

Prairie Edge

Alternative School
K-12



Student and Family Handbook

319.298.3406

5400 Kirkwood Blvd SW

Cedar Rapids, IA 52404

<https://edge.crprairie.org/>

Our Vision: ***Success for All***

Our Mission: ***To Ensure Quality Learning Today for Tomorrow***

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Handbook

For the 2023–2024 school year the Student and Family Handbook will be found through the CCSD website. Parents and students are encouraged to collectively cover the handbook and its contents together prior to the start of the school year.

Jurisdictional and Behavior Expectations Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the College Community School District School Board.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while in school-owned and/or school-operated buses, vehicles, or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation, or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents/guardians with questions or concerns may contact the Prairie Edge office for information about the current enforcement of the policies, rules, and regulations of the student handbook.

Equal Education Opportunity

In the College Community School District, all children enrolled shall have an equal opportunity for a quality public education without discrimination regardless of their race, color, national origin, sex, disability, religion, creed, marital status, sexual orientation, gender identity and socioeconomic status.

The education program shall be free of such discrimination and provide equal opportunity for the participants. Integration of minority populations will occur throughout the education program and the school system. It is the goal of the College Community School District to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the Board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Jeri Moritz, Executive Director of Human Resources and Equity; 401 76th Avenue SW, Cedar Rapids Iowa 52404. Phone: 319-848-5200 or email jmoritz@crprairie.org

Any parent/guardian or student who has questions about preferred pronouns, name changes, and gender-identity related questions should contact a school administrator for further information.

Inquiries regarding compliance with equal education opportunity shall be directed to Jeri Moritz, Executive Director of Human Resources and Equity, College Community School District, 401 76th Ave.

S.W., Cedar Rapids, Iowa 52404, (319) 848-5246. See [Board Policy 105](#) for additional information.

Title IX: Discrimination and Harassment Based on Sex

The College Community School District has separate [Board Policy No. 103](#) and procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. These procedures are available at the Following CCSD website [link](#). For reports or complaints of sexual harassment outside of the District's Title IX jurisdiction, the District may follow any other applicable policy or procedure to respond to such a report or complaint.

Inquires regarding sexual harassment shall be directed to Laura Medberry, Executive Director of Learning Supports and Title IX Coordinator, College Community School District, 401 76th Avenue SW, Cedar Rapids Iowa 52404, (319-848-5217.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The College Community School District has the obligations under Section 504 to identify, evaluate, and, if the student is determined to be eligible, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing office 105-R (4)

Parent, Guardian, and Community Concerns

The [Iowa Department of Education website](#) outlines the general steps that may be taken by parents, guardians, and community members when they have concerns about public school districts or their governing boards.

General School Information

Attendance

It is important that a student display regular and punctual attendance in order to be successful in school and beyond. Because of this, the school has strong expectations for your attendance and timeliness. The school day starts at 7:45 AM and ends at 2:30 PM every day. If you know your student is going to be absent or miss any part of the school day, please contact our Building Secretary. If a student exhibits a pattern of concerning attendance/tardies (either many unexcused absences or a pattern of excused absences that impairs access to instruction), the school will contact home to work with the student and family on ways to improve attendance.

When you or your student will be absent from school, it is necessary for your parent or guardian to notify the school as soon as possible but no later than 8:30 a.m. on the day of the absence. Calls can be made at any time day or night at 319.298.3406. Calls after 3:30 p.m. and before 7:00 a.m. will be placed on voice mail and recorded each morning.

Students, who have a legitimate need to use a phone during the day, should request from their teacher to use the phone in the office. Prairie Edge wishes to protect all students from illegal and/or unwanted outside contact while at school. The school will only release students to legal parents/guardians unless directed otherwise in writing or by phone by the legal parent/guardian. Phone calls will be verified before a student is released to anyone other than a parent/guardian. The school district can only deny a parent access to his or her child if a copy of a court order or other legal document expressly denying access of a legal parent to his/her children is on file at the school.

Absent: not present in class(es) after 10 minutes of the class starting

Documented: a signed parent note, parent phone call, or parent stops by the office to grant permission

Excused: a parent documented, valid reason.

Unexcused: an undocumented or invalid reason *NOTE- Non-participation in Physical Education class requires a note from a physician excusing the student.

Examples of Excused Absences: Illness, Bereavement, School Activities, Professional Appointments, Religious and Cultural Observances, Family Activities and others approved by Prairie Edge Administration

Examples of Unexcused Absences: Missed Bus, Overslept, Babysitting/Child Care, Skipping School/Class, Working, Social Activities, and others determined by the Prairie Edge Administration

Absences: An absence remains undocumented and unexcused until the school receives a phone call, note or email. A reasonable effort will be made to contact parents who have not reported their child's absence on that school day. Failure to document the absence may result in disciplinary action.

**Parents/guardians will be notified by letter when a student's absence, excused or unexcused, exceeds 10% of the current school year. This is the threshold for being considered "Chronically Absent". In addition to the letters, students and/or parents/guardians may be asked to meet with one or a combination of the following individuals to discuss the accumulated absences: Building Facilitator, Building Principal, and/or District Truancy Officer.

Before and After School

The regular school day at Prairie Edge begins at 7:45 A.M. and finishes at 2:30 P.M. Students are encouraged to have their rides drop them off no earlier than 7:30 A.M. and picked up no later than 2:40 P.M.

Dismissal

Students may be dismissed from school during the day only by direct parent permission. Parents must phone or send a signed note explaining the reason for early dismissal and the time the student is to be dismissed. Students will only be released to parents or legal guardians unless specifically indicated by the parent or guardian that someone else has permission to remove their child. Students must sign out at the office prior to leaving campus.

Field Trips

During the course of the school year Prairie Edge students may have the opportunity for local enrichment field trips. These field trips are generally confined to the immediate Cedar Rapids/Iowa City metropolitan area. While these field trips are viewed as an essential part of the normal school curriculum offered at Prairie Edge, parents do have the right to refuse permission for their children to participate in them. If you, as a parent, do not wish to have your child participate in any of these enrichment field trips, please submit a letter indicating this to the office. Students must ride with their classmates in school transportation to the field trip site and back to school unless given prior permission by a Prairie Edge Administrator or designee. Parents wanting to pick their child up or wanting another adult to get their child from a field trip must provide written permission to the school prior to the field trip and must be given permission by a Prairie Edge Administrator or designee. There may be times when students at Prairie Edge will go to another College Community building to access educational opportunities that are not available at Prairie Edge. These are not considered field trips necessarily, but parents will be notified of these trips as well.

Student Dress Code

Student dress is the responsibility of students and their parents/guardians. In some cases, the standard of dress may also be set by course requirements, activities, or other reasons for health and/or safety. Dressing in any manner that presents a health or safety hazard or is a disruption to the educational environment in the school will not be accepted.

Following, are some general regulations:

- Shoes must be worn at all times.
- Clothing must be free of any writing or symbols that promote drugs, alcohol, sex, profanity, gangs, or any other message deemed disruptive to the educational environment.
- Tops must have a strap and undergarments must be completely covered at all times.
- All accessory chains must be twelve inches or shorter and hang above the knee. These chains must be attached to an accessory or they will be deemed a weapon.

- Other items may be deemed as inappropriate or disruptive to the educational environment according to administrator discretion

Health Curriculum

Some Prairie Edge courses will focus on the physical, social and mental/emotional areas of health. These classes are designed to promote knowledge and practice of a healthy lifestyle. Human growth and development is taught within these classes. At this time parents/guardians may review the materials and determine their child's participation. Parents wishing to excuse their children from this part of the curriculum may do so by contacting the teacher and main office.

Food and Nutrition

Breakfast and Lunch

All students may take advantage of school meals or they may bring their own meal(s) from home. Meal delivery services (Uber Eats, GrubHub, DoorDash, Jimmy Johns, etc...) are not allowed for students. If only a carton of milk is needed, a carton of milk can be purchased for \$0.55. Students may only purchase a carton of milk if they have sufficient funds in their meal account. Water fountains or coolers are available in each cafeteria. Those who wish to join a student for a meal may pay the school clerk in advance or charge their meal to their student's meal account as long as the account has sufficient funds. Menus are available online by visiting <https://prairiepride.nutrislice.com/menu> or on the Nutrislice App on Google Play or Apple store. Elementary students have a choice of two main dishes daily. The first choice on the menu will be considered the alternate choice. The second choice on the menu is considered the main choice. If you choose to bring breakfast and/or lunch for you and your child we require that you bring food only for you and your child. We also strongly encourage you to bring a healthy meal that is good for both you and your child.

Meal Account

The school district uses a point of sale system, Total Access, and In Touch Receipting systems for accounting for our meal program. Each account is a family account and all deposits are shared by everyone on the account. Funds can be used for breakfast, lunch, milk, and a la carte purchases. All students have access to purchase a la carte items such as a carton of milk or additional servings of menu items. Parents are encouraged to monitor their students' meal accounts. Spending limits and blocks can be added for each student as requested by a parent/guardian. Our meal account software will email a balance reminder notice to parents/guardians when a student's meal account balance reaches \$10.00. Please update your email address as needed. Meal account transactions may be monitored through Total Access, our point of sale parent portal by visiting <https://crprairie.totalk12.com/Index.asp>. Payments are not accepted through the point of sale. Funds can be added online using In Touch Receipting <https://ia-collegecommunity.intouchreceipting.com/> OR Check or cash can be sent to the clerk or to the office in your student's building. Please enclose the payment in a sealed envelope and label the payment with the student's name, grade, and teacher's name. For more information, please contact the clerk in your student's building or Nutritional Services at 319-848-5337.

Meal Account Balance Refunds

Meal account balances carry over from year to year. If you are moving out of the district or would like to request a refund of the remaining balance in your student(s) meal account. Please submit a written refund request to the clerk of your student's building. Please include the name(s), school building, grade(s) of your students, your name, phone number, and the address to mail the refund to.

Free and Reduced Price Meal Benefits

For households that feel they may qualify for benefits, a new application and fee waiver form need to be completed every school year. Applications for free and reduced price meals and a waiver for school fees can be completed online or by completing a paper version. If you would prefer a paper version of the form or have any questions, please contact Ginny Scott by phone, 319-848-5337 or email vscott@crprairie.org. Return completed paper forms to Food & Nutrition, Prairie Hill Elementary, 401 76th Ave SW, Cedar Rapids, IA 52404. Once the application has been processed we will send a letter or

email to the primary contact listed in Infinite Campus with the determination. Some students are directly certified through the state. Usually we are notified two times per month of students who qualify via direct certification. If we are notified that your child has been qualified for free or reduced price meals, we will send a letter or email to the primary contact listed in Infinite Campus. If your household is approved for free or reduced price meals, you may also be eligible for a waiver of some fees. To be considered for the fee waiver, please complete the fee waiver form, this form requires a signature and is not automatic. A new form is needed each school year.

The school district will make reasonable efforts to notify families when meal account balances are low. Parents are encouraged to monitor their students' meal accounts. Our meal account software will send an automated email balance reminder notice to parents / guardians when a student's meal account balance reaches \$10.00. Please update your email address as needed. Automated email notifications may be turned off upon request. Once an account reaches a negative balance, the Building Clerk or Director of Food and Nutrition will attempt to contact a parent / guardian by phone and email. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with the student's parent or guardian to resolve the matter of unpaid charges. Parents or guardians will be notified of an outstanding negative balance once the student owes a balance. Parents or guardians will be notified by phone and automated email. Letters may also be sent via USPS. Negative balances of more than \$25.00, not paid prior to the end of the school year will be turned over to the Superintendent or Superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Meal	Grade	Cost
Breakfast	K-12	\$1.95
Breakfast - Reduced (for qualifying students)	K-12	\$0.30
2nd Breakfast or Adult Breakfast		\$2.30
Lunch	K-4	\$2.95
Lunch	5-6	\$3.05
Lunch	7-12	\$3.20
Lunch - Reduced (for qualifying students)	All Grades	\$0.40
2nd Student Lunch or Adult Lunch		\$4.85
Carton of Milk	K-12 and Adults	\$0.55

These prices are subject to change based on USDA regulation.

[USDA and Iowa Nondiscrimination Statements](#)

School Safety

Behavior Management

At College Community Schools, we value the social and emotional wellbeing of each student. It is important to clearly communicate and teach behavioral expectations to students with a focus on preventing unexpected behavior before it occurs.

Positive behavior is taught, acknowledged, and modeled by school staff. This promotes a safe and

predictable learning environment and fosters healthy relationships in the school community.

The Iowa Department of Education provides all school districts with behavior categories and definitions. At College Community, a representative team of teachers and administrators developed a behavior response matrix to create consistency across classrooms and schools. The matrix is divided into categories, with a definition of the incident, incident level, and range of responses. The matrix can be viewed [at this link](#).

Lost and Found

Turn in all found articles at the office. If you have lost something, please check with the office.. If you think some of your items have been stolen, please check with your classroom teachers and the Prairie Edge Office. Clearly mark all of your belongings. Items that go unclaimed for several weeks may be donated to local charity or discarded.

Parking Permits/School Driving Permits

The College Community School District will not issue school driving permits to Prairie Edge students, nor will Prairie Edge students be allowed to park on any school property.

Personal Items

Given the unique nature of Prairie Edge, personal items will not be allowed at school. This includes backpacks, bags, purses, electronics, food/drink, and anything else that does not directly support access to instruction. A personal lunch is allowed, but will be stored during the school day, taken out only during lunchtime, and not shared with others. Anything brought to school will need to be turned over to a staff member upon arrival to be kept in a safe location. These items will be released to students at the end of the school day. If there is a concern regarding turning in any personal items, parents may be called to support. This may include parents needing to come to school, as students will not be allowed in instructional areas until all personal items have been turned in.

Student Insurance

Parents may wish to acquire optional student accident insurance. This may be done through Student Assurance Services, Inc. Coverage ranges from school-time only to full-time coverage to football coverage. Please inquire with the office for more details. The Board of Directors reminds students and parents that the District is not responsible for medical expenses caused by a school injury.

Student Records

Prairie Edge maintains records of each student in the Main Office. The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent. Any other access to student records shall only be in written consent or upon court order or legally issued subpoena.

- School officials, teachers, and AEA personnel with a legitimate educational interest.
- Officials of other schools in which the student proposed to enroll.
- Auditors and evaluators of federal education programs.
- Organizations that process and evaluate standardized tests.
- Accrediting organizations for accreditation purposes.
- Parents of dependent children, regardless of child's age.
- Appropriate parties in a health or safety emergency.
- Juvenile Justice System

Prairie Edge may also periodically wish to disseminate appropriate information to the public which may include: name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, most recent previous school or institution attended, photo likeness, and other similar information. Parents may inform the school that any or all information about their child should not be released without prior consent. Please inform the Principal of this in writing.

Visitors

In an effort to keep our school safe, Prairie Edge visitors are required to enter through the main

entrance. All visitors and volunteers will need to be allowed in through our entry system. For the safety of our students, staff, volunteers and visitors, all visitors checked against a national sex offender database will be completed upon check-in. After entering the school, all visitors/volunteers are required to report to the main office, sign in at the office upon arrival and visibly wear the yellow sticker while you are visiting. Please stop at the office before you leave the building to sign out. Visitors who do not have the visitor's pass clearly visible may be asked by adults to show their pass. In addition, students should not open doors for visitors during these hours, because all visitors are required to be admitted following the designated entry procedures. Visitors must have an identification card with them when checking into the school.

Student visitors, such as friends and relatives from other schools, are not allowed, as this can be disruptive to the learning process. Groups of students visiting for special occasions with prior approval may be allowed. Please check with the office prior to any arrangements involving student visitors.

Locker and Other Searches

Prairie Edge has a place for students to store his/her personal belongings. Students and parents are hereby notified that inspection of these spaces may occur without prior notice periodically throughout the school year. This includes the possibility of canine searches by law enforcement agencies. When the space is opened, the student(s) will be present for the inspection. Searches of student property, including bags, purses, wallets, pockets, socks, cell phones, personal electronic devices, and cameras may be conducted when the Principal or his/her designee has a reasonable suspicion to believe that the student may be carrying, possessing, using or distributing items or materials that violate district policy, are illegal, and/or may cause harm to self or others. Parent involvement will be requested should a more intensive search be warranted.

Illegal Substances

The use, possession, sale and/or distribution of alcohol, narcotics, tobacco, drugs, drug look-alikes, e-cigarettes, vape, and drug related paraphernalia by Prairie Edge students is illegal and strictly prohibited. Students violating school policy involving these substances may be suspended up to 10 days and may be referred to both the Cedar Rapids Police Department for possible legal charges and the superintendent of schools for possible expulsion. Prairie Edge takes a very strong stance against illegal and harmful drugs and products. Students are encouraged to report any such concerns immediately to a staff member.

Weapons

The Board of Directors believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment and present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

This policy includes actual weapons and toy/look alike weapons that cause a substantial disruption to the learning environment and threaten student and staff safety. School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess a weapon or dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects may be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension and/or expulsion. Students bringing a firearm to school shall be expelled for not less than 12 months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. Weapons under the control of law enforcement officials shall be exempt from this policy. The Principal may allow authorized persons to display weapons or other dangerous objects for

educational purposes. Such a display shall also be exempt from the policy. It shall be the responsibility of the Superintendent, in conjunction with the Principal, to develop administrative regulations regarding this policy.

LEGAL REF: Goals 2000: Education America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994). McClain v. Lafayette County Bd. of Education, 673 F. 2d 106 (5th Cir. 1982) Iowa Code §§ 279.8; 724 (1993).

Volunteering at Prairie Schools

We encourage ongoing and active volunteer involvement by individuals and groups when it will enhance the educational experience of Prairie students. Examples of volunteers include, but are not limited to: classroom volunteers, field trip volunteers, bus chaperones, mentors, reading buddies, etc. Volunteers will be under the supervision and direction of a school employee. College Community Schools does not support court mandated community service.

As a reminder, all volunteers need to register with CCSD by completing a form that can be accessed [here](#) for the safety of our students, staff, volunteers and visitors, all volunteers are checked against a national sex offender database and a criminal background check is completed.. All volunteers will enter through the school's main entrance and sign in at the office upon arrival and visibly wear the yellow sticker while you are volunteering. Please stop at the office before you leave the building to sign out. To maintain an environment conducive to learning, please remember to:

- Follow school and classroom rules
- Use appropriate language
- Let the teacher handle discipline issues
- Refrain from bringing other children into the classroom
- Report inappropriate student behavior to the teacher or school staff
- Student information is to be kept confidential

To make arrangements to volunteer, please contact your child's teacher or CCSD District Volunteer Coordinator Ali Alldredge at alialldredge@crprairie.org or 319-848-5224.

Technology

District Issued Student Laptop Computer

All students have the option to be provided with a school issued computer. The following document is the [CCSD Laptop Agreement](#) .

Student Electronic Devices/Cell Phones

In order to maintain high levels of academic engagement in the classroom as well as to protect the confidential nature of our school, personal electronics (cellphones, tablets, headphones, others not listed here) will not be allowed in instructional zones of Prairie Edge. Please note, the lobby is considered an instructional location.

Students are never allowed to use cell phones, cell phone cameras, or any type of recording or picture taking device at Prairie Edge during the school day or before and after school. This type of recording is a violation of privacy and is not permitted, with or without the consent of the individual/s being recorded. This type of technology violation is distinguished as "Serious". Administrators will enact the required and optional range of responses in order to resolve the situation and prevent it from occurring again.

Technology Acceptable Use Policy and Internet

We are proud to have various forms of technology and access to the Internet at Prairie Edge. Our goal in providing these services to teachers and students is to promote educational excellence in our school. This technology allows our staff and students the ability to connect with thousands of people and resources all over the world. It is our belief that students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.

College Community Schools have attempted to restrict access to controversial materials by using a blocking software program. This program is very effective in screening access to questionable areas.

However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may access material that is not consistent with the educational goals of the District.

The smooth operation of the network relies upon the proper conduct of the users, who must adhere to strict guidelines. These guidelines are provided here so that all students are aware of their responsibilities when working with technology and the Internet. In general this requires efficient, ethical and legal utilization of the network resources. Administrators will respond with the required and optional range of responses in situations where students do not meet expectations for the acceptable use of technology. The response will be dependent upon a variety of factors including, but not limited to, the student's age and development, the impact that the situation had on others, the intensity and frequency of the behavior, and other contextual factors.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folder(s), work, or files
- Downloading software, games, or other files without permission from teacher
- Playing games for non school specific educational purposes
- Use of e-mail, chat or instant messaging for purposes other than educational
- Revealing your home address, phone number or identity, or anyone else's, over the Internet
- Transmission of any material in violation of any national or state regulation
- Listening to musical or using any disc that are not for educational purposes
- Visiting inappropriate sites

Students are reminded that computer and network storage areas may be treated like school lockers and are subject to searches. They are a device provided by the school to store your materials. Any document or file accessed, created and/or stored on school owned equipment might be subject to review by system administrators, building administrators, or teachers to ensure the integrity of the network and educational appropriateness, this would include student google accounts.

Academic Achievement

Plagiarism and Cheating

Plagiarism and cheating is not acceptable at Prairie Edge. It is important that students reflect their true understanding and mastery of the academic content through their work in order for their teacher to have a true assessment of their learning. Cheating or plagiarism involves an attempt by a student to present another's work as his or her own.

Cheating and Plagiarism includes but is not necessarily limited to:

- Copying or giving an assignment to a student to be copied unless specifically permitted by the teacher.
- Submitting another student's work as your own.
- An act of using the exact words, a close paraphrase, or a unique idea from another person's writing without correct citation.
- Submissions of any work that is not the students.
- Use of unauthorized material including textbooks, notes, calculators, or computer programs during an examination or on a major project.
- Supplying or communicating in any way unauthorized material including notes, textbooks, calculators, or computer programs on a major project.
- Unauthorized access to an exam or answers to an exam.

Administrators will enact the required and optional range of responses in order to resolve the situation and prevent it from occurring again. The response will be dependent upon a variety of factors including, but not limited to, the student’s age and development, the impact that the situation had on others, the intensity and frequency of the behavior, and other contextual factors.

Assessing and Reporting Academic Progress

Adapted from CCSDs Standards-based Learning Handbook: Prairie Edge believes that a student’s grade, in its purest form, needs to communicate what a student knows, understands, and is able to do in regards to a content standard. Therefore, we align our curriculum, assessment, and instruction to a standards-based learning framework. Using a standards-based learning framework has a direct result on how we assess, report, and communicate a student’s academic progress to our students, parents, and guardians.

Purpose of Standards-Based Grading

The purpose of standards-based grading is to improve student achievement by focusing instruction and the alignment of curriculum with the essential standards. Standards-based grading and reporting will provide better communication to students, parents, teachers and administrators on what each student knows and is able to do according to the identified standards and separately assess the influence of positive and consistent work habits on student learning.

Standards-Based Grading

Standards-based grading measures the mastery of the learning objectives, or how well students understand the material in class. It is based on a specific set of standards that students need to meet for each grade/content level. Marks are not a comparison of one student to another, but rather a way to measure how well students are doing on grade-level/course level standards. A standards based approach allows parents and students to understand more clearly what is expected of students and how to help them be successful in their educational program.

A standards-based approach

- Indicates what students know and are able to do.
- Scores indicate a student’s progress toward the attainment of a standard.
- Clearly communicates expectations ahead of time.
- Is based on complex tasks, as opposed to rote memory.
- Occurs when appropriate, not just on scheduled days.
- Emphasizes the more recent evidence of learning.
- Multiple methods of grade calculation are used to determine grades.

Traditional Grading System v. Standards-Based Grading System	
Traditional	Standards-Based Learning
<div>→ Based on assessment methods (quizzes, tests, daily work). One grade per subject</div> <div>→ Based on % system; often norm-referenced; learning criteria not clear</div> <div>→ Use an uncertain combination of factors to determine a grade: attitude, effort, and behavior; Uses penalties & extra credit</div> <div>→ Include group scores.</div> <div>→ Individual assignments are weighted based on size or importance</div> <div>→ Include every score regardless of</div>	<div>→ Based on standards with a proficiency mark for each standard</div> <div>→ Criterion-references and proficiency-based using a limited number of levels of learning; standards being measured are known to all</div> <div>→ Measure only standards content to measure proficiency; behaviors reported separately. No penalties or bonuses given</div> <div>→ Includes individual evidence only.</div> <div>→ A body of evidence shows progress over time towards performance on each standard---“no assignments” bears more weight than another</div> <div>→ Emphasize the more recent evidence of learning.</div> <div>→ Use a trend line of progress toward a standard with a body of evidence to determine grades---more</div>

when it was collected
 → Grades calculated using mean or average
 → The teacher makes decisions about grading and announces these decisions to students.

emphasis on the end of a cycle of learning than beginning
 → Students and teachers discuss the standards, proficiency scales, and evident of learning progress together throughout the cycle of learning

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GRADE CALCULATION FORMULA FOR THE COMPOSITE GRADE in Grades 7-12

A BODY OF EVIDENCE CERTIFIES THE PROFICIENCY MARK FOR EACH POWER STANDARD

For each power standard's body of evidence in a teacher's Infinite Campus Gradebook, a synthesized standard based mark will be automatically calculated in the gradebook. In the end, a teacher's professional judgment in using a body of evidence and knowing his/her students is most important.

Each power standard will have a composite standards based mark:

PROFICIENCY MARK	DESCRIPTOR PROGRESS TOWARD STANDARD
E	EXEMPLARY
M	MEETING
APP	APPROACHING
BG	BEGINNING
NE	NO EVIDENCE
NA	NOT ASSESSED

A COMPOSITE LETTER GRADE CERTIFIES THE CREDIT FOR A COURSE BASED ON THE PROFICIENCY MARKS FOR ALL COURSE POWER STANDARDS

In grades 9-12, the composite letter grade for each course will be determined by the synthesized standards based mark as follows:

COMPOSITE LETTER GRADE	COMPOSITE OF ALL POWER STANDARDS MARKS
A	All composite power standards are M's and at least one E
B	All composite power standards are M's, no more than 1 APP, and no BG's
C	All composite power standards are M's or APP's, and no BG's
D	At least one composite standard of BG but not all composites are BG's
I	All composite standards are BG's
NE	NO EVIDENCE (Student did not complete the work)
NA	NOT ASSESSED (Standard was not assessed)

*An "I" will change to an F three weeks after the term marking period unless another agreement has been made between the instructor and student.

Bullying and Harassment

According to the Iowa Department of Education and CCSD, bullying is defined as:

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 where there is a real or perceived imbalance of power that is repeated or has the potential to be repeated and which creates an objectively hostile school environment and 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, has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

In order for an incident to be deemed "bullying" a trained investigator must complete a full investigation and deem the situation "founded".

The distinguishing characteristic to define a situation as "harassment" relates to the student's actual or perceived race, color, national origin, sex, or disability.

Students are a key part of our bullying prevention efforts. Students at College Community learn the following:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

The College Community has a team of trained investigators to take action when bullying or harassment complaints are made. Investigators complete the following steps when the results from an initial screening interview determine a full investigation is necessary:

- Establish pre-investigation safety plan
- Notify parents of students involved
- Conduct interviews of all students involved with optional parent observation
- Organize and analyze facts
- Determine if bullying report is founded or unfounded
- Initiate post-investigation safety plan
- Communicate with parents

Board Policy 500.10

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but 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. Harassment against employees based upon the employee's 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 is also prohibited.

This policy is in effect while students or employees are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, vehicles or chartered buses; while engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient

management and welfare of the school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying 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 student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"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, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or,
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also 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; and/or,
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or his/her designee will be responsible for handling all complaints by students alleging bullying or harassment that are brought to the building's attention. Allegations of bullying and/or harassment filed with the district office will be investigated by either the district bully/harassment trained investigator or the building principal. The Human Resources Director or his/her designee will be responsible for handling all complaints by employees alleging harassment. Additionally, the Human Resources Director is responsible for investigation all complaints alleging bullying or harassment of a student by an employee that may rise to the level of physical or sexual abuse.

It also is the responsibility of the superintendent, in conjunction with the investigator(s) and principals, to develop procedures regarding this policy. The superintendent and district administrative staff are responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent and district administrative staff will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website, and a copy shall be made to any person at the central administrative office at 401 76th Ave SW, Cedar Rapids, Iowa

Approved: 10/19/15

Revised: 10/16/17

Reviewed: 7/16/18

Legal References: 20 U.S.C. §§ 1221-1234i (2012).
29 U.S.C. § 794 (2012).
42 U.S.C. §§ 2000d-2000d-7 (2012).
42 U.S.C. §§ 12101 2et. seq. (2012).
Iowa Code §§ 216.9; 280.28; 280.3 (2013).
281 I.A.C. 12.3(6).
Morse v. Frederick, 127 S.Ct. 2618 (2007)

Health Services

A Nurse is on duty at Prairie Edge during portions of the school day. In the event of student illness or accidental injury during the school day, a district nurse or his/her designee will care for your student. The Board of Education accepts no responsibility for the medical treatment of students. Each parent/guardian is asked to review their child's Health Concerns in Campus upon registration on an as

needed and annual basis and update the Nurse with all changes. Students living at Four Oaks will be under the care of the Four Oaks Nursing staff. Modifications may be made to this policy during times of public health emergencies.

Dental Certificates 9th Grade Students

All Ninth Grade Students will be required to turn in a Certificate of Dental Screening form prior to the start of their 9th grade school year. This form must be completed by a licensed Dentist or licensed Hygienist. This Dental Certificate form will be mailed out to all families in the summer before the start of the 9th grade school year. Turn this certificate in to the Health Office once completed by your provider.

Immunization requirements for 7th and 12th Grade students

All incoming 7th grade students must have had a Tdap and Meningococcal vaccine before they are allowed to start their 7th grade school year. Written proof of these two immunizations must be turned into the Health Office prior to the student starting their 7th grade school year. There is no grace period with this requirement. Students entering 12th grade need to have the second in the series Meningococcal vaccine. If they do not have the vaccines they may be excluded from school by administrative decision.

Hearing Screening

All students with a known history of ear problems, and students who are new to the district will have a hearing test/screening in the fall or winter by Grant Wood AEA personnel. Parents who do not want their child's hearing tested should notify the school in writing before the screening is done.

Infectious Diseases

Physical assessment of pupils in the school may be made from time to time to prevent the spread of disease. A student who is known to have a contagious disease will not be allowed to attend school/activities in the College Community School District. A student who has had a contagious disease should not return to school without permission of a physician and clearance by the school nurse. Students with a fever greater than 100.4 degrees F should not return to school until fever free (less than 100 F) for 24 hours WITHOUT use of antipyretics (Tylenol, Ibuprofen, etc). Students who have recently vomited, are having diarrhea or have recently had diarrhea should not attend school until they are symptom free for 24 hours or have completely recovered from their illness.

Medications - Prescriptions

When students are required to take prescription medication during the school day it shall be administered only by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners. In accordance with College Community School policy, if medication is to be given by school personnel, we must have authorization from the physician and a parent or legal guardian must provide written instruction. Parents must file permission for a Prescription Medication form with the school nurse. In addition, the following information is to be clearly labeled on the original bottle from the pharmacy:

- Name of medication
- Strength, dosage, and frequency prescribed
- Name and address of pharmacy
- Student's name
- Physician's name
- Date of prescription

The most recent prescription bottle should be kept at school. Any time the dosage is changed, a new, signed parent permission form is needed. Please fill out and sign a separate Permission for Prescription Medication form for each different medication given. By Iowa Law, students may carry their own inhaler for use at school only with written permission from the student's physician and parents. Contact the Nurse's Office for this permission form and return to the Health Office when completed. Medications should be brought to school by the parent, guardian, or a responsible adult. Please do NOT send medications to school with the student.

Medications - Over the Counter

The above policy applies to over the counter medications also. These medications must come in their original manufacturer's container and can only be given according to the manufacturer's directions unless written instructions are received from the student's physician. Tylenol and other over-the-counter medications may be dispensed at the discretion of school personnel with written permission from the parent or guardian.

Medication Requirements for Student Field Trips

All students leaving town on a school sponsored overnight trip that requires medication, will be required to have a parent/guardian complete the Field Trip Health Information form to authorize the administration of medication. Parents often volunteer to assist in supervision on school field trips. All volunteers must complete the online volunteer registration form at least 24 hours prior to attending the field trip. If this is not complete within the time frame, the volunteer will not be allowed to attend. You can find the form at <https://collegecommunity.keepntrack.com/apply/>. If a parent chooses to volunteer for a field trip, please do not bring additional children along. Field trip volunteers must come into the building and sign in on the volunteer computer. They may then either ride the bus and help chaperone the transportation part of a field trip or drive to the destination and meet the class there. All field trip volunteers should wear the yellow name badge while volunteering for the field trip. This makes it easier for our teachers to spot someone who is not supposed to be around our students and lets the other volunteers and students know who can help. Once the field trip is over and the children are back on the bus, those who drove to the field trip destination would be free to leave and would not need to come back to the school to sign out.

Medications Returning Home

Medications will not be sent home with students. Parents/guardians must pick up remaining medications when discontinued or at the end of the school year. Any medication not picked up by the end of the school year will be properly disposed of.

With parent/guardian permission, the following over the counter medications may be given to a student as needed; Tylenol per label directions, Tums (10th-12th grades only), Cepacol lozenges (7th-12th grades only), throat spray, Benadryl cream and/or Benadryl orally per label directions for severe allergic reaction. All other over the counter medications require a written doctor's order, a medication permission form signed by parent/guardian, and the parent/guardian must supply the medication to the nurse's office in the original labeled container.

By law, CCSD cannot supply Albuterol, Epipen, Glucagon, or other prescription medications for general emergency use. Parents/guardians of students with asthma, diabetes, or those who are at risk for potentially life-threatening allergic reactions must supply these medications as prescribed by their legal prescriber.

After multiple student requests and administrations of Tylenol, communication with the parent/guardian may occur for follow-up. A legal prescriber's signature will then be required for further Tylenol administrations for the remainder of the school year.

CHAPTER 102 REGULATION REQUIREMENT:

PER CHAPTER 281.102.1- 102.14 AND COLLEGE COMMUNITY BOARD POLICY 400.12, THE COLLEGE COMMUNITY SCHOOL DISTRICT HAS ADOPTED A PROCEDURE FOR INVESTIGATING ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES. ANY ALLEGED ABUSE SITUATION SHOULD BE REPORTED TO COLLEGE COMMUNITY SCHOOL DISTRICT, 401 76TH AVENUE, S.W., CEDAR RAPIDS, IOWA 52404. THIS LEVEL ONE INVESTIGATION CAN BE INITIATED BY CONTACTING THE COLLEGE COMMUNITY HUMAN RESOURCES DIRECTOR AT 848-5246 WHERE APPROPRIATE FORMS FOR FILING SUCH CLAIMS MAY BE OBTAINED.

STUDENT SUPPORT SERVICES:

ADDITIONAL SUPPORT SERVICES ARE AVAILABLE TO ASSIST TEACHERS WHEN CONCERNS ARISE WITH STUDENTS. THESE SERVICES INCLUDE OUR BUILDING STAFF, (SPECIAL EDUCATION TEACHER, COUNSELOR, NURSE, HEALTH SECRETARY, ETC.) AND GRANT WOOD AREA EDUCATION AGENCY SUPPORT 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 THROUGH TEACHER OR PARENT REQUEST. WORKING

TOGETHER, WE CAN PROVIDE THE BEST EDUCATION POSSIBLE FOR ALL OF OUR CHILDREN.

District Information

Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website: www.iowa.gov/educate.

Fees

Students are required to pay various fees upon registering and throughout the school year. It is expected that most of these fees will be paid at the time of registration. No student will be denied opportunities offered through the school due to lack of sufficient funds. Families unable to pay fees should contact the central office at 848-5200 for a reduced fee form.

Homelessness

If your family lives in a shelter, motel, vehicle or campground, on the street, in an abandoned building, trailer or other inadequate accommodations or if you doubled up with friends or relatives because your family cannot find or afford housing, then you have certain rights or protection under the McKinney-Vento Homeless Education Assistance Act. You have the right to:

- Attend school no matter where you live or how long you lived there. You must be given access to the same public education provided to the other students.
- Continue in the school you attended or the school you last attended if that is your choice and is feasible. The school must assist you, if needed, and offer you the right to appeal a decision regarding your choice of school if it goes against your wishes.
- Receive transportation to the school you attended before your family became homeless. Students cannot be separated from the regular school programs because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend school while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
- Review the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school office or the counselor for help in enrolling in a new school or arranging to continue in your former school. Someone at the shelter or social services office can also support you.
- Contact the school counselor and teachers and provide any information you think they need to know to help you in school.
- Ask the school counselor, the shelter provider or a social worker for assistance with clothing and supplies, if needed.

College Community School District’s Liaison for Homeless Education is Laura Medberry.

Transportation

Students who ride school buses are expected to be responsible for the same behavior as they are at school. A copy of the bus discipline policy was given to you and your parents at registration and a copy is available on file in the main office. Students may be suspended from the bus for serious or repeated violations. Students who cannot abide by bus rules and safety procedures may be permanently removed from district school buses. If you have any questions or concerns regarding transportation please contact the Director of Transportation at 848-5205.