



# Cleveland Family Handbook 2021-22

Updated 7/2021

Dear Cleveland Families,

WELCOME to CLEVELAND ELEMENTARY! This handbook is designed to provide families and students with helpful information about Cleveland Elementary School. This handbook includes any policy changes and adjustments, along with a new calendar, for the upcoming school year.

Families are encouraged to refer to this handbook throughout the year and use it as a reference guide for frequently asked questions.

A little information about Cleveland Elementary:

The original Cleveland School opened in 1920, serving grades K-3. By 1923, grades 4-6 had been added. The school was needed to meet expanding population growth on the west side of Cedar Rapids.

On January 23, 1950, the current Cleveland School was opened. It was part of a \$2.5 million school bond issue, passed in 1947. The staff and students united to move the instructional materials from the old school to the new one. The new school sits on a beautiful campus that provides ample playground space for students.

Overcrowding necessitated an addition to the new building in 1953, when four classrooms were added to the north end of the building. In 1973 an IMC was created by combining two kindergarten classrooms.

Our elementary school serves students in Preschool- 5th grade. We provide many learning opportunities to our neighborhood students. We have specialists in the areas of Art, Media, Music, Physical Education, and PACT. We are a Title I school and provide services for students needing additional support in math and literacy. We also have Special Education programs and an ELL (English Language Learner) program that supports students.

Our highly qualified, dedicated staff works together with students and families towards the goal of developing students for their future. The emphasis is placed on teaching reading, written language, math, science, social studies and social emotional learning. We work hard together as a school community to establish a learning environment that promotes the development of positive self-concepts, effective problem solving skills, collaboration, and respect for each other.

We look forward to serving you at Cleveland Elementary and continuing the tradition of excellence that has been built at Cleveland.

We want **Every Student** to be **Future Ready!**

In your service,

Condra Allred

Principal

\*Modifications and changes may occur based on recommendations from the district and Linn County Public Health at any time. Many of the policies are modified or amended for the 21-22 school year. As this plan is updated, it will be communicated with stakeholders each school year.

## **ABSENCES AND ATTENDANCE**

Attendance Office Number is 319-558-2121 at Cleveland.

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 via phone call at the number listed above 24 hours a day. 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:

- Cleveland Elementary School - Students may enter the school between 8:35 and 8:50, entering after 8:50 is considered tardy.
- Afternoon Pre-K - students may enter between 12:40 - 12:55, entering after 12:55 is considered tardy.
- If a student enters the building tardy, a 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 will be expected to make arrangements with appropriate school staff to recover the missed learning. Students are able to 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:** 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.

## **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.](#)

## ARRIVAL

### BUILDING ARRIVAL and DISMISSAL PROCEDURE

- **Multiple entries will continue to be used during the 21-22 school year.**
- *Supervision will not be available for students this year until 8:35*, please ensure your student(s) do not arrive at school prior to this time.
- Entrance points for students have been spread out this year to ensure safety. Family members who are dropping students off will need to remain in their cars or stay on the track. Refrain from approaching any school door and call the office for assistance.
  - ◆ **A staff member will be present at each designated door to greet students.**
  - ◆ **Students who walk will enter the Main Office door.**
  - ◆ **Students who are dropped off by the bus will enter the north door by Burch Ave NW. No parking on Burch Street this is our bus loading zone**
  - ◆ **Students in 3-5th without a younger sibling at Cleveland that are dropped off by car will enter at the horseshoe at the 1st Ave SW door.**
  - ◆ **Students in K-2nd and their older siblings at Cleveland that are dropped off by car will enter the back, west door.**
- **Students report directly to the classroom.**
- Schools will communicate regularly with the school community and with individual families if there are concerns about the student's arrival.
- Routines for using the restroom upon school arrival:
  - ◆ Students are encouraged to use the restroom at home before school.
  - ◆ Students should report to their classroom and ask their teacher before using the restroom.

### Dismissal:

- Multiple exits will be used during dismissal
- Families stay in cars, unless walking
- **No parking on Burch Street in bus loading zone**

Dismissal procedures will be using a staggered dismissal procedure to reduce the number of students trying to exit the school at the same time. Teachers will wait with their students in the classrooms and dismissal routines, via the intercom, will take place between 3:45-3:50 M-Th and 2:15-2:20 on Early Dismissal Days.

- **Walkers:** Walkers will be dismissed at 3:45. Walkers leave out the front playground door and leave immediately.

- **Car Riders:** At 3:50, all car riders will be dismissed out the same door as morning drop off. Backdoor for K-2 students and siblings and 1st Ave for 3rd-5th students.
- **Bus riders and daycare riders** will be dismissed when the bus arrives at the Burch Street doors. An announcement will be made when students are to be dismissed.

### Key Points

- *Do not park and leave your vehicle in front of the school during drop-off and pick-up times.*
- If you are bringing your student late:  
Call this number 319-558-2463 or walk them to the front door and give information to staff.  
Tell the school staff:
  - Student's name and grade
  - Your name and relationship to the student
  - The reason the student is arriving late
- If you need to have your child leave early from school, please come to the front door and ring the intercom and staff will greet you at the door. You will then sign your child out for the day.

### BIKE SAFETY

Parents 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:

1. Walk bikes at all times anywhere on school grounds.  
Walking means both feet on the ground, not straddling a bike, not coasting scooter-style.
2. Bicyclists must obey all traffic signs and yield to pedestrians.
3. 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 parents 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, heeies are not permitted on school grounds.**

## BIRTHDAY CELEBRATIONS

- As a part of our District Wellness Policy and efforts to be a Blue Zone School, students will celebrate their birthdays in a variety of ways. Please arrange any birthday celebrations with your classroom teacher.
- We ask that you do not send balloons or flowers to the school for your child's birthday. They will not be delivered to your child's classroom.

## BUILDING USE

Youth organizations and clubs must make a request for school usage.. This can be requested through the “building use form” and this is located on the district website (<http://www.cr.k12.ia.us/departments-services/school-use-facilities/>). The form must be completed and approved prior to the first meeting.

## BUS TRANSPORTATION

Some students are transported by school bus. You will receive information about routes, pick up, drop off times and student conduct. Students can receive free busing if they live more than 2 miles from their attendance area school or if they have transportation accommodations in their IEP. All transportation questions or concerns should be directed to the transportation office at **319-558-2318**.

## CALENDAR

### BUILDING CALENDAR

We have a Google Calendar, but will also have weekly updates through the newsletter about upcoming events.

Here is the link to use to access the calendar:

<https://calendar.google.com/calendar?cid=Y19sc2twZDdyYTR2YW5hMmplZW9uNnE5ZjZsa0Bncm91cC5jYWxlbnRhci5nb29nbGUuY29t>

### DISTRICT CALENDARS

The CRCSD [District Calendar for K-12](#) and [Preschool](#) can be found on our district website.

### MAKE UP DAYS

When school days are cancelled 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.

## **CEDAR RAPIDS SCHOOL BOARD**

Regular meetings of the Board of Education are held on Mondays evenings of each month in the BoardRoom at the Educational Leadership and Support Center, 2500 Edgewood Rd. NW. The public is welcome to attend. Meetings are also televised on cable television. More information can be found on the [district website](#).

## **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. 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.

## **CLOTHING/APPEARANCE**

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](#))

## GYM SHOES

Children are to wear rubber soled shoes, like tennis shoes, to PE class. Proper footwear will ensure safety and enhance performance. We discourage flip-flop type shoes for PE as well as recess.

## COMMUNICATING DURING THE DAY

Teachers will contact parents at home or work during the school day if there is an immediate need to discuss a problem involving their child. Teachers may communicate in writing or electronically at other times. Parent calls to teachers should be made from 8:10-8:35 AM, during specials, or after school. Remember that teachers are teaching and if it is an emergency or a change in plans please contact the main office at 319-558-2463.

## CRISIS RESPONSE

Comprehensive plans have been put together for emergency situations such as 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 Cleveland is declared unsafe to re-enter, we will be busing students to a reunification site. Parents 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 parents without permission. Bus routes will be used to return students to their home if this is deemed appropriate.

## CROSSING GUARD

There are several busy streets near Cleveland School. We make every attempt to have adult crossing guards who are assigned to the following intersections for your child's safety.

- 1st Avenue and 18th Street West
- Williams Blvd. and 8th Avenue SW - We are currently working on hiring someone for this position
- 1st Avenue and Cleveland Street West
- 22nd Street and Johnson Avenue NW

The crossing guards are at their post every day school is in session from 8:10 a.m. until 8:55 a.m. and again after school from 3:40 p.m. until 4:10 p.m. They adjust their schedules on early dismissal and late start days. Student behavior at crossings is supervised by our crossing guards. Students are expected to obey the guards and conduct themselves in a safe and responsible manner. Students should cross only at the intersections, not in the middle of the street.

## Students Leaving Early

It is necessary for parents to send a note or make a telephone call to Cleveland's main office requesting for students to be dismissed during the school day. Please call either 319-558-2463 (Main Office) or 319-558-2466 (Attendance). In addition, please communicate to your student's teacher about the dismissal.

When a student is to leave school early, he/she is to **check out through the office and**



**taken to the parent outside waiting.** Leaving early to attend outside classes or lessons is strongly discouraged.

Students who become ill at school will be dismissed through the office after parents, guardians, or emergency contacts have been contacted and appropriate arrangements are made.

#### SCHOOL DELAY OR CLOSURE

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.**

END OF DAY DISMISSAL- See ARRIVAL PROCEDURES above

## DISTRICT VISION & MISSION

### VISION

Every Learner, Future Ready

### MISSION

Our mission is to ensure all learners experience a rigorous and personalized learning experience so they have a plan, a pathway, and a passion for their future.

### PROFILE OF A GRADUATE

Students in our schools will be developing skills in creativity, citizenship, communication, collaboration, critical thinking and problem solving. We refer to these skills as the 5 Cs or our Profile of a Graduate. Staff will weave these five concepts and skill building opportunities through all they do at our school. We look forward to collaborating with our families, community partners, and other stakeholders to ensure our students are future ready.



## BUILDING MISSION

At Cleveland Elementary, we are dedicated to providing a safe, educational environment through collaboration with students, parents, and staff. Every day is a new, blank slate to ensure all students learn daily.

## ELECTRONIC DEVICES

### PERSONAL DEVICES

#### **CELL PHONE USAGE & OTHER COMMUNICATION DEVICES (iPads, iPods, Watches, etc.)**

Families are expected to contact their child by calling the main office. Students are discouraged from bringing cell phones and other electronic devices to school. Cell phones and personal devices are to be turned off and the teacher will have discretion as to where they are kept, for example in a classroom basket for safe keeping. Should the cell phone or device ring/sound/alarm during the day and be a distraction, it can be collected and kept in the office or teacher's desk for the student to collect before heading home. We ask that students keep their devices off and not use any of the features until they are off grounds. If a student wears a watch with texting features, they will be expected to not use the device for communication between home and school during the school day.

**Reminder, all of these devices are considered “personal belongings” and the students are responsible for the item. The school is not held responsible for lost, stolen, or damaged personal belongings.**

### SCHOOL ISSUED DEVICES

#### Student Devices

Each student at the elementary school level will be issued a device for the 21-22 school year. Kindergarten-5th grade students will be issued a Chromebook for use at school. Devices

will be kept at school, except in the event of a school shutdown, where 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:  
[http://www.cr.k12.ia.us/assets/1/6/ES\\_Student\\_Device\\_Agreement\\_English.pdf](http://www.cr.k12.ia.us/assets/1/6/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](mailto: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

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.

The full student device use and conduct policy can be found at this link:

[http://www.cr.k12.ia.us/assets/1/6/ES\\_Policy\\_1-1\\_Acknowledgement\\_Form\\_English.pdf](http://www.cr.k12.ia.us/assets/1/6/ES_Policy_1-1_Acknowledgement_Form_English.pdf)

#### 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.

## EMERGENCY DRILLS

All schools conduct official emergency drills for fire and tornadoes a minimum of four times per school year. In addition, we practice a school emergency drill twice a school 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.

## 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.

## FOOD SERVICES

Breakfast and hot lunch are available in our schools.. Menus are posted on the District website. We are a CEP (Community Eligibility Program) school and all students are offered a complimentary breakfast and lunch at **no charge**.

Meal prices for students at schools *not designated as CEP* are \$1.95 for breakfast, \$2.90 for lunch, and \$0.50 for extra milk. Those that qualify for reduced benefits \$0.30 for breakfast, \$0.40 for lunch, and \$0.50 for extra milk

Our school's lunch program includes an alternate entrée and self-serve choices. Students

may choose from the menu entrée, sunbutter sandwiches, or pizza. Lunch count and entrée choices are recorded by 9:00 a.m. each day.

During the 21-22 school year, no parents or visitors will be allowed during lunch time.

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.

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.

Menus change due to emergencies on days when school starts late and no breakfast will be served.

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 to supplement meals sent from home. 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.

At this time, parents and visitors will not be eating in the lunchroom. Special arrangements may be made with Mrs. Allred if you are requesting to eat with your child at lunch.

## HEALTH INFORMATION

### STUDENT HEALTH AND WELL-BEING Student Illness or Injury During the School Day

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 he/she feels, 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.

## Concussion

CRCSD Board Regulation 410:

*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: [www.cr.k12.ia.us](http://www.cr.k12.ia.us)

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

**Note: 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 normal 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 with concerns about their child's hearing should contact the school nurse.

**Dental Screening:** St. Luke's Dental Health Center and HACAP partner to offer dental screenings to all Early Learning Programs, AK, kindergarten, grades 2 and 5, all students in

elementary special education and elementary ELL programs, as well as others in selected grades. In addition to dental screenings, fluoride varnish application and dental sealants are offered to children enrolled in qualifying schools. Children will be bringing home a consent form to be completed by the parent/guardian to approve these dental services.

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. It is also an opportunity to provide outreach to those families who have trouble accessing care.

**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 kindergarten students will receive a consent form with the option to have your child screened at school and results sent to 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.

## Head Lice

The Cedar Rapids Community School District head lice procedures follow recommendations from the Iowa Department of Public Health, Iowa Department of Education and Centers for Disease Control. The District's role is to support parents by emphasizing prevention, early detection and education. Students with signs and symptoms of head lice will be referred to the health office for assessment. Parents/guardians of students found to have live lice, will be notified and provided with information regarding treatment and management. Students are not excluded from school for live head lice or nits.

It is important that families check their child's head for lice on a routine basis. Regular home screening is the most effective measure in preventing, identifying, and controlling head lice.

### Special Diet Requests

If your child has been determined by a physician to have a medical condition that restricts their diet and requires dietary accommodations, a Diet Prescription Form must be completed by a medical authority and returned to the health office. All meal modifications require a completed and signed Diet Prescription Form on file. The Diet Prescription Form is available on the district website and your school's health office. A soy milk alternative to fluid cow's milk is available to those with a medical condition when prescribed by a medical authority. There will be no additional cost to a modified meal due to a medical condition. Notice of procedural rights are available on the District website and the Office of Learning and Leadership. If you have any questions or need assistance, please contact the Food and Nutrition Department at 319-558-2305.

## **INTRAMURALS/AFTER SCHOOL ACTIVITIES/ENRICHMENTS**

During the school year we sponsor a number of extracurricular activities, such as intramurals, Girls on the Run, and Art Club. Schedules for these activities will appear in the newsletter or a special letter. During the 21-22 school year, we may have some of these opportunities that will be communicated out at a later date.

## **LEGAL NOTICES**

All notices are available on the district website: <http://www.cr.k12.ia.us/>

Click on Schools>>then Parent Notifications

Here are the items you can find there:

- Chapter 102-Child Abuse reporting
- Section 504
- 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)
- NCLB
- 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 on the basis of race, creed, color, gender, 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, 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 Justin Blietz, Director of Culture & Climate Secondary Education (JBlietz@crschools.us), and/or Linda Noggle, Executive Director of Talent Management, (LNoggle@crschools.us), Educational Leadership and Support Center, 2500 Edgewood Rd NW, Cedar Rapids, IA, (319) 558-2000.

6/8/20

#### 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. When an item is damaged or lost, it is necessary to ask for payment so that a replacement can be purchased.

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.

#### LOCKERS/COAT ROOMS FOR PERSONAL BELONGINGS

Students generally share lockers with another student. 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 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. We request that students leave toys, balls, electronic devices, and other personal items at home. 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 or damaged, the school district will not be responsible for their replacement.

#### LOST AND FOUND

Lost and found articles are placed in the wooden box in the basement. Every effort will be

made to return lost items to their owner. Proper marking of clothing and other articles is important to returning these items to their owners. Monthly, items that are unclaimed will be donated.

## **MTSS (Multi-tiered Systems of Support)**

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-behavioral (SEB) skills. This system process 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 SEB.
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 includes 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 and 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 supports. 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 or our Instructional Coach.

## ACADEMICS

### TITLE I FUNDING AT Cleveland ELEMENTARY

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 Cleveland staff and learn some excellent ways to assist your children at home. Communication with details are shared via email and flyers from the school. You will want to make sure you reserve the date on your calendar.

Our Title I Parent Policy can be found on our website by clicking on the "Title I" tab of our school website. Any questions regarding Title I at Cleveland can be directed to any member of the committee listed at the bottom of the policy

## SOCIAL EMOTIONAL BEHAVIORAL SUPPORTS

### PBIS

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, 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

#### CARING SCHOOL COMMUNITY:

Social Emotional Learning (SEL) is essential to students' overall academic success. Students learn best when they are able to feel autonomy, belonging, and competence while at school. Creating a caring community is imperative to allowing students to grow their SEL skills and can be felt immediately upon entering a classroom or school. Everywhere you look, there is evidence of kindness and respect.

At CRCSD, we use an instructional program called Caring School Community® to help us create an environment where each student feels safe, accepted, encouraged, and happy. The Caring School Community program is designed to help children become caring, responsible members of their school communities and, ultimately, to grow into humane, principled, and skilled citizens of society. It does so by:

- Building caring relationships with and among students
- Directly teaching social skills
- Creating calm, orderly learning environments through the use of effective classroom management practices
- Helping students acquire self discipline through a caring and effective approach.

Caring School Community achieves this through weekly classroom instruction organized around a social emotional focus. Each day begins in a Morning Circle where students greet one another and engage in a fun activity that provides practice for that week's focus skill. Each week also includes Community Chats (AK-1) and Classroom Meetings (2-5), regular class discussions that help students learn about each other, solve problems, and become caring, responsible members of the classroom community. Finally, your child will bring home an activity sheet each week to share with you the learning they are doing at school.

#### BEHAVIORAL SUPPORTS

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.

- Level 1 Behaviors (minors) are low level and are handled by the teacher or staff member that was involved. One or more of the following may occur, but are not limited to:
  - Reminder of appropriate behaviors
  - Reteaching of expected behavior
  - Restorative conversation with the student to plan for better choices and righting wrongs
  - A break / reflection time for the student at the classroom R&R

- ☐ Phone call home
- ☐ Level 2 Behaviors (majors) are higher level and handled by main office staff. Decisions are based on the outcome of investigating the incident as well as the frequency, intensity, or duration of the infraction. One or more of the outcomes listed above may occur, in addition consequences may include, but are not limited to the following:
  - ☐ Break in office
  - ☐ Privilege removed
  - ☐ Time in office with work completion
  - ☐ Staff, parent, student meeting
  - ☐ In-school suspension
  - ☐ Out-of -school suspension

## **PARENT COMMUNICATION**

All classroom teachers will be communicating with families once a week via Seesaw. Teachers will send communication electronically and if necessary, provide a printed copy if requested.

Building communications will be sent through Infinite Campus as needed. Seesaw will be a communication tool that will be set up at Cleveland this year.

For further information about Cleveland Elementary, please access information in the following ways:

Cleveland Website - Currently under construction and will be publized when ready

Facebook at <https://www.facebook.com/ClevelandCRCSD>

Instagram at <https://www.instagram.com/clevelandchargerscrcsd/>

Twitter at <https://twitter.com/crcsdcleveland>

## **PARENT INVOLVEMENT**

The Cleveland Parent-Teacher Association (PTA) works to support the learning needs of Cleveland students and promote positive and productive home/school partnerships by fostering active involvement in school programs and practices. In addition to the teaching responsibilities for their own children, parents can support learning at Cleveland by serving on PTA committees, participating in

PTA meetings and educational programs, and by volunteering in the class- rooms or other areas of school where extra adult support is needed.

PTA meetings are held each month and added to the family calendar.

Specific dates are included in this calendar.

### **PTA MISSION**

The Cleveland PTA is an organization made up of parents and teachers interested in helping to:

- 1) Promote the welfare of children and youth in the home, school, community, and place of worship,
- 2) Raise the standards of home life,

- 3) Secure adequate laws for the care and protection of children and youth,
- 4) Bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and
- 5) Develop educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

PTA Email Address: [ptaclevelandelementary@gmail.com](mailto:ptaclevelandelementary@gmail.com)

Facebook:

<https://www.facebook.com/ClevelandElementaryPTA.CedarRapids.Iowa>

## **PARTIES**

### 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 hurt feelings of students not receiving invitations.

### SCHOOL SPONSORED PARTIES/CELEBRATION

Three school celebrations will be planned during the school year. The homeroom parents and teachers will inform you if your child is being asked to help with refreshments or serve on a committee. If you want to excuse your child from participation in school celebrations, please send a note to the classroom teacher or school office.

## **PLAYGROUND AND RECESS**

### 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 <https://www.wunderground.com/weather/us/ia/cedar-rapids>. 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.

**Warm Weather Recess:**

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

1/2020

## **PROGRAM FOR ACADEMIC AND CREATIVE TALENT (PACT)**

The elementary school PACT department provides advanced learning experiences for high ability students. PACT Resource Specialists serve the schools on a rotating schedule, offering students the opportunity to participate in challenging activities in areas such as science, humanities, mathematics, and language arts. ACE, Prime Time and PACT are the three programs offered in our elementary buildings.

### **ACE (KINDERGARTEN & 1st GRADES)**

ACE (Academic Challenge Experiences) is a kindergarten and first grade program. The ACE program manager will visit all kindergarten and first grade classrooms a minimum of four times throughout the school year. Lessons will focus on and develop the student's ability to think creatively, critically, logically and to problem solve. Data collected will be used by the classroom teacher and PACT department to aid in determining the need for extensions and future programming.

### **PRIME TIME (2nd & 3rd GRADES)**

Prime Time is a demanding academic program that serves second and third grade students. Students selected for Prime Time have demonstrated potential in a specific intellectual area. There will be opportunities for enrichment in the fall for 2nd grade students. All students in 2nd grade are screened in January. All students in 3rd grade are screened in September and January. Students are selected for this program based on the results of the screening activity, district assessments and teacher observations. Those students selected will meet with the PACT Resource Specialist weekly.

### **PACT (4th & 5th GRADES)**

PACT provides challenging curriculum experiences for high ability students in fourth and fifth grade. Multiple criteria will be used to select students for PACT classes. Criteria include: PACT unit screening scores, achievement tests, ability tests and teacher observations. Students selected will meet with the PACT Resource Specialist weekly.

## **REPORTING TO PARENTS**

Assessments will be provided to parents through conferences and report cards. Two formal student conferences will be scheduled in November and March. Report cards are sent home in February and at the end of the school year. During these conferences parents 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. Parents 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.

## 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 the school counselor who will put them in contact with the appropriate community agencies for support and help. The counselor is always available through email or phone contact.

Andrea Tan - [atan@crschools.us](mailto:atan@crschools.us)

## SCHOOL HOURS

PK-5

Our school day runs from 8:50 AM to 3:50 PM. Students will observe the following schedule:

- 8:35 Students eating breakfast may enter the building
- 8:35 All students may enter the building
- 8:50 School begins
- 3:45-3:50 Students dismissed

PRESCHOOL HOURS Monday-Thursday

- 8:40-11:40 AM Session
- 12:40-3:40 PM Session

**Students may not play on the school grounds before or after school.** In the morning, students should wait calmly at the entrance until a staff member admits them to a building.

Students are expected to go home after school. **Due to social distancing guidelines this year, we ask all walkers to leave immediately.** We would like students to go home and check in after school. They may come back to the school playground at 4:15 PM or after.

## 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. <http://virtualbackpack.cr.k12.ia.us/schoolDefault.aspx> Once here you will select the link for your child’s building.

## SCHOOL PICTURES

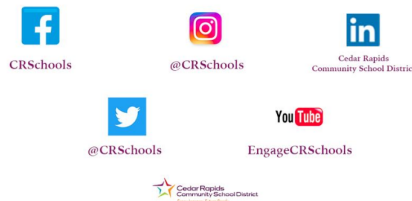
Each fall all students will have their pictures taken for the cumulative records. The date is published on the school calendar. Families may purchase individual pictures from the company if desired. Spring pictures will also be taken, and as always the purchase of these photos is left up to individual families.

## SOCIAL MEDIA

For the latest District news and information:

[www.cr.k12.ia.us](http://www.cr.k12.ia.us)

And follow us on:



## STUDENT INFORMATION SYSTEM (Infinite Campus)

- According to [Board policy 606](#) 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.

## SUPPLIES AND FEES

### 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.

[http://www.cr.k12.ia.us/assets/1/6/K-5\\_School\\_Supply\\_List\\_20-21\\_updated.pdf](http://www.cr.k12.ia.us/assets/1/6/K-5_School_Supply_List_20-21_updated.pdf)

### FEES

A book fee of \$31.00 is assessed annually to cover the cost of certain curriculum materials. If you qualify for free or reduced lunches your material fee will be \$19.00. 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.

## VISITING AND VOLUNTEERING PROGRAM

VISITATION POLICY **\*Volunteers will be limited this year due to Covid Precautions, many of these policies are modified for the 21-22 school year.**

- For security purposes, anyone visiting school between 8:50-3:50 will need to use the front entrance door. A doorbell will alert the office staff of your arrival and upon recognition they will “buzz” you in. Visitors **must** report to the office and will be asked to 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 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. Parents are encouraged to visit our school. They will be asked to check with the teacher or principal before visiting. We appreciate your understanding and support of these security measures to ensure the welfare of all students and staff.
- Parents often visit to have lunch with their children. We welcome such visits, but ask parents to notify the teacher and office in advance. We encourage parents to eat school lunch or to bring a healthy lunch of their choice. Parents may not bring lunch for any child other than their own. For safety and security we ask that visiting family members 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 faculty. 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](http://www.raptortech.com)). If you have any questions for the CRCSD personnel, 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 \*Volunteers will be limited this year due to Covid Precautions, many of these policies are modified for the 21-22 school year.**

- 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) 558-2463.
- 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 volun

## WELLNESS

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.

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
- Celebrate events involving food not more than one time each month (check with your school to see how birthdays are recognized)
- 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 [www.cr.k12.ia.us/our-district/wellness/](http://www.cr.k12.ia.us/our-district/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.

If you have questions about district wellness efforts, please contact Stephanie Neff, "Wellness and Community Partnership Supervisor at 319.440.6647 or [sneff@crschools.us](mailto:sneff@crschools.us)









# HEALTHY SCHOOL SNACKS

Cedar Rapids Community School District



Snacks play a major role in a child's diet and provide a valuable opportunity for nutrition education. Healthy snacks are important to providing good nutrition and supporting lifelong healthy eating habits

<p><b>Fruits:</b></p> <ul style="list-style-type: none"> <li>• Fresh fruit-whole or sliced</li> <li>• Assorted fruit salads</li> <li>• Dried Fruits</li> <li>• Applesauce</li> <li>• Individual fruit cups (packaged in juice)</li> <li>• 100% Fruit Juice</li> <li>• 100% Frozen Fruit Bars</li> </ul> 	<p><b>Low Fat Dairy/Protein:</b></p> <ul style="list-style-type: none"> <li>• String Cheese or Cheese Cubes</li> <li>• Yogurt</li> <li>• Cottage Cheese</li> <li>• Deli Meat</li> <li>• Sunflower Seeds</li> <li>• Pepita/Pumpkin seeds</li> </ul> 
<p><b>Vegetables:</b></p> <ul style="list-style-type: none"> <li>• Raw Vegetables Simple kid-friendly examples: Baby Carrots, Broccoli, Cauliflower, Snap Peas, Sliced Peppers, Celery</li> <li>• Dehydrated Vegetables <ul style="list-style-type: none"> <li>• Vegetable Chips, Chickpeas</li> </ul> </li> <li>• Edamame (Soybeans)</li> </ul> 	<p><b>Whole Grains:</b></p> <ul style="list-style-type: none"> <li>• Crackers</li> <li>• Low Sodium Pretzels</li> <li>• Pita Chips</li> <li>• Popcorn</li> <li>• Low Fat Granola Bars</li> <li>• Baked Corn Tortilla Chips</li> <li>• Animal Crackers</li> <li>• Graham Crackers</li> </ul> 
<p><b>Snack tips</b></p> <ul style="list-style-type: none"> <li>• Snack on fruit and vegetables whenever possible.</li> <li>• Select appropriate portion sizes.</li> <li>• For food safety select sealed and prepackaged snack items.</li> <li>• Combine protein and fiber for a satisfying snack.</li> </ul> <div style="text-align: center;">  <p><b>TIP</b></p> </div> <p><b>Dip Ideas:</b> Hummus, Salsa, Bean dip, Honey Mustard, Yogurt based dips</p>	<p><b>Drinks:</b></p> <ul style="list-style-type: none"> <li>• Water</li> <li>• Low Fat or Fat Free Milk</li> <li>• 100% Fruit/Vegetable Juice</li> </ul> 

The provided list is not all inclusive. Reference CRCSD Nutritional Standards for specific guidance.