



# K-6

## Student/Parent

## Handbook

### 2025-2026



#### 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.

<a href="#">Communication Chart for Parents</a>	This chart outlines where to start with questions that our families may have about various topics.	
<a href="#">Contact Information for Principals, Deans, Counselors, Facilitators, and Nurses</a>	Phone numbers and email addresses for principals, deans, counselors, facilitators, and nurses are available at this link.	
<a href="#">Ask a Question, Report a Concern Form</a>	Ask any question or report any concern with this form and someone from the district will be in touch soon.  Use this form or speak to a staff member at your child's school to report any concerns about bullying or harassment.	

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**Access to all Board policies can be found on the district website at [crprairie.org](http://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	Set high standards in all basic skill areas	Monitor my child's work by reviewing work samples and school communications
Design meaningful, engaging and challenging activities in a literacy-rich environment	Support instructional programs that align with children's literacy skill development	Support my child's organization by helping him/her by reviewing communication and materials that come home
Set high expectations for all students	Seek and distribute financial and personnel resources to build and support literacy programs	Practice activities that are suggested by the teachers to reinforce my child's learning at home
Differentiate teaching to meet students' individual needs	Build community partnerships to expand learning resources	Read at home with my child daily and check out books regularly
Develop a system of continuing communication with families such as regular newsletters, phone calls, notes or conferences	Create extended learning opportunities to meet individual student's needs	Provide consistent homework support (time, place to study, materials...)
Encourage parents and children to read regularly at home	Communicate with families about school improvement initiatives and school goals	Send the child to school ready to learn (dressed properly, well-rested, healthy and nurtured)
Guide parents to help your child with home learning activities	Provide opportunities for parents to develop skills in helping their children	Follow school attendance policies (send the child to school each day unless he/she is ill; no tardies)
Keep parents/guardians informed about your child's progress and the school's overall performance	Invite input and facilitate mutual communication	Be involved with school activities whenever possible (parent workshops, reading nights and other school events)
Meet with students and the family to discuss students' progress	Provide continuous learning opportunities for staff members	Practice open communication (read and return notes, return phone calls, bring up issues and concerns to teachers...)
Be a lifelong learner and continue to sharpen professional skills		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	319-848-5230	School Nurses	319-848-5225
Prairie Hill	319-848-5330	Food Services	319-848-5337
Prairie Ridge	319-848-5100	Early Childhood Center	319-848-5296
Prairie View	319-848-5260		
Prairie Point	319-848-5500		
9th Grade Center	319-848-5511		
Prairie High School	319-848-5340		
Prairie Crossing	319-249-5600		

## 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,

## **ACADEMIC PRACTICE/HOMEWORK**

Academic practice is defined as assignments which may be considered as an extension and enrichment of the regular classroom instructional program, as reinforcement of newly acquired skills, as application and practice of recent learning, or as preparation for further learning. Academic practice may be considered homework when the practice extends outside of the classroom. Building principals will develop guidelines for the assignment of homework. Specific homework assignments will be determined by individual teachers and communicated 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 7:45.

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 classified by the school principal or a designee as exempt or non-exempt from Iowa's Chronic Absenteeism Law. Any absence that occurs for an unknown reason will be marked as "Unexcused". Notify the school office within 48 hours of an absence if you suspect there is an error. After that time period, the attendance record will not be considered for adjustment unless documentation that substantiates the reason for the absence is provided from a doctor or other agency and approved by the principal or designee. 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 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. Absences that are documented by a medical professional are still subject to the approval of the principal or designee. If your child has an excessive number of 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.

#### **CCSD Board Attendance Policies:**

[501.03](#) Compulsory attendance

[501.09](#) Student absences and truancy

[501.09R1](#) Student absences and truancy, responding to truancy

#### **How to report**

If a student will be 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).

#### **CELL PHONES**

Student use of personal electronic devices during instructional time is prohibited Kindergarten through twelfth grade. K-12 students have access to district-owned electronic devices as appropriate for the instructional needs of the learning environment as authorized by the classroom teacher and outlined in student handbooks and school guidebooks. Parents or guardians who need to communicate with students during instructional time may contact the school building administrative office. In grades Kindergarten through 6th grade instructional time is defined as from the time the school day starts to the time school ends. This includes during transition times, lunch, recess, individual work time or breaks in instruction as well as hallways, restrooms, common areas and other activities during the school day.

Personal electronic device means any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. This may include, but is not limited to, electronic communication equipment, mobile phones, smartphones, video game devices, and portable media players. Listening devices such as personal Bluetooth devices, headphones and earbuds, may only be used for specific needs related to instruction and specified by the classroom teacher or building staff. When not related to instruction, students should remove such devices at the direction of building staff. Listening to music or videos not related to the daily lesson during instructional time, regardless of the assigned task, does not constitute educational need. Students may wear smart or electronic watches but may not use any communication applications or features that are prohibited from use on other electronic devices and all notifications must be turned off.

Students may store their personal electronic devices in their backpacks, unless otherwise instructed OR in the space designated by the classroom teacher. Student personal electronic devices in the possession of the district will be secured using the following methods:

Classroom intervention – In a secure, designated area of the classroom

Building intervention – In a secure area in the main office

Staff members may establish classroom rules or protocols for placement of personal electronic devices during instructional times consistent with this regulation. If a student is observed using a personal electronic device during instructional time, the following protocols will be followed:



- 1st violation – Instruction for student to secure phone in backpack or location designated by classroom teacher  
2nd violation – Classroom Intervention/Teacher secures personal device in designated classroom location  
3rd violation – Building Intervention and Discipline Referral

Specific interventions and disciplinary actions resulting from violation of the Student Use of Personal Electronic Devices Policy will be specified in the District Behavior Matrix and building handbooks. Protocols for taking possession of personal electronic devices and storage of electronic devices will be specified in handbooks and building protocols. Compliance with this policy is reasonable and within state law. Non-compliance related to this policy will be considered in alignment with the nature of the non-compliance and appropriate categories on the District Behavior Matrix. [Board Policy 502.09](#) [Policy Regulations 502.09R\(1\)](#)

## **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 319-848-5296 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**

### Prairie Backpack

All non-school sponsored flyers will be distributed to students and parents using Prairie Backpack. Prairie Backpack is College Community School District's "green" approach to distributing information from school sponsored activities and non-profit organizations. Visit [www.crprairie.org](http://www.crprairie.org) and click on the Prairie Backpack icon to sign up to receive school and community flyers.

### Newsletters

*Prairie Pride E-News* district newsletter. *Prairie Pride E-News* is a way to keep you informed about the College Community School District. You will receive news such as but not limited to students, teachers, classroom, individual schools, district activities, fine arts, alumni news and community organizations just to name a few. [Click here](#) to sign up.

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](http://www.crprairie.org) for web newsletters, PTO links, Facebook, and 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.

## **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 counseling-related activities. These lessons may include stories, videos, and discussions about feelings, emotions, friendship, problem-solving, drug awareness, and violence prevention.

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

## **CREEK BAND, ORCHESTRA and CHOIR**

Band, Orchestra and Choir are optional, year-long courses.

## **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 provide information regarding who to contact in case of an emergency. 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, 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, 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, 401 76<sup>th</sup> Avenue SW, Cedar Rapids, Iowa 52404, (319) 848-5246, [jmoritz@crprairie.org](mailto:jmoritz@crprairie.org).

Any parent/guardian or student who has questions about preferred pronouns and name changes 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, 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. If a medical provider has provided written documentation regarding restrictions for certain activities, these will be taken into consideration when determining a student's needs at school. If it appears that a student is injured and should be restricted from certain activities and no communication has been shared from home, the school may choose to restrict the student for a period of time pending further discussion with the school nurse and/or family.

## **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 [here](#). 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. Field trip meals are available from the cafeteria at the free, reduced, and paid student price. [Field Trip Lunch Order Form \(Arabic, English, French, and Spanish Translations\)](#)

Field trip volunteers must come into the building and sign in on the volunteer computer using their driver's license. 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 printed sticker 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. If a parent is transporting their own child to and from a field trip, they must sign in on the volunteer computer and receive their volunteer badge prior to driving to the field trip. They can sign out at the field trip with the teacher or supervisor. We encourage all students to return to school for the duration of the

school day. If a parent wishes to take their child home, they must notify the teacher and may only take only their own child home. [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) conducts hearing screenings for all students in:

- Kindergarten
- Any 1st Grade learner who did not have their hearing screened in Kindergarten
- 2nd Grade

Parents/Guardians have the right to opt their child out of the hearing screening. To do so, please submit a written notification to the school health office at the beginning of the school year or prior to screening. If you have any concerns about your child's hearing, please contact the school nurse or Grant Wood Area Education Agency directly at (319) 399-6746 to schedule a hearing test at any time.

### **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 unless the school nurse has good reason to believe the cause is not due to an illness.

### **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.

### **Immunization Requirements**

Without an immunization record, your student cannot start school, and will be excluded until the school receives an Iowa Health and Human Services (HHS) approved record.



The record of immunization requirement may be met through submission of an approved:

- [Iowa HHS completed immunization record](#)
- [Iowa HHS religious exemption record](#) or
- [Iowa HHS medical exemption record](#) signed by a prescribing doctor specifying that the immunizations required would be injurious to the student or to any household member.

*(Exemptions do not apply when the Iowa Council of Health and Human Services has determined and the Director of Iowa Health and Human Services has declared an emergency or epidemic exists.)*

## 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. Pizza parties or other classroom celebrations including food may not take place before the end of the final lunch period scheduled in the building.**

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 JP Perks. Contact him (319-784-1610) if you need further assistance.**

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

## **HUMAN GROWTH & DEVELOPMENT**

Students in grades 4–6 receive age-appropriate, research-based instruction in human growth and development, including topics such as self-esteem, stress management, interpersonal relationships, and puberty. Prior to instruction, a detailed letter outlining the lesson(s) and curriculum will be sent home to parents. Parents may review the materials and make an informed decision regarding their child's participation. If parents/guardians prefer to excuse their child from the class, they must communicate this in writing. [Board Policy 603.02](#), [Policy Exhibit 603.02-E\(1\)](#)

## **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. Students may only use the locker assigned to them by school staff. [Board Policy 502.04](#)

At Prairie Creek students have an option to obtain a lock for their lockers. 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. Students' personal electronic devices are to be stored in lockers.

## **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**

Students purchase their meal using their student ID. The ID has a barcode that is scanned at the cashier station. All students may take advantage of school breakfast and lunch every day regardless of their meal account balance. Students may bring their own meal(s) from home as well. All grade levels have the option to purchase a la carte items such as individual cartons of milk or additional entree servings. A la carte items are available for purchase with a sufficient meal account balance. Creek students also have the option to purchase a la carte snack and beverage items. A la carte items may be removed from a tray for one of the following reasons: Insufficient funds, student allergies or dietary needs, account limits or blocks set by parents/guardians. (A student meal will never be taken.) Meal delivery services such as GrubHub, Uber Eats, and DoorDash, etc... are not allowed.

### **Online Menu**

Menus can be viewed using [My School Menus](#). <https://myschoolmenus.com/organizations/3329/>

### **Breakfast K-6**

Breakfast is served in the cafeteria daily unless school is delayed. Breakfast is available to all students even if they arrive late. Students are offered:

- A choice of cereal or breakfast entree
- Whole Grain Toast
- Fruit



- 100% Juice Cup
- 8 oz. Carton of Plain or Chocolate Milk

To build a student breakfast, students must take at least 3 of the items and one must be ½ cup of fruit or 1-100% juice cup or ½ cup of vegetable. Students can refuse any item. If a student does not take enough items to make a meal, cashiers will ask the student if they would like to add more items. If the student refuses, we are required to charge the items on the tray as a la carte instead of the student meal rate of free, reduced, or paid.

### K-4 Lunch

Students in grades K-4 have two choices for lunch. Students sign up for their choice of alternate or main in their classroom, when they arrive:

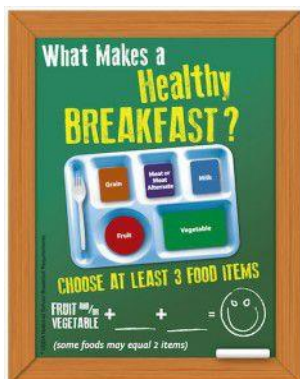
1. Alternate Choice: (Listed first on the menu.) A grab and go meal bundle that includes meat/meat alternate, whole grains, vegetables, fruits, and a choice of milk. All bundles are vegetarian.
2. Main Choice: (The second entree item listed on the menu.) The main choice includes meat/meat alternate and whole grains.) If a student chooses the main choice, they will also choose which sides they want to add to their tray from the following food groups: vegetables, fruits, and milk.

To build a student lunch, students must take at least 3 of the 5 food groups offered and one must be ½ cup of fruit or vegetable. Students can refuse any item. If a student does not take enough items to make a meal, cashiers will ask the student if they would like to add more items. If the student refuses, we are required to charge the items on the tray as a la carte instead of the student meal rate of free, reduced, or paid.

### Creek Lunch

Creek students have 3-4 main choices daily. Students do not sign up for their choice but instead make their choice once they are in the serving area. At Creek, there are serving stations: Pizza station, grille station, Hawks' Nest station, and Grab n Go Salads or Subs. Each station has an entree choice that includes meat/meat alternate and whole grains, fruits, vegetables, and a choice of milk.

To build a student lunch, students must take at least 3 of the 5 food groups offered and one must be ½ cup of fruit or vegetable. Students can refuse any item. If a student does not take enough items to make a meal, cashiers will ask the student if they would like to add more items. If the student refuses, we are required to charge the items on the tray as a la carte instead of the student meal rate of free, reduced, or paid.



### Visiting for Breakfast or Lunch

Those who wish to join a student for a meal may pay for their meal in the office of the school building. Meals must be paid for in advance. Guest meals can be charged to your student's account with a sufficient balance. Payments can be made in the office or at the school store using cash or check. If you choose to bring breakfast and/or lunch for you and the child you are visiting, 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.

### Smart Snacks: Fundraising/ Food Sales

Smart Snacks are a federal requirement for any food or beverage sold to students at school during the school day, other than those foods provided as part of the school meal programs. The school day is defined as the midnight before, to 30 minutes after the end of the school day. Some examples include á la carte items sold in the cafeteria, items sold in school stores, snack bars, and vending machines. This also includes foods and

beverages sold during fundraisers, unless these items are not intended for consumption at school such as raw, frozen pizzas or cookie dough. During the school day, any food or beverage sold or in exchange for something such as a token or test score, to students, must meet the federal regulations for Smart Snacks, no matter who is selling the items. Food sales may not compete with school meals and may not take place during scheduled meal times. Food items that do not meet Smart Snacks cannot be purchased with money or other form or payment such as a token or ticket. Scratch food items are also required to meet Smart Snack regulations. If students have access to vending machines in the building lounge, the items being sold must meet smart snacks at the youngest age restriction. The Building Principal is responsible for ensuring that all food items sold from midnight until 30 minutes following the final bell, meet Smart Snack regulations and that Smart Snack Calculator printouts are kept on file.

### **Wellness Policy**

The College Community School District is committed to the optimal development of every student. The board believes for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to be a positive, safe, and health-promoting learning environment at every level, in every setting. The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. [District Wellness Policy 507.08, 507.08-R\(1\)](#): Wellness Policy – Regulation

### **CCSD Procedure and Documentation for a Staff Member Receiving a Meal for Delivery to a Student in an Alternate Setting and Assisting a Student to Make Meal Choices**

Students participating in school meals are required to come through the meal service line. CCSD is required to provide every student with choices for their meal(s). The student must provide some medium of exchange for the meal they are purchasing such as telling the Scanner their name or providing their meal card to the Scanner.

### **An exception to the regulations above may be made for a student if:**

Documentation is in place on an active IEP or 504 plan stating that the student may at times need an adult to come in their place to pick up and deliver their breakfast or lunch meal to them from the kitchen. OR

A student without a 504 or IEP, who requires a one-time, periodic, short-term, or long-term alternate plan for food services delivery for breakfast and/or lunch based on one or more of the following criteria:

- Disability requiring periodic, short-term, or long-term alternatives to general food service delivery
- Persistent or temporary social or emotional barriers to accessing the general food service delivery process
- Persistent or temporary physical barriers to accessing the general food service delivery process
- Temporary or intermittent safety concerns necessitating an alternate plan for food service delivery

### **Additional Details:**

- Information entered onto the form on the following page must be completed with the input of the student.\*
- The Building Principal or Building Facilitator's signature is required on the form before the meal is provided.
- Turn the completed form into the Server or Head Cook at the beginning of the serving line when the meal for the student is picked up.
- Form is kept on file for 3 years plus the current year with the Food and Nutrition Program documentation for the IDOE and USDA.
- Food and Nutrition Staff, Clerks, and Scanners cannot provide a meal for a student to a staff member if the student did not assist in making their own choices for the meal and/or the process is not followed or the form is not completed fully. This process is in place to meet federal and state regulations.

**Exceptions to this process will not be made for any reason.**

\*If the student is not able to indicate their meal choices through any method of communication, a parent or guardian may make choices for the student or they may provide written permission giving a staff member consent to choose items for the student. The parent or guardian of the student may also select choices for a month at a time by highlighting or circling meal choices for each menu day on the printed monthly menu. Return the monthly menu and signed form to the Head Cook of your child's school.

\*Meals may not be stored for use on a later date or for more than 2 hours.

Student has a 504 or IEP- Use this form: [CCSD Procedure and Documentation for a Staff Member Assisting a Student to Make Meal Choices Due to an Active IEP or 504 Plan](#)

Student does not have a 504 or IEP- Use this form: [CCSD Procedure & Documentation for a Staff Member Assisting a Student to Make Meal Choices-Receive Meals for a Student without an IEP/504](#)

### **College Community Schools Diet Modification Request Information for Parents/Guardians:**

If your child has been determined by a physician to have a medical condition that restricts their diet and requires dietary accommodations, a Diet Modification Form must be completed by an Iowa licensed, prescribing medical authority and **returned to the CCSD Food and Nutrition Department, Prairie Hill Elementary, 401 76th Ave SW, Cedar Rapids, IA 52404.**

The Food and Nutrition Department in your child's school:

- Will make meal modifications when prescribed by a medical authority licensed in the state of Iowa (MD, DO, PA, or ARNP) to accommodate a disability.
- Will provide a USDA approved soy milk alternative in place of fluid cows milk due to a food allergy/intolerance when prescribed by a medical authority licensed in the state of Iowa (MD, DO, PA, or ARNP). Note: Milk is not a required meal component and can be declined by any student.
- Will not make meal modifications for requests that can be accommodated through menu choices.
- Will not make meal modifications for requests that do not rise to the level of a disability, such as dietary preference.

The Diet Modification Form must be completed by a medical authority licensed in the state of Iowa (MD, DO, PA, or ARNP) to accommodate a disability and returned to the Food and Nutrition Department. The bottom of the form must also be signed by a parent or guardian.

The Diet Modification Form is available to download or print on the district website by visiting [here](#). Forms may also be requested by contacting CCSD Food and Nutrition Department by phone 319-848-5337 or email [vscott@crprairie.org](mailto:vscott@crprairie.org).

When requesting meal modification please allow processing time for the Diet Modification Form to be received, reviewed, and implemented in your school cafeteria.

If you have questions or need additional information, please contact the Food and Nutrition Department at 319-848-5337.

### **Allergen Free Tables - Written Consent Requirements**

Allergen free tables are available in the cafeteria of each school building. If you prefer that your child sit at an allergen free table, written consent must be provided. If your child is a friend of a child who sits at an allergen free table and they want to sit at the allergen free table, written consent must be provided. [Allergy Table Parent/Guardian Permission Form](#)

### **Process for Approved Diet Modifications**

The Head Cook of each school building keeps all approved forms and communication organized by last name, in a binder and keeps the information confidential. The Head Cook shares the modified monthly menu with the parent/guardian of the student. The parent/guardian and student review the modified monthly menu and circle or highlight the menu days and choices that the student will be eating. The menu is then returned to the Head Cook of the kitchen in their assigned school building. *If a student with a diet modification is absent, notify the Head*

Cook by 9:15 AM.

## Meal

Meal Prices 2025-2026	Grade	Cost
Breakfast	ECC-12th	\$2.05
2nd Breakfast or Adult Breakfast & ECC No School Day Breakfast		\$2.50
Lunch	ECC-4th	\$3.05
Lunch	5th-6th	\$3.15
Lunch	7th-12th	\$3.30
2nd Student Lunch or Adult Lunch & ECC No School Day Lunch		\$5.00
Carton of Milk	K-12 and Adults	\$0.60

### **Meal** account

Meal Magic. Each student has their own Meal Magic account. Funds on the account will only be accessible to the individual student. Parents/guardians may transfer funds, at no charge, between their children using the Meal Magic Family Portal. Student meal account funds can be used for breakfast, lunch, 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/ guardians are encouraged to monitor their students' meal accounts. If an account has sufficient funds and a spending limit or block is not in place, students are not limited in what they purchase. Spending limits and blocks can be applied to an individual student. Spending limits and account blocks can be set through the Meal Magic Family Portal or by contacting the Building Clerk or Food and Nutrition Department. Students may not be blocked from purchasing breakfast or lunch due to state law.

[Meal Magic Family Portal https://crprairie.familyportal.cloud/](https://crprairie.familyportal.cloud/)

You can use Family Portal to view balances, see account and purchase histories, transfer money among family members, set parental controls, apply for meal benefits, and complete household information reports.

**Registration Tips:** Before registering (creating an account), add: \*.familyportal.cloud as a safe domain email sender in your email app. If you think you did not receive an email, try looking in your spam folder. If it's there, be sure to mark it as safe for future email messages. If you get a message about not being able to access your account, try using the **I forgot my passphrase** option under **My Account**.

**Registering (Creating an Account)** *Each school district has its own Family Portal web address. You will need to create an account at each one you need to access. No information is shared between districts.* Registering an account has two parts. In the first part, you will be asked to enter your email address and agree to the site's Terms of Use and Privacy Policy, after which an email will be sent to you. Email is sent to confirm that you have access to the address you used. If you click the link that is in the email, you will be returned to Family Portal to complete the second part of registration, which entails entering your real name and setting a passphrase to protect your account. Registrations must be completed within 20 minutes. If you take too long, you will need to click the **I need to unlock my account** option.

1. Click **My Account**.
2. Click **I need to register as a Family Portal user**.
3. Enter your email address for the **Username**.
4. Click **Next**.

## Accounts:

**Magic** CCSD uses a meal point of sale system called

5. Read and **Accept** the Terms of Use and Privacy Policy.
6. Check your email for activation instructions.
7. Click the link in the activation email.
8. Enter your first and last name and set a passphrase.
9. Click **Submit**.

**Important Note About Passphrases** A passphrase is like a password but usually is longer and has fewer restrictions on format. Your passphrase will be tested against a database of passwords known to have been compromised on other websites and will be rejected if a match is found. For security, never use the same passphrase on more than one website, and never share your passphrase with anyone, including your district or our support team. Treat it as highly confidential.

**MyAccount** After successfully completing registration, you will use **My Account** whenever you want to access your account. If you have forgotten your passphrase, enter your Username and click **I forgot my passphrase**.

**Adding Family Members / Pending Approvals** When logged into Family Portal, you will have the ability to add family members to your account by using the **Add Person** button. Minimally, you will need to know the ID Number assigned by the school to the person along with the person's first and last name. The school might require additional details, such as birthdate. Before you can access information for a person attached to your account, your school district must approve your access to them. Once approved, you will be able to see balances, settings, and histories. **Removing Family Members** To remove a family member using a smart device, swipe left on the member's name and then click the trashcan icon. On a PC, hover your mouse over the name to reveal the trash can.

**Adding Money for Family Members** Funds cannot be deposited through Meal Magic. Funds may be deposited to a meal account online using [In Touch Receipting](https://ia-collegecommunity.intouchreceipting.com/) <https://ia-collegecommunity.intouchreceipting.com/>. Cash and check payments are accepted in all building offices and school stores. Deposits are imported from In Touch to Meal Magic at scheduled increments throughout the day and are not instantly applied. To ensure your student has funds in their meal account in time for lunch, please submit payments before 9:00 am CST. For assistance with In Touch, contact the Clerk in your student's building. If sending cash or check, please enclose the payment in a sealed envelope and label the payment with the student's name, grade, teacher's name, and "Meal Account Payment". For more information, please contact the Clerk in your student's building.

### **Transfer Money, See History, Change Settings**

Touch or click a family member on the My Account page if you want to transfer money from that person to another on your account, or if you want to view account history including purchases, or if you want to set parental controls (if allowed by the district).

### **Low-Balance Reminder Email**

The District sends automated notices when an account balance reaches \$10.00 and again once the account falls below \$0.00. If you would like to receive email notifications *at additional increments* when a family member's account balance is running low, click the Notifications button on the My Account screen. Uncheck the first box if it is checked, and then check the second box. Set a dollar amount (\$0, \$5, \$10, \$15, \$20 ... up to \$50). An email will be sent when a balance reaches or goes below the amount you set. Reminders repeat every three days as necessary. Notifications are sent to the primary contact listed in Infinite Campus. Balance notifications can be turned off upon request.

**How-To Videos** Click the How-To Videos button if you want to view videos about using Family Portal.

**More Information and Who to Call for Help** Your information is saved with your school's private data and is not accessible by Meal Magic Corporation. Our support team cannot view your account or any person connected to it. You must contact your school if you have questions about your family members. Money does not flow through Meal Magic Corporation. You must contact your district about duplicate payments, refunds, or anything related to account balances. Each school district is independent of others and, therefore, is unable to transfer balances to other school districts. For your protection, no credit card or banking information is stored by Meal Magic Family Portal.

**Meal Account Balance Refunds or Donations** Meal account balances carry over from year to year. If you are



moving out of the district and would like to request a refund of the remaining balance in your student(s) meal account or to donate the remaining funds to a student in need, please submit in writing:

- A refund request or instruction to donate the remaining funds to a student in need, to the clerk of your student's building. Please include the following information:
- First and last name of student, grade, and school building
- Your first and last name, mailing address where a refund check should be sent, & your phone number

## **Free and Reduced Price Meal Benefits**

### **Application- Based on Income or Participation in SNAP, FIP, or TANF**

- Complete one application per household and include all adults and children who live in the house.
- Complete an [application](#) every school year.
- If an application for the new school year is not received, benefits from the prior school year will expire on October 7, 2025. Meals will be charged at full price. Parents/ guardians are responsible for the charges. An approval for benefits does not cover previous charges.
- Applications for free and reduced price meal benefits can be completed online through the Meal Magic Family Portal or by completing a paper version
- Medicaid participation does not qualify a household for meal benefits via the application process.
- Request a paper version of the form by contacting the Food and Nutrition Program 319-848-5337 or email [vscott@crprairie.org](mailto:vscott@crprairie.org). Return completed paper forms to Food & Nutrition, Prairie Hill Elementary, 401 76th Ave SW, Cedar Rapids, IA 52404.
- Printable forms are available on the district website <https://www.crprairie.org/> under the Food and Nutrition Department page. Free and Reduced Price Meals Information, Application, & Fee Waiver Form
- The benefit level will be updated at the time the application is processed. A determination letter will be sent via USPS to the address of the primary contact listed in Infinite Campus.

### **Direct Certification of Free and Reduced Price Meal Benefits**

If you believe that your children should be directly certified and you have not received a notification letter, please contact the Food and Nutrition Dept to check on your student accounts. You may need to complete an application for free and reduced price meal benefits while waiting for the state to notify the school food and nutrition department.

Direct Certification (DC) is the federally mandated process school nutrition program operators must use to certify children who are eligible for free or reduced price meals without completing an application. Direct Certification is a state level process of matching student files with household files from the Department of Human Services (DHS). Downloadable lists of children who are exact matches and siblings of children who are exact matches are available to the Director of Food and Nutrition. There is one DC list posted in July and then 2 each month thereafter. Children identified during this process are eligible to receive free or reduced price meal benefits. If a student is included on the direct certification list, the Director of Food and Nutrition will apply the benefit to the meal account and send a notification letter to the address of the primary contact in Infinite Campus. If you receive a notice of direct certification for your children, you have the option to refuse the benefits. To refuse the benefits, complete the section titled, "Refusal of Meal Benefits" often found at the top of the second page of the letter. Return the completed form to the Food and Nutrition Department.

### **Applying for Free and Reduced Price Meal Benefits Using Your Account**

If you are logged into your account, you can apply for meal benefits by clicking **Benefits** at the MyAccount home page. Due to confidentiality rules imposed by USDA, you will not be able to view the meal benefit determination through Family Portal. Instead, your district will send a letter via USPS mail to the address of the primary contact listed in Infinite Campus.

**Applying for Benefits as a Guest** The Apply for Benefits option allows you to submit an application for meal benefits without having an account. You cannot do anything else as a guest. Completing a document as a guest will not establish an account for you. If the button is not clickable, the school is not accepting documents.

### **Fee Waiver Based on Free and Reduced Price Meal Eligibility**

If your child(ren) qualifies for free or reduced price meal benefits, you may also be eligible for other benefits.

By signing the form, “[CCSD FEE WAIVER STATEMENT for School Year 2025-2026](#)”, or opting in by checking the box included on the online application or registration process, your child(ren) will be considered for a full or partial waiver of eligible school fees. By completing the form or opting in, you will be releasing information that will show that you applied for free and reduced price school meals for your child(ren). By signing this form, your free/reduced status will only be shared with those staff who are directly responsible for the fees/programs listed below. All information will be held in strict confidence. If you choose not to complete the form or not to opt in to the online application or as part of the registration process, you will be responsible to pay the full price for all fees.

#### **Meal Charge Policy 710.04**

In accordance with state and federal law, the College Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

**Negative Account Balances** 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.

**K-12th Grade** Once a student’s meal account balance reaches \$0.00, students may only charge a reimbursable breakfast and/or lunch. A la carte items may not be charged once a student’s account balance has reached \$0.00. All students will receive a meal regardless of balance, but students will have additional a la carte purchases denied in the absence of funds. Nutrition staff may also have to remove items from trays (PK-12) if a student has taken an item that isn’t allowed due to allergy restrictions, information from a diet modification form or if parents/guardians have placed account limits on the student’s account.

**Unpaid Student Meals Account** The district will establish an unpaid student meals account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.

**Communication of the Policy** The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy. These prices are subject to change based on USDA regulation.

#### **USDA Nondiscrimination Statement**

Revised 2-15-23

All FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex



(including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410; or

Fax: (833) 256-1665 or (202) 690-7442; or

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Declaración de no discriminación del Departamento de Agricultura (USDA)

### **Iowa Nondiscrimination Statement (Revised 7-1-25)**

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, 6200 Park Ave Suite 100, Des Moines, IA 50321-1270; phone number 515-281-4121 or 1-800-457-4416; website: <https://icrc.iowa.gov/>.

### **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. Nicotine delivery mechanisms, such as vapes, are prohibited on school premises.

### **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

CCSD has a form that is monitored continuously during business hours. That form is available at the bottom of the homepage of our district's website and [here](#). 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 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 for 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, ect.) 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. Families should not bring pets to school pick-up and drop-off locations. 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, use of playgrounds outside of school hours is the responsibility of the parent, not the school. Playgrounds are restricted to staff and student use during school hours and anytime district programs such as ECC childcare are in session.

## **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.

## **READING PROGRESS**

Iowa Code 279.68 and House File 2618 require the following as part of Iowa's Early Literacy Implementation Legislation:

- Universal screening in reading for students in kindergarten through third grade
- Progress monitoring for students who are at risk and persistently at risk in reading
- Provision of daily of scientific, research-based reading instruction
- Notice to parents that a student is persistently at risk in reading, including strategies the parents can use at home to help the child succeed
- Notice to parents of persistently at risk student's subsequent progress
- Personalized Reading Plans for students in grades K-6 who are not reading proficiently
- Written notice of the parent's or guardian's ability to request that the K-6 student be retained if they are not reading proficiently

Families will be informed following universal screening periods if their K-6 student is persistently at risk in reading or not reading proficiently. A personalized reading plan will be established with family involvement.

## **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.

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 7:45-2:40

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 \(4\)](#)

## **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 FEE WAIVER

If your child(ren) qualify for free or reduced price meals by application or direct certification and you select **“yes” to the Fee Waiver during online registration on Infinite Campus or if you complete, sign, and return the paper version of the Fee Waiver Form,** College Community Schools will reduce or remove school fees and your child will also be considered for the programs listed below. By selecting **“yes” during online registration or by completing, signing, and returning the paper Fee Waiver Form,** your free/reduced status will only be shared with those staff who are directly responsible for the fees/programs listed below. All information will be held in strict confidence. If your child(ren) qualifies for free or reduced price meals, you may also be eligible for other benefits. By marking **“yes” to the fee waiver during online registration or by signing the paper version of the Fee Waiver form,** your child(ren) will be **considered** for a full or partial waiver of eligible school fees. Eligible School Fees and Programs include:

- Basic Book Fee
- Grades K-6 participation eligibility for the Summer Book Club Program
- Grades K-12 participation eligibility for the Gifted and Talented Program
- Post High school planning, including FAFSA completion, College Application process and fees, ACT/SAT fee, scholarship eligibility.
- Middle School Fees (Grades 5-8):
  - School Owned Instrument Rental Fee
  - Percussion Rental Fee
  - Uniform Fee
  - Outdoor Education Fee
- High School Fees (Grades 9-12):
  - School Owned Instrument Rental Fee
  - Percussion Rental Fee
  - Uniform Fee
  - Summer PE Fee
  - Driver's Education Fee (KCC)

Return completed paper Fee Waiver Forms to CCSD Food and Nutrition, Attn: Ginny Scott, 401 76th Ave SW, Cedar Rapids, IA 52404. If you have questions or wish to check your application or fee waiver status, please call 319-848-5337.

## 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**

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 or accounts 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 / Family involvement is an important component in a student's success in school. The Board encourages parents / legal guardians / families to become involved in their child's education to ensure the child's academic success. [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 CCSO 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 to 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 using their driver's license, and wear the printed 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. They can do so online [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 will be completed. All volunteers will enter through the school's main entrance and sign in at the office upon arrival using their driver's license and visibly wear the printed 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 District Volunteer Coordinator, Emily Collins, at [ecollins@crprairie.org](mailto:ecollins@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, 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, 401 76th Ave SW, Cedar Rapids, IA 52404  
Contact phone: 319-848-5246 or Email: [jmoritz@crprairie.org](mailto:jmoritz@crprairie.org)*