

*GRANT ELEMENTARY SCHOOL
PARENT/STUDENT
HANDBOOK*

2017-2018

*Grant Elementary School
254 Outlook Drive SW
Cedar Rapids, IA 52404
558-2020*

GRANT ELEMENTARY SCHOOL

Grant School has a tradition of excellence in academics and extra-curricular activities. Grant is staffed by caring, dedicated, well-trained individuals who are committed to ensuring the academic, social and emotional success of every student. It is our belief that children who learn and develop in a climate of acceptance will grow to be accepting adults. We also believe that everyone in our community must take an active part in the education of our children. Parental involvement and assistance is vital to ensure student success. We invite you to become a partner in your children's educational journey. This booklet is designed to answer questions about Grant and to provide information regarding your role as a student or parent at Grant. Parents are encouraged to call the school to express concerns or ask questions.

Telephone number: 319-558-2020

Office hours: 8-4

Open door hours: All doors will remain locked for security reasons. Students are to use the front door (Outlook Drive Entrance – right side of doors) to enter after 8:50. All students will need to come through the main office and receive a pass to class after 9:00 am. Parents are to use the front door for security reasons and access into the building.

School Hours

Students are not allowed in the building without adult supervision before 8:35 a.m.

8:20 a.m. – Breakfast begins

8:40 a.m. – Students may go to their lockers and classrooms

8:50 a.m. – Start of school day for all students

3:50 p.m. – End of school day for all students



ATTENDANCE / TARDY

School is preparation for life. It is important that habits of regular attendance be developed. A student's contribution and achievement in class are directly related to attendance. Students and parents must understand that a fundamental portion of the student's education is missed when they are absent from class. Activities that take place in the classroom are a vital part of the teaching-learning process and cannot be duplicated. Teachers are encouraged to communicate with students and parents regarding the effect of attendance upon the students' achievement and success in their class and in their lives as adults. Absence from class must be for serious reasons.

ABSENCES

Parent(s) are expected to notify the school by 8:45 am regarding a student's absence on the day of the absence. Our attendance line phone number is 558-2079. You can also leave a message outside normal school hours. We need name, date(s), and specific reasons why the student will be/was gone. On occasion we may require verification of absence from a doctor, dentist, or other professional as deemed necessary by the principal.

BICYCLES, SCOOTERS, SKATEBOARDS, AND ROLLERBLADES

For the safety of pedestrians and riders, bicycles, scooters, skateboards, and rollerblades ridden to school are to be walked on school property. Students should be sure to lock their bikes to the bike rack. Skateboarding and rollerblading on school property is prohibited.



CELL PHONES AND ELECTRONIC DEVICES

PLEASE NOTE THAT GRANT DOES NOT HAVE LOCKS ON LOCKERS, SO THERE IS NO WAY TO ASSURE SAFETY OF THESE ITEMS ONCE IN A LOCKER. Best advice is to not send these things to school. Students may use cell phones and electronic devices before and after school. Phones/electronic devices must be off during the rest of the day and stored in lockers. This is to protect instructional time. We are aware that cell phones are a wonderful tool that allows for family communication; however, to protect the learning environment, it is critical that we restrict their use during the school day.

All classrooms are equipped with phones and may be used by students only with permission from staff. Permission will be given to students to make phone calls for class assignments or emergencies. Students should make their after school plans with their parents prior to leaving for school. Use of the office phone by students at dismissal will not be allowed due to high demand for phone use at dismissal.



CHANGE OF ADDRESS, PHONE NUMBER, OR E-MAIL

Please inform the school office if there is a change in the parent's/guardian's or child's name, address, or phone number during the school year. The Cedar Rapids Community School district is trying to go more "green" with communication to parents. An updated e-mail should be on file with the school at all times. Please let us know if any of these numbers change during the school year. The school office also 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 parent or guardian.



DISMISSAL

Student safety is our first priority. At the end of the day, students will be dismissed at different times, depending on how they are getting home.

Bus students will be dismissed with classrooms and load buses at 3:45.

Students that are walking, meeting a parent in a designated location or biking will be dismissed at 3:45.

Students that are being picked up by a car will be dismissed with teachers at 3:45 and will load cars upon when their ride arrives in our designated area in front of the school. We will get students to your car as quickly as we can. Please be patient as you enter and exit our loading area.

Please let your child's teacher or the office know if there is someone new picking up your child or if the dismissal plan for your child has changed.

On Early Dismissal days the dismissal time is 2:15 with lunch being served. Students are to leave the school grounds immediately after school. They should not return to school grounds until they have permission from their parent or guardian.

EMERGENCY FORMS

At the beginning of each school year, parents must file an emergency form in the electronic program Power School, providing the telephone numbers of emergency contacts in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

EMERGENCY SCHOOL CLOSING AND EARLY DISMISSAL

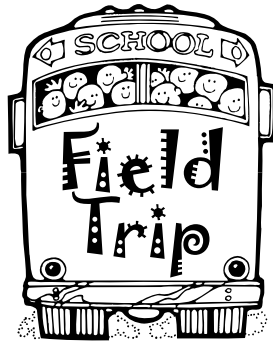
Schools will be open and will remain open until the end of the regular school day whenever possible. However, in case of severe weather or other emergencies, the decision may be made to close schools for the day, delay buses, or dismiss early. An announcement will be made by the radio and television and this announcement will be broadcast frequently. Remember that these announcements pertain to one day only. If there is no announcement, school will be operating as usual. Announcements will also be sent to phones and e-mails of any changes in the school day due to weather or other emergencies. These will be sent to the parents' phone or e-mail that is known by the school.

EMERGENCY CARE AND MEDICATION

Every effort is made by school personnel to prevent accidents. However, if an accident occurs, or if the child becomes ill, school personnel will give emergency care or first aid as necessary. It is important that parents or legal guardians furnish and update information such as work telephone numbers, doctors' names, etc., which can be used in case of an emergency.

FIELD TRIPS

Field trips are planned at each grade level to supplement and enhance the curriculum. At the beginning of the school year, you will be asked to fill out a permission form on Power School that will allow your child to go on all school sponsored field trips. Parents/guardians will be notified in advance of all off-campus trips that students will be taking. In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district.



FIRE, TORNADO, LOCK DOWN DRILL

Periodically, the school holds emergency fire, tornado, bomb threat, and other drills. State law requires fire and tornado drills. School districts must have two fire and two tornado drills before December 31, and two fire and two tornado drills after January 1, for a total of eight each school year. At the beginning of each term, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and

orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, etc., in addition to being disciplined under the school district's policies, rules, and regulations, may be reported to law enforcement officials.

FOOD SERVICE/FEES

Breakfast and lunch are available for all students. Government funding provides for free or reduced-rate meals for qualified students. Listed below are the current daily lunch prices.

	ADULT	ELEMENTARY
Breakfast	\$2.05	\$ 1.70
Lunch	\$3.55	\$ 2.65
Milk	\$0.50	\$ 0.50



INDOOR RECESS EXPECTATIONS FOR ELEMENTARY STUDENTS

We will have indoor recess if these conditions are present: temperature and/or wind-chill is below 10 degrees, it is raining, or safety issues. Staff will be notified of indoor recess by an all call announcement from the office. If it is an indoor recess day the following will happen:

- Before or after lunch, depending on recess schedule, students will report directly to their homeroom.
- The gym is not available for students during this time.
- Students must remain in their own homeroom during this time.
- Students must still ask the supervisor if they need to go anywhere else in the building. Students will use indoor voices.
- Supervisors will float from room to room during their duty time.
- Students will put away any items used during recess.

LIBRARY

Our library has a collection of thousands of books and magazines that may be checked out by students and staff. There are additional materials that may be used by teachers for instructional support. Individuals, small groups, and classes may use the library for book selection, research and other activities. Materials may be checked out for two weeks and may be renewed if there is not a waiting list for that book. There are no fines for overdue books, but students are expected to return books on time and in good condition. Overdue notices are sent out weekly to help students remember to renew or turn in books before they become lost. A fee will be charged for damage to books, and lost books must be paid for so that they can be replaced.



MONEY AND VALUABLES

No money will be collected for any purpose without the approval of the principal. Students are discouraged from bringing money to school except for authorized or school-sponsored activities such as school lunch, book orders, etc. In all cases, when money is sent to school, it should be enclosed in an envelope with the following information given:

Child's name and room number 2. Amount of money enclosed 3. Purpose for which it is being sent

Envelopes are provided for students who need to deposit money in their cafeteria accounts. School staff members will not be responsible for students' lost money or other valuables brought to school. Students are not to bring toys, hand-held electronic games, etc. to school unless they receive permission from the classroom teacher. Teachers may send such items to the office for students to pick up after school. Students are provided lockers to store coats, boots, book bags, and other belongings.

PTA

The Grant PTA is an organization made up of parents and teachers. The active participation of parents and teachers in PTA can do much to assure the best educational opportunities for the children of our community. All parents and teachers are cordially invited to join and participate. Think you're too busy to be of help to the PTA? It has been said that if you want something done, go to a person who is always busy. PTA programs are a mix of information, various money-raising activities, numerous service projects and recreation.

STUDENT ACCIDENT INSURANCE

The district will no longer be offering student accident insurance.

SCHOOL SUPPLIES AND FEES

Parents/guardians are responsible for supplies such as notebooks, paper, pencils, eraser, etc. A list of suggested supplies for the different grade levels is sent to the parents and area stores. Supply lists are also available on the Grant Elementary web site. School supplies do NOT need to be new. Good used supplies will work just fine! Parents/guardians are asked to check with their children periodically to see if supplies need to be replenished.

School Fees: In the event your check is returned it will be represented electronically along with the state fee.



STUDENT SERVICES AND SUPPORT STAFF

In addition to classroom teachers, Grant Elementary has several individuals who are available to help you and your child. We have a principal, facilitator, elementary guidance counselor, nurse, school psychologist, speech pathologist, occupational and physical therapist, special education teachers, and school social worker. All of these people are employed to assist you, your child and your child's classroom teacher. Your child's classroom teacher may contact any of these professionals if concerns arise about your child's educational progress, or they may observe your child in the classroom or visit with him/her as the need arises. On occasion, these professionals may participate in discussions about your child and provide recommendations to improve his/her success in school. If you have concerns about your child, we encourage you to contact these specialists as well as the teacher.

VISITORS

Parents and other adults are welcome to visit our classrooms on most days. It is helpful to call the teacher prior to visiting, as classroom schedules vary. All visitors are required to stop in at the main office prior to a visit in the building.

All middle school students from Wilson are not allowed on the property until 3:45. Any middle school student who is on the grounds prior to 3:30 or 1:20 on early dismissal days will be asked to leave the area. Parents will be called or further action will be taken if a middle school student continues to not follow this procedure.

VOLUNTEER PROGRAM

Volunteers provide many needed hours of assistance each month. Areas in which volunteers assist are clerical work, listening and helping students with reading and math, checking papers, assisting in the computer lab, supervising students on field trips, working in the IMC and preparing and constructing bulletin boards. Parents interested in volunteering at Grant should contact our Volunteer coordinator at 558-2768.

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.

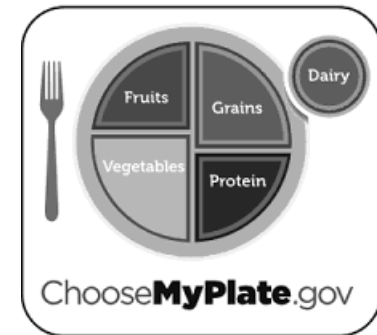
Better Health = Better Learners Commitment to Student Wellness



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

GRANT STAFF 2017-2018

Frey Monica Principal.....MFrey@cr.k12.ia.us
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Anderson Denise..... Health Secretary DnAnderson@cr.k12.ia.us
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..... ParaeducatorDUsher@cr.k12.ia.us
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Wenger Laurie TeacherLWenger@cr.k12.ia.us
Yedlik Sara..... PACTSYedlik@cr.k12.ia.us
Bacon, Loretta Paraeducator
Bacon Marci..... Paraeducator
DeLong Joshua..... Paraeducator
Kraus, Judy..... Paraeducator
Lockhart Trisha..... Paraeducator
Nading, Ryland Paraeducator
Nicholson Heather ... Paraeducator
McGraw Julie Food Service Manager
Bauck Val Food Service
Bunker, Shannon Food Service
Geske Glenda..... Food Service
Murray, Teresa Food Service
Strawn Lisa..... Food Service
Zach Martin..... Engineer
Freese Darren Custodian

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 2016-2017 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 below list. 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 Administrator

ALTERNATES: Greg O'Connell, Principal, Coolidge Elementary School,
and Chuck McDonnell, Principal, Jefferson High School

LEVEL II INVESTIGATOR


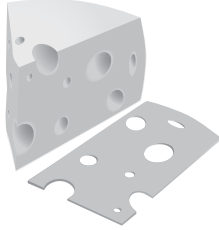
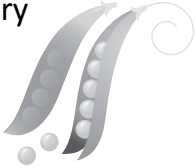


If a case is designated as "founded", it is turned over to the Level II Investigator Agency: Cedar Rapids Police Department who will appoint a designee.

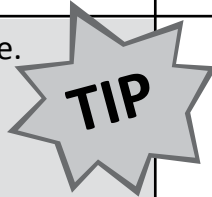
Dept of HR: 8/19/2015

HEALTHY SCHOOL SNACKS

Cedar Rapids Community School District

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

<p>Fruits:</p> <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 	<p>Low Fat Dairy/Protein:</p> <ul style="list-style-type: none"> • String Cheese or Cheese Cubes • Yogurt • Cottage Cheese • Deli Meat • Sunflower Seeds • Pepita/Pumpkin seeds 
<p>Vegetables:</p> <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) 	<p>Whole Grains:</p> <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 
<p>Snack tips</p> <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. 	<p>Drinks:</p> <ul style="list-style-type: none"> • Water • Low Fat or Fat Free Milk • 100% Fruit/Vegetable Juice 
<p>Dip Ideas: Hummus, Salsa, Bean dip, Honey Mustard, Yogurt based dips</p>	



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



**Cedar Rapids
Community School District**

Excellence for All

Non-Discrimination Policy

It is the policy of the Cedar Rapids Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (employment only), marital status, sexual orientation, gender identity, and socioeconomic status (students/program only) in its educational programs and its employment practices. This is a grievance procedure for processing complaints of discrimination. District employees with questions or a grievance related to this policy should contact Linda Noggle, Executive Director of Human Resources/Talent Management at lnoggle@cr.k12.ia.us or 319-558-2000. Students and others should contact Rod Dooley, Executive Director of Equity/Title IX Coordinator/504 Compliance Officer at rdooley@cr.k12.ia.us or 319-558-2000. The District mailing address is 2500 Edgewood Rd NW, Cedar Rapids, IA 52405-1015.

July 19, 2017