
MADISON

ELEMENTARY SCHOOL

2018-2019

HANDBOOK & ACTIVITIES CALENDAR



"Everybody learning, every day."

PROVIDED BY MADISON PTA

Visit Madison's homepage on the Internet:
<http://madison.cr.k12.ia.us>

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2018 – 2019 SCHOOL YEAR CALENDAR

August 23	First day of classes ~ 2:20 dismissal
August 24	2:20 dismissal
August 31	2:20 dismissal
September 3	Holiday ~ all offices closed
September 7	2:20 dismissal
September 14	2:20 dismissal
September 21	2:20 dismissal
September 28	2:20 dismissal
October 5	2:20 dismissal
October 8	Staff learning day ~ no school
October 9	Staff learning day ~ no school
October 12	2:20 dismissal
October 19	2:20 dismissal
October 26	2:20 dismissal
November 2	2:20 dismissal
November 9	2:20 dismissal
November 16	2:20 dismissal
November 30	2:20 dismissal
November 21	No school
November 22-23	Holiday ~ all offices closed
December 7	2:20 dismissal
December 14	2:20 dismissal
December 21	2:20 dismissal
December 24-25	Holiday ~ all offices closed
December 26	No school
December 27	No school
December 28	No school
December 31	Holiday ~ all offices closed
January 1	Holiday ~ all offices closed
January 4	2:20 dismissal
January 11	2:20 dismissal
January 18	2:20 dismissal
January 21	Staff learning ~ no school
January 25	2:20 dismissal
February 1	2:20 dismissal
February 8	2:20 dismissal
February 15	2:20 dismissal
February 22	2:20 dismissal
February 25	Staff reporting ~ no school
March 1	2:20 dismissal
March 8	2:20 dismissal
March 15	2:20 dismissal
March 18	No school
March 19	No school
March 20	No school
March 21	No school
March 22	Holiday ~ all offices closed
March 29	2:20 dismissal
April 5	2:20 dismissal
April 12	2:20 dismissal
April 19	Staff Reporting ~ no school
April 26	2:20 dismissal
May 3	2:20 dismissal
May 10	2:20 dismissal
May 17	2:20 dismissal
May 27	Holiday ~ no school
May 24	2:20 dismissal
May 31	Last day of classes ~ 2:20 dismissal

DISTRICT MISSION

Every Learner: Future Ready

ELEMENTARY VISION

We know our Cedar Rapids Elementary Schools are successful when we ensure all learners are provided with a rigorous academic program, personalized learning, and opportunities for exploring their passions to be future ready.

MADISON MISSION

Everybody learning, every day!

MADISON VISION

James Madison Elementary School will be a school where all members of the staff believe it is their calling and duty to unconditionally love and collaboratively educate every child in any capacity, so all students feel welcome and included no matter their fortune in life. We believe all students can learn, meet, and exceed grade level expectations.

DOING OUR PARRT



**Personal Best
Active Listening
Respect
Responsibility
Trustworthiness**

None of us would disagree that these character traits are important for our students to master as we work toward achieving the district mission to “develop world-class learners and responsible citizens.” Social Emotional Behavioral (SEB) learning is the process of acquiring skills to manage emotions effectively, establish positive relationships, make responsible decisions, and handle challenging situations effectively. This type of learning does not happen naturally for all of our children. What better setting to teach these skills directly than the learning communities our students come to each day at school? The Doing Our PARRT curriculum was designed to help students acquire these skills at the elementary level in the Cedar Rapids Schools.

2018**August****2018**

<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
12	13 <i>New Teacher Pre-Service</i>	14 <i>New Teacher Pre-Service</i>	15	16	17 <i>Teacher Pre-Service</i>	18
19	20 <i>Teacher Pre-Service Id al-Adha</i>	21 <i>Teacher Pre-Service 4:30 – 6:30 Open House Id al-Adha</i>	22 <i>Teacher Pre-Service Mustang wear sale begins</i>	23 <i>Day 1 First Day of Classes- Early Dismissal 2:20</i>	24 <i>Day 2 Staff Learning Day – Early Dismissal 2:20</i>	25
26	27 <i>Day 3</i>	28 <i>Day 1</i>	29 <i>Day 2</i>	30 <i>Day 3</i>	31 <i>Day 1 Staff Learning Day – Early Dismissal 2:20 Mustang wear sale ends</i>	

SCHOOL EXPECTATIONS

Students and staff will practice Personal Best, Active Listening, Respect, Responsibility, and Trustworthiness.

ALL SCHOOL PROCEDURES

1. Use PARRT.
2. Leave gum, candy, and unnecessary articles at home.

PROCEDURES FOR ARRIVAL ON SCHOOL PROPERTY

1. Personal Best all the time.
2. Active Listening all the time.
3. Quietly go to assigned area.
 - A. Kdgn, 1st & 2nd graders wait in gym
 - B. 3rd, 4th, 5th wait in main hall
4. Hands & feet to self
5. Walk

PROCEDURES FOR PLAYGROUND BEHAVIOR

1. Walk on steps to and from recess.
2. Play safely:
 - Do not kick playground balls on the blacktop.
 - Do not stand on horizontal bars.
 - Do not climb UP the slides.
 - Stay off the outside of the plastic tubes.
 - Leave ropes, balls, etc. off playground equipment.
3. Solve simple problems using Rock, Paper, Scissors.
4. If there is a problem during recess that you cannot solve using an "I Message", go to an adult on duty.
5. Return equipment at the end of recess.
6. When recess is over, enter the building using hallway procedures.
7. Use appropriate language.
8. Keep personal items at home.

PROCEDURES FOR HALLWAY

1. Personal Best all the time.
2. Active Listening all the time.
3. Walk on the right and face the front.
4. Hands and feet to self.
5. Quiet

PROCEDURES FOR CAFETERIA BEHAVIOR

1. Students line up in cold, alternate, pizza, main, & sun butter order.
2. Students that are eating a cold lunch and do not need a drink should go directly to the next available table.
3. Personal Best all the time.
4. Active Listening all the time.
5. Hands & feet to self.
6. Get everything you need in one trip.
7. Eat politely using a normal voice.

PROCEDURES FOR DISMISSAL FOR TEACHERS:

1. Distribute items that the runner brings. You can expect the runner between 3:40 – 3:45
2. Bus and van riders will be dismissed at 3:45. Friday 2:15
3. Walkers will be dismissed at 3:50. Friday 2:20
4. K-5 grade car & van riders will be escorted to the cafeteria or outside by teachers at 3:50 Friday 2:20.

FOR STUDENTS:

1. Personal Best all the time.
2. Active Listening all the time.
3. Quietly go to assigned area.
4. Hands & feet to self
5. Walk

PROCEDURES FOR RESTROOM

1. Personal Best all the time.
2. Active Listening all the time.
3. Quietly use the toilet and flush
4. Wash hand with soap.
5. Clean up.

PROCEDURES FOR ASSEMBLIES

1. Personal Best all the time.
2. Active Listening all the time.
3. Polite audience behaviors.
4. Stay seated until given directions.
5. Hands & feet to self.
6. Be nice.

PROCEDURES FOR BUS

1. Personal Best all the time
2. Active Listening all the time.
3. Hands and feet to self.
4. Stay seated.

2018**September****2018**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 <i>Labor Day- NO SCHOOL</i>	4 Day 2 6-7 PTA mtg ~ library	5 Day 3	6 Day 1	7 Day 2 Staff Learning Day – Early Dismissal 2:20 7:45-8:45 Donuts for Dad PTA fundraiser begins	8
9 <i>Rosh Hashanah 9-11</i>	10 Day 3	11 Day 1	12 Day 2	13 Day 3	14 Day 1 Staff Learning Day – Early Dismissal 2:20	15
16	17 Day 2	18 Day 3 <i>Yom Kippur</i>	19 Day 1	20 Day 2	21 Day 3 Staff Learning Day – Early Dismissal 2:20 7:45-8:45 Muffins for Mom Fundraiser ends	22
23	24 Day 1	25 Day 2	26 Day 3	27 Day 1	28 Day 2 Staff Learning Day – Early Dismissal 2:20	29
30						

MADISON ELEMENTARY STAFF 2018-2019

Jim Girdner.....	Principal	Kendra Holland.....	Gym Teacher
Kim Sparks.....	Principal Secretary	Sarah Langhurst	Gym Teacher
Paula Haight	Health Secretary	Sarah Pappadopoli.....	Kindergarten Paraeducator107
Stephan Frischkorn	Teacher Librarian	David Brooks	Kindergarten Paraeducator110
Debbie Davies.....	Media Secretary	Jessica Naylor	ID Paraeducator111
Jessica Druschel.....	Counselor	Sarah Mossman	ID Paraeducator111
Angela Fowler	IDS	Cynthia Rodriguez.....	ID Paraeducator111
Joanie Engelbrecht	Kindergarten Teacher107	Cindy Smothers.....	ID Paraeducator111
Stacy Yanda	Kindergarten Teacher110	Nathan Allen.....	MC paraeducator108
Sara Wright.....	First Grade Teacher106	Kim Bielefeld	Special Needs Paraeducator108
Michelle McCusker	First Grade Teacher105	Brenda Gifford.....	BF Paraeducator102
Azza Kamhawy	Second Grade Teacher114	Jessica Simon.....	Behavior Technician102
Eric Casey	Second Grade Teacher115	School Nurse
Kristen Mueller.....	Third Grade Teacher113	Angie Neuville	GWAEA Support Staff
Ruth Gerst	Fourth Grade Teacher100	Kris Dunn.....	Speech/Language Pathologist108
Jeanette Locke.....	Fourth Grade Teacher103	Ann Lassen.....	Prime Time/PACT Teacher109
Suzanne Klaas-Duthler..	Fifth Grade Teacher99	Sulema Kimbro.....	Food Service Manager
Scott Frederiksen.....	Fifth Grade Teacher101	Kerri Striegel.....	Food Service Assistant Manager
Jean Everhart.....	ID Teacher/ K-5111	Nicole Brussel.....	Cashier
Tricia Schutterle	BF Teacher/ K-5102	Jennifer Dauenbaugh.....	Food Service
Jennifer Smith	Multi-categorical Teacher K-5108	Tina Butz.....	Custodial Engineer
Heather Mescher	Art Teacher104	Mike Beard	Custodian I
Heidi Schmidt.....	Art Teacher104	Lisa Rothmeyer.....	Crossing Guard
Todd Schendel	Music Teacher112		
Amber Hansen.....	Music Teacher112		

Guidelines: Madison staff members work together to contribute to a safe and caring environment, modeling PARRT. Students will be encouraged to accept responsibility for their behavior by always doing their personal best. They will show respect to themselves and others, and problems solve in a non-violent manner.

2018**October****2018**

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
	Day 3 1	Day 1 2 6-7 PTA mtg ~ library	Day 2 3	Day 3 4	Day 1 5 Staff Learning Day – Early Dismissal 2:20	6
7	8 Staff Learning Day – NO SCHOOL FOR STUDENTS Columbus Day	9 Staff Learning Day – NO SCHOOL FOR STUDENTS	Day 2 10	Day 3 11	Day 1 12 Staff Learning Day – Early Dismissal 2:20	13
14	Day 2 15	Day 3 16	Day 1 17	Day 2 18 Family conference night	Day 3 19 Staff Learning Day – Early Dismissal 2:20	20
21	Day 1 22	Day 2 23 Family conference night	Day 3 24	Day 1 25	Day 2 26 Staff Learning Day – Early Dismissal 2:20 America Reads Day 6:30-8 Hall-O-Ween	27
28	Day 3 29	Day 1 30	Day 2 31 Halloween			

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 the information. In the assessment of the educational and social development of students, the District will consider achievement, aptitude, effort, attitude and responsibility.

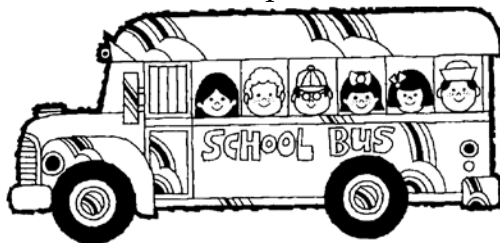
Such assessments will be provided to Madison parents through conferences and report cards. Conferences are held twice a year. Report cards are sent home two times during the school year. Parents are encouraged to request a conference in addition to the regularly scheduled conferences if they have concerns about their child.

IOWA ASSESSMENTS

Iowa Assessments are given April 2-13 to students in third through fifth grades.

BUS STUDENTS

Some students are bused to Madison for regular and special programs. Buses pick up and unload students near the west exit on Woodside Drive. All bus students are under the direct and complete supervision of the driver or paraeducator. Students are expected to comply with all of the rules and regulations of the transportation department. Students scheduled on bus routes are expected to ride the bus home from school unless notification is received from parents to both the school and transportation department. See bus expectations on page 2.



CLASSROOM EXPECTATION

The teacher is the primary administrator of classroom expectations. Therefore, minor discipline offenses are the responsibility and obligation of the classroom teacher. A minor offense is one that is not greatly disturbing to class routine. It is possible that a minor offense, repeated consistently, could become a symptom of a major problem.

When a situation arises in which the educational process is unable to proceed, or if the situation is of serious nature, classroom management may no longer be considered the sole responsibility of the classroom teacher. At this point the principal or designee may assist the teacher in resolving these situations.

If a student causes serious disturbances in the classroom it is in the student's best interest to have the matter dealt with quickly and effectively. It is expected that the professional staff will utilize all available services in an effort to develop strategies and/or make accommodations to assist the child in becoming a more successful learner. Extended services/accommodations are initiated through the Learning Support Team.

VOLUNTEER

Any person interested in volunteering their time and efforts to assist students or staff should contact the school office or Volunteer Coordinator. Volunteers are used for helping students with classroom assignments, clerical tasks, assisting on field trips and a variety of other activities.

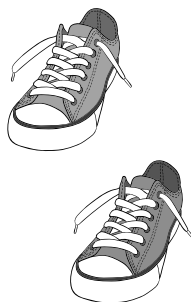


2018**November****2018**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Day 3 1	Day 1 2 <i>Staff Learning Day – Early Dismissal 2:20</i>	3
4	Day 2 5 <i>Wreath sales begin</i>	Day 3 6 <i>6-7 PTA mtg ~ library</i>	Day 1 7	Day 2 8 <i>2nd gr music concert 3rd gr music concert</i>	Day 3 9 <i>Staff Learning Day – Early Dismissal 2:20</i>	10
11 <i>Veterans Day</i>	Day 1 12 <i>Madison wear sale begins</i>	Day 2 13	Day 3 14	Day 1 15	Day 2 16 <i>Staff Learning Day – Early Dismissal 2:20 Wreath sale begins</i>	17
18	Day 3 19	Day 1 20 <i>Wreath sale ends</i>	21 <i>Staff Progress Reporting Day – NO SCHOOL FOR STUDENTS</i>	22 <i>Thanksgiving Day</i> <div>HOLIDAY BREAK</div>	23	24
25	Day 2 26	Day 3 27	Day 1 28	Day 2 29	Day 3 30 <i>Staff Learning Day – Early Dismissal 2:20</i>	

APPROPRIATE FOOTWEAR

Tennis shoes with socks are the best choice for active children. Playing outdoors at recess and in gym class without tennis shoes often results in Injury. Flip-flops and sandals are not safe footwear for active students and often fall apart during school activities. Students are strongly encouraged to wear tennis shoes to school. Tennis shoes should be worn to gym class. If students are not wearing tennis shoes to gym class, they may have to remove their shoes to participate.



PERSONAL BELONGINGS

All personal belonging brought to school are the responsibility of the student. The school is not responsible for any lost, stolen, or damaged personal property. All Items stored in lockers should be permanently marked with the student's first and last name. These items include clothing, lunch boxes, school bags, coats, etc.

Valuables should not be brought to school unless requested by the teacher. If it is necessary to bring valuables to school, they are to be given to the office or the classroom teacher for safekeeping.

Do not bring any of the following items or similar items, which may interfere with learning to school:

- * Toys of any type
- * Balls
- * Trading cards
- * Games
- * Stuffed animals, dolls or figurines
- * Electronic devices
- * Fidget spinners or cubes

VISITORS

Parents and guardians of Madison students are encouraged to visit school whenever convenient. School-age visitors (students attending other schools) must be accompanied by an adult.

It is necessary of those wanting to observe a classroom to call the teacher and make arrangements prior to the visit.

All visitors must report to the main office to check in and wear a visitor's badge.

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.

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

The physical growth and development of the students should help to determine the types and styles of clothing to be worn. What may be suitable for primary students might not be appropriate to those in fourth and fifth grade. (Example Tank tops, bike pants, etc...)

T-shirts and sweatshirts with acceptable slogans, messages, and/or pictures may be worn. Advertisements and/or slogans for products illegal for children are not acceptable at school.

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

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



ELECTRONIC DEVICES

Electronic devices brought to school are to be taken to the office upon arrival each morning. The office will maintain the devices until the end of the school day when the student may pick them up. Students, who do not follow this procedure, will give the device to their classroom teacher who will keep it until the end of the day or give it to the office until the end of the day. If a student repeatedly refuses to follow this procedure, the device will be placed in the office until a parent can pick it up.

2018**December****2018**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 <i>December 2- December 10 Hanukkah</i>	Day 1 3	Day 2 4 <i>6-7 PTA mtg ~ library</i>	Day 3 5	Day 1 6 <i>Barnes & Noble night</i>	Day 2 7 Staff Learning Day – Early Dismissal 2:20	8
9	Day 3 10	Day 1 11	Day 2 12	Day 3 13	Day 1 14 Staff Learning Day – Early Dismissal 2:20 <i>4th gr Author Luncheon</i>	15
16	Day 2 17	Day 3 18	Day 1 19	Day 2 20	Day 3 21 Staff Learning Day – Early Dismissal 2:20 <i>Winter parties</i>	22
23	24	<i>Christmas</i> 25	26	27	28	29
	HOLIDAY BREAK					
30	31 HOLIDAY BREAK					

ABSENCES AND ATTENDANCE

School Day Begins - 8:50 AM

Tardy - 8:55 AM

School Day Ends - 3:50 PM

Early Dismissal - 2:20 PM

Families must notify the office (558-2473) when their student will be absent from school for any reason. All absences NOT reported are considered unexcused. Families are to bring a note from all doctor's appointments held during the school day and turn it into the school office.

STUDENT ABSENCES

Board Policy 602

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school. The administrator may request evidence or written verification of the student's reason for absence. Student absences approved by the administrator are excused absences. Excused absences will count as full days or half days in attendance for purposes of the truancy law. Excused absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day, and school-sponsored or approved activities. Unexcused absences will count as full days or half days not in attendance for purposes of the truancy law. 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.

Students who are absent from school for any reason will be expected to arrange with appropriate school staff to recover the missed learning and earn full credit for the missed schoolwork.

After a student has accrued fifteen (15) days of absences, for reasons other than a health condition verified by a school nurse, and the building level administration has exhausted every means available (phone calls, letters, home visits, etc.) to the school to assure that the student is in regular attendance, the following should occur:

- * The school administrator will inform the parent/guardian in writing that due to the lack of

Improvement in the attendance of their child the school will be referring the student and the parent/guardian to the District Truancy Officers for further action. A copy of the letter will then be forwarded to the appropriate District Truancy Officer.

- * The District Truancy Officer will request a meeting with the parent to mediate a plan of action to correct the attendance problem.

- * If the parent/guardian does not respond and/or the above plan of action fails to produce an improvement in attendance, a letter may be forwarded to the County Attorney and the parent/guardian for further action. A copy of the letter will be placed in the student's file.

- * The County Attorney's Office will make the final decision about prosecution or course of action to get and keep the student in school.

- * A District-level administrator will make the final decision regarding removal of a student from the student information system.

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 will meet with the PACT Resource Specialist weekly.

2019**January****2019**

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



LOST AND FOUND

A cart is located in the school that contains clothing and other items found at school. Parents and children are urged to check the cart for lost articles. Items not claimed for extended periods are donated to charitable organizations.

STUDENT PICK UP AND DROP OFF

When a student needs to leave school early, parents/guardians are requested to notify the office to assure student safety. **When you come to pick up your student prior to dismissal, please report to the office. Picking students up prior to dismissal is strongly discouraged.**

In order to increase building security, all students may be picked up from the cafeteria at the end of the day. Parents/guardians are to wait outside for students to be dismissed at 3:45.

Dismissal Times:

Bus/Van Riders 3:35

Walkers/Riders 3:45

Early Dismissal Times:

Bus/Van Riders 2:05

Walkers/riders 2:15

LIBRARY GUIDELINES

Library materials are checked out for a two-week period and may be renewed provided no other students or teachers are waiting for them. The Library is open for checkout during instructional time.

Overdue notices are sent periodically. Materials are to be returned or renewed the next school day.

Lost or damaged articles are billed to parents.

FOOD SERVICES

Breakfast and hot lunch are available at Madison. Breakfast and lunch menus are published and sent home with students each month. Menus are also available online at Madison's homepage: <http://madison.cr.k12.ia.us> and the CR district webpage <http://cr.k12.ia.us>.

Breakfast Prices

Student	Daily \$1.75	5-Day \$8.75	20-Day \$35.00
Student	Reduced Daily \$.30	5-Day \$1.50	20-Day \$6.00
Adult	Daily \$2.15	5-Day \$10.75	20-Day \$43.00

Lunch Prices

Student	Daily \$2.70	5-Day \$13.50	20-Day \$54.00
Student	Reduced \$.40	5-Day \$2.00	20-Day 8.00
Adult	Daily \$3.65	5-Day 18.25	20-Day 73.00

Ala Carte ~ Milk (Carton) \$.50

BREAKFAST PROCEDURE:

8:25	Breakfast begins
8:45	Breakfast ends
8:45	Students line up with peers
8:50	School starts
8:55	Announcements

LUNCH PROGRAM

Each class goes to lunch on a varying schedule. Students going home for lunch will be dismissed at that time. We require written permission from the parents if a student is to go home for lunch.

Students who do not want to participate in the hot lunch program because of individual preferences are encouraged to bring a healthy cold lunch from home. Students are encouraged to bring a healthy drink and not pop.

Parents can send any amount of money to school to deposit in their child's lunch account.

As students eat breakfast, lunch, or extra milk, the price is deducted from the account.

When the student's account has less than the price of one lunch, he or she is directed to bring more money. Parents are expected to stay current with lunch and breakfast accounts. Once an elementary student's account reaches \$10 in the hole, the student will receive a piece of toast for breakfast and a sun butter sandwich & milk for lunch. You may send money with your student or go online to <http://www.cr.k12.ia.us/> and use a credit card to deposit money in your student's account. If you wish to go online you will need to contact the school to get your student's ID number.

2019**February****2019**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Day 3 Staff Learning Day – Early Dismissal 2:20 1	2
3	Day 1 4	Day 2 5 6-7 PTA mtg ~ library	Day 3 6	Day 1 7	Day 2 8 Staff Learning Day – Early Dismissal 2:20	9
10	Day 3 11	Day 1 12 <i>Lincoln's Birthday</i>	Day 2 13	Day 3 14 <i>Valentine's Day party</i>	Day 1 15 Staff Learning Day – Early Dismissal 2:20	16
17	Day 2 18 <i>President's Day</i>	Day 3 19 <i>Family Conference night</i>	Day 1 20	Day 2 21 <i>Family Conference night 6-7 PTA mtg ~ library</i>	Day 3 22 Staff Learning Day – Early Dismissal 2:20 <i>Washington's Birthday</i>	23
24	Staff Progress Reporting Day – NO SCHOOL FOR STUDENTS 25	Day 1 26	Day 2 27	Day 3 28		

DRILLS – FIRE, TORNADO, LOCKDOWN, & CIVIL DEFENSE

Emergency drills are held periodically throughout the year, in order for students and staff to be knowledgeable of the safety procedures. During drills the students are required to act in a quiet, calm and orderly manner. Madison has emergency procedures in place for the safety of all students and staff.

DISMISSAL FOR SEVERE WEATHER CONDITIONS



On rare occasions when a decision is made to close schools for the day or to delay buses because of inclement weather, announcements will be made on local radio and television stations. Please do not call the stations. They will make announcements as they receive notification.

INCLEMENT WEATHER

Students should dress appropriately for changing weather conditions. In winter, students will be expected to go outside unless the actual temperature or wind chill is at or below 10 degrees F. When the temperature is at or below 10 degrees F, the outdoor recess will be adjusted. Conditions such as wind chill, moisture, etc., will be considered when determining if children will go outside.

STUDY TRIPS

At the beginning of the year, parents/guardians will be asked to fill out a district level authorization card. Teachers may also send home additional permissions slips for each study trip.



PRIVATE HOME PARTIES

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

INDIVIDUAL STUDENT CELEBRATIONS

Balloons, flowers and other items delivered to school for student celebrations will be kept in the main office until the end of the school day. Students receiving the item will be called to the office to view the article and will pick it up at dismissal.

AFTER SCHOOL ACTIVITIES

During the school year Madison may sponsor a number of extra-curricular activities.

SCHOOL ACTIVITIES

The students and teachers decide upon special classroom activities. Special activities will usually center on class academic areas and seasonal themes. The classroom teacher will inform parents if their child is being asked to help with refreshments, serve on a committee, or other special needs.

TOBACCO FREE SCHOOL ENVIRONMENT

It is the intention of the Cedar Rapids Community School District Board of Education to provide a healthy learning and working environment for employees, students and visitors. In keeping with this intention, as well as supporting the principles taught in the K-12 health curriculum, no student, staff member or school visitor is permitted to use or display any tobacco product at any time:

In any building, facility, or vehicle owned, maintained, leased, rented or chartered by the district

On any school grounds or property owned, maintained, leased, rented or chartered by the district, including athletic fields, sidewalks and parking lots

At any school-sponsored or school-related event on-campus or off-campus

2019**March****2019**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Day 1 Staff Learning Day – Early Dismissal 2:20 1	2
3	Day 2 4	Day 3 5	Day 1 6	Day 2 7	Day 3 8 Staff Learning Day – Early Dismissal 2:20 2 nd gr Author Luncheon	9
10	Day 1 11	Day 2 12 4 th gr concert 5 th gr concert	Day 3 13	Day 1 14	Day 2 15 Staff Learning Day – Early Dismissal 2:20	16
17	18	19	20	21	22	23
	SPRING BREAK/HOLIDAY					
24	Day 3 25	Day 1 26	Day 2 27	Day 3 28	Day 1 29 Staff Learning Day – Early Dismissal 2:20	30
31						

RECESS

Recess is an important aspect of an elementary student's school experience. Cedar Rapids Community School District Wellness Regulation 610.1 states school are to "provide physical activity that is based upon safe/federal guidelines; including at least 30 minutes daily at the elementary level; is preferable through outdoor recess that encourages physical activity..." Madison School schedules one thirty minute recess for students each school day. All students are expected to participate unless they have a note from a doctor excusing them from physical activity.

PARKING

- 1) Do not leave unattended vehicles in the driveway.
- 2) Cars are not permitted in the bus-loading zone.
- 3) Do not double park in the driveway as this necessitates students crossing a lane of traffic and slows the movement of traffic.

BICYCLES/SKATEBOARD/SCOOTERS/ SKATE SHOES/HEELIES

We do not encourage primary age students to ride bicycles to school. Students who ride bicycles should:

- 1) Use appropriate hand signals and follows traffic regulations.
- 2) Use courtesy and care when riding bicycles.
- 3) Park bicycles in the space provided.
- 4) Lock bicycles to the bicycle racks.
- 5) Report anyone who is tampering with bicycles.
- 6) Walk bicycles on school property including the sidewalk.
- 7) Students are not to bring skateboards, scooters, heelies, or skate shoes to school.



MONEY

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

Students are not to engage in buying or selling items with one another anywhere on school premises.

SCHOOL TELEPHONE



Permission must be obtained from their teacher before using the telephone. School staff members have top priority in use of telephones after school; therefore, children are encouraged not to use the school telephone at this time except in cases of extreme emergency. **After school plans are to be arranged prior to the beginning of the school day.** The school phones are not available to students making these decisions at the end of the school day. Students should not bring cell phones to school. Madison School is not responsible for lost, stolen, or damaged personal property, including cell phones.

FEES AND SCHOOL SUPPLIES

At the end of the school year a supply list is sent home with each child with their report card to enable parents to purchase school supplies before school starts in the fall. The Madison supply list is also available on the school webpage at <http://madison.cr.k12.ia.us>. A letter will be sent to each family at the beginning of each school year notifying them of school fees that will need to be paid at the beginning of the year. Fees for the 2018-2019 school year will be \$30.00 & reduced \$18.00. 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.



2019**April****2019**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Day 2 1	Day 3 6-7 PTA mtg ~ library 2	Day 1 3	Day 2 4	Day 3 Staff Learning Day – Early Dismissal 2:20 5	6
7	Day 1 8	Day 2 9	Day 3 10	Day 1 11	Day 2 Staff Learning Day – Early Dismissal 2:20 12	13
14	Day 3 15	Day 1 16	Day 2 Volunteer Breakfast 17	Day 3 18	19 Staff Progress Reporting Day – NO SCHOOL FOR STUDENTS	20 Jewish Passover
Easter 21	Day 1 22	Day 2 23	Day 3 24	Day 1 Kdgn concert 1 st gr concert 25	Day 2 Staff Learning Day – Early Dismissal 2:20 26	27
Orthodox Easter 28	Day 3 29	Day 1 30				

PTA

The Madison PTA is an organization made up of parents and staff interested in promoting the welfare of children and youth through promoting adequate legislation and bringing closer relationships between the home and the school.

The Madison PTA is governed by a board made up of the officers, various committee chairpersons appointed by the president, and representation from the school staff.

Programs are a mix of information, recreation and service. All parents and guardians of students at Madison are encouraged to participate in PTA and its activities.

As a small-sized elementary school, Madison offers students, families and faculty a sense of community – with particular emphasis in academic excellence and the physical, mental and social well being of our children. The Madison PTA warmly invites interested families to become more active participants in that community through volunteering and membership in the PTA.

2018 – 2019 PTA OFFICERS

President

Janelle Solberg

Vice President

Anna Nickell

Secretary

Laura Clark

Treasurer

SCRIPT

Stacy Straub

Ways to Support Madison PTA

- Become a PTA member
- Attend PTA meetings
- Volunteer during the school day or at a PTA event
- Contribute to annual fall fundraiser
- Collect box tops, Hy-Vee receipts, and pop tabs

ANIMALS

Madison School complies with the Cedar Rapids Community School District's Policy 904 regarding animals on school premises.

ANIMALS ON DISTRICT PREMISES

For the purpose of the policy, "District premises" refers to school buildings, vehicles, and all other District property. The District shall comply with all state and federal laws, regulations, and rules regarding the use and presence of animals.

ANIMALS INSIDE BUILDING

The District is dedicated to protecting the health and well-being of our students, staff, and visitors. Some animals present issues such as allergic reactions, cleanliness, and unpredictable behavior. Therefore, no unauthorized animals are allowed inside District buildings or vehicles with the exception of those that are necessary for the curriculum of specific classes or as specified in the Board Policy Manual. The building administrator retains discretion to exclude or remove an animal from District premises.

ANIMALS OUTSIDE OF BUILDINGS

In order to maintain a safe and healthy environment for all students, staff, and community member, the following rules apply to District premises.

* All animals on District property must be leashed and under appropriate control at all times.

* Unauthorized animals are not allowed on District athletic fields or at school events at any time, even if leashed. Any persons found with an unauthorized animal will be asked to remove it from the premises. This procedure couples with the provision of Iowa Code 216C. As such, a person with a disability or a person training an assistive animal has the right to be accompanied by a service dog or an assistive animal, under control. The person is liable for damage done to any premises or facility by an animal.

* While on District property, the owner must have the means to remove of any waste left by the animal.

* The owner is responsible for immediate repair and cleanup of incidental damage caused by the animal (including digging damage). Cleanup and repairs should be thorough enough to generate no additional work for District staff, or inconvenience for members of the community or visitors.

2019**May****2019**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Day 2 1	Day 3 2	Day 1 3 Staff Learning Day – Early Dismissal 2:20 <i>Kdgn Author Luncheon</i>	4
5	Day 2 6	Day 3 7 <i>PTA mtg ~ library</i>	Day 1 8	Day 2 9	Day 3 10 Staff Learning Day – Early Dismissal 2:20 <i>Madison Carnival</i>	11
12	Day 1 13	Day 2 14	Day 3 15	Day 1 16	Day 2 17 Staff Learning Day – Early Dismissal 2:20 <i>Walk-A-Thon</i>	18
19	Day 3 20	Day 1 21	Day 2 22	Day 3 23	Day 1 24 Staff Learning Day – Early Dismissal 2:20 <i>Western Day/Learning Stampede</i>	25
26	27 <i>Memorial Day- NO SCHOOL</i>	Day 2 28	Day 3 29	Day 1 30 Last Day for Preschool <i>Madi Sun Day</i>	Day 2 31 LAST DAY OF CLASSES - Early Dismissal 2:20	

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 2018-2019 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: Val Dolezal, Executive Director, Elementary Education – 319/558-2247

ALTERNATES:

Greg O'Connell, Principal, Coolidge Elementary School - 319/558-2167 Chuck McDonnell, Principal, Jefferson High School - 319/558-2435 Wendy Parker, Executive Director, Student Services - 319/558-2575

LEVEL II INVESTIGATORS

If a case is designated as "founded", it is turned over to a designated Level II Investigator Agency:

Cedar Rapids Police Department

Kathy Collins J.D., School Investigations

Approved by Board of Education: 6/11/2018

Distributed by: Human Resources: 6/2018

STUDENT HEALTH AND WELL-BEING

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 normal hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parents/guardians with concerns about their child's hearing should contact the school nurse.

Dental Screening: St. Luke's Dental Health Center and HACAP partner to offer dental screenings to all Early Learning Programs, AK, kindergarten, grades 2 and 5, all students in elementary special education and elementary ELL programs, as well as others in selected grades. In addition to dental screenings, fluoride varnish application and dental sealants are offered to children enrolled in qualifying schools. Children will be bringing home a consent form to be completed by the parent/guardian to approve these dental services.

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

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

Social, Emotional, Behavioral Screening: Social, Emotional, Behavioral (SEB) Screening: Students in grades Kindergarten, 3, 5, 7, and High School will be screened to assess social, emotional, and behavioral well-being. The purpose of the screening is to identify areas where students may need some additional support. Follow up screening and parent communication may occur if the results indicate the need for further attention. Parents/guardians with concerns about their child's social, emotional or behavioral well-being should contact the counseling or health office.

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

2019**July****2019**

<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	20
21	22	23	24	25	26	27
28	29	30	31			

STUDENT ILLNESS OR INJURY DURING THE SCHOOL DAY

Students are sent to the clinic 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. If a student has a temperature of 100° F. or higher and/or illness related vomiting or diarrhea, the parent/guardian will be called and the student will be sent home. Other symptoms that influences 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: (1) Attempt to notify the parent/guardian; (2) Allow the student to rest in the health office for a brief period. The student is to be fever-free without fever reducing medication before returning to school. Parents will also be notified of injuries that appear to be serious in nature or require medical attention.

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 or nits (eggs) within ½ inch of the scalp, will be notified and provided with information regarding treatment and management. In the elementary schools, families with a child in the classroom will receive a note from the health office along with information regarding identification and management of head lice. 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.

Better Health = Better Learners

Commitment to Student Wellness



All school districts are required to have a wellness policy. Find ours on the CRCSD website.

CRCSD commitment to wellness:

- Provide health literacy education in the curriculum
- Meet or exceed the Healthy Kids Act requirements for physical activity
- 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
- Celebrate events involving food not more than one time each month
- Discontinue using food/food coupons as rewards or incentives
- Ensure physical activity is not used for or withheld as a punishment



We need your help! Here's how to support your children's education:



- Follow the Smart Snack Guidelines when providing meals/snacks (unhealthy treats will not be distributed)
- Send food items only when requested by school staff (must be Smart Snack approved)
- Help plan and support fundraising events that do not involve food
- Join the school or district wellness council

For more information, visit www.cr.k12.ia.us/our-district/wellness/.

The District Wellness Policy is in the District Notifications section of the handbook.

Questions? Contact Stephanie Neff, Health and Wellness Supervisor, at 319.558.4786 or sneff@cr.k12.ia.us

CLASSROOM SNACKS

Classroom teachers will inform parents at the onset of the school year the procedures for snacks in their classroom. All snacks must comply with the district's nutritional guidelines or be returned home uneaten.





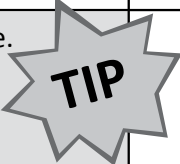



HEALTHY SCHOOL SNACKS

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. 	Drinks: <ul style="list-style-type: none"> • Water • Low Fat or Fat Free Milk • 100% Fruit/Vegetable Juice 
Dip Ideas: Hummus, Salsa, Bean dip, Honey Mustard, Yogurt based dips	

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

"Everybody learning, every day!"



**Cedar Rapids
Community School District**

Every Learner: Future Ready

Non-Discrimination Policy

It is the policy of the Cedar Rapids Community School District not to discriminate in educational programs on the basis of race, creed, color, gender, sexual orientation, marital status, gender identity, socioeconomic status, national origin, religion, disability, age (except for permitting/prohibiting students to engage in certain activities) or genetic information and in employment opportunities on the basis of age, race, creed, color, gender, sexual orientation, gender identity, national origin, religion, disability or genetic information. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Rod Dooley, Executive Director of Equity, (RDooley@cr.k12.ia.us), and/or Linda Noggle, Executive Director of Talent Management, (LNoggle@cr.k12.ia.us), Educational Leadership and Support Center, 2500 Edgewood Rd NW, Cedar Rapids, IA, (319) 558-2000.

Nov. 7, 2017