

Cornell Elementary School Student Handbook  
Administrative Update July 20, 2022

This Handbook is available on the school web page under the Parents/Students tab.  
715-861-6964

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**WELCOME**

The school building will open at **7:30 a.m.** Children will unload & load buses on the west side (4<sup>th</sup> Street) of the school. [REDACTED] Students will be dismissed at 3:16.

**ADMINISTRATIVE RULES**

This handbook consists of administrative rules, and they attain the legality of Board Policy. Board policies are intended to be broad guidelines on all school governance areas. Handbooks contain the specific information necessary for the daily administration and functioning of the school building. All rules and procedures contained in the handbook shall be enforced consistently throughout the school year.

**FEDERAL REQUIREMENT**

Federal law requires that we share with you qualifications of our teachers. All of the Cornell Elementary teachers have at least a bachelor's degree and many have advanced degrees. In addition, all of the teachers are fully licensed for their assignment. If you want to see the state qualification for your child's teacher you may ask us, or find it linked on our webpage under the Parents/Students tab as WI Educator Look-up.

**CORNELL SCHOOL DISTRICT NONDISCRIMINATION NOTICE**

The Cornell School District does not discriminate against pupils on the basis of sex,

race, national origin, ancestry, creed, pregnancy, marital, or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, handicap, or religion.

**ELEMENTARY SCHOOL FACULTY AND STAFF**

Dr. Paul M. Schley	Superintendent/Elementary Principal/SPED Director
Mr. Craig Braaten	Grants/Behavioral Interventionist & Assistant Admin.
Mrs. Kylee Crank	Elementary Administrative Assistant
Mrs. Nikki Viegut	District Administrative Assistant/Transportation
Mrs. Allison Ducommun	District Bookkeeper
Mrs. Kari Koenig	4 year old Kindergarten/Early Childhood
Miss Emily Krier	Kindergarten
Mrs. Sarah Sime	Kindergarten
Mrs. Spring Alix	1 <sup>st</sup> Grade
Mrs. Teagan Nelson	1 <sup>st</sup> Grade
Mrs. Chris Pickerign	2 <sup>nd</sup> Grade
Mrs. Chelsey Steinmetz	2 <sup>nd</sup> Grade
Mrs. Kim Anderson	3 <sup>rd</sup> Grade
Ms. Megan Bitney	3 <sup>rd</sup> Grade
Mrs. Katie Jensen	4 <sup>th</sup> Grade
Mrs. Rachel Sproul	4 <sup>th</sup> Grade
Mrs. Ashley Rosentrater	5 <sup>th</sup> Grade
Mrs. Tammy Raether	5 <sup>th</sup> Grade
Mrs. Shannon Thon	SPED
Mrs. Jena Burton	SPED
Mrs. Natalie Brown	Speech Language Pathologist
Mrs. Erica Ruf	Title I
Mr. Greg Sonnentag	Physical Education
Miss Emily Johnson	Art
Mrs. Linda Koenig	Band/Choir/General Music
Ms. Lynda Lacina	School Psychologist
Mr. Marty Ash	Custodian
Mr. William Stewart	Custodian
Mrs. Sharla Bauch	SPED Paraprofessional/Nurse
Mrs. Jane Ash	SPED Paraprofessional
Mrs. Glenda Rablin	SPED Paraprofessional
Mrs. Megan Mercer	SPED Paraprofessional
Mrs. Rachel Nohr	SPED Paraprofessional
Mrs. Krista Zwiefelhofer	SPED Paraprofessional
Mrs. Crystal Bowe	Cook

**STUDENT FEES**

There are no annual school fees. Any school equipment or materials that are damaged by students shall be charged to the student at full replacement cost. Students will not be able to participate in any extra-curricular activities until all of their family's fees/fines are paid, this includes lunch fees. Extra-curricular activities include: sports, Student Council, Safety Patrol, Spook Parade, Homecoming Parade, Spring Fling, etc.. anything that is not educationally related.

**NO DELIVERIES**

The Elementary School will not accept deliveries of flowers, balloons, gifts etc. There are allergies, security concerns of the building, and safety concerns on the bus. This pertains to students and staff.

**TEACHER REQUEST**

May 7<sup>th</sup> is the last day the elementary school will accept requests for teachers for the following school year. Forms are available in the office. A request does not guarantee placement, but lets us know of a preference. Academic goals of the district supersede parent requests.

**BREAKFAST, MILK AND LUNCH**

Breakfast and lunch are served daily. Students will memorize their lunch number. Parents, please help your child memorize the number. They will have the same number throughout

their time in the Cornell Schools. Children will have to tell the lunch person if they have milk in place of a meal so the proper charge is given for the item received.

Daily an e-mail will be sent to families with \$10 or less in their account. If you do not provide an e-mail address, every week a notice will be given to a student in a family with \$20 or less in their account. Our lunch is not a charging service, so please have money in the account so your child may eat or drink classroom milk. Mark your calendar so you have an idea when the account is getting low.

Cost: Lunch \$2.95/Day \$59.00/Monthly \$522.15/Year (177 Days)  
Breakfast FREE Milk (Break or w/out Meal).40/carton

**PLEASE TRY TO PAY ON A MONTHLY BASIS AS IT REDUCES PAPERWORK, SAVES TIME AND IS AN EASY WAY TO REMEMBER PAYMENTS.**

STUDENTS WILL BE ALLOWED TO CHARGE ONCE BEFORE THEY ARE DENIED A MEAL. EXTRA MILK WILL BE DENIED TO ANYONE WITH A ZERO OR NEGATIVE BALANCE.

#### MEDICATION/NURSE SERVICES

The school district will provide for the safety and wellness of the students during the school day. If a child is to receive medication at school, it is the parent's responsibility to see that school personnel receive the proper authorization forms. **NO MEDICATION** will be given without a completed form. Parents need to complete an authorization form for school personnel to administer non-prescription medication. School personnel should under no circumstances provide aspirin or any other medicine to students. Any prescription medication requires the signed consent of a parent and the FAMILY PHYSICIAN section of the form completed by the physician. The physician or pharmacist shall be requested by the parents to supply a properly labeled bottle of medication for the school authorities. The pharmaceutically labeled bottle shall contain the name and telephone number of the druggist, the dosage to be given, and a current date.

#### LICE

The Cornell School district has a NO NIT POLICY. Please see school board policy 5.50.

#### PETS

Pets will only be allowed outside of school if it is pre-arranged with the teacher, an adult owner is present during the entire stay and that there is prior written proof of all of its vaccinations being up to date. Any other requests must be prearranged with the Principal.

#### STUDENT CONDUCT

All students are to conduct themselves in a manner that shall bring honor to themselves, their parents and the school. Their conduct shall show respect for learning, authority and property. This conduct shall be consistent while in school, on the bus, or at school-sanctioned events. It shall be appropriate, safe and respectful. To establish an atmosphere that is conducive to learning, the following rules have been established:

- A. Students shall conduct themselves as young ladies & gentlemen at all times & to cooperate with all school personnel in a respectful & cooperative way.
- B. Possession or use of tobacco, vape, alcohol or drugs by a student is strictly forbidden on school grounds, school buses and at any school function.
- C. Students shall refrain from any mutilation &/or destruction of school property.
- D. Students shall refrain from any improper language.
- E. Possession of pornographic material shall not be tolerated on school property.
- F. Pupils shall not resort to violence.
- G. Students shall obey such rules and regulations of the professional staff.

#### BULLYING

Bullying is defined as any consistent, conscious, willful, deliberate, hostile activity through the use of words &/or actions intended to do harm, humiliate, or intimidate another person. Please see school board policy 5.03.

#### ATTENDANCE CALL-IN

Parents are requested to call/leave a message at 715-861-6964 or e-mail Mrs. Crank [kcrank@cornell.k12.wi.us](mailto:kcrank@cornell.k12.wi.us) of any absence or tardiness and the reason why at any time. Attendance will be checked each morning. If parents do not call us, we contact parents.

Reasons for the absence are required by law and must be stated (WI SS 118.15).

### ILLNESS

While we want students in school each day, there are times they are required to be at home for illness.

- A. Students must be fever free for 24 hours to be at school.
- B. Students must not have a fever of over 100 degrees (without the help of medication).
- C. Students who are sent to school with a fever will be sent back home immediately.
- D. Students who are sent back to school within 24 hours of having a fever or any kind of sickness will be sent back home immediately.
- E. If a student vomits during school, the student will be sent home.

### MAKE UP/LATE WORK

It is the student's responsibility to get the work he/she missed from any absence. When a student doesn't have their work for class, doesn't have their work completed, or doesn't have a passing grade on their work, they will be required to stay in from recess and/or may be kept back from P.E., Art, Music, etc... to work on core academic subjects.

### STUDENT PROGRESS REPORTS

Report cards will be issued each semester for the purpose of informing parents about their student's progress. Parent conferences are held twice each year. If you have concerns or questions, please contact your child's teacher for additional conferences.

### RETENTION

If it becomes apparent that a student is not making adequate progress, a team meeting of involved staff will be held for the purpose of informing and implementing interventions. As soon as the teacher suspects that a student may be considered for retention, the team will meet to consider this. Parents will be contacted to inform them of the team decision to retain. Determining retention will be at the sole discretion of school personnel.

### STUDENT ACCIDENT INSURANCE

We wish to emphasize that the school district does not provide any type of health or accident insurance for injuries incurred by your child at school or school events.

### STUDENT DRESS

Any fashion that disrupts the educational process or presents a safety risk will not be allowed. Appearance and attitude are very closely related. Students have the right to determine their own style of dress consistent with school regulations. They are responsible to see that their manner of dress and grooming conforms to acceptable standards of health, safety, and decency, and does not constitute and/or interfere with the teaching-learning process. It is expected that all students shall maintain a high standard of personal hygiene, cleanliness, and neatness as follows:

- A. The expectation is that students dress in good taste.
- B. Clothing that advertises beer, liquor, tobacco products, illegal drugs, displays distracting pictures/verses, or satanic emblems are not to be worn.
- C. Spandex running pants or shorts, crop-top shirts bearing the midriff and inappropriate tank tops (too low or straps less than 1" wide) are not permitted.
- D. All shorts and skirts must be fingertip in length.
- E. Caps and headgear are not to be worn in the building during the school day. This includes bandanas.
- F. No student shall be allowed to enter the school barefooted or without a shirt. Flip flops are allowed except during recess, physical education and other activities where they may cause harm. Tennis shoes should always be available.
- G. Students are expected to be dressed appropriately for the activities occurring.
- H. Student dress shall be regulated when it may be deemed hazardous or disruptive for that particular activity. This is done for health and safety reasons.

### COLD WEATHER STUDENT DRESS GUIDELINE

Cornell Elementary believes it is a parent or guardian responsibility to ensure that his or her child is safely dressed for cold weather exposure to and from school, and on the playground. Students will be required to go outside for recess unless the temperature falls below zero or the wind chill is ten below zero or colder.

### SCHOOL CLOSINGS

Please plan ahead in case we have to close school early. We post on Facebook, the school webpage and also the following radio and television stations:

TV-Channel 13	TV-Channel 18	WAXX(104.5)	WBIZ(100.7)	MOOSE Country(106.7)
WAYY(790 AM)	WBIZ(1400 AM)	WJBL(93.1)	The Mix (98.1)	WIAL(94.1)
B-95 (95.1)	WWIB(103.7)	WLDY (1340 AM)	ARROW(92.1)	WECL(92.9)

### INTERNET APPROPRIATE USE POLICY

Users of the internet in the Cornell School District must sign an Appropriate Use Contract. Failure to do so or misuse of the internet or the district user policies will result in the loss of those internet privileges. Illegal uses of the internet are also subject to criminal action. Many sites are blocked from viewing. Internet usage at the Cornell School is a privilege offered each academic year.

### CORNELL INTERNET CODE OF CONDUCT

Cornell's code of conduct applies to all users of the internet. It reads: "I will strive to act in all situations with honesty, integrity and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be of service to others and to the community. I agree to follow Cornell School District's basic rules: no threatening statements or violence, no damage to property, or use of illegal material."

Cornell internet users are held responsible for their actions and activities while using the internet. The use of the school's internet access is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges.

Unacceptable uses of the network may result in the suspension or revoking of these privileges. Some examples of such unacceptable use are:

1. Using the internet for any illegal activity, including violation of copyright.
2. Using the network or internet for financial or commercial gain.
3. Degrading or disrupting equipment or system performance.
4. Vandalizing the data of another user.
5. Gaining unauthorized access to resources.
6. Invading the privacy of individuals.
7. Using an account owned by another user.
8. Posting personal communications without the author's consent.
9. Posting anonymous messages.

### DISCIPLINE

The Cornell Elementary staff, in its continuous effort to provide a healthy and enriching learning atmosphere, uses four rules that are basic rules for life to help students become responsible citizens in our society. They are:

1. Be Kind
2. Be Safe
3. Be Respectful
4. Work Hard

For children to receive maximum benefit from their educational experiences, it is very important that parents and the school work together. We believe that parents want and need to be aware of their children's behavior in school. In our disciplinary procedures you will notice that at some point it may be necessary for your child to call you to notify you of a continuing behavior that is in conflict with the rules.

Basic Rules:

- No weapons or fake weapons at school.
- No toys
- Any electronic device brought to school is done so at your own risk and are rarely needed.

### CELL PHONES & OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices should not be in school unless they are needed for after school purposes.

If parents determine cell phones or other electronic devices are needed to be brought to

school; the devices must be dropped off at the office when the students enter the building (even before breakfast.) The devices will remain in the office during the school day and students may pick them up after the end of the day dismissal. If devices are not brought to the office upon entering school, the following consequences will apply:

- First offense - Student will be written up and earn 1 noon hour detention.
  - Second offense - Student will be written up and earn 2 noon hour detentions.
  - Third offense - Student will be written up and earn 3 noon hour detentions.
- This pattern will continue forward if needed or another consequence may be earned.

#### DISCIPLINE PLAN

If You Break A School Rule Steps:

1. Verbal warning and questioning - (Depending on the severity of the infraction, this step may be omitted.)
2. Questioning and verbal plan:  
"What are you doing?" "What rule are you breaking?" "What can you do about it?"
3. If behavior is repeated, a variety of control measures may be used such as: benching, no recess, yellow slips, or making amends. Yellow slips are a communication tool and do not result in disciplinary action until a total of 3 of them have been received in a semester.
4. Parents are notified of inappropriate behaviors by the yellow slip which is sent home with their child. These slips must be signed by the parent and returned by the next school day, or the student will receive another yellow slip. All slips will be recorded by the homeroom teacher.
5. Noon detention will be used if a student gets a total of 3 slips per semester; or for other more severe inappropriate behaviors. The discipline plan will be filled out and sent home for parent signature.
6. If a child serves 3 noon detentions per semester, a meeting will be called with the parents, principal and teacher for problem solving. Additional detentions will be handled by the principal. After school detentions will be determined by the principal. Parents will be notified.  
  
\*If at some point in the above procedure, a teacher feels a particular student needs an IAP (Individual Assistance Plan), a meeting may be arranged with the child, parents, principal and teachers involved.
8. The Principal has the discretion to supersede rules in severe cases of misconduct.

#### NOON DETENTION

Detention is a consequence for breaking school rules. Serving a noon detention means the student will not participate in their noon recess. In situations such as fighting, swearing, showing disrespect to an adult, defacing property, etc., the student would be sent directly to the principal. Noon detention, after school detention, or suspension could be consequences of this.

#### FIELD TRIP PRIVILEGE

If a student serves 3 noon detentions or any suspensions per semester, he/she will not be allowed on any field trips that may be taken that semester. Also, any student who has been removed from the bus, leaves their classroom without permission, or runs away from school personnel will not be allowed on field trips. Students that are severely belligerent may not be allowed on field trips either. Final discretion for field trips lies with the teacher and principal.

\*To ensure the safety and security of our students, all chaperones will have a background check completed. The school may deny a chaperone for any reason. Volunteer/chaperone application forms are available in the office. No person may volunteer or chaperone until they have been approved by the district.

#### RECESS

Recess at Cornell Elementary School serves a variety of purposes. It is used as a time

for physical activity or release. It is also for socializing and fun. However, recess is a privilege children earn by being responsible and following the school rules. Recess privilege could be suspended due to the lack of student responsibility and breaking school rules.

Situations may arise during recess when a child needs a "time out" from the activities. He/she would be seated "on the bench" for the duration of the recess period. Depending on the severity of the situation and frequency of the benching, the student may also receive a detention.

Cornell Elementary follows the basic PBIS principles for recess expectations:

**Be Respectful**

Share and take turns.  
Include others in play.  
Follow directions.

**Responsible**

Bring in what you take out.  
Line up quickly and quietly.  
Use only playground equipment.

**Be Safe**

Walk on the sidewalk.  
Stay on the playground.  
Eat candy & gum at lunch.

**FOLDERS/ASSIGNMENT NOTEBOOKS**

All elementary students will use a yellow Cornell School folder. Students in third through fifth grade will also use an assignment notebook. The folder or assignment notebook your child brings home is the Cornell Elementary School's attempt to help the student to be as organized as possible. It is felt that this is a great way for the teachers to have daily communication with the parents. We ask the parents to cooperate with this project by discussing the following points with your child:

**PURPOSE OF THE FOLDER:**

1. To allow the student to have something in which he/she may take homework or letters from the school to home for parents.
2. Parents need to examine the folder each evening and get any letters sent home. Parents can also see if homework needs to be done and help the child do the work as well as they can. The student may not always have something in the folder each time they bring it home but it must go home each night - even if it is empty.
3. There will be a copy of the monthly calendar in each folder. Parents of students in grades K-2 are asked to sign the calendar to indicate they have had a chance to examine its contents. Please remove any papers that have been corrected.
4. Students must return the folder each morning for the homeroom teacher to examine.
5. The first folder will be supplied to your child. If it is lost or damaged beyond further use, a new one will have to be purchased for \$2.00.

**PURPOSE OF THE ASSIGNMENT NOTEBOOK:**

1. The purpose of the assignment notebook is to allow the students to organize their daily work and become more responsible for their assignments.
2. After the teacher gives an assignment, the student shall write it in their notebook.
3. The assignment notebook will be filled out each day and checked by the teacher or someone appointed by the teacher.
4. Each teacher will determine, on an individual basis, if the assignment notebook should be taken home daily and signed by the parents. The parents may, at any time, request that their child bring this notebook home. A request may also be made to have the teacher sign each subject daily to ensure the student has copied the assignments correctly. This could be an excellent way for parents to monitor their child's progress.
6. The first assignment notebook will be supplied to your child. If it is lost or damaged beyond further use, a new one will have to be purchased for \$3.00.

**BUS TRANSPORTATION - Tom's Sales 715-239-6244 in Case of Emergencies**

School bus transportation is a privilege. Misbehavior will not be tolerated. Students

who misbehave will be denied the privilege of riding on the bus and may be suspended from school.

**IMPORTANT - PLEASE BE SURE TO READ**

**RULE VIOLATIONS: WHEN BUS RULES ARE VIOLATED, THE PENALTY SHALL BE:**

- FIRST OFFENSE:** Unsatisfactory Bus Conduct Report sent to parents.
- SECOND OFFENSE:** Suspension of bus riding privileges. (1-5 days - discretion of Principal).
- THIRD OFFENSE:** 10 days suspension of bus riding privileges.
- FOURTH OFFENSE:** Any student with 4 write-ups would have a 1 year automatic suspension from riding the bus, carrying over to the next school year from the date of the write-up.

The above steps may not be followed if there is a major violation of school policy or unlawful act committed. After reading the bus rules, please discuss them with your child(ren).

**SCHOOL BUS RULES**

**A: GENERAL**

1. Parents and pupils must realize that school bus transportation is a privilege, not a right.
2. Be informed that misbehavior will not be tolerated. Pupils who misbehave can be suspended from school and be denied the privilege of riding the bus.

**B. PUPIL/PARENT RESPONSIBILITIES**

1. Pupils will ride on assigned busses. Parents must request in writing any exception from this rule. Request must be made to the school office.
2. Pupils will board and debark from their designated stops. A pass will be issued from the office and presented to the bus driver. Parents will assume the responsibility of the child when such a request is made and granted.
3. A certificate or statement from a medical doctor must be forwarded to the office to substantiate all physically handicapped cases. Temporary handicap will require only an initial statement. Parents are responsible for obtaining the statement and forwarding it to the office.

**C. PREVIOUS TO LOADING**

**(on the road and at school)**

1. Be on time at the designated school bus stops, help keep the bus on schedule.
2. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to board the bus. Line up in a single file in an orderly manner. Do not rush to get on the bus.
4. Be courteous. Don't take advantage of younger children in order to get a seat.
5. Use the handrail and watch your step when boarding the bus.

**D. WHILE ON THE BUS**

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember swearing, loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment with respect. Damage to seats, etc., must be paid for by the offender.
5. Never tamper with the bus or any of its equipment.
6. Leave no books, lunches or articles on the bus.
7. Keep books, packages, coats, and all other objects, including yourself out of the aisles.



8. Remain in the bus in case of a road emergency, unless directed to do otherwise by the driver.
9. Do not throw anything out of the bus window.
10. Always remain in your seats while the bus is in motion.
11. Always be courteous to fellow pupils and the bus driver.
12. Keep absolutely quiet when approaching a railroad crossing stop.
13. Parents will be notified if there is continuous misconduct on the bus.
14. The driver is responsible for controlling the bus riders. They must obey him/her promptly and cheerfully.
15. Inform the driver, if possible when a rider will be absent.

**E. AFTER LEAVING THE BUS**

1. Cross the road at least 10 feet in front of the bus, but only after checking to be sure no traffic is approaching and/or after receiving a signal from the driver.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance.

**F. EXTRA-CURRICULAR ACTIVITY BUS TRIPS**

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of chaperones appointed by the school officials to accompany the bus riders.

