

Cannon Falls Area Middle/High School

**P A R E N T - S T U D E N T
H A N D B O O K**

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BOMBERS

CANNON FALLS MIDDLE SCHOOL / HIGH SCHOOL

820 MINNESOTA STREET E.

CANNON FALLS, MN 55009

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Superintendent
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DISTRICT MISSION STATEMENT

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

CANNON FALLS SCHOOL BOARD MEMBERS

Mr. Bob Brintnall
Chairman

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Ms. Brenda Owens
Vice Chairman

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Ms. Katie Lochner
Clerk

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Ms. Anna Olson
Treasurer

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Mr. Bill Thompson
Member

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Ms. Rebecca Peine
Member

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Cannon Falls Area Middle/High School

Philosophy of Education

EDUCATION IN OUR SCHOOL WILL HELP EACH INDIVIDUAL ACQUIRE KNOWLEDGE, SKILLS, AND POSITIVE ATTITUDES TOWARD SELF, OTHERS AND THE ENVIRONMENT. EACH INDIVIDUAL WILL LEARN TO SOLVE PROBLEMS, THINK CREATIVELY, AND SEEK LIFELONG LEARNING. EVERY CHILD WILL BE ENCOURAGED TO DEVELOP TO HIS OR HER MAXIMUM POTENTIAL FOR LEADING A PRODUCTIVE, RESPONSIBLE, AND FULFILLING LIFE IN A COMPLEX AND CHANGING MULTICULTURAL SOCIETY. STUDENTS, FAMILIES, STAFF AND COMMUNITY WORKING IN PARTNERSHIP, WILL ENSURE A POSITIVE, SAFE, STIMULATING ENVIRONMENT AT THE CANNON FALLS ELEMENTARY SCHOOL.

ALL POLICIES REFERRED TO IN THIS HANDBOOK ARE ON FILE IN THE SCHOOL OFFICE AND ARE ALSO AVAILABLE TO VIEW ON THE CANNON FALLS SCHOOLS WEBPAGE, UNDER THE DISTRICT OFFICE TAB, SCHOOL BOARD AND DISTRICT POLICIES.

2021-2022 School Calendar

Cannon Falls Area Schools

BOMBERS

820 E. Minnesota Street

Cannon Falls, MN 55009

507-263-6800

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
S	M	T	W	T	F	S
			31	1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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

Aug 31 and Sept 1-2	NO SCHOOL - Teacher Workshop
September 7	First Day of School for Grades 6-12 ONLY
September 9	First Day of School for Grades K-5
September 17	1:00 Early Release
October 8	1:00 Early Release
October 18 and 19	Conferences - All Buildings
October 21-22	NO SCHOOL - Education MN Break
November 12	1:00 Early Release
November 24-25-26	NO SCHOOL - Fall Break
December 3	NO SCHOOL - Teacher Workshop
December 6	MS/HS Conferences
December 10	1:00 Early Release
December 24 - 31	NO SCHOOL - Winter Break
January 14	1:00 Early Release
January 24	NO SCHOOL - Teacher Workshop
February 11	1:00 Early Release
March 15 and 17	Elementary Conferences
March 18	1:00 Early Release
March 25	NO SCHOOL - Teacher Workshop
April 8	1:00 Early Release
April 11-15	NO SCHOOL - Spring Break
April 25	MS/HS Conferences
May 13	1:00 Early Release
May 30	NO SCHOOL - Memorial Day
June 3	Last Day of School and Graduation!
June 6	NO SCHOOL - Teacher Workshop

Preschool through 5th grade (Parents and Students) will meet individually with your teachers on September 7th and 8th. Your First Day of School is on September 9th. Parents will receive an email in mid-August from PTCFast with a link to sign up for your conference time slot on either September 7th or 8th.

MS/HS	Elementary
Q1 (Nov 5) = 42 Days	T1 (Dec 2) = 58 Days
Q2 (Jan 21) = 45 Days	T2 (Mar 11) = 63 Days
Q3 (Mar 24) = 43 Days	T3 (June 3) = 53 Days
Q4 (June 3) = 44 Days	

NO School
1:00 Early Release
Parent Teacher Conferences
Teacher Workshop - NO School for Students
First Day and Last Day of School

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



BOMBERS



ACADEMICS
CURRICULUM & COURSE REQUIREMENTS
GRADUATION REQUIREMENTS
GRADING SYSTEM
INCOMPLETE
REPORT CARDS
COURSE ADD/DROP & SCHEDULE
CHANGES



COURSE ADD/DROP & SCHEDULE
CHANGES
ACADEMIC HONESTY
HIGH SCHOOL GRADUATION INCENTIVES
PROGRAM
TOP 5 ACHIEVERS
BOARD SCHOLARS RECOGNITION



BOARD SCHOLARS RECOGNITION
AWARDS, SCHOLASHIPS AND FINANCIAL
AID
GRADING FOR MIDDLE SCHOOL
R.E.A.L. GRADING
HONOR ROLL



CO-CURRICULAR ACTIVITIES
FEES AND ADMISSIONS
DANCES
STUDENT ORGANIZATIONS
ATTENDANCE



ATTENDANCE
LEAVING SCHOOL AND UNAUTHORIZED
AREAS
ATTENDANCE VIOLATION CONSEQUENCES
TRUANCY
EXCESSIVE ABSENCES AND TRUANCY



EXCESSIVE ABSENCES AND TRUANCY
MAKE UP WORK
BEHAVIOR EXPECTATIONS
DISCIPLINARY OPTIONS



DISCIPLINARY OPTIONS
INSUBORDINATION
CLASSROOM AND BUILDING DISRUPTIONS
DRESS CODE
DETENTION AND SATURDAY SCHOOL



SCHOOL LOCKERS
LOCKER ROOM
SEARCH AND SEIZURE
SUBSTANCE USE POLICY



SUBSTANCE USE POLICY
POSSESSION WITH THE INTENT TO
DISTRIBUTE
GANG/THREAT GROUP ACTIVITY
HARASSMENT



HARRASSMENT
HAZING
BULLYING



BULLYING
WEAPONS
STUDENT SERVICES
BUILDING HOURS
STUDENT PICK UP AND DROP OFF
CASHIER OFFICE
GUIDANCE OFFICE
TUTORING
NURSE'S OFFICE
STUDENT MEDICATIONS



STUDENT MEDICATIONS
INSURANCE
VISITORS IN THE SCHOOL
STUDENT PARKING



CHEMICAL HEALTH AND VIOLENCE
PREVENTION SUPPORT SERVICES
LYCEUM PROGRAMS
DISTRIBUTION OF UNOFFICIAL MATERIALS
PLEDGE OF ALLEGIANCE
TECHNOLOGY
FAMILY ACCESS



FAMILY ACCESS
TECHNOLOGY ACCESS AND ACCEPTABLE
USE
CELL PHONES, TEXT MESSAGING,
HEADPHONES, OTHER ELECTRONICS, AND
NUISANCE ITEMS
INTERNET USE



COMPUTER DAMAGE
TECHNOLOGY FILTERS
UNAUTHORIZED COMPUTER ACCESS
FOOD SERVICES
FOOD IN THE BUILDING
LUNCH PROGRAMS



LUNCH PROGRAMS
EMERGENCY PROCEDURES, DRILLS, A.L.I.C.E. EVACUATIONS, CODE BLUE, NUCLEAR
INCIDENT

ACADEMICS

Curriculum and Course Requirements

The Cannon Falls Board of Education establishes curriculum and course requirements. A handbook on requirements and courses offerings is available during registration and orientation. A copy may be obtained in the guidance office.

Graduation Requirements

A student must have earned a minimum of 24 credits during the 9th through 12th grades. All credits consist of required and elective courses as outlined by the Cannon Falls Board of Education, Minnesota Department of Education and Federal government. Students earning fewer than 22 credits may not participate in the graduation ceremony.

Grading System

Cannon Falls Schools utilizes a 4.0 point grading system. The following A.P. courses give the AP exam in the spring and will be weighted, Physics, Calculus, Humanities, A.P. Biology, A.P. US History, A.P. World History, A.P. Government, A.P. Composition and A.P. Literature. The weight of these yearlong classes is 1.1.

Incomplete

All incomplete quarterly grades must be made up within ten calendar days of the end of a marking period to receive a grade/credit.

Fourth Quarter incomplete grades must be made up no later than ten days into the upcoming academic year. The administration may grant an approval for extended time in emergency situations.

Report Cards

High school and Middle school report cards are issued at each quarter's end or approximately every nine weeks. Mid-quarter reports for students are posted to Infinite Campus between the fourth and fifth week of the quarter.

High School Grading Scales

Regular		Weighted	
A+	4.0	A+	4.4
A	4.0	A	4.4
A-	3.666	A-	4.033
B+	3.334	B+	3.667
B	3.0	B	3.3
B-	2.666	B-	2.933
C+	2.334	C+	2.567
C	2.0	C	2.2
C-	1.666	C-	1.833
D+	1.334	D+	1.467
D	1.0	D	1.1
D-	0.666	D-	0.733
F	0	F	0

Course Add/Drop and Schedule Changes

Students are discouraged from dropping courses they selected through registration. The add/drop policy, found in the high school guidance office, outlines the criteria acceptable for changing a student's schedule. Students who find it necessary to make a schedule change must meet with the guidance counselor.

Schedule changes will not be made after the first five days of the semester for high school students or quarter for middle school students.

Schedule changes may be granted under at least one of the following criteria:

- To select a higher level course if enrollment permits and there is a teacher recommendation.
- *To select a lower level course if the student is doing poorly or failed a similar course and there is a teacher recommendation.
- *To meet the requirements of an individualized education plan (IEP) or 504 plan.

Course Add/Drop and Schedule Change (cont.)

*To accommodate any post-secondary options enrollment issues.

*To find another section that is available to the student, due to maximum enrollment being reached in a course.

Academic Honesty

Cannon Falls students are expected to achieve success with integrity. Academic dishonesty is a serious violation of scholarship standard at Cannon Falls High School. Any act that misrepresents a student's schoolwork or that abridges the rights of other students to fair competition is forbidden. Academic dishonesty includes, but is not limited to, cheating on assignments, exams or plagiarizing. (misrepresenting another's work as one's own original creation), sabotaging another student's work, and using without attribution a computer concept of program. All written, substantiated reports of academic dishonesty shall become a part of the student's disciplinary file. Incidents of academic dishonesty shall be cumulative across and including all classes and activities, all semesters, and all years of enrollment at Cannon Falls High School.

A substantiated report of academic dishonesty will result in one of the following consequences:

First Offense: The student will complete and an alternate assignment/test/activity/project at the discretion of the classroom teacher.

Second Offense: Grade of "F" on assignment/test/activity/project on which academic dishonesty occurred. The student will be required to complete an alternate assignment at the teacher's discretion.

Third Offense: Failure of the semester for high school students in the class in which the incident of academic dishonesty occurred. On the event of a third offense, the student will be immediately removed from the class or activity involved and a final grade of "F" will be assigned.

A student may not enroll in another class or activity until the semester following the removal. Students may appeal such action to the department group within three school days of the notice of removal. Middle school students will receive a grade of "F" on the assignment/test/activity/project on which academic dishonesty occurred and will be required to complete an alternate assignment at the teacher's discretion.

High School Graduation Incentive Program

The traditional high school setting is not the only option available to students in obtaining a high school diploma. The Minnesota Legislature authorizes a number of "options" for students. Some of these options include: open enrollment, post secondary options, alternative learning center, area learning centers, age 21 and over and early graduation. Contact the guidance counselor or principal for further information or questions about any of these options.

Top 5 Achievers

At each quarter's end, students achieving a GPA within the top 5 in their class have their names and pictures displayed in the academic showcase located in the lobby of the school. Since this recognition effort is intended to include all students achieving top five statuses, it is common that more than five students per grade are recognized if more than five students fall within the top five GPA. For example, 3 students might have a GPA of 3.888. All three students would be recognized for the accomplishment.

Board Scholar Recognition

Students with a grade point average (GPA) of 3.950 and higher will be recognized as Board Scholars at the graduation ceremony.

Board Scholar Recognition (cont.)

The administration reserves the right to extend Board Scholar status below a GPA of 3.950 may be re at their discretion. Students taking PSEO or online classes must provide a valid transcript for spring semester classes to be considered for Board Scholar recognition.

Awards, Scholarships, and Financial Aid

Cannon Falls High School awards approximately \$50,000 in local scholarships each year to its graduating seniors. The package of information on local scholarships is mailed to seniors and their parents on February first. The application is due back in early March to the guidance office. These scholarships, along with department awards and academic letters are presented at the Academic Awards program in mid-May. Other local, state and national scholarships are posted in the guidance office. Please check this area frequently to see what is available for you to apply for. Check with your parent's employers and insurance agents to see what they offer for scholarships. Each high school student has an account in a college and career readiness program, MCIS. In addition to your scholarship search internet sources to research scholarships: www.fastweb.com and www.schoolsoup.com.

You can apply for financial aid through the site www.fafsa.ed.gov after January first. The web site to apply for reciprocity (tuition agreement between neighboring states) is www.getreadyforcollege.org. The guidance office manages applications and information about available scholarships and application processes. Students having interest in scholarships should inquire with the guidance office.

Grading for Middle School Students:

Middle School students receive two grades on their report cards, Academic Performance and R.E.A.L. grades. Academic performance is a letter grade determined by 70% Summative and 30% Formative assessments. Each content area determines what count as formative and summative assessments. This is published in each teacher's course syllabus and can be found in Schoology. R.E.A.L. skills are based on our Keep It REAL P.B.I.S. program. These are behaviors that are important to be recognized, but are separate from Academic Performance. Respect will be rated based on a student's classroom behavior. Effort will be based on classroom participation and timeliness of meeting deadlines. Attitude will be based on self-regulation. Self-Regulation is a student's ability to control their actions and emotions.

The R.E.A.L. grade is based on the following rubric:

- 3 Consistently
- 2 Sometimes
- 1 Inconsistently

HONOR ROLL

At each quarter's end, two lists for academic achievement are published:

"A" Honor Roll - GPA of 3.666 or above

"B" Honor Roll - GPA of 3.00 to 3.665

When calculating a current GPA, earned letter grades are converted to the corresponding numeric value, add the values and divide by the total number of course credits attempted to determine a grade point average.



CO-CURRICULAR ACTIVITIES

Fees and Admissions

An activity fee structure is established annually for all co-curricular activities. Cannon Falls' activity fee is \$125 per activity. The family cap for activities is \$650. Cannon Falls Schools charges admission to certain activities. Season passes are available for individual students, adults and families. Additional information regarding these fees can be found at the cashier's office or the Cannon Falls Middle/High School website.

Dances

Following are guidelines specifically regarding who may attend dances and any restrictions that apply to guests and grade levels.

- High School dances are open to Cannon Falls students in grades 9 through 12 and their guests unless designated a "grade" specific dance. (i.e. Spring Prom is for grades 11 and 12 – their guests may be in grades 10 through 12). Middle school dances are open to Cannon Falls students in grades 6-8.
- High School guests must be registered by a Cannon Falls student by noon on the school day prior to the dance in the high school office. Only one guest is permitted per student and is subject to the approval of administration. The guest must accompany the Cannon Falls student.
- All participants are expected to honor the same social standards and school regulations as required during the school day.
- Cannon Falls students are responsible for the behavior and/or actions of their guest.
- Guests who cause problems will be excluded from all future dances.

- Students who leave or are removed from a dance do not receive an admission refund and will not be permitted to return to the dance.

- Students who are absent from the school day due to sickness, suspension or removal are not eligible to attend a school dance occurring that day.

Prom is a school activity and a privilege extended to juniors, seniors, and their guests in grades 10, 11 and 12 and their guests who are 20 and under. All guests must fill out a dance guest form and the principal must approve their attendance. Former students, who may not have been in good standing while they attended Cannon Falls, may be prohibited from attending. In addition to the above restrictions, truancy and behavior issues on or about prom week may result in students losing their prom privileges regardless of what grade they are in.

Student Organizations

Cannon Falls High School offers many student teams, clubs, and organizations in which students in grades 6-12 may participate.

Football, Volleyball, Girls Tennis, Girls and Boys Cross Country, Girls and Boys Soccer Girls and Boys Basketball, Wrestling, Dance Girls and Boys Track, Girls and Boys Golf, Trap Shooting, Softball, Baseball Speech, Robotics, Math League, Musical, FFA, BPA, Minnesota Honor Society, Interact, SADD, Yearbook, Jazz Choir, Jazz Band, Steel Drum Band, One Act Play, Environmental Club, The Lantern, The Torch

Attendance

Regular attendance is very important for successful school work. While a student is enrolled in school, his or her number one job is attending classes regularly and fulfilling all the class requirements. Regular and prompt attendance is a habit and should be cultivated as such. Minnesota State Law governs the attendance of pupils and obligates schools to

Attendance (cont.)

ensure regular attendance. The Minnesota Law (MA 120.10) provides that every child between seven and eighteen years of age shall attend a public school or private school for not less than nine months during any school year. Minnesota laws, rules and regulations are enforced on all students, regardless of their age. Students, regardless of age, should verify their absences through their parents. Similarly, parents of adult students are contacted if a student's behavior is deemed inappropriate, as is the case for minor students. Parents are also kept informed of academic progress of their students. Seniors participating in a group "skip day", prior to the last day of school, are required to attend school on the last student day.

WHAT SHOULD YOU DO IF YOU ARE ABSENT?

Parents/guardians are to call the attendance office (507.263.6800) each day your son or daughter is absent. You may call 24 hours a day; the voice mail is always on. Please call before 9:00 a.m. each day. Your prompt telephone call greatly assists us in maintaining accurate attendance records. When your son/daughter returns to school following an absence or tardy, if no contact has been made, you are to send a signed note. Failure to bring a note will result in an unexcused absence.

Leaving School and Unauthorized Areas

If you leave school for any reason or are in off limits areas without office approval, your absence will be regarded as unexcused and you are subject to consequences. Students are not to go to the parking lot during school hours without the principal's permission.

Unauthorized areas include, but are not limited to the following: storage rooms, mechanical and custodian areas, roofs, elevator, unassigned classrooms, faculty rooms, faculty bathrooms, teacher work areas, and teacher/staff offices. If a student is asked to leave an unauthorized area, they should comply immediately.

Attendance Violation Consequences

Students will be marked tardy if they are late to a class period by less than 15 minutes. Students who are more than 15 minutes late to a class period will be marked as unexcused for that class period. Students who receive three (3) unexcused tardies will receive a one hour detention to be scheduled by the administration. Students will be required to make up hour for hour in detention any time missed for unexcused absences. Discretion for the amount of time to be made up for unexcused absences will be determined by the administration.

Truancy

Cannon Falls middle school/high school follows truancy guidelines set forth by the Goodhue County Attorney. After 10 absences both excused and unexcused combined Administration is required to send a letter home stating that a student has been excessively absent and that requires a excusal note from doctor in the event of further absences. After 15 unexcused absences administration is required to file a truancy petition to the county attorney. These absences may be for all day or any part of a day to count toward the 15 days of unexcused absences. A good rule of thumb to follow is to always get an excusal note from a medical provider when your student has an appointment. Administration may excuse an absence given reasonable circumstances after a meeting with parents.

EXCESSIVE ABSENCES AND TRUANCY

Goodhue County requires that CFHS send a letter to parents that requires a doctor excusal of any further absences of students when they reach 10 absences either excused or unexcused. Please ask for a doctor note anytime your student goes to the doctor, dentist, or orthodontist for any reason. The school nurse may also excuse a student when there are documented medical reasons.

EXCESSIVE ABSENCES AND TRUANCY (cont.)

When a student reaches 15 unexcused absences Cannon Falls High School is required by the county to file for truancy with the Goodhue County Attorney.

Make Up Work

Excused absences will not arbitrarily result in reduction in grades, but failure to complete work usually will affect grades. Students and/or parent or guardian are responsible for requesting from the teacher make-up work for each day's absence. The responsibility for completing this work rests with the student. It must also be understood that a large amount of what happens in the classroom cannot be replicated and is lost whether the absence is excused or unexcused. However, students will have one day for each day missed due to illness or a school sponsored activity to complete make up work. Students will not have their grades reduced in any way, if the excused absence is due to illness or a school sponsored activity. Teachers are responsible for providing assignments after student or parent/guardian request. **Credit for work missed due to unexcused absences will be given at the discretion of the teacher.**

Behavior Expectations

Cannon Falls students are responsible for their own actions and behavior. Students are expected to be courteous, respectful, and cooperative. Students are to respect others at all times and to follow school rules. The administration of Cannon Falls High School recognizes that it is all but impossible to list behaviors that are unacceptable in a learning community such as ours. By necessity the administration must reserve the right to disallow any behaviors or dress that, in our best judgment, are not acceptable. Student conduct must show respect for the differences in others. Cannon Falls High School students are not only

expected to show respect for others but also for the property of others. Students are expected to solve individual differences in a non-violent manner. Physical confrontation of any type will not be tolerated. Students who violate this code of conduct are subject to school disciplinary action including detention, suspension and/or expulsion, as well as referral to local authorities for possible criminal prosecution.

Disciplinary Options

Progressive discipline will be utilized to the extent reasonable and appropriate base upon the specific facts and circumstances. The specific form of discipline chosen in a particular case is solely within the discretion of the school administration. After weighing the evidence, and if so, the appropriate disciplinary action will be taken in accordance with district policies, guidelines and professional judgement.

At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. the school district shall impose more severe disciplinary sanctions for any violations, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

Disciplinary action may include, but is not limited to, one or more of the following:

- student conference
- parent contact
- parent conference
- removal from class
- in-school-suspension (ISS)
- suspension from extracurricular activities
- detention or restriction of privileges
- loss of school privileges
- revised class schedule
- restorative measures, including financial, symbolic, or other means of restitution
- referral to police or other law enforcement agencies
- out-of-school suspension (OSS)

Disciplinary Options (cont.)

- expulsion under the Pupil Fair Dismissal Act
- exclusion under the Pupil Fair Dismissal Act
- other disciplinary action as deep appropriate by the school district

Insubordination

“Insubordination” is refusing to comply with a reasonable request of directive of a staff member. Consequences may include a conference with staff member principal, parent notification, detention, suspension or other appropriate disciplinary action.

Classroom and Building Disruptions

In order to maintain an environment conducive to learning, student behavior must not interfere with the orderly operation of the classroom or building. Items causing a disruption may be confiscated. Examples of items are, but not limited to, pagers, cell phones, and laser pointers. Student behavior resulting in a building disruption is subject to school disciplinary action as well as referral to local authorities.

Dress Code

Student appearance reflects the quality of the school, students’ behavior, and school work. Therefore, only attire deemed as appropriate is acceptable for school. Violations of the school dress guidelines results in penalties ranging from verbal warning to out of school suspension (OSS). The following are guidelines for dress at Cannon Falls schools:

- Clothing cannot promote or encourage something that is gang-related, obscene, offensive, or advertises tobacco, alcohol, or other drugs.
- Students will not be allowed to wear caps, head bands, etc. or other head coverings in Cannon Falls High School during the school day, which is considered to be 8:00-3:00. Exceptions will be made for religious head wear.

- Backpacks, purses and bags may not be carried during school hours and are not allowed in classrooms.
- Clothing accessories, which are likely to cause others to feel intimidated or typically associated with gang activity are not permitted during school or at school functions. These items include, but are not limited to, gloves, bandannas, single pant leg rolled up, wristbands, studded necklaces and bracelets, and chains. Hats may be worn into the building but must remain in lockers during school hours. Final discretion on dress code decisions is left to the administration.

Detention

Classroom teachers or administrators may assign students to after-school detention, before school detention. After school detention will begin at 3:05 p.m. and end at 4:05 p.m. Morning detention will begin at 7:00 a.m. and end at 8:00 a.m. Students will not be excused from detention for participation in any extracurricular activity after school. The administration recognizes that it is all but impossible to list all behaviors that are unacceptable in a learning community such as ours. By necessity, the administration must reserve the right to disallow any behavior or dress that, in our best judgment, is not acceptable. Office detention is a primary consequence for behavior violations. Students choosing to engage in inappropriate behaviors are typically subject to consequences assigned by a teacher or principal.

School Lockers

Cannon Falls High School provides each student with a locker. Students are encouraged not to share a locker. Valuable items should not be kept in lockers.

School Lockers (cont.)

Students who do not clean out their locker by the last day of school or who have damaged the locker will be assessed fines as determined by the custodians.

Locker Rooms

Lockers are provided for students to store their P.E. clothing during the school year. Students need to provide their own combination lock for their P.E. locker and need to provide their P.E. teacher with the combination. Cell phones, cameras, iPods, iPads and other devices that record sound, video, or take pictures are prohibited from the locker room. Having such devices in the locker room is not only a behavior violation but also a violation of the district's technology acceptable use agreement. Students with these devices in the locker room will face consequences deemed appropriate by the school administration which may include loss of technology privileges, detention, and suspension.

Search and Seizure

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. The personal possessions of students in a school locker may be searched when school authorities have a reasonable suspicion that a search will uncover evidence of a violation of law or school rules. School officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Note: School officials operate under the standard "reasonable suspicion," while law enforcement operates under the search standard of "probable cause."

Substance Use Policy

Cannon Falls Schools is a Smoke Free and Drug Free facility. Students found in possession of, or under the influence of mood-altering chemicals

(including tobacco and e-cigarette devices and associated paraphernalia) will be suspended from school. This includes violations in or on school property, or away from school property while participation in a school-sponsored activity and/or on school owned, leased, or contracted vehicles. Police are called at the time of the violation and all paraphernalia and substances are turned over to the authorities and the incident recorded. Parents are notified and asked to come to school immediately to remove the student. If the student is under the influence and parents cannot come to school or refuse to come to school, transportation to a detoxification unit by police is arranged. Note: Minnesota "Drug-Free Zone" laws allow that anyone convicted of selling or holding illegal drugs within 300 feet or one city block of the school is subject to severe penalties that could include treating a high school student as an adult in court.

Consequences:

First Violation

- OSS of up to 5 days
- Re-entry meeting with parents and student
- Chemical pre-assessment administered by the Chemical Health Educator.
- Education program provided by the Chemical Health Educator for student. This may include alcohol and drug screenings.

Second Violation

- OSS of up to 5 days
- Re-entry meeting with parents and student.
- Recommendation for chemical assessment at a chemical treatment center will be made.
- Chemical assessment recommendations are expected to be followed including alcohol and drug screenings.
- Police citation issued.

Third Violation:

- Five (5) day suspension
- Re-entry meeting with parents and student.
- Recommendation for chemical assessment at a chemical treatment center will be made.

Substance Use Policy (cont.)

- Chemical Health Educator provides education program options to the student and parent.
- The school administration makes a recommendation to the superintendent regarding the expulsion of the student from school for the remainder of the school year.
- Police citation issued.

Subsequent Violations beyond the third violation are treated as a third violation.

Possession with the Intent to Distribute

Selling, distributing, delivery of, or exchanging alcohol or drugs results in a five-day suspension, police referral and recommendation for expulsion.

Gang/Threat Group Activity

Gang/threat group related activity such as, the use of graffiti emblems, symbolism, gang signs, threatening language, jewelry, clothing, etc., are prohibited. Consequences may include parent contact, police referral, and/or suspension/expulsion.

Harassment

ISD 252 policy 413:

ISD 252 strives to maintain learning and working environment free from religious, racial or sexual discrimination, intimidation, hazing and/or harassment. Harassment includes "repeated, intrusive or unwanted acts, words or gestures that are intended to adversely affect the safety, security or privacy of another, regardless of the relationship between the actor and the intended target." Minn.Stat 609.8748, subd.1 (a)

Report of Harassment

Any student or employee who believes he or she is the victim of a student should report the incident to the principal and (in the case of the student) to his or her parents.

The employee need not discuss the matter with the person who may have been the victim if he/she do not feel comfortable having such a discussion. When an employee receives a complaint that a student or employee has been the victim of a student, he or she will report the complaint to the principal. When a complaint is received that an employee or student has been the victim of a student, the principal will immediately and impartially conduct an investigation including meeting with the alleged perpetrator and informing the parents and will make a written report and recommendations within five working days of receipt of the complaint. District No. 252 may take corrective measures in accordance with Policy #413.

Complaints Involving Criminal Actions

Any student or employee who believes he or she is the victim of a criminal act should immediately contact local law enforcement officials. If building administration believes a criminal act has been committed, he/she will immediately contact local enforcement officials.

Assistance in Resolving Complaints

Building administration will be available to provide information and assistance to supervisors regarding these procedures.

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

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

Religious Harassment consists of unwelcome physical or verbal conduct that relates to an individual's religion when the purpose is to

Harrassment (cont.)

create an intimidating environment and interferes with performance.

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

Hazing

ISD 252 policy 526:

Hazing is defined as "committing an act against a student, or coercing a student into committing an act that creates substantial risk of harm to a person or property, in order for the Student to be initiated or affiliated with a student organization, or for any other purpose."

Hazing includes, but is not limited to; beating, striking, placing a harmful substance on the body, sleep deprivation, exposure to weather, forced consumption of foods, beverages or tobacco products or drugs, or any activity that intimidates, threatens, ostracizes, embarrasses, shames or adversely affects the mental health or dignity of a student. School officials investigate all reports and take appropriate action.

Report of Hazing

Any person believing he or she has been a victim of religious, racial, or sexual harassment or hazing by a student or employee of the school district should report the alleged acts immediately to an appropriate school district official. (Teacher, Counselor, or Principal) School officials investigate all harassment or hazing reports and take appropriate action. Consequences may range from a written warning to expulsion.

Bullying

ISD 252 policy 514

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented.

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell

Bullying (cont.)

phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

Weapons

ISD 252 policy 501:

Violation of the school's weapons policy will result in an immediate 3-5 day out of school suspension with a possible recommendation for expulsion.

Student Services

Building Hours

The school facilities are open for operation and supervision during the hours of 7:30 AM and 3:30 PM. Students utilizing the building outside of these hours may do so only under the supervision of a teacher or coach. Students having no legitimate reason to be in the building before/after hours are not allowed in the building.

Student Pick Up and Drop Off

Students should be dropped off at the southwest corner of the field house. Please be aware that buses drop students off in front of the middle school/high school starting at 7:45 AM. Students should be picked up at the southwest corner of the field house after school. Those parking in front of the building between 2:45 PM and 3:05 PM will be asked to move their vehicles for bus loading.

Middle/High School Office

The principal's office is located in the middle/high school office. The office is staffed from 7:00 am until 3:30 pm daily.

Cashier Office

Cashier duties are handled by the middle school/high school office staff. Lunch deposits, activity fees, and other fees can be paid in the middle school/high school during office hours from 7:00 AM to 3:30 PM daily.

Guidance Office

The guidance counselor is available daily to assist anyone needing information, help with a personal concern, class schedules, selection of a college or technical school, or wanting to share an idea. Please request an appointment and a pass from the counseling office or by calling (507) 263-6800.

Tutoring

Students are available to provide services as volunteer tutors. These services can be coordinated in several ways. The best way to arrange for tutoring is to contact a guidance counselor who will make an appropriate referral.

Nurse's Office

A nurse is available every day during school hours. Students who become injured or ill are referred to this office, where a determination is made regarding the student's status. Students may leave the building on the recommendation of the nurse, and after parent or guardian permission has been obtained.

Student Medications

Any medication (both prescription and over the counter) that needs to be taken at school should be stored in the health office during school hours. Prescription medication taken daily, or to be available for longer than two weeks, will need both parent and physician authorization signatures. This includes emergency medications such as Epi Pens, and inhalers. Students whose parents and physician agree that the medication may be carried with the student will need to inform the nurse of their medication and sign a self-carry medication contract. Students who

Student Medications (cont.)

carry their medication are asked to keep a back-up medication in the health office.

Students who wish to keep an over the counter medication in the health office will need to bring in the medication in the original container, along with a signed note from their parent or guardian. Medication authorization forms may be used for these, but over the counter medication does not need a physician signature. Medications will not be given if they are expired, and only within the dosage guidelines on the container. Students from one family can share the same bottle of an over the counter medication such as acetaminophen, but each family member needs signed permission. Medication authorization forms are available in the health office, high school and middle school offices, and local health clinics. Cough drops may be kept in lockers or backpacks.

Students are prohibited from using perfumes, body sprays or air freshening sprays in school.

All students must have immunizations or exemptions on file with the school, in accordance with Minnesota law. Students who do not have immunization paperwork in to the school health office may be excluded from classes until their immunizations are complete. Vision and hearing screening will be conducted in the fall for 9th grade and upon request. Scoliosis screening is conducted for 6th grade girls and upon request. Parents and guardians will be notified if follow up is indicated.

Questions about health or medications should be directed to the school health office, 507-263-6800. If a student has a known health need, or history, we ask that you notify the school nurses who will discuss with you treatment, care, and notification to staff as needed.

Insurance

Cannon Falls School District **does not** provide any type of health or accident insurance for injuries incurred by students at school, any sports or school-sponsored activities.

Visitors in School

Cannon Falls students are not permitted to bring guests to schools. Any persons, other than Cannon Falls students, staff or board of education members are considered visitors and must report to the office, sign in, and obtain a visitor's pass before going anywhere within the building.

Student Parking

Access and availability of the parking lot is a privilege for students. Please respect all district policies including but not limited to the safety of all students. Illegal items, gang symbols, or markings deemed to be a symbol of hatred may be a violation of school policy and will result in discipline including forfeiture of the privilege to park on campus.

Please follow safe driving rules in the parking lot and follow all traffic signals.

Cannon Falls High School student parking is on a first come, first serve basis. Students must purchase a parking lot pass in the middle/high school office and display the current year pass prominently. Any accident that occurs in the school parking lot should be reported to school administration and to the Cannon Falls Police. Cannon Falls School District is not responsible for vandalism, injury, theft, or damage to vehicles or items in the school parking lot.

Any vehicle parked in the Cannon Falls High School lot may be subject to search by school administration if the school administrator determines there is reasonable suspicion that a school regulation, city or state law has been violated.

Chemical Health and Violence Prevention Support Services

The Chemical Health Support Services at Cannon Falls Schools intend to provide the necessary support for students and families experiencing adverse effects from drugs/ alcohol use or the impact of someone else's chemical use. A staff person exists to provide K-12 education and support to Cannon Falls students for drug, alcohol, and violence education. Parents or students interested in making a contact or referral should speak with the school principal or guidance counselor.

Lyceum Programs

Lyceums are part of the educational curriculum, students are required to attend all programs, be attentive, and courteous of all speakers.

Distribution of Unofficial Materials

Students wishing to post or distribute unofficial written material must first submit for approval a copy of the material to the principal 24 hours in advance of the desired distribution time.

Students may not distribute materials without prior approval. If approved, the distribution will be done at reasonable times and places. This includes any unofficial written material, petitions, buttons, badges, or other insignia. Such distribution cannot include material in which all or part:

- is obscene
- is libelous
- is pervasively indecent or vulgar
- advertises any product or services not permitted to minors by law
- violates district 252 Racial, Religious, Sexual Harassment, Hazing, and Bullying policy
- presents a clear and present likelihood that it will cause a disruption of the proper and orderly operation and discipline of the school or school activities will cause the commission

of unlawful acts or the violation of lawful school regulations. The principal or designee will render a decision whether the material violates the above guidelines within 24 hour of receiving the request.

NOTE: Permission to distribute does not imply approval of its contents by either the school, the administration, the school board, or the individual reviewing the submitted material. A limit of 10 copies will be approved.

Pledge of Allegiance

ISD 252 Policy 531

State statute require that all students recite the Pledge of Allegiance to the Flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any person reason may elect to do so without consequence or criticism.

Technology

Cannon Falls Schools provides students and staff with a digital learning environment to support 21st century learning. Technology is integrated into the learning environment, and students have access to a variety of digital devices both in and out of the classroom.

Family Access

Infinite Campus Portal provides parents with access to student report card grades, attendance, and fee payment services. All students have a Portal account created for them by the district. Parents who wish to obtain an Infinite Campus Portal account should contact the middle/high school office. Cannon Falls High School provides access for teachers, students, and parents to Schoology for daily grades, updates, messages, and planning purposes. All teachers are expected to use Schoology for their daily grade book and to post classroom assignments, papers, syllabus, other information electronically.



Family Access (cont.)

All students have a Schoology account created for them automatically. Parent who wish to obtain Schoology access should contact the middle/high school office

Technology Access and Acceptable Use

Students should have an opportunity to access technology resources and the Internet to facilitate learning, and for educational and personal growth in the use of technology, resource sharing, information gathering, and communication skills. The use of District technology and access to use of the Internet is a privilege not a right. The proper use of the Internet is the joint responsibility of students, parents, and employees of the district. Cannon Falls High School is required to attempt to block or filter Internet access to any visual depictions that are obscene or otherwise harmful to minors. We work with teachers, parents, and students to teach our students to be responsible online. Outside of school, parents are responsible for monitoring their student's use of district technology and the Internet.

Cell Phones, Text Messaging, Headphones, Other Electronics, and Nuisance Items

Personal electronic equipment and items that may be a nuisance to the classroom are a distraction to the educational setting. Specifically, cell phones are to be turned off and put away during class periods. Students at Cannon Falls High School may use their personal electronics before 8:00 AM, during passing time, and during lunch periods. Please keep in mind that personal electronic devices are a temptation lending to theft as wells as threats and harassment.

Students are expected to plan accordingly with family member so that messages are not received during class time. Depending on the severity of the actions and the type of item, students will be asked to put items away.

In some instances, such items including cell phones will need to be given to a faculty ember immediately upon request. Failure to give the items to a faculty member may result in disciplinary action. Persistent and continued use of these items after being warned may result in suspension and loss of possession of the item for the remainder of the entire school year.

The school assumes no responsibility for the loss, damage, or theft of such items. As with all valuable items, we strongly recommend that items that may become a nuisance be left at home. If a staff member confiscates unauthorized items, the item will be given to administration. On subsequent offenses a parent may be expected to pick up the item from the middle/high school office.

Media (photography, video and audio recordings) taken without anyone's (student or staff) knowledge will be considered a misuse of technology and disciplinary actions will be taken.

Student Internet Use

District 252 expects staff to provide thoughtful student use of the Internet throughout the curriculum and to provide students with guidance and instruction in its use. It is impossible to assure that staff can continually monitor each student; therefore, it is important to emphasize the need for each student's cooperation to act responsibly. With Internet access, users join a community of millions of people who share a world of information resources. Students are required to follow the District 252 acceptable use agreement guidelines.

Computer Theft

A person is guilty of computer theft if a person intentionally takes, transfers, conceals, or retains possession of any computer, computer system, or any comport software or data contained in a computer, computer system, or computer network.

Computer Damage

A person is guilty of computer damage if the person intentionally and without authorization and with the intent to injure or defraud alters any computer, computer system, computer network, computer software, or any other property specifically related to computers. Using Cannon Falls High School computers to write vulgar or threatening messages is also prohibited. Behavior of this kind is subject to school disciplinary action and possible criminal prosecution.

Technology Filters

Cannon Falls High School makes every effort to filter inappropriate content from the Internet. In a constantly changing world, we cannot keep up with the quick influx of new information from the web. Content or comments from the web seen as inappropriate for students should be reported, and we will promptly move to update our filters.

Unauthorized Computer Access

A person is deemed as using unauthorized computer access if the person intentionally and without authority attempts to or does penetrate a computer security system. This includes using another student's username and/or password.

Food Services

Balanced nutrition has a direct impact on learning. The Cannon Falls Food Service program attempts to offer balance and selection in its' middle and high school meal programs. Program costs are adjusted annually and are indicated on the cannonfallsschools.com website or by contacting the cashier's office at 507-263-6800. All students are issued a specific numbered lunch account and ID card. Payments for lunch are made in the middle/high school office.

Food in the Building

Consumption of food in classrooms is considered acceptable, when part of the educational experience. Water is permitted in classrooms or at the discretion of a classroom teacher. Consumption of beverages is allowed in school hallways. Students may store beverages in their lockers and should properly dispose of containers. Students observed leaving a mess or not disposing of containers properly are assigned appropriate consequences. Students may not take beverages into any part of the building other than hallways. This includes unopened and reclosed containers. A policy of no beverages in the hallways may result if students do not comply with the above expectations, to the point, where it is deemed a problem

Lunch Programs

Lunch periods for students in grades 6 through 12 are closed. Students are required to stay on school grounds during lunch. Any student leaving school grounds without permission is subject to disciplinary action. Students bringing their lunch should eat in the cafeteria. Students may remain inside during inclement weather and be outside when the weather is nice. The cafeteria must be kept neat and clean. Every student must do his/her part to clean up after eating. The lunchroom management and other students appreciate cooperation with the following:

- Be orderly in the serving line.
- Be courteous and respectful to food servers.
- Keep all food in the cafeteria.
- Leave the table and floor around your space in a clean condition.
- Return trays and utensils to proper place.
- Cooperate with supervisors.

Please be informed that there is a variation in the way we serve students whose lunch accounts show a negative balance. Once a student's account shows a maximum negative balance of \$10.00, he/she will not be able to pick up any items from our a la carte

Lunch Programs (cont.)

cunch lines. Charging to another individual's account is not permitted. Lunch cards are provided to the students free of charge. Meals costs are set annually and found on the cannonfallsschools.com website or by calling the middle school/high school office.

Emergency Procedures

Drills

Fire and tornado drills are held during the school year. An exit plan is posted in each classroom. Staff will provide students with specific directions for fire drills, A.L.I.C.E. drills, and tornado drills.

A.L.I.C.E.

During the 2018-19 school year Cannon Falls Public Schools chose ALICE as its program for addressing intruders and active shooters in schools. ALICE stands for Alert, Lockdown (enhanced), Inform, Counter, Evacuate. All district staff are trained in ALICE techniques, and students are trained using various scenarios in the event of an intruder. The techniques used with students vary based on the age appropriateness of the students involved. Cannon Falls Schools work closely with Cannon Falls Police Department to review plans, perform drills, and inform the community in the case of a school intruder.

Evacuation

All staff are trained in the ALICE program to address evacuation situations. All evacuations should be treated as a real situation. Failing to evacuate the building is considered a disciplinary offense.

Code Blue

If there is a medical emergency, a "Code Blue" page will go out across the intercom. The code blue team, which is made up of staff members, will respond and all staff and students are asked to remain in the classroom until the all-clear is sounded. Code Blue situations are treated as soft lockdowns, where students are required to stay in classrooms and out of the hallways.

Nuclear Incident

In the event of a nuclear incident, an evacuation procedure is in place that involves transporting students out of Cannon Falls to Northfield. These procedures are consistent with state and federal guidelines and with practices of other school districts in the area. Further information on these procedures may be obtained from the school district office.

