

2025-2026 Cedar River Academy Student & Family Handbook



720 7th Ave SW, Cedar Rapids, IA 52404

Main Office (319)558-2477

Attendance Office (319)558-2477, PRESS 1

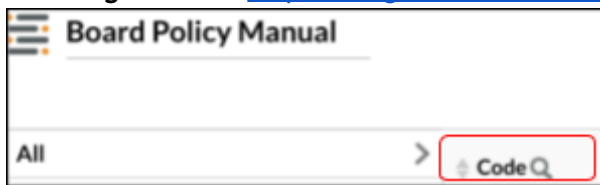
Fax (319)409-8425

<https://cramagnet.crschools.us/>

Table of Contents

Welcome.....	5	Lockers/Personal Belongings	24
Cedar River Academy Mission.....	5	Toys & Personal Property	24
Family Involvement.....	5	Lost & Found.....	24
Staff Directory.....	6	Animals at School.....	24
District Calendars.....	7	Property Damage.....	24
School Delay/Closings.....	7	Evacuation, Severe Weather, & Active	
Make-up Days.....	7	Threat Drills.....	25
School/District Wide Messaging.....	8	Crisis Response.....	25
Contacting Teacher.....	8	Student Information System (Infinite Campus).....	25
Communication During School Day.....	8	Change of Address.....	26
Change of Address.....	8	Accidents and Emergency Information....	26
Before and After School Care.....	8	School to Home Communication.....	26
School Hours.....	9	School Pictures.....	26
Arrival/Dismissal Procedures.....	9-10	Supplies & Fees.....	26
Crossing Guard.....	11	IMC/Library.....	27
Bus Transportation.....	11	Electronic Devices.....	27
Visitors.....	11	Student Device Use & Conduct Policy.....	28
Signing Students Out.....	11	Personal Devices.....	28-29
Contacting Child During School Day.....	11	Classroom Assignments.....	29
Absences and Attendance.....	12-13	Reporting to Families.....	29
Visiting and Volunteering.....	13-14	PACT Program.....	30
Health Services.....	14-18	MTSS.....	31-35
Food Services.....	18-19	School Counselor.....	35
Wellness.....	19-20	Student Leadership/Sustainability	
Playground and Recess.....	21-22	Committees.....	36
Weather Guideines.....	22	Community Relationships.....	36-37
Field Trips.....	22	Building Use.....	37
Bike Safety.....	23	Legal Notices.....	37-38
Clothing & Appearance	23-24	Non-Discrimination Policy.....	38

NOTE: All references to Board Policies, Regulations, and Procedures can be found on the following website: <https://tinyurl.com/CRCSD-BoardPolicyManual>



You can search for a specific policy number by clicking the magnifying glass on the Board Policy Manual home page and typing in the policy number.

Introduction

For the 2025-2026 school year, the handbook can be found online through the CRCSD school websites. Students and parents are encouraged to review the handbook and its contents.

Definitions

References: School Board Policy 0604 & Regulation 0604.01-R(1)

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property (including school provided electronic devices), property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. This would also include when learning is provided in a virtual environment. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. Every effort has been made to summarize school policies and regulations to provide a basic understanding of the district's expectations for students attending school. More detailed regulations can be found in the School Board Policy manuals located online through the CRCSD website.

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, and/or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age & maturity and with respect and consideration for the rights of others while on District property or on property within the jurisdiction of the District; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the District.

Students who fail to abide by the District's policies, regulations, and procedures and the applicable student handbook will be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the District or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere.

The District may impose a range of disciplinary measures for acts of misconduct. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension from

school, suspension from participation in extracurricular activities, and expulsion. The discipline imposed will be based upon the facts and circumstances surrounding the incident and the student's record. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances. The imposition of discipline will be within the discretion of the individual responsible for imposing the discipline. In instances where there has been a violation of the law, as well as school rules, appropriate law enforcement officials will be contacted and may become involved in the District's administration of discipline. The District reserves the right to seek restitution from the parents/guardians of a student or the student for damage caused by the student.

Teachers and/or others who are in charge of a classroom must be the administrators of classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When a situation arises wherein the educational process is substantially interfered with, it then becomes the responsibility of the administration to assist in the disposition of the discipline problem.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. As in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspension, either in or out of school, equals ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

Welcome to Cedar River Academy!

Dear Families,

This handbook is provided to communicate family/student expectations and procedures while attending Cedar River Academy.

The Cedar River Academy Staff is committed to ensuring all our students have a great learning experience while attending Cedar River Academy. Communication and collaborative relationships with our families is very important to us. Email correspondence is typically used to communicate updated information. Please make sure your email contact is up to date in Infinite Campus and check it frequently.

Please do not hesitate to communicate with your child's teacher, or the school principal with feedback or concerns regarding your child's progress or our school.

Sincerely,
Kendall Gent
Cedar River Academy Principal
kgent@crschools.us

Cedar River Academy Mission

Taylor School opened as a magnet school starting with the 2019-2020 school year and our name is now Cedar River Academy (CRA).

Our CRA mission is to develop a community of high achieving, future ready learners with a passion for the sustainability of environment, community, and self.

Magnet schools have a focused theme and are built on the foundation of the magnet school pillars: diversity, innovative curriculum, professional development, academic excellence, high quality instructional systems, and family and community partnerships. We use a 'hands on - minds on' approach to learning while using state and district standards and vary the delivery of instruction by teaching the standards within a theme.

All students residing in the CRA boundaries will be able to be enrolled at CRA. New students living outside of the school boundaries and desiring to be a part of our magnet school may request to join the enrollment lottery each school year in January/February.

#Learning Today, Sustaining Tomorrow

#Be Kind, Be Safe, Be Responsible

#CRA Cares

Family Involvement

Our district and school seeks input from families utilizing various methods. Throughout the school year, there will be opportunities for you to provide input through questionnaires and surveys. Please know our school leadership team utilizes this information to determine actions for school improvement. If you are interested in serving on our Parent Advisory Committee, please contact Principal Gent. The purpose of the committee will be to provide collaboration with the school on our school improvement efforts.

Staff Directory

Kendall Gent	Principal	kgent@crschools.us
Olivia Farley	Secretary	ofarley@crschools.us
Lisa Davis	Vol/Enrich Coordinator	lidavis@crschools.us
Natalia (Tali) Duff	School Counselor	nduff@crschools.us
Leicha Scranton	Instructional Coach	lscranton@crschools.us
Elizabeth (Liz) Callahan	Magnet School Coordinator	ecallahan@crschools.us
Kate Hogg	Media Secretary	khogg@crschools.us
Sydney Eisenmann	Engagement Specialist	seisenmann@crschools.us
Chris Stumpff	Engagement Specialist	cstumpff@crschools.us
Alicia Dahm	Health Secretary/Attendance	adahm@crschools.us
Morgan Tesdall	School Nurse	mtesdall@crschools.us
Kaulei Inman	Tanager BHIS Worker	kinman@tanagerplace.org
Claudia Idstrom	Early Learning Teacher	cidstrom@crschools.us
Chloe Tieskoetter	Early Learning Teacher	ctieskoetter@crschools.us
Emily Nordhoff	Kindergarten Teacher	enordhoff@crschools.us
Amy Johnson	Kindergarten Teacher	amjohnson@crschools.us
Andrea Wheatley	1st grade teacher	awheatley@crschools.us
Diana Montes	1st grade Teacher	dmontes@crschools.us
Laurie Martin	2nd grade teacher	lamartin@crschools.us
Morgan White	2nd grade teacher	mwhite@crschools.us
Juliana Johnson	3rd Grade Teacher	jujohnson@crschools.us
Nick Hauptly	4th Grade Teacher	nhauptly@crschools.us
Joliann Schroeder	4th grade teacher	joschroeder@crschools.us
Kendall LaFontaine	5th Grade Teacher	klafontaine@crschools.us
Alexandra Curtis	5th Grade Teacher	acurtis@crschools.us
Ryan Patterson	Gifted/Talented	rpatterson@crschools.us
Ernestina (Tina) Hernandez-Zudell	ELL Teacher	ehernandezzudell@crschools.us
Liliane Atty (.5)	ELL Teacher	latty@crschools.us
Allison Wickman/Elizabeth Snyder	Music Teacher	awickman@crschools.us/esnyder@crschools.us
<i>Vacancy</i>	Art Teacher	
Ryan Hanson	PE Teacher	rhanson@crschools.us
Sandra Lowry	Special Education Teacher - MultiCat	slowry@crschools.us
Brett Calcara	Special Education Teacher - MultiCat	bcalcara@crschools.us
Stephanie Thompson	Special Education Teacher - MultiCat	stthompson@crschools.us

Stay up to date with the happenings of CRA at

Website: <https://cramagnet.crschools.us/>

Facebook: www.facebook.com/CedarRiverAcademyatTaylor

Pictures of activities and students are used often in our social media. If you would prefer to omit your child from social media, please submit a written letter to the main office each school year.



District Calendars

The CRCSD District Calendar for K-12 and Preschool can be found on our district website.

<https://crschools.us/calendars/>

School Delay/Closings

When a decision is made to close schools for the day, delay school, or dismiss early because of inclement weather or unforeseen circumstances, announcements will be made on local radio and television stations, district websites and social media platforms. In addition, district parents and staff are notified of delays and cancellations by school phone messenger. It is important that contact information is up-to-date in Infinite Campus and the household member has selected to receive notifications via email, phone, or text message.

Make-up Days

When school days are canceled due to inclement weather or other unforeseen circumstances, school days may need to be made up. Potential make-up days are indicated on our school calendar. Parents are encouraged to take these potential days into consideration when planning early summer vacations to eliminate any conflict in schedules.

School/District Wide Messaging

Systematic email, text, and phone call usage is a common method of communicating to our families attending CRA. Emails, texts, and phone calls distribute messages about upcoming events, school news, emergency information, school cancellations, late starts, and unscheduled early dismissals regularly. Please be sure information in Infinite Campus is updated so you receive timely school news.

Contacting Your Child's Teacher

Questions, suggestions, or concerns should be directed to the staff person in the position closest to the situation or concern. Positive and clear communication among guardians, students, and staff is important in developing a healthy and productive partnership. If you need to speak with a specific staff member at CRA, please use one of the communication methods listed below that you feel is most effective:

- Send an e-mail message to the teacher (responses from teachers will typically be made before and after the school day depending when the email is sent),
- Call the school. (The best time to contact a teacher is between 8:10 am and 8:25 am, or between 3:50 pm and 4:10 pm) You may also leave a message with the office staff.

Staff Communication During the School Day

Staff will contact guardians by phone during the school day if there is an immediate need to discuss a problem involving their child. Staff may communicate in writing or electronically at other times.

Change of Address

Please complete the annual verification each year and update your address. If you move during the school year, please notify the office of your new address so it can be updated in Infinite Campus. If you move out of your resident school attendance area and wish to remain at your current school, please complete a permit form found on the district website.

Before and After School Care

Some CRCS D elementary schools will have before and after-school programming through Champions that will begin at 6:30 am and be available until the start of the school day. Champions also provides after school programming until 6:00 pm. CRA students attend Champions at Cleveland Elementary.

If you have any questions, please contact Champions at 800-246-3408 or at discoverchampions.com.

School Hours

- 8:25am-8:40am: Doors open/breakfast served
- 8:40am - Breakfast ends
- 8:50 am: School begins
- Students are considered late after 9:00 am
- 3:50 pm: Regular Dismissal Time

Students are not to arrive earlier than 8:20am.

Supervision is not provided until 8:20 am.

Pre-School starts September 2nd!

- No Class on Fridays! -

- 8:50 am – 11:50 AM Class
- 12:40 pm – 3:40 PM Class

Announcements begin at 8:50 each day. The Pledge of Allegiance is recited during announcements along with activities of the day. Students may choose to stand and recite the pledge, or not. All students are to remain quiet during announcements. Each classroom displays a flag.

Arrival Procedures

- Breakfast is served 8:25am - 8:40am
- Students eating breakfast arrive at 8:20 and form a k-2 line outside on right side of doors and 3-5 line on left and wait in line to enter. Students should not run around while waiting.
- Students not eating breakfast should arrive at 8:45am.
- Kindergarten students will proceed to their assigned classrooms at arrival for breakfast.
- 1st-5th grade students eating breakfast will enter the cafe line.
- 3rd -5th graders eat breakfast in the cafeteria.
- Students may not enter classrooms without adult permission
- Any student wishing to eat breakfast arriving after 8:40 will receive a sack breakfast
- Students are not allowed in the building prior to 8:25 unless they have permission from staff or are accompanied by an adult
- Visitors entering the building prior to 8:25 will enter through the front door to be buzzed in by office staff.
- **When dropping off students by car, please pull as far forward in the drop off lane to allow other cars space to pull in. Do not use the fire lane to drop off students. Single car lanes only. Do not drop off students before 8:20am.**
- **Please do not leave cars unattended in the drop off of lane. If you need to enter the building, please park your car in the lot.**
- **Please be cautious of students walking to school and refrain from blocking our neighbors' driveways, waste containers, or parked cars**

Preschool Families -

Please park cars along the street or parking lot. An adult must be present to drop off and pick up your PK student at the back entrance by PK playground to be met by PK staff.

-AM Arrival time is 8:40-8:50. PM PK- arrival time is 12:40-12:50.

If you arrive after 8:50 AM or 12:50 PM, you must sign your student in at the main office. If you are picking up your student early, please sign them out in the main office.

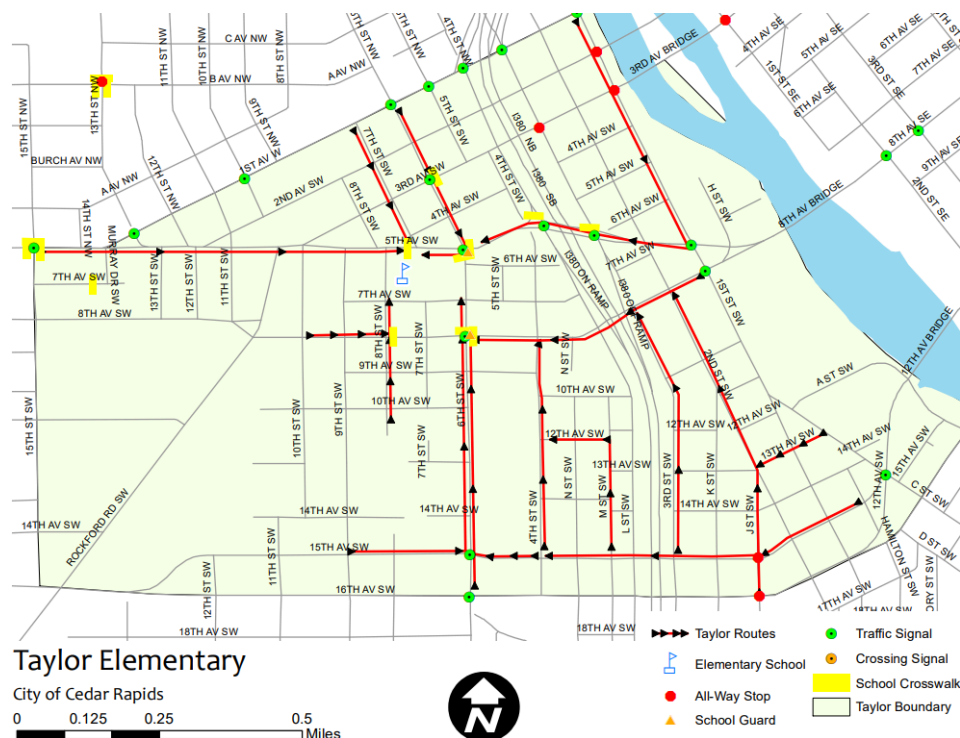
Dismissal Procedures

- Elementary schools dismiss at 3:50 pm; Monday – Friday
- **When picking up student by car, please pull as far forward in the drop off lane to allow other cars space to pull in**
- **Do not leave cars unattended in the drop of lane. If you need to enter the building, please park your car in the lot.**
- **Do not use the fire lane for pick up. This lane is used so cars may pull out and leave the pick up area**
- Walkers- Please wait for students in front of the school. This helps with a smooth dismissal
- Do not bring dogs onto school property, the safety of all students is very important to us
- Staff will begin dismissal of car riders at 3:45pm. Staff will meet cars in front driveway and call into office for students to be dismissed
- It is helpful to have the names of the students you are picking up visually displayed in your car for staff
- **Students will not be released early after 3:30pm due to office staff preparing for dismissal.**

There is no car drop off or pick up in our south, 7th Ave bus loop. Buses and school vans only!

At CRA Elementary, the safety of our students is a priority. With all of us working together, we can ensure the safety of all our students. We are always examining our practices in order to improve. Please read over these procedures and contact the school if you have concerns.

Students are encouraged to use the pictured sidewalk routes designated by the city of Cedar Rapids when walking to and from school.



Crossing Guard

There will be a crossing guard to help walkers cross at 6th St. and 8th from 8:20-8:40 am. Guardians are encouraged to walk with their student to and from school. Crosswalk signals should be utilized whenever crossing the street.

Bus Transportation

Some students are transported by school bus. You will receive information about routes, pick up, drop off times and student conduct. It is the responsibility of the family to provide supervision at bus stops before and after school.

Students must meet certain requirements to be eligible for bus transportation.

See eligibility requirements here:

<https://crschools.us/students-and-families/transportation/bus-eligibility/>

All transportation questions or concerns should be directed to the transportation office at 319-558-2318.

Visitors

Guardians are welcome to visit our classrooms. Please contact your child's teacher to arrange a scheduled visit. Please do not visit unexpectedly.

Upon arrival, all visitors are required to sign in at the office to have their ID scanned into our RAPTOR system and receive a printed badge. The badge will need to be worn at all times during the visit.

Signing Students Out From School

Students may only be signed out of school by an adult listed in Infinite Campus. In the interest of safety and attendance, guardians will sign students out from school in the main office. Staff will call the student from class for dismissal. If your student returns before the end of the school day, guardians will sign the student back in at the office.

Students will not be released early after 3:30pm due to office staff preparing for dismissal.

Guardians must enter the building and come to the main office to sign their student out from school.

For your child's protection, CRA staff cannot release a child to anyone other than their guardian or persons listed as an emergency contact through Infinite Campus without written consent or by arrangement with the principal. If you plan to have your child picked up by someone else, please notify the office prior to pick up and they will sign them out in the main office.

Getting a Message to Your Child

If you need to contact your child during the school

Day, call the main office at (319) 558-2477. To minimize disruptions, messages are usually delivered during the last 15 minutes of the day (except emergencies). Please do not text or call or student on their cell phone. This is very disruptive to learning

*Please take care of personal business before or after school.**

Staff will not call on behalf of a student to arrange dismissal with other students.

Absences and Attendance

References: School Board Policy 0602 & Procedure 0602-Pr(1)

Regular attendance, as well as being on time to school and class, is essential for students to obtain the maximum benefit from school and take full advantage of educational opportunities provided by the district. Students and guardians are required to follow District and school rules and procedures regarding attendance as outlined in Board policy 602 and to align with the State of Iowa's Compulsory Education Law Chapter 299.

The Cedar Rapids Community School District believes that excessive student absenteeism and tardiness is an early warning sign of poor academic achievement and puts students at risk of dropping out of school. An absence is any time a student does not access instruction (physically or remotely as designated). Absences will be recorded as part of a student's attendance record and tracked through Infinite Campus.

Absences:

It is the responsibility of the guardian to notify the student's attendance center as soon as the guardian knows the student will not be attending school. **This can be done by calling the school at 319-558-2477, PRESS OPTION 1 FOR ATTENDANCE.** If the school is not notified of the absence, it will be counted as unexcused. The guardian may rectify this by giving verbal or email notice within two days of the reason for the absence or provide necessary documentation. The administrator reserves the right to verify an absence as excused or unexcused and may request evidence or written verification of the student's reason for absence. Student absences approved by the administrator are excused absences.

Excused absences may include, but are not limited to:

- Illness - as long as an attendance contract is not in place
- Medically documented chronic or extended illness, hospitalization, or doctor's care, or school nurse's approval
- Medical or dental care
- Death or serious illness in the family
- Religious holidays requiring absences from school
- Court appearances or other legal proceedings beyond the control of the family
- Class time missed because of attendance at a school-sponsored trip or activity
- Other verified emergency as approved by the building administrator
- Other reasons which can be justified from an educational standpoint and which are approved by the building administrator

Arriving Late and Leaving Early:

Arriving at school or class after the official start time constitutes tardy. If a student is consistently arriving late or leaving early and it is documented, the information will be considered at the District and County Attorney levels. Time missed from instruction due to tardiness or leaving early will count towards the cumulative hours a student is absent. A student is considered tardy if:

Elementary School - Enters the school any time between 8:50 and 8:50. Afternoon Pre-K is tardy from entry between 12:50 and 1:00.

If a student enters the building for the day after these tardy time frames, the school designee will record their entry time into Infinite Campus using the Check In/Check Out feature in which this time will count towards unexcused absences.

Students who are absent from school for any reason are expected to make arrangements with appropriate school staff to recover the missed learning. Students can earn full or partial credit for the missed school work, as agreed upon by the student and school.

Students who wish to participate in school-sponsored activities must attend school at least one-half day on the day of the activity unless permission has been given by the administrator for the student to be absent.

Responding to Excessive Absenteeism:

Reference: School Board Procedure 0602-Pr(1)

School staff will follow District procedures to address attendance concerns. Guardians and students are expected to ensure an absence from school is a necessary absence. Truancy is the act of being absent without an excuse as defined by Board policy 602 which occurs through the failure to regularly attend school hours as established by the Board in the school calendar.

When a student's non-attendance or tardiness interferes with learning, the building MTSS team may intervene to identify barriers and offer additional support to improve student attendance. The team may communicate with the student and the student's guardians to determine the reason(s) for the excessive absences, ensure the student and guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance. The team may recommend community resources and/or collaborate with community agencies and organizations to address the needs of the student and family if applicable.

Visiting and Volunteering

Visitation Policy

For security purposes, anyone visiting school between 8:50-3:50 will use the front entrance door. A doorbell will alert the office staff of your arrival. Upon recognition they will "buzz" you in. Visitors must report to the office and must provide a form of identification that will be run through our Raptor System. A name tag will be printed for you.

You are always welcome to see first hand the teaching and learning taking place at school. As a professional courtesy, we ask that you make arrangements with teachers or principal prior to a planned visit. Please let the office staff know when you leave the building also. Visiting children must be accompanied by an adult. We appreciate your understanding and support of these security measures to ensure the welfare of all students and staff.

Visitors may have lunch with their children. We welcome such visits, but ask to please notify the teacher and office in advance. We encourage visitors to eat school lunch or to bring a healthy lunch of their choice. Visitors may not bring lunch for any child other than their own. For safety and security we ask that visitors refrain from taking photos of other children while on school premises.

Raptor System

The Cedar Rapids Community School District utilizes the Raptor Visitor and Volunteer

Management System in our schools to strengthen the district's program of campus safety for students and staff. Upon entering a district building, visitors will be asked to present an ID, which may be scanned or manually entered into the system. We understand that a parent or guardian, for a number of reasons, may not have a US government-issued ID. In this case, the school staff member can ask to see another form of identification and manually enter the person's name into the Raptor system. The system is designed to check this information against the sex offender registry.

To learn more about the Raptor visitor and volunteer management system, please visit the Raptor Technologies website (www.raptortech.com). If you have any questions regarding the security system, please contact your building principal.

The safety of our students is our highest priority and the Raptor visitor management system provides a consistent way to aid in protecting our students from potential harm. Thank you, in advance, for your understanding and support of enhancing school safety protocols in our district.

Volunteering

We encourage ongoing and active volunteer involvement by individuals and groups when it will enhance the educational experience of our students. Examples of volunteers include, but are not limited to: classroom volunteers, field trip volunteers, bus chaperones, mentors, reading buddies, etc. Volunteers will be under the supervision and direction of a school employee. Contact the Volunteer Coordinator if you are interested in volunteering. Please contact the school office at (319) 558-2477

The Cedar Rapids Community School District (CRCSD) recognizes the need to maintain a District Volunteer Services Program to support classroom instruction and co-curricular activities. CRCSD appreciates the involvement of volunteers in supporting instructional programs and enriching the learning environment. The district shall make every reasonable effort to provide a safe learning environment for students working with volunteers.

A Volunteer Application is required annually of all volunteers whose primary role is that of working directly with students or assisting staff on a regular basis; supervising/chaperoning students; or acting as an authority figure. All Volunteer Applications will be checked against the national sex offender database and are subject to a background check.

<https://apps.raptortech.com/Apply/MTE5OTplbi1VUw==>

All applications must be approved prior to volunteering.

Health Services

CRCSD Health Services

All schools have a health office staffed by a health secretary and access to a school nurse to provide health related services to students throughout the school day. Health office staff provide first aid for injuries, administer medication and assess complaints of illness. School nurses manage chronic health conditions, including potentially life threatening health conditions.

The school should be informed of students' significant health conditions. The information will be shared with school staff needing to know about your child's condition. If the condition requires special adjustments in the school environment, the school nurse should be contacted. Any changes in student health status during the year should be communicated to the school nurse or health secretary.

Alicia Dahm
Health/Attendance Secretary
319-558-2477 Option 2
adahm@crschools.us

Morgan Tesdall
School Nurse
319-558-2477
mtesdall@crschools.us

Administration of Medication Policy

Prescription Medication. Only medication prescribed by a legal prescriber shall be administered during the time the student is at school. The parent/guardian shall provide written authorization and instructions. The medication (in original container) must be kept in the school health office unless the school nurse authorizes otherwise. By law, students with asthma or other airway constriction diseases may self-administer their medication with approval of their parents and prescribing health care provider. Permission forms are available in each school health office or on the District's website under the Student Services/Health Services page.

Over-the-Counter Medication. A legal prescriber's signature is required on the District's medication permission form before any over-the-counter medications will be given- including lotions and cough drops etc. Requests to administer experimental, off-label supplements, herbal, alternative, complementary and homeopathic medications, including all forms of essential oils, are evaluated and approved for administration on a case-by-case basis in consultation with the school nurse. There will also need to be communication with the prescriber, research, information, resources and other sources to support the safe and effective administration at school (Iowa Board of Nursing, 1995). Middle and high school students, in accordance with Health Services protocols for common complaints of pain, may have limited, over-the-counter medication with written parental consent.

****A Legal Prescriber is a physician, dentist, podiatrist, licensed physician assistant or advanced registered nurse practitioner.**

Health Office Procedures

Students are sent to the health office if they are injured or appear ill. Health office staff will attend to the student's complaint. This may include providing first aid, asking the student questions about how they feel, taking a temperature, making observations, talking to the teacher, and contacting the school nurse. Students will be sent home for:

- A temperature of 100.4° F. or higher
- Active, illness related vomiting or diarrhea

The parent/guardian will be called and the student will be sent home. Other symptoms that influence the decision to send the student home include general appearance and functioning in the classroom. After a period of observation a decision will be made to do one of the following:

- Notify the parent/guardian for symptoms of illness or injury of a serious nature as determined by the school nurse and/or health secretary. Not all student visits to the health office will result in parents/guardians being contacted
- Allow the student to rest in the health office for a brief period then return to class

Students are to be fever-free without fever reducing medication before returning to school. During times of high rates of illness, such as during influenza season, the length of time a student must remain home after fever/symptoms of illness may change as recommended by Linn County Public Health.

Immunizations

Documentation of a valid Certificate of Immunization Exemption (Religious or Medical) or Provisional Certificate of Immunization may be submitted in lieu of a Certificate of Immunization. Requirements for valid exemptions may be found in [Iowa Code 139A.8](#) and [Iowa Administrative Code 641-7](#). Proof must include submission of one of the following immunization records

- Iowa HHS completed immunization record,
- Iowa HHS religious exemption record or
- Iowa HHS medical exemption record signed by a prescribing doctor specifying that the immunizations required would be injurious to the student or to any household member.(Exemptions do not apply when the Iowa Council of Health and Human Services has determined and the Director of Iowa Health and Human Services has declared an emergency or epidemic exists.

Communicable Diseases

Reference: School Board Procedure 605.3c

Students with communicable disease will be allowed to attend school as long as their attendance does not create a substantial risk of illness or transmission to the students or staff. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. Parents are advised to notify the school whenever their child has a communicable disease. All health information of students is strictly confidential. Exceptions are provided in Regulation 606.1 “Student Records”.

A student will be excluded from school when the student’s condition has been determined to create a health risk to others in the District environment or when the student is too ill to attend school. Such determination shall be made on a case-by-case basis by the student’s physician, the school nurse, appropriate school staff members, the State Department of Public Health and/or the Linn County Public Health.

Provision of Emergency Care

Reference: School Board Procedure 605.3a

Staff trained in first aid/emergency care techniques may provide emergency care or first aid to sick or injured students whenever they are under District supervision. For severe or life-threatening injuries and illnesses, the Emergency Assistance Number (911) will be called, and the student will be transferred to an appropriate source of medical care as rapidly as possible.

During the published school-calendar year, each building will have designated, trained building medical responders. Written guidelines for medical emergencies will be reviewed and updated annually and will be available in every building. Medical responder teams will meet yearly to clarify procedures and update medical emergency practices.

Incidents requiring assessment by a healthcare provider will be documented according to Health Services reporting procedures. Medical responder teams will meet after emergency

incidents for debriefing of the event.

Annually, parents are requested to provide emergency information, including the phone numbers of parents/guardians and alternative numbers to call in case of injury or illness at school.

The District will obtain epinephrine auto-injectors so if trained school personnel are available it can be administered to a student or individual who may be experiencing a suspected anaphylactic reaction.

Concussion

In accordance with Iowa Code 280.13C and Iowa Administrative Code 641-54, the Cedar Rapids Community School District implements and mandates both the Return To Learn and Return To Play policies for all students who participate in an extracurricular interscholastic activity in grades seven through twelve.

In addition, Return to Learn and Return to Play guidelines will be implemented when school staff become aware of any student, PK through 12, who has been diagnosed with a concussion by a healthcare provider or shows signs/symptoms of concussion. This includes concussions resulting from home/non-school sponsored activities/injuries/accidents. If signs or symptoms of concussion are present, Return to Learn and Return to Play procedures will be implemented. School nurses will contact parent/guardian, student and counselor as soon as possible for follow up. Teachers, parent/guardian and student, if age appropriate, will be provided concussion symptom checklists. In order to return to play, which includes athletics, other sanctioned and school sponsored events/activities, PE and recess, the student must be 100% symptom free at school and at home.

See the district website for specific Concussion Return to Learn/Play guidelines

Health Screenings – Hearing, Dental, BMI, SEB, and Vision

If you do not want your child to participate in school health screenings, please notify the health office in writing at the beginning of the year.

Hearing Screening: Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, that don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits.

Parents/guardians not wishing their child's hearing be tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing may contact their school nurse or Grant Wood Area Education Agency to schedule a hearing test at any time, (319)399-6700.

Dental Screening: UnityPoint Health/St. Luke's Hospital – Dental Health Center and HACAP partner to offer preventive dental services to students in Pre-K through 5th grade in qualifying schools. Dental hygienists will provide dental screenings to children enrolled in qualifying schools. If a parent/guardian does not wish for their child(ren) to receive a dental screening, a written request must be sent to the child(ren)'s school health office saying such. Preventive services such as fluoride varnish and dental sealants are also available to those students with a Dental Program Consent Form signed by the parent/guardian and returned

to the school health office.

Iowa law requires that any student entering kindergarten and ninth grade provide a valid Iowa Department of Public Health Certificate of Dental. (This form is available from your school nurse, dentist, or on the CRCSD Web site in the Student Services/Health Services section.) The goal of this legislation is for each student to receive the benefit of early and regular dental care including prevention, and to establish a dental home for children who may not have one.

BMI Screening: District health and/or PE staff members will screen height and weight of kindergarten and 5th grade students. If your child had a physical for this school year, we may use that height and weight data to calculate your child's BMI.

Social, Emotional, Behavioral Screening: Social, Emotional, Behavioral (SEB) Screening: Students will be screened to assess social, emotional, and behavioral well-being. The purpose of the screening is to identify areas where students may need some additional support. Follow up screening and parent communication may occur if the results indicate the need for further attention. Parents/guardians with concerns about their child's social, emotional or behavioral well-being should contact the counseling or health office.

Vision Screening: Iowa law requires that any student entering kindergarten and third grade have a vision screening. To be valid, the vision screening shall be performed no earlier than one year prior to the date of enrollment and no later than six months after the date of the child's enrollment into both kindergarten and third grade. The vision screening may be conducted by a physician, optometrist, advanced nurse practitioner, physician assistant, local public health department, public or accredited nonpublic school, community based organization, free clinic, or child care center. An online screening may be conducted by a child's parent or guardian. A Certificate of Vision Screening Form is available on the district website in the student services/health services section. If the school does not receive a completed screening form, parents/guardians of kindergarten students will receive a consent form for the option to have your child screened at school and results sent to the Iowa Department of Public Health. Third grade students will be screened at school and results sent to the Iowa Department of Public Health. Parents/guardians with concerns about their child's vision should contact the school nurse/health office.

Food Services

Reference: School Board Policy 0902

We encourage all students to participate in school meals. A nutritious lunch and breakfast is available to all students. School meals offered reflect the Dietary Guidelines for Americans and provide the energy and nutrients necessary to optimize learning.

Breakfast and lunch options are available in all of our schools.. Menus are posted on the District website and available on the Nutrislice App. <https://cr.nutrislice.com/menu>. The Cedar Rapids community school district has 16 Elementary schools under the Community Eligibility Provision (CEP) that allows us to serve breakfast and lunch at no charge daily for the 25-26 school year. The schools are as follows:

Elementary schools: Cleveland, CRA (Cedar River Academy), Erskine, Grant, Grant Wood, Harrison at Madison, Hiawatha, Hoover, Johnson Steam Academy, Kenwood Leadership Academy, Nixon, Trailside, Van Buren, West Willow, and Wright.

For the 25-26 school year, the remaining elementary schools will require payment of meals. If you believe your student/students will qualify for a free/reduced meal benefit please fill out an application at www.cedarrapids.familyportal.cloud. For the 25-26 school year the elementary meal prices will be as follows: breakfast \$2.45, lunch \$3.40, extra milks \$.60 and adult lunch \$4.85.

USDA requires families to complete the free/reduced application to receive additional benefits in the school district such as fee waivers, transportation, etc.

School meals include the following components; milk and/or water, fruit, vegetable, grain, and protein. If students choose to bring a meal from home, families are asked to send nutritious food items. Milk is available for purchase. Bringing food from outside restaurants to the school cafeteria is discouraged. Students are not allowed to have soda with any lunch eaten at school. Students are discouraged from sharing their foods or beverages with one another, given concerns about sanitation, allergies and health related issues. We view the cafeteria as an extension of the classroom, and expect students to follow common courtesies in the lunchroom.

Menus may change due to emergencies, late starts, snow days, and manufacturing shortages.

Dietary Restrictions: If your student requires special dietary considerations, we need a note from the doctor on file. We ask that you obtain a diet prescription form from Health Services or the Food and Nutrition Department to be completed by your doctor. Completed forms can be returned to the school office as soon as possible to determine if accommodations should be made.

Parents are welcome to join their student(s) for lunch. If a parent plans to eat school lunch, they are asked to notify the office by 9:00 a.m. on the day they will need the meal. Parent meals may be charged to the student account if sufficient funds are in the account. All adults, including parents, are charged the full adult fee.

‘Outside’ Food

All students have access to free breakfast and lunch at school. Students may not bring food to school except for a nutritious cold bag lunch or when prearranged with school staff. Food is only permitted in designated eating areas to prevent insect and rodent infestation.

Wellness

Reference: School Board Policy 0610

Schools play an important role in promoting and maintaining their students' health.

Healthy students are better learners. But schools can't do it alone. Parents are the other crucial half of the equation to provide the healthy start that kids need to thrive in the classroom and in life.

Look for the LiveWellness logo throughout the district for examples of how we help your child stay healthy, strong and ready to learn.

All school districts are required to have a wellness policy. Cedar Rapids Community Schools Wellness Policy can be found on our district website.

<https://crschools.us/students-and-families/school-meals/wellness/>.

Here's what our commitment to wellness looks like:

Our school will:

- Provide health education, including nutrition, in the curriculum
- Provide multiple opportunities for physical activity to meet or exceed the Healthy Kids Act requirements (30 min/day for Elementary Schools, 120 min/week for Middle & High Schools)
- Serve school meals that reflect the Dietary Guidelines for Americans, model appropriate portion sizes and provide a well-balanced meal
- Discontinue using unhealthy foods for fundraisers
- Ensure all food and beverages made available during the school day (including snacks) meet District Nutritional Guidelines
- Require that students are physically active during the majority of time in physical education class
- Discontinue using food/food coupons as rewards or incentives
- Ensure physical activity is not used for or withheld as a punishment

To support wellness in our schools, families will:

- Send food items for classroom celebrations only when requested by school staff
- Follow the District Nutritional Guidelines when providing meals/snacks (unhealthy treats will not be distributed)
- Help plan and support fundraising events that do not involve food

For more information, visit the wellness link:

<https://crschools.us/students-and-families/school-meals/wellness/>. The District Wellness Policy can be found in the District Notifications section of the handbook.

Want to get involved? Join your School Wellness Council or the District Wellness Council.

Non-School Parties/Celebrations

Invitations to non-school sponsored parties or celebrations are to be handled by families outside of the school day. This will help avoid conflicts with students not receiving invitations.

All food contributions must be coordinated with the classroom teacher and must adhere to the district nutritional guidelines.

Classroom celebrations are managed by the classroom teacher and notification of these events will be delivered by the classroom teacher. You can excuse your child from participation by communicating with your child's teacher.

Please do not send items such as balloons or flowers to school to celebrate a student's special occasion. We will not deliver items and they will remain in the office for students or families to pick up after school.

Playground and Recess

Reference: School Board Regulation 0610.01-R(1)

Playground

We have established procedures to help provide an environment that is safe to both students and school property. Boundaries have been established and students need permission of a supervising adult to leave the area. Students are encouraged to wear clothing appropriate to the weather. The school provides playground equipment so bringing equipment from home is not allowed. Playground expectations are taught and reviewed by staff throughout the year.

Recess

Recess is an important part of all elementary students' day. All students are expected to participate in recess activities each day, year round. Appropriate weather attire is expected daily so that students can participate safely in recess. Weather conditions may determine appropriate clothing attire. According to research by the Centers for Disease Control (CDC), active kids have:

- stronger muscles and bones
- less risk of becoming overweight
- a lower chance of getting type 2 diabetes
- lower blood pressure and blood cholesterol level
- a better outlook on life
- better sleep

Physical activity also benefits students by:

- increasing their level of physical activity
- improving their memory, attention, and concentration
- helping them stay on-task in the classroom
- reducing disruptive behavior in the classroom
- improving their social and emotional development (e.g., learning how to share and negotiate)

Recess excuses:

Doctor/health care provider notes for school accommodations, including staying in from recess.

- Doctor's notes are considered recommendations and are one source of information when determining school accommodations for students. Doctor's requests need not be implemented automatically.
- The school nurse, in collaboration with the school team and parent/guardian, will review the health care provider recommendation and determine whether the student's health needs can be accommodated in other ways so they may continue to participate in recess activities.

One Day:

- Written or verbal request from a parent/guardian for acute illness or injury will be honored. The School Nurse may extend based on legitimate medical needs, such as an asthma flare up, sprained ankle etc.

Two or More Days:

- If the student has an acute medical need, like surgery or a broken bone, school nurses will contact the health care provider, or review discharge paperwork, for activity restrictions and length of time for the activity restriction.
- For long term chronic health needs, school nurses will do an individual health assessment, including obtaining additional information from parents and health care providers, to determine the need for accommodations.

Weather Guidelines

Adapted from the Iowa Department of Public Health and The National Weather Service guidelines/recommendations.

Winter Recess:

- When snow is on the ground students are expected to wear snow pants and snow boots to be off the blacktop.
- Students should stay inside if the temperature, including wind chill (or "feels like temp"), is 10 degrees or below. Example, if the actual temp is 20, but with windchill/feels like it is 8 degrees, students stay inside.
- Schools should use the same source for determining temperature to make it consistent and understandable for parents/guardians with children in different buildings. The recommended source is Weather Underground. On this site you are able to change the location of where the temperature is being measured (at KCRG downtown) to a location closer to your school site.
<https://www.wunderground.com/weather/us/ia/cedar-rapids>.

Warm Weather Recess:

- If the heat index (air temperature and humidity) is 100 degrees F or more, students will stay inside.

Field Trips

Field trips are arranged to supplement and enhance the learning experiences of children. The online registration system includes permissions for students to attend all field trips. Families must complete this permission online in Infinite Campus before any student can go on a trip away from school premises. Based on school board policy, the school will not seek written parent permission for each field trip. Teachers will still notify parents about details each time a field trip is to occur. Parent volunteers are often needed on field trips. Volunteers must complete and be approved through the volunteer process. This may take more than one business day, so this should be completed in advance. Transportation on field trips will be by school bus, private vehicle, or city bus.

Bike Safety

Guardians are asked to assume responsibility for their student's bike safety readiness and bike maintenance. All bike riders should wear a helmet. Riders are expected to follow the bike safety and courtesy rules listed below:

- Walk bikes at all times anywhere on school grounds.
- Walking means both feet on the ground, not straddling a bike, not coasting scooter-style.
- Bicyclists must obey all traffic signs and yield to pedestrians.
- Bike riders should park, lock, and leave their bike at the rack in front of the main building.

Students must follow the bike safety rules listed above. Consequences for not following these may include loss of bike riding privileges, having the bicycle held at school for a parent to pick up, meeting with the principal and guardians to review bike safety expectations, or meeting after school for one or more days to review bike safety lessons with staff or the principal.

Skateboards, rollerblades, scooters, heelys are not permitted on school grounds.

Bike riders should walk bikes on the sidewalks to the bike rack. It is recommended to lock the bike to the rack.

The school is not responsible for lost/stolen bikes.

Clothing and Appearance

To aid students and their guardians in making decisions about appropriate dress and grooming for school, the following guidelines have been established.

- Shoes– students should wear rubber soled, closed toed shoes during school all day. Proper footwear will ensure safety and enhance participation. Flip-flops and similar shoes are discouraged.
- Appearance – any clothing item or student's appearance causing distractions from learning or the learning environment is not acceptable. Guardians will be contacted to address modifications to student appearance.
- Headwear – hats, caps, hoods covering a student's face, or bandanas are not to be worn in the building during the school day except for arrival, dismissal, and recess. Headwear may be worn with teacher permission and supervision in classrooms.

All items of clothing are the responsibility of the student. It is recommended that personal items be labeled to avoid loss.

The District believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. The District expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying content inappropriate for school-aged children, profanity, weapons, or reference to prohibited conduct are not allowed. While the primary responsibility for appearance lies with students and their parents/guardians, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or choice of

clothing disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications or be subject to disciplinary action. The wearing of gang-related attire or insignia by students is prohibited. (Board Policy 603.1)

Lockers/Coat Rooms for Personal Belongings

Students generally share lockers with other students. Items must be hung on hooks and stored in the locker; not left on the floor or hallway. Items stored in lockers such as clothing, lunch boxes, school bags, etc. should be permanently marked with the student's first and last name. All personal belongings brought to the school are the responsibility of the student.

Although theft is seldom a problem, students are discouraged from leaving valuables or personal items in their lockers. If it is necessary to bring valuables to school, they should be given to the teacher or office for safekeeping. Lockers cannot be monitored constantly and if items are missing, the school will not be responsible for their replacement.

Toys and Personal Property

Games, toys, and playground equipment (balls) are supplied by the school for students to use during recess. Students should not bring sporting equipment (balls) or toys such as but not limited to slime, stuffed animals, cards (football, basketball, Pokémon etc.), video games, or fidget spinners unless they have permission from a teacher. The school will not be responsible for items that are lost, stolen, or damaged. Items brought to school without the consent of school staff, will be turned into the teacher or office and returned at dismissal. Items brought in continuously by a student, without staff permission, will be turned into the office or teacher until a parent picks up the items. Students will be responsible for communicating this requirement to their parent/guardian.

Lost and Found

Lost and found items are displayed daily in the north entry hallway. At the end of each semester, unclaimed items will be given to charitable organizations. Labeling personal belongings with student names is very helpful.

Animals at School

Permission from the principal must be given before any person may bring an animal to school. When permission is given, pets and other animals must be on a leash or in a cage and must be accompanied by an adult who can leave with the animal as soon as the "sharing" time ends. For safety and courtesy reasons, everyone is respectfully asked not to bring animals to school when escorting their students to and from school or when attending outdoor school events. See board policy 904

Property Damage

If a student damages school property intentionally they are responsible for that damage. Families may need to pay for the repair/replacement of the damaged property or the student may need to perform community service at the school to compensate for the cost of the damage. The Cedar Rapids Police Department may be contacted to report excessive school property damage.

Evacuation, Severe Weather, and Active Threat Drills

All schools conduct official emergency safety drills for fire and tornadoes a minimum of four times per school year. In addition, we practice a security school emergency drill twice a school year and two bus evacuation drills each year. These drills are registered with the Cedar Rapids Community School District and the Cedar Rapids Fire Department. If volunteers or visitors are in the building when emergency signals sound, they should respond to the warning by following the group they are with or by responding to special directions from the principal or a staff member. In the event of a building evacuation, staff and students will move to a relocation center identified by the District and local law enforcement. Local radio and television stations will announce when and where parents/guardians may be reunited with their children.

In the event students should need to be relocated due to an emergency, we will relocate to Maranatha Commons, located at 526 3rd Ave SW. Guardians will be directed to go to that site through local media where staff will assist in reuniting students with their parents. No students will be released to an adult other than their parent(s)/guardian without permission. Bus routes will be used to return students to their home if this is deemed appropriate.

Crisis Response

Reference: School Board Policy 0613

Comprehensive plans have been developed and implemented for emergency situations if and when there is a need to move students from our building or if a crisis occurs while students are away from our building. In the event that the school is declared unsafe to re-enter, we will be busing students to a designated reunification center. Parents will be directed to go to that center's location through local media where staff will assist in reuniting students with their parents. No student(s) will be released to an adult other than their parent(s)/guardian without permission. Bus routes will be used to return students to school or to their home whichever is deemed appropriate. Parents and Guardians will receive information Fall 2025 on how to sign up for school emergency notifications through CrisisGo. Signing up for these notifications will allow you to stay informed in the event of school emergencies.

Student Information System (Infinite Campus)

- According to Board Regulation 0606.01-R(1): Student Records parents have access to student cum files and records during school hours.
- Families are asked to complete an annual update to the student management system. This system, Infinite Campus, allows the school to have current contact information in the event of an emergency. As changes occur in either phone numbers or emergency contact information, parents should update the system. Parents should alert the person(s) listed as emergency contacts for their student.
- An important part of the annual verification is providing student permissions for field trips, sharing information, and internet usage.

We will communicate with you when you can go in and verify the information in your child's profile and update incorrect information. This can be accessed all year long to update your child's emergency contact information.

Change of Address

Please complete the annual verification each year and update your address. If you move during the school year, please notify the office of your new address so it can be updated in Infinite Campus. If you move out of your resident school attendance area and wish to remain at your current school, please contact the school to request Magnet Continuation.

Accidents and Emergency Information

The information in Infinite Campus should be kept current. It is upsetting to a child when we are unable to contact a parent or guardian. Accidents serious enough to require parent attention, doctor's care, or hospitalization require an emergency contact be on file. In case of an emergency, when an ambulance is necessary, school personnel will make decisions until a guardian can be reached.

School to Home Communications

In our efforts to go "green", flyers and hand-outs will be posted in a link found on our district Website <https://crschools.us/students-and-families/quick-links/virtual-backpack/> Once here you will select the link for your child's building.

School Pictures

Each fall all students will have their pictures taken for the cumulative records. Flyers with the date will be sent home with students closer to Picture Day. Families may purchase individual pictures from the company if desired. Spring pictures will also be taken, and as always the purchase of these photos is left up to individual families.

Supplies and Fees

Reference: School Board Regulation 0701.03-R(1)

Supplies

A suggested annual school supply list can be found on the district website.

Some supply items may need to be replenished as the year progresses. Individual teachers may request additional items as needed.

<https://crschools.us/students-and-families/quick-links/school-supplies/>

Fees

A book fee of \$40.00 is assessed annually to cover the cost of certain curriculum materials. If you qualify for reduced lunches your material fee will be \$24.00. If you qualify for free lunches, your fee will be waived. To qualify for fee forgiveness/reduction you must have been approved for a free/reduced benefit AND complete Parent Permissions to share that status in Infinite Campus. This fee can be paid in Infinite Campus or can also be given to the school secretary.

Service Fee on Return Checks

\$30.00

If your check is returned you authorize us to *electronically* re-deposit your check for the face amount and service fee. You also authorize us to collect the service fee by paper check or demand draft.

You may be sued for damages of three times the amount of the check, up to a maximum of \$500.00 pursuant to Iowa codes 554.3512 & 554.3513
CBSI Oskaloosa IA.

IMC/Library

The library supports the curriculum and enriches the children's learning experiences. The Teacher Librarian and Media Secretary assist students and teachers in locating and using the resources of the Library.

Materials are available to students, staff, and parents to be checked out or renewed. There are no fines for overdue materials; however, each child is expected to assume responsibility for returning materials on time.

Concerns with any materials, or any specific book must be made in writing. There is a form available from the librarian to be filled out by the concerned party. A District committee will then reconsider the questioned material.

Electronic Devices

School Issued Devices

Each student at the elementary school level will have access to a device for the school year. Devices will be kept at school, except in the event of a school shutdown in which all students are required to participate in virtual learning. In that case, devices would be sent home.

The full, detailed Elementary Student Device Agreement can be found at this [link](https://crschools.b-cdn.net/app/uploads/2021/09/ES_Student_Device_Agreement_English.pdf).
https://crschools.b-cdn.net/app/uploads/2021/09/ES_Student_Device_Agreement_English.pdf

A summary can be found in this handbook.

Student Device Expectations:

- Student devices will be kept at school except in the event of a school shutdown where virtual learning is required or with the appropriate permission from school staff.
- Students will follow classroom expectations around care of devices, storage, and charging.
- Students will treat the device as if it is their own property, avoiding use that is conducive to damage or loss.
- Students will leave their device in its protective case unless given permission.
- Students will not allow anyone else to use their username / password.
- Adhere to CRCSD School's Student Device Use Policy at all times and in all locations. When in doubt about acceptable use, school staff, a teacher-librarian, building technical contact, or building administrator.

How to Handle Problems

- Promptly report any problems to the building's help desk representative or by contacting the district technology office by email (HelpDesk@crschools.us) or by phone, 319 558 2900
- Do not force anything (e.g., connections, popped-off keys, etc.) Seek help instead.
- When in doubt, ask for help

Student Device Use and Conduct Policy

References: School Board Regulations 0900.01-R(1) & 0900.02-R(1)

The District requires students to learn to use computing devices, data networks, enterprise software systems, electronic mail, the Internet, and telecommunications tools and apply them in the appropriate ways to the performance of tasks associated with their positions and assignments.

Students shall only engage in appropriate, ethical, and legal utilization of the District's technology, network systems, and internet access. Student instruction on digital citizenship standards which includes safe, ethical, and responsible use of the Internet will be defined and taught within core curriculum. Student use of the District's technology, network systems, and internet access shall also comply with all District policies and regulations.

Discipline

Any student who violates these rules will be subject to disciplinary action in accordance with the building's student code of conduct. Serious or repeated violations will result in the students' use of technology restricted and or revoked in addition to other possible disciplinary action.

Disclaimer

CRCSD does not have control of the information on the Internet or incoming email. CRCSD will provide Internet content filtering both onsite and off. However, no filter is perfect. All filters have vulnerabilities that may be exploited by individuals who are actively and intently dedicated to breaching them.

If student devices are at home, It is strongly recommended that student use of all devices be monitored closely by parents to protect students from accessing inappropriate sites.

Personal Devices

Cell phone usage & other communication devices (iPads, Ear Buds, Smart Watches, etc.) -

To minimize distractions and help everyone focus on learning, students may not use personal electronic devices during the school day (8:50 AM and 3:50 PM) or while in the area where breakfast is served. This rule applies to cell phones, smart watches, and smart glasses (when connected to the internet or a phone), earbuds, headphones, gaming devices, portable media players, and similar technology.

All devices must be silenced or turned off AND put away out of sight, such as in a locker or backpack. Students may not use their devices or any device features until school is dismissed for the day.

Some students may be allowed to use devices if:

- They have permission from the principal for medical, safety, or legal reasons.
- Device access is included in their IEP, 504 Plan, or Health Plan.
- A teacher has gotten permission from the principal for a specific learning activity.

If a parent needs to reach a student during the day, they should call the school office. In an emergency, the school will contact parents as soon as it is safe to do so.

If a student breaks the rules:

- First Time— The device will be taken and held in the school office for the student to collect at the end of the school day.
- Second Time—The device will be taken and kept in the school office until the end of the day. The student's parent/guardian must give permission before it is returned.
- Third Time—The device will be taken and kept in the school office until the end of the day. The student's parent/guardian will be required to pick it up.
- Fourth Time—Additional consequences based on the District's Discipline Matrix.

Important Reminder: Recording and photography by students will not be permitted. All student-owned devices are considered "personal belongings," and the students are responsible for them. The school is not responsible for loss or damage.

Classroom Assignments

Factors such as achievement level, gender, and social maturity are taken into consideration when assigning students to classrooms for the coming year. Every effort is made to form heterogeneous groups that will enable students to work together with the teacher in academics as well as in social pursuits. Students with special needs (learning, behavior, etc.) will be given as much special consideration as possible. The staff, counselor, and principal should be aware of these specific needs due to their contact with the student. Parental input regarding circumstances of which the staff is not aware is appropriate. This input needs to be in writing and submitted to the Principal by the second Friday in May. The principal needs to be an advocate for all children and should assure all an equal opportunity during their elementary years.

Parents may not select their children's teachers, but are free to give input into how their child learns best. Assignments for each school year will be available in August.

Acceleration and Retention Process

Please contact the building administrator regarding further information on the processes used for acceleration and/or retention.

Reporting to Families

Assessments will be provided to parents through conferences and report cards. Two formal student conferences will be scheduled in Fall and Winter. Report cards are available using the Infinite Campus. During these conferences families and students will discuss with the teacher the progress made by the student by reviewing daily work, test scores, teacher observations and comments, as well as sharing the student data and samples of student work. Families are encouraged to request a conference in addition to the regularly scheduled conferences if they have concerns about their child.

COMMUNICATING WITH NON-CUSTODIAL PARENTS

In the case of parents being separated or divorced, communications are sent to the parent that has physical custody of the child. It is expected that the parents will share information between themselves for the good of the child. To receive mailings the non-custodial parent needs to request this in Infinite Campus. It is our hope that divorced or separated parents can meet together at conference time. Therefore the child can share their progress with both parents at the same time and it doesn't place the time burden on the teacher.

PACT (Program for Academic & Creative Talent)

Reference: School Board Regulation 0400.09-R(1)

Mission Statement: The program for academic and creative talent (PACT) enhances and supports the educational program and experiences of high ability students to prepare them to become world class learners and responsible citizens.

PACT resource specialists serve as a primary advocate and resource in the area of gifted education for students and families as well as a liaison among CRCSD, building staff, students, and parents on matters pertaining to the academic and affective needs of gifted learners.

Elementary

Kindergarten and First Grade

The kindergarten and first grade program (K-1) is designed to identify and recognize student potential, gather and share data, and collaborate with CRCSD and building staff. The program aims to identify students who possess characteristics and behaviors that indicate a student may be talented in a particular academic area. The program also analyzes student data in order to support learning opportunities for high achieving students, and collaborate and support kindergarten and first grade classroom staff and students to challenge and enrich CRCSD's core curriculum.

Second through Fifth Grade

PACT provides curriculum enrichment experiences for academically gifted students. Teachers trained in gifted education conduct classroom screenings at the beginning of each semester. Topics are offered on a rotating schedule, allowing students the opportunity to participate in a variety of challenging activities such as science, humanities, mathematics, and language arts.

Elementary students who excel in one or more of the basic curriculum areas, or who demonstrate the potential to do so, will benefit from PACT services. These students need ongoing opportunities to develop their abilities in complex learning environments.

Several subjective and objective criteria are used to identify academically gifted students for PACT. Staff observations of student task commitment, achievement, and creativity are considered. In addition, achievement, and intelligence test scores are reviewed prior to placing students in appropriate activities.

There are no limits on PACT participation. Screenings are conducted each semester. Some students have exceptional talents in all areas; others are talented in specific areas. PACT seeks to address different areas of intellectual strength and to provide children with initial exploratory experiences in gifted education. However, a placement in PACT does not guarantee further placements. Children develop their intellectual strengths in varying stages and at varying speeds during their school careers; the purpose of PACT is to serve students demonstrating the greatest need for extended programming each semester.

To learn more about PACT, contact the PACT teacher at your school or the PACT office at 319-558-2000. As a parent, you can provide valuable insights and information about your child's exceptional abilities.

MTSS (Multi-tiered Systems of Support)

References: School Board Regulation 0604.02-R(1) & Procedure 0604.02-Pr(1)

MTSS is a framework of best practices for schools to meet the needs of all students through opportunities to learn and experience success in academics and social-emotional-learning (SEL) skills. This system matches instruction to the needs of students while ensuring access and attainment of student growth and proficiency.

CRCSD aligns school improvement efforts with Iowa's MTSS framework. The following critical components guide the work at our school:

1. High quality and engaging curriculum and instruction for all students.
2. Screening for potential challenges three times per year.
3. Intervention provided for any students who need extra support in academics and/or SEL.
4. Monitor learning to ensure students make progress toward end-of-year expectations.
5. Carefully track what we do and how our efforts impact students.

A multi-tiered system of supports has three layers of support. Tier I, II, and III. Tier I supports are offered to ALL students and include our core curricula for academic and social-emotional learning. Every student receives Tier I support. Tier II supports are offered to students who need more than the core. Those supports come in the form of Check-in/Check-out with a mentor, small group skill building, explicit math and literacy intervention groups. These interventions typically last 4-6 weeks, meet 3-5x/week for 15-20 minutes per day.

Staff will collect data to evaluate the effectiveness of the Tier II interventions. If data indicates an intervention has been ineffective then the intervention will be adjusted or the student may be referred for Tier III support. Tier III supports are individualized for the student and typically last 6-8 weeks and occur 5x/week for 20-30 minutes each day. As with Tier II supports, staff will collect data to evaluate the effectiveness of the Tier III interventions. If a student continues to struggle either academically or behaviorally with Tier III supports, they may be referred for a Full and Individual Evaluation (FIE) by our Grant Wood Area Education consultants.

Parents are a vital part of the MTSS support plan. Student progress data will be shared with parents throughout the process. If your student is struggling academically, emotionally, or behaviorally parents can request additional tiered support. Please communicate your concerns with your child's teacher or contact our school counselor, Natalia Duff at 319-558-2477 ext 50202, or our Instructional Coach Leicha Scranton at 319-558-2477 ext 50238.

Academics

Reference: School Board Policy 0400

TITLE I FUNDING

Title I funding is provided for a number of our elementary schools. Title I is the largest federally funded supplemental education program. It does not replace what the school does; instead it gives students additional instruction for students that are not meeting grade

level expectations in the areas of reading and/or math. School wide assessments are administered to all students and the data is used to determine students that qualify for extra help beyond Core instruction.

Title I funding allows us to have specialized reading teacher(s) as a part of the staff. The teacher instructs students individually and in small groups during the school day to work on specific skills to assist in remediating reading deficits.

Each school year we sponsor an academic family night. It is a wonderful opportunity to interact with the CRA staff and learn some excellent ways to assist your children at home. Communication with details are shared via email and flyers from the school.

Social Emotional Learning Supports

PBIS (Positive Behavior Intervention and Support)

The goal of PBIS is to create a positive school climate, in which students learn and grow. However, school climate can vary widely from school to school. A number of factors affect school climate, including school location, neighborhood culture, instructional methods, student diversity, and school administration.

Changing the school climate may seem like a daunting task. Employing the PBIS framework can make the task more manageable. The key to an effective PBIS implementation is an “all-in” mentality among teachers and administrators in a school. For PBIS to produce positive change in a school’s climate, it needs to be employed schoolwide and with consistency.

School climate has bearing on attendance rates, academic achievement, and graduation rates. Regardless of socioeconomic status, students in a positive school climate are more likely to have higher test scores and greater academic success. In addition, a positive school climate helps students to develop the social and emotional skills they will need to become productive members of society.

In short, a positive school climate includes:

- A feeling of safety
- Respect
- Engagement in learning
- Involvement in school life
- Shared vision
- Involvement of teachers, students, and families

We have developed Common Area Expectations for Playground, Hallway, Bathroom, Lunchroom, Library and Assembly. Posters with these expectations are posted around the building.

Voice Levels: 0- No Talking, 1 Whisper voice, 2 Inside voice and 3 Outside voice

Behavioral Supports

We believe achieving social, emotional, and behavioral health for all is dependent upon collaboration across school, home, and community. It is important to clearly communicate

and teach behavioral expectations to students with a focus on preventing unexpected behavior before it occurs. Positive behavior is taught, acknowledged, and modeled by school staff. This promotes a safe and predictable learning environment and fosters healthy relationships in the school community.

The Board believes that each student deserves the right to a fair and appropriate education. District students are expected to respect the rights of others, to contribute to a positive learning environment, and to comply with school and District rules and policies.

To the maximum extent appropriate, staff will use proactive and restorative practices to keep students in class, while addressing misconduct that is detrimental to the learning environment and the rights of others. Practices that are restorative in nature, repairing harm to the victim and/or school community caused by misconduct, will be given first consideration over exclusionary discipline such as removal from class, suspension, or expulsion. School administration and staff will work to identify and correct practices that result in inequities in student achievement, discipline, and access to education.

Students are subject to this regulation while on school premises; while using school-provided transportation; while attending or engaging in school-sponsored activities; and while away from school grounds if misconduct will directly affect the good order, efficiency, management and welfare of the school.

Behavioral Definitions

References: School Board Policy 0604 & Regulation 0604.01-R(1)

Students may be disciplined for conduct including, but not limited to, the following:

1. *Abusive Language (major): Swearing, nonverbal gesturing or other abusive language*
2. *Abusive Language (serious): Language and gesturing, including sexual that is directed at another person; intended to or could cause harm or alienation. Includes hate speech*
3. *Controlled Substance (major): Student has possession or a controlled substance at school. This includes tobacco products, vaping*
4. *Arson: related to incidents to arson (major): Lighting matches at school or possession of combustible material. False pull of a fire alarm*
5. *Arson: Reckless use of fire (serious): Repeated major arson behavior. Student is playing with fire in the school or school property. Sets off fireworks, repeated pull of fire alarm or threatening to pull and then pulling*
6. *Weapon: Possession (major): Possession of a knife, possession of gun paraphernalia but not a gun, possession of mace, possession of a gun that could not be mistaken for a real gun, indirect threats involving a dangerous weapon*
7. *Weapon: (serious): Repeated weapon possession violations, possession of a look alike weapon or dangerous object, threat to use a dangerous weapon, written documents or drawings of weapons with direct threat, threatening to bring a dangerous weapon to school. Use of a dangerous weapon, possession of a firearm, assaults that involve a weapon or object capable of doing bodily harm, bomb threat*

8. *Property damage: (serious) Vandalism resulting in property damage. Repeated property damage*
9. *Theft (major): Continued minor theft, burglary of school property, refusal to return stolen property or make restitution*
10. *Aggression: Verbal (major): A significant verbal confrontation, loud, aggressive behavior in a public area causing major disruption*
11. *Aggression: Without injury causing medical attention: (major): Mutual combat causing incidental injury, no injury or pain, simple assault, physical contact, play fighting, violent behaviors with no victims (throwing chairs, etc)*
12. *Aggression: With injury requiring medical attention (serious): contact requiring on-site medical attention (nurse), repeated fighting, disruptive fighting (premeditated, significant), assaults with more than very minor injury (bleeding, cuts), intent to cause harm, kicking, hitting, punching, hair pulling.*
13. *Aggression: With serious injury (serious): Contact causing serious injury (requires off-site medical attention) Assaults with a weapon or object capable of inflicting serious injury, group assault against a single person*
14. *Harassment/Bullying: repeated after founded case, threats (serious): Harassment with the threat to kill or commit forcible felony, incident occurs after a founded case, unwanted or aggressive repeated or has the potential to be repeated over time, motivated by racial, gender or ethnic bias, sexual harassment which may include unwanted touching*
15. *Defiance: Prolonged duration (major): prolonged refusal, refusal to follow directives/prompts*
16. *Disruption: Sustained (major) Horseplay or rough-housing, prolonged classroom disruption*
17. *Disruption: Disorderly conduct (serious) Interferes with the operation or the school or school events*
18. *Inappropriate location: Unassigned area (major) Failure to report to class or designated area, leaving area without permission, elopement*
19. *Inappropriate location: Off Campus (serious); Leaving building without permission, elopement off campus*
20. *Lying, Cheating, Forgery, Plagiarism (major): Providing inaccurate information to staff about a peer or staff member, forging parent signature*
21. *Technology Violation: (major): Use of technology that disrupts the learning of self or others, use of cell phones, headphones, watches, earbuds*
22. *Technology Violation: Privacy; (serious): Communication that includes sending or viewing pornographic images, including sexting, violent images or material that violate the rights of a protected class, unauthorized recording without consent, hacking or damage of the technology infrastructure*

An incident may involve multiple types of conduct listed above.

Consistent with this Regulation, the school's principal/designee may impose disciplinary consequences based on reasonable professional judgment and the facts and circumstances of each situation. Consideration will be given to the age and maturity of the student(s) involved, the impact of the conduct on other students and staff, the severity of the misconduct, and whether the student has engaged in similar or related conduct in the past.

Consideration will also be given to relevant information about a student's disability, including relevant information from any IEP, FBA, BIP, and/or 504 Plan, when determining appropriate disciplinary consequences. Students with disabilities will not be removed from their current educational placement for behaviors related to their disability, except as permitted by law. Where suspension or disciplinary removal of a student with an IEP or 504 Plan results in removal from the student's educational placement for a total of ten (10) cumulative or consecutive school days in one school year, Manifestation Determination must be held no later than the tenth school day of removal.

Progressive discipline should be used to the extent appropriate to ensure severe consequences, such as exclusion from the learning environment, are reserved for serious behaviors disrupting the learning environment or violating the rights of others.

Prior to issuing disciplinary consequences, the building administrator or designee shall conduct an informal investigation of the charges, which shall provide the student with:

1. Oral or written notice of the allegations against the student.
2. The basis in fact for the charges, and
3. The opportunity to respond to those charges.

District Elementary Behavioral Definitions are used to guide decision making as the result of a behavioral infraction. Our goal is always to teach, restore any harm that may have been done, recognize what students are doing well, and provide opportunities for students to learn and grow.

School Counselor

The elementary school counselor works with all children in the school. Prevention of problems is a key part of the philosophy in implementing a counseling and guidance program. The counselor works in classrooms on developmental activities and is available to help individual students with concerns in small group or individual settings. Parents of students who work with the counselor on a long-term basis are contacted by the counselor. Parents of drop-in contacts do not necessarily receive this contact from the counselor. In addition to counseling and skill-building support, the school counselor collaborates with various community agencies. Should families need assistance with basic needs, they can contact Natalia Duff who will put them in contact with the appropriate community agencies for support and help.

Natalia Duff
Cedar River Academy School Counselor
nduff@crschools.us
319-558-2477 ext 50202

Student Leadership/Sustainability Committees

Student voices matter at Cedar River Academy! All 4th and 5th grade students have the opportunity to be involved in the student leadership committee. To be considered, students must demonstrate an ability to follow school expectations, complete an application stating why they want to be considered for the leadership committee, and have an approval signature of their classroom teacher and one other staff member. Student leaders practice sustainability of self, community, and environment, learning how to use their strengths to have a positive impact on others.

Opportunities for the student leadership committee: create awareness billboards for the school, determine school wide celebrations, give welcome tours to new students, and more!

Community Relationships

Matthew 25

Matthew 25 has partnered with CRA to help students learn about agriculture, healthful eating, teamwork, and more through our onsite school garden. With some hard work in our school garden program CRA students:

- Learn about growing seasons
- Learn about healthful eating
- Make nutritious snacks
- Design and plan gardens
- Plant and grow vegetables
- Weed the garden
- Compost

Grant Wood Area Education Agency

Resources are available on various topics through the GWAEA Parent Education Consortium. For information, please contact the school counselor.

Kids on Course

Each school year, first graders are invited to begin their Kids on Course journey at CRA. KOC is an afterschool program focusing on academic learning labs and enrichment. KOC students stay with the program until they graduate from high school. Currently KOC is serving 1st- 5th grade CRA students.

Kids on Course University

The Zach Johnson Foundation supports a 7-week summer program for students at CRA demonstrating academic need, good attendance, and social skill expectations. This program focuses on academics as well as summer fun activities. Eligible students are invited to attend based on school performance. Registration is in the spring.

Before and After School Care

Some CRCSD elementary schools will have before and after-school programming through Champions that will begin at 6:30 am and be available until the start of the school day. Champions also provides after school programming until 6:00 pm. CRA students attend Champions at Cleveland Elementary.

If you have any questions, please contact Champions at 800-246-3408 or at discoverchampions.com.

Boys and Girls Club

After school activities are available through the Boys and Girls Club. Registration information can be obtained on their website at <https://www.bgccr.org/> or in the main office at Cedar River Academy.

Taylor Area Neighborhood Association (TANA)

TANAsupports many school events, as well as other neighborhood functions such as neighborhood cleanups, and Block Parties. City officials are available to meet with residents to listen to neighborhood concerns and development. This committee meets monthly at Groundswell Cafe.

Building Use

References: School Board Policy 0805 & Regulations 0805.01-R(1) to 0806.01-R(1)

Youth organizations and clubs must make a request for school usage. This can be requested through the district use form and this is located on the district website <https://crschools.us/departments/quick-links/school-facilities-use/>. The requests must be completed and approved prior to the first usage.

Cedar Rapids School Board

Reference: School Board Regulation 0202.06-R(1)

Regular meetings of the Board of Education are generally held on Mondays during each month in the BoardRoom at the Educational Leadership and Support Center, 2500 Edgewood Rd. NW. The public is welcome to attend. Meetings are live streamed on YouTube at EngageCR and are also videotaped and uploaded to the district website. More information can be found on the district website, www.crschools.us

Legal Notices

All notices are available on the district website:

<https://crschools.us/students-and-families/parent-notifications>

Parent Notifications

<https://crschools.us/students-and-families/parent-notifications/>

Here are the items you can find there

- Chapter 102-Child Abuse reporting
- Compulsory Education
- Truancy
- Conduct on School Premises
- Anti-Bullying/Harassment
- Sex offender Registry
- Search and Seizure
- Illegal items found in school or in Student possession
- Tobacco Free school environment
- Weapons
- Chapter 103 Seclusion & Restraint
- Building level Due process
- Suspension
- Cost of evaluation and treatment
- Official school publications
- Student publications
- Safe and responsible student use of

networked tech resources

- Student fee waiver
- Gifts to school personnel
- Reserved time for non-school student activities
- Video cameras on district properties & transportation
- Annual notice regarding student records
- Release of student directory

information

- Rights under the protection of pupil rights amendment (PPRA)
- Open enrollment
- In district permits
- Home school Assistance program
- Asbestos notification

Non-Discrimination Policy

It is the policy of the Cedar Rapids Community School District not to discriminate in educational programs and/or activities on the basis of race, creed, color, gender, sex, sexual orientation, marital status, gender identity, socioeconomic status, national origin, religion, disability, age (except for permitting/prohibiting students to engage in certain activities) or genetic information and in employment opportunities on the basis of age, race, creed, color, gender, sex, sexual orientation, gender identity, national origin, religion, disability or genetic information. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Darius Ballard, Educational Leadership and Support Center, 2500 Edgewood Rd NW, Cedar Rapids, IA, (319) 558-2000.