

Cornell Elementary School



Saydel Community School District

Student Handbook

2018 – 2019

Safe

Open-Minded

Accountable

Respectful

Cornell Elementary School

August 2018



PRINCIPAL'S WELCOME

Welcome to Cornell Elementary!

Cornell Elementary School is an awesome place to learn! We are a PK-4 building comprised of just over 500 students. At Cornell Elementary our staff is committed to academic, social, and emotional success for all of our students. We take pride in our student achievement scores, the rigor we provide, and the standards we maintain.

With the 2018-19 school year upon us, we look forward to working with the incredible, staff, students, and parents of Cornell to provide the best quality education for all students. We can assure you that your children are in the hands of the best. Our staff displays hard work, dedication, and passion for providing the best education to our students. We are able to accomplish this through the use of the TAP system. This system is a comprehensive educator effectiveness model that provides powerful opportunities for career advancement, professional growth, instructionally focused accountability. Through the implementation of four interrelated key elements, teachers are improving their instruction and the achievement of their students.

Creating a positive and safe learning environment for all children is our top priority. At Cornell, Positive Behavioral Interventions and Supports (PBIS) is integrated in our daily interactions. We believe that through teaching, modeling, and practicing, our students will know and display "The Eagle Way." Teaching students to be Safe, Open minded, Accountable, and Respectful (SOAR) is an important part of them becoming successful learners. My goal, as principal, is to support teachers in providing each student with a positive, inspiring, and rigorous learning experience throughout this school year and many more to come. We want to encourage each student to reach their full potential and be successful!

At Cornell, our students are provided a challenging and supportive academic environment, along with opportunities for enrichment. Student attendance is important for all school activities and will help ensure the success for elementary school, as well as future grade levels. It is important that students are present for the direct instruction and classroom participation that will allow them the maximum benefit. We value your help in working with us to maintain your child's attendance.

In addition to our core academic curriculum, students have art, music, physical education, technology, and media center classes.

Parent involvement is evident throughout the school year at Cornell and we continue to encourage our parents to be involved. We have a vibrant and actively involved PTO that we encourage all families to join. Parents can also participate in their child's education by volunteering in the classroom or for special events. Furthermore, communication with our classroom teachers regularly is very important for your child's educational development. Remember if you have a question or concern, the classroom teacher is the place to start for answers. Talking early and often makes a difference in your child's career.

We want you to feel welcome at Cornell Elementary. We have an open door policy, so please feel free to contact me with your questions, comments, concerns, or suggestions.

I am looking forward to a successful year at Cornell!

Sincerely,
Brian Vaughan
Principal
vaughanbrian@saydel.net

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It is the policy of the Saydel Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Julie McKibben, Director of Student Services, 5740 NE 14th Street, Des Moines, IA 50313 mckibbenjulie@saydel.net; 515-264-0866. Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661

SAYDEL COMMUNITY SCHOOL DISTRICT 2018-19

OFFICE STAFF

Brian Vaughan.....Principal
Anne Pentico.....Guidance
Ann Herrera.....District Social Worker
Dianne Breitbarth.....Nurse
Cindy Hicks.....Secretary
Audrey Batey.....Secretary (.5)

TAP RESOURCES

Lori Bowman.....Master Teacher (.5) Title (.5)
Traci Lust.....Master Teacher

TEACHING STAFF

Stephanie Bader.....Preschool
Amber Byrd.....Preschool
Becca Singletary.....Preschool

Jessica Dennis.....Kindergarten
Monica Witzman.....Kindergarten
Kelly Sager.....Kindergarten
Darla Van Houten.....Kindergarten

Kris Bragg.....1st Grade
Amy Crane.....1st Grade
Janis Logan.....1st Grade
Noreen Morrow.....1st Grade

Katie Delahunt.....2nd Grade
Molly Bramble.....2nd Grade
Kristin Ploeger.....2nd Grade
Kata Shindelar... ..2nd Grade

Hannah Boren3rd Grade
Candie Cable.....3rd Grade
Kayla Shipman.....3rd Grade
Nicole Schroeder.....3rd Grade

Karlee Lippert.....4th Grade
Paul Forristall.....4th Grade
Julie Rolf.....4th Grade
Mariah Hoium.....4th Grade

EAGLE'S NEST

Alivia Bullis.....Eagle's Nest Coordinator

TEACHING STAFF

Stacy Lindahl.....Technology
Jessica Calhoun.....Art
Hannah Buto.....Music
Elizabeth Mashek.....PE
Heidi Bogers.....Title
Jenny Nalevanko.....Behavior Coach/Title
Nicole Temeyer.....ELL
Megan Hibbs.....ELP
Cheryl Smith.....ELP
Dana Goetz.....Special Education
Courtney Johnson.....Special Education
Meghan Price.....Special Education
Shelly Allen.....Special Education Associate
Joseph Bullis.....Special Education Associate
Catherine Dimit.....Special Education Associate
Tasha Hudson.....Special Education Associate
Rachelle Jackson.....Special Education Associate
Laura Kaltenbach.....Special Education Associate
Sheila Kearney.....Special Education Associate
Sheila Lindman.....Special Education Associate
Jeyson Ramos Puerto..Special Education Associate
Darrell Reece.....Special Education Associate
Sandra Sandvig.....Special Education Associate
Victoria Singletary.....Special Education Associate
Penny Smith.....Special Education Associate
Whitney Weismantel..Special Education Associate
Jeanette Plascencia.....Library Associate
Brenda Romare.....Preschool Associate
Renee Bozman.....Preschool Associate
Joseph Larson.....Preschool Associate

KITCHEN STAFF

Cheryl Porter.....Kitchen Manager
MJ Swanberg.....Cook
Sukanya Boggess.....Kitchen Aide
Julie Steemken.....Kitchen Aide

CUSTODIANS

Harry Garrison.....Custodian
Elisabeth Rice.....Custodian

THE EAGLE WAY

The community of Saydel believes in creating a safe, positive, caring, and mutually respectful environment where all students can learn and are valued for their cultural backgrounds, unique strengths and diverse abilities. We are dedicated to offering a varied and demanding course of study in which all students succeed by exploring personal talents, developing lifelong learning skills, and achieving at high academic levels.

BEHAVIOR EXPECTATION

The behavior expected from students at school is a combination of common courtesy and safety considerations. The following actions may result in serious consequences, which may include in-school suspension, out-of-school suspension, or other administrative-directed consequences. The following types of conduct are never permissible: 1) Fighting 2) Defiance of school staff 3) The use of profanity 4) Refusal to prepare assignments or to participate in class 5) Verbal or physical threat to staff or students 6) Vandalism 7) Theft 8) Possession of weapons, drugs or other dangerous objects 9) Harassment.

PHILOSOPHY FOR DISCIPLINE

Discipline in the Saydel Schools is a joint responsibility that should be shared by school staff, students, and their families. It is designed to promote behavior that will enable students to function successfully in their educational and social environments. The Discipline Code is applied consistently and uniformly throughout the District so that students are treated fairly and equitably. The Discipline Code is developed to help students understand their obligations to others in the school setting and is reflective of the concern for the dignity and growth potential of each student as well as the commitment to safety interests of all students, staff and community.

To honor confidentiality and privacy laws, student disciplinary actions and consequences will only be shared with parents/guardians listed in PowerSchool, staff and agencies contracted with the school as deemed necessary to further support that student. **We do not share the disciplinary consequences of your child with others.**

It is the responsibility of every student, staff member, and parent/guardian to participate fully in the disciplinary process including disciplinary investigations to ensure a safe and orderly learning environment. Persistent behavior in the Discipline Code will be defined as any similar conduct that occurs more than once in any school setting.

School problems can best be resolved at the building level, where problems start. In order to resolve problems, students, parents, or guardians can meet or contact a teacher at appropriate times to discuss existing problems. If the parents, guardians or students are dissatisfied with the teacher's decision or explanation, they can meet with the building administrator to review the area of concern. If further assistance is needed, then parents, guardians or students can contact or meet a District Office Director or the Superintendent.

The descriptions of misconduct described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. Saydel Community Schools administration reserves the right to make final decisions regarding disciplinary consequences.



SAYDEL COMMUNITY SCHOOL DISTRICT BEHAVIOR MANAGEMENT PLAN



BEHAVIORS

- Physical violence
- Weapons
- Drugs
- Harassment / bullying / hazing
- Threats, Intimidation, Extortion
- Theft
- Gang activity / display
- Organized student unrest
- Gambling

- Persistent behavior already addressed formally by teacher
- Cheating / plagiarism
- Swearing & gesturing -- not accidental and directed at staff
- Violation of teacher or building rules that significantly jeopardizes the safety of the student or others
- Severe disruption resulting in inability to continue class

- Persistent behavior already addressed informally
- Inappropriate language and gesturing -- not accidental and directed at others
- Tardy to class (3 through 6)
- Violation of teacher-established rules (safety)
- Failure to comply with reasonable request
- Refusal to participate

- Cell phone / personal electronic device
- Failure to be prepared for class
- Inappropriate language (accidental and not directed at others)
- General misbehavior (horseplay, eating, dress code, noise etc.)
- Sleeping / disengagement
- Misuse of instructional materials
- Violation of teacher-established rules (general)

INTERVENTIONS

Immediate Call for Support From Administrators
Administrator Generates Referral
It is the responsibility of every staff member and student to report potential threats to school safety, bullying, and harassment regardless of personal interpretation of threat level or severity.

- Formal investigation
- Suspension
- Alternative placement
- Expulsion

All conduct at this level shall initiate a “major” behavior referral to the office generated by the teacher.
Interventions and consequences will be assigned using the School Discipline Matrix printed in the student handbook. Teachers may be asked to participate in the disciplinary process.

- Administrative conference
- Parent/guardian, teacher and/or student conference
- Administrator-assigned detention
- Suspension (ISS and OSS)

All Formal Teacher Level Interventions must be documented in PowerSchool, include description of informal interventions if used and contact parent.

- One-on-one hallway conversation during or after class
- Time-out / removal from current classroom activity
- Loss of non-academic classroom privilege
- Detention (15 min. & 30 min.)

Proximity -- Move to the area of disruption, keep teaching / facilitating
Verbal cue -- Remind & redirect
Non-verbal cue -- Eye contact, nod, tap on desk
In-class one-on-one private conversation
Give student choices and allow think time
If needed, stop flow of instruction and calmly remind all students of behaviors appropriate to complete the current task

MAJOR REFERRAL
Administrative Intervention

MINOR REFERRAL
Teacher Level Intervention

CLASSROOM
Teacher Level Intervention

Management Level

THE EAGLE WAY: SAFE OPEN-MINDED ACCOUNTABLE RESPECTFUL

GENERAL GUIDELINES FOR ASSESSING CONSEQUENCES

The District may impose disciplinary consequences for conduct that interferes with the educational environment. When administering discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of circumstances of each case. Factors that will be considered in the administration of student discipline and factors that will be considered in determining the length of any suspension, alternate education placement, involvement of law enforcement or expulsion may include but are not limited to:
 - A. Seriousness of the offense
 - B. Student's age and intent or lack of intent at the time the student engaged in the conduct
 - C. Student's disciplinary history and persistent behaviors
 - D. Student's attitude
 - E. Potential effect of the misconduct on the school environment
 - F. State law requirements for certain disciplinary consequences
 - G. Whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of consequence
 - H. Whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct

In limited circumstances, minimum listed consequences may be lowered due to the developmental stage of the student after taking into account the above criteria (A.–H.)

ANTI-BULLYING/HARASSMENT

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Board. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The Board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the Board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student will be disciplined by appropriate measures, which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee will be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer will be subject to appropriate measures, which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, achievements, property, etc.
- Demeaning jokes, stories, or activities directed at the student, and/or
- Unreasonable interference with a student's performance

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, will be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation will be subject to discipline by appropriate measures, as will any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy will be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy will be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy will be subject to measures up to, and including, exclusion from school grounds. The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Director of Special Education and Student Services or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Director of Special Education and Student Services or designee will be responsible for handling all complaints by employees alleging harassment. The Director of Special Education (Julie McKibben) can be contacted at 515-264-0866.

It also is the responsibility of the Superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

The Board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion on the school or school District's web site and a copy shall be made to any person at the District Office at 5740 N.E. 14th Street, Des Moines, IA 50313.

TERM REFERENCES

Bullying: Bullying includes, but is not limited to, attack or intimidation with the intention to cause fear, distress or harm that is either physical, verbal, or psychological/relational; a real or perceived imbalance of power between the bully and victim; and repeated attacks or intimidation between the same children over time.

Harassment: Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by a school.

Cyberbullying: Cyberbullying is the intentional infliction of harm by the use of one or more media of electronic technologies. Electronic media includes but is not limited to: computers, Instant Messaging, social networking Web sites, handheld communication devices, and cell phones

Hazing: A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school.

Retaliation: Retaliation means to get revenge against someone or to do something bad to someone who has hurt you. Retaliation against any person, because the person filed a bullying or harassment complaint or assisted or participated in an investigation is prohibited.

False Report: To file a false report is to knowingly, with the intention to deceive, reports something that did not occur or is not accurate.

INVESTIGATION PROCEDURES: Refer to Board Policy Code No. 105.R1 on the District website.

PERSONAL ELECTRONIC DEVICES/TRADING CARDS/ FIDGET SPINNERS (VALUABLES)

School administration and staff will not be responsible for valuables which students bring to school. It is recommended that students do not bring items that are not school-related. Personal Electronic Devices/Trading Cards/Fidget Spinners should not hinder the education process. Such devices will not be used from 8:20 a.m.-3:30 p.m. without the consent of a teacher. Any Personal Electronic Devices/Trading Cards/Fidget Spinners brought into the building must be stored in a student locker and shut off. If a student is observed with a Personal Electronic Devices/Trading Cards/Fidget Spinners during school hours and without teacher consent, the following actions will be taken:

- 1st Offense - Student will be asked to put Personal Electronic Devices/Trading Cards/Fidget Spinners away in approved location
- 2nd Offense - Confiscated by teacher and returned to student at the conclusion of the school day
- 3rd Offense - Confiscated by teacher, parent called to come to school and pick-up
- 4th Offense - Confiscated by teacher, turned into office, major referral, parent contacted to pick up from the Principal

PHYSICAL CONFINEMENT

Physical confinement during detention will adhere to the requirements of Chapter 103.6 of Iowa Code regarding physical confinement and detention. These requirements include but are not limited to a safe area, reasonable breaks for bodily needs, adequate supervision, and properly equipped locking mechanisms if needed.

STUDENT ATTENDANCE

Students are expected to be in class and to make attendance a priority. Only through attendance and class participation do students achieve the maximum benefits of the educational program. Participating in class discussion, developing an appreciation for the views/abilities of other students, and forming the habit of regular attendance are important school goals. Regular attendance and being prepared for class help students in school as well as in adulthood. Parents/guardians must notify the office prior to an absence. If advance notification is not possible, parents/guardians must notify the office at Cornell (515-244-8173) on the day of the absence prior to 8:30 a.m. (You can leave a message on our phone.) If a call is not made to the office the absence will be marked as unexcused. Students missing school for an appointment, please bring the doctor's note to verify as an excused absence. The following are recognized as excused absences from school:

- 1) illness
- 2) family emergencies
- 3) school sponsored / approved activities
- 4) recognized religious observances

According to Board policy, more than 5 days in part or whole unexcused absence, per semester, is considered a chronic truant. After 5 missed days of school, any illness related absences will require a doctor's note. When attendance reaches a level of concern, parents/guardians will be notified in writing and then by phone.

Student Arrival and Tardy Procedure:

Student arrival is 8:20 – 8:35 a.m. Students arriving between 8:35 – 8:55 a.m. will be designated as tardy. Arrival after 8:55 will be a ½ day absence. If picking up a child to leave early for the day prior to 3:00 PM, it will count as a half day absence. Leaving after 3:00 and before 3:30 p.m. will be a leave early – counted same as morning tardy. Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. Parents/guardians need to check their student into the office before leaving or upon returning to school.

Release of Student:

Students are not released to anyone other than their parent/guardian during the school day unless the office has a signed note/phone call by the student's parent/guardian.

School's Response to Absences:

Our goal is to work together as a parent/school team to encourage student learning, development and growth.

1. After 2 absences, your child's teacher will send you an email to make you aware of the absences.
2. After 3 absences, your child's teacher will make a phone call to you to discuss the absences and see how the school can support you and your child to help get them to school.
3. After 5 absences, you will receive a formal letter from the counselor and principal informing you of the absences and importance of school attendance.
4. After 7 absences, the school counselor will contact parents to discuss any support available for school attendance.
5. After 8 absences, parents will be called in for a problem-solving meeting with the school counselor, school social worker, and principal.
6. After 2 additional absences, the student may be referred to the Polk County Attorney's office for truancy.

AFTER SCHOOL PROCEDURE

If you choose to pick up your child after school, please send a note or call the school office before 3:00 p.m. Please do not send an email with your request for an end of the day change. Please arrive at the parent pick-up area at 3:30 p.m.

HEALTH PROCEDURE

If your child has a doctor/dentist/medical appointment, it is encouraged that you bring a note from that office stating he/she was seen in their office. The Principal may request evidence or written verification of the student's absence. We encourage medicines that are ordered for three times per day, to be given before school, after school and before bedtime. We try to limit the number of medicines we are dispensing during the school day. Weather permitting, students are given outside recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. A one-day request to have your child remain inside during recess following an illness, if the parent/guardian feels this is necessary, will be recognized. After that a doctor's note to have your child remain inside will be requested. To promote a physically active lifestyle and wellness the school district provides all elementary students with physical education and recess time. Parents are asked to partner in this effort by encouraging their children to participate in a minimum of an additional thirty minutes of exercise per day and limit the amount of time spent in sedentary activities – TV watching and computer games.

“The Board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.” (*Saydel Wellness Policy 507.9*) The entire Wellness Policy is available at www.saydel.k12.ia.us on the Food Service & Nutrition Information page. Also available there are links to nutrition information sites to assist families in providing healthy meals and snacks for their children.

FIELD TRIPS

Field trips are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a class, students are expected to attend the field trip. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students will ride buses to and from the field trip. A form is signed by parents/guardians at registration authorizing permission for students to attend field trips. Specific information regarding field trips will be articulated to parents/guardians via classroom teachers.

BIRTHDAY INVITATIONS

Birthday invitations are not to be distributed at school. You are welcome to order or send treats that are commercially pre-packaged or non-food items to share with classmates. If you would like to save time and order treats through the Saydel Food Service, the forms are available online at www.saydel.k12.ia.us. Forms are also available at the Cornell main office. All orders include utensils and napkins. Treats must follow the District's wellness plan/policy.

LUNCH

Parents of elementary school students may eat school lunch with their children in the cafeteria. Call the school cafeteria by 9:00 a.m. to make a reservation. If you plan to eat with your child, we highly encourage you to choose school lunch rather than bringing in outside food. Your child's lunch is a nutritious balance of fruits, vegetables, lean proteins, whole grains and low-fat/fat-free milk. We strive to provide your child(ren) with healthy, great tasting options to fuel their bodies and minds. To enhance the ability for students to learn, parents are encouraged to either take advantage of the school breakfast program or provide a nutritionally balanced breakfast for their children at home before leaving for school.

Likewise, parents are asked to either have their children participate in the lunch program at school or send a meal from home that is comprised of nutrient-rich foods that can be kept safely until lunch time. Pop is not allowed during breakfast and lunch. Milk is available for purchase at 50 cents per carton to accompany lunches sent from home.

NATIONAL SCHOOL LUNCH & BREAKFAST PROGRAM

(Reference Board Policies 710.1, 710.2 and 710.4)

The school district operates both the National School Lunch and Breakfast Programs. The meals are designed to meet a student's nutritional needs at the lowest possible cost. The school district will not be collecting Free and Reduced Price meals application for School Year 2018-2019. The School District will be operating under the Community Eligibility Provision, a non-pricing meal service option for schools to allow serving breakfast and lunch at no cost to all enrolled students without collecting household applications.

Point of Sale - The food service department uses Cybersoft by PrimeroEdge software program to keep track of each student's account. Students can make a deposit to their account by bringing a check or cash to the kitchen clerk or parents can pay online. Please make checks payable to Saydel Food Service. Write your student's name on the memo portion of the check. If you have more than one student in a school you may send one check, please indicate how much money to deposit in each account. If you have students in different buildings, you need to send separate checks to each attendance center. Students may use their accounts to purchase extra entrees and/or extra milk. If parents want restricted spending on their child's account, you can log into

your parent online account and set up parameters. Students are encouraged to fully use their account balances before the end of each school year. Negative and positive account balances are automatically carried forward to the next school year. When students advance in grade level to another building in the Saydel district their account balances also follow them. If your family leaves the district or a student graduates you must pay the negative balance and/or you can make a request for a refund to the clerk in the kitchen. Remember that the personal keypad number is confidential and should not be shared with other individuals.

RevTrak – Online payment and balance checking option: You can access RevTrak through the district’s web site (www.saydel.k12.ia.us) and then go to Food Service & Nutrition Information. First time users please select Online Payment Instructions and follow the directions. When you make payments you will need your user name and password and your student’s six-digit customer ID number. This number is available to you when you register your student for school. Students in 5th through 12 grade know their number. They enter it daily as they go through the lunch line. You can obtain your student’s ID number by calling the building secretary, the school kitchen, or the food and nutrition service director. You can make payment using your VISA or MasterCard labeled debit/credit card. After making a payment an email receipt will immediately be sent to the parent confirming payment with a link to your receipt that can be printed. You can also check online using the “My Account” link to securely check your payment history and create and manage your low balance email notification. PCI-DSS audit certified RevTrak does not save, store, or handle or forward bank or credit card information to ensure privacy and security for users. Once you have registered in RevTrak, you will be able to check your child’s balance in their meal account, view payment history, and sign up for email alerts. If you have issues while using RevTrak or you do not get your email receipt, call RevTrak Technical Support at 888-847-9885.

Meal Prices: The school breakfast and lunch programs are vital part of the school day. To encourage good nutrition, a well-balanced breakfast and lunch are offered at no cost to all enrolled students daily. Each summer the Board of Education approves meal prices. After approval, the prices are printed in the next *Saydel Communicator*, are published at the district’s web site, and are printed monthly on the menus posted throughout the school. We ask students and parents to direct their comments and suggestions to the Kitchen Manager at each building or the Food and Nutrition Service Director at the district office.

School Reach & Notifications: The Food Service Department utilizes an automated voice messaging system to alert parents that accounts are getting low or are in negative balance. Calls will go out around 7:00 p.m. Sunday through Thursday. If you don’t want calls, always keep \$3.00 or more in your child’s account. If you would rather be notified by email than by phone, please notify your child’s building secretary. In addition, you will get email alerts to a low balance when you use online payment and you can set the amount at which you want to be notified.

Charging Policy: The computerized Point Of Sale terminals at each school are set to not allow any charging for extra entrees, extra milk and a la carte items. All debts must be paid by the end of the school year.

Nutrition: Improving the quality of school meals is a critical step in building a healthy future for our students. We continue to try to do everything possible to provide them the nutrition they need to be healthy, active and ready to learn. Students have multiple hot and cold menu choices along with fresh and canned fruit, hot and cold vegetable choices and milk. Soda is not allowed during breakfast and lunch and will be held until after meal times are over. If you have questions, feel free to contact Food Services at 515-264-0866.

ANIMALS

Due to a number of allergies, you must check with the principal and nurse before an animal may be brought to a classroom.

DELIVERY

Students may not have deliveries of flowers, balloons, gifts, to their classroom or school.

PARTIES

You can take the hassle out of purchasing and delivering treats for parties by ordering snacks through the Saydel Food and Nutrition Department. Classroom treat order forms are available at Cornell's main office and also online at www.saydel.k12.ia.us. All orders include napkins and utensils. Treats must follow the District's wellness plan/policy.

To promote the development of healthy eating behaviors, the following is a list of approved "treats" that can be sent to school for classroom parties:

Beef Jerky	Trail Mixes	Popcorn
Rice Krispie Treats	String Cheese	Jell-O Cups
Pudding cups	Dry Cereal – watch the sugar	Fruit Leather
Cheese and crackers	Fruit Cups in own juice	Granola bars
Applesauce cups, unsweetened	Dried Fruits	Cereal bars
100 calorie packs (Oreos, Wheat Thins, etc.)		

Non-food items are also good: pencils, erasers and stickers.

The school may have activities during the school year in which food is provided. The parent/guardian may excuse students who do not wish to participate in these activities.

PARENT/TEACHER ORGANIZATION

The Cornell PTO (Parent/Guardian Teacher Organization) has been highly involved in supporting our school. All parents/guardians are encouraged to attend and actively participate. Meetings are held throughout the school year. Dates will be listed in the newsletter. Each year the PTO sponsors fundraising activities. With the help of all parents/guardians they can be very successful. This allows opportunities for PTO to provide learning extensions for all children.

BUS CONDUCT

(Guidelines for Students and Parents)

At the Bus Stop

- Be on time at the bus stop.
- Wait in a safe place, clear of traffic and several feet away from the curb.
- If you cross the street to get to the bus, wait for the bus to come to a complete stop, check for other traffic, watch for directions from the driver, and walk at least 10 feet in front of the bus.

Boarding & Leaving the Bus

- Wait until the bus has come to a complete stop before attempting to enter or leave the bus. Form a single line.
- Do not push.
- Be courteous toward all other riders.
- Enter or leave the bus only at the front door, except in case of an emergency.
- Go directly to your seat; do not block the aisles.
- Leave the bus only with the driver's consent.

Rules On the Bus

- No eating, drinking, or chewing gum on any bus
- No foul language, No bullying – Be respectful
- Keep hands and feet to yourself and inside the bus at all times
- No yelling in or out of bus use a quiet voice
- Remain seated at all times (Back, Bottom, Feet), keep aisles clear and remain in your assigned seat at all times
- Music & electronics may be used with headphones and keep it to a reasonable volume. It can't distract the driver.
- If you need to move because you have three in a seat, please ask permission before moving. Never move while bus is moving.

Bus is an extension of the classroom

Families and students are reminded that the bus is an extension of the school. All violations of bus practices and rules are subject to discipline under the student code of conduct. Students that are in violation of these rules are subject to bus consequences including but not limited to:

- **1st infraction** – Written warning/call to parents
- **2nd infraction** – Written warning/call to parents
- **3rd infraction** – 2 day suspension from riding the bus
- **4th infraction** – 5 day suspension from riding the bus and meeting with busing and school personnel prior to returning to bus services
- **5th infraction** - 10 day suspension from riding the bus and meeting with busing and school personnel prior to returning to bus services
- **6th infraction** – suspension from riding the bus for the remainder of the semester or a minimum of 45 days

Any individuals wanting to meet with Durham personnel, please make arrangements to do so at your child's school building and involve a school representative. The bus facility is a secure area and unauthorized personnel are not allowed due to safety.