

**We are building a better world,
one student at a time.
Taylors Falls Elementary School**



Taylors Falls School Song



When we sing:

Day by day
Month by month
We will always do our best.

With a simple rule of love
and respect for you and me.

Inch by inch
Step by step
All together we will learn.

How to make a better world.
TF Elementary School.

We mean:

We are working toward
continually improving
student achievement.

We are working toward a positive
school environment that provides
for social and emotional growth.

We are working toward meaningful
student, community, and staff
involvement in the learning
process of our students.

We are working to become life-long
learners and effective participants
in the world community.

Taylors Falls is a Quality School

**Taylors Falls
Elementary School
Student Handbook
2011 – 2012**

Taylors Falls Elementary School

648 West Street, Taylors Falls, MN 55084



"We are building a better world, one student at a time."

Chisago Lakes Area Schools
13750 Lake Blvd.
Lindstrom, MN 55045

Joe Thimm, Principal
Phone: (651) 213-2100
Fax: (651) 213-2150



August, 2011

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.

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,

Joe Thimm
Principal

Taylor Falls Elementary School

“We are building a better world, one student at a time.”

Dear Taylor Falls Elementary Students:

Each of you is very special to us. We want you to be happy at school and to learn all that you possibly can. We have identified five guidelines that will help us be successful.

Guideline One: Be responsible.

All through your life you must decide how you will act. Therefore, we expect you to do what is right whether anyone is watching you or not. This is called “being responsible.” It isn’t always easy to make responsible choices, especially if someone else is not being responsible. It is important for you to remember that you are in charge of yourself. You can do what is right.

Guideline Two: Always try.

The best way to learn something new is to practice until you can do it. If you are unwilling to try, you cannot practice. When you first try to do something it is often difficult, but if you keep trying, it gets easier and easier.

Guideline Three: Do your best.

When you do a job or an assignment, do your very best. While you are working on something, ask yourself, “Is this the best I can do?” If you give a job your best, you learn more and feel more responsible than if you just slide through the job. If you make mistakes, but did your best, your teacher can help you learn from your mistakes.

Guideline Four: Cooperate with others.

Cooperation includes being polite, treating people with respect, accepting differences between people, dealing with disagreements through STP (**Stop, Think, Plan**), and encourage others to do their best.

Guideline Five: Treat everyone, including yourself, with dignity and respect.

Everyone must know that Taylor Falls Elementary is a safe and supportive place to be. Any behavior that could hurt someone else will not be allowed. Examples of respecting property include caring for our school, play equipment, the personal property of classmates and staff, and returning lost items to the lost and found.

The staff at Taylor Falls Elementary will help you achieve success at school. We will do this by helping you solve problems and by protecting your right to learn. We look forward to a good year and are happy to have an opportunity to work with you.

Enjoy a good year!

Behavior Guidelines at Taylors Falls Elementary School

We want your child to be happy and successful at school. We believe you as parents have a major role in your child's education. Your continual interest in your child's progress and success is vital.

We are creating an environment where courtesy and kindness prevail. We want your child to work on two guidelines. Please discuss them with your child.

1.) **Respect Yourself**

- You are in charge of yourself and we know you can do what is right.
- Always try. The best way to learn something new is to try it and then practice until you can do it.
- Do your best. When you give your work your best effort, you will learn more and feel better than you would if you just slid through with any old thing.

2.) **Respect Others**

- Everyone must know that Taylors Falls Elementary School is a safe and supportive place to be.
- Treat others with dignity. Any behavior that could hurt someone else will not be allowed.
- Cooperate with others. Be polite, accept differences between people and encourage others to do their best.

As students choose to disregard these guidelines, there is a lesson to be learned and consequences to be paid. You will be informed if there is a need for detention for your child. If a student's misbehavior creates danger for others, staff may choose to restrict her or his attendance at other school events. During detention time, students will be working on learning positive behaviors.

River Rewards

Your child may be recognized for the River Rewards. River stands for Respect • Integrity • Value • Excellence • Responsibility. Staff members turn slips in with the names of students who have displayed these attributes. The students get their name announced over the morning announcements and come to the Principal's office to receive a pencil. Students then become eligible for the monthly root beer float party and awards at the end of the year for their positive behavior.

If you have questions or concerns, please feel free to contact your child's teacher or the principal.

School Hours

The school day for Taylors Falls Elementary students will be from 8:55 a.m. to 3:25 p.m. Due to the liability factor of having students in the building unsupervised, we must ask that you do not allow your children to arrive before 8:45 a.m. or to remain after the buses leave in the afternoon.

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:

Radio: WCCO-AM-830

Television: WCCO Channel 4, KSTP Channel 5, KMSP Channel 9,
and KARE Channel 11

Internet: www.chisagolakes.k12.mn.us
Skylert

Taylors Falls Parents for Education

The Taylors Falls Parents for Education has its first meeting of the school year scheduled on Monday, August 15, at 7:00 P.M. in the Taylors Falls School Media Center. All parents are welcome! Please join us! Other meetings are set for:

September 19	February 13
October 10	March 19
November 14	April 16
December 19	May 21
January 16	

The Taylors Falls Parents for Education e-mail address is TFPFE@chisagolakes.k12.mn.us.

Building Security and Visitors

All exterior doors to public areas are locked during school hours. Access to school from 9:05 to 3:00 p.m. is through the far left front door. Follow entrance directions so you can be admitted when the secretary releases the lock on the far left door. Your children's safety is very important to us.

Any adult in the building that is not a staff member **MUST** sign-in at the office and wear a VISITOR badge or sticker while in the building. If a parent is here to pick up a student, they must also sign the student out in the office.

Board Policy

School Board policy is available upon request from our district office or on the school district website at www.chisagolakes.k12.mn.us.

Directory Information/Tennessee 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.

Pledge of Allegiance

All public and charter schools students shall recite the Pledge of Allegiance to the Flag of the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher or the teacher's surrogate. Any student or teacher may decline to participate in the recitation of the Pledge of Allegiance.

Food and Nutritional Service

Food and Nutritional Service information and breakfast and lunch menus are available on the school district's web site: www.chisagolakes.k12.mn.us.

Playground Procedure

All students will have the opportunity to play outdoors for approximately 25 minutes after lunch. This time will be supervised by an adult and will allow time for students to develop interpersonal relationship skills as well as provide an opportunity to "let off steam".

Due to the danger involved in playing games such as tackle football, baseball, and King on the Hill, it will be necessary to prohibit the playing of such games during playground activity. Touch or tag football may be played in its place. Snowballs and the throwing of them are strictly prohibited on school property.

"A UNITED FRONT FOR A SAFE POSITIVE PLAYGROUND"

Playground supervision is a very important responsibility of the entire school. With these rules, we hope to achieve consistency and safety among our students.

Recess Playground Rules and Expectations:

1. Students will play cooperatively on the playground.
2. Students will follow instructions given by staff. When a supervisor calls your name, stop and listen.

3. Students will stay outside for recess unless they have a written pass from a teacher to come in.
4. Students are to line up quickly by the yellow line when they hear their number of whistles blown.
5. Students will leave rocks, sticks, snowballs, ice and other possible dangerous objects alone.
6. Students will stay inside the designated boundary lines.
7. Students will take turns on equipment.
 - a. "Monkey bars" Go across - then allow another person to cross
8. Students will play safe and leave unsafe objects off the playground.
 - a. Flag football - only
 - b. Hard balls are considered unsafe objects.
9. Students will not eat on the playground.
 - a. This includes gum.
10. No toys from home are allowed on the playground.
11. During the times when we have snow, students need to have snow pants and boots. Students who do not have these will need to stay on the blacktop area.
12. Students will settle differences peacefully. **STOP / THINK / PLAN**

Guidelines for Toys at School

Toys and electronic devices are not allowed at school. This includes MP3 players, iPod's, DS and handheld electronic games, and trading cards of any sort. The school is not responsible when these items are lost or damaged. At times teachers may allow some of these items for special classroom activities.

We hope that students learn to interact with one another in positive age appropriate experiences. Please call the school office at (651) 213-2100 if you have any questions.

Plans for Students with Behavior Difficulties

School is a place of learning and an important part is learning how to get along with others. When students are having difficulty with behavior, we will conference with them to assist in setting up a plan for success. We may make use of many resources such as parent and student input, teacher and specialist's information and in some cases help from our school psychologist/social worker. As we work out a plan, our goal will be to help the student develop respect for himself or herself and respect for others. Plans may include student payment for property destroyed, student clean-up of spoiled areas, time away from peers, earning time back in 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.

Health Office

The health assistant and licensed school nurse are available during school hours to assist students with medications, first aid, and illness. A Health and Emergency form must be completed each year to provide school health staff with current emergency contact numbers and health information. Students who are not feeling well will be assessed and allowed to rest for a short period before returning to class or the parent will be notified to pick up the child and take 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 for vomiting and diarrhea until symptoms have resolved for 24 hours. 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, at most of the area clinics, and at the district website. Note: When getting prescriptions filled, ask the pharmacist for two bottles or inhalers (one for school, one for home).

Students may self-carry an asthma inhaler with written authorization from the parent and physician and after demonstrating the skills to safely possess and use the medication with the licensed school nurse.

Immunizations

All students must have an up-to-date Pupil Immunization Record on file in the school health office. Students who are entering Kindergarten must provide evidence of the following vaccines by the first day of school: 5 DTaP, 4 Polio, 2 MMR, 3 Hepatitis B and 2 Varicella (chickenpox) disease vaccinations or year. Students transferring into the district have 30 days to submit documentation from their physician, public clinic, or parent statement of their immunizations.

Parents please inform the Health Room via the Emergency Health Form whether your child has a chronic illness, is on medication, or had surgery or an accident in the past year. The Emergency Form will be sent home the first week of school. Please return this form to school as soon as possible as it contains valuable information about your child in case of an emergency.

Our goal is to work with the parents to ensure the optimal health and wellness for each student so that they will learn to their full potential. Please contact the District Nurse or the Health Assistant if you wish to discuss the health of your child (213-2105).

Minn. State Law and a Chisago Lakes School Board Policy govern this ruling.

Student Absence – Please call (651) 213-2100

Parent/Guardian should call the school when a child is going to be absent. If we have not received a call by 10:30 a.m. we will be calling you.

If you are unable to call, your child needs to bring a written excuse to school when they return. Written excuses should include the date of absence, reason for absence and the parent/guardian signature. If an absence is scheduled such as a doctor appointment, a written excuse before the time of absence will be accepted. If we do not receive a call or note the absence will be considered unexcused.

Regular attendance is essential to school success. Minnesota Law provides that every child seven to sixteen years of age will attend a public or private school during the time public schools are in session. Children five to seven years old are required to attend school if they are registered for school. Children are exempt if excused from attendance by the School Board on grounds specified in the laws. (sec. 319, School Law, 1931).

The only excused absences are illness of the pupil, or serious illness, death or emergency in the immediate family. If a child has had a fever over 100 degrees, vomited, or had diarrhea, they should not return to school until they have been free of symptoms for 24 hours.

Family vacations are not excused absences unless they are pre-planned with the school. If a student will not be in school due to a vacation, plans for the child's education during time away must be arranged with the school before leaving. Please visit the office to receive the necessary form.

Minnesota School Law defines Habitual Truant as a child under the age of 16 through the 2011-2012 school year who is absent from school without lawful excuse for seven school days.

If absences or tardies reach a significant level, seven or more, parents will be contacted by the school to meet and plan for school attendance.

Continued absences may lead to referrals to the Chisago County Truancy Program. Chisago County Health and Human Services, Chisago County Attorney's Office, Chisago County Court Services, and the Chisago County Sheriff's Department in conjunction with representatives from schools and community agencies have created a county-wide Truancy Program in Chisago County.

When a student has missed at least seven partial or full days without excuse a Truancy Report can be completed and sent to Chisago County Health and Human Services Bureau. A Truancy Outreach Worker from Youth Services Bureau and/or the Chisago County Truancy Social Worker may work directly with the family to improve student attendance. If the family and/or student fail to comply and the student continues to miss school a truancy petition can be filed with the County Attorney's Office. Through this petition a student and his or her family can be court ordered to address the issue of school attendance. Minnesota State law requires that your child attend school. As a parent or guardian you are required to compel your child to attend school.

TAYLORS FALLS ELEMENTARY SCHOOL

PRE-ARRANGED ABSENCE FORM

At Taylors Falls Elementary School, our goal is to help students learn and grow all that they can. Attendance at school is a vital part of achieving this goal.

Must be completed at least **one week** in advance of the absence for it to be consider excused.

Student's Name: _____ Grade: _____

Today's Date: _____ Parent Signature _____

Dates of expected absence: _____

Reason for absence: _____

Homeroom Teacher: _____

Office use only:

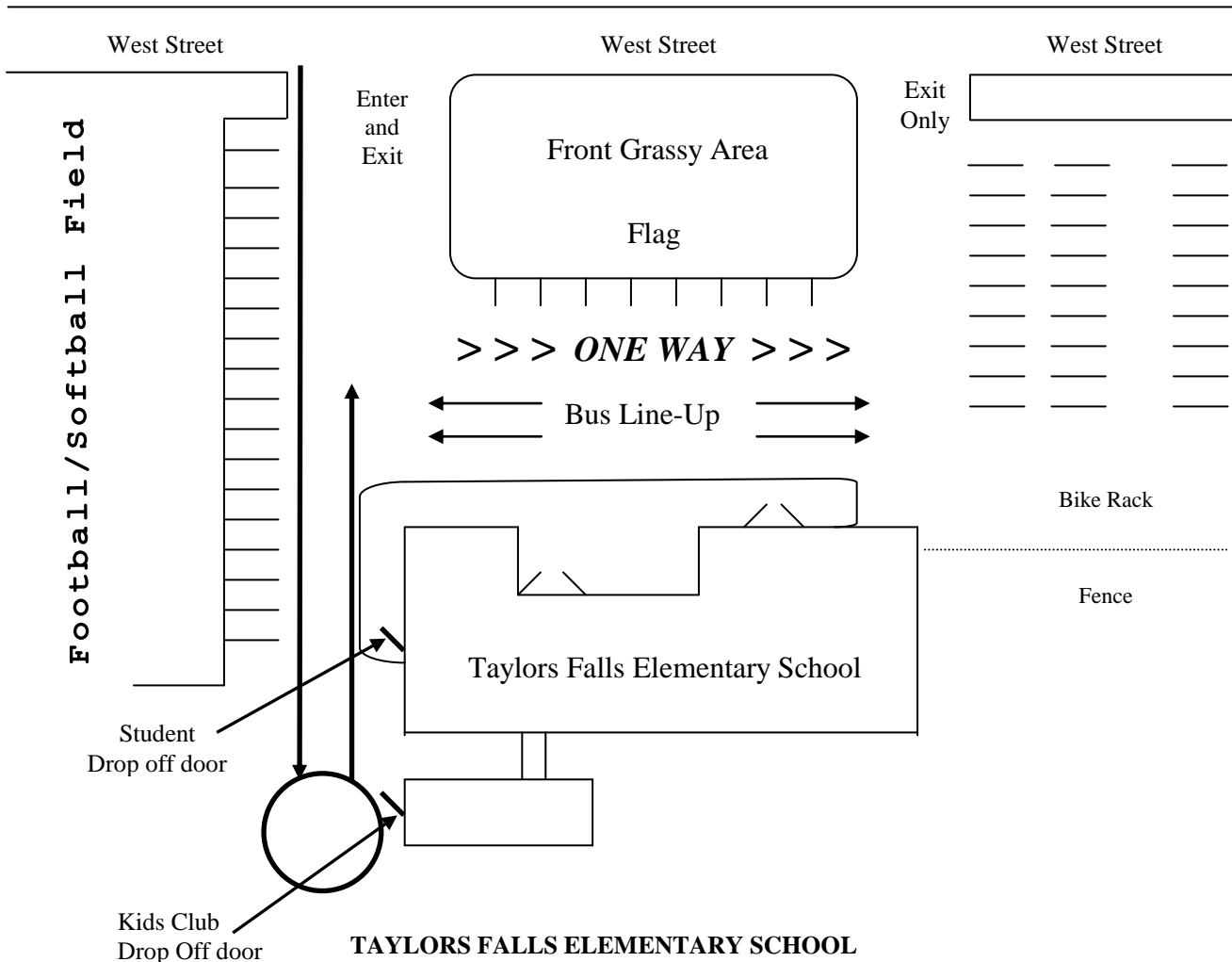
Mrs. Moberg (K) / Mrs. Greene (1) / Mrs. Swanberg (1) / Mr. Zemlin (1) / Mrs. Anderson (2) / Mrs. Casterton (2) / Mrs. Reineccius (2)
Mrs. Rockenback (3) / Mrs. Sandell (3) / Mr. Achartz (4) / Mrs. Brandt (4) / Mrs. Julik-Heine (4) / Mrs. Klinke (5) / Mrs. Spray (5)
Mrs. Thorstad / Mrs. Beecroft / Mrs. Allram / Mrs. Steffen / Mrs. Holm / Mr. Chapman / Mr. Romportl / Mrs. Waddell

Homework Assigned

* Teachers will determine time frame for work to be turned in.

Students Arrival in the Morning

- For the safety of all our children we need this procedure to be strictly followed.
- No vehicles are allowed, except for school buses, in front of the school from 8:30 a.m. to 9:05 a.m.
- If you bring your children to school, please drive in the south entrance and continue back to the turn around area. After you turn proceed to the south side door (by music room) and drop your children off. To insure your children's safety, a staff person will be at that door to let your children in from 8:30 to 9:00 a.m. They then can walk down the hall through the gym to the lobby of the school. You then can drive straight ahead and exit out to West Street. Please be aware that buses will be coming in that entrance. (Please refer to the map below.)
- Please remember school starts at 8:55 a.m. If you, because of a problem, arrive after 9:00 a.m., you may drop your students off in the front of the school. If you escort your child to their classroom you **MUST** sign in at the office and receive a VISITOR sticker while in the building.
- Thank you for your time and adherence to this policy. Your children's safety is important to all of us.

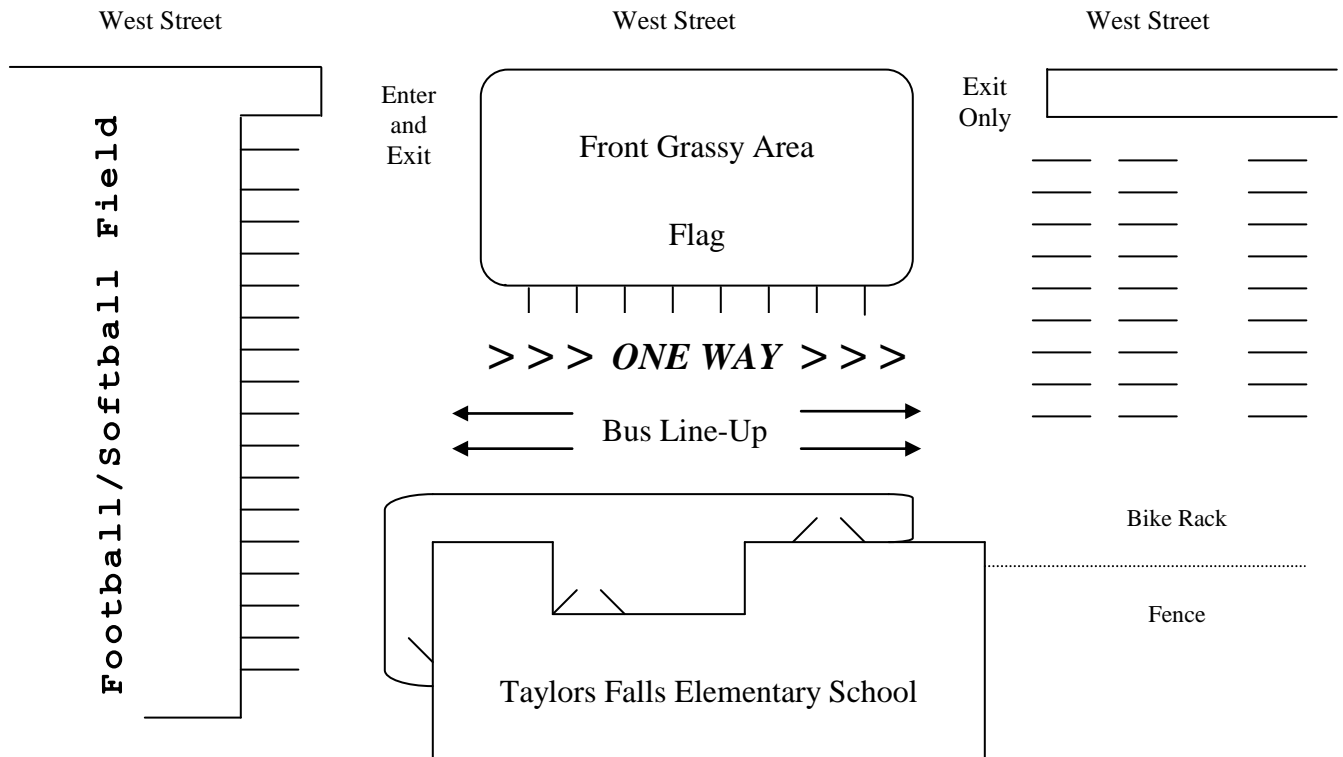


TAYLORS FALLS ELEMENTARY SCHOOL

STUDENT SAFETY PLAN

Students Dismissal at the End of the Day

- When students leave the building at the end of the day, they need to get on their bus.
- If students are not taking the bus, then they need to wait in the glass lobby area until:
 - A. A parent has parked their vehicle and come into the building to sign out their child in the office and then escort the student to the car or
 - B. It is after 3:40 when the buses have left, the student may then walk or bike home.
- Parents driving vehicles into the school parking lot need to follow the directional signs. The northernmost drive is for **exiting** only.
- Parents picking up their student may find a parking space in the area near the football and softball field, on the south side of the lot.
- Parents who are picking up students will need to sign the student out in the office regardless of the time of day.
- A parent needs to escort the student from the school, unless the child is walking or biking home after 3:40 P.M.
- Thank you for your help in keeping all of our students safe here at school!



TAYLORS FALLS ELEMENTARY SCHOOL

STUDENT SAFETY PLAN