



CORNELIA SCHOOL HANDBOOK

Phone: (952) 848-4600

Absence line: (952) 848-4602

www.edina.k12.mn.us/cornelia

Provided with funding from Cornelia PTO

<http://www.corneliapto.com>

At Cornelia, we care:

About People

We believe that people are our community's commonwealth. The integration of the spirit, mind and body develops the wholeness of the individual.

About Potential

We believe that the recognition of one's uniqueness is the key to developing one's highest potential into one's greatest performance. We believe that the process of learning is as valuable as the product of learning.

About Praise

We believe that a cooperative climate stimulates encouragement, compliments, and concern for one another. We believe that happiness and celebration make Cornelia School a comfortable place to be.

Please retain the Handbook for your records while your student is enrolled at Cornelia. Updates will be published as needed. Updated July 2009

CORNELIA SCHOOL HANDBOOK

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INDEPENDENT SCHOOL DISTRICT #273
Edina Community Center
5701 Normandale Road
Edina, Minnesota 55424
(952) 848-3900

See separate Staff and PTO Directories for a listing of staff names, rooms and voice mail numbers, PTO Board members and volunteer chairpersons, as well as the school calendar.

WELCOME to the Cornelia Community!

We are delighted that you are here, and feel confident that this is the beginning of a positive educational experience for you and your child(ren). We know that you will find the Cornelia staff and administration to be caring, involved and committed to providing you with the best experience possible.

This handbook has been prepared with the hope of answering some of the questions you may have about our school policies, services, programs and events. We encourage you to read through it carefully and to become acquainted with the important information provided – everything from A to Z! Please keep the handbook handy for easy reference. If you have a question that is not answered here, feel free to call the school office or a member of the PTO Board. We will be happy to assist you in any way that we can.

Again, we extend a warm welcome and encourage you to get involved in the Cornelia community. By finding meaningful ways to contribute, we can ALL make a difference in the lives of our children and our school. Have a wonderful year!

PTO President

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ATTENDANCE AND ABSENCES

SCHOOL HOURS

Students may enter the building and proceed to their classrooms when the first bus arrives. Typically this is 10 minutes before school starts. **Students who do not ride the bus and come to school before the first bus arrives will wait outside the front doors. Please do not have your child wait in the car in our drop-off area,** park in a designated parking area.

To avoid the end-of-day- rush, students in kindergarten and first grade are escorted out of the building by their teachers three minutes early. **All unsupervised students must leave the building 20 minutes after dismissal.**

ATTENDANCE LINE (952-848-4602)

When your child is ill or will not be in school at the beginning of the day, please call the Attendance Line at (952) 848-4602 and leave a message to report your child's absence. If a child has a communicable disease, our school nurse will inform the teacher so that a notice can be sent to classmates' homes. Parents who do not call in will be called as soon as possible to confirm that a child is under a parent's care and supervision.

EXCUSED ABSENCES

Absences due to illness, accident, family emergency, funerals, religious holidays and conditions beyond the control of the parent or child are excused absences. Students are given two days for every day missed during an excused absence to make up work and are given full credit upon completion of the work. You may request homework through the teacher. Homework can be picked up as arranged by the teacher.

UNEXCUSED ABSENCES

Absences for reasons other than those listed above may be listed as unexcused. Family vacations, although valuable, usually put a child behind academically and should be scheduled during the normal school breaks throughout the year.

Teachers will not be expected to prepare assignments ahead of time for family vacations. The student must assume responsibility for obtaining the missed assignments from the teacher upon returning to class **AFTER the absence.** Credit will be given for made-up work, including tests and written assignments, upon completion within a given time frame.

EXTENDED ABSENCES

If a child will be missing school for an extended period of time due to illness or an accident, the school must be notified and a doctor's letter should be sent to our School Nurse. In such cases, home tutoring can be arranged through the district office. **A child who misses more than 15 consecutive days for any reason (without receiving homebound instruction) must be re-enrolled at the district office before returning to school.**

LATE ARRIVALS

Students who arrive late for any reason (except a late bus or safety patrol duty) must sign in and obtain an admission slip from the school office before going to class.

EARLY DISMISSAL

For excused absences during the day, such as for doctor or dental appointments, students are expected to bring a written note stating the times they are to be excused. **A parent must pick up and sign out children in the school office.** During school hours students are not allowed to wait outside the building for parent pick-up.

EMERGENCY SCHEDULE CHANGES

School cancellations, late starts and early dismissals due to severe weather conditions or other emergencies are announced on WCCO-AM radio (830) and television channels 4, 5, 9 and 11. Parents who suspect any of these circumstances should tune in immediately. **Please do not call the school for school closing information as it overwhelms our phone lines.**

BEHAVIOR AND DISCIPLINE

At Cornelia, we care:

About People

We believe that people are our community's commonwealth. The integration of the spirit, mind and body develops the wholeness of the individual.

About Potential

We believe that the recognition of one's uniqueness is the key to developing one's highest potential into one's greatest performance. We believe that the process of learning is as valuable as the product of learning.

About Praise

We believe that a cooperative climate stimulates encouragement, compliments, and concern for one another. We believe that happiness and celebration make Cornelia School a comfortable place to be.

This environment can only exist when student behavior is appropriate and allows for maximum time for learning. A student's right to learn and a teacher's right to teach cannot be denied because of disruptive behaviors.

Effective management creates a positive teaching and learning environment. Necessary disciplinary actions provide students opportunities to learn to self-monitor and control their own behavior. We believe it is important for students to...

1. Choose safety.
2. Assert yourself Academically and Socially.
3. Respect others and property.
4. Empathize always.
5. Seek self-control.

General school and classroom standards are clearly defined. Students who violate our standards are coached through problem-solving strategies to help them make better decisions. Consequences are natural or logical and restitution is used when appropriate.

DISTRICT BEHAVIOR POLICY

The District Behavior policy, titled "Rights and Responsibilities for Student Management" is a booklet that gives information about the student discipline policy, including students' rights, responsibilities, discipline guidelines and bus discipline guidelines, as well as other information.

DISTRICT HARASSMENT POLICY

The Edina School District prohibits discrimination, harassment or violence on the basis of sex, race, religion, age, disability, sexual orientation, marital status or public assistance status. Among the acts prohibited by this policy are sexual harassment and sexual violence. (A complete copy of the District Harassment Policy can be obtained from the principal.)

DISTRICT WEAPONS POLICY

Students and non-students, including adults and visiting youths are forbidden to knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit or use any instrument that is considered a weapon or "look-alike" weapon in school, on school grounds, at school activities, at bus stops, on busses or at school events.

The procedure for any student found to be in possession of a weapon is as follows:

- a) confiscation of the weapon or "look-alike"
- b) notification of the superintendent
- c) notification of the parent/guardian
- d) disciplinary action as stated in "Rights and Responsibilities for Student Management."

A student who finds a weapon on the way to school, on school property, or in the school building and takes it immediately to the principal's offices or to an adult staff member will not be considered in possession of a weapon. Appropriate measure shall be taken in these cases.

COMMUNICATIONS

COMMUNICATIONS GUIDELINES

Parents/guardians and school staff work together with the common goal of fostering our students' education and development. Open communication between parents and teachers is important to a child's successful school year. Here are some suggestions for establishing a system of communication with your child's classroom teacher and other school staff:

- Most teachers can be reached before or after school via phone or e-mail. Most school staff have a voice mailbox and email address.
- Notes may be sent in your child's backpack.

If there are questions or concerns that arise, it is best to address them immediately rather than wait for a scheduled conference. When parents and teacher work together as a team to share insights and understanding of a situation, usually a satisfactory solution can be reached.

Some helpful guidelines for parents:

- Please contact you child's teacher or supervisor as the first step to resolve a conflict or concern.
- Schedule a time to discuss the situation. Let the teacher know what you'd like to discuss so the person can be prepared.
- If you feel the problem is not being resolved, contact the principal

CONFERENCES

Academic conferences are scheduled at the end of the first marking period in November and again in March. These conferences offer a chance to learn about your student's progress in detail. Student attendance is at the discretion of the teacher and parent. Teachers arrange the conference scheduling.

Additional conferences may occur at any time and can be initiated by either a parent or a teacher.

VOICE MAIL

Most Cornelia staff members have voicemail. **During the school day teachers are teaching and are not available to take phone calls.** Messages can be left on voicemail at any time.

1. To reach voicemail at any time, call (952) 848-3912. You will be asked to key in an extension, or the letters of the staff member's last name.
2. For emergency assistance call the school office (952) 848-4600.

PROGRESS REPORTS

Reporting pupil progress is done on a semester basis as described below. Please refer to the school or district calendar for specific dates.

- Semester 1 ends in January.
- Semester 2 ends in June. Report cards are sent home on the last day of school. (Fifth graders will receive their report cards by mail shortly after the last day.)

STUDENT USE OF TELEPHONES

Students must have permission from a staff member to use the office telephone. Arrangements for transportation, going home with another student, etc., are not to be made using the office telephone. These arrangements should be made before coming to school.

COMMUNICATIONS

VISIONS: A newsletter from the school and the PTO containing information and news about Cornelia School, PTO activities and the community. A calendar of events and other important information are included. **Visions** is published everyother Friday.

HANDBOOK: The handbook includes Cornelia School and Edina School District polices and procedures and other information related to Cornelia PTO.

CLASSROOM NEWSLETTERS: Classroom newsletters are distributed in various forms by grade level and/or individual teachers. They are sent home periodically with the students.

NOTICES/FLYERS: Notices and flyers announcing various school and community events or providing information about other items of interest are sent home electronically every Thursday.

PICTURES/YEARBOOKS

The PTO coordinates school pictures, class pictures and a yearbook. Individual school pictures are taken in the fall. These photographs, along with informal photographs taken during the year, are combined into a yearbook which is issued in the spring. Order forms for purchasing each of these are sent home with students. The yearbook is ordered in February and is distributed to students during the last week of school.

WEB SITES

You can access the Cornelia Elementary School website at <http://www.edina.k12.mn.us/cornelia>. Included in the web site will be a calendar, lunch menu and classroom information. Additionally, Cornelia PTO publishes an events calendar, volunteer opportunities and related information at <http://www.corneliapto.com>.

EDUCATIONAL RECORDS

Parents and students have the right to:

- Inspect and review your student's educational records.
- Request an amendment of your student's records to ensure that the records do not contain inaccurate or misleading information or violate the student's right to privacy or other rights.
- Consent to the disclosure of personally identifiable information in your student's records that is not otherwise authorized to be disclosed without consent.
- File a complaint with the U. S. Department of Education concerning alleged failures to comply with the federal data privacy requirements.
- **Prevent publication of any or all directory information regarding your student by providing written notice to the building principal by September 20.**

Unless a note is received by the principal preventing the publication of directory information, the following "directory information" may be made public: name, address, telephone listing, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities and sports, weight and height (if a member of an athletic team), degrees and awards received and the most recent previous educational agency or institution attended.

Independent School District No. 273 has a policy of forwarding a student's educational records to other educational institutions which request them and to which the student is seeking to or intends to enroll.

Inquiries concerning access to and privacy of student educational data may be made to the Assistant Superintendent, 5701 Normandale Road, Edina, Minnesota 55424. Copies of the district's policy regarding access to student records are available at the same address.

NEWS RELEASES

Articles and/or photographs of school activities may occasionally appear in local newspapers or on television. Please notify the principal **in writing if you do not want your child's name or photograph to appear.**

EXPENSES

Extra costs do occur throughout the year. In the spring, and also in the back-to-school letter in the fall, you will receive a list of school supplies for which you are responsible. Other costs will include the following: lunch, field trips, PTO membership, room party dues, school pictures and yearbook.

Please note that any family needing financial assistance (scholarships) for their child's school expenses are asked to contact the school social worker at (952) 848- 4658.

HEALTH SERVICES

The Health Office is staffed by a first aid/CPR trained **Health Service Associate**. The Health Service Associate provides first aid, administers medication under the direction of the Licensed School Nurse, assists with vision and hearing screening programs and processes immunization forms.

A **Licensed School Nurse** is an RN with a Bachelor's Degree who is also a Public Health Nurse and is available to consult with parents upon request. The school nurse will assess individual student health needs, plans for students with disabilities and chronic health conditions, provide nursing treatments and participate in health education programs.

FIRST AID AND ILLNESS

- If a student requires more than basic first aid, 911 will be called.
- If your child is absent due to illness, please call the Absence Line (952) 848-4602.
- All communicable conditions should be reported and notices of the symptoms will be sent home with all students in that classroom (e.g. chicken pox, strep throat).
- If your child is ill at school, Health Service staff will attempt to call a parent and then the name on the emergency card. If neither can be reached, an adult named by the student will be called. A student will not be sent home without an adult.

STAY-IN REQUESTS FOR RECESS

It is the general policy that if a student is well enough to attend school, he/she is able to go outside at recess and participate in physical education. We do understand that there are circumstances where this is not true, and we grant a **1 day** permission to stay inside at recess. (The student will be supervised in the lunchroom.) Permission must be asked for in writing by the parent/guardian or physician. This note of permission needs to be given to the teacher at the beginning of the day.

MEDICATION

All medications must be kept in the Health Office unless special arrangements are made with the licensed school nurse. Students with inhalers may carry them if the parent makes this request **in writing**. When a student required any medication at school, the student must bring:

- Medication in the original container with directions.
- Written permission from the parent.
- A written order from the physician.

SCREENING

Students will be screened in the following grades:

- Vision: 1, 2, 3, 4, 5
- Hearing: Kindergarten, 1, 2, 3
- Scoliosis: Girls in grade 5
- Color vision: 2

IMMUNIZATION RECORDS

In accordance with the School Immunization Law, all students who register to attend any Edina School must be fully immunized. Required shots must be completed before students can attend school. There are alternatives such as a signed notarized form indicating objection to immunizations or a physician signature indicating a need for a medical exemption.

Kindergarten students will need to provide immunization dates indicating that the minimum required number of vaccines have been received or provide documentation for exemption. This must be done on or before the day the student starts attending school.

Required immunizations:

- Five DTP (diphtheria, tetanus, pertussis). The fifth shot is not needed if the fourth was received after age 4.

- Four polio. The fourth shot is not needed if the third shot was after age 4.
- One MMR (measles, mumps, rubella).
- Three Hepatitis B
- Varicella (chicken pox) for kindergarten students unless the student has had the disease.

Please send a copy of the immunization dates (month, day, year) for each immunization to the Cornelia Health Office in advance to allow for processing time before your child arrives to school. If you have questions, you may call the Cornelia Health Office at (952) 848-4656 or the Health Services Coordinator at (952) 848-4890. Thank you in advance for your compliance with this law.

BIRTHDAY TREATS

In coordination with the District's Wellness Policy, Cornelia Elementary School does not allow birthday treats at school.

The purpose of... (the District's Wellness)... Policy is to ensure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity. The complete policy is available on the Edina Public Schools website: <http://www.edina.k12.mn.us/district/board/edinabpm/500/533.pdf>

Other reasons for restricting treats at school include:

- Loss of instructional time
- Expense
- Equity
- Allergies

Classroom teachers will continue to recognize children on their special day in special ways. Below are several ways students may choose to share their special day at school but under no circumstances should anyone feel obligated to send anything. These suggestions are offered only as an alternative to the traditional sugary treat:

- Donate a book to the class from the monthly Scholastic Book order
- Donate a game or puzzle to the classroom for indoor recess game cupboard.
- Donate a book to our media center in honor of the birthday child.

GENERAL HEALTH AND EMERGENCY INFORMATION

At the beginning of each school year, health and emergency forms are sent home with students. This is your opportunity to update us to any significant changes in your child's health, to alert us to any potential health problems and to furnish us with information that could be critical in an emergency situation. Please make sure that any emergency numbers you give us belong to people who are usually home and willing to take responsibility for your child. Please keep the Health Office updated of any changes during the school year.

RECESS INCLEMENT WEATHER GUIDELINES

In the case of inclement weather (cold, rain, etc.), students will stay inside during recess. During indoor recess all students stay inside and are supervised in their classrooms.

HAND WASHING

The best way to avoid getting a cold or the flu is to maintain a healthy lifestyle with plenty of sleep and exercise balanced with nutritious eating habits. Good hand washing is also important and is now accepted as the single most important procedure for preventing the spread of contagious disease. Cornelia students are encouraged to wash their hands thoroughly and often, especially before meals and after using the restroom.

HERBICIDE AND PESTICIDE USE

In order to maintain the highest standard of health safety and environmental integrity, the Edina School District has decided to ban the use of herbicides and pesticides in the care of its lawns. This change is in response to the increasing sensitivity to the potentially harmful effects of herbicides/pesticides on children

who are exposed to those chemicals on school grounds. The district will continue to use a synthetic type of fertilizer on its athletic fields.

KIDS CLUB/WISE GUYS

Edina KIDS Club is a caring, fun and enriching place for kids to grow, learn and relax. Children in kindergarten through grade three meet at Cornelia before and after school in the KIDS Club program. Students in fourth and fifth grade meet at the Edina Community Center and are part of the WISE Guys program. Kindergartners who need mid-day care have a kindergarten only option at the Community Center. One way bussing is provided between Cornelia and WISE Guys or Kindergarten programs. Regardless of the location, kids enjoy a safe, friendly, and age appropriate program that will delight and challenge them.

Program hours are 6:45 AM- 6:00 PM on school days, school release days and over the summer. An occasional use option is available for families who do not need regularly scheduled childcare. KIDS Club is a program of Community Education Services of the Edina Public Schools.

For information about registration, fees and other topics, please call 952-848-4644 for KIDS Club, 952-848-4812 for WISE Guys or go to the KIDS Club website:

<http://www.edina.k12.mn.us/cornelia/student/kidsclub/index.html>

LEARNING

ASSIGNMENT OF STUDENTS TO TEACHERS

Grade level teams work diligently in the spring to complete tentative class lists for fall. These tentative lists are then given to administration for review and to specialists for their comments and ideas. Changes in class lists are made throughout the spring and summer as students move in and out of the Cornelia neighborhood. Placement information is mailed to families in late August.

The goal of the placement process is to create balanced classes across the grade level. It is our belief that if we create balanced classes, all students in each class will have the best chance for learning and success. Teachers and administrators evaluate the following criteria when creating assignments:

- Appropriate match between teaching style and learning style
- Academic achievement
- Social skills and behavior of each student
- Work habits of students
- Positive and negative student combinations
- Gender balance within the class
- Gifted/talented considerations (type 3, clusters, and pull out)
- English as a second language
- Special Education and Foundations of Learning and Success Centers
- Speech and language
- Health concerns
- Parent input from the student information form
- Teacher time needed for special needs of students to consider conferences etc.

CLASS VISITATION GUIDELINES

This procedure is designed to guide community members and other guests who wish to visit the school or a classroom where the visitor does not have a student in that classroom.

The Cornelia staff welcomes visits from members of the community and other interested persons. Visits allow us to demonstrate the quality of educational experiences that students receive at Cornelia. We

recognize the multiple benefits of a partnership that needs to exist for students to succeed in our school, and visits are an appropriate way to enhance that partnership.

The primary goal of our class visitation guideline is to define procedures that will balance the needs of our visitors and those of the staff and students with regards to preventing the disruption of the educational program. The following guidelines were designed to provide a framework for the benefit of all:

1. All visits must be arranged through the principal. The principal will select the classroom(s) and time(s) for the classroom visit by consulting with both the teachers and the visitors.
 - a. Parent/guardian visitors will be allowed to visit in one classroom per grade level as determined by the principal. (Visits are scheduled to classrooms on a rotating basis.)
 - b. Classroom visits will be limited to approximately one hour. If a visitor is interested in one particular curriculum or time of day, an effort will be made to accommodate those specific requests.
2. Teachers will be instructing or monitoring students during the classroom visits and their time cannot be taken for conferences or questions. Parents wishing a conference with a teacher should not expect to interrupt the teacher but should telephone to arrange an appointment or phone conference.
3. Visitors must come to the office, sign in, and receive a visitor badge. The visitor badge must be worn during the entire visit to the school. A Staff member will direct you to the teacher, student or class that you would like to see.
4. The principal reserves the power to decline permission or withdraw permission for school visits, if such action is deemed necessary to ensure the physical or emotional safety of the students or to provide undue disruption of educational time.

We hope that visits are exciting and beneficial. We are very proud of our school, staff and students and are pleased to demonstrate the quality programs happening each day at Cornelia.

CLASSROOM VOLUNTEERS

Throughout the year, there are many opportunities for parents to help with classroom activities. To effectively manage volunteer assistance, the Room Parents work with the teacher. They will contact you about helping with parties, learning stations, special events, field trips, and so on. Please indicate your interest and availability to volunteer to the Room Parent(s) or to your child's teacher. Volunteers are also required to sign in and out each time they work at the school and to wear an identification badge while in the building.

CURRICULUM MAPS

Curriculum maps are available for each grade level and specialty area (i.e. Physical Education, Vocal Music, etc...)the maps highlight general areas of study and information about the learning process for that grade level or specialty area. They are available at any time in the school office.

HOMEWORK POLICY

Cornelia Elementary School staff recently reviewed homework practices across all grade levels. The guidelines that follow were designed to standardize the homework experience for students, parents/guardians and staff at Cornelia.

1. All students in grades 1-5 will use a planner to record homework and foster communication between school and home.
2. The amount of homework assigned to students will follow Board Policy Guidelines. The school district suggests that the average time for students to be engaged in homework should begin with 10 minutes per night, per grade level. As some students require more time to complete homework, the suggested range of total minutes per day is:
 - Primary: 10–30 minutes
 - Upper Elementary: 40–60 minutes
3. The types of homework assigned to students will include:
 - Reading
 - Math

- spelling
 - writing
4. Differentiation, or the accommodation of differing ability levels will be accomplished through writing and reading assignments.
 5. Assigned homework will be checked for completeness and/or accuracy.
 6. Large projects that involve material and adult support will be minimized.
 7. Homework assignments will be used to reinforce skills already taught.
 8. Homework should require minimal parental help.

HOW CAN PARENTS/GUARDIANS HELP WITH HOMEWORK?

1. Help set up a consistent organized place for homework to be done.
2. Help your student establish either a consistent schedule for completing homework or help them create a schedule that reflects the week's particular activities.
3. Encourage, motivate and prompt your student, but do not sit them to do the homework. The purpose of homework is for your student to practice and use what they have learned. If your student is consistently unable to do the homework themselves, please contact the teacher.
4. If your student is practicing a skill, them to tell you which steps are easy, which are difficult, or how they are going to improve. If your child is consistently unable to talk about the skill they are practicing or using, please call the teacher.
5. When bedtime come, please stop your student, even if they are not done.

HOMEWORK HINTS

The following guidelines can be helpful for parents:

- Set aside a quiet study area with adequate working space.
- Have appropriate materials available, which may include crayons, markers, scissors, glue, ruler, paper, pens, pencils, calculator, dictionary, atlas, and thesaurus.
- Create weekly homework schedules around family activities.
- Offer lots of encouragement.
- Foster independence by helping, not doing the work for them.
- Limit television/video game time.

STANDARDIZED TESTING

The Edina School District routinely administers standardized tests to certain grade levels. Parents are sent test score results along with an interpretation of the scores.

Cognitive Abilities Test (CoGAT) is given in second and fourth grades. The CoGAT assesses a student's strengths in three general abilities: verbal, quantitative and nonverbal.

Minnesota Comprehensive Assessments (MCA)

The Minnesota Comprehensive Assessments are used to assess achievement of reading and mathematics in Grades 3, 4 and 5; in grade 5, written composition is also assessed. These tests describe your child's performance according to established state criteria, standards and guidelines. The Minnesota Comprehensive Assessments are part of an overall state-mandated testing program.

Measure of Academic Progress (MAP)

MAP tests are a series of achievement tests that systematically increase in difficulty from one to another. Leveled tests make it possible to give each student a test appropriate to his/her achievement level. Since the test information is anchored in the curriculum, it is possible to track student progress from year to year. It also helps the district know whether instructional programs are working effectively. These tests are given in September, December and May.

MEDIA SERVICES

The mission of the Cornelia Elementary School Media Program is to provide a welcoming facility that will function as the information center of the school and a locus for integrated, interdisciplinary, inter-grade, school-wide and community-wide learning activities. The program will provide intellectual, physical, open and timely access to materials in all formats as well as instruction in accessing, using, evaluating, and communicating information to empower learners to become self-reliant, lifelong creators of information.

Checking out Materials

Materials are checked out to students for a period of one week and may be renewed for one additional week if another student has not reserved the material. If the material is more than one month overdue, students may not check out additional materials until the overdue material has been returned. Overdue notices will be sent to students with materials more than one month overdue through their classroom teachers. The classroom teachers remind the students of their overdue materials, as we do in the Media Center when the student visits. Edina School Board Policy required that students pay for lost or damaged Media Center materials. Our goal is for students to develop self-reliance, responsibility, and consideration for others through the proper use and care of Media Center Materials.

Reference Materials

Students may check out reference materials on an overnight basis only:

- Reference materials may be checked out of the Media Center at the end of the school day.
- Reference materials must be returned to the Media Center as soon as the student returns to school the next day. (Students who have an excused absence are expected to return the materials on their first day back at school. However, in such cases, we would appreciate having the materials returned by a parent or another student.)

STUDENT SUPPORT SERVICES

There are a variety of services provided for students who have been referred by staff or parent or who qualify for inclusion on the basis of standardized test scores. If you have questions, please contact the principal.

English as Second Language (ESL): ESL is a program that provides specialized instruction on the oral communication and literacy skills of English. Listening comprehension, pronunciation, functional usage, vocabulary, grammar, reading, writing, spelling and nonverbal language are all included in this comprehensive program. Cultural information and academic skills are emphasized as well as instruction on a linguistic and conceptual level appropriate to the needs of the student.

Gifted Education: Gifted Education Services places elementary students in gifted programs on the basis of intelligence, aptitude and achievement measures. Parents and teachers also provide information regarding characteristics they observe in the home and classroom. Classroom teachers or parents recommend evaluation. A gifted education resource teacher works with the students in grades 3-5 on various learning activities.

Special Education/Learning Disabled: School districts in Minnesota are responsible for providing free appropriate education to all students with disabilities from birth to age 21. Disabilities covered by Special Education are autism, mentally impaired, hearing impaired, visually impaired, emotionally/behaviorally disordered, physically impaired, speech/language impaired, other health impaired, multi-disabled or learning disabled. When a child is demonstrating difficulties in the classroom, the classroom teacher may refer a student to the Cornelia Student Assistant Team (SAT) to appropriately plan interventions and determine an assessment plan if needed. Once a child is identified as needing special education services after a formal assessment has been completed, a TEAM MEETING will be held to draft an INDIVIDUAL EDUCATION PLAN (IEP). The team consists of the student's parents and appropriate staff.

Success Centers: Success Centers provide a foundation of essential skills and strategies for students who are below grade level in reading and/or math. Students receive direct, explicit instruction that supports and enhances the differentiated instruction provided by the classroom teacher. Success Center programs occur before or after school.

BAND AND ORCHESTRA

All fifth grade students who are interested are eligible to participate in either Band or Orchestra.

Testing and Preparation: The process of entry into our Band and Orchestra programs begins in the spring of fourth grade year. Students are given a "listening" survey and treated to a demonstration that acquaints them with different types of instruments. The listening test helps music teachers direct students to the instruments with which they will have the most success.

Parent/Student Meeting and Interviews: After the listening surveys, parents and students are invited to a meeting where they receive information about the Band and Orchestra programs, learn about physical characteristics required for playing certain instruments, and sign up for a 15 minute individual interview with a member of the music staff. The interviews may be scheduled during or after the school day. At the interview, students (accompanied by a parent) meet with staff to discuss their music interests, try various instruments and make an instrument selection.

Instruments: Students who select sousaphone, baritone horn, French horn or string bass may reserve that instrument (for a small rental fee) with the band or orchestra director. All other instruments must be reserved with representatives of are music companies who are present at the interview site.

These companies offer good beginner instruments on a three-month leasing program, with six free private lessons at a convenient location. These private lessons, along with the weekly instruction at school and regular practice at home, will get musicians off to a good start. Parents can then determine if they want to go ahead and purchase the instrument. (Families interested in purchasing a used instrument should consult the music instructor.)

Most students carry their instruments to school on instruction days and store them in a special area in their classrooms.

Instruction at School and Concerts: Band and Orchestra students meet once a week for instruction in full group sessions and once a week in sectionals for small group lessons on “like” instruments. All Band and Orchestra instruction is provided during the regular school day. Concerts are scheduled at various times and places throughout the school year.

SAFETY AND SECURITY

DRILLS

Fire: We practice fire drills at least five times a year. Correct practice makes the process of evacuation automatic should we ever have a real emergency. We encourage all families to practice fire drills in their homes.

Take Cover: Take cover drills are practiced four times a year and students are instructed on safety practices during tornado watches and warnings.

Bus Evacuation: A bus evacuation drill is held early in the school year and again in the spring.

VISITOR PROCEDURE

Identification badges or visitor badges are required of everyone entering any Edina school building while classes are in session within the Edina Public School System. Please sign in at the office and obtain a visitor badge no matter how short your visit. The Cornelia staff has been asked to stop anyone not wearing a badge and have them report to the office.

SCHOOL CLOSINGS

In the event that dangerous weather conditions or other school facility emergencies jeopardize the safety of students and staff, the Superintendent has three options: closing school, declaring a late start, or having an early dismissal. All communication about school closings, late starts and early dismissals will be announced over WCCO-AM radio (830) and television channels 4, 5, 9 and 11.

It is very important that parents/guardians establish plans for their children in the event of a school closing, late start or early dismissal. **Of particular importance is to have a plan for your children in the event the school has an early dismissal and the children arrive home earlier than usual.** (It is very possible that you **will not** be contacted by the school about an early dismissal... our phones lines get very busy during these types of emergencies and contacting all parents is impossible.) Should your child go home to a neighbor? Does your child have a key to get into the house? What communication procedure do you have when your child arrives home? Is there a neighbor or relative near home that

your child should report to or go to their home? These are all important logistical procedures that should be established from the first day of school!

A form (Early Dismissal Procedure) will be sent home with the classroom placement letter in August. It must be completed and returned to your child's homeroom teacher. Please note: Sometimes emergencies happen at a particular school that are not weather related but necessitate sending students home.

LOCKED DOORS

During regular school hours, all the outside doors will be locked except for the main entrance. This provides additional security for students and staff and allows us to monitor adults in the building.

STUDENT LIFE

AFTER SCHOOL PLANS

Bus drivers will not allow a student to ride a different bus except for purposes approved in advance by the transportation department (952) 848-4979.

BOOK AND EQUIPMENT CARE

There will be times when students will be asked to pay for lost or damaged books and equipment. These assessments will be made by the teacher or principal.

DRESS

The school dress code stresses that dress and appearance must not present health or safety problems or cause disruption to normal classroom operation. Students wearing clothing breaking that standard will be counseled and, in some cases, required to change before attending class.

Students and parents should consider weather conditions when dressing for school. They will go outside during the noon hour every day unless the **temperature drops below zero, the wind chill is -10* or below, it is rainy or very icy.** Please label all outerwear – coats, boots, gloves, hats – with you child's name.

FIELD TRIPS

Field trips are organized by each grade level throughout the school year to coordinate with the curriculum. Parents are notified of field trip plans and asked to sign permission slips and return them to school along with a fee to cover transportation costs and admission. **Families in need of financial assistance should consult with the principal at (952) 848-4600.**

LOCKERS

Lockers are furnished for all students. For security reasons, locks are not permitted on student lockers.

LOST AND FOUND

The lost and found is located by the "recess door" at the end of the main hall. Please check this area for your child's missing items. As items accumulate, unclaimed and unlabeled items are donated to charity. Parents are requested to put their child's name on all personal belongings. If something is left on the bus, please check with the Transportation Department at (952) 848-4979.

LUNCH/RECESS PERIOD

Menu: A menu is published monthly and sent home with students. Each day students have the option to purchase a school lunch or milk to drink with a lunch from home.

Computerized Lunch Credit System/Tickets: We use a computerized lunch payment system. This system will allow each family to be assigned a family lunch account number, and each family member within that family will be assigned an individual lunch number. The system will allow each student to make choices in the serving line from the menu and then proceed to the cashier. The student will then

punch in their individual ID number on a computerized key pad. A screen will show the student name and the cashier will confirm the student identity and correct ID number. The child will then proceed to the dining table. All transactions will be confidential. Money to be used for school lunches can be given to the homeroom teacher or dropped off at the school office. This money will be added to the student's lunch account. Please call (952) 848-3811 with any questions regarding your child's lunch account.

Playground Supervision: Our playground is supervised by adult employees of the school who have been trained in CPR. They do their best to make our playground a safe place for children!

Student Equipment: Student playground equipment is purchased by the PTO. The equipment is provided for the use of all students. Students may take balls, jump ropes, etc. from the cart, but they are expected to return what they have used when they are finished using it.

Cafeteria Etiquette: Your child's lunch break is an important part of his/her day. We monitor student behavior closely. If behavior problems get out of hand, friends might be separated, individual students might be isolated or entire groups of students might be given assigned seating.

MESSAGES

Parents who need to contact a child during the day with an important or urgent message can usually do so. You may leave a message with the office staff to be relayed to your child. **It is not advisable to leave an urgent message on the teacher's voice mail.** If the teacher is absent, that message will not be received! **Furthermore, any message given to the office staff an hour or less before dismissal may not be received by your child.** The end of the day is very hectic and it is sometimes difficult to find a child at that time! If your message cannot be delivered, your child's safety could be jeopardized. Please make every effort to call at least an hour before the end of the school day. (We will, of course, make an extra effort for emergencies and circumstances beyond your control.)

PARTY INVITATIONS

Please check with the teacher regarding celebrations of birthdays during class time. For parties held outside of school, if your child is not including the entire class, please do not distribute invitations in school.

If your child wants to bring a treat to share with the class, it must be commercially prepared.

SCHOOL PARTIES AND GIFT EXCHANGE

All grades will have parties to celebrate the fall season, the winter holidays, and Valentine's Day. These parties are facilitated by the room parents in cooperation with the classroom teacher. The PTO collects a nominal fee at the beginning of the school year to help cover the cost of the parties. All food items donated for classroom parties must be commercially prepared.

TELEPHONE USE

Students may make telephone calls during the day with permission from a staff member. Arrangements for transportation, going home with another student, etc. should be made before leaving home.

SCHOOL SUPPLIES

Students need to bring their own school supplies as listed on the supply list. The list of school supplies is sent home in the spring and also in the back-to-school letter in August.

TRANSPORTATION

BUS RIDERS

Bus Behavior: Please refer to the "Rights and Responsibilities for Student Management" for information on expected behavior and consequences for inappropriate behavior.

Eligibility: All Cornelia students in kindergarten through grade 5 who live more than seven-tenths of a mile from school and who reside within the Cornelia School district have bus transportation directly to and from school. (Students living closer could be bussed if a walk would involve hazardous roadways.) **Open**

enrollment students from other districts and students who live seven-tenths of a mile or less from school must furnish their own transportation.

Kindergarten Students: Morning kindergarten students ride to school using the regular bus routes at the beginning of the school day and return home on a bus for kindergarteners only; afternoon kindergarten students are bussed to school on a bus for kindergarteners only and return home using the regular bus routes at the end of the school day.

Seating Assignments: Bus assignments are mailed to students on postcards by the end of August each year. If you do not receive an assignment or have questions about a route, please call the Transportation Department at (952) 848-4979. During the first two weeks of school, the driver will ask riders to indicate their preference for seating assignments. The driver will then create a reserved seating assignment for all students. Working with the students on the bus, the driver will periodically rearrange the reserved seating assignments.

KIDS CLUB and Wise Guys: One or two busses are assigned to transport students to the Edina Community Center after school. Fourth and fifth graders who attend Wise Guys are allowed to ride this bus.

Going Home With A Friend – AKA Rider Transfers: Students will not be permitted to ride on another bus unless it is necessary for purposes that have been preapproved by the supervisor of Transportation. Because of the large numbers of students on each bus, it has become necessary to eliminate rider transfers – students who are not regularly scheduled to ride that bus. The transportation Safety Advisory Committee has made this recommendation for the safety of each student and to ensure that each student has a seat on the bus. State law mandates that ridership on a bus not exceed its capacity and many Edina busses operate at capacity. The primary objective is to prevent social activity rider transfers. Our goal is to provide a safe and effective transportation service, not to complicate transportation situations for families.

Bus Stops: Bus drivers attempt to adhere closely to the printed times for stops but weather and traffic can create some variability. Students are urged to arrive at bus stops no more than five minutes before the scheduled pick-up time.

IN-LINE SKATERS/SCOOTERS

In-line skates may be ridden to/from school but are **NOT** to be worn in or during school. We also highly recommend the wearing of helmets while using in-line skates.

BICYCLE RIDERS

Because of the shortage of bicycle parking and safety concerns, only **students in grade 3 through 5 are permitted to ride their bicycles to school.** The bicycle racks are located in the corner of the playground. All bikes must be parked in the bike corral. All students bikers will be asked to wear helmets; those not wearing helmets will not be allowed to ride a bike to school.

WALKERS AND RIDERS

Students should not arrive before 9:10. Students arriving at the front of the school must wait outside until the arrival of the first bus. If you are arriving by car: Get out immediately next to the curb OR Have your parent wait with you in a parking spot at the front of the school or the parking lot until 9:10. **DO NOT WAIT IN YOUR CAR IN THE DROP-OFF AREA.** While waiting on the sidewalk there will be no running/pushing/etc. Students will be told when they can enter the building.

SAFETY PATROL

Cornelia's Safety Patrol is a service activity open to all fourth and fifth grade students. They provide crossing supervision at street corners near the school and are under the direction of an adult supervisor. Participants are usually scheduled for a week at a time, rotating on a three week schedule. They must arrive early and stay late in order to provide this service. When the air temperature is -5°F degrees or the Wind Chill Index is -20°F degrees, we will not send the safety patrols out due to concerns for their safety.

PTO AND PARENT INVOLVEMENT

PTO ACTIVITIES AND EVENTS

The purpose of the Cornelia Parent/Teacher Organization (PTO) is to support and enhance the educational programs at Cornelia School and to strengthen the relationship between home and school. Information about membership is distributed in September and each family is invited to join the PTO. Annual dues fund the Cornelia Handbook, Staff and PTO Directory and Student Directory and help support other Cornelia School programs and activities.

The PTO Board is comprised of Cornelia parents and the school principal. The parent assumes responsibility for specific jobs over the course of the year. Volunteers for board positions are recruited in the spring. Interested parents should call the current PTO President or watch for the annual PTO Volunteer Form that is distributed during Open House. The PTO officers are President, Vice President/Volunteer Coordinator, Secretary, Treasurer, Communications Director, and Elect positions for all of these positions. The Elect positions serve as training positions, and the Elects assume the full duties of the position in the second year. A committee including the PTO President forms in the early spring to nominate PTO Officers for the next year.

The PTO and other parent volunteers play significant roles in organizing and running events, programs and activities at Cornelia School. Parents interested in volunteering may call the chairperson listed in the Staff and PTO Directory and also in the Student Directory. The areas in which the PTO is involved include: student enrichment programs, liaisons, communications, fundraising, hospitality, service, parent education and school events.

There are several Cornelia PTO general membership meetings during the school year. All parents are invited to attend and encouraged to participate, and families who have paid PTO membership dues are eligible to vote on PTO matters. Topics and times are announced in Visions or flyers from the school.

The PTO and other parent volunteers help organize and run many events held at Cornelia School. The purposes of these events vary, but they all serve to enhance a child's experience while at Cornelia. In the recent past, PTO fundraising has paid for such things as interactive white boards, document cameras, netbooks, maps, CD-players for each classroom; books and furniture for the Media Center; playground equipment; supplemental classroom books; guest speakers; office materials; math, science, and music equipment; art room supplies and equipment; and much more.

WANT MORE INFORMATION ABOUT CORNELIA'S PTO? VISIT: corneliapto.com