

# *the* **Highlighter**

## A Diverse **COMMUNITY** of Learners



Inside you'll find information on the programs and goals of the Cedar Rapids Community School District, including:

- Comments from the superintendent
- Elementary Spanish program
- Attention to attendance
- School cash online



Cedar Rapids  
Community School District

*Excellence for All*

# ENROLLMENT STUDY CONTINUES

As I enter my third year as superintendent, I affirm my belief that the Cedar Rapids Community School District is a great place to be! We have wonderful opportunities to make a difference in the lives of our students and we are fortunate to be part of a community that values education. Faculty and staff are highly-skilled and student-focused. Parents are involved and supportive. Community members are engaged and interested. Students have many positive feelings about their schools. Curriculum is standards-based and rigorous. Facilities are well-maintained and safe. These are all elements necessary to uphold our vision of "Excellence for All" – and to make it more than simply words on a page.

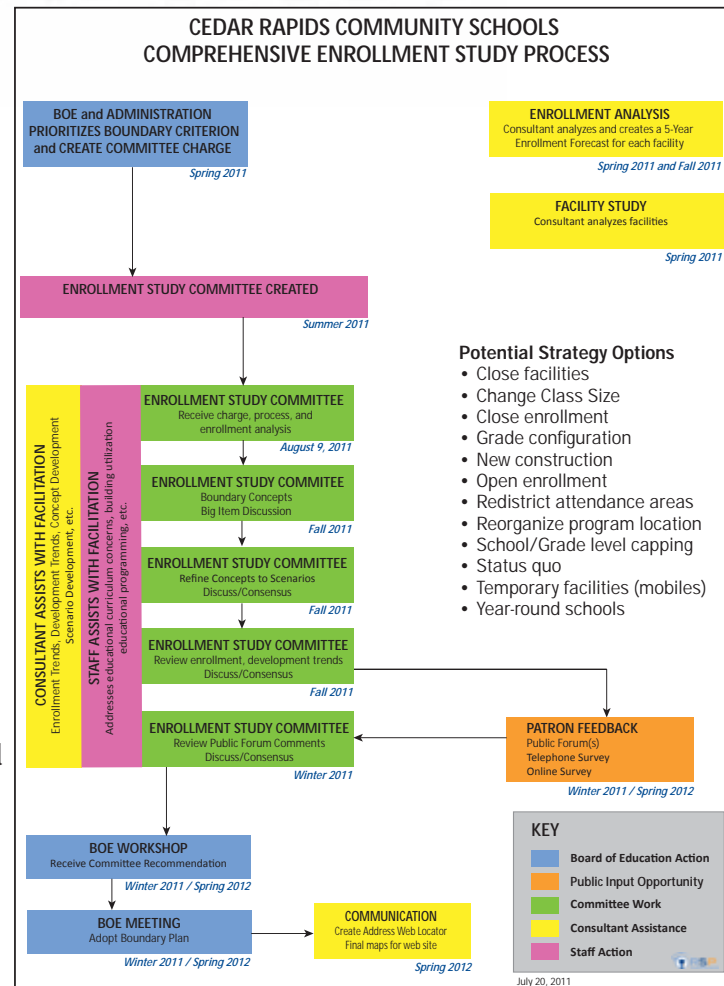
Our core work continues to be to provide academic excellence for all students, maintain safe and supportive learning environments, and engage the stakeholders of our community in all aspects of our professional work.

Each of those priorities is key to the Enrollment and Facilities Study that is underway. The District engaged the studies during the 2010-11 school year and the collected information is now being reviewed and considered by a diverse stakeholder committee of teachers, administrators, parents, and community members. This comprehensive enrollment study process will continue over the next months to determine what, if any, changes will be recommended to the Board of Education. Any recommendations to the Board are expected in early 2012. Certainly, change is not a process for the impatient.

We appreciate the thoughtful work of the Committee and invite other community members to stay informed during the process. Meeting notes can be found on the District's Website at [www.cr.k12.ia.us](http://www.cr.k12.ia.us)



Dave Benson  
Superintendent



*The Highlighter* is an annual publication of the Cedar Rapids Community School District. Questions and comments are welcome and may be directed to the Community Relations Office. Phone: 319-558-2124, fax: 319-558-2008, email: [communityrelations@cr.k12.ia.us](mailto:communityrelations@cr.k12.ia.us)

# EVERYBODY **EVERY DAY!**

Good attendance is directly related to academic achievement - any time a student misses school, it can negatively impact student performance.

The District expectation is that students attend class every day and that attendance be documented in every class. School staff follow established attendance procedures and follow-up with families when students have not been accounted for.

To further emphasize the importance of good attendance and support students, the District Learning Supports Team has developed a Pyramid of Interventions that includes four tiers of response. The tier response process will be introduced with the 2011-12 school year.

**Tier 1:** Contact is made with the family when a student with identified attendance issues misses up to two days during a trimester or any student misses three days during a trimester.

**Tier 2:** A family meeting may be scheduled with a member(s) of the school Learning Supports Team and an attendance plan developed when a student is absent 4-6 times during a single trimester.

**Tier 3:** A family meeting is scheduled and a District contract developed when a student is absent 7-9 times during a trimester.

**Tier 4:** A student is considered truant after 10 unexcused absences during a single trimester. At that time, the District truancy officer and the Linn County Attorney are contacted.

“Communities that set an expectation of regular school attendance see better outcomes for their children,” explained Candace Lynch, Student Services Facilitator. “The District focus is on building positive relationships that support students, families, and their challenges while addressing the barriers that get in the way of students coming to school on a regular basis.”



## **District Fast Facts 2010-11**

**Enrollment:** 16,503 students (AK-12); 865 (preschool)

**Size of District:** 121 square miles

**Governance Board:** 7 elected members

**Elementary Schools:** 24 schools

**Middle Schools:** 6 schools

**High Schools:** 4 schools

**Administrators =** 70

**Teachers =** 1,310

**Support Staff =** 1,543

**Registered Volunteers:** 7,366

**Annual General Fund Budget:** \$248.5 million budget

# SPANISH Comes to Kindergarten & First Graders

*Hola, Si, Gracias, and Hasta Luego* will be among the Spanish words practiced in classrooms across the District as an elementary Spanish language program is introduced. The language program will be launched during the 2011-2012 school year in all kindergarten and first grade classrooms. One additional grade level will then be added each subsequent year, with grades K-5 all included in the program by the 2015-2016 school year.

Students will participate in 30-minute Spanish language sessions every three days. Foreign language teachers will deliver the research-based curriculum to homerooms with the classroom teacher present.

“We believe students will be more comfortable and confident in a multicultural world as a result of this program,” noted Mary Ellen Maske, Executive Administrator of Elementary Education. “Research shows that study of a second language results in cognitive benefits, gains in academic achievement, and positive attitudes towards diversity.”

In considering the addition of Elementary Spanish to the curriculum, District administrators and teachers conducted a research-based study and visited existing programs in other districts in the state and Midwest.

A team of administrators, elementary teachers, continuous improvement staff, foreign language and English Language Learner teachers collaborated on the development of program curriculum, Student Learning Expectations, “I Can” Statements, and an aligned Progress Report.



## May we have your attention please – Introducing the **NEW** **DISTRICT LOGO**



**Cedar Rapids  
Community School District**

*Excellence for All*

The District has begun introducing a new logo design! The multi-colored image, while modern, uses several timeless elements that will age well with the District for a substantial period of time, according to Marcia Hughes, Community Relations Supervisor.

“The artwork is unique and was created specifically for the project, reflecting the diversity of our students, staff, and community,” Hughes said. “The text was chosen to be strong and decisive looking, while not being something that will look dated in a few years.”

The two-color design that is currently in use has been in place for more than a decade. The new logo is a departure from that design, using bold colors and clean lines and text to portray the District’s vision of Excellence for All.

The new design was developed by a broad District stakeholder group that included teachers, parents, students, administrators, and support staff representatives.

“The committee process engaged many stakeholder groups and provided an opportunity for everyone to contribute actively to the design development,” Hughes explained. “It was exciting to work with this group of thoughtful and creative individuals.”

# Volunteers are PRICELESS PARTNERS

How do the Cedar Rapids Schools add thousands of dedicated part-time staff members who are willing to work without pay? Through the efforts of the District Volunteer Services Program!

Community involvement pulses through each of our 33 schools. Begun in 1973, the Volunteer Program has grown from 626 volunteers contributing 11,000 hours to an amazing corps last year of **7,366 sharing a reported 145,248 hours**. Parents make up the bulk of the volunteer workforce, with non-parents, high school and college students, senior adults, and business and industry professionals contributing greatly as well. **Last year volunteers outnumbered staff at a ratio of more than 2 to 1**. This is equivalent to 134 teacher associates, working 6 hours a day!

More helping hands are always welcome. There are many ways to join the school volunteer workforce:

- Help build literacy skills as a weekly Rockin' Reader volunteer at an elementary school.
- Share a story on **America Reads: Reading Is Contagious Day** (October 21).
- Mentor a student through the Lunch Buddy program once a week.
- Serve as a resource speaker and share insights about your career, special interest, or family and community history.
- Volunteer with after-school programs.
- **Provide in-class assistance to help students with writing or math skills.**
- Add your voice to SPEAK UP!, a public speaking unit for 5<sup>th</sup> graders.
- Lend a hand with a field trip, special class event, or enrichment project.
- Support activities of student groups in music, athletics, drama, journalism, debate, academic competitions, etc.
- Serve as a Junior Achievement business consultant or lead a 5-week class in community economics for 3<sup>rd</sup> graders, an 8-session unit on personal finance for 8<sup>th</sup> graders, or a 10-week consumer economics class for high school students.
- Share your business expertise as a job shadow or internship host for high school juniors and seniors.
- Get your entire business or organization involved as a *School + Community* Partner.

To learn how you can make a difference as a school volunteer, call your neighborhood school or the Community Relations Office at 558-2124 or email [volunteer@cr.k12.ia.us](mailto:volunteer@cr.k12.ia.us). Training is provided as needed.



## Who should represent you?

A good way to have a voice in school district decisions is to help determine the community's elected representatives on the Board of Education. This year's election is **September 13**. **It is important to vote.** If you support the candidate, your vote expresses it. Not voting could open the door for an unknown candidate with unstated goals and opinions to be voted in through a write-in campaign.

These are the declared 2011 school board candidates:

### **Director – District 1**

Mary Meisterling  
Dustin Weiland

### **Director – District 4**

Sunny Story  
Allen Witt

### **Director - District-At-Large**

Matt Ford  
Karen Hartleb  
John Laverty  
Ann Rosenthal  
Kathy Ulrich



# When you NEED TO KNOW

Dr. Dave Benson.....	Superintendent 558-2223	Steve Graham.....	Executive Director Business Services 558-2311
Laurel Day .....	Assistant to the Superintendent/ Board Secretary 558-2223	Sheila Lehman .....	Executive Director Special Services 558-2575
Dr. Gary O'Malley .....	Associate Superintendent 558-2217	Rhoda Shepherd.....	Director Student Services 558-2247
Mary Ellen Maske.....	Executive Administrator Elementary Education 558-2247	Aaron Green .....	Director Student Equity 558-2247
Dr. Sandy Stephen.....	Executive Administrator Secondary Education 558-2414	Marcia Hughes .....	Supervisor Community Relations 558-2124
Jill Cirivello .....	Executive Director Human Resources 558-2421	Tammy Wawro.....	President Cedar Rapids Education Association 558-1047
Lori Bruzek.....	Director Technology 558-2700	Julie Grotewold .....	Regional Facilitator GWAEA 399-6803

## School Hours

Elementary schools: .....	9:05 a.m. to 3:40 p.m.
Exceptions:.....Grant .....	8:10 a.m. to 2:45 p.m.
Wilson (2nd-8th grades).....	8:00 a.m. to 2:50 p.m.
Middle schools: .....	8:00 a.m. to 2:50 p.m.
High schools: .....	8:00 a.m. to 3:05 p.m.
Jefferson .....	8:00 a.m. to 2:45 p.m.
Kennedy .....	8:00 a.m. to 2:45 p.m.
Washington .....	8:00 a.m. to 2:45 p.m.
Metro.....	8:00 a.m. to 11:15 a.m. 1st session 11:45 p.m. to 3:00 p.m. 2nd session

## Early Dismissal Times

Elementary school students:.....	1:30 p.m.
Exception: Grant.....	12:30 p.m.
Middle school students:.....	12:30 p.m.
<b>All</b> Wilson students:.....	12:30 p.m.
High school students:.....	12:30 p.m.

# CALLING (OR TEXTING) all PARENTS!

The District uses the School Messenger Notification System to provide timely communication to families regarding weather-related school delays and cancellations, District and school emergencies, attendance, and general interest activities.

Parents and guardians may create a personal Contact Preference Profile to select how they prefer to be contacted – by phone, text or email message, or a combination. Set up an account through the District Website at [www.cr.k12.ia.us](http://www.cr.k12.ia.us). Click on the Emergency Alerts link and follow the directions found under the School Messenger Notification System heading.

It is important that your school always has a current phone number. Updates should be made through your school's main office.



# FOCUS ON FITNESS

## District schools join national wellness initiative

Nationwide one in three children and teens is obese or overweight. District information indicates that some 31% of kindergarten students and 35% of 5<sup>th</sup> grade students are in these categories. The Healthy Schools Program was established in response, to help schools develop and implement policies and practices to promote healthy eating and increase physical activity.

So far, Arthur, Grant Wood, Hiawatha, Pierce, Taylor, and Truman elementary schools; Franklin, Harding, and Taft middle schools; and Kennedy High School have become Healthy Schools Program members. A sample of the fitness projects at these schools include:

- ***Focused nutrition education shared with students in a variety of ways.***
- ***Adjustments to school wellness activities.***
- ***Student led initiatives, including contests.***
- ***An outdoor fall fitness day.***

“Research suggests that a healthier school environment can result in greater academic achievement and healthier lives for students and staff,” noted Grant Schultz, District physical education facilitator. “Supporting healthy environments is one of the most efficient and effective ways to shape the lifelong health and well-being of young people.”



**The District  
calendar is  
available at**

[www.cr.k12.ia.us](http://www.cr.k12.ia.us)



Cedar Rapids  
Community School District  
Excellence for All

**You can  
contact the  
District at  
319-558-2000**

# ONLINE PAY NOW AVAILABLE for Secondary Schools



Families at the middle and high schools may now pay student fees electronically. The new “school cash online” program is in addition to the District’s food service payment system and is designed to provide a convenient fee payment option that saves time, reduces paper, maintains a focus on instruction in the classroom, and limits cash and checks in schools. The improved efficiency also aligns with the District’s strengthened accounting practices.

Participating parents will be notified throughout the year by email of student fees owed (both required and optional) and can make secure online payments by credit card anytime and receive a receipt. To set up an account parents can simply click on the ‘school cash online’ link on their school’s web page.

The District is phasing in this new fee payment program and elementary schools are not yet involved.

## **Bravo!** **Board Receives Arts In Education Award**

The Cedar Rapids Community School District Board of Education was recognized in 2011 with the *Arts Education Award* from the Iowa Association of School Boards and the Iowa Alliance for Arts Education.

In its selection of the District, the IASB and IAAE highlighted the District’s exceptional support of arts education, noting that “despite immense challenges wrought by the 2008 floods and budget cuts, the district’s commitment to and passion for the arts remains strong.” District staff ensures that all students are included in arts education. The Board has set clear standards and assessments to ensure art students are truly learning. Extensive partnerships with community service and arts organizations provide valuable enrichment experiences for students, and the District’s commitment to the preservation of its extensive art collection is admirable.”



# Notes, Notices, & Deadlines

## **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, gender, 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. There is a grievance procedure for processing complaints of discrimination. District employees with questions or a grievance related to this policy should contact Jill Cirivello, Director of Human Resources, 319-558-2421; jcirivello@cr.k12.ia.us. Students and others should contact Aaron Green, Director of Student Equity, 319-558-2964; agreen@cr.k12.ia.us. The District mailing address is 907 15th Street SW, Cedar Rapids, IA 52404.

## **BULLYING AND HARASSMENT OF STUDENTS**

(CRCS Regulation 604.2, 8/13/2007)

The District prohibits harassment, bullying, hazing, or any other victimization of students based on actual or perceived traits or characteristics of the student, or for any other reason. This regulation is in effect while students are on property within the jurisdiction of the school district, while on school-owned or in school-operated vehicles, while attending or engaging in school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, or welfare of the school district.

“Harassment” and “bullying” shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student’s person or property;
- Has a substantially detrimental effect on the student’s physical or mental health;
- Has the effect of substantially interfering with the student’s academic performance; or
- Has the effect of substantially interfering with the services, activities, or privileges provided by a school.

“Trait or characteristic of the student” includes, but is not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes, but is not limited to, communication via electronic mail, cell phones, electronic text messaging, and the Internet.

Bullying and harassment as set forth above may include, but is not limited to the following behaviors or overt acts: Verbal, nonverbal, physical, or written victimization that has the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, appreciable discomfort, fear, or suffering to the victim; demeaning jokes, stories, or activities that have the purpose or effect of causing injury, appreciable discomfort, fear, or suffering to the victim; and unreasonable interference with a student’s performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual manner when such conduct has the purpose or effect of unreasonably interfering with a student’s performance

or creating an intimidating, offensive, or hostile learning environment.

Examples of sexual harassment as set out above may include, but are not limited to, the following: Verbal or written harassment or abuse; pressure for sexual activity; remarks or gestures to a person with sexual or demeaning implications; and unwelcome touching.

## **ABUSE & HARASSMENT OF STUDENTS BY DISTRICT EMPLOYEES**

Harassment of students by school officials, faculty, staff, or volunteers who have direct contact with students is also prohibited. Bullying and harassment of students by adults may include the following behaviors: requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student’s education or participation in school programs or activities; inappropriate remarks to students; unwelcome touching; implied or explicit threats concerning one’s grades, achievements, property, etc. that have the purpose or effect of causing injury, appreciable discomfort, fear, or suffering to the victim; suggesting or demanding sexual involvement; or obscene, lewd or sexual gestures or comments.

A student (or adult on student’s behalf) who believes he/she has suffered harassment should report such matters to certified staff/administrators and/or the District’s equity coordinator. The complaint process is outlined in CRCS Procedures 601a and 601b. Complaints alleging acts of intentional physical or sexual abuse by school employees, including inappropriate sexual behavior toward students, should be reported to the Level I Investigator as outlined in CRCS Procedure 506.6a. Each building principal has been designated as a Level I Investigator. (CRCS Regulation 604.2, 8/13/2007)

## **SEARCH AND SEIZURE**

(Code of Iowa: Chapter 808a.10, CRCS Regulation 603.2, 7/24/06)

The only staff members with authority to conduct searches and/or seize items are employees who are certified administrators, unless there is an emergency. In emergencies, such as situations in which the health or safety of a student or employee is compromised, another school official may conduct a search and/or seize items.

**Lockers/Desks.** (1) Lockers and desks remain at all times the property of the school district. (2) The school district has a reasonable and valid interest in ensuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. (3) Contraband discovered during the maintenance search shall be confiscated by the administration and the student may be disciplined. (4) The contents of a student’s locker or desk (e.g., coat, backpack, purse, cell phone or other electronic device, etc.) may be searched when an administrator has reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. (5) Contraband Searches of Lockers – Items of contraband generally cause a substantial disruption of the school environment or present a threat to the health and safety of the students and staff. Items of contraband include, but are not limited to, non-prescription medications; controlled substances such as marijuana, cocaine, amphetamines, and barbiturates; apparatus used for the administration of controlled substances; tobacco; alcoholic beverages; weapons; explosives; poisons; and stolen property. Items of contraband are not to be placed in lockers. In order to protect and promote the educational environment, an administrator having a reasonable and articulable suspicion that the locker contains illegal or contraband items may conduct a search of that locker.

**Personal Searches.** A student's person and/or personal effects (e.g., purse, book bag, cell phone or other electronic device, etc., or other container used for carrying personal items) may be searched when the administrator has reasonable and articulable suspicion that the student is in possession of illegal or contraband items, or items which are not permitted in the schools. Personally intrusive searches shall require more compelling circumstances to be considered reasonable. When feasible, the administrator shall attempt to notify the parent/guardian of the impending search.

**Searches by Law Enforcement Officers.** The search of a student or of protected student areas by a law enforcement officer or by an administrator at the invitation or direction of such an officer shall be governed by statutory and common law requirements for police searches (including searches by dogs.)

### **TOBACCO FREE SCHOOL ENVIRONMENT**

(CRCSO Policy 803, 3/24/2008)

No student, staff member, or school visitor is permitted to use or display any tobacco product at any time in any building, facility, or vehicle owned, maintained, leased, rented or chartered by the District; on any school grounds or property owned, maintained, leased, rented or chartered by the District, including athletic fields, sidewalks and parking lots; or at any school-sponsored or school-related event on-campus or off-campus. In addition, no student is permitted to possess a tobacco product.

**Students** who willfully violate the policy will be disciplined in accordance with Board policy. **Visitors** attending school functions will be asked by staff members in authority to refrain from using or displaying tobacco products. Visitors who refuse such a request will be asked to leave the grounds and property.

### **SAFE AND RESPONSIBLE USE OF NETWORKED TECHNOLOGY RESOURCES (COMPUTERS)**

(CRCSO Procedure 604.9a, 12/14/09)

Users of District networked resources may not engage in activities that are illegal, utilize inappropriate language, engage in plagiarism or copyright infringement, or that jeopardize the security of the system.

Students will access the system for education purposes only.

Students will restrict their access to material deemed appropriate by staff and parents.

Students will use appropriate language and will be respectful of others.

Students will understand and respect license and copyright agreements.

Students will keep passwords and personal information confidential.

Access to network services will be given only to students who act in a considerate and responsible manner. Violations may result in a loss of access as well as other disciplinary or legal action.

### **STUDENT SUPPORT SERVICES**

Additional support services are available to assist teachers when concerns arise with students. These services include building staff (special education teacher, counselor, nurse, health secretary, etc.) and Grant Wood Area Education Agency staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators, and others.) Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request through the counselor at the student's school.

### **STUDENT ATTENDANCE/COMPULSORY EDUCATION**

(Code of Iowa Chapter 299A, 299.2, 299.1 and 299.1A; CRCSO Regulation 602.2, 3/24/2008)

All children who have reached the age of six and are under sixteen years of age by September 15 are of compulsory attendance age. A child enrolled

in the District who reaches the age of 16 on or after September 15 remains of compulsory age until the end of the regular school calendar. The parent, guardian, or legal/actual custodian of a child who is of compulsory attendance age shall cause the child to attend the public school, an accredited nonpublic school, or receive competent private instruction in accordance with provisions of Iowa Code Chapter 299A during the school year.

### **OPEN ENROLLMENT**

(CRCSO Regulation 602.6, 3/24/2008, Procedure 602.6a, 8/14/2006)

Parents/guardians making use of the open enrollment option to request enrollment of their children in another public school district in the State of Iowa should be aware of the following deadlines:

March 1, 2011, was the last date for open enrollment requests for first through twelfth grade for the 2011-12 school year.

September 1, 2011 is the last date for open enrollment requests for kindergarten for the 2011-2012 school year.

All requests filed after these dates must meet the "good cause" definition as stated on the application.

Transportation shall NOT be provided to students who enter the District under the Open Enrollment Law of 1989 as amended, unless such transportation is required by law. The District has the right to assign an open enrolled student to a particular school. Parents should be aware that open enrollment may result in the loss of high school athletic eligibility. Forms may be obtained by calling 558-2414.

Compete information is available on line from the Iowa Department of Education; <http://www.iowa.gov/educate>

### **IN-DISTRICT PERMITS**

(CRCSO Procedures 602.4a and 602.4b, 03/24/2008)

The District strives to provide quality services and programs for all students at each school. Students are expected to attend school in the attendance area in which the parent/guardian resides. The parent/guardian may request to have a student attend a school other than the resident attendance area school by completing the In-District Permit applications. Forms can be obtained at any school office or by calling 558-2249 (secondary) or 558-2247 (elementary).

**Permit applications for the 2011-12 school year must be submitted by February 1, 2011.**

**Primary consideration for approving or denying a permit request will be the availability of space, programs or services at the requested school, and the promotion of equity.**

When a permit is approved, transportation becomes the responsibility of the parent/guardian. Participation in athletic activities is restricted for high school students – refer to CRCSO Board Regulation 602.9, 06/08/2009, for specific restriction period

### **COMPETENT PRIVATE INSTRUCTION/ HOME SCHOOL ASSISTANCE PROGRAM**

The parent, legal guardian, or legal custodian of any child who has reached the age of 6 and has not yet turned 16 by September 15 of the current school year, and is not enrolled in either a public school or an accredited nonpublic school, must file the Competent Private Instruction (CPI) form annually. The form is due to the resident school district by the first day of classes of the public school or 14 calendar days after removal from an accredited school or moving into the District. Evidence that the child has had the immunizations required by law must be provided at the time the child is first placed under competent private instruction. All required information must be provided or the application will be invalid and students will be counted absent/truant if they are not currently attending a public or an accredited nonpublic school.

The Home School Assistance Program offers home-schooling parents/guardians teacher-assisted services and resources. For information, contact the Home School Assistance Office at 558-2088.

The deadline for dual enrollment and/or Home School Assistance Program (if space is available) is September 15 or within 14 calendar days after moving to the district, or within 14 calendar days after removing the child from school. Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students.

The District shall refer a child who may be in need of special education to the area education agency division of special education. (CRCSD 602.2a, 3/24/2008) CPI forms may be obtained by calling 558-2414. If you are already participating in this program, forms will be mailed to you.

Compete information is available on line from the Iowa Department of Education; <http://www.iowa.gov/educate/index>

## **POST-SECONDARY ENROLLMENT OPTIONS**

Students in grades 9-12 who have exhausted the courses available in the District's Program of Studies may take courses offered during the regular school year by community colleges, private colleges, or state universities. Courses that are successfully completed may apply toward graduation requirements and the District may pay up to \$250 of the cost of a course. Students interested in participating in this program should contact their school counselor. The school district does not pay for the cost of summer school courses. However, summer school courses are eligible for course credit.

## **STUDENT FEE WAIVER**

Students whose families meet the income guidelines for free and reduced price meals, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Parents/guardians or students who may qualify should contact their school office. This waiver does not carry over from year to year. It must be applied for annually.

## **ANNUAL NOTICE REGARDING STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years ("eligible students") certain rights with respect to the student's education records. They are:

### **(1) The right to inspect and review the student's education records within 45 days of receipt of the request.**

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

### **(2) The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate or misleading.**

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

### **(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or

support staff member (including health or medical staff, law enforcement unit personnel, and certain volunteers); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

### **(4) The right to inform the District that the parent or eligible student does not want the District's designated directory information, as defined below, to be released to the public.**

To object to the designation and release of certain student records as directory information, the parent or eligible student must notify the principal in writing, prior to September 1 of each school year (or two weeks from the date of enrollment in the District if such enrollment occurs after September 1), of the information not to be released. This object on the release of directory information must be renewed annually. THIS FORM MAY BE PICKED UP IN THE SCHOOL'S MAIN OFFICE.

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The District does not declare any information pertaining to elementary school students as directory information, but has designated the following student information as directory information for middle and high school students: Student name, parent name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and distinguished academic performance or public service.

In addition, two federal laws require local school districts receiving assistance under the Elementary and Secondary Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents or eligible students have advised the school district that they do not want their student's information disclosed to military recruiters without their prior written consent annually.

### **(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-8520 or visit their web site at: <http://www.ed.gov/offices/OII/fpco/> for more information.

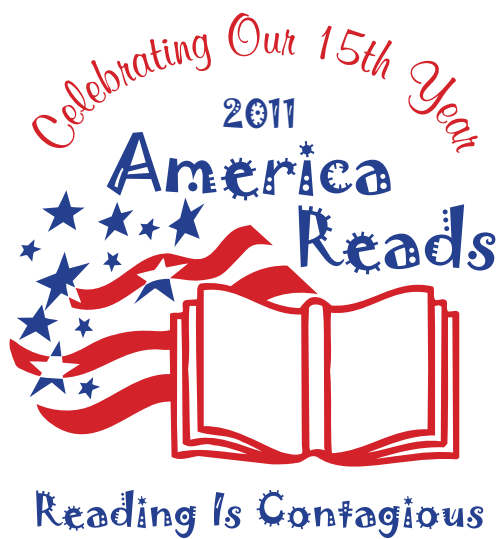
### **(6) The District may share information contained in a student's record with officials of the juvenile justice system if such information will assist in their ability to serve the student.**

**(7) The District has contracted with Kirkwood Community College, Cedar Rapids, Iowa, to provide driver education instruction for high school students.** Information relating to eligibility for full or partial waivers of school fees will be released to Kirkwood for students taking driver education during the school year. If a parent wishes to opt out of this disclosure, the parent will be expected to pay 100 percent of the cost of the driver education course.

## **ADMINISTRATION OF MEDICATION POLICY**

(CRCSD Regulation 605.3b, 5/24/10)

Prescription Medication. Only medication prescribed by a legal prescriber shall be administered during the time the student is at school. The parent/guardian shall provide written authorization and instructions. The medication (in original container) must be kept in the school health office unless the school nurse authorizes otherwise.



## Call for **COMMUNITY READERS**

**The America Reads: *Reading Is Contagious*** literacy festival celebrates its 15<sup>th</sup> year, Oct. 20-21. Community members are again invited to share 30 minutes of time reading to elementary students. For a registration form, email [AMR@cr.k12.ia.us](mailto:AMR@cr.k12.ia.us).

**Over-the-Counter Medication.** A legal prescriber's signature is also required on the District's medication permission form before any over-the-counter medications or natural remedies and supplements, will be given to students. Students who have demonstrated competence in administering their own medications may self-administer their medication with approval of the parent/guardian and of the school nurse. By law, students with asthma or other airway constricting diseases may self-administer their medication with approval of their parents and prescribing physician regardless of competency.

A Legal Prescriber can be a physician, dentist, podiatrist, licensed physician's assistant or advanced registered nurse practitioner.

Permission forms are available in each school health office or on the District's Web site under the Student Services/Health Services page.

### **IMMUNIZATIONS**

(CRCS Regulation 602.1, 3/24/2008)

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations. Students may be admitted temporarily to the school if they have completed provisional requirements. Only for specific medical or religious purposes are students exempted from the immunization requirements.

### **HUMAN GROWTH AND DEVELOPMENT WAIVER**

The District provides human growth and development curriculum at the elementary, middle, and high school levels. Parents may review the curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the school principal if they wish to review the curriculum or file a written request to excuse their student from human growth and development curriculum instruction.

### **DIRECTORY-TYPE INFORMATION – ELEMENTARY SCHOOLS Regulation 606.2 (4/25/05)**

No information about elementary students shall be considered directory-type information. As a result, information such as name, address, and telephone number will not be made available to requesting parties from outside the schools.

It is important, however, for parents/ guardians to complete the AUTHORIZATIONS form for elementary students. That form gives permission for students to attend field trips, to have their names included in music programs or in the media for recognition, to have their artwork, writings, and other products displayed outside the school, and other such releases. Please be looking for the AUTHORIZATIONS form and complete one for each child attending an elementary school. If you have any questions, please contact your school principal.

### **TITLE I SERVICES**

The District provides through federal Title I funding instructional services in qualifying buildings. Title I staff members provide targeted reading instruction and math supports in some District elementary buildings. Parents have a right to know the qualifications of staff members providing instructional services in a building receiving Title I funding.

Such information may include whether the teacher meets State licensure requirements, whether the teacher is teaching under emergency or provisional certification, and what the baccalaureate degree major was for that teacher. Parents whose children receive services in a Title I building also have a right to know the qualification of any paraprofessionals who may be providing instructional services to their children.

To inquire, contact the building principal, who will provide information about the qualifications of the classroom teacher and/or paraprofessional.

### **PHYSICAL EXAMINATIONS**

Physical examinations are recommended for students entering kindergarten and grades 3, 6, 9, and 11. Forms are available in the health office, on the District Web site, or from your health care provider. Yearly physical exams are required for participation in athletics. Failure to provide proof of a physical examination will make the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport or the school nurse. In addition, Metro Care Connection offers health care and service to students by Pediatric Nurse Practitioners at no cost to uninsured or underinsured families. To schedule a physical with Metro Care Connection please call 558-2481.