

**Jackson Elementary School
2018-2019
Family Handbook & Calendar**

FLYING HIGH TO REACH OUR DREAMS

1300 38th Street NW
Cedar Rapids, Iowa 52405
Telephone: 558-2471
Attendance: 558-2210
<http://jackson.cr.k12.ia.us/>

3 R'S In Jackson Common Areas

(We are)	Areas:					
	Restroom	Hallway	Playground	Cafeteria	Assembly	Bus
Expectations:						
Respectful	-Voices at a 0 -Personal space	-Voices at a 0 -Personal space -Picking up trash -Greet others with a smile and a wave	-Include everyone -Solve problems appropriately -Stay on school property	-Level 2 voice at appropriate time -Personal space -Restaurant manners	Keep my hands and feet to myself Wait to share my ideas until after the assembly	-Level 2 voice at appropriate time -Use kind words -Actively listen to the adults
Responsible	"Leave no trace" -No pencils or pens -Throw away paper towels -Flush the toilet - Keep water in sink	- Walking on the right side of the hallway	-equipment -pick up -safely - Report Injuries -Permission to leave -Follow Jackson game rules and follow modified trail	"Leave no trace" -trash -food -silverware (proper place on tray)	- Use active listening so I can learn and enjoy the assembly	"Leave no trace" -papers -wrappers
Ready	-I walk back to the classroom quickly, quietly and safely	"Line Basics" -Eyes forward -Hands at your sides -Walking feet -Voices at a 0	"Line Basics" -Eyes forward -Hands at your sides -Walking feet -Voices at a 0 -line up on whistle	"Leave no trace" -Carton open -Sitting at a 0 Dismissal follows "Line Basics" -Eyes forward -Hands at your sides -Walking feet -Voices at a 0	- Sit at voice level 2 until the performance starts - Sit up in class row - Face forward	- Personal Space

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JACKSON ELEMENTARY SCHOOL 2018-2019 STAFF LIST

Principal	Office	Mr. Nick Duffy	Multi Categorical Teacher EL		
Secretary.....	Office	Ms. Gale Skogman	and Kindergarten.....	Portable/114.....	Mrs. Tricia Baker
Counselor	Office	Ms. Tricia Hansen	Multi Categorical		
Instructional Design Strategist.....	223.....	Mr. Brian Meyer	Teacher Grades 1-3.....	221	Mrs. Kelly Luedke
Behavior Technician	121	Morgan Troendle	Multi Categorical Teacher Grades 4-5	220	TBA
Nurse.....	Office	Mrs. Jan Schneider	Multi Categorical Program Para	221	Mrs. Karen Hutchcroft
Health Secretary	Office	Mrs. Patti Breja	Multi Categorical Program Para	221	Mrs. Stacie Ferring
Kindergarten	110.....	Mrs. Corinne Schalk	Multi Categorical Program Para	220.....	Mr. Hector Cuebas
Kindergarten Para Professional	110.....	Mrs. Laura Carpenter	Multi Categorical Program Para	220.....	Mrs. Lori Digman
Kindergarten	111.....	Mrs. Lisa Reid	Multi Categorical Program Para	2201.....	Mrs. Jenny Cutter
Kindergarten Para Professional	111.....	Mrs. Julie Freeze	CLASS K-2 Teacher.....	119.....	Mrs. Karen Eiles
First Grade.....	112.....	Mrs. Kelly Wertz	CLASS Para K-2	119.....	Mrs. Mary Swanson
First Grade.....	113.....	Mrs. Sara Rubocki	CLASS Para K-2	119.....	Mrs. April Aarhus
Second Grade	115.....	Mrs. Jamie Scheuerman	PACT Teacher		Mrs. Ann Lassen
Second Grade	116.....	Mrs. Kelly Meyers	Deaf/Hard of Hearing Teacher.....	120.....	Samantha Robbins
Second Grade	117.....	Ms. Christina Larsen	Deaf/Hard of Hearing Teacher.....	120	TBA
Third Grade	212.....	Mr. Ryan Patterson	Deaf/Hard of Hearing Interpreter	120.....	Mrs. Molly Johnson McCormick
Third Grade	213.....	Mr. Payt Bergert	Deaf/Hard of Hearing Interpreter	120.....	Mrs. Kelly Panosh
Third Grade	214.....	Mrs. Lara Quiles	Deaf/Hard of Hearing Interpreter	120.....	Ms. Annie Spring
Fourth Grade.....	217.....	Mr. Mike Fritz	Food Service Manager	Cafeteria	Mrs. Becky Popelka
Fourth Grade.....	218.....	Ms. Karyn Karr	Food Service Assistant Manager.....	Cafeteria	Mrs. Laura Viktora
Fourth Grade.....	219.....	Mrs. Beth Betts	Food Service Cashier	Cafeteria	Mrs. Carrie Maxson
Fifth Grade	216.....	Ms. Jill Garwood	Food Service Assistant III.....	Cafeteria	Mrs. Thuy Nguyen
Fifth Grade	211.....	Mrs. Ronda Krystofiak	Building Engineer.....		Mr. Alan Knoll
Art Teacher	210.....	Mr. Ryan Fisher/ Mrs. Amy Licher	Custodian #1		Mr. Ryan Hubble
Music Teacher.....	222.....	Mr. John Tyler	Crossing Guard		TBA
PE Teacher.....	Gymnasium.....	Mr. Michael McCurry	Early Learning Teacher	311	Mrs. Jenny Kitzmiller
Media Specialist.....	IMC	Mr. Stephan Frischkorn	Early Learning Para Professional.....	311	Mrs. Marlee Ellis
Media Secretary.....	IMC	Mrs. Darcy Oates	Early Learning Para Professional.....	311	Ms. Kay D'Amico

PARENT - TEACHER ASSOCIATION (PTA)



The purpose of the Jackson PTA is to involve parents, teachers, administrators and other concerned adults in supporting learners by advocating for quality education, striving to expand the use of technology, encouraging community service, enhancing healthy living and believing all learners will be future ready!

Advocate for education
Expand Technology
Encourage service to others
Enhance health living
Believe in all children's potential

PTA EXECUTIVE BOARD MEMBERS FOR 2018-2019

President Nicole Duncantell nicole.duncantell@gmail.com
 Vice President Christi Winders christiwinders@yahoo.com
 Secretary Amy Blomquist..... Amy.Blomquist@nexteraenergy.com
 Treasurer Carolyn Evans
 Volunteer Coordinators Amber Blomme and Emily Renshaw

PTA SPONSORED EVENTS:

August 22 supply drop off 4:00 PM -6:00 PM
 September 28..... Ice Cream Social/Movie Night TBD
 October 19 America Reads Day..... all day event
 October 25 Trunk or Treat TBD
 November 16 Fall Service Project all day event
 November 20 Sky Zone 4:00 PM-8:00 PM
 January 25 Ice Skating TBD
 February Bowling TBD
 March 9 Super Skate 4:00PM-6:00PM
 April 13 Enrichments 9:00 AM-12:00PM
 May 17 Spring Carnival 5:00PM-7:00 PM

WAYS TO SUPPORT JACKSON PTA

- Become a PTA member
- Attend a PTA meeting
- Volunteer during the school day or at a PTA event
- Contribute to the PTA fundraising efforts
- Collect Box tops and Hy-Vee Receipts



everychild.one voice.

NATIONAL PTA MISSION & VALUES

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA VALUES

Collaboration: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

Commitment: We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

Nwww.pta.org

JACKSON VOLUNTEERS TOUCHING LIVES AND LIFTING SPIRITS

Jackson Families are enthusiastic supporters of their school and are actively involved in their children's education. School volunteers do so much to help make Jackson a great place to learn. There are many ways to join in on the fun. Listed below are just a few of the ways you can be a part of a child's education.

Everyone loves a party!

Three time a year, parents are needed to help with our classroom parties. Planning, organizing, or sending supplies in are all ways to help with the celebrations.

Extra Hands!

We are always looking for extra help in the classroom. Volunteer jobs include tutoring, testing, checking papers, one on one help, or any job that gives our teachers a third, fourth, fifth or even sixth hand.

Books, Books, Books!

Do you like to read? Come in and help spread the joy of reading. Volunteers are needed to work with small groups or individuals, work in the computer lab with our Headsprout program, or just lend a hand in our IMC.

Calling all Sports Fans!

The Jackson Gym will be needing enthusiastic volunteers for a number of our units. Gymnastics, Skating and Jump Rope for Heart all require many volunteers to make these sports fun and safe for our students.

World of Art!

Love art? Be a Picture Presenter. Lead a discussion about a famous artist or painting. Nothing but imagination necessary: no experience or background required in art required. All information is provided for you and you can set your own time.

For more information on these or any other volunteer activities, please contact our volunteer coordinator Amy Blomquist.



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 Id al-Adha</i>	22 <i>Teacher Pre-Service Supply Drop off 4:00PM-6:00 PM</i>	23 <i>Day 1 First Day of Classes- Early Dismissal 2:20 Thursday Notes Online Updated</i>	24 <i>Day 2 Staff Learning Day – Early Dismissal 2:20</i>	25
26	27 <i>Day 3 SCRIP Orders DUE</i>	28 <i>Day 1</i>	29 <i>Day 2 Fire Drill (AM)</i>	30 <i>Day 3 Thursday Notes Online Updated Tornado Drill (PM)</i>	31 <i>Day 1 Staff Learning Day – Early Dismissal 2:20 SCRIP Orders Delivered</i>	

THE SCHOOL DAY

SCHOOL HOURS

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

- 8:20 AM Students eating breakfast may enter the building and go to cafeteria
- 8:30 AM Students arrival, no supervision provided prior to this time
- 8:40 AM Students enter the building
- 8:50 AM School Begins
- 3:50 PM Students are dismissed

Students may not play on the school grounds before or after school since staff supervision is not provided. In the morning, students should wait quietly at the front entrance until a staff member admits them to the building. Students should leave the playground promptly upon dismissal from school.

ABSENCES AND ATTENDANCE

Regular school attendance and punctuality are strongly encouraged. Parents are asked to call the school office and notify us of a child's absence. The number **558-2210** has been designated as the number to call to report absences. If you have additional information to share with the teacher, you can follow up by contacting the teacher directly. **Please call the attendance line (558-2210) before 8:55 AM.** You can leave a message anytime-Please include your name, your students name, nature of the illness/absents and the return date.

When a student is absent and the office has not been notified, our intention is to reach the parent by phone to determine the status of the student. Doctor and dentist appointments are counted as absences.

Even if the student plans to return after an early morning doctor or dentist visit, a call stating the late arrival is very important as lunch plans need to be made. Any student arriving after **8:55 AM** must check in at the office to get a pass before going to their classrooms.

If a family knows of an extended absence during the school year, arrangements for school work should be made at least one week in advance. Due to the nature of some of the subject areas and the type of learning required, some assignments may not be appropriate to do prior to the planned absence. Parents are asked to contact the office with this information. Absences for vacation purposes are discouraged.

EXCESSIVE ABSENCES

We recognize that attendance can affect achievement and are concerned about the achievement of every student. The Cedar Rapids Community School District has found that elementary students who miss a significant number of days a year often continue to miss a significant number of days a year in the upper grades as well. We want to help young children build good attendance habits now, as those habits will most likely carry on throughout the rest of their school days and beyond.

When examining attendance patterns for excessive absences, we look at whether a child is in school rather than whether a child's absence is excused or unexcused. There are times when absences are impossible to avoid. As a parent/school team, when we find that a child's absences stem from a serious illness, medical condition, etc., we may conclude that improving attendance is not the most important factor in the situation. Rather, the emphasis may be on helping the child get well. On the other hand, if a child misses school on a regular basis, we may conclude that improving attendance is the most important factor in the situation and we need to take steps to improve this.

In either case, we want to be able to communicate with parents regarding their child's attendance. To keep you up-to-date with our attendance records, reminders will be sent home from the office after the third absence in a trimester. An attendance contract will be written and a referral may be made to the District Truancy officer after the tenth absence.

Our objective is to create a sense of community that encourages all students to attend school every day possible. Jackson has a very high number of students that show exemplary attendance. With continued cooperation between home and school, we can help our students become more successful than ever.

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.

2018

September

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 <i>Labor Day- NO SCHOOL</i>	4 Day 2 <i>Early Learning First Day of School 1:00 PM Fire Department visits Kindergarten, 3rd and 5th PTA Meeting 6:00 PM</i>	5 Day 3 <i>Prime Time Screening</i>	6 Day 1 <i>1:00 PM Fire Department visits Kindergarten, 3rd and 5th Thursday Notes Online Updated</i>	7 Day 2 Staff Learning Day – Early Dismissal 2:20	8
9 <i>Rosh Hashanah 9-11</i>	10 Day 3 <i>SCRIP Orders Due</i>	11 Day 1	12 Day 2	13 Day 3 <i>Lock Down Drill SCRIP Delivered Thursday Notes Online Updated</i>	14 Day 1 Staff Learning Day – Early Dismissal 2:20 <i>Jackson Pride Day</i>	15
16	17 Day 2 <i>Fire Drill (AM)</i>	18 Day 3 <i>9:30 AM 5th Grade to Wickiup Hill Yom Kippur</i>	19 Day 1	20 Day 2 <i>Thursday Notes Online Updated</i>	21 Day 3 Staff Learning Day – Early Dismissal 2:20	22
23	24 Day 1 <i>SCRIP Orders Due</i>	25 Day 2	26 Day 3 <i>9:00 AM 4th Grade to Herbert Hoover Museum</i>	27 Day 1 <i>Tornado Drill (PM) SCRIP Delivered Thursday Notes Online Updated</i>	28 Day 2 Staff Learning Day – Early Dismissal 2:20 <i>PTA Family Fun Event: Movie night and Ice Cream Social</i>	29
30						

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.

Parent/Guardians can sign up to be contacted by the CRCSD list-serve in the case of an early dismissal. Contact the CRCSD Technology Department (<http://ls.cr.k12.ia.us/scripts/lyris.pl?site=crcsd>) for information. Occasionally school is dismissed early for some unforeseen reason, such as a excessive heat or a snow storm. The school has only a limited number of phones and outside lines that prevent 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.

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 welfare. Leaving early to attend outside classes or lessons is strongly discouraged.

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

BUS STUDENTS

Many students are bused to Jackson for regular and special education programs. Buses unload and pick up students on Jackson Drive. Students are under the supervision of staff members during this unloading and pick up process.

All bus students are under the complete supervision of the bus driver and must obey the driver's directions. If a student has a discipline problem on the bus, the driver will issue a bus ticket. Parents are contacted when their child receives a ticket. When a student receives a third ticket, he/she is typically removed from the bus as a consequence. Students receiving additional tickets will be removed from the bus for additional periods of time.

If your student rides the bus and had made plans to go home with another student on his/her bus, a note from both parents is needed. If students do not have a written note or we do not receive a phone call from parents, students will be sent home on their regular bus. Riding home on a different bus is always contingent on there being enough seats for all riders. We ask that you make plans before school as students are only allowed to use phones to set up after school plans in an emergency situation.

Posted in each bus are these rules and reminders:

THANK YOU FOR...

Obeying the driver
Sitting in your seat
Keeping noise to a minimum
Using respectful language and
Your best behavior

REMEMBER THESE...

You pay for damage
No tobacco, drugs, alcohol
No eating, drinking, spitting

RECESS

Since recess is a regularly scheduled part of the school day, students are encouraged to participate in recess activities. Students run or walk the trail before beginning their noon recess. All students are expected to go outdoors unless they have a doctor's excuse.

A note from a physician specifying that a child is to remain indoors is required for a student to stay indoors after three consecutive days.

2018

October

2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Day 3 1	Day 1 2 <i>PTA Meeting 6:00 PM</i>	Day 2 3	Day 3 4 <i>Fall Pictures Day Thursday Notes Online Updated</i>	Day 1 5 Staff Learning Day – Early Dismissal 2:20	6
7	8 Staff Learning Day – NO SCHOOL FOR STUDENTS <i>Columbus Day</i>	9 Staff Learning Day – NO SCHOOL FOR STUDENTS	Day 2 10	Day 3 11 <i>Thursday Notes Online Updated</i>	Day 1 12 Staff Learning Day – Early Dismissal 2:20 <i>Jackson Pride Day</i>	13
14	Day 2 15 <i>SCRIP Orders Due</i>	Day 3 16 <i>9:30 AM 3rd grade to CR Public Library (2 classrooms)</i>	Day 1 17	Day 2 18 <i>9:30 AM 3rd grade to CR Public Library (1 class) Thursday Notes Online Updated Family Conferences 4:00 PM- 8:00 PM Book Fair 4:00-8:00 PM</i>	Day 3 19 Staff Learning Day – Early Dismissal 2:20 <i>SCRIP Delivered</i>	20
21	Day 1 22	Day 2 23 <i>Family Conferences 4:00 PM- 8:00 PM Book Fair 4:00-8:00 PM</i>	Day 3 24	Day 1 25 <i>Thursday Notes Online Updated PTA Family Fun Event: Trunk or Treat</i>	Day 2 26 Staff Learning Day – Early Dismissal 2:20 <i>America Reads Day</i>	27
28	Day 3 29 <i>SCRIP Due</i>	Day 1 30 <i>1:30 PM 3rd grade City Bus Tour</i>	Day 2 31 <i>Halloween</i>			

PARENT SUPPORT

VOLUNTEER PROGRAM

Jackson has a strong volunteer program. School volunteers support staff and curriculum in several ways. Volunteers are always needed to work with students in small groups or individually in academic areas. Volunteers also do clerical work, tutoring, media task, assist on field trips and assist with the use of the computer. Some volunteers contribute their talents by working on school related projects at home. The volunteer program is organized by a Volunteer Coordinator. If you are interested in volunteering please contact the office.



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 Jackson 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.

CLASSROOM VISITS

Parents are always welcome to visit classrooms to see first hand the teaching and learning that is taking place at Jackson. As a professional courtesy and to ensure a productive visit, parents are required to make arrangements with teachers prior to the planned visit. All visitors are requested to stop in the main office prior to a visit in the building to announce their presence and sign in.

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

THURSDAY NOTES ONLINE

Every Thursday important school and PTA information is posted on the Jackson website. Please go to <http://jackson.cr.k12.ia.us/>, and look under Our School Tab for the Thursday updates. Parents should read the updates thoroughly as it contains important information regarding school activities, upcoming events and the monthly lunch menu.

CEDAR RAPIDS SCHOOL DISTRICT MISSION STATEMENT

Every learner: Future ready

JACKSON ELEMENTARY SCHOOL MISSION STATEMENT

Every learner, Everyday: Future ready

2018

November

2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Day 3 <i>Thursday Notes Online Updated</i> 1	Day 1 Staff Learning Day – Early Dismissal 2:20 <i>SCRIP Delivered</i> 2	3
4	Day 2 5	Day 3 <i>Picture Retake day</i> <i>PTA Meeting 6:00 PM</i> 6	Day 1 7	Day 2 <i>Thursday Notes Online Updated</i> 8	Day 3 Staff Learning Day – Early Dismissal 2:20 <i>Jackson Pride Day</i> 9	10
11 <i>Veterans Day</i>	Day 1 <i>SCRIP Orders Due</i> 12	Day 2 13	Day 3 14	Day 1 <i>4th Grade to Paramount Theater AM</i> <i>Thursday Notes Online Updated</i> 15	Day 2 Staff Learning Day – Early Dismissal 2:20 <i>PTA Event: Jackson Service Day</i> <i>SCRIP Delivered</i> 16	17
18	Day 3 19	Day 1 <i>PTA Family Fun Event: SkyZone 4:00-8:00 PM</i> 20	Staff Progress Reporting Day – NO SCHOOL FOR STUDENTS 21	<i>Thanksgiving Day</i> 22 <div style="border: 1px solid black; padding: 2px; text-align: center;">HOLIDAY BREAK</div>	23	24
25	Day 2 <i>SCRIP Orders Due</i> 26	Day 3 27	Day 1 28	Day 2 <i>Thursday Notes Online Updated</i> 29	Day 3 Staff Learning Day – Early Dismissal 2:20 <i>SCRIP Delivered</i> 30	

HOMEWORK

At the discretion of the teacher certain activities are used as extensions of the school program. These activities would have information gathering, public service, skill building, or general and practical experience benefits.

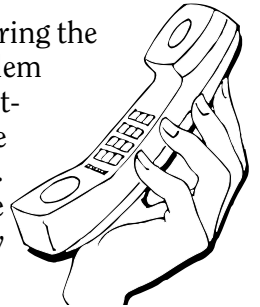
EXAMPLES of such activities are:

- 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) Making observations of people, places, and things related to any classroom or subject,
- 6) Attending community events or special television viewing related to any classroom or subject,
- 7) Gathering news or any other current information from newspapers and other sources,
- 8) Creative writing work to be done at home, and
- 9) Participating in home or community safety programs.



COMMUNICATIONS

Teachers may contact parents at home or at work during the school day if there is an immediate need to discuss a problem involving their child. Teachers may communicate in writing or through e-mail. Parent calls to teachers should be made from 8:00-8:40 A.M., during specials, or after school. Except for emergencies, calls received during class time will be forwarded and teachers will not be called away from their classroom teaching assignments.



CEDAR RAPIDS SCHOOL BOARD

Regular meetings of the Board of Education are held at 5:00 p.m. on the second Monday of each month, unless otherwise scheduled by action of the Board of Education. Work Session meetings of the Board of Education are held at 5:00 p.m. on the fourth Monday of the month, unless otherwise scheduled by action of the Board of Education. These meetings are always open to the public. The meetings will be held at the Educational Leadership & Support Center, Boardroom, which is located at 2500 Edgewood Road NW in Cedar Rapids, IA. All regularly-scheduled meetings are noted on the District Web site, and submitted for publication to the Cedar Rapids Gazette. You may also call 319/558-2000 for the meeting schedule.

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

2018

December

2018

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
						1
2 <i>December 2- December 10 Hanukkah</i>	Day 1 3 <i>SCRIP Orders Due</i>	Day 2 4 <i>PTA Meeting 6:00 PM</i>	Day 3 5	Day 1 6 <i>Thursday Notes Online Updated</i>	Day 2 7 Staff Learning Day – Early Dismissal 2:20 <i>SCRIP Delivered</i>	8
9	Day 3 10 <i>SCRIP Orders Due</i>	Day 1 11	Day 2 12	Day 3 13 <i>Thursday Notes Online Updated</i>	Day 1 14 Staff Learning Day – Early Dismissal 2:20 <i>Jackson Spirit Day SCRIP Delivered</i>	15
16	Day 2 17 <i>SCRIP Orders Due</i>	Day 3 18	Day 1 19	Day 2 20 <i>Thursday Notes Online Updated</i>	Day 3 21 Staff Learning Day – Early Dismissal 2:20 <i>SCRIP Delivered</i>	22
23	24	<i>Christmas</i> 25	26	27	28	29
	HOLIDAY BREAK					
30	31 HOLIDAY BREAK					

SCHOOL PROGRAMS

FOOD SERVICES

Breakfast and hot lunch are available at Jackson. Menus are published and sent home with students each month. Sack lunch will be served on “Early Dismissal” days. Money is deposited into an account created for each child and a computerized system deducts money from the child’s account as they receive their food. Applications are available in the office for free or reduced meals.

BREAKFAST AND LUNCH PRICES FOR 2018-2019

Meal Prices (2018-19)	Breakfast	Lunch
Elementary School	\$1.75	\$2.70
Middle School	\$1.85	\$2.80
High School	\$1.85	\$2.80
Reduced Student	\$0.30	\$0.40
Adult	\$2.15	\$3.65
Carton of Milk	\$0.50	\$0.50

BREAKFAST PROGRAM

Breakfast is served daily from 8:20 AM-8:40 AM. Students participating in the breakfast program do not to arrive earlier than 8:20 AM. Students are expected to be in their rooms by 8:50 to start the school day.

LUNCH PROGRAM

Each class goes to lunch on a rotating 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 are served their main course and have the opportunity to take “choices” from the rest of the menu. Students are expected to take and taste at least one “choice” item. Kindergarten students will have “choices” after becoming accustomed to the lunchroom routine.

Students who do not want to participate in the hot 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 are 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. Without a note it is a requirement that milk be provided with each school lunch.

The cafeteria cashier will send a written reminder when parents need to send additional lunch money. Please send the money to school the following day if possible. If charges get to be excessive, phone calls will be made to parents to ask for payments.

Parent support is needed in teaching and reinforcing good table manners. In trying to create a pleasant atmosphere in the cafeteria, teachers and supervisors will be teaching and reinforcing that students use quiet voices, keep hands in their own space, use appropriate language and gestures, and remember common courtesies at the lunch table. Parental reminders with manners are appreciated by the Jackson staff and will help efforts to create a very pleasant lunch climate for all students, staff and visitors.

MEAL CHARGES

There may be times when a student may not remember to bring his/her lunch money. In an effort to be sure students are fed while this miscommunication is cleared up, the district will allow charges of any combination of breakfasts and/or lunches up to a value of \$10. Once the \$10 charge limit is reached, the district will arrange for a substitute meal to be served. A substitute sandwich, such as sun butter or cheese will be served for lunch and toast will be served for breakfast, until charges are paid in full. Allergies will be taken into consideration when these sandwiches are being prepared. Balance letters for those accounts less that \$5.00 will be sent home with the student on a weekly basis to help keep parents current with their child’s account balance.

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.

2019

January

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 HOLIDAY BREAK New Year's Day	Day 1 Classes Resume 2	Day 2 Jackson Notes Online Updated 3	Day 3 Staff Learning Day – Early Dismissal 2:20 4	5
6	Day 1 SCRIP Orders Due 7	Day 2 PTA Meeting 6:00 PM 8	Day 3 9	Day 1 Thursday Notes Online Updated 10	Day 2 Staff Learning Day – Early Dismissal 2:20 Jackson Pride Day SCRIP Delivered 11	12
13	14 Staff Learning Day – NO SCHOOL FOR STUDENTS	Day 3 Begin 2nd Semester 15	Day 1 16	Day 2 Thursday Notes Online Updated 17	Day 3 Staff Learning Day – Early Dismissal 2:20 18	19
20	21 Staff Progress Reporting Day– NO SCHOOL FOR STUDENTS Martin Luther King's Birthday	Day 1 2 nd grade to National Czech and Slovak Museum AM (2 classes) SCRIP Orders Due 22	Day 2 2 nd grade to National Czech and Slovak Museum AM (1 class) 23	Day 3 Thursday Notes Online Updated 24	Day 1 Staff Learning Day – Early Dismissal 2:20 SCRIP Delivered PTA Family Fun Event: Ice Skating 25	26
27	Day 2 28	Day 3 29	Day 1 Prime Time Screening 30	Day 2 Thursday Notes Online Updated 31		

SCHOOL COUNSELOR

The elementary school counselor works with academic and developmental needs of all students. Prevention is the foundation for a comprehensive counseling program. Services delivered by the counselor range from developmental lessons in the classroom to small group or an individual focus. The counselor can also form a helping relationship with a student through responsive services. Teachers, parents, and administrators may refer a student to the counselor. Parents of students who work with the counselor receive contact from the counselor. Parents of drop-in contacts do not necessarily receive this contact from the counselor.

PARRT

All Jackson students, staff and parents are encouraged to strive constantly to live by the following PARRT expectations:

Personal Best
Active Listening
Respect
Responsibility
Trustworthiness



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

February

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Day 3 1 Staff Learning Day – Early Dismissal 2:20	2
3	Day 1 4 <i>SCRIP Orders Due</i>	Day 2 5 <i>PTA Meeting 6:00 PM</i>	Day 3 6	Day 1 7 <i>Thursday Notes Online Updated</i>	Day 2 8 Staff Learning Day – Early Dismissal 2:20 <i>Jackson Pride Day SCRIP Delivered</i>	9
10	Day 3 11	Day 1 12 <i>Family Conference Night 4:00PM-8:00 PM Lincoln's Birthday</i>	Day 2 13	Day 3 14 <i>Kindergarten to History Center AM</i>	Day 1 15 Staff Learning Day – Early Dismissal 2:20	16
17	Day 2 18 <i>SCRIP Orders Due President's Day</i>	Day 3 19	Day 1 20	Day 2 21 <i>Thursday Notes Online Updated Family Conference Night 4:00 PM –8:00 PM</i>	Day 3 22 Staff Learning Day – Early Dismissal 2:20 <i>SCRIP Delivered Washington's Birthday</i>	23
24	25 Staff Progress Reporting Day – NO SCHOOL FOR STUDENTS	Day 1 26	Day 2 27	Day 3 28 <i>Thursday Notes Online Updated</i>		

ETCETERA

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 provided to parents to sign. 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.

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. Outerwear (coats, gloves, snowpants, 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.

GYM SHOES

Students need to wear rubber soled shoes to PE 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 PE class.

LOST AND FOUND

Lost and found articles are placed in tubs available to parents and students. Parents and students are urged to check the tubs 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 over at the end of each semester are provided to needy families through civic organizations.

CLASSROOM CELEBRATIONS

There are three parties for students planned during the year: Fall, Winter, and Valentine's Day. The teacher and homeroom parents 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.

FLOWERS OR BALLOONS DELIVERED TO SCHOOL

On occasion, a parent wants to honor a child with flowers or balloons and sends these to school. Our procedure in handling this is designed to limit the number of students that observe a student with the flowers or balloons. We have found that other students feel left out or unappreciated when one student gets acknowledged in this manner. 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.

2019

March

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Day 1 Staff Learning Day – Early Dismissal 2:20 1	2
3	Day 2 <i>SCRIP Orders Due</i> 4	Day 3 <i>PTA Meeting 6:00 PM</i> 5	Day 1 6	Day 2 <i>Thursday Notes Online Updated</i> 7	Day 3 Staff Learning Day – Early Dismissal 2:20 <i>Jackson Pride Day SCRIP Delivered</i> 8	9 <i>PTA Family Fun Event: Super Skate 4:00PM- 6:00 PM</i>
10	Day 1 11	Day 2 12	Day 3 13	Day 1 <i>Thursday Notes Online Updated</i> 14	Day 2 Staff Learning Day – Early Dismissal 2:20 15	16
17	18	19	20	21	22	23
SPRING BREAK/HOLIDAY						
24	Day 3 <i>SCRIP Orders Due</i> 25	Day 1 <i>Tornado Drill PM</i> 26	Day 2 27	Day 3 <i>Spring Photos Thursday Notes Online Updated</i> 28	Day 1 Staff Learning Day – Early Dismissal 2:20 <i>SCRIP Delivered</i> 29	30
31						

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 or principal must be given before any person may bring an animal to school. Due to the severe allergies of some students bringing animals inside the building is discouraged. Animals are not allowed in front or behind the building during arrival and dismissal.

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.

SELECTED STUDENTS DELIVERED TO SCHOOL OR PICKED UP IN LIMOS

On occasion, a parent (or group of parents) decides to have selected students delivered to school or picked up in a limousine. Our procedure for handling this is designed to limit the number of students that observe participating students. We have found that other students feel unappreciated and left out when such an event occurs. Since actions such as this can easily disrupt the sense of community that is vital to each classroom's learning environment, we ask that parents refrain from delivering selected students to school or to be picked up in a limousine. Limousine drivers will be turned away from the school driveway and passengers will have to unload or load on Jackson Drive.

WATER BOTTLES/DRINKS

Students are allowed accessibility to water in the classrooms via drinking fountains and water bottles.

CONSUMABLE MATERIALS FEE

A \$30.00 consumable materials/book fee is assessed on each student to cover the cost of curriculum materials and related educational expenses. This fee can be paid at Jackson or online at [Http://www.schoolcashonline.com](http://www.schoolcashonline.com) at the start of each school year. Families qualifying for free or reduced lunch are eligible for a waiver or reduction of these fees. For a waiver application stop by the office or apply on line at

<http://www.cr.k12.ia.us/departments-services/food-and-nutrition/>.

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

SCHOOL SUPPLIES

A supply list is included with the end of the year progress reports. Additional supply lists may be obtained from the office.

LOCKERS/STORAGE FOR PERSONAL BELONGINGS

All personal belongings brought to school are the responsibility of the student. For storage of clothing and school supplies, Jackson offers open lockers where each locker is generally shared with another student. 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.

YOUTH GROUPS

Cub Scouts, Boy Scouts, Brownies, Girl Scouts, and Campfire Girls and Boys are groups which meet at Jackson or in Jackson homes. If your child is interested in membership, contact present members for the leader's name and phone number.

2019

April

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Day 2 1	Day 3 2 <i>PTA Meeting 6:00 PM</i>	Day 1 3	Day 2 4 <i>Thursday Notes Online updated</i>	Day 3 5 Staff Learning Day – Early Dismissal 2:20	6
IOWA ASSESSMENTS						
7	Day 1 8 <i>SCRIP Orders Due</i>	Day 2 9	Day 3 10	Day 1 11 <i>Fire Drill AM Thursday Notes Online Updated</i>	Day 2 12 Staff Learning Day – Early Dismissal 2:20 <i>Jackson Pride Day SCRIP Delivered</i>	13 <i>PTA Enrichments</i>
14	Day 3 15	Day 1 16	Day 2 17 <i>Taft Band (7th Grade) 10:50 AM</i>	Day 3 18	19 Staff Progress Reporting Day – NO SCHOOL FOR STUDENTS	20 <i>Jewish Passover</i>
Easter 21	Day 1 22 <i>SCRIP Orders Due Fire Drill AM Volunteer Recognition ELSC PM</i>	Day 2 23	Day 3 24 <i>1st grade to Ushers Ferry AM 3rd grade to Wickiup Nature Center AM</i>	Day 1 25 <i>Thursday Notes Online Updated</i>	Day 2 26 Staff Learning Day – Early Dismissal 2:20 <i>SCRIP Delivered</i>	27
Orthodox Easter 28	Day 3 29	Day 1 30				

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 Jackson 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 hee-lies 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 Jackson for recess use. Many students bring stuffed toys, radios, Nintendo games, etc. on the bus to amuse themselves. 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.



CROSSING GUARD

An Adult crossing guard will be on duty between 8:20AM-8:50AM and 3:45PM- 4:20PM on the corner Wiley and M AVE.

JACKSON SCHOOL BOUNDARIES

The boundaries that are being used as of the 2004-2005 school year can be described as follows: F Avenue north on Edgewood Road to 42nd Street. Go west on 42nd Street to Greenbranch Lane across the Cedar River to Fletcher RD. Go west on Fletcher RD to the western boundary of the school district and then south to Ellis Road. Follow Ellis RD east to F Avenue to Edgewood RD.

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 April 30th**.

Parents 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 April 30th.

STUDENT VISITORS

Any child of elementary school age wishing to visit school may be permitted to stay for up to two hours after receiving prior approval of the principal. Parents of the visitor need to call a day in advance so the teacher can anticipate receiving a visitor. Student visitors are discouraged during the first and last week of school and on a day proceeding a holiday.

2019

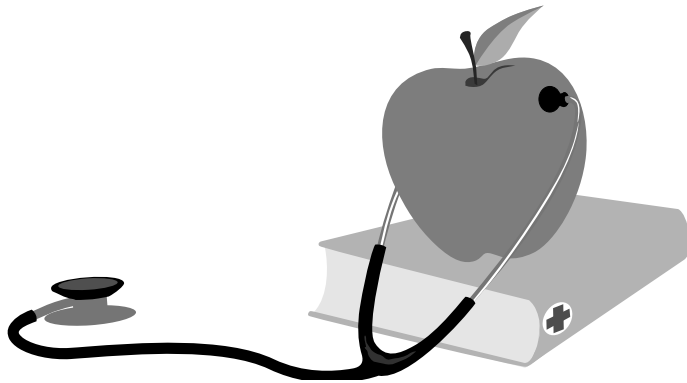
May

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Day 2 1	Day 3 2 <i>Tornado Drill AM</i> <i>Thursday Notes Online Updated</i>	Day 1 3 Staff Learning Day – Early Dismissal 2:20	4
5	Day 2 6 <i>SCRIP Orders Due</i>	Day 3 7 <i>PTA Meeting 6:00 PM</i>	Day 1 8 <i>Taft Band (8th Grade) 10:40 AM</i>	Day 2 9 <i>Thursday Notes Online Updated</i>	Day 3 10 Staff Learning Day – Early Dismissal 2:20 <i>SCRIP Delivered</i> <i>Jackson Pride Day</i>	11
TEACHER/STAFF APPRECIATION WEEK						
12	Day 1 13	Day 2 14	Day 3 15	Day 1 16 <i>Thursday Notes Online Updated</i>	Day 2 17 Staff Learning Day – Early Dismissal 2:20 <i>PTA Family Fun Event: Spring Carnival 5:00 PM-7:00 PM</i>	18
19	Day 3 20 <i>SCRIP Orders Due</i>	Day 1 21	Day 2 22	Day 3 23 <i>5th Grade Fun Run</i> <i>Thursday Notes Online Updated</i>	Day 1 24 Staff Learning Day – Early Dismissal 2:20 <i>SCRIP Delivered</i>	25
26	27 <i>Memorial Day- NO SCHOOL</i>	Day 2 28	Day 3 29	Day 1 30 Last Day for Preschool <i>Thursday Notes Online Updated</i>	Day 2 31 LAST DAY OF CLASSES - Early Dismissal 2:20	

HEALTH INFORMATION

The school should be informed of students' significant health conditions. This information should be written in the space provided on the Student Emergency Card at the beginning of the school 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.



STUDENT HEALTH AND WELL-BEING

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.

2019

June

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 Staff Learning Day – NO SCHOOL FOR STUDENTS <i>Potential Inclement Weather Makeup Days Id-al-Fitr</i>	4 <i>Potential Student/Staff Learning Inclement Weather Makeup Days</i>	5 <i>Potential Student/Staff Learning Inclement Weather Makeup Days</i>	6 <i>Potential Student/Staff Learning Inclement Weather Makeup Days Orthodox Ascension</i>	7 <i>Potential Student/Staff Learning Inclement Weather Makeup Days</i>	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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.

JACKSON SCHOOL BEHAVIOR MANAGEMENT INFORMATION

The Jackson staff views discipline as a teaching and learning opportunity. Jackson Currently uses a computer system (SWIS) to track problem behaviors and communicate effectively with parents. If a student receives an office referral, a form will be sent home and a phone call will be made to inform the parent. Parents' signatures are requested on forms as acknowledgement of receiving the information. Typically, only Major Behaviors are referred to the office.

Office Referral Definitions:

<u>Major Problem Behavior</u>	<u>Definition</u>
Abusive language	Verbal messages that include swearing, name calling or use of words in an inappropriate manner that are disruptive to the learning environment
Overt Defiance	Refusal to follow directions, talking back and/or socially rude interactions.
Disruption	Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing.
Physical Aggression	Actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Theft/Forgery	Student is in possession of, having passed on, or being responsible for removing someone else's property. (Significant value)
Harassment	Student delivers repeated disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures or written notes. Examples may include negative comments based on race, religion, gender, age, sex and disabilities and/or ethnic origin.
Property Damage	Student participates in an activity that results in substantial destruction or disfigurement of property.
Other	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.

PBIS (POSITIVE BEHAVIOR INTERVENTION SUPPORT)

The goal of PBIS is to create a consistent, predictable, safe and positive school environment where all students can thrive. Teachers, paras, kitchen staff, custodians and secretaries will all receive training in the model. This type of consistency supports students of all grade levels with their behavioral growth and rewards appropriate behavior by reinforcing appropriate choices.

RESPECTFUL, RESPONSIBLE, & READY ON THE PLAYGROUND

To assist with supervision and social learning the Positive Behavior Support team has developed procedures. Boundaries are established and students begin recess by completing the “modified trail”. Students are expected to stay within the grass boundaries and off the hill areas enclosed by walls. Students follow the adult guide for any changes we occasionally do three laps around the blacktop before starting the playground activities. At the completion of recess, students line up following the supervisors signal to return to the building.

- Respect is...
 - Following adults directions and notifications (blacktop only, blacktop and woodchip)
 - Use kind words
 - Show good sportsmanship
 - Follow game rules as taught in PE class (soccer, lightening, nukem, hosse, four square, funnel ball, and tetherball)
 - Use equipment provided by school (equipment from home is not necessary)
 - Respect is not...
 - Arguing with adults when areas are closed due to weather
 - Throwing objects or snow or physically tackling or piling on others
- Responsible is...
 - Staying in boundaries and using equipment in proper areas
 - Asking for permission to return to the building
 - Limit running to the grassy areas and tag games to the hosse court
 - Responsible is not...
 - Hanging from nets, hoops, or soccer goals or kicking the four square balls
 - Playing tag on playground equipment
- Ready is...
 - Walking inside the building and outside the building
 - Wear appropriate clothing (jackets and appropriate footwear)
 - Being careful during the trail or 3 laps on the blacktop



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/.


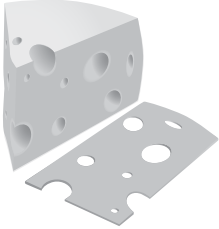

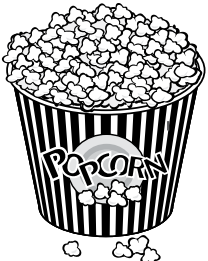
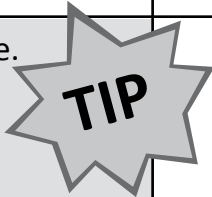

The District Wellness Policy is in the District Notifications section of the handbook.

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

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. <div style="text-align: center;">  <p>TIP</p> </div> <p>Dip Ideas: Hummus, Salsa, Bean dip, Honey Mustard, Yogurt based dips</p>	<p>Drinks:</p> <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.

CELL PHONES

Cell phones must remain in student backpacks and on vibrate during the school day. Using cell phones to take photos, play games, text or access any internet based sites during school hours is prohibited. The School is not responsible for lost or damaged cell phones or electronic devices.

PEDESTRIAN/AUTOMOBILE SAFETY

To ensure student safety all drivers are strongly urged to follow these guidelines:

- Students must be picked up on the sidewalk side of the horseshoe drive in the triangle area. Students are not to walk through or across the school drive at any time. They must use the crosswalk by the entrance or exit point.
- All drivers waiting for passengers after school are asked to wait in a line of cars circling around the east parking lot. Students will wait in the triangle area in front of the building as each car pulls up and loads. This process will continue until all students have been safely loaded.
- Do not park cars in front of the building at dismissal time. If you need to come into the building you should park in the east parking lot or on a side street.

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

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
- Accident at the Duane Arnold Energy Center

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.

FIRE

In the event of a fire we will be evacuating the building and moving all students and staff to the west-end of Jackson Park. From there, we will determine whether it is safe to re-enter the building.

UNSAFE BUILDING

In the event that Jackson is declared unsafe to re-enter, we will be busing students to **HOOVER ELEMENTARY SCHOOL**. Students will be housed in the gymnasium and parents will be directed to go to the cafeteria where staff will assist in reuniting students with their parents.

In the event that the threat is issued to all district buildings, students will be relocated to **Church of the King** 3750 F 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 ESC 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.

ACCIDENT AT THE DUANE ARNOLD ENERGY CENTER

We have been assured that there will be hours of advanced warning provided to our community if there is even the slightest possibility of this occurring while school is in session. In the event that there is an accident at the Duane Arnold Energy Center while school is in session, our students will be relocated to the **AMANA MIDDLE SCHOOL** in Amana, Iowa.

Students will be reunited with their parents in Amana using the same procedure as an "Unsafe Building."

SPECIAL PROCEDURES ESTABLISHED FOR THE PORTABLE CLASSROOM:

A portable classroom building was added to the Jackson campus during the summer of 1999. At this time the portable building is used to house before and after school programs. Extra precautions have been implemented due to the possible dangers associated with a portable:

- Students will be escorted from the portable into the main building when threatening weather is expected or a tornado warning is received.
- Each classroom in the portable has a telephone for the purpose of receiving calls directed to or from the office.
- A fire extinguisher has been installed in each classroom.



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