

# GRANT ELEMENTARY SCHOOL STUDENT HANDBOOK



**2021-2022**

254 Outlook Drive SW, Cedar Rapids, IA 52404  
(319) 558-2020 • Fax (319) 398-2022

On behalf of the staff, I would like to extend a warm welcome to Grant Elementary. I am thrilled to welcome ALL students back to in-person learning. My name is Monica Frey and I am the principal at Grant School. As many of you already know, members of the Grant School community are committed to providing your child a positive and successful school experience. The following information will help you in getting ready for the start of the school year.

***Grant Open House – Thursday, August 19 between 4:00-6:00  
All Kindergarten – 5<sup>th</sup> Graders: Come and meet your teacher, drop off supplies and learn about Grant School***

***First Week of School***

***Monday, August 23 is the first day of school for all students with classes beginning at 8:50 A.M.  
and an EARLY DISMISSAL OF 2:20 P.M.***

***Room Assignments***

The room assignments and class lists are still being prepared. Our grade level enrollment is changing which makes it difficult to determine official class lists at this time.. At our open house, we will have class lists available. Grant staff and volunteers will help students find their appropriate classrooms. You may also look into Infinite Campus for teacher assignments but these are subject to change with enrollment numbers.

***Grant School Office/Hours***

If you have any questions or need to contact the school, you may call 558-2020 or stop by the school office between 7:45 A.M. and 4:00 P.M. You may also leave a message on the school's answering machine 24 hours a day.

***School Hours***

***Monday through Thursday, school hours are from 8:50 A.M. with final dismissal at 3:50 P.M. Attendance is taken at 8:50 in the classrooms.  
Students not in their classroom by 8:50 are considered tardy. We need all students on time, every day!***

***\*Every Friday is an early dismissal at 2:20. This is to allow district staff time to gain professional development, evaluate learning and guide instruction for our students. Please make sure you have arrangements made for pick-up at 2:20 every Friday.***

***Arrival***

Students may arrive at 8:40 A.M. to enter the building. If students arrive prior to this time, we will not have adult supervision outside. You will receive a phone call from the school to come and pick up your student or wait with them if your student is dropped off early. We do have a list of daycare options available that provide before and after school care. Call the office if you need a list. Students are not allowed in their classrooms until 8:40 A.M. We will be eating breakfast in classrooms when they arrive.

***Student Absences***

If your child will be tardy or kept home due to illness or for any other reason, please notify our school attendance number 558-2079 as early as possible. You may leave a message on our answering machine at any time of the day or night. We do track attendance and will follow-up with families if attendance is a concern. Students are considered tardy if they arrive after 8:50. We will be adhering to our new attendance protocol. You will receive the attendance protocol at Open House.

***Breakfast/Lunch Information***

We serve breakfast and lunch each day of school at. Breakfast is served from 8:40-9:00 AM. We will be eating breakfast in classrooms. Lunch will be in the cafeteria unless we need to adjust for health and safety. We received a grant through Community Eligibility Provision (CEP) for ALL students to receive Free Breakfast and Free Lunch every day.

***Dismissal***

Our goal for dismissal is always to keep kids safe. Students are dismissed in the following manner:

- Students that walk home will be dismissed first. Siblings and students walking together will meet in front of the building or a family designated area.
- We will have two lanes for pick-up where parents will stay in their car and proceed through the line. Grant Staff will be outside to escort your student(s) to your car.  
Please be patient and wait your turn. The line goes quickly.
- Parents choosing to park on J. Street, may park and walk to school to wait for their students in front of the building.
- Wilson students should not arrive before 3:50 to pick up siblings. They wait outside until their sibling comes out of building
- Students riding buses or daycare vans will be dismissed with an adult and escorted to the bus or van.
- If you would rather not use the pick-up process, please use J-Street toward Wilson School or 26th Avenue to park and we can assist you with teaching your child to walk to your vehicle. We have limited parking available in our back parking lot. Please be aware that some of our parking spots are reserved for handicapped parking and are reinforced. Please let teachers know at Open House the specific dismissal plan for your child(ren). Safety of all our kids and staff is the #1 priority!

***Need to Leave School Early / Visiting Grant during the School Day***

As we start our new year, we want to make our building and our children as safe as possible. All visitors coming to Grant during school hours must come to the office first. Please ring the bell at the door, come into the office to sign your student(s) in or sign out from school. You will receive a badge if you plan to stay in the building. You may be asked to show an identification. This ensures the safety of all students and staff at school.

***Annual Verification Process***

We now use the Online Registration process to update information and fill out school forms. If you have not done so, please use your password and log onto Infinite Campus to register your child ASAP. If you need help with the Annual Verification process or need to be given your password again, please contact Theresa Fahle, building secretary, at 558-2020. It is important that all families have logged onto Infinite Campus and completed information for On-Line Registration prior to the first day of school.

I hope this letter answers many of your beginning-of-the year questions. Please feel free to contact me whenever you have questions, suggestions, or concerns. We are excited to have the opportunity to work with you and provide the very best educational experiences possible for your child during his/her first years of school.

Sincerely,

Monica Frey

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## **ABSENCES AND ATTENDANCE**

**Grant Attendance Line: 319-558-2079**

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 or email 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:

- Elementary School - Enters the school any time between 8:50 and 9:15. Afternoon Pre-K is tardy from entry between 12:50 and 1:15.
- 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 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 TO SCHOOL**

At this time, masks are not required at school but are strongly recommended. Multiple entries are used to minimize group interaction. Students are NOT allowed on the playground or gaga ball pit before school.

### **KINDERGARTEN - 5TH GRADE**

- K/1 will enter in the main front door by the office
- 2nd/3rd graders enter through the recess doors off of the blacktop
- 4th/5th will enter through door front door on the left closer to J Street
- Students report directly to the classroom
- Students should not be dropped off before 8:35. Students will enter the building starting at 8:40. Supervision will not be available for students this year until 8:40, please ensure your student(s) do not arrive at school prior to this time.
- Students who arrive late (after 8:50) will enter through the front door.
- Only students will be allowed to enter the building, family members who are dropping off students will be asked to stay in their cars or outside to decrease exposure during the pandemic.

### **BIKE SAFETY**

Parents are asked to assume responsibility for their student's bike safety readiness and bike maintenance. All bike riders at Grant 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, hee-lies 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. Students are not allowed to bring birthday snacks unless they are individually wrapped.
- We ask that you do not send balloons or flowers to the school for your child's birthday.
- Birthday party invitations are to be done outside of the school setting to avoid any hurt feelings and learning disruptions.

## **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/> or by searching "School Facilities Use" on [crschools.us](http://crschools.us)). 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. All transportation questions or concerns should be directed to the transportation office at **319-558-2318**.

### **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 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. **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 319-558-2020

## **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 Grant 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 parent(s)/guardian without permission. Bus routes will be used to return students to their home if this is deemed appropriate.

## **CROSSING GUARD**

A crossing guard is stationed at the corner of J Street and Wilson Avenue and J street in front of the school to help students safely cross that intersection. The hours the crossing guard is on duty are from 8:15-8:50 and 3:45-4:15. On Early Dismissal Days the guards are on duty from 2:20-2:45.

## **DAYCARE**

The Five Seasons Day Care services are available before (6:30-8:50) and after school (3:50-6:00) at Grant. More information is available at 558-2555. There is often a waiting list of families wishing to participate; so early registration is advised.

## **DISMISSAL FROM SCHOOL**

### **DISMISSAL DURING THE DAY**

It is necessary for parents to send a note, send an email, or make a telephone call requesting for students to be dismissed during the school day.

When a student is to leave school early, he/she is to **check out through the office.** **Parents are asked to come to the office to sign-out their student.** 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.

### **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.

### **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.**

## **DISTRICT CALENDARS**

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

## DISMISSAL PROCEDURES

Please note that times are approximate:

- 3:35 Students who walk by themselves (no family member coming to meet them), will be dismissed out the front door to go directly home.
- 3:40 Students who are walking and have a family member meeting them will be dismissed out the front office door. They must wait outside, practicing social distancing, until the other walkers from their group join them.
- 3:45 Students who ride the bus will be picked up from their classroom by an assigned staff member to meet their bus. The bus will be along the J St door and will walk with an adult down the steps to the back door. The adult on bus duty will walk with the students to the bus.
- 3:45 Students who have someone pick them up in a car will exit the two front doors.
  - All cars will drive up directly in front of the school in the horseshoe. We will have two lines. Please remain in your car. Students will be directly brought out to you with an adult.
  - A staff member will communicate with the driver to determine which students are being picked up and students will be called down and brought to the car. We will be utilizing walking-talkies to communicate with classroom teachers
- Practicing and modeling patience is critical during this time. Please know times may be adjusted and we will get students out to cars as quickly and safely as possible.

## BUS TRANSPORTATION:

For those students who qualify for bus transportation, the following guidelines will be in place:

- Students will be required to wear masks on the bus
  - Students will be required to use district provided hand sanitizer upon entering and exiting the vehicle
  - Transportation staff will assign seats to promote families sitting together, spread out the riders to the greatest extent possible, and minimize contact amongst students

## 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.

## GRANT MISSION STATEMENT

Grant School provides a safe learning environment for all students to attain academic and social success.

## **PROFILE OF A GRADUATE** Cedar Rapids Community Schools

This profile illustrates our community's belief in all learners' ability to master content standards and develop the competencies to be Future Ready!



**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.**

## **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. Student cell phones and personal devices are to be turned off and kept in the student's bag during the school day. 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 loss or damage.

### **SCHOOL ISSUED DEVICES**

#### **Student Devices**

Each student at the elementary school level will be issued a device for the 21-22 school year. Preschool students will be issued an iPad and K-5th grade students will be issued a Chromebook. Devices will be kept at school, except in the event of a school shutdown due to COVID-19, 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) or by searching "Student Devices" on [crschools.us](http://crschools.us)

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 device, 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 CRCS 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) or by searching "Student Devices" on [crschools.us](http://crschools.us).

#### **Disclaimer**

CRCS does not have control of the information on the Internet or incoming email. CRCS 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 and available on the Nutrislice App. <https://cr.nutrislice.com/menu>. USDA has approved nationwide waivers for the 21-22 school year that will allow all students to have breakfast and lunch at no charge. For the 21-22 school year adult meals prices will be \$3.95, and extra milk for students will be \$ .50. Funds can be deposited online at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com).

USDA still requires families to complete the free/reduced application to receive additional benefits in the school district such as P-EBT cards, fee waivers, transportation, etc. Our school's lunch program includes an alternate entrée and self-serve choices. Students may choose from the menu entrée, the alternate entrée of the day, sun butter sandwiches, or pizza. Lunch count and entrée choices are recorded by 9:00 a.m. each day. Late students may still be offered breakfast, and have the option of all lunch entree choices.

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.

**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.

Breakfast is served daily. Schools may select meal service style in the cafeteria or breakfast in the classroom. Meal service in the classroom will be served after the bell. We encourage you 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. Menus may change due to emergencies, late starts, snow days, and manufacturing shortages. 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. A free booster meal is available to supplement meals from home. Booster meals must contain a minimum of three of the five items. A common booster meal consists of milk, fruit, and vegetables. 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.

## HEALTH INFORMATION

The school should be informed of students' significant health conditions. This information should be provided on the electronic student emergency card at the beginning of the school year. The information will be shared with school staff that needs to know about a child's health condition. If this condition requires special adjustments in the school environment, please contact the school nurse. Any change in the student's health status during the year should be communicated to the school nurse or health secretary.

## HEALTH SERVICES

The primary objective of the District's school health services program is to enhance the educational development of the student. The health services department includes: a health services manager, school nurses, and health secretaries. Working as a team, they assist students to reach optimum health. This enables students to achieve their full potential. You can reach Viola Gibson health office at 319-558-2565. Health care of the school-aged student is the responsibility of the parent/ guardian. The school nurse advises that each child have a primary healthcare provider. The school nurse makes observations about students during the school day and acts as a valuable resource to the student's healthcare provider. The nurse also interprets the student's health care needs to school staff.

Typical activities of the school nurse include: monitoring communicable diseases, managing medication administration, helping in the assessment of physical, psycho-social factors affecting a child's learning in school, acting as a health education resource for teachers, identifying health and safety hazards in the buildings and on the grounds and offering health guidance to students and their families. The school nurses have multiple building assignments and may be in a building a day a week. A health secretary who has certification in First Aid, CPR, and medication administration is present in the health office daily.

## 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

CRCSB 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: [crschools.us](http://crschools.us)

## 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 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:** St. Luke's Dental Health Center and HACAP partner to offer dental screenings to qualifying students in 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 CRCSB 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, 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.

## 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. Schedules for these activities will appear in the newsletter or a special letter.

## LEGAL NOTICES

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

Click on Schools>>then Parent Notifications

or Search crschools.us for Parent Notifications

Here are the items you can find there: Chapter 102-Child Abuse reporting

- 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
- Asbestos notification
- 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

## 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 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. Updated 6/2021

## **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 and coat rack near the front office. Parents and children are urged to check the box for lost articles. 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. Items left after school is out in June are donated to Goodwill.

## **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 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:

- High quality and engaging curriculum and instruction for all students.
- Screening for potential challenges three times per year.
- Intervention provided for any students who need extra support in academics and/or SEB.

- Monitor learning to ensure students make progress toward end-of-year expectations.
- 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, 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, 558-1555.

## **TITLE I FUNDING AT GRANT 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 Grant 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 Grant 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 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 Think Station
- Student goes to identified Buddy Room for a break
- 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
- Student finishes day in a Buddy Classroom
- In-school suspension
- Out-of -school suspension

## **PARENT COMMUNICATION**

A monthly newsletter will be sent via email to all families at the beginning of each month. Important information will also be sent through our messaging system, email or text. Please work with the main office or your teacher to determine the best method of communication for your household. If you need to be contacted regarding a situation at school, we will do our best to contact the first contact person in our system.

## **PARENT INVOLVEMENT**

The Grant Parent-Teacher Association (PTA) works to support the learning needs of Grant 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 Grant by serving on PTA committees, participating in PTA meetings and educational programs, and by volunteering in the classrooms or other areas of school where extra adult support is needed. PTA meetings are held on the first Monday of the month. Check our link on the Grant School Website for more information.

### **PTA MISSION**

The Grant 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.

Please contact the school office or the Grant website if you are interested in becoming involved in PTA.

## **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.

## **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 need 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 October and February. Report cards are available using the Infinite Campus portal 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 our 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. Our counselor is Chad Hartley and he can be contacted at 558-1555.

## SCHOOL HOURS

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

8:40 All students may enter the building

8:50 School begins

3:50 Students dismissed

Students may not play on the school grounds before or after school without parental supervision, since staff supervision is not provided. In the morning, students should wait calmly at the front entrance until a staff member admits them to a building.

Students are expected to go home after school. Only students directly supervised by an adult guardian are allowed to play on the playground immediately following dismissal. We would like students to go home and check in after school. They may come back to the school playground at 5:00 PM if they would like.

## 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> or on [crschools.us](http://crschools.us) by searching for “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. 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 CRCSO news and information:  
**[www.crschools.us](http://www.crschools.us)**

And follow us on:

 CRSchools	 @CRSchools	 @CRSchools
 Cedar Rapids Community School District	 Cedar Rapids Community School District <i>Every Learner. Future Ready.</i>	 EngageCRSchools

## 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) or by searching for “School Supply List” on [crschools.us](http://crschools.us).

### 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

- 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**

- 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) 558-2020
- 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.

### **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/) or search "Wellness on [crschools.us](http://crschools.us).. 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)




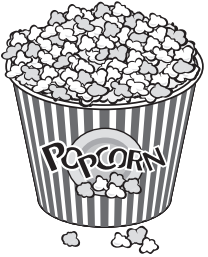




# HEALTHY SCHOOL SNACKS

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

<b>Fruits:</b>	<b>Low Fat Dairy/Protein:</b>
<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> 	<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> 
<b>Vegetables:</b>	<b>Whole Grains:</b>
<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> 	<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> 
<b>Snack tips</b>	<b>Drinks:</b>
<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> 	<ul style="list-style-type: none"> <li>• Water</li> <li>• Low Fat or Fat Free Milk</li> <li>• 100% Fruit/Vegetable Juice</li> </ul> 
<b>Dip Ideas:</b> Hummus, Salsa, Bean dip, Honey Mustard, Yogurt based dips	

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





**Cedar Rapids  
Community School District**

**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 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.

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