

# Cornell Elementary School



Saydel Community School District

## **Student Handbook**

**2024-2025**

*Safe*

*Proud*

*Respected*

*Happy*

*Included*

August 2024

Welcome to Cornell Elementary!

Cornell Elementary School is an awesome place to learn! We are a PK-4 building comprised of 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 new 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 a high-quality 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.

At Cornell we work from our student created school Charter. That means that the expectation of students is for them to be Safe, Proud, Respected, Happy, and Included in all they do! Cornell accomplishes this through RULER, an approach to social emotional learning (SEL) that teaches emotional intelligence to people of all ages, with the goal of creating a healthier, more equitable, innovative, and compassionate society. This is the way that we will continue to do business at our school and in return help ALL of our students feel safe and create a comfortable environment for learning. I am also excited to continue to challenge our students to grow as thinkers and problem solvers. These are all life-skills that our kids will need as they face challenging problems both academically and emotionally.

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](mailto:vaughanbrian@saydel.net)

## OFFICE STAFF

- Brian Vaughan – Principal
- Hunter Flesch – Associate Principal
- Megan Angotti – District Social Worker
- Morgan Ostendorf- Stronger Connections Support
- Hayley Niles –Nurse
- Savana Hough –Office Manager
- Alex Lyon –Administrative Assistant/Attendance

## TAP RESOURCES

- Lori Bowman – Master Teacher
- Molly Fritz –Master Teacher

## TEACHING STAFF

- Kristen Fleenor –Preschool
- Sue McClain –Preschool
- Becca Singletary –Preschool
- Alexis Cummings – Kindergarten
- Lynsey Jensen – Kindergarten
- Nicole Kennedy – Kindergarten
- Darla Van Houten – Kindergarten
- Hannah Boren-Howell – Kindergarten
- Janis Logan – 1st Grade
- Joy Smith – 1st Grade
- Michelle Huber – 1st Grade
- Kris Bragg – 1st Grade
- Courtney Hauschen– 2nd Grade
- Kylie Daniels – 2nd Grade
- Kayla McFarland – 2nd Grade
- Elizabeth Rand – 2nd Grade
- Hannah Wieneke – 2nd Grade

- Emily Rooney – 3rd Grade
- Elizabeth Nelson - 3rd Grade
- Abbie Nunnikhoven – 3rd Grade
- Emily Fitzgerald- 3rd Grade
- Emily Wengert – 3rd Grade

- Amy Hanson – 4th Grade
- Carter Melrose – 4th Grade
- Julie Rolf – 4th Grade
- Anna Conn – 4th Grade

- Jennifer Van't Hul – Guidance
- Jessica Calhoun – Art
- John Zauche – Music
- Jake Speer – PE
- Amanda Luna- Library
- Heidi Bogers – Title
- Loretta Lockin – Title
- Kata Shindelar - Title
- Cassidy Nairn – Emerging Bilingual (EB)
- Amy Crane– Special Education (BD)
- Sara Roti-Coture – Special Education (ID)
- Madison Kanaskie – Special Education
- Jessica Dennis – Special Education
- Hannah Weirick – Special Education
- Abby Hoopes – Special Education

## KITCHEN STAFF

- Julie Steemken – Kitchen Manager
- Leah Thomas – Head Cook
- Breanna Meyer – Kitchen Aide
- Elizabeth Tornquist – Kitchen Aide

## CUSTODIANS

- Elisabeth Rice – Custodian
- Jessi Rice- Custodian (PM)

## Overview

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district/while on school owned and/or school operated buses or vehicles or chartered buses/while attending or engaged in school activities/and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involve students or staff. School district policies, rules and regulations are in effect 365 days. A violation of a school district policy, rule or regulation may result in disciplinary action.

## Cornell Charter

At Cornell we work from our student created school Charter. This Charter was co-created by our student body that guides the expectations, culture, and climate of how we treat each other and help each other feel here at school. That means that the expectation of students is for them to be Safe, Proud, Respected, Happy, and Included in all they do! Cornell accomplishes this through RULER. RULER is an approach to social emotional learning (SEL) that teaches emotional intelligence to people of all ages, with the goal of creating a healthier, more equitable, innovative, and compassionate society. This is the way that we will continue to do business at our school and in return help ALL of our students feel safe and create a comfortable environment for learning.



## **Mission Statement**

The mission of the Saydel Community School District is to serve the unique learning needs of each and every student.

## **District-Provided Computers, Internet & Other Network Resources**

In making decisions regarding student access to the Internet, the Saydel Community School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways, which point students to those, which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other media.

Students utilizing District-provided computers, Internet access, or other network resources must first have the permission of and must be supervised by the Saydel Community School District's professional staff. Students utilizing school-provided computers, Internet access, or other network resources are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of District-provided computers, Internet access, and other network resources is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Saydel Community School District. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will be private. Users have no expectation of privacy in any District-provided equipment, systems, or network resources, including any electronic messages and files transmitted through or stored on school-based computers or systems. The District may monitor the use of its equipment, systems, and network resources at any time. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided computers, Internet access, and other network resources are not permitted:

- to create, access, upload, download, or distribute any material which is obscene or defamatory, or which encourages the commission of unlawful acts, violation of school rules, or material and substantial disruption of the orderly operation of the school, or which is otherwise prohibited by school board policy or the law;
- to vandalize, damage, or disable the property of another individual or organization;
- to access another individual's materials, information, or files without permission; and,
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of District policy and rules may result in loss of District-provided access to computers, the Internet, and other network resources. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding student conduct. When and where applicable, law enforcement agencies may also be involved.

The Saydel Community School District makes no warranties of any kind, neither expressed nor implied, for the computer, Internet, and other network resources access it is providing. The District will not be responsible for any damages users or others suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet and other network resources access. The District will not be responsible for personal

property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

The Saydel Community School District is pleased to offer its students' access to the Internet. The Internet is an electronic highway connecting many millions of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student or his/her parent or guardian would be responsible.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even technical methods or systems to regulate students' Internet access may not guarantee that such other materials will not be accessed. However, the District believes that the educational benefits to students of access to the Internet exceed any disadvantages. While the District may educate students about appropriate online behavior, parents and guardians of minor students are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Saydel Community School District makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use. Saydel Community School District supports and respects each family's' right to decide the level of technology access for their student. Student use of the Internet and network resources will be permitted unless a written request is made by the minor student's parent or guardian to not allow such access at school.

### **School Hours**

Our regular school hours are Monday-Friday- 8:05-3:35. **Students should not be dropped off before 7:55 A.M.** as there is no supervision of students before that time.

### **Emergency Closing Notification**

On emergency dismissal days, information will be posted on television stations 5, 8, and 13 or you may visit our website at [www.saydel.k12.ia.us](http://www.saydel.k12.ia.us). Please use the Internet or watch TV to find out about school closing. It is important that phone lines are kept open for communication from the District Office. Each family is required to have an emergency plan on file in the classroom of where to go in case of an emergency closing that occurs after the students arrive at school. This could be for weather, loss of utilities, disaster, etc. Student's use of the telephone at these times is an option only if there is absolutely no other alternative.

### **School Called Off - All Day**

The announcement called into the media will be, "Saydel, No School." Cancellation of activities scheduled for that evening will be made by the Activities Director by 1:00 P.M. Eagles Nest will also be closed if there's no school.

### **Late Start**

If it is determined that school will start late, it will be a 2-hour delay. The announcement called into the media will be "Saydel - 2 Hour Delay - No morning Preschool - No Breakfast."

### **4-Day School Week**

As of the 2024-25 school year, the school board and district has adopted a 4 day school week. There will be several full weeks of school at the beginning of the year in order to accommodate state requirements, but the majority of our weeks are 4 days. Look at the [school calendar](#) for specific dates and occurrences throughout the year.

### **Eagles Nest Before & After School Program**

We serve families and their children who attend kindergarten through fourth grade. Our before and after school program will provide a safe haven for your child, along with educationally enriching and fun activities. For information please contact Eagles Nest Director at 515-264-0866.

### **Student Absences**

When your child is absent, please contact the school's office by 8:30 A.M. If the office does not receive a phone call from the parents/guardians, the office will try to contact you or your emergency numbers. After two attempts, if no one has been contacted, we will notify the district social worker. This is for your child's safety. At 9:05 A.M. your child will be counted tardy and he/she will be counted absent at 9:30 A.M. Absences are counted in half day increments.

### **Attendance Problems**

Current research indicates that effective schools demonstrate high levels of student attendance. This is accomplished through careful and consistent monitoring of student attendance and communication of the importance of school attendance to students and parents on a regular basis. Any student, who exceeds an absence rate of 10% of the required attendance of a school day, whether excused or unexcused, will have their parents or guardians advised of their attendance. This is simply an exchange of information. Should attendance problems continue, further disciplinary action could result.

### **Posting of Class Lists**

Due to safety concerns for our students, we do not post class lists on the entry of the school building. This will help us assure that the child's parent/guardian is the only person to know the child's teacher and classroom placement within the building. Parents will be able to get classroom placement through their Parent Portal account in Powerschool or by calling the school in mid-August.

### **Personal Cell Phone/Technology Device Use**

Student use of their cell phone is for emergencies only and with the permission of the teacher. Unauthorized use of the cell phone and/or any other tech device (watches/tablets/gaming systems) may result in discipline.

***Failure to relinquish an electronic device will advance to actions aligned with repeated violations as well as a major referral for insubordination.***

***1st Offense: Student's device will be placed in the office for the remainder of the day. Students can retrieve their device at the end of the day. Parents/Guardians will be notified via email from the front office.***

***2nd Offense: Student's device will be placed in the office for the remainder of the day. Parents/Guardians will be required to retrieve the devices in person. Parents/Guardians will be notified by phone from the front office.***

***3rd Offense: Student's device will be placed in the office for the remainder of the day. Parents/Guardians will be required to retrieve the devices in person and arrange a time to have a conference with administration to discuss the repeated violations. Outcomes of the meeting may include a technology contract. Other modifications and consequences will be communicated by school personnel.***

### **Communication to Teachers**

Parent/teacher communication is always encouraged. If you need to talk to a teacher, please call before 8:00 A.M. or after dismissal. You may also leave a voicemail at any time for your teacher by calling the main office or contact them via email. Your teacher will communicate with you regarding other digital platforms they utilize for communication.

### **Access to Buildings**

Safety and security of students is one of Saydel Community School District's first priorities. Security experts have recommended limiting access to students during school hours as an important strategy in protecting students. For that reason, Cornell Elementary will lock all exterior doors during school hours and buzz visitors into the building through a single secure point of access. In an effort to both partner with parents in the safety of their children and minimize the inconvenience caused by this system, parents are asked to notify their school ahead of time of any visits or appointments in which they will be at school.

This will expedite identification and help us to be ready to buzz you in when you arrive.

This notification could be in the form of:

- Preferred -- an email to the teacher and the office (at least a day before the event)
- A phone call to the building office
- A note sent with your student

Upon entry, you will need to:

- Check in at Cornell's main office
- Receive a printed ID badge prior to proceeding

This process is generally very quick and efficient, and helps us ensure we are not providing inappropriate access to your students.

### **Building Visitation Procedure**

As society has changed, Saydel Community Schools has invested extensive resources to make our schools as secure as possible. Our challenge is to balance creation of a welcoming environment with the safety of your students.

Because all volunteers may not be known to us on party days, to minimize the possibility of security breaches, all visitors are subject to a criminal background check and an on-site security check before entering the school. When visitors have not had the prerequisite background check in advance, this can create delays checking in at the front desk. We ask that you adhere to the following protocol for classroom parties:

- Adults should provide advance notice if they plan to attend the party. Those who choose to come without prior notice may be asked to wait until those who have given notice are checked in.
- On the day of the party, adults must bring personal identification so the ident-a-kid check can be completed.
- Adults attending the party must complete a criminal background check (two weeks before the party is preferred).
- Name badges will be issued for visitors.
- Siblings who are either not of school age or current students within the district are not required to go through a background check, but must be accompanied by a parent.

Feel free to visit your child's room at any time except during the first and last weeks of school. A call/note to the teacher 24 hours in advance of the visit is appreciated so schedules can be coordinated. Please hold your visit to 30 minutes in order to not interfere with instructional time and no more than twice a month. Parents are encouraged to visit for lunch any day. We ask that parents eat in the lunchroom with their child. Please notify the office by 9:00 A.M. that morning if you will be eating hot lunch. Any visitors other than parents must have parent permission before visiting school. Please do not expect a conference with your child's teacher when class is in session. Children unaccompanied by adults are not permitted to visit any elementary school.

### **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 consists of nutrient-rich foods that can be kept safely until lunchtime. 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 2023-2024. 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 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 website ([www.saydel.k12.ia.us](http://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 Director of Food and Nutrition Services. 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. It can take 24 hours for online payments to post in your child's meal account. 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 a 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 under the Community Eligibility Provision.

**School Reach & Notifications:** The Food Service Department utilizes an automated voice messaging system to alert parents that accounts are in negative balance. Calls will go out around 7:00 P.M. Sunday through Thursday. If you don't want calls, always keep \$0.00 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:** Students are not allowed to purchase extra entrees, extra milk and/or a la carte items if the purchase will result in a negative balance in the child's account. 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. Pop is not allowed during breakfast and lunch. If a student brings pop into the school cafe, it will be held until after mealtimes are over. If you have questions, feel free to contact Food & Nutrition Services at 515-264-0866.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are scheduled in October and March. Individual parent/teacher conferences are scheduled by signing up online or calling the main office of the school building. Conference sign-up will be opened up approximately three weeks before parent/teacher conferences are scheduled. In addition to scheduled parent/teacher conference days, you may contact the teacher at any time during the year to inquire about your child's progress.

### **Dual Parent Reporting/Custody**

In the case of a student whose parents are separated or divorced, the names and addresses of both parents should be sent to the school office. (If you have a court order that limits the rights of one parent in matters such as custody or visitation, an updated copy of the court papers should be on file in the school office. Unless a court order is on file, the school must provide equal rights/access to both parents.) Upon request, school information will be sent to both parents. We encourage the use of the district/school website ([www.saydel.k12.ia.us](http://www.saydel.k12.ia.us)) to gather school and student information.

### **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 8:05 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.

Regular attendance at school and classes is essential for students to obtain the maximum opportunities from the educational programming Saydel provides. Attendance and engagement are important for the following reasons:

- **Academic Achievement:** Regular attendance ensures that students receive the full benefit of the curriculum. Missing classes means missing out on key lessons, discussions, and activities that contribute to academic understanding and performance.
- **Skill Development:** School attendance helps students develop essential skills such as critical thinking, problem-solving, and communication. These skills are often honed through classroom interactions, group projects, and hands-on activities.
- **Social Interaction:** Attending school allows students to interact with their peers and teachers, building important social skills. These interactions help students learn how to work collaboratively, resolve conflicts, and appreciate diverse perspectives.
- **Routine and Discipline:** Regular attendance helps students develop a routine and understand the importance of discipline and time management. These habits are valuable for success in both academic and professional settings.
- **Educational Opportunities:** Being present in school provides access to a range of educational resources and opportunities, such as extracurricular activities, special programs, and access to libraries and laboratories.
- **Support and Guidance:** Teachers and school staff provide support and guidance that can help students with both academic and personal challenges. Regular attendance ensures that students can take advantage of this support system.

- **Future Success:** Consistent attendance is linked to higher graduation rates and better job prospects. Employers often look for candidates who demonstrate reliability and commitment, traits that are reflected in consistent school attendance.

### **Schools Response to Absenteeism**

Recent legislative updates in Senate File 2435 further define the attendance process for students. A student is considered Chronically Absent if they miss more than 10% of the time in the grading period. A student who misses more than 20% of the time in a grading period is considered Truant.

*Saydel will be sending out parent communication letters once a student reaches 10% absenteeism regardless of the reason for the absence. If a student were to reach 15% absenteeism the district is required to set up an Engagement Meeting with the student and parents. At this meeting, an Absenteeism Prevention Plan will be created to assist with improving student outcomes. At 20% absenteeism, the school district will be moving forward with the truancy process through the Polk County Attorney's Office.*

The following are recognized as excused absences from school:

- Missing school due to legitimate medical reasons (After five missed days of school due to illness a doctor's note is required. If a doctor's note is not provided, the child will be marked as "unexcused".)
- Saydel sponsored/approved activities
- Court hearings with documentation by a court of record or judge
- Attending religious services or receiving religious instruction;

The following are examples of unacceptable excuses that are considered unexcused absences from school:

- oversleeping
- transportation issues
- weather conditions
- family vacations
- family conveniences
- failure to clear up an absence within one day
- student in the building and fails to report to class (elopement)

### **Attendance Procedure**

A student's attendance becomes part of their school record. Parents/Guardians must supply reasons for the absence from school by 3:00 p.m. on the day of return. An absence will be classified as unexcused if notification does not occur by 3:00 p.m. on the day of return. The following procedures should be followed when dealing with attendance:

- Call the school – Parents are asked to notify the school by phone on the day of the student's absence. If the school is not contacted during an absence, the school will attempt to contact parents.
- Admit—When returning to school, students should provide notes from doctors, dentists, or other documentation. If a student arrives late to school or is returning from an appointment, the student must sign in at the office before proceeding to class.
- Leaving during the school day – Students leaving during the school day are required to check out with the office. Parent contact in the form of a phone call, dated note, or in person will be required before the student can check out. Students are not released to anyone other than their parents unless the office receives written or verbal notification.
- Illness at school – A student who becomes ill during the school day **must** report to the school nurse. The nurse will determine the extent of the illness. Parents will be called if a student needs further attention or is to be excused from school.

- Make-up assignments - When a student is absent, the teacher will work with the student to determine make-up work.

Our goal is to work together as a parent/school team to encourage student learning, development and growth. Regular attendance at school and classes is essential for students to obtain the maximum opportunities from the educational programming Saydel provides. Attendance and engagement are important for the following reasons:

- **Academic Achievement:** Regular attendance ensures that students receive the full benefit of the curriculum. Missing classes means missing out on key lessons, discussions, and activities that contribute to academic understanding and performance.
- **Skill Development:** School attendance helps students develop essential skills such as critical thinking, problem-solving, and communication. These skills are often honed through classroom interactions, group projects, and hands-on activities.
- **Social Interaction:** Attending school allows students to interact with their peers and teachers, building important social skills. These interactions help students learn how to work collaboratively, resolve conflicts, and appreciate diverse perspectives.
- **Routine and Discipline:** Regular attendance helps students develop a routine and understand the importance of discipline and time management. These habits are valuable for success in both academic and professional settings.
- **Support and Guidance:** Teachers and school staff provide support and guidance that can help students with both academic and personal challenges. Regular attendance ensures that students can take advantage of this support system.
- **Health and Nutrition:** Students have access to two full meals along with a daily fruit or vegetable as well as at least two opportunities per day to be outside and get physical exercise.

### Student Arrival & Tardy Procedure

Student arrival is 7:55 – 8:05 a.m. Students will bring their breakfast to class and have that time to eat their breakfast and begin morning routine procedures. Students arriving between 8:15 – 9:00 a.m. will be designated as tardy. The student should check in at the office before coming to class if they arrive during the tardy time. They will then arrive at class with a pass from the office. You may keep that pass for your own documentation but no further action needs to be done by the classroom teacher at that time. Attendance is then taken by the classroom teacher using PowerSchool at 8:25 a.m. Arrival after 9:05 will be marked as a ½ day absence by the office staff.

If a child were to leave early for the day prior to 3:00 PM, it will also count as a half day absence. Leaving after 3:00 and before 3:35 p.m. will be a leave early – counted the same as a morning tardy. Prompt arrival at school is expected of all students.

### Dismissal/Picking Up Students

- Enter the pickup lane (west side of the building) from **southbound 3<sup>rd</sup>** street.
- You may use both sides of the pickup lane. DO NOT drive down the middle of the lane as this is for staff to direct traffic.
- Please pull as far forward as possible to make room for others behind you.
- Stay in line all the way through the drive, even if you have your child loaded. DO NOT attempt to drive down the middle.

BE NICE to the help! Our goal is to keep our students safe. If you are asked to cooperate, stay calm and move on.

## **Assessment**

Assessment information will be given out to parents at parent/teacher conferences. Progress reports will be sent home with the students during the last week of school. Teachers collect assessment data on students informally on a daily basis in order to monitor student progress. Cumulative data is reported to parents at Parent/Teacher Conferences and sent home at the end of the school year. The types of data collected include but are not limited to work samples, test scores, checklists, rubrics and progress reports.. Parents should recognize that current research tells us that early elementary children do not develop academic skills at the same rate. Therefore, placing too much emphasis on any one assessment in isolation could create unnecessary stress on both parent and child. When monitoring the progress of your child you must look at all the assessments over longer periods of time. Do not overemphasize comparison to other students during one or two assessment periods. All children learn and improve their skills at different rates. On the other hand, both parents and teachers must be ready to communicate and work as a team when they recognize a negative pattern that needs attention.

## **Student Placement In Classes**

Placement of all regular students enrolled in grades kindergarten through fourth shall be determined by the Principal or designee, with the goal of maintaining heterogeneous learning environments. The Principal may make individual changes in student placement in response to recommendations from other teaching staff. Parents are not allowed to request a certain teacher for their child; however, a parent with a child immediately following another sibling who is placed with the same teacher may request a change. This request must be in writing and submitted to the principal by the third Friday of May.

## **School Safety**

General Expectations:

- Students are NOT to leave the building without permission.
- All doors, except the main entrance, will be locked throughout the day.
- All visitors are expected to check-in at the office and obtain and wear a visitor's sticker.
- The lockers are NOT the student's private property and may be opened by school authorities at any time.

## **Emergency Drills**

Fire and tornado drills are practiced at least twice each semester. All people in the building at the time of the emergency drill are expected to participate.

## **Fire Drill**

When the fire alarm sounds everyone will vacate the building immediately. The students will follow directors as given by the teacher, which are posted in each room. Be sure that all windows and doors are closed and lights off. Do not run, but move as rapidly as possible. DO NOT TALK. Misbehavior during this time is a major rule infraction.

The Code of Iowa discusses false fire alarms as follows:

- 714.31 - No person or persons shall cause, or give a false alarm of fire, by setting a fire or sending an alarm without cause.
- 714.32 - Punishment: Any person violating the above provisions shall be turned over to authorities. Punishment may include a \$100 fine and imprisonment in a county facility for 30 days.

## **Crisis Plan**

The school district has a district crisis plan. A crisis team meets to respond to crisis situations that may arise in school or the community.

## **Video Surveillance**

The Saydel Community School District uses surveillance cameras on school property and in school vehicles in an effort to increase the safety of our students. Camera surveillance data may be used in the investigation of an incident.

## **Release of Students**

Students will be released to parents only. Permission must be given if any other person, such as a sitter, friend, relative, or neighbor, is to pick students up from school. Students who are being picked up during the school day will not be allowed to leave on their own from the commons area. For safety reasons, we ask that parents come into

the office and we will call your child to the office. A picture ID may be required. If a child is at recess when a parent arrives to pick up the child, the parent must wait at the office until recess is over or school personnel may go to the playground to locate the child. Again, for safety reasons, during the school day children can only be dismissed through the main office. Any other arrangement that is different from the student's usual after school plan needs a note from a parent or guardian.

### **Leaving School Grounds**

Once a student is on the school grounds in the morning, they need to come into the building or wait quietly at the front door. Outside of the regular school day, no playground supervision is provided. No student should be on the school grounds before 7:55 AM. Once in the building, they are not to leave without permission. Bus students are to come directly into the building upon arrival. At dismissal, all children are asked to leave the school grounds immediately as, again, no supervision is provided.

### **Withdrawing A Student from School**

Parents are requested to notify the school office in writing or by telephone at least two days prior to the last day the student is in attendance. Students are responsible for returning all school materials, textbooks and library books upon withdrawal from school. A charge will be assessed for lost or damaged books.

### **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](http://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.

### **Textbooks/Library Books**

Students will have access to a textbook whenever deemed necessary. If a student has a library book or textbook checked out, he/she is financially responsible for that book. If that book is lost or damaged, the student will be charged the replacement cost of the book.

### **Solicitation By Students/Fundraising**

Pledges and the sale of items are a disruption of our school. Please limit solicitation of cookies, candy, and pledges to after school hours. The elementary building in partnership with PTO does two fundraisers per year. For these fundraisers, we encourage students to sell within the circle of family, friends and relatives. Door to door sales are highly discouraged. We also encourage donations instead of purchasing items. Our fundraising money has been used for many children-centered projects.

### **School Pictures**

Individual school pictures are taken early in the fall. A prepay picture information form is sent home with the students prior to Fall picture day. A make-up day is scheduled later for those absent on picture day or those whose pictures were unacceptable. All students are requested to have their picture taken for their school records even if they are not purchasing a picture package. A free class composite picture is generated from the individual pictures taken in the fall.

### **Personal Items**

Please mark all personal items that your child(ren) brings to school (lunch boxes, gym shoes, coats, gloves, games, etc.). Please DO NOT ALLOW items of real or intrinsic value to come to school. The school is not responsible for lost, stolen, or damaged student property. Wallet chains, dangerous items, lasers, trading cards or other materials deemed inappropriate or a distraction to learning are not allowed at school and will not be returned to the student. Rollerblades, shoes with rollers and skateboards are not allowed. Parents may reclaim the item(s) from the principal. Cell phones are allowed but may only be used during non-school hours. All phones must be turned off during school hours. They should be stored out of sight prior to entering the building.

### **Student Attire**

Student's attire should be appropriate for school. Clothing should not cause any distractions in the classroom. Tops are to be long enough to cover the entire abdominal area. Hats are not to be worn in the building. Students dressed

appropriately will be in a better frame of mind to work. Articles of clothing are not to imply or have offensive statements or deal with controlled substances. Students must be dressed appropriately for weather conditions. The final decision will be at the discretion of the building principal.

### **Corporal Punishment, Restraint & Physical Confinement & Detention**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parents.

School Property Damaged by the Student(s): Parent(s) will be responsible to reimburse the District for any costs incurred to repair or replace school-owned property that is damaged by the student. Principals will determine any disciplinary actions that will be taken, but restitution for the damages is the responsibility of the parent. The District will issue a statement to the primary parent contact listing the damaged item(s) and the costs incurred to repair or replace the item(s). The parent is expected to issue payment upon receipt of the statement. The District may file charges with local law enforcement authorities if payment is not made within 30 days.

### **Recess**

Cornell Elementary School will follow the guidelines recommended by the Child Care Weather Watch & the Iowa Department of Public Health. Their website is [www.idph.iowa.gov](http://www.idph.iowa.gov) Make sure children are dressed adequately to spend 20-30 minutes outside. Students will be expected to go outside regardless of their dress. Boots, scarves, mittens, hats, warm coats, etc. should be worn appropriate to the weather. If your child does not bring boots for damp or snowy conditions, he/she is required to stay on the blacktop. If you cannot provide these items for your child(ren), please contact the Principal or Guidance Counselor for confidential assistance. If your child must miss recess for more than two consecutive days, a doctor’s note will be required.

### **Testing**

FASTBridge assessment is administered three times a year. Students at grades third and fourth are given the Iowa Statewide Assessment of Student Progress (ISASP). Data from all testing is used to inform instruction and determine the necessary supports for student progress.

### **Health & Safety**

We encourage students to remain at home when they are sick; however, students do need to attend school consistently to be successful in classes. The patterns that children develop regarding health and illness continue to develop as they become older and eventually enter into the workforce. We consider school your child’s “job”, and attendance is a crucial aspect to success. Our goal is to work with students, parents, and staff to promote optimal health, thus creating the best environment for learning. The school nurse administers first aid if a student becomes ill or is injured at school. However, she is not permitted to diagnose, so see your physician in regard to illness and injury occurring away from school.

### **Student Medication**

It is strongly recommended, in the best interest of your child, that parents should bring their child’s medication to school rather than send it with their child in his/her backpack. This applies especially to those medications that are categorized as “controlled substances” such as Ritalin (Methylphenidate), Dexedrine, etc. We realize that this may cause an inconvenience for you, but if you would contact the school nurse or your child’s building secretary, hopefully we can make arrangements that will be workable for you. If you already practice this safety measure, we thank you for your cooperation!

### **Medication Administration**

If medication is to be administered at school, please contact the school nurse to discuss the details. The medication must be in the original container, which is labeled by the pharmacy or the manufacturer with the name of the student, name of the medication, time of day which it is to be given, dosage and duration. Over-the-counter medication as provided by the parent/guardian such as acetaminophen, ibuprofen, cough drops, etc. requires parent/guardian's written permission and must be brought in the original labeled container with specific directions.

A written record of the medication administration will be kept for each student receiving medication, including: date, student's name, prescriber or person authorizing the administration; the medication and dosage; signature of the person administering the medication; administration time and method and any unusual circumstances, actions, or omissions.

### **When Children Get Sick**

If a child has a fever or other illness, the school nurse or the school secretary will call parents to come and pick up their child. However, the nurse is not permitted to diagnose, so see your physician in regard to illness and injury occurring away from school. A child must remain out of school 24 hours after a fever without the use of fever reducing medication. Parents are encouraged to plan ahead for such occasions. If a child feels ill, he/she should come see the nurse and not text their parent(s). After the school nurse contacts the parent and the decision is made to send the student home, parents are expected to come and pick up their ill child within the hour.

### **Be Immunized or be Excluded from School**

Per the Iowa Department of Public Health, each student attending school in Iowa must obtain all the State required vaccinations and provide records before starting school. Saydel CSD will enforce this law this coming school year. Therefore, if immunization records are not completed and submitted to your child's school nurse, your child will NOT be allowed to attend school until such records are provided. The only exceptions are if a parent/guardian provides:

1. a medical exemption form
2. a religious exemption form
3. documentation that their child has received at least one dose of the required vaccines but has not completed all the required immunizations. A provisional certificate may be written by the school nurse. (Note: This provisional enrollment only lasts up to 60 calendar days, after which exclusion would still occur if no records are received.)

Your child's school nurse will be sending more information to you in the coming weeks if immunizations are needed. Remember, this must be done by the time school starts (August 24) otherwise your child will not be allowed to start school until the required immunization form, exemption forms, or provisional form are completed and received by the school nurse.

### **504 Rehabilitation Acts of 1973**

Collaborative services and additional special services are covered under the Individuals with Disabilities Act and are considered special education services. The Rehabilitation Act of 1974, better known as 504, covers a far greater spectrum of services not only for students and for their families. The Rehabilitation Act also covers all employees of our schools.

In order for an individual to qualify for services under the 504 laws, they would need to meet the following criteria:

1. Receive an accommodation in school as recommended by the BAT team.
2. Have a physical or mental impairment that substantially limits one or more of the following major life activities: caring for one's self, performing manual tasks, walking, seeing, hearing, breathing, learning, or working.

Anyone that enters our school is entitled to the accommodations that would help them enjoy the same accessibility to our services as all others. Anyone who feels that he/she or any member of their family needs accommodations to be successful in our schools should contact the school office.



## **Student Conduct/Discipline**

The main purpose of Cornell Elementary School is to provide students with an atmosphere for learning. Minor disciplinary issues are handled by the classroom teacher based upon stated classroom rules and expectations. We expect students to show responsibility, respect for others, and common sense in their behavior at school. We further expect our students to faithfully follow the rules and guidelines of the school and teachers. Those who do misbehave should face the consequences with honesty, cooperation and an improved attitude.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others, while on school premises, while on school-owned and/or operated school buses, while or engaged in school activities, while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school. Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the educational program, conduct which disrupts the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participation, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, loss of privilege, suspension, and expulsion. Suspension means either an in-school suspension or an out of school suspension and/or a restriction from activities.

Fighting at school and on school property will not be tolerated at any time. Each incident will be investigated and dealt with on an individual basis. Under certain circumstances, the policy may be involved.

Procedural due process as it applies to students in public schools requires that in any form of disciplinary action the following basic elements must be present:

- The student must have prior knowledge of the conduct which is required of or prohibited to them.
- The student must be aware of the specific matters giving rise to any of the proposed penalties or discipline.
- The student must have some opportunity to express or convey to the decision-making authority his/her views or rebuttals regarding the incident, prior to the use of any discipline.
- The decision-making authority must base its decision on the incidents or matters about which the student has been apprised as indicated above.

## **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 participate in 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.

### **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:

Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.

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.)

Discipline involving threats of violence or physical violence are subject to escalating disciplinary responses in accordance with Iowa Code section 279.79A. Responses include, but are not limited to:

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to an incident may include the following:
  - o Parent or guardian conference that includes the student, when appropriate;
  - o When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
  - o Behavior intervention student agreement coupled with another response(s);
  - o Restitution or opportunities to repair relationships coupled with another response(s).
  - o Detention;
  - o Temporary or permanent removal from extracurricular activities;

- o Temporary or permanent removal from class;
- o In-school suspension;
- o Out-of-school suspension;
- o Suspension of transportation privileges, if misconduct occurred in a school vehicle;
- o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
- o Recommendation for expulsion.

### **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 a 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.

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 website 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.

### **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.

### **Animals**

Due to a number of allergies, you must check with the principal and nurse before an animal may be brought to a classroom. If a student requires a service animal, we will defer to Iowa Chapter 216C code.

### **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](http://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.

### **BrightArrow Messenger System**

Saydel Community School District uses a Notification system called BrightArrow. BrightArrow is a fully hosted notification platform, integrated with PowerSchool, used to connect parents, students and staff through voice, SMS text, and email.. Saydel Community School District will be using BrightArrow for emergency and general notifications. This includes notifications such as building newsletters, bus updates, late starts or other emergency situations that may arise during or are school hours. BrightArrow fully integrates with PowerSchool, so there is no list for parents to sign up for, however, in order for parents to receive an SMS text parents must complete the "opt-in" process. How to "opt-in" and receive SMS text notifications:

- Parents/guardians/students/staff can subscribe by texting one of the key words: “Y”, “Yes,” to 87569. The cell phone numbers used must be in PowerSchool to receive a notifications
- Parents/guardians/students/staff can unsubscribe at any me by texting the key words: “Quit”, “Remove” or “Unsubscribe” to 87569. Parents/guardians/students/staff can opt-in and opt-out as many message as necessary.
- Opting in does not mean that you will immediately start receiving text messages. It simply means that you have indicated your willingness to receive messages from the BrightArrow service. Cell phone numbers must be in PowerSchool to receive a notification from Saydel Community School District.
- If you would like to add a new cell phone number to your contact information in PowerSchool, please contact your building secretary.

### **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. Meeting dates are posted on the website. 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 & Bus Stop Conduct**

#### **At the Bus Stop**

- Be at least 5 minutes early to the bus stop.
- Wait in a safe place, clear of traffic and several feet 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 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 the 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, keeping 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 proceeding. Never move seats while the bus is moving.

#### **The bus is an extension of the classroom.**

Families and students are reminded that the bus is an extension of the school. All bus practices and rules violations are subject to discipline under the student code of conduct. Students that violate 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 before returning to bus services

- **5th infraction** - 10-day suspension from riding the bus and meeting with busing and school personnel before returning to bus services
- **6th infraction** – suspension from riding the bus for the remainder of the semester or a minimum of 45 days

Fighting and using illegal substances will result in students being moved to step three immediately and may have additional consequences at school.

Any individuals wanting to meet with Durham personnel, please make arrangements 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.

#### **Bus Referral SOP**

- Issues on the bus will be communicated to Durham's director of transportation.
- Bus referrals will be written by Durham and sent to each building administration.
- Durham will contact families for each infraction via phone or email.
- For each suspension event, a letter will be mailed home informing parents in addition to phone or email communication.

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 contact the district's Equity Coordinator, Aimee Rhode, Director of Student Services, 5740 NE 14th Street. Des Moines, IA 50313