/parent meeting, loss of privileges, detention, behavior contract, schedule modifications, suspension, expulsion, and parent/guardian notification.

BUS TRANSPORTATION

Riding the school bus is a privilege. Improper conduct will result in that privilege being denied. Students are required to ride their assigned bus and board/exit the bus at assigned stops. Bus passes (riding a different bus than the bus to which your child is assigned for a play date, birthday party, etc.) are not allowed.

In accordance with Chisago Lakes School Board Policy 709 (Student Transportation Safety Policy), it is parents' responsibility to supervise their children at bus stops. The school district's responsibility begins when students board the bus and ends when students disembark the bus at the bus stop.

Consequences for school bus misconduct apply to regular routes, field trips and extracurricular activity trips. Decisions regarding a student's ability to ride the bus will be at the sole discretion of the school district. Consequences will be assigned on a case by case basis depending on the nature of the infraction; however, a general continuum is provided below:

- 1st Referral: Written warning by the bus driver to the student and the driver to contact the student's parent or guardian either by telephone or direct contact.
- 2nd Referral: Written warning by the bus driver. The principal or designee will counsel the student and contact the parent or guardian informing them of the situation that

has developed with their child.

3rd Referral: Written warning by the bus driver. The principal or designee will conference with the parent and student. The student will be suspended from the bus for one to five school days.

4th Referral: Written warning by the bus driver. The principal or designee will conference with the parent and student. The student will be suspended from the bus for five to ten school days.

5th Referral: Written warning by the bus driver. The principal or designee will conference with the parent and student. The student will be suspended from the bus for 20 school days.

6th Referral: Written warning by the bus driver. The principal or designee will conference with the parent and student. The student will be suspended from the bus for a minimum of 60 school days up to a maximum suspension of one school year (168 school days).

CAFETERIA RULES

We demonstrate the RIVER rules by taking responsibility for keeping the cafeteria tidy. You will be expected to observe the following rules:

1. Sit quietly at your assigned table. Stay there until you are through eating and wait for someone to dismiss your class.
2. Under no circumstances do you touch or handle another student's food.
3. Keep voices at a conversational level.
4. Pick up all food or paper on the tables/ floor and place it in the receptacles provided.
5. Show respect to all lunchroom personnel and to obey them at all times.
6. No pop is allowed unless approved by your teacher.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. An announcement will be made on WCCO-AM radio (830), Channel 11 TV, KARE, Channel 4 TV, WCCO, Channel 5 TV, KSTP, or Channel 9 TV, KMSP. Parents are encouraged to sign up for SchoolView to be notified by an automated calling system to your cell, home phone, or computer.

CHANGES IN STUDENT INFORMATION

Please notify the school with any change in address and home, work or cell telephone number. Parents are encouraged to make these changes by using Parent Vue, our online parent portal for student information. Also, teach your child the plan for him/her to follow in the event of early closing of school due to weather. There are not enough telephone lines at the school for each child to call their parents for instructions at that time.

COMMUNICATION

Facebook

The school maintains a school Facebook page where parents can watch for updates about the activities occurring at school and view pictures of students and staff.

Office Notes

Office notes are sent electronically each week by the principal. They are divided into three sections: School, TFPFE, and Community.

TF Times

Each quarter, the school will send an electronic newspaper called the TF Times. The TF times contains a message from the principal and other updates from TF stakeholders.

CONFERENCES

In an effort to promote communication between home and school, your child's progress will be reported to you by means of Parent/teacher conferences that occur twice during the school year. These conference times are very valuable to the overall education program. There may be other times during the school year when a conference is necessary. You may call the school and leave a message for your child's teacher. At that time, further arrangements can be made for a conference.

DESKS, LOCKERS, AND HOUSEKEEPING

Taylors Falls Elementary students show the RIVER rules in care of their building. In order to maintain a clean and safe building, students must take responsibility for keeping their lockers, desks, and class materials clean and orderly. Lockers are provided to all students but padlocks are not allowed on lockers.

DISCIPLINE

In order to provide a safe and equitable learning environment for all students, the administration is responsible for implementing a fair and consistent process that ensures the health, safety, and well-being of each student.

The maintenance of discipline is the responsibility of all school staff with which the children have contact. This includes: Teachers, support staff, and volunteers. Any member of the school staff can initiate the disciplinary process as a result of behavior that is inappropriate or dangerous. School staff recognizes the role of the parent as a partner in promoting acceptable rules of conduct. The support and cooperation of parents in fostering the student's growth in self-discipline is essential. A student is responsible for his/her own behavior. The following guidelines of student responsibility will help ensure a safe, pleasant, and productive learning environment.

Philosophy

Each child has the right to learn. Each teacher has the right to teach. Staff members will provide a positive and supportive school environment as a means of attaining good discipline. When students make a poor choice, the discussion will focus on what RIVER Rule they could demonstrate in that situation to make a good choice in the future.

Discipline techniques will be used to teach appropriate ways of behaving. Students who engage in behavior that is contrary to rules outlined in the student handbook, sexual harassment policy, dangerous weapons policy, or who are guilty of general insubordination to any staff member will be dealt with appropriately. The discipline procedures will be enforced consistently and fairly. A teacher, school employee, school bus driver or other agent of the district may use reasonable force in compliance with Minnesota Statutes #121A.582 and other laws.

Consequences

Consequences for unacceptable behavior will be dependent upon the age of the child, the nature of the incident, the seriousness of the misconduct, and whether the misbehavior is chronic in nature. Disciplinary action may include:

- Conference with staff
- Referral to the Stop and Think Room
- Detention during or after school
- Duties or jobs as assigned by the principal or designee
- Removal from class
- In school or out of school suspension
- Student payment for property destroyed, student clean-up of spoiled areas, time away from peers, earning time back in the classroom, etc. Often, the consequences for a behavior difficulty will be time spent in noon recess detention. Students will be supervised while they take time to think through the incident, write an apology, discuss the incident with a staff person, and/or develop a better plan for next time. Another consequence may be that any upcoming field trip would be forfeited by the student, particularly if the student's behavior difficulty was a safety concern for himself / herself or others
- Other consequences implemented by school staff as appropriate

DIRECTORY INFORMATION/TENNESSEN WARNING

Certain directory information regarding students is not public information. Directory information is public unless a request has been received from a parent or student that certain designated directory information items are not to be disclosed without their prior written consent. Please contact the district office should you wish a nondisclosure of information form. This warning explains how to lawfully collect, store, use and disseminate data on individuals. A TENNESSEN warning informs an individual of why the data is being collected, how the agency intends to use the data, whether the individual may refuse or is legally required to supply the data, any consequences to the individual of either supplying or refusing to supply the data and the identities of other persons or entities authorized by law to receive the data.

DRESS CODE

Clothing worn by students shall be neat, clean, and in good repair for the personal health and safety of the students. Any clothing or grooming practices that disrupts or threatens to disrupt the education process, or is threatening to health, is a violation of school policy. Students are required to observe the following:

- Students must wear boots when the weather is cold or it is muddy. Boots should be kept in student lockers.
- Students must take off hats, caps, bandanas, and hoods upon entering the building, except in extenuating circumstances (e.g. spirit day) and when approved by the school administrator.
- Students should not wear skimpy shorts, skirts, and tops that expose the midriff, expose undergarments, or are deemed by staff to be excessively revealing.
- Clothing that bears a message that is lewd, vulgar, obscene, illegal for use by minors (e.g. alcohol or tobacco products) or otherwise distasteful to the standards of the school is prohibited.
- Any apparel or footwear that would damage school property or create an obvious threat to the safety of the student and others is not allowed.
- We ask that you observe the clothing your child wears to school to see that it is appropriate and in good taste for our community. Students who are inappropriately dressed will be asked to contact their parent(s) to bring them more appropriate clothing for school wear or may be asked to turn their shirt inside out. Clothing that is fashionable may not be acceptable in school.

DISMISSAL

Communication is critical when determining day end plans. All students who are not riding the school bus home must have made arrangements with the office (213-2100) or their classroom teacher prior to 2:30 PM. Students who normally ride the bus will be sent home on the bus if prior arrangements are not communicated by the parent/guardian.

All students who are not riding the school bus must be picked up on the south side of the building. [Click here](#) for curbside pickup instructions. Parents should be ready to pick up their students by 3:35 each day.

ELECTRONIC DEVICES (Students)

Students are not allowed to have cell phones or any personal devices in their possession during the school day. Students are discouraged from bringing any personally owned devices to school; however, if families choose to send their students to school with **any** electronic device other than those that are an educational accommodation due to a disability or are otherwise approved by the principal, these devices must be turned off and kept in the students' backpack during school hours.

Students are not allowed to record (video or audio), or photograph any instruction, school activity, or individual without permission from their teacher or the principal. Students caught secretly recording school activities, staff, or classmates in any location without permission will be subject to disciplinary action.

Students are expected to use their devices appropriately. Students who access inappropriate material on their devices will be subject to disciplinary action. The school is not responsible for lost, stolen, or damaged devices.

EMERGENCY DRILLS

Taylors Falls Elementary will conduct five fire drills, five lockdown drills and one tornado drill each year. For fire drills, each class has an escape route to an outside area a safe distance from the building. Safety procedures for each type of drill are reviewed and practiced with students.

EXCUSAL FROM OUTDOOR ACTIVITIES AND/OR PHYSICAL EDUCATION

In most cases, if a child is well enough to be in school he/she should be allowed to go outside for recess and/or participate in PE. However, if you feel your child needs to be excused from recess, please write a note for his/her teacher and your child. If you feel your child needs to be excused from any PE activity longer than three (3) consecutive days, you must provide the school with a written statement from a doctor starting on the fourth day.

FIELD TRIPS

Class trips are valuable because they provide concrete learning experiences, provide for pupil planning in real life situations, provide opportunities for training in courtesy, safety and good citizenship and help stimulate children's interest in the community. In the fall, parents are provided with one field trip permission form that gives the school permission to proceed with field trips throughout the entire school year. Parents will be notified when their child's class is planning a trip. An admittance charge is sometimes necessary.

TFE cannot control whether or not parents, relatives, or friends meet students at a public field trip location. However, any adult that is serving in the official capacity of a chaperone must be vetted through the CL Hall Pass visitor management system prior to chaperoning students.

FOOD SERVICE

Accounts

Each student is assigned a personal barcode number that is used to access their individual account. Students use the same barcode number each year. The barcode is used when receiving free meals or purchasing a meal, second entrée, and milk or ala carte items. If

students wish to purchase additional meals, the cost of a reimbursable breakfast is \$1.75 and cost of a reimbursable lunch is \$2.70. Additional items outside of the reimbursable meal can be purchased as follows: Megas (second entree) is \$1.50; milk is \$.50; a la carte options vary with prices. For security purposes and to meet with federal and state guidelines, students are not permitted to use another student's account. Balances remain on accounts and follow the student to the next school year.

Low Balances and Charging

Cashiers will provide a verbal notice at the cash register when the balance is low. Parents will be notified by phone when a student's balance is low via an automatic calling system. Students will be allowed to charge a meal if they forget their payments, but will be expected to keep their account current.

Prepayment for Meals

It is preferred that one check be written for each student's lunch account. However, if more than one child in a family attends the same school, one check may be written. Please indicate the child's name and grade on the check. Indicate the amount that goes into each account. If you have students in several buildings and prefer to write one check for all the students, please send a check with any student, and indicate each student's name, grade and school they attend, as well as the amount that goes into each account.

PAMS (Parent Account Management System)

This system will allow you to pre-pay with a Visa, MasterCard, Discover, electronic check or debit card online: www.PayPAMS.com. It also allows you to access meal account activity and balance information online. There is a fee for this service for each transaction of \$1.95. Call the Food Service Office at 651-213-2025 with questions regarding this service. Parents also have the ability to monitor and block certain purchases such as a la carte items.

Free/Reduced Price Meal Benefits

Families must complete a new application each school year. An application form is mailed to all households in August. A completed application must be sent to the Food Service Dept or dropped off at the Principal's office and it will be forwarded to the Food Service office. Benefits may be applied for anytime during the school year. Notification of the status of an application will be mailed.

Menus

The school's breakfast and lunch menus are available on the school district's website: www.isd2144.org and also on NutriSlice at <https://isd2144.nutrislice.com> or the NutriSlice app. Copies will be available in the office for those that do not have access to the internet.

Meals

All menus and portions are planned to meet the Meal Pattern Requirements established by the USDA. The Breakfast Program offers students a complete breakfast every morning before school begins. The Lunch Program is designed to provide one-third of a student's minimum daily nutritional requirements. Fresh fruits and/or vegetables are offered each day. Bread items contain whole grains. Lactose reduced milk is offered to students whose parents submit a written request. These requests must be updated each school year.

Please call the Food Service Department at 651-213-2506 with any questions or concerns you have regarding the program.

Peanut Aware

Please refer to the Food Service Department allergen statement regarding our peanut aware procedures: [Peanut Aware Information](#) In an effort to reduce the risk for an allergic reaction, Chisago Lakes Food Service will offer only menu and snack items that do not contain peanut or tree nut products.

FOOD TREATS

Homemade treats are not allowed in any classroom or grade level due to health factors and State Health Department directives. Treats must be purchased and brought to the room in an unopened commercial package.

HEALTH OFFICE

The health assistant and licensed school nurse are available during school hours to assist students with medication, first aid, and illness. ***Emergency information must be completed through Parent Vue each year to provide school staff with current emergency contact numbers.*** Health forms are available for parents to complete regarding any health issues that need to be communicated to Taylors Falls. Students who are not feeling well will be assessed and allowed to rest for a short period before returning to class or notifying the parent to send them home. Students who become ill during the school day must report to the health office prior to leaving in order for the absence to be excused. A medically excused exclusion will be made for the following school day for fever above 100 degrees and/or for vomiting and/or diarrhea until symptoms have resolved. You may contact the school nurse for assistance with specific disease exclusion guidelines. It is important to note that school health office staff is not able to diagnose illness or injury. Parents who are in doubt as to the condition of their child are encouraged to consult with their doctor or clinic.

MEDICATIONS

Prescription and non-prescription medications taken during the school day must be dispensed through the health office. Medications must come in the original container accompanied by written permission from the parent and physician. Medication authorization forms are available in each of the school health offices and at most of the area clinics. Note: When getting prescriptions filled, ask the pharmacist for two bottles or inhalers (one for school, one for home.)

IMMUNIZATIONS

All students must have an up-to-date Pupil Immunization Record on file in the school health office. Students must provide required documentation of certain vaccines by the first day of school. Students transferring into the district have 30 days to submit documentation from their physician, public clinic, or parent statement of their immunizations. Students without proper documentation of immunizations will be excluded from attending school.

HOMEWORK

Taylors Falls Elementary teaching staff believes that homework can be an important part of our students' education. Homework is given when necessary to complete a daily assignment, practice and/or extend learning, special projects, or to study for a test.

HOLIDAY CELEBRATIONS

Taylors Falls Elementary respects the right of students to abstain from holiday celebrations for religious or personal reasons. If a parent chooses to keep their child home on the day of a holiday celebration, they should inform the office and the absence will be excused. Other students will respect an individual's right to abstain from observing holidays.

HOURS

Office hours 8:00 A.M. - 4:00 P.M.

School hours 9:00 A.M. - 3:35 P.M.

INTERNET

The Chisago Lakes School District considers the use of electronic information networks, like the internet, an educational resource. Proper use of the school district's internet access and computer use is the responsibility of the individual user. Misuse of the internet, computer or equipment may lead to revocation of access and possible discipline. Refer to the district's Acceptable Internet Use Policy.

LOCKERS

Every student will be assigned a locker or "cubbie" for the year. The student will pay for any damage done to the locker assigned. Each locker is inspected prior to the start of the year. Report a locker problem to your teacher immediately. Do not leave any valuable items or money in your locker.

It is the student's responsibility to remove all items from the assigned locker at the end of the school year or at the time you leave the district.

The following is also a policy of the State of Minnesota (section 11. [127.47] subdivision 1): "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct an inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal

possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules."

LIBRARY INFORMATION

Damaged books that are still usable must be paid for in proportion to the damage. Damaged books that are no longer usable must be paid for in full. See the media specialist concerning the cost. Lost books and materials must also be paid for. However, should a book be found, a refund will be made. We would rather have books returned than have students pay for them.

LOST AND FOUND

All clothing found is placed in the Lost and Found at the top of the stairs near the health room at the top of the stairway. Money, jewelry, or any other articles of value are turned in to the office. Students may claim them after proper identification. Unclaimed items will be donated to local non-profit organizations periodically.

PHOTOGRAPHY AND VIDEO/AUDIO RECORDING

Parents are permitted to record or photograph students at public events on school property (e.g. day or evening concerts, plays, programs, special speakers or presenters, athletic events, field days, parades, etc.). In accordance with the MN Government Data Practices Act, parents may not film or photograph students during routine activities occurring within a typical school day (e.g. classroom instruction, lunch, recess, physical education classes, etc.). Other situations not listed would need to have prior approval by the principal and classroom teacher.

PETS

No pets, of any kind, are allowed at school unless the School District Policy (see policy "Animals in School Buildings") is followed. Pets may not be brought to school for "show and tell." Any live animals in the school should have an educational purpose.

PICTURES

There are occasions when school pictures of an activity or accomplishment are sent to the local newspaper for publication or posted to school media. If you do not wish for your child's picture to be published, please inform the school in writing.

PLEDGE OF ALLEGIANCE

In accordance with state law, Taylors Falls Elementary students and staff will be asked to recite the Pledge of Allegiance the first day of each school week during announcements. The recitation will be conducted over the school intercom by a peer helper or the principal. Students may elect not to say the Pledge of Allegiance. All students must respect another person's right to make that choice.

RECESS

Students play outdoors during most school days throughout the year. The decision whether to play outdoors will be made by school staff, considering the following factors: temperature or wind chill (below -5° F), and precipitation. Whether cold or hot, it's important that children are dressed for the weather. Students should wear hats, mittens or gloves, snow pants, boots, and a jacket in the winter. Students who are not dressed appropriately for the weather, particularly in the winter, may need to spend recess indoors and a parent will be contacted with a reminder to send adequate clothing for the weather.

Playground Rules

- Students will play cooperatively and include others
- Students may walk on the X Wave
- Students will follow directions given by staff and respond respectfully
 - If a supervisor calls a child's name, they should stop and listen
- Students are to line up quickly by the yellow line when they hear their number of whistles blown
- Students will leave rocks, sticks, snowballs, ice, and other possible dangerous items alone
- Students will stay inside designated boundary lines
- Students will take turns on equipment
 - Monkey bars- go across then let another person go across
 - Do not crawl on top of the monkey bars
- Students will play safely and leave unsafe objects off the playground
 - One hand touch football only- no tackle
 - Hard balls are considered unsafe objects
 - Students will not eat or chew gum on the playground
- When there is snow, students need to have snow pants and boots.
 - Students who are not adequately dressed must stay on the blacktop
 - [Click here](#) for the winter clothing procedure at TFE
- Students may not go up the slide
- Students are not allowed to bring electronics on the playground
 - For inside recess, electronics are not allowed
- Students should keep hands and feet off trees!!!!
- Maximum of three students on the Rock'n Rider at one time
- Students should not jump off the swings
- Students may not climb the fence or use the gate to retrieve balls from the east side of the fence.
- Students should not excavate rocks from the ground. Students who wish to dig should be directed to the sandbox.
- Outdoor classroom
 - Go up or down the stairs only, no climbing over the sides to get in or out.
 - Students may play on the rocks. Use common sense for safety.
 - Students can step/walk along the outside of the rails as long as they aren't climbing over.
 - Students should not climb on the desks inside the outdoor classroom

- Sledding hill
 - o Students must sled on the south side of the hill (sled towards the school).
 - o Students should walk up designated spaces.
 - o Students should not sled if there is another student in their way.
 - o Students are not allowed to “hide” behind the sledding hill

RELEASE OF RECORDS

The school will maintain educational records on all students. Information included in these records may not be released without written parental consent.

SIGNS / POSTERS

No signs or posters may be posted or distributed on school property without prior approval by the principal.

SCHOOL BOARD POLICY

School Board policy is available upon request from our district office or on the school district website at www.isd2144.org.

SOLICITATION, GIFTING, TRADING

Students are not allowed to sell items, fundraise, or be solicited for money by other students at school unless the fundraiser is school sponsored.

Students may not sell, swap, trade, or give toys, trading cards, or other objects to classmates other than part of a school or class-wide activity (e.g. exchanging cards or treats at a class Valentine's Day party). Staff members who observe students engaging in trading or gifting objects will require students to return property to the student who originally owned it.

TAYLORS FALLS PARENTS FOR EDUCATION (TFPFE)

We are very proud and pleased to work with our Parent/Teacher Organization to help provide a better all-around school for your child. The TFPFE normally meets in the Taylors Falls Elementary Community Room. Parents can visit the website located as a link off the school web site: www.isd2144.org. The Taylors Falls Parents for Education e-mail address is TFPFE@chisagolakes.k12.mn.us.

TESTING

Taylors Falls Elementary conducts various forms of testing throughout the school year so we can evaluate students' learning and inform our teaching practices. High achieving students in grades 2-5 take a test called the Cogat in the spring to screen for our high potential/gifted programming. Parents have the right to opt out of the statewide standardized testing we conduct in grades 3-5 each spring. To opt your child out of testing, please contact the school principal at 213-2101. [Click here](#) for information and the MN Department of Education opt out form.

VALUABLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school is not responsible for valuables which students bring to school that may get broken or stolen. We ask that students do not bring any valuable possessions to school. There are a few occasions when your child will be bringing money to school. This money should be placed in an envelope with the child's name, the amount, and what the money is for written on the outside of the envelope.

VANDALISM

If a student destroys or ruins school property for any reason other than an accident, they will be required to replace or repair that item at their own expense. It is not the practice of Taylors Falls Elementary School to have students perform "community service" at the school to work off expenses incurred from vandalism. While school consequences will apply, parents must determine the appropriate financial or work consequence.

VISITORS

Taylors Falls Elementary welcomes visitors to our school. To ensure the safety and security of our students, the following rules are in place:

1. Our school district uses the Hall Pass Visitor Management System. All visitors must report to the office, present a driver's license to be scanned or swipe a fob, and obtain a visitors badge prior to entering the school. Key fobs are available in the office for \$3.00. Fobs fit on your key chain and store your information for future visits; they are good at any school in our district.
2. Students are not permitted to bring student visitors to school. For instance, if a friend or relative is off school, they are not allowed to tag along with a friend for the day.
3. Building tours can be arranged by calling the main office at 651-213-2100.
4. No former students are allowed during the school day. Please make appointments to see staff prior to visiting Taylors Falls Elementary.
5. Students interested in attending Taylors Falls Elementary are not allowed to "shadow" other students in classrooms. Parents interested in our school should contact the principal for a tour of the building.
6. Visitors are welcome at TFE to volunteer, attend programs, or attend other school functions. In accordance with federal data privacy laws, visitors may not be among students for the sole purpose of observing any student or staff member during routine classroom instruction.
7. Visitors may eat lunch with a child during that grade level's assigned lunch period. Visitors must eat lunch only with the individual student they are there to visit. Food brought in from venues outside of the school (e.g. pizza or fast food) may only be provided to the student the visitor intends to visit. Noncustodial parents (e.g. grandparents, uncles, family friends) must have permission from the parent before they are allowed to eat lunch with the student. Parents should call the main office at 213-2100 to grant permission prior to a visitor who is a noncustodial parent having lunch with a student.

VOLUNTEERS

We are very appreciative of any adults who volunteer their time and energy for the education of our children. If you would like to volunteer at Taylors Falls Elementary School, please call the school at 213-2100. All volunteers must be scanned through the Hall Pass Visitor Management System in the office the day of volunteering or prior to joining students on a field trip.

WEB PAGE

Please visit our web page at: www.isd2144.org. It contains valuable information pertaining to our school.