

HOOVER

COMMUNITY SCHOOL

2021-2022

PARENT-STUDENT HANDBOOK

Hoover Elementary School

4141 Johnson Avenue NW Cedar Rapids, Iowa 52405

Telephone: 558-2369 • FAX: 558-2647



SELECTED AS A FINE SCHOOL AWARD WINNER

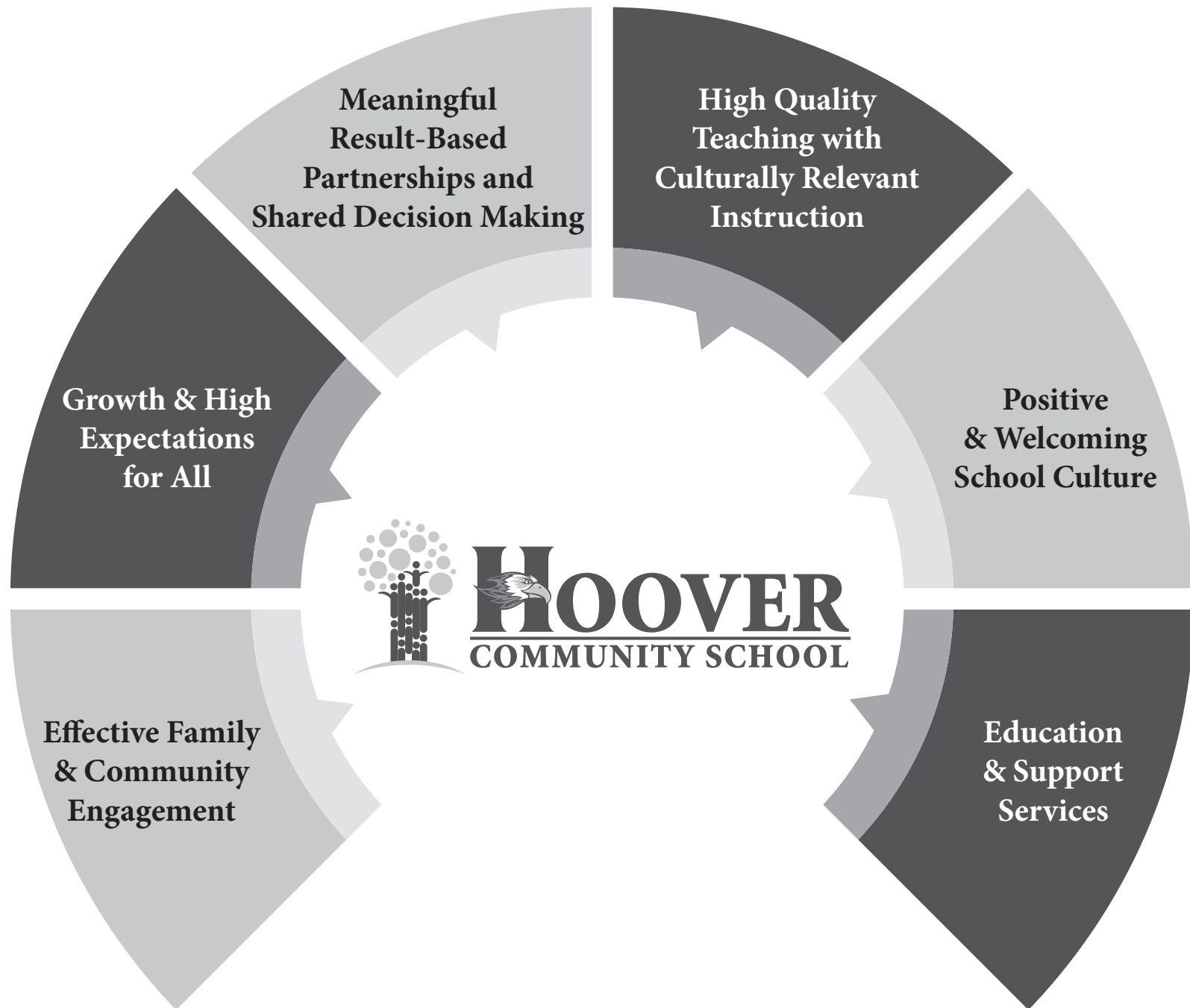


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2021-2022 STAFF LIST

Dear Parents,

Welcome to Hoover School and the 2021-2022 school year. I hope that you have had a great summer with your family and friends. The Hoover Staff looks forward to the new year and the challenge of providing the best educational environment for your child. We are providing this calendar for your use as you plan family activities during the year. Please go over this information with your child and keep it for a handy reference. If you have any additional questions after reading the handbook, please feel free to contact me. We are looking forward to another excellent year here at Hoover!

Your Principal,

Clint Stone

Clint Stone	Principal
Patty Muenzenmeyer	Principal Secretary
Katelyn Kieler	Counselor
Beth Sellner	Facilitator
Victoria Leyh	Nurse
Lisa Harvey	Nurse
Gretchen Arcand	Health Secretary
Courtney Schauf	Kindergarten
Artiara Sanders	Kindergarten Associate
Kelly McMahon	Kindergarten
Mary Spring	Kindergarten Associate
Andrea Millard	Kindergarten
Dana Wise	Kindergarten Associate
Amie Atanasoff	First Grade
Rebecca Seeley	First Grade
Kinsey Stauffacher	First Grade
Ashley Campbell	Second Grade
Diane Kuch	Second Grade
Traci Nelson	Second Grade
Caleb Shaw	Third Grade
Angela Streeper	Third Grade
Casey Wood	Third Grade
Madison Meier	Fourth Grade
Kathy Stapleton	Fourth Grade
Bree Reinert	Fifth Grade
Amy Owen	Fifth Grade
Kathy Goedeken	Media Specialist
Kim Thede	Media Secretary
Chanda McHugh	Preschool
Krista Werling	Preschool
Kristi Davidson	Preschool Associate
TBA	Preschool Associate
Jessica Roloff	Preschool Associate
Marcy Murphy	Preschool Associate
Kyra Lehman	Music Teacher
Amy Licher	Art Teacher

Kira Dailey	Gym Teacher
Brian Ernst	Gym Teacher
Allison Heying	Level 1 Teacher
Ellen Mittenburg	Level 1 Teacher
Marci Broadie	Level I Associate
Anna Diesch	Level I Associate
Dianna Wright	Level I Associate
Carrie Sarchett	Level I Associate
Eveline Niyokwizigwa	Level I Associate
Catie VanderMolen	Engagement Specialist
Jessica Simon	Behavior Tech
Erin Olander	Instructional Coach
Kelli Schuch	Title 1 Teacher
Marianne Wanerus	Title 1 Teacher
Kim Pilkington	Title 1 Teacher
Andrea Russman	Title 1 Teacher
Jessica Ulrich	Level 2 Special Education
Brenda Hildebrand	Level 2 Associate
Susan Wardenburg	Level 2 Associate
Kaylee Patterson	Level 2 Associate
Cheryl Wadden	Level 2 Associate
Gabrielle Bruns	Level 2 Associate
Lynn Madsen	Level 2 Associate
Riley Duggan	ELL Teacher
Emma Stewart	ELL Teacher
Noelle Clark	ELL Teacher
Josie Laska	ELL Teacher
Ellen Reynolds	ELL Teacher
Devon Nester	Building Sub
Ann Lassen	PACT Teacher
Ronietta Ricklefs	Manager-Food Service
Tamene Gelashe	Building Engineer
Chris Jones	Custodian
Jessica Swiser	GWAEA Speech Clinician
Amy Courtney	GWAEA Special Education
Janet Scharnberg	GWAEA Physical Therapist

2021**August****2021**

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
1	2	3	4	5	6	7
8	9 <i>New Teacher Pre-Service</i>	10 <i>New Teacher Pre-Service</i>	11 <i>New Teacher Pre-Service</i>	12 <i>New Teacher Pre-Service</i>	13	14
15	16	17 <i>Teacher Pre-Service</i>	18 <i>Teacher Pre-Service</i>	19 <i>Teacher Pre-Service Open House 3-5</i>	20 <i>Teacher Pre-Service</i>	21
22	Day 1 23 <i>First Day of Classes- Early Dismissal 2:20</i>	Day 2 24	Day 3 25	Day 1 26	Day 2 27 <i>Staff Learning Day – Early Dismissal 2:20</i>	28
29	Day 3 30	Day 1 31				

TRANSPORTATION SAFETY

HPAC (PARENT ADVISORY COUNCIL)

Dear Hoover Families, Teachers and Students;

Welcome to a new school year at Hoover Elementary! We hope you had a fun summer and are ready for the upcoming school year. We have many exciting things planned this year and certainly welcome your input.

Throughout the year we will have our popular Bingo nights, and Movie Night.

We encourage everyone to get involved. Whether you can volunteer for every event, one event or just voice your thoughts at our monthly meetings is appreciated. Please watch for upcoming HPAC events on the Hoover website. Please feel free to contact us if you have any questions.

Sincerely
Hoover PAC

CROSSING GUARDS

One Adult crossing guard is on duty before and after school at the corner of Johnson Avenue and Wiley Boulevard during the following times 8:20 a.m. – 8:50 a.m. and 3:45 p.m. – 4:05 p.m.



ARRIVAL AND DISMISSAL PROCEDURES:

There will be 2 lanes of traffic starting at the Wiley entrance and going all the way to the front of Hoover Elementary. **There will be a lane by the curb, closest to the school, for busses, daycare vans, preschool and handicap pickup.** Cones will be set up in the middle of the driveway and a second lane will be provided for parents to drop off and pick up their children. There will be no parking in the lanes. **Parents are to remain in their vehicle to keep the traffic flow moving.** If parents would like to park, you must find an available spot.

For the safety of our students and staff, all doors will be locked during school hours. Please use the main entrance to enter during school hours. **Parents arriving after 4:05 will need to come into the building to pick up their students.** Daycare students will be assigned a place to sit to wait for their vehicle to arrive and will remain in a group until pick-up. All walkers will exit the building at 3:45 from their assigned door.

Students who are to meet their ride in the K/1st exit and meet their siblings will to be escorted to their ride. The church parking lot across the street can be used to park in and wait for our kids to come to you. Students can cross using the crossing guard at Johnson Avenue. If you are picking your child up in the front of the building he/she will use the main entrance/exit. We will ask you to pull over if your child is not immediately ready for pick-up to allow the traffic flow to continue. If siblings are to walk together, the older child should make the effort to meet the younger child in the hallway nearest the exit they will use. If you are picking up and walking from the front entrance, please wait outside until your child's name is called. Please think about your dismissal options and discuss a consistent plan with your child/children.

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.

2021**September****2021**

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
			Day 2 1	Day 3 2	Day 1 3 <i>Staff Learning Day – Early Dismissal 2:20</i>	4
5	6 <i>Labor Day Rosh Hashanah (Sept 6-8) NO SCHOOL</i>	Day 2 7 <i>First Day of Preschool</i>	Day 3 8	Day 1 9	Day 2 10 <i>Staff Learning Day – Early Dismissal 2:20</i>	11
12	Day 3 13	Day 1 14	Day 2 15 <i>Yom Kippur (Sept 15-16)</i>	Day 3 16	Day 1 17 <i>Staff Learning Day – Early Dismissal 2:20</i>	18
19	Day 2 20	Day 3 21	Day 1 22	Day 2 23	Day 3 24 <i>Staff Learning Day – Early Dismissal 2:20 September Birthdays</i>	25
26	Day 1 27	Day 2 28 <i>Picture Day</i>	Day 3 29	Day 1 30		

STUDENT HEALTH AND WELL-BEING

HEALTH INFORMATION

The School should be informed of any significant health conditions. This information should be provided to the school during your e-registration at the beginning of the year. The information will be shared with school staff that needs to know about your child's condition. If the condition requires special adjustments in the school environment, the school nurse should be contacted. Any changes in student health status during the year should be communicated to the school nurse or health secretary.

ACCIDENTS AND EMERGENCY INFORMATION

Accidents serious enough to require parent's attention, doctor's care or hospitalization require that emergency information be on record. You will be asked to login into Infinite Campus and update your contact information before the first day of school and keep the information current. Please be sure to indicate people you want in charge of your child's needs when you can't be reached.

In case of an emergency when an ambulance is necessary, school personnel will make decisions until parents or other responsible adult can be reached.

HUMAN GROWTH AND DEVELOPMENT

Human Growth and Development is part of the curriculum present to all 3rd – 5th grade boys and girls. The class involves a video and general presentation about puberty and body changes. The family Life curriculum is available in the library. A letter will come home with your child before the class takes place. Please call if there are any questions.

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.

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.

2021**October****2021**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Day 2 1 Staff Learning Day – Early Dismissal 2:20	2
3	4 Staff Learning Day – NO SCHOOL FOR STUDENTS	Day 3 5	Day 1 6	Day 2 7	Day 3 8 Staff Learning Day – Early Dismissal 2:20	9
10	Day 1 11 <i>Columbus Day</i>	Day 2 12	Day 3 13	Day 1 14	Day 2 15 Staff Learning Day – Early Dismissal 2:20 <i>America Reads Day</i>	16
17	Day 3 18	Day 1 19	Day 2 20	Day 3 21 <i>Conference Night</i>	Day 1 22 Staff Learning Day – Early Dismissal 2:20 <i>America Reads</i>	23
24	Day 2 25	Day 3 26 <i>Conference Night</i>	Day 1 27	Day 2 28	Day 3 29 Staff Learning Day – Early Dismissal 2:20 <i>October Birthdays</i>	30
31						

STUDENT HEALTH AND WELL-BEING

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: 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 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, 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.

2021**November****2021**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Day 1 1	Day 2 2	Day 3 3	Day 1 4	Day 2 5 <i>Staff Learning Day – Early Dismissal 2:20</i>	6
7 <i>Daylight Savings Time Ends</i>	Day 3 8	Day 1 9	Day 2 10	Day 3 11 <i>Veterans Day</i>	Day 1 12 <i>Staff Learning Day – Early Dismissal 2:20</i>	13
14	Day 2 15	Day 3 16	Day 1 17 <i>Picture Retake</i>	Day 2 18	Day 3 19 <i>Staff Learning Day – Early Dismissal 2:20 November Birthdays</i>	20
21	Day 1 22	Day 2 23	Day 3 24 <i>Staff Progress Reporting Day – NO SCHOOL FOR STUDENTS</i>	25 <i>Thanksgiving Day</i> <div>HOLIDAY BREAK</div>	26	27
28 <i>Hanukkah (Nov 28 - Dec 6)</i>	Day 1 29	Day 2 30				

CRISIS RESPONSE

The following procedures have been established for a crisis situation if there is a need to move students from our building or if a crisis occurs while students are away from our building:

- Fire
- An unsafe building
- School bus accident

We hope that by sharing the following information we will be better able to assist in reuniting you with your child during these tense situations.

UNSAFE BUILDING

In the event that the threat is issued to all district buildings, students will be relocated to **Concordia Lutheran Church, 4210 Johnson Ave NW**.

NO STUDENTS WILL BE RELEASED TO AN ADULT OTHER THAN THEIR PARENT WITHOUT WRITTEN PERMISSION.

Bus routes will be used to return students to their home if this is deemed appropriate.

SCHOOL BUS ACCIDENT

In the event that there is an accident en route to school or on the way home from school, we will call the parents of the injured students to inform them of their child's condition.

In the event that there is a bus accident that causes personal injuries to students and/or staff during a field trip, the school principal and/or administrators from the ELSC will travel to the accident to get immediate details and provide assistance. These people will remain with the students until parents are reunited with their children.

MEDIA CENTER

The Media Center supports the curriculum and enriches the children's learning experiences. The Media Specialist and Media Secretary assist students and teachers in locating and using the resources of the Media Center. Parent volunteers also provide clerical and instructional support.

The Media Center contains a large collection of books, audio-visual materials, computers, and computer software. Materials are available to students, staff, and parents for check out. 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.

SCHOOL COUNSELOR

The elementary school counselor, Katelyn Kieler, 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 long-term basis are contacted by the counselor.

Katelyn Kieler
558-1756

For the latest CRCSO news and information:

www.crschools.us

And follow us on:



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@CRSchools



@CRSchools



Cedar Rapids
Community School District



Cedar Rapids
Community School District
Every Learner. Future Ready.



EngageCRSchools

2021**December****2021**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Day 3 1	Day 1 2	Day 2 3 <i>Staff Learning Day – Early Dismissal 2:20</i>	4
5	Day 3 6	Day 1 7	Day 2 8	Day 3 9	Day 1 10 <i>Staff Learning Day – Early Dismissal 2:20</i>	11
12	Day 2 13	Day 3 14	Day 1 15	Day 2 16	Day 3 17 <i>Staff Learning Day – Early Dismissal 2:20 December Birthdays</i>	18
19	Day 1 20	Day 2 21	Day 3 22	23 <i>Staff Progress Reporting Day – NO SCHOOL FOR STUDENTS</i>	24 HOLIDAY BREAK	25 <i>Christmas</i>
Kwanza 26	27	28	29	30	31	
	HOLIDAY BREAK					

THE SCHOOL DAY

ATTENDANCE

School Attendance Number 319-558-2370

School Attendance Email garcand@crschools.us

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

Tardy: Arriving to 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:

- High School - Enters class after period has begun and up to 10 minutes. After 10 minutes, the student is considered absent.
- Middle School - Enters class after period has begun and up to 10 minutes. After 10 minutes, the student is considered absent.
- 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.

2022**January****2022**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 New Year's Day
2	Day 1 Classes Resume 3	Day 2 4	Day 3 5	Day 1 6	Day 2 7 Staff Learning Day – Early Dismissal 2:20	8
9	10 Staff Learning Day – NO SCHOOL FOR STUDENTS	11 Staff Learning Day – NO SCHOOL FOR STUDENTS	Day 3 12 Begin 2nd Semester	Day 1 13	Day 2 14 Staff Learning Day – Early Dismissal 2:20	15
16	17 Staff Progress Reporting Day– NO SCHOOL FOR STUDENTS Martin Luther King's Birthday	Day 3 18	Day 1 19	Day 2 20	Day 3 21 Staff Learning Day – Early Dismissal 2:20	22
23	Day 1 24	Day 2 25	Day 3 26	Day 1 27	Day 2 28 Staff Learning Day – Early Dismissal 2:20 January Birthdays	29
30	Day 3 31					

SCHOOL HOURS

Our school day runs from 8:50 a.m. to 3:50 p.m. Students will observe the following schedule:

8:30 All students may enter the building for breakfast through their assigned grade level door.

We ask students not arrive prior to 8:30 a.m. for breakfast; supervision for students waiting outside does not begin till 8:30 a.m. We ask that students not eating breakfast do not arrive until 8:40 a.m.

At 8:50 a.m. Tardy bell rings- students arriving after 8:50 must be signed in the clinic by a parent or guardian.

Modified times: Every Friday is an early Dismissal at 2:20 p.m.

Late Start time will be at 10:50 a.m. - During a late start there is not AM preschool and no breakfast is served.

INCLEMENT WEATHER

Generally speaking from the months of December to March, all students need to wear boots, a warm winter coat, gloves and something to cover their head for recess. Students will be expected to go outside for the regularly scheduled time unless the wind-chill is below 10 degrees. When the temperature reaches that point students will be kept inside for safety reasons. Conditions such as wind speed, moisture, etc. will also be considered when determining if children will go outside. If the temperature is 0 to +5 degrees the amount of time students are outside may be shortened.

EARLY DISMISSAL

When a decision is made to close schools for the day or to delay school because of inclement weather, announcements will be made on local radio and television stations.

Parents/Guardians will be notified by the school messenger system also. You can also watch the school district website for updates. Occasionally school is dismissed early for some unforeseen reason, such as an excessive heat or snow storm. The school has only a limited number of phones and outside lines, which prevents students from calling home during these emergencies. Unnecessary calls can greatly hamper dismissal operations. Students need to know where to go and what to do if this should happen.

Please discuss with your child what he/she should do before such an emergency occurs. A written plan kept in the student's backpack may serve as a helpful reminder. Everyone's diligence and cooperation in making written emergency dismissal plans will be a great help to students and office personnel.

FRIDAYS

Please remember that every Friday students are released at 2:20 for staff professional learning.

DISMISSAL FROM SCHOOL

It is necessary for parents to send a note or make a telephone call requesting students be dismissed during the school day. When parents contact the school by telephone for their child to be dismissed, we may need to verify the call. Please do not be offended, we are only considering your child's safety.

When a student needs to leave school early, he/she must check out in the office. Parents are asked to come into the office to check-out their student. Parent support of this practice will ensure student safety. Leaving early is strongly discouraged.

Students who become ill at school will be dismissed through the health clinic after parents, guardians, or emergency people have been contacted and appropriate arrangements are made. The school will not knowingly release a student to non-school personnel without parent approval.

Students will not be called to the office for dismissal after 3:40 p.m. Please respect that the office gets hectic at the end of the day, and we need to ensure students are safely leaving the building.

RECESS AND PHYSICAL EDUCATION (PE)

Since recess and PE are regularly scheduled as part of the school day, students are required to participate in both activities. All students run or walk around the trail before beginning their lunch recess. All students are expected to go outdoors with their class unless a note from a physician explains why they should stay indoors, or a Hoover adult believes there is sufficient reason for the student to stay inside. Hoover students go outside for recess unless the temperature is below 10 degrees including wind chill.

2022**February****2022**

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
		Day 1 1	Day 2 2	Day 3 3	Day 1 4 <i>Staff Learning Day – Early Dismissal 2:20</i>	5
6	Day 2 7	Day 3 8	Day 1 9	Day 2 10	Day 3 11 <i>Staff Learning Day – Early Dismissal 2:20</i>	12 <i>Lincoln's Birthday</i>
13	Day 1 14	Day 2 15	Day 3 16	Day 1 17	Day 2 18 <i>Staff Learning Day – Early Dismissal 2:20</i>	19
20	Day 3 21 <i>President's Day</i>	Day 1 22 <i>Washington's Birthday</i>	Day 2 23	Day 3 24 <i>Conference Night</i>	Day 1 25 <i>Staff Learning Day – Early Dismissal 2:20 February Birthdays</i>	26
27	28 <i>Staff Progress Reporting Day– NO SCHOOL FOR STUDENTS Potential Inclement Weather Makeup Day</i>					

PARENT SUPPORT

CLASSROOM VISITS

Parents are always welcome to visit classrooms to see firsthand the teaching and learning that is taking place at Hoover. As a professional courtesy and to ensure a productive visit, parents to make arrangements with teachers prior to the planned visit. All visitors are required to stop in the main office prior to a visit in the building to announce their presence, sign in and put on visitor's badge. If you are choosing to visit your child during lunch and will be eating a school lunch, please call the main office by 10 am so a lunch can be ordered. Also during the lunch hour, your child and no more than two other students are able to join you.

There are a few days, however, when school functions better without visitors. Such times during parties (unless you are helping), standardized testing, the first few days of school, days before vacation, and the last week of each semester.

VOLUNTEER PROGRAM

- 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) 558-2369 or asanders@crschools.us.**

- 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.

NEWSLETTER

The "Hawk Talk" is e-mailed to families bi-monthly and posted to the school website. Parents can request a paper copy at the main office. Parents should read the newsletter thoroughly as it contains important information regarding school activities and upcoming events.

HOOVER EXPECTATIONS

All Hoover Students, staff and parents are encouraged to be Respectful, Responsible, and Safe. Please encourage these expectations in your home and in the community

REPORTING TO PARENTS

The Cedar Rapids Community School District endorses a concept of student assessment which goes beyond the measurement of academic achievement to recognizing individual differences. It is the responsibility of the district to measure, evaluate, interpret, and report subjective and objective data regarding student progress to students and adults with the legal right to information. In the assessment of the educational and social development of students, the district will consider achievement, aptitude, effort, attitude and responsibility. Assessments will be provided to Hoover parents through conferences and reports cards. Two parent conferences will be scheduled during the year. During conferences, parents and students will discuss with the teacher the progress made by the student by reviewing daily work, test scores, teacher observations, data folders and comments. Report cards are prepared at the end of each semester. Parents are encouraged to contact their teachers any time throughout the year with questions.

EMERGENCY INFORMATION

All parents are required to complete emergency information so that they or their designee may be contacted in case of an emergency. Please complete the on-line Infinite Campus registration at the beginning of each school year. You will need to make updates of any information as it changes throughout the school year.

The school office should be notified if parents or guardians will be out of town for an extended period of time, and the student will be under the supervision of an adult other than the parents or guardian.

2022**March****2022**

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
		Day 2 <i>Conference Night</i> 1	Day 3 2	Day 1 3	Day 2 4 <i>Staff Learning Day – Early Dismissal 2:20</i>	5
6	Day 3 7	Day 1 8	Day 2 9	Day 3 10	Day 1 11 <i>Staff Learning Day – Early Dismissal 2:20</i>	12
13 <i>Daylight Savings Time Begins</i>	14	15	16	17	18	19
	SPRING BREAK/HOLIDAY					
20	Day 2 21	Day 3 22	Day 1 23	Day 2 24	Day 3 25 <i>Staff Learning Day – Early Dismissal 2:20 March Birthdays</i>	26
27	Day 1 28	Day 2 29	Day 3 30	Day 1 31		

HOMEWORK

At the discretion of the teacher certain activities are used as extensions of the school program.

Examples of such activities are:

1. Make-up work after absence,
2. Cooperative assignments with family members,
3. Extra work in reinforcing basic skills in math, language arts or reading,
4. Collecting or reading material for science or social studies classes or projects,
5. Gathering news or any other current information from newspapers and other sources,
6. Creative writing work to be done at home.

COMMUNICATING WITH NON-CUSTODIAL PARENTS

In the case of parents being either separated or divorced, communications are sent to the parent that has physical custody of the student. It is expected that the parents will share information between themselves for the good of the child.

It is our hope that divorced or separated parents can meet together at conference time. In cases where the two parents cannot conduct themselves properly when together at a conference, the non-custodial parent should be the one to contact the teacher to request a separate conference time.

COMMUNICATIONS

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, phone calls, or through e-mail. Parent calls to teachers should be made from 8:10- 8:40 a.m., during specials, or after school. Except for emergencies, calls which are received during class time will require a call-back since teachers will not be called from their classroom teaching assignment.

MAKING 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 potential conflict in schedules

CELL PHONES IN SCHOOL

We understand cell phones are becoming more popular, but encourage parents not to allow cell phones to be brought to school. If students bring a cell phone, it must remain off and in the student's backpack or in the main office throughout the school day. Cell phones are only to be used by students after the school day is completed and after leaving the building. Parents can always be in contact with their children by calling the office. The school is not responsible for the loss or damage of those items brought to school.

1. If a student is found to be using a cell phone it will be confiscated and the student will be given a verbal warning. For the first offense, the cell phone will be turned in to the office. The student can pick up his or her cell phone at the end of the school day.
2. If the cell phone is confiscated a second time the phone will be held in the office and will require a parent/guardian to pick it up.
3. If the cell phone is confiscated a third time a parent/guardian must pick the cell phone up in the office and the student may have other consequences.

The administration may search the electronic contents of a confiscated cell phone if harassment, bullying, or academic cheating is suspected.

*Please note: Lockers at Hoover Elementary do not have locks or combinations.

CEDAR RAPIDS SCHOOL BOARD

Regular meetings of the Board of Education are held on the second and fourth Mondays of each month at 7:00 P.M. Call 558-2200 for information on meeting location. The public is welcome to attend. Meetings are also televised on cable television.

2022		April				2022	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					Day 2 Staff Learning Day – Early Dismissal 2:20 <i>April's Fool Day</i>	1 2	
3	Day 3 4	Day 1 5	Day 2 6	Day 3 7	Day 1 Staff Learning Day – Early Dismissal 2:20	8 9	
10	Day 2 11	Day 3 12	Day 1 13	Day 2 14	Day 3 Staff Learning Day – Early Dismissal 2:20 <i>Jewish Passover April 15-23</i>	15 16	
17 <i>Easter</i>	Day 1 18	Day 2 19	Day 3 20	Day 1 21	Day 2 Staff Learning Day – Early Dismissal 2:20	22 23	
24 <i>Orthodox Easter</i>	Day 3 25	Day 1 26	Day 2 27	Day 3 28	Day 1 Staff Learning Day – Early Dismissal 2:20 <i>April Birthdays</i>	29 30	

SCHOOL PROGRAMS

FOOD SERVICES

Breakfast and lunch are available at Hoover. Menus are published and sent home with students each month. All students receive free lunch and breakfast through the Community Eligibility Provision (CEP) at Hoover.

BREAKFAST PROGRAM

Breakfast is served daily from 8:30-8:50 a.m. Students participating in the breakfast program do not need to arrive earlier than 8:30 am. Students are expected to be in their classroom by 8:50 a.m.

LUNCH PROGRAM

Each class goes to lunch on a rotating schedule. Students are served their main course and have the opportunity to take “choices” from the rest of the menu. Students are expected to take at least one “choice” item.

Students who do not want to participate in the lunch program because of individual preferences are encouraged to bring cold lunch from home.

School personnel will honor parental discretion concerning what a student brings in their lunch from home. Milk is available for purchase in the cafeteria. Nutritious beverages or water encouraged. Pop is not allowed for a student's lunch. For students that are lactose intolerant and need to be provided juice as a substitute, we need a note from a physician verifying the need. This note is kept on file and shared only with our Food and Nutrition auditors.

Parents who are wanting to eat school lunch with their child are encouraged to bring exact change.

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.

ELL PROGRAM

The English Language Learner Program began at Hoover Elementary during 2007-2008 school year. The ELL Program provides children whose primary language is not English the opportunity to learn English. ELL students spend most of their day in a regular homeroom and go to the ELL room for a period of time daily to work on English skills of reading, writing, speaking and listening.

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 such areas 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

2022**May****2022**

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
1	Day 2 Eid-al-Fitr (May 2-3) 2	Day 3 3	Day 1 4	Day 2 5	Day 3 6 Staff Learning Day – Early Dismissal 2:20	7
8	Day 1 9	Day 2 10	Day 3 11	Day 1 12	Day 2 13 Staff Learning Day – Early Dismissal 2:20	14
15	Day 3 16	Day 1 17	Day 2 18	Day 3 19	Day 1 20 Staff Learning Day – Early Dismissal 2:20 May Birthdays	21
22	Day 2 23	Day 3 24	Day 1 25	Day 2 26 Last Day of Preschool	Day 3 27 LAST DAY OF CLASSES - Early Dismissal 2:20	28
29	Memorial Day- NO SCHOOL 30	Staff Learning Day – NO SCHOOL FOR STUDENTS 31 Potential Inclement Weather Makeup Days				

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 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 D School's Student Device Use Policy at all times and in all locations. When in doubt about acceptable use, school staff, a teacher-librarian, building technical contact, or building administrator.

How to Handle Problems

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

STUDENT DEVICE USE AND CONDUCT POLICY

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

Disclaimer: CRCS D does not have control of the information on the Internet or incoming email. CRCS D 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.

2022**June****2022**

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
			1 <i>Potential Student/Staff Learning Inclement Weather Makeup Days Orthodox Ascension</i>	2 <i>Potential Student/Staff Learning Inclement Weather Makeup Days</i>	3 <i>Potential Student/Staff Learning Inclement Weather Makeup Days</i>	4
5	6 <i>Potential Student/Staff Learning Inclement Weather Makeup Days</i>	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

ETCETERA

CHAPTER 102 – REPORTING CHILD ABUSE

Chapter 102 of the Iowa Administrative Code establishes procedures for investigating incidents of abuse of students by school employees. The procedures include the designation of investigators for the 2021-2022 School Year. The following are the designated Level I investigators for the CRCSD. Any of the following persons may serve as an investigator.

Any person may file a Level I complaint against a Cedar Rapids Community School District employee by completing a Level I complaint form and turning it in to his/her building principal. The complaint may be turned in to any of the individuals on the list below. These forms may be obtained in any school's main office or at the Educational Leadership and Support Center, 2500 Edgewood Road NW, Cedar Rapids, Iowa, in the Human Resources Office.

LEVEL I INVESTIGATORS

PRIMARY:

Wendy Parker, Executive Director, Student Services - 319/558-2575

ALTERNATES:

Daniel DeVore, Principal, Metro High School – 319/558-2193

Gary Hatfield, Principal, Taft Middle School – 319/558-2243

Greg O'Connell, Principal, Coolidge Elementary School - 319/558-2167

Trista Manternach, Principal, Harrison Elementary School – 319/558-2269

Linda Reysack, Principal, Harding Middle School – 319/558-2254

LEVEL II INVESTIGATORS

Cedar Rapids Police Department

Distributed by: Human Resources: 6/2021 Revised: Board Secretary: 6/15/2021 Approved by Board of Education: 6/14/2021

FIELD TRIPS

Field trips are arranged to supplement and enhance the learning experiences of children. At registration, an authorization applying to all field trips will be completed during e-registration. 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. Transportation for field trips will be by school bus, private vehicle or city bus.

ACCEPTABLE & UNACCEPTABLE CLOTHING

The selection of clothing for school is a parent/student responsibility. Classroom clothing should be appropriate for active work and play. Clothing must not interfere with the normal operations of school activities or cause disruption of any sort.

All items of clothing are the responsibility of the student. Outerwear (coats, gloves, snow pants, etc.) Should be marked with student's first name.

Students are not permitted to wear hats, hoods or bandanas inside the building. Appropriate modeling by parents will encourage students to follow this rule.

The physical growth and development of students should help to determine the types of clothing to be worn. What might be suitable for primary student might not be appropriate to those students in fourth or fifth grade, (example: shorts, crop tops, bike pants, etc.)

T-shirts, and sweatshirts with acceptable slogans, messages and/or pictures may be worn. Shirts with suggestive, inappropriate messages, advertisements and/or slogans for products (such as tobacco, liquor, taverns, drugs or weapons) illegal for children are not acceptable at school. Clothing that reveals underwear is not acceptable.

Any sign, symbol or statement on clothing that discriminates against race, creed, color, national origin, age, disability, sex or religion will not be allowed.

GYM SHOES

Students need to wear rubber soled shoes to P.E. class. Proper footwear will ensure safety and enhance performance. Students wearing sandals, clogs, etc. to school should bring the proper shoes to change into before P.E. class.

SCHOOL PARTIES

There are three parties for students planned during the year: Fall, Winter, and Valentine's Day. The teacher should have an understanding of who will furnish the treats and how much will be expected. Students can be excused from participation in school parties upon written request from the parents. Parents who are helping with parties should arrange for younger siblings to be left with a day care provider. Classroom parties are for the school-aged child. The younger siblings often get caught up in the excitement of the party and remove the focus from the school-aged child. Please see the district's wellness policy regarding appropriate treats.

2022		July				2022	
<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	
					1	2	
3	4 <i>Independence Day</i>	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19 <i>Eid al-Adha (July 19-20)</i>	20	21	22	23	
24	25	26	27	28	29	30	
31							

BIRTHDAY TREATS

The district has adopted a Wellness Regulation (610.1), which impacts the treats and parties held here at Hoover. All birthdays will be celebrated once a month, on the last Friday. Please refer to the calendar as a reference for the date each month. Also, food used to celebrate birthdays and school parties must meet District recommended nutritional guidelines for healthy snacks. Food that doesn't meet those recommendations will be held in the office and sent home with the student at the end of the day.

FLOWERS OR BALLOONS DELIVERED TO SCHOOL

On occasion, a parent wants to honor a child with flowers or balloons and sends these to school. Since actions such as this can easily disrupt the sense of community that is vital to each classroom's learning environment, the flowers or balloons are kept in the office and students are sent to the office at the end of the day to take possession of them. Students do not take the flowers or balloons back to the classroom but instead take these with them as they leave the building.

PRIVATE HOME PARTIES

Home party invitations will not be distributed at school unless the whole class is being invited. This will help avoid hurt feelings of students not receiving invitations.

ANIMALS AT SCHOOL

Permission from the classroom teacher and principal must be given before any person may bring an animal to school.

TELEPHONE USE

Students must obtain permission from their teacher before using the telephone. Students are asked to make their after school plans with their parents prior to leaving home for school that morning.

MONEY

No money is to be collected from students for any purpose without the approval of the principal. School staff members can not be responsible for a student's lost money.

LOST AND FOUND

Lost and found articles are placed in a box available to parents and students. Parents and students 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 essential. Clothing left at the end of the year is donated back to the Hoover or local clothing pantries.

FEES AND SCHOOL SUPPLIES

A supply list was sent home to parents in June with student's final report card this is to enable parents to purchase school supplies before school starts in the fall. A letter was also sent home to parents in the spring notifying them of school fees that will need to be paid at the beginning of the year. In the event your check is returned it will be represented electronically along with the state fee.

It is most helpful in getting the year off to a good start if students have their supplies the first day of school. Some supply items will need to be replenished as the school year progresses.

LOCKERS/STORAGE FOR PERSONAL BELONGINGS

All personal belongings brought to school are the responsibility of the student. For storage of clothing and school supplies, items stored in lockers should be permanently marked with the student's first and last name. These items include clothing, lunch boxes, school bags, etc.

Students are discouraged from leaving valuables or personal items in their lockers. If it is necessary to bring valuables to school, they should be given to the teacher or office for safe keeping. Lockers cannot be monitored constantly and if items are missing, the school district will not be responsible for their replacement. The principal or classroom teacher will make every attempt to have the missing items returned to their owner.

BIKE SAFETY

Parents are asked to assume responsibility for their student's bike safety readiness and bike maintenance. Students below Grade 3 are discouraged from riding a bike to and from school. All bike riders at Hoover should wear a helmet, 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. When riding in the streets, students must ride single file on the right hand side of the street about an arm's reach from the curb.
3. Bicyclists must obey all traffic signs and yield to pedestrians.
4. Bike riders should park, lock, and leave their bike at the rack on the east side of the building immediately.

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. Use of scooter, skateboards, inline skates or heelies is prohibited on any school property on the advice of the school districts safety committee and the district insurance advisor.

TOYS AT SCHOOL

Games and equipment are supplied by Hoover for recess use. Many students bring stuffed toys, radios, electronics etc. that are not permitted at school. Students are instructed to leave these in their backpacks during school hours. The school will not be responsible for lost or damaged items when brought to school.

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 which will enable students to work together with the teacher in academics as well as in social pursuits.

Since education is our main concern, keeping friends together is not a priority. In fact, it is hoped that changes can be made each year, providing students with the opportunity to work and play with a variety of students and to form new friendships yearly.

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 May 1. The principal needs to be an advocate for all children.

This means that parents may not select their children's teachers, but are free to give input into how they view their child's needs. No promises are made. Assignments for each school year will be mailed out in August.

SECURITY CAMERA AND 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). 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.

COMMUNITY CIRCLE

All of our students participate in Community Circle in their classroom every morning at the start of the day. During this time, their classroom teacher and another staff member facilitate various discussions that promote a student-centered learning community. At Hoover, the students are expected to be respectful, responsible and safe. During Community Circle, we review school-wide and classroom expectations, celebrate academic achievement and positive behavior, and learn social skills. Topics include identifying emotions, cooperating, accepting differences, self-control, respecting others, and accepting consequences.

POSITIVE BEHAVIOR RECOGNITION – BLUE AND YELLOW TICKETS

We recognize students for following our expectations by giving them positive verbal feedback and a blue ticket. Blue tickets are used to earn classroom and school-wide celebrations. If students go above and beyond our expectations in regards to behavior or academics, they can receive a yellow ticket. Yellow tickets are brought to the office and read on morning announcements. Students will bring the white part of the duplicate ticket home.



REFOCUS - SCHOOL-WIDE BEHAVIOR PROGRAM

Refocus is a research-based program that allows for a positive learning environment for all of our students. Our teachers take the time to teach expected behaviors in and out of the classroom. The Refocus Program holds students accountable for their behavior and sets students up for personal and academic success in the classroom.

With minor behaviors in the classroom (blurting, out of seat, not following teacher directions), a student will be asked to “refocus” at the Refocus area in the room. Students are NOT in trouble when they are asked to refocus. It is a time for students to reflect on their behavior while staying in the learning environment. On a blue refocus form, students are asked to identify their behavior, determine the reason for their behavior, decide what they should do next time, and indicate if they are ready to come back to learning. If a student is asked to “refocus” for a second time during the day, he/she will do this in a Buddy Room. With a third Refocus in a day, the student will “refocus” and the classroom teacher will call home. If a student refuses to “refocus” for their classroom teacher, the office will be notified and the student will receive an office referral.

Students will not be asked to “refocus” for a major behavior. Students with major behaviors are referred to the office and will receive an office referral. With a major office referral, an administrator or a classroom teacher will contact parents.

CHECK IN-CHECK OUT (CICO) PROGRAM

Students who demonstrate a need for more support with problem behaviors across multiple settings may need more support. CICO is a research based efficient intervention for students who may need additional feedback on their behavior throughout the day. Students who are in CICO receive increased positive adult contact, social skill training, frequent feedback, daily communication between school and home and positive reinforcement for meeting behavioral goals. A classroom teacher may also refer students to the CICO coordinator. For questions about the program, please contact the office.

PLAYGROUND RULES

Boundaries have been established to assist in student safety. To help provide an Environment that is safe to personal property and well-being, students are expected to:

1. Stay on the playground. Return to the building only with permission of the supervising teachers
2. Play on the blacktop and designated play areas
3. Walk to and from recess and respond promptly to signals of the duty teacher.
4. Respect the rights of other students and teachers. Be courteous and use proper language.
5. Show good sportsmanship
6. Wear appropriate clothing.
7. Use the playground equipment provided by the school: bringing equipment from home is not permitted. Show respect and be responsible for the playground equipment provided.
8. Limit running and tag games to the grassy areas.
9. Keep kickball games in the designated areas.
10. Jump ropes are for jumping only.
11. Follow all school game rules as taught in P.E. class.
12. Return equipment to the ball cart at the end of recess.
13. Walk or run the trail carefully.

STUDENTS SHOULD NOT:

1. Do flips (penny drops) on horizontal bars.
2. Sit or stand on top of the horizontal ladders, chinning bars, or concrete walls.
3. Throw snowballs or other objects.
4. Use skateboards, roller blades, scooters, in-line skates, or Heelies on school premises.
5. Play tackle or touch football or pile on people.
6. Physically fight or wrestle.
7. Participate in activities which are injurious to health and safety of self and others.
8. Hang or climb on basketball hoops, volleyball nets, or soccer goals and nets.
9. Play tag on the playground equipment.



WELLNESS OPERATING PROCEDURES

WELLNESS REGULATION 610.1 {GOAL 3: G}

Encourage schools to use only foods and beverages that meet the District Recommended Nutritional Guidelines for snacks and celebrations.

WELLNESS GOAL

Celebrate birthdays and other events involving food once a month only.

RATIONALE

In line with expert recommendations, celebrations involving food should occur no more than once a month.

Eliminates Excess Calorie Consumption

Items offered to students during classroom celebrations tend to be low-nutrient, calorie-dense options resulting in an excess caloric intake. The number of calories children consumed from snacks has increased by 120 calories per day since 1977¹.

Decrease Potential Risk for Students with Food Allergies

Childhood allergies affect 1 in every 13 children, in the US that is roughly two students in every classroom².

Delivers a Consistent Message, Reinforcing Healthy Behaviors

Celebrations where food is the focus contradicts nutrition education and reinforces unhealthy eating behaviors.

Ensures instructional time is optimal

High frequency of classroom celebrations detracts from instructional time.

Promotes a Healthy School Environment

School celebrations provide a unique opportunity to teach students a healthy means to celebrate; shifting the culture from food being the focus. When food is offered, healthy celebrations create excitement around nutritious options.

PROCEDURES

- a) Each school will need to determine a school-wide or grade-level plan that organizes the school year calendar to include planned celebrations.
 - a. Include if/what healthy snacks will be offered.
- b) Communicate planned celebrations and expectations to parents/students/staff.
- c) Establish protocol and support for refusal of items not adhering to guidelines.

¹Healthy School Snacks, Center for Science in the Public Interest.²Food Allergy Research and Education.








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

Fruits: <ul style="list-style-type: none"> Fresh fruit-whole or sliced Assorted fruit salads Dried Fruits Applesauce Individual fruit cups (packaged in juice) 100% Fruit Juice 100% Frozen Fruit Bars 	Low Fat Dairy/Protein: <ul style="list-style-type: none"> String Cheese or Cheese Cubes Yogurt Cottage Cheese Deli Meat Sunflower Seeds Pepita/Pumpkin seeds 
Vegetables: <ul style="list-style-type: none"> Raw Vegetables Simple kid-friendly examples: Baby Carrots, Broccoli, Cauliflower, Snap Peas, Sliced Peppers, Celery Dehydrated Vegetables <ul style="list-style-type: none"> Vegetable Chips, Chickpeas Edamame (Soybeans) 	Whole Grains: <ul style="list-style-type: none"> Crackers Low Sodium Pretzels Pita Chips Popcorn Low Fat Granola Bars Baked Corn Tortilla Chips Animal Crackers Graham Crackers 
Snack tips <ul style="list-style-type: none"> Snack on fruit and vegetables whenever possible. Select appropriate portion sizes. For food safety select sealed and prepackaged snack items. Combine protein and fiber for a satisfying snack. <div data-bbox="940 1143 1108 1305" style="border: 2px solid black; padding: 5px; transform: rotate(15deg); display: inline-block;"> TIP </div> <p>Dip Ideas: Hummus, Salsa, Bean dip, Honey Mustard, Yogurt based dips</p>	Drinks: <ul style="list-style-type: none"> Water Low Fat or Fat Free Milk 100% Fruit/Vegetable Juice 

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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