



K-6

Student/Parent Handbook



Creek

Jen McDonnell 5/6
Kara DeBerg 5/6



Crest

Kylee Hayes
K-4 Principal



Heights

Annie Hawker
K-4 Principal



Hill

Scott Schipper
K-4 Principal



Ridge

Amy Beach
K-4 Principal



View

Mike Hansen
K-4 Principal

District- Tracy Schipper, Executive Director of Elementary Programs



All CCSD students and their families have a right to privacy of their educational records.

Educators are required by federal law to keep the educational records of individual students confidential.
Only a student's legal guardians have access to his or her educational records.

This includes disciplinary decisions resulting from discipline incidents that may have involved multiple students.

Unless specifically allowed by [Board Policy 506.01](#), no school staff member may disclose information related to a student's academic, attendance, or disciplinary history to someone other than the student's legal guardian.
Doing so is a violation of the Iowa Board of Educational Examiners Code of Ethics.

Communication Chart for Parents	This chart outlines where to start with questions that our families may have about various topics.	
Contact Information for Principals, Deans, Counselors, Facilitators, and Nurses	Phone numbers and email addresses for principals, deans, counselors, facilitators, and nurses are available at this link.	
Ask a Question, Report a Concern Form	Ask any question or report any concern with this form and someone from the district will be in touch soon.	
Bullying and Harassment Reporting Form	Any CCSD stakeholder is welcome to complete this form to report suspected bullying or harassment.	

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**Access to all Board policies can be found on the district website
at crprairie.org or by clicking [here](#) for the direct link.**

Modifications may be made to these policies during times of public health emergencies or due to new legal requirements that occur mid-year.

MISSION/ VISION

Working Together for Success for ALL!

At Prairie Elementary Schools, we believe that building a strong foundation is key to a child's success at school. The teacher, the principal, and the family each play an important role in developing your child's skills. With joint effort, we can help each child to achieve his/her full potential. This following agreement is a commitment for each member of our partnership to meet our responsibilities.

As teachers, we agree to	As a principal, I agree to	As a family, we agree to
Apply best practice in teaching to the core standards Design meaningful, engaging and challenging activities in a literacy-rich environment Set high expectations for all students Differentiate teaching to meet students' individual needs Develop a system of continuing communication with families such as regular newsletters, phone calls, notes or conferences Encourage parents and children to read regularly at home Guide parents to help your child with home learning activities Keep parents/guardians informed about your child's progress and the school's overall performance Meet with students and the family to discuss students' progress Be a lifelong learner and continue to sharpen professional skills	Set high standards in all basic skill areas Support instructional programs that align with children's literacy skill development Seek and distribute financial and personnel resources to build and support literacy programs Build community partnerships to expand learning resources Create extended learning opportunities to meet individual student's needs Communicate with families about school improvement initiatives and school goals Provide opportunities for parents to develop skills in helping their children Invite input and facilitate mutual communication Provide continuous learning opportunities for staff members	Monitor my child's work by reviewing work samples and school communications Support my child's organization by helping him/her by reviewing communication and materials that come home Practice activities that are suggested by the teachers to reinforce my child's learning at home Read at home with my child daily and check out books regularly Provide consistent homework support (time, place to study, materials...) Send the child to school ready to learn (dressed properly, well-rested, healthy and nurtured) Follow school attendance policies (send the child to school each day unless he/she is ill; no tardies) Be involved with school activities whenever possible (parent workshops, reading nights and other school events) Practice open communication (read and return notes, return phone calls, bring up issues and concerns to teachers...) Volunteer if possible (school programs, PTO, classroom support, at-home support...) Attend parent conferences

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The Board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

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 on school-owned and/or school operated buses or 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 or regulation 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 not in session.

Students are expected to comply with and abide by the school district policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined. This includes conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom for time out, unit removal for a part or remainder of the day, suspension in the district suspension center, out of school suspension and/or expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The

discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

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

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property (including school provided electronic devices), property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. This would also include when learning is provided in a virtual environment. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

District Mission: To ensure quality learning today for tomorrow

District Vision: Success for All

DISTRICT TELEPHONE NUMBERS

School Buildings		Central Office	
Prairie Creek	319-848-5310	Superintendent	319-848-5200
Prairie Crest	319-848-5280	Transportation	319-848-5205
Prairie Heights	319848-5230	School Nurses	319-848-5225
Prairie Hill	319848-5330	Food Services	319-848-5337
		Early Childhood Center	319-848-5296
		Volunteer Services	319-848-5224
Prairie Ridge	319-848-5100		
Prairie View	319-848-5260		
Prairie Point	319-848-5500		
Prairie High School	319-848-5340		
Prairie Edge	319-298-3406		

ABUSE OF STUDENTS BY SCHOOL EMPLOYEES - Chapter 102 Regulations Requirement

Per Chapter 281-102.1-102.14 and College Community [Board Policy 402.05](#), the College Community School District has adopted a procedure for investigating allegations of alleged abuse of students by school employees. Any alleged abuse situation should be reported to Jeri Moritz, Executive Director of Human Resources and Equity telephone 848-5200, College Community School District, 401 76th Ave. S.W., Cedar Rapids, IA 52404.

ACADEMIC PRACTICE

Academic practice at home is defined as the out-of-class assignments that may be considered as extensions and enrichment of the regular classroom instructional program, as reinforcement of newly acquired skills, as the application of recent learning, or preparation for further learning. Academic practice at all grade levels will be determined by the classroom teachers and shared with families.

ANTI-BULLYING AND ANTI-HARASSMENT

Bullying and harassment are prohibited. Students who feel that they are the target of bullying behavior, have witnessed bullying behavior, or suspect that someone is being bullied should tell an adult at school and an adult at home right away. Parents and guardians are encouraged to immediately inform the school of their child's concerns.

From time to time, incidental teasing and conflict may occur between peers. Teasing and conflict may require school staff intervention and support but it is important to remember that they are not the same as bullying. According to Iowa Law, bullying:

- Places the student in reasonable fear of harm to their person or property
- Has a substantial detrimental effect on the student's physical or mental health
- Has the effect of substantially interfering with the individual's academic or career performance; or
- Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying and harassment complaints are processed immediately by trained school personnel. If there is the possibility that bullying has occurred, a thorough investigation is completed by trained staff.

See [Board Policy 104](#) for additional information.

ATTENDANCE

Regular attendance and being on time will help a student be successful and maintain a good attitude toward school.

- Heights and Hill K-4 students are expected to be in class by 9:10.
- Crest, Ridge, and View K-4 students are expected to be in class by 9:15.
- Creek 5-6 students are expected to be in class by 7:50.

Please allow ample time for traffic on campus and personal organization prior to the tardy bell. It is suggested to arrive approximately 10 minutes prior to the tardy bell. Our goal for all students and families is a timely start to a complete school day with minimal interruptions to instructional time.

If attendance concerns arise, you will be contacted by your child's school via email, letter and/or phone call to address a plan to support improved attendance.

If your child must be absent from school, notify the school office of the reason for the absence as soon as possible. Absences from school will be determined as excused, unexcused, or exempt by the school principal or a designee. Any absence that occurs for an unknown reason will be marked as unexcused. Notify the school office within 48 hours of the unexcused absence if you suspect there is an error. After that time period, the attendance record will not be adjusted unless documentation that substantiates the reason for the absence is provided from a doctor or other agency. Parents can monitor their child's attendance record in the Infinite Campus Parent Portal.

School and district attendance rates are monitored by the College Community School District and the Iowa Department of Education. We appreciate your ongoing cooperation to ensure a strong attendance pattern for your child. If your child's absences (excused or unexcused) reach a point of concern, you may be asked to provide a doctor's excuse to verify the reason for any subsequent absences related to illness or some other type of documentation for absences not related to illness. If your child has an excessive number of unexcused absences, school staff will collaborate with parents/guardians, the District Truancy Officer, and the Linn County Attorney's office to develop a plan for improvement.

How to report

If a student is sick or absent for any reason it is necessary that the parent or guardian call or email the school office. Please call the school between 7:30 a.m. and 9:15 a.m. each day that the child is gone or the first day of an extended absence. For your convenience, we have voicemail available 24 hours a day and you may call and leave a message anytime. If a call or email is not received by 9:30 a.m., we will try to contact the parent either at home or at work.

BEFORE AND AFTER SCHOOL SUPERVISION

Please be mindful of your school's hours of supervision. *If a student has to come early or stay late every day, parents will need to make arrangements with ECC or other childcare services* for before and after school childcare (see "Child Care" section).

CHILDCARE - BEFORE AND AFTER SCHOOL

The Early Childhood Center (ECC) provides a before and after school childcare program which is available to all district students in all buildings. The hours are from 6:30 am - 6:00 pm. The ECC Office is located in the ECC building and provides daycare and preschool for children of all ages. There is usually a waiting list, so making childcare arrangements well in advance is advised. If you are interested in ECC services, contact the ECC Director at 848-5295 for details.

CHILD CUSTODY

In most cases, when parents are divorced, both the mother and the father continue to have equal rights where their children are concerned. If there is a court order that limits the rights of one of the parents, such as custody or visitation, the office must have a copy of this court order. If no court order is on file, we assume both parents have equal rights to pick up children at school and in all other contact situations.

COMMUNICATIONS TO AND FROM SCHOOL

School/Home Folder

K-4 building-related flyers and newsletters will go home in the school/home folders.

Newsletters

Prairie News is now available online on our website, www.crprairie.org. The website features stories and district information.

All classroom teachers send class news home regularly via classroom blogs, electronic newsletters, Facebook pages, or traditional paper newsletters. In classrooms where newsletter information is primarily electronic, paper copies for parents without regular internet access can be requested from the classroom teacher. The Prairie Virtual Backpack is available at <http://prairiebackpack.org/> which houses links to community and district activities available to families.

Prairie Website

Please check our web page at www.crprairie.org for web newsletters, PTO links, Facebook and Twitter links to your school, Parent Portal, and the activities calendar. You can also find all staff members' email addresses on the web. Feel free to email us anytime.

Other Communications

Each year, the school will hold an open house and conferences. It is extremely important that you attend these school events to share your input and concerns.

You can also follow College Community Schools on social media, Facebook, Twitter and Instagram.

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS, GROUNDS AND EQUIPMENT

The control and management of school buildings are placed exclusively with the Board of Directors of the school district and cannot be voted or delegated to any other agency. Although no individual or group has the right to demand the free use of any school facility, the Board of Directors may authorize such use at any time that it does not interfere with regular school activities.

Local civic, religious, fraternal, political, patriotic, and community welfare organizations may use the auditoriums, gymnasiums, classrooms, and other school properties, provided the activities conducted or to be conducted do not conflict with school programs or are contrary to law. Facilities use/scheduling will be done in accordance with [Board Policy 905.01](#) and [Policy Regulations 905.01-R\(1\)](#) and [905.01-R\(2\)](#)

CONFERENCES

Student/Parent/Teacher, or student-led, conferences are scheduled twice a year. Parents will be asked to sign up electronically for a convenient time prior to the conferences. During the conference time, the student will be expected to demonstrate what he/she has learned in school. The teachers will assist students to be ready for the conferences. Given the opportunity, students gain ownership in learning and are more likely to develop a sense of

responsibility. If a parent wishes to speak with the teacher privately at any time, please call her/him to set up an additional conference.

COUNSELING

Our school counseling program focuses on the social and emotional development of our students. The activities aim to help children develop positive self-concepts, skills in decision-making, and ways to deal with peer pressure to help them cope with problems they face now and in the future. Our counselor will see students individually and in small groups. Our school counselor will also meet with students who have been referred to him/her by parents or teachers. Students may also request to see the counselor.

Areas covered in these groups may include dealing with a loss through divorce or death, social skills, or self-concept building. The counselor will also go into each classroom during the year to do guidance related activities. These lessons may include stories, videos, and discussions about feelings, emotions, friendship, problem-solving, drug awareness, and prevention.

Please call the school counselor if you have a special concern or would like to know more about the guidance program offered to our students. The counselor can be reached through the school office.

CREEK BAND, ORCHESTRA and CHOIR - Drop/Add Procedure

Band, Orchestra and Choir are optional, year-long courses. Students may elect to drop after concerts by contacting the director and building administrator.

DISMISSAL/ARRIVAL

Students will not be excused from school unless the request is made by the parents/guardians. Students will only be released to parents or legal guardians unless specifically indicated differently by the parent/guardian in person, in writing, or through a verified phone call. If dismissed early, K-4 parents/guardians must come in the building to pick up the child, not in the parking lot or at the front entrance, for the child's safety. See [Board Policy 503.08](#) for additional information.

Specific end-of-day dismissal procedures will be communicated by each school. Students walking to and from school must use designated sidewalks and are not allowed to stop at other schools, enter their grounds, or play on their playgrounds.

DISCIPLINE - BEHAVIOR/MANAGEMENT

At College Community Schools, we believe achieving social, emotional, and behavioral health for all is dependent upon collaboration across school, home, and community. 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.

Discipline and Responding to Negative Student Behavior

To discipline is to teach. Just like students will make errors in academic work, they may make errors in meeting the expectations of the school environment. A range of optional and required responses is established at the district level with the goal of stopping the unexpected behavior, teaching the expected behavior, and ensuring the success of every student.

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](#).

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, or could reasonably be expected to cause disruption, to the educational environment in the school will not be accepted. Head and face coverings that are worn in a way which prevents students from being accurately identified poses a safety concern and are not allowed. Student bags (backpacks, purses, fanny packs, etc...) should be placed in assigned lockers or cubbies at the beginning of the day and may only be accessed during appropriate times designated by school staff.

Administrators will enact the required and optional range of responses in situations where a student is not meeting the expectations of the dress code. The goal is to resolve the situation in the moment and prevent it from occurring again.

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 message promoting illegal activity or that is disruptive to the educational environment.
- Other items that are inappropriate or disruptive to the educational environment.

Families should plan ahead for the kind of weather it is going to be at recess and on the way home. Students go outside for recess even during cold, winter weather. They should wear warm clothing, boots, warm coats, snow pants, hats and mittens when the weather is cold. If students forget to wear boots and snow pants, they may not be able to play where they could get wet.

DRILLS

Two fire and tornado drills are held each semester. All staff are required to participate in annual crisis training.

EMERGENCY DISMISSALS

From time to time the school may be closed early due to inclement weather, power outages, or other unforeseen emergencies. An authorization for emergency dismissal plans are expected to be completed by parents at the beginning of the school year. In the event of an unplanned late start or early

dismissal, it is the parent's responsibility to get their children to and from their pick up or drop off location at the adjusted time.

Supervision is not available if a student is brought too early or is left after school for an extended time. If your child rides a bus, you will need to have a plan for supervision once they are dropped off at their bus stop.

EMERGENCY INFORMATION

When you register your child, you will be asked to fill out a form indicating your home phone, work phone, and an emergency phone number of a neighbor or a relative living in the immediate area who could be in charge of your child in case you cannot be reached. Please be sure that the neighbor or relative is aware that you have given his/her numbers as an emergency contact. If this emergency number changes during the school year, notify the school immediately. If a life-threatening emergency exists and no one can be reached, school personnel will call an ambulance.

EQUAL EDUCATIONAL OPPORTUNITIES

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, (319) 848-5200, 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. Any action taken will be in accordance with [Board Policy 506.03](#).

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.

EXCUSES FROM PARTICIPATION

Children are expected to participate in all school activities including P.E., recess, and field trips. Therefore, we encourage you to keep your child home if he/she is ill. Parents need to have a doctor's letter recommending that the student be excused from P.E. or recess.

FIELD TRIPS

Field trips are planned to provide additional educational experiences for Prairie Elementary students. Parental permission is necessary for students to attend. Parents/guardians can authorize field trip permission during online registration. Students who do not have written permission will remain in the building. When parents are asked by the teacher to volunteer to assist with supervision on school field trips, they must complete the online volunteer registration form **each school year at least 2 business days prior** to attending the field trip. For the safety of our students, if this is not completed within the timeframe, the volunteer will not be allowed to attend or meet at the field trip site and join the school group. You can find the form at www.crprairie.org, click on "Menu" "Community" then "Volunteer Services." You will always receive advance notice of upcoming field trips. It is a general practice that all students attend field trips. In an unusual and special situation, parents may be asked to supervise their child to enable that student to participate in the field trip. If a parent chooses to volunteer on a field trip, no additional children are allowed. The school will provide student transportation for field trips. Sack lunches are available from the cafeteria.

Field trip volunteers must come into the building and sign in on the volunteer computer. All volunteers will need to drive separately to the field trip site unless requested to ride the bus by school staff. 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. [Board Policy 903.02](#)

When volunteering, in order to maintain an experience 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.
- Keep student information confidential.

HEALTH SCREENINGS

Hearing Screening

Grant Wood Area Education Agency (GWAEA) screens all students in PreSchool, Alternative Kindergarten (AK), Kindergarten, and grades 1, 2, and 5. Students in grades 3, 4, middle, and high school, who are new to the school, who don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parents/guardians not wishing to have their child's hearing tested should notify the health office in writing at the beginning of the

year. Parents/guardians with concerns about their child's hearing may contact their school nurse or Grant Wood Area Education Agency to schedule a hearing test at any time, (319)399-6700.

Vision Screening

The State of Iowa requires students entering kindergarten and 3rd grade to provide proof of a vision screening to their school. Preschool students and any kindergarten students who have no record of any vision screening are offered a vision screening through Lions Club in the fall. Third grade students who have no record of vision screening as well as other students with vision concerns are offered a screening by the school nurse with a Spot Vision Screener. No routine vision screening is offered by GWAEA. It is recommended that all children visit their family eye doctor for a complete eye health examination. Vision cards are sent home prior to kindergarten enrollment and again at the end of second grade for completion by an eye doctor or primary care provider.

Dental Screening

The state of Iowa requires students entering Kindergarten and students newly enrolling in an Iowa elementary school to provide proof of a child dental screening to their school. Upon available resources, a nurse or dental hygienist may conduct a "general observation" dental screening. The decision to offer this will be made annually and after this handbook is published. This dental screening is non-invasive and is done with a flashlight. A dental screening does not replace an exam by a dentist. If you do not want your child to receive a dental screening, send a written note to the nurse in the school your child attends.

HEALTH SERVICES (Modifications may be made to these policies during times of public health emergencies.)

Guidelines: Parents will be asked to take their student home when the child appears to have an illness that could be contagious to others or if the child is too sick to do their schoolwork. This will be left to the discretion of the school nurse or his/her designee. The following are some guidelines for a few particular medical conditions.

Communicable diseases: Certain contagious diseases require that your child does not come to school until the condition is no longer contagious. The School Nurse and your primary care physician can provide guidance on a case-by-case basis.

Fever: A temperature equal to or greater than 100.4 usually means the child is ill enough that they do not feel up to school activities and may have an infection that could be passed on to others. Children with a temperature equal to or greater 100.4 will be sent home. We ask that you keep your child home until they are fever-free (without the use of fever-reducing medication) for 24 hours.

Head Lice: If nits or lice are discovered, you will be notified so your child can be treated. If you discover lice on your child, please call the school and let us know so we can monitor any cases. Students with lice are permitted to attend school as normal.

Vomiting and diarrhea: Children that have diarrhea or vomiting should not attend school until free of these symptoms for 24 hours. If these symptoms occur at school your child will be sent home.

Medication administration at school

In accordance with [Board Policy 507.03](#) of the College Community Schools, if medication is to be given by school personnel, we must have written instructions and permission provided by a parent or legal guardian and it must 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. A Medication Permission Form must be completed by the parent/guardian before the medication can be administered at school. The Medication Form is available at the school office or may be found on the district website. **All** medication must be brought to the school by the parent, guardian, or a responsible adult. **DO NOT** send medication to school with your child.

A written record of the administration of medication must be kept for each child receiving medication including the date, student's name, the medication and its dosage, the name, and signature of the person administering the medication, and the time and method of administration, (if not given orally). Administration of medication records shall be kept confidential.

The following information is to be clearly labeled on the original bottle from the pharmacy and that original pharmacy bottle is to be left at school.

1. Name of medication
2. Strength, dosage, and frequency prescribed
3. Name and address of the pharmacy
4. Student's name
5. Physician's name
6. Date of prescription

If the dosage is changed at any time, we **MUST** have a new signed statement from the parent/guardian and doctor indicating the change. The new prescription bottle is acceptable as a statement from the doctor. Please fill out and sign an authorization for each medication your child is getting. School staff will not administer temporary medications, such as antibiotics that are to be given 3 times a day. Such medications can be given at home before school, after school, and at bedtime.

Iowa law requires all students who are carrying their 'rescue' inhalers to have written permission from their physician and parent on record in the school health office. The Consent to Carry Own Inhaler Form is available at the school office or may be found on the district website.

No medications will ever be sent home with a student. Parents/guardians must pick up any leftover medications when discontinued or at the end of the year. Any medication not picked up by the end of the school year will be disposed of appropriately.

With parental/guardian permission, the following over-the-counter medications may be given to a student as needed; Tylenol per label directions, Benadryl cream and/or Benadryl orally per label directions for severe allergic reaction. Generic brands may be substituted. 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. After multiple student requests and administrations of Tylenol, communication with the parent/guardian may occur for follow-up. A legal prescriber's signature may be required for further administrations for the remainder of the school year.

Natural remedies and supplements, if needed, should be administered at home and not in the school setting.

HEALTHY SNACKS

When students have permission to bring snacks to school, the College Community School District requests that parents send nutritional and healthy snacks. The district discourages snack foods that are high in sugar such as cupcakes, cookies, and candy bars. Snacks that are encouraged include fruits, vegetables, granola bars, popcorn, yogurt cups, cheese sticks, etc. **Snacks that are brought in to share with peers, other than unprocessed fruits or vegetables, must be prepackaged or commercially prepared. We must check ingredient labels to ensure the item is safe for all students to eat.** Birthday treats/ classroom snacks are available for purchase through the Food and Nutrition department. All items available for purchase are Smart Snack approved and are made with whole grains, are lower in sugar, sodium, and fat. Order [here](#).

HOMELESS CHILDREN AND YOUTH, SERVICES

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 double up with friends or relatives because you cannot find or afford housing, then your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Your children have the right to:

- Attend school no matter where you live or how long you lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended or the school they last attended if that is your choice and is feasible. If the school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal.
- Provide transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program 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 classes 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 enrolling your children.
- Review the same special programs and services, if needed, as provided to all other children 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 your child in a new school or arranging for your child to continue in his or her former school. Someone at the shelter or social services office can also support you.
 - Contact the school counselor and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
 - 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 Javier Rivera. Contact him (319-784-1610) if you need further assistance.

For additional information see [Board Policy 501.12](#)

INSURANCE

The School District does not provide accident insurance to cover injuries incurred by children on the school grounds. School insurance or 24-hour accident insurance is available through a private agency if you do not have insurance on your child, if you have a plan with limited benefits, or a plan with a high deductible. Information will be available at the school office and at registration in August.

LOCKERS/CUBBIES

Some schools provide the use of a locker or cubby space. They are loaned to students by the Board of Education and are subject to inspection any time it is deemed necessary to the safety and welfare of the student body and school. Stickers, signs, pictures and writings are not to be placed on the outside of lockers by students. Students are responsible for keeping their lockers clean and they are not to be shared with other students. [Board Policy 502.04](#)

At Creek it is highly recommended that students obtain a lock for each of their lockers due to students changing classrooms throughout the day. Locks can be purchased at the Creek school store. Valuables and property that are lost, stolen, or misplaced are not the responsibility of the school.

LOST AND FOUND

Please put your child's name on all personal belongings that could get lost or misplaced. There is a lost and found located in each school building. Unclaimed items will be donated or discarded various times during the school year.

LUNCH AND BREAKFAST

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 K-6 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. Students in grades 5-12 also have additional snack and beverage options available for purchase such as juice, bottled water, popcorn, baked chips, cereal bars, etc. 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 vsccott@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.

K-6th Grade (Creek, Crest, Heights, Hill, Ridge, View) Meal Charge Policy:

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
2nd Breakfast or Adult Breakfast		\$2.30
Lunch	K-4	\$2.95
Lunch	5-6	\$3.05
Lunch	7-12	\$3.20
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](#)

MEDIA CENTER/LIBRARY

The main purpose of the media program is to promote literacy and information-seeking skills. With printed materials and modern technology, children are given unlimited opportunities to research and explore. Children are encouraged to check out books on a regular basis. There is no fine for late items, however, replacement fees are charged for lost or damaged items. The Library Catalog for each building can be accessed online through each building's website.

NICOTINE FREE CAMPUS

Per [Board Policy 905.2](#) and State Code the campus at College Community is 100% nicotine-free. Nicotine use is prohibited in all school buildings, vehicles, and on school grounds.

OPEN ENROLLMENT

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa can contact the central office at 848-5200 or follow this link: <https://www.crprairie.org/district/enrollment/> for more information.

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.

PARKING

Parents are asked to adhere to building specific drop-off and pick-up procedures. Only authorized vehicles should park in handicapped, nurse or other reserved spaces. Cars should not be parked in or driven through the bus loading area when buses are parked and waiting for students.

PARTIES/CELEBRATIONS/BIRTHDAYS

Students will have class or school-wide celebrations throughout the year to celebrate goal achievement, special events, or curriculum connected topics. If parents do not want their children to participate in any of these activities, they should send a note to the child's teacher and the student(s) will be provided an alternative activity.

Ensuring all students feel a sense of safety and belonging at school is one of our most important educational priorities. With this goal in mind, school celebrations will be planned with a focus on access and equity for all students. The following goals are prioritized when planning school parties and celebrations:

1. Enhance the connectedness and belonging of students, staff, parents and the school community through positive, social experiences.
2. Design school parties, celebrations, and events that ensure access and inclusion of all students.
3. Abandon practices that exclude students or diminish their sense of belonging due to religious beliefs, economic barriers, and/or health concerns.

Each K-4 elementary school will host the following seasonal parties throughout the school year. A schoolwide party will include a 30-45 minute opportunity for guests, social activities, and refreshments.

- Fall Party
- Winter Party
- Kindness/Friendship Party

Parties and associated activities will not require purchases for students and families. Any requests for students to bring items from home should involve common household items and will be optional. Opportunities for parent participation and donations will be communicated and welcomed while remaining voluntary. In addition to the seasonal parties, each school may choose to plan additional celebrations, activities, and events unique to their school goals, learning experiences, and creativity.

Students may bring a birthday treat to celebrate their birthday. Enough treats need to be brought for everyone in the class. The College Community School District requires all snacks or treats to be prepackaged or commercially prepared foods. With many students having food allergies, we need to be able to check labels to ensure the item is safe for all students to eat. Please do not send gum as treats to avoid possible carpet damage. When students have permission to bring treats to school, the College Community School District requests that parents send nutritional and healthy items. The district discourages snack foods that are high in sugar such as cupcakes, cookies, and candy bars. Snacks that are encouraged include fruits, vegetables, granola bars, popcorn, yogurt cups, cheese sticks, etc. Treats are available for purchase through the Food & Nutrition Dept. Birthday treats/ classroom snacks are available for purchase through the Food and Nutrition department. Please order [here](#).

School employees do not coordinate outside of school events for students or families. **We will not allow the distribution of party invitations to just a few students. If students have a party outside of school and they don't invite their entire class, please mail these invitations.** Thank you notes should also be sent in the mail. This will avoid hurt feelings at school. The school cannot provide addresses of students for confidentiality reasons.

PERSONAL PROPERTY

Valuable objects and personal property that is unnecessary for school require extra attention from school personnel and we cannot guarantee their safe return. Recess items (footballs, basketballs, volleyballs, soccer, etc.) are provided by the school and should not be sent with students. Students will not be allowed to use these items at school. All toys and other personal property should be brought to school only on days designated by the teacher. Students who inappropriately use electronic devices or other personal property are subject to disciplinary procedures including but not limited to confiscation (items may be reclaimed by parents).

Knives, weapons, caps/cap guns, toy weapons, vape pens or any objects that could be dangerous are prohibited and will be confiscated. Administrators will enact the required and optional range of responses in situations where a student is in possession of these items. The goal is to resolve the situation in the moment and prevent it from occurring again.

PETS/ANIMALS

Pets are not allowed on the school campus. Exceptions include our registered therapy dogs and pre-approved classroom pets. Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities. [Board Policy 608](#) and [Board Policy 106](#)

PHONE CALLS

Students must get permission from their classroom teacher to use the school telephone. Parents should communicate with their children regarding transportation, school supplies, appointments, childcare or other after school activities prior to coming to school to avoid unnecessary learning interruptions. Teachers may not be immediately available for phone calls. They will try to return your call as soon as possible. We also encourage parents to communicate through email. Messages are typically returned within 24 hours.

PHOTO RESTRICTIONS

Parents/volunteers/visitors are asked to refrain from posting photos and/or names of students, other than their own child, to social media sites.

PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS

It is the goal of the district that all students can learn and grow in a safe and peaceful environment that nurtures the student and models respect for oneself and others. On occasion, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The goal of these interventions is to promote the dignity, care, welfare, safety, and security of each child and the school community. With this objective in mind, the district will prioritize the use of the least restrictive behavioral interventions appropriate for the situation. The following Board Policies address physical restraint and seclusion of students: [Board Policy 0503.06](#), [Policy Regulation 0503.06-R\(1\)](#), [Policy Exhibit 0503.06-E\(1\)](#), [Policy Exhibit 0503.06-E\(2\)](#), [Policy Exhibit 0503.06-E\(3\)](#)

PLAYGROUND FACILITIES DURING NON-SCHOOL HOURS

Playground facilities are publicly supported and owned. However, before and after school use is the responsibility of the parent, not the school. Playgrounds are restricted to staff and student use during school hours. ECC daycare programs have playground priorities until 6:00 PM.

PTO

All parents are encouraged to become actively involved with the school. The PTO membership is free. Meetings will be determined by building PTOs. Dates and times will be communicated to parents and staff. [PTO information](#) can be found on our district website.

SCHOOL CANCELLATIONS

The College Community School District utilizes a notification service for parental and staff outreach for emergency broadcasts. The system will place a phone call, email, and text message to parents, guardians and staff in the event of a safety or a weather related issue. You will receive a message from 319-848-5200 indicating the alert. The district will also post announcements on our district homepage, district social media channels and local TV and radio stations.

If there is a 2-hour delay, there is no school for the AM Alternative Kindergarten, AM Preschool, and ECSE students who attend the half-day programs. There will be no alternative lunch choice that day. If there is a two-hour early dismissal, there is no school for PM Alternative Kindergarten and PM Preschool.

SCHOOL HOURS

Prairie Crest, Prairie Ridge, and Prairie View start/end times are 9:15-4:00.

Prairie Hill and Prairie Heights start/end times are 9:10-3:55.

Prairie Creek start/end times are 7:50-2:45

Individual buildings/teachers will communicate variances if applicable.

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 [Policy Regulation 105-R \(4\)](#)

SEXUAL HEALTH CURRICULUM

The Sexual Health Curriculum is taught throughout the year in grades 4-6th. A letter regarding the lesson(s) and curriculum will be sent home prior to instruction. Parents may review materials and determine whether or not they would like their child to participate. Parents/guardians who wish to excuse their child from the class must indicate this wish in writing. [Board Policy 603.02](#), [Policy Exhibit 603.02-E\(1\)](#)

SOLICITING

There are many worthy causes in our community that need financial support. Overseeing monetary donations, requesting money from children on multiple occasions, and determining who should or should not receive our support puts our school in a very difficult position. Therefore our efforts will focus on school-sponsored fundraising initiatives. We will support outside non-profit organizations by distributing approved information. All non-profit requests and flyers need to be directed to the district office for approval. See [Prairie Backpack](#) page for more information.

When planning an event, keep in mind that students or staff should never be coerced or compelled to participate in fundraising activities. We do not support fundraisers that award privileges such as wearing specific clothing for a donation because they single out students who are not able to participate.

SPECIAL SERVICES

The College Community District and Grant Wood AEA provide a variety of special services to our students. Services include academic support, media/library service, counseling, special education programs, hearing screening, speech and language therapy, physical and occupational therapy, and extended learning, as well as a school psychologist and school social worker. Other sources are available for special needs. Call the counselor or principal if you have questions about specific services.

STUDENT FEES

Fee Waiver applications may be submitted for a waiver or reduction of these fees. Opting in to be considered for a fee waiver is done through online registration or by completing the paper version. Approval will be based on the determination of eligibility through completing the free and reduced price meals application. Free and reduced price meal applications are available through the Food and Nutrition Department. Please call 319-848-5337 or email vscott@crprairie.org for assistance.

STUDENT RECORDS ACCESS

Per [Board Policy 506.01](#) the Board of Directors recognizes the importance of maintaining education records and preserving their confidentiality. Education records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages in accordance with law. The Board Secretary is the custodian of education records. Education records shall be maintained and housed in the central administration office. For purposes of this policy, an “education record” means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.”

Parents and eligible students shall have access to the student's education records during the regular business hours of the school district. For purposes of this policy, “parent” means parent or legal guardian. An “eligible student” is a student who has reached eighteen years of age or attends a postsecondary institution. Parents of an eligible student shall be provided access to the eligible student's education records only with written permission of the eligible student, unless the eligible student is defined as a dependent under the Internal Revenue Code in which case the parents may be provided access without the written permission of the eligible student. Only those with the written permission of parents or the eligible student shall have access to the education records unless access is otherwise permitted by law. Parents may be denied access to a student's records pursuant to a court order or when the District has been advised under the appropriate laws that the parents may not access the education records.

An education record may contain information on more than one student. Parents shall have the right to access that information relating to their student or to be informed of the information. Eligible students shall also have the right to access the information relating to themselves or be informed of the information.

Parents, eligible students, and other individuals authorized by law shall have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five days after the request is made. Parents, an eligible student, or an authorized representative shall have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

STUDENT SEARCHES

School district property is held in public trust by the Board of Directors. School district officials (meaning licensed school employees and unlicensed school employees employed for security or supervision purposes) may, without a search warrant, search students, student lockers, personal effects, desks, or work areas, based on a reasonable and articulable suspicion that the search will produce evidence that a school district policy, rule, regulation or law is being or has been violated. The search shall be in a manner reasonable in scope and conducted in a manner that maintains order and discipline in the schools, promotes the educational environment, and protects the safety and welfare of students, employees and visitors to the school district facilities. See relevant [Board Policies 502.02](#), [502.03](#), and [502.04](#) for additional information.

TECHNOLOGY AND ELECTRONIC DEVICES

Personal Electronic Devices/Cell Phones

Cell phones and other personal electronic devices are not to be on a student's person, in their desk, or used during the school day unless under the direct approval and supervision of a teacher. These devices must be kept in a student's backpack, locker, cubby, or other location as designated by the teacher. If a cell phone or electronic device becomes a disruption to learning, the principal or designee have the right to remove the cell phone/device from the student's possession until the end of the school day. If a student needs to communicate with a parent/guardian during the school day they must ask a staff member for permission and use the phone located in the classroom or in the school office. Parents are asked not to communicate directly with their student throughout the school day. Parents should communicate via the school office or email during the school day if communication needs to occur.

The following CCSD Incident Definitions relate to the use of personal devices in ways that are not aligned with student expectations. School staff will respond to the situation with the goal of stopping the behavior and supporting a safe learning environment for all.

- Self use of technology for off-task or inappropriate purposes.
- Use devices or access accounts that disrupt access to the learning.
- Any communication/media that includes sending or viewing of: pornographic images (including sexting), violent images or materials that violate the rights of a protected class, unauthorized recording with or without consent (video or pictures), explicit language.
- Hacking, modification, or damage of the technology infrastructure of the district such as the wireless network and servers.

Internet/Technology Acceptable Use Policy Board Policy 605.04

Administrators will reference the district behavior matrix 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.

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.

Students are reminded that computer and network storage areas 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 includes student google accounts.

Internet Use Agreement

Internet access is available to students and teachers in the College Community School District. Internet accessibility is to support research and education in schools. Internet and acceptable use policies are updated regularly in an effort to keep up with technological changes. Students will be able to access wireless internet using a personal identification name and password. The College Community Schools internet security software will be active when students log on to the district wireless server, and students will be protected from inappropriate material.

TITLE I: PARENTAL INVOLVEMENT

Parental / Legal guardian involvement is an important component in a student's success in school. The Board encourages parents / legal guardians to become involved in their child's education to ensure the child's academic success.

Parents / Legal guardians of students in grades kindergarten through fifth shall be informed of their child's performance on district diagnostic assessments in the area of reading through Parent / Legal Guardian / Student / Teacher conferences two times per year. If the student is performing below established proficiency levels, parents / legal guardians will be informed of the actions the school will take to improve the child's reading skills. Parents / Legal guardians will be asked to sign and return this report to the school. For additional information see [Board Policies 505.04](#) and [Policy Regulation 505.04-R\(1\)](#)

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 district 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.

Inquiries 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 S.W. Cedar Rapids, Iowa 52404, (319) 848-5217.

TRANSPORTATION

Buses

Students will be assigned a bus to ride to and from school. For student safety, we strongly discourage students from riding bikes to school due to significant traffic on and around campus during arrival and dismissal. Students riding the bus must conduct themselves in an acceptable manner. Frequent misbehavior may result in a conference with the Transportation Director or Principal and possible suspension of riding privileges. Please call the Transportation Director at 848-5204 to report bus-related problems. If you plan to pick up your child from school, please call the school office or send a note. **We ask parents to come into the building to pick up the students for safety purposes.**

Other Transportation Sources

Students are unable to access other sources of transportation (i.e. Uber) not provided by the district. Most companies have a policy of no passengers under the age of 18 being able to ride independently. The district will adhere to these policies.

VANDALISM

Because incidents of willful or malicious abuse, destruction, defacing, and theft of property of the school district are clearly contrary to the best interests of the school district and injurious to the rights and welfare of the entire community, it will be the policy of the Board of Directors to seek all legal redress against persons found to have committed such acts. This includes intentional pulling of fire alarms for which the school district is charged. Full restitution for the damage caused will be sought from such persons or, in the case of minors, from their parents under Iowa law.

VISITORS

In order to maintain a productive learning environment, please notify teachers in advance of any visits so that they can plan accordingly. Example opportunities include joining your child at lunch, recess or for a planned classroom activity or party. All visitors must enter through the school's main entrance, sign in at the office upon arrival, present their photo ID, and wear the yellow sticker while you are visiting. To ensure the safety and well being of students, employees, and visitors, our schools employ a single point of entry for students and visitors. To gain entry after the school day has begun:

1. Push the button located near the entrance.
2. You will be greeted and asked to identify yourself through the intercom system.
3. A "click" sound indicates the door is unlocked.
4. Only one student/visitor/family may enter at a time.
5. Students sign in at the attendance counter in the main office.
6. If students leave during the school day, they must sign out at the attendance counter.

It is unlawful to open doors to allow people into a secure school facility. Do not open locked doors for students, staff, or visitors, even if you know who they are. All students and visitors shall report to the single point of entry at the main entrance. Failure to follow these procedures is grounds for discipline and could also lead to criminal charges.

Please stop at the office before you leave the building to sign out. For the safety of our students, staff, volunteers, and visitors, all visitors are checked against a national sex offender database upon check-in. [Board Policy 903.03](#)

VOLUNTEERS

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.

Volunteers are required to complete the online volunteer registration form ***each school year at least 2 business days before*** their first volunteer experience. This online form can be found at www.crprairie.org, click on “Menu” then “Community” and then on “Volunteer Services”. 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 will be 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.

See Field Trip Information in the previous section.

When volunteering, in order to maintain an experience 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.
- Keep student information confidential.

To make arrangements to volunteer, please contact your child’s teacher or College Community District Volunteer Coordinator, Ali Alldredge, at alialldredge@crprairie.org or 319-848-5224. [Board Policy 903.02](#)

*It is the policy of the College Community School District not to 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. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources and Equity 401 76th Ave SW, Cedar Rapids, IA 52404
Contact phone: 319-848-5246*