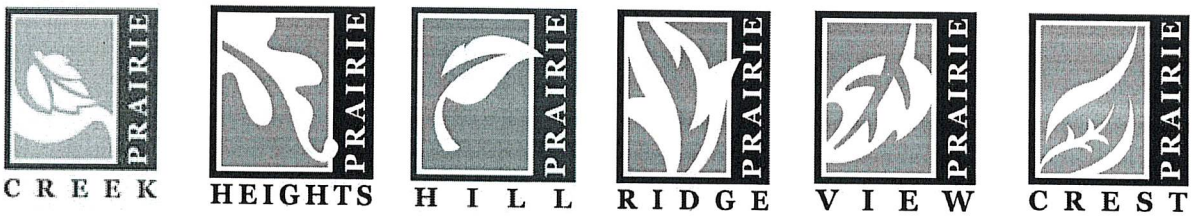
College Community School District

K-6 Student/Parent Handbook



Prairie Crest - Kylee Hayes, Principal
Prairie Heights -Annie Hawker, Principal
Prairie Hill - Scott Schipper, Principal
Prairie Ridge - Cory Heaberlin, Principal
Prairie View - Michael Hansen, Principal
Prairie Creek-Jennifer McDonnell, Principal
Prairie Creek--Lindsay Young, Associate Principal

Working together for Success for All!

Updated 7/31/20

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 to use the daily school/home folder
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.

Modifications may be made to these policies during times of public health emergencies.

District Mission: **To ensure quality learning today for tomorrow**
District Vision: **Success for all**

DISTRICT TELEPHONE NUMBERS

School Buildings				Central Office	
Prairie Creek	848-5310	Prairie Ridge	848-5100	Superintendent	848-5200
Prairie Crest	848-5280	Prairie View	848-5260	Transportation	848-5205
Prairie Heights	848-5230	Prairie Point	848-5500	School Nurses	848-5225
Prairie Hill	848-5330	Prairie High School	848-5340	Food Services	848-5215
		Prairie Edge	298-3406	Early Childhood Center	848-5296
				Volunteer Services	848-5224

ATTENDANCE

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

K-4 students should arrive by 9:05 before the tardy bell rings at 9:15.
5-6 students should arrive by 7:40 before the tardy bell rings at 7:50.

Please allow ample time for traffic on campus and personal organization prior to the tardy bell. It is suggested to arrive approximately 10 minutes prior to the tardy bell. Our goal for all students and families is to encourage 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 letter of phone call to address a plan to support improved attendance.

Absences from school will be determined as excused, unexcused, or exempt by the school principal or a designee. Any absence that occurs for an unknown reason will be marked as unexcused. Parents can monitor their child's attendance record in the Central Campus Parent Portal.

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

How to report

If a student is sick or absent for any reason it is necessary that the parent or guardian call the school office. Please call the school between 7:30 a.m. and 9:00 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 is not received by 9:15 a.m., we will try to contact the parent either at home or at work.

BEFORE/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).

CHILD ABUSE - Chapter 102 Regulations Requirement

Per Chapter 281-102.1-102.14 and College Community Board Policy 400.12, the College Community School District has adopted a procedure for investigating allegations of alleged abuse of students by school employees. Any alleged abuse situation should be reported to Julie McKibben, Director of Student Services, telephone 848-5200, College Community School District, 401 76th Ave. S. W., Cedar Rapids, IA 52404.

CHILDCARE - BEFORE AND AFTER SCHOOL

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

CHILD CUSTODY

In most cases, when parents are divorced, both the mother and the father continue to have equal rights where their children are concerned. If there is a court order that limits the rights of one of the parents, like 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

Agenda and School/Home Folder

Building-related flyers and newsletters will go home in the school/home folders. In some buildings, students may also use agendas to record daily reminders.

Newsletters

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

Prairie Website

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

Other Communications

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

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

CONFERENCES

Student/Parent/Teacher, or student-led, conferences are scheduled twice a year. Parents will be asked to sign up electronically for a convenient time prior to the conferences. During the conference time, the student will be expected to demonstrate what he/she has learned in school. The teachers will assist students to be ready for the conferences. Given the opportunity, students gain ownership in learning and are more likely to develop a sense of responsibility. If a parent wishes to speak with the teacher privately at any time, please call her/him to set up an additional conference.

COUNSELING

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

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

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

CREEK BAND/CHOIR - Drop/Add Procedure

Students are encouraged to consider band/choir a year-long course. Students will receive grades in choir and band and to remain consistent with the grading periods, students may elect to drop during the school year without penalty to their grade for the course:

Choir- Students can drop at the semester (mid January)
Band- Within the five school days after the first concert

To drop band/choir, students should obtain the appropriate form from the director. The form will need to be signed by the student's parent/guardian and returned by the specified date on the form.

To add choir or band, after the initial registration period at the beginning of the school year, students should come and talk to the director OR their parents should send an email to the director.

DISMISSALS

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. For your child's safety, we will only release a student to those individuals identified by parents/guardians. Parents/guardians must come into the building to pick up the child, not in the parking lot or at the front entrance, for the child's safety.

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 further defined specific "Incident Types" to create consistency across classrooms and schools.

CCSD Incident Types for K-6 students are categorized into three levels of significance: Minor, Major, and Serious. These are listed below.

K-6 Minor Incident Types	K-6 Major Incident Types	K-6 Serious Incident Types
• Abusive Language: Non-directional swearing • Defiance: Quiet refusal • Disruption: Short term • Dress Code Violation • Inappropriate Affection: Consensual kissing, hugging • Inappropriate Location: Within eyesight • Lying/Cheating: Daily work • Physical Aggression without Injury: Inappropriate contact • Property Damage: Temporary • Technology Violation: Off-task or inappropriate • Theft: Withholding classroom item	• Abusive Language: Directional swearing • Abusive Language: Non-directional inflammatory language • Communication: Verbal threat without access to weapon • Defiance: Prolonged duration • Disruption: Sustained • Forgery: Student work • Forgery: Signature • Gang Affiliation • Inappropriate Affection: Consensual groping of body parts, sexual activity • Inappropriate Location: Out of eyesight • Lying/Cheating: Plagiarism • Lying/Cheating: False Information • Physical Aggression without Injury: Serious contact • Physical Fighting without Injury • Property Damage: Permanent • Technology Violation: Disruptive • Theft: Less than $10 • Other: Accidental possession of prohibited substance or item	• Abusive Language: Directional Inflammatory Language • Alcohol: Possession and/or use • Alcohol: Distribution • Arson • Communication: Verbal threat with access to weapon • Bullying • Combustible: Playing with fire • Combustible: Possession • Defiance: Refusal during emergency • Disruption: Disorderly conduct • Drug: Possession and/or use • Drug: Distribution • Harassment • Inappropriate Location: Imminent Safety concern or out of school boundaries • Physical Aggression with Injury • Physical Aggression with Serious Bodily Injury • Physical Fighting with Injury • Physical Fighting with Serious Bodily Injury • Property Damage: Beyond use • Technology Violation: Privacy or AUP • Technology Violation: Infrastructure • Theft: More than $10 • Theft: Stealing from individual • Tobacco: Possession and/or use • Tobacco: Distribution • Weapon: Possession • Weapon: Threatening aggression • Weapon: Possession of firearm • Other: Habitual and sustained major and serious incidents

The manner in which school staff respond to unexpected behavior varies depending upon 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.

Responses include:

- Staff or administrator conference with student
- Teacher or administrator contact with parent
- Apology
- Reteaching
- Loss of classroom privilege
- Removal from learning environment
- Safety plan
- Change in programming and/or placement
- Suspension (In School)
- Suspension (Out of School)
- Expulsion

- Contact law enforcement
- Referral to outside agencies (DHS, ASAC, CRFD, etc.)

Students may also lose their extracurricular eligibility for the time that they are suspended.

DRESS CODE
We encourage parents to talk with their children about appropriate attire for school. 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.

Students are not allowed to wear clothing advertising or promoting items illegal for use by minors (i.e. monograms or writing referring to drugs, alcohol, sexual or racial references, or swearing). Shoes with cleats or wheels and hats are not allowed in the learning environment. Flip flops are strongly discouraged since they do not provide proper protection for physical education, recess, and other school activities.

Families should think ahead for the kind of weather it is going to be at recess and on the way home. Students go outside for recess when it is 10 degrees wind-chill and above. Wear warm clothing, boots, warm coats, hats and mittens when the weather is cold. If students forget to wear boots, they may not be able to play where they could get their feet wet.

DRILLS
Two fire and tornado drills are held each semester. Students will also practice lockdown drills one or two times a year.

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 home(?)

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

EQUAL ACCESS TO EDUCATION
The College Community School District provides equal education and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status or disability. CCSD shall take affirmative action in the recruitment of women and men, minorities and the disabled. Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to **Jeri Moritz**, Executive Director of Human Resources and Equity, College Community Schools, 401 76th Avenue SW, Cedar Rapids, IA 52404. Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII office of the United States Equal Employment Opportunities Commission, or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, MO.

EXCUSES FROM PARTICIPATION
Children are expected to participate in all school activities including P.E., recess, and field trips. Therefore, we encourage you to keep your child home if he/she is ill. Parents need to have a doctor's letter recommending that the student be excused from P.E. or recess. A teacher may keep a child in for recess in order to assist them to complete work resulting from a long absence from school.

FACILITIES USE
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 No. 1004.1

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. Parents often volunteer to assist in supervision on school field trips. All volunteers must complete the online volunteer registration form at least 24 hours prior to attending the field trip. If this is not completed within the timeframe, the volunteer will not be allowed to attend. You can find the form at www.prairiepride.org, click on "Community" then "Volunteer." 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, please do not bring additional children along. The school will provide transportation for field

trips. It is recommended and highly encouraged that students take the bus to and from the field trip destination.

Field trip volunteers must come into the building and sign in on the volunteer computer. They may then either ride the bus and help chaperone the transportation part of a field trip or drive to the destination and meet the class there. All field trip volunteers should wear the yellow name badge while volunteering for the field trip. This makes it easier for our teachers to spot someone who is not supposed to be around our students and lets the other volunteers and students know who can help. Once the field trip is over and the children are back on the bus, those who drove to the field trip destination would be free to leave and would not need to come back to the school to sign out.

HEALTH SCREENINGS

Hearing Screening

All students in ECS, Preschool, Alternative Kindergarten, K, 1, and 2 will have their hearing screened per GWAEA. New students and those with a known loss may also have their hearing screened. Parents will be notified of concerns. If you do NOT want this screening done, you must send a written note to the nurse in the school your child attends.

Vision Screening

No routine vision screening is offered per GWAEA. See vision requirements on the District's home page pertaining to K and 3rd-grade students. It is recommended that all children visit their family eye doctor for a complete eye health examination.

Dental Screening

Students may have a "general observation" dental screening performed by a dental hygienist from St. Luke's Dental Health Center. 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, you must 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 her designee. The following are some guidelines for a few particular medical conditions.

Contagious diseases: Contagious diseases such as chickenpox and pink eye require that your child does not come to school until the condition is no longer contagious.

Fever: A temperature of 100.4 or higher 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 of 100.4 degrees or greater will be sent home. We ask that you keep your child home until they are fever-free (without the use of fever-reducing medication) for 24 hours.

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

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

Medication administration at school

In accord with the policy 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.

The most recent prescription bottle should be kept at school. 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. Please do not ask us to give 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.

In 2004, a new law was passed in Iowa. This 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, throat spray, Benadryl cream and/or Benadryl orally per label directions for severe allergic reaction. All other over the counter medications require a written

doctor's order, a medication permission form signed by parent/guardian, and the parent/guardian must supply the medication to the nurse's office in the original labeled container.

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

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

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

Emergency protocols for medication-related reactions shall be posted. The Superintendent shall be responsible, in conjunction with the school nurse, to develop rules and regulations governing the administration of medication; prescription and non-prescription, to students. Annually, each student shall be provided with the requirements for the administration of medication at school.

LEGAL REFERENCES: Code of Iowa, Chapter 613.17 Current Practice codified: 1980 Adopted: 2/16/82 Revised 3/21/94 Revised: 8/17/82

Reviewed 9/21/98 Revised: 3/03/87 Reviewed 3/07/01

HEALTHY SNACKS

In an effort to encourage healthy eating and promote healthy lifestyles the College Community School District requests that parents send nutritional and healthy snacks to school with your son/daughter for daily snacks, birthdays, and special occasions. 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, graham crackers, animal crackers, popcorn, pudding, or yogurt cups., etc. **The College Community School District is restricting snacks or party treats to 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.**

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 Laura Medberry. Feel free to contact her (848-5200) if you need further assistance.

HOMEWORK

Homework is defined as the out-of-class assignments that may be considered as extensions and enrichment of the regular classroom instructional program, as reinforcement of newly acquired skills, as the application of recent learning, or preparation for further learning. Homework is work that is assigned to be done at home to strengthen study skills and support independence with previously taught skills. Homework at all grade levels will be determined by the classroom teachers. Teachers will share our homework expectations in detail with the families. Students are expected to make up work in case of illness and family vacations. In case of a family vacation, parents should contact the classroom teacher prior to the vacation so that the make up work can be explained to the parents.

HUMAN GROWTH AND DEVELOPMENT CURRICULUM

The Human Growth and Development Curriculum is taught in grades 4-6th grade in late spring. A letter regarding the lesson(s) and curriculum will be sent home prior to instruction. Parents may review materials and determine whether or not they would like their child to participate. Parents/guardians who wish to excuse their child from the class must indicate this wish in writing.

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.

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

LOST & 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 & BREAKFAST
Students may take advantage of the school hot lunch or they may bring their own lunch. Milk can be purchased for a child to drink with his/her cold lunch. Water fountains are available in each cafeteria.

Menus are available online by visiting https://prairiepride.nutrislice.com/menu or on the Nutrislice App on Google Play or Apple store. Elementary students have a choice of two main dishes daily. The first choice on the menu will be considered an alternate choice. The second choice on the menu is considered the main choice. If you choose to bring lunch in for you and your child we require that you bring lunch only for you and your child. We also strongly encourage you to bring a healthy lunch that is good for both you and your child.

Lunch Account
The school district uses the Etrition system of accounting for our lunch program. Each student will have their own account number that they will use to deposit money into their account. This can be used for breakfast, lunch, or extra milk.

College Community Schools Meal Charge Policy

Parents are encouraged to monitor their students' meal accounts. Etrition, our meal account software, will email a balance reminder notice to parents/ guardians when a student's meal account balance reaches $10.00. Please update your email address as needed. Accounts may also be monitored using EZ School Pay. To begin: go directly to the EZSchoolPay.com site or go to the district website at www. Prairiepride.org and click on the EZSchoolPay link. EZ School Pay App is also available on Google Play or the Apple Store. Follow the instructions to create an account.

Online deposits may be made using EZ School Pay. Cash and checks may be given to the store clerk in each building. For more information, please contact Nutritional Services at 319-848-5337.

Free and reduced meal applications may be completed at any time during the school year. If a household has a change of income or size of household after they have submitted an application, a new application may be submitted. Applications are available from the Nutritional Services Department, from each school office, and online at http://www.prairiepride.org/procedures/forms/index.php. The application may be completed online by visiting: https://secure.ezmealapp.com/ApplicationScreen.aspx?cid=NjY4OTljNmQtNTM2NC00ZDEzLWE5YzQtZjU5ODI0YzViZDUy

If you are approved for free or reduced-price meals, you may be eligible for a full or partial fee waiver of school registration fees. This fee waiver requires a signature and is not automatic. A new application or state certification is needed every school year.

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

Students may charge any combination of meals up to a value of negative -$10.00. No a la carte items may be charged once a student's account balance has reached $0.00. Etrition, our meal account software, will email a balance reminder notice to parents/ guardians when a student's meal account balance reaches $10.00. Students will be notified of their balance verbally at the cash register. Once the charge limit of negative -$10.00 is reached, one phone call from the Accu Scan clerk will be made to parents/ guardians to provide the opportunity for funds to be added before meal service. If funds are not added before meal service, the student will be notified verbally and the student will be offered an alternate meal consisting of a protein item, fruit, vegetable, and milk until funds are added to the student's meal account. Allergies will be taken into consideration.

Breakfast
Breakfast is available each day to all students. If you choose to bring breakfast in for you and your child we require that you bring breakfast only for you and your child. We also would encourage you to bring a healthy breakfast that is good for both you and your child.

Parents are always welcome to eat breakfast and/or lunch at school with their child. Hot lunch menus are available to parents each month.

USDA Nondiscrimination Statement
For all other 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, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign

Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: 202-690-7442; or

(3) email: program.intake@usda.gov .

This institution is an equal opportunity provider.

Iowa Nondiscrimination Statement

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, 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, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: https://icrc.iowa.gov/.Revised March 21, 2016

MEDIA CENTER (LIBRARY/IMC)

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.

MULTICULTURAL, NON-SEXIST EQUITY EDUCATION OPPORTUNITY

In the College Community School District, all children enrolled shall have an equal opportunity for a quality public education without discrimination regardless of their race, creed, sex, marital status, national origin, ability, or disability.

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. The education program shall foster knowledge of, respect and appreciation of, the historical and contemporary contributions of diverse cultural groups as well as men and women to society. It shall also reflect the wide variety of roles open to both men and women while providing equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the Superintendent, by writing to Title IX Compliance Office College Community School District, 401 76th Ave. S.W. Cedar Rapids, Iowa 52404, (319) 848-5200

NICOTINE FREE CAMPUS

Per Board Policy 906 and State Code the campus at College Community is 100% nicotine-free. Nicotine use is prohibited in all school buildings and on school grounds.

OPEN ENROLLMENT

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware that March 1 is the last date for regular open enrollment requests for the upcoming year for students in first grade and older. September 1 is the last date for regular open enrollment requests for kindergarten students. For further details, contact the central office at 848-5200 or follow this link on the prairiepride.org website: http://www.prairiepride.org/procedures/enrollment/open_enrollment.php

PARKING

Cars should not be parked in or driven through the bus loading area when buses are parked and waiting for students. Parents are asked to stay in the driving lane in front of the building at any time. This is a **NO** parking area. Parking will interfere with traffic flow and can be a safety concern. Only authorized vehicles should park in handicapped, nurse or other reserved spaces.

PARTIES

All students may have room parties to celebrate special days such as Fall Celebration, Winter Holiday and Valentine's Day. Students can bring a birthday treat to celebrate their birthday. Enough treats need to be brought for everyone in the class. The College Community School District is restricting snacks or party treats to 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.

If parents don't want their children to participate in any of these activities, they should send a note and student(s) will be provided an alternative activity. Please do not send gum as party treats to avoid possible carpet damage. ***If students have a party outside of school and they don't invite their entire class, please mail these invitations. Thank you should also be sent in the mail. This will avoid hurt feelings at school.*** We will not allow the distribution of party invitations to just a few students. 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. Toys and electronic devices should be brought to school only on days designated by the teacher. Students who inappropriately use electronic devices are subject to disciplinary procedures including but not limited to confiscation (items may be reclaimed by parents).

Knives, weapons, caps/cap guns, toy weapons, or any objects that could be dangerous are prohibited and will be confiscated. They can be reclaimed by a parent or guardian. 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
Pets are not allowed on the school campus. Exceptions include our registered therapy dogs and pre-approved classroom pets.

PHONE CALLS
Students must get permission from their classroom teacher to use the 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.

The teachers 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
To comply with district policy, parents/volunteers/ visitors are asked to refrain from posting photos and/or names of students, other than their own child, to social media sites.

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

PTO
All parents are encouraged to become actively involved with the school. The PTO membership is free. Meetings will be determined by building PTOs. Dates and times will be communicated to parents and staff.

RELEASE OF STUDENT RECORDS
Parents have access to their child's permanent and cumulative records. If parents are divorced, we will provide equal access for each parent to student information when requested unless we have a copy of a court order on file which limits the rights of one of the parents. Certified school staff, clerical personnel responsible for the custody and keeping of the records, and certified staff of Grant Wood AEA who have a legitimate educational interest will have access to student records. Other persons must have parent permission to view or copy student's records. The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises Name, telephone number listing, date and place of birth, dates of attendance, and/or most recent previous school or institution attended by the student. Any student, parent or guardian not wanting this information released to the public must make objections in writing to the principal or other persons in charge of the school in which the student is attending. It is desirable to renew this objection at the beginning of each school year. Copies of report cards or other records may be released to the home district of an open-enrolled student if it's requested. If your child transfers from the College Community District, cumulative reports will be sent to the enrolling school upon receipt of a request from that institution.

RESIDENCY REQUIREMENTS
Students must reside within the boundaries of the College Community District to qualify as resident students. They must reside with parents or guardians. Students who do not meet this criterion may be admitted by paying tuition or by meeting the conditions of the open enrollment law. Contact the ESC office at 848-5202 if you have any questions.

SCHOOL CANCELLATIONS
School cancellations caused by weather conditions or other emergencies will be announced on local radio and TV stations, including KGAN, KCRG, KHAK, WMT, and KWWL as early as possible. 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. Parents/guardians may sign up on our website, www.prairiepride.org, for automatic notifications of early dismissals and school cancellations. If there is a two-hour early dismissal, there is no school for PM Alternative Kindergarten and PM Preschool. There is also a banner on the www.prairiepride.org website that states when there is a delay or cancellation.

SCHOOL HOURS
***School start and end times are delayed 15 minutes for PK-4 elementary schools during the 2020-2021 school year. This will allow for extra sanitization between bus routes. The adjusted start and end times are listed below. These will be the start and end times for the entire 2020-2021 school year:**

Prairie Crest and Prairie View start/end times are 9:15-4:00.
Prairie Hill and Prairie Heights start/end times are 9:15-3:50.
Prairie Ridge start/end times are 9:15-3:55 for K-1 and 9:15-3:58 for 2-4.
Prairie Creek start/end times are 7:50-2:46 for 5th grade and 7:50-2:43 for 6th grade.
Individual buildings/teachers will communicate variances if applicable.

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.

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, 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.

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

CCSD partners with St.Luke's Dental Health Center to provide dental screenings for 4 yr old preschoolers, K, 1, 2, and 8th grades. If you prefer that your student not participate in the dental screening, please provide a written note of your refusal to the school nurse.

STUDENT BULLYING AND HARASSMENT

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

> Any* electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student where there is a real or perceived imbalance of power that is repeated or has the potential to be repeated and which creates an objectively hostile school environment and meets one or more of the following conditions: Places the student in reasonable fear of harm to the student's person or property, has a substantially detrimental effect on the student's physical or mental health, has the effect of substantially interfering with the student's academic performance, has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

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

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

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

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

Board Policy 500.10
ANTI-BULLYING/HARASSMENT POLICY

ANTI-BULLYING/HARASSMENT POLICY

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

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity,

physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status is also prohibited.

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

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

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

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

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

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

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

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or,
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

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

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or his/her designee will be responsible for handling all complaints by students alleging bullying or harassment that are brought to the building's attention. Allegations of bullying and/or harassment filed with the district office will be investigated by either the district bully/harassment trained investigator or the building principal. The Human Resources Director or his/her designee will be responsible for handling all complaints by

employees alleging harassment. Additionally, the Human Resources Director is responsible for investigation all complaints alleging bullying or harassment of a student by an employee that may rise to the level of physical or sexual abuse.

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

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

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

Approved: 10/19/15
Revised: 07/02/20
Reviewed: 7/16/18

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

STUDENT FEES

Applications may be submitted for a waiver or reduction of these fees. Approval will be based on the income level of the family.

TECHNOLOGY AND ELECTRONIC DEVICES

Personal Electronic Devices/Cell Phones

Cell phones and other personal electronic devices are not to be used during the school day unless under the direct supervision of a teacher. As a general rule, to make a phone call during the school day, students should ask a staff member for permission and use the phone located in the classroom or in the school office. Parents should communicate via the school office or email during the school day as well.

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

Internet/Technology Acceptable Use Policy

Administrators will respond with the required and optional range of responses in situations where students do not meet expectations for the acceptable use of technology. The response will be dependent upon a variety of factors including, but not limited to, the student's age and development, the impact that the situation had on others, the intensity and frequency of the behavior, and other contextual factors.

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 Board Policy. 605.6

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 and is available on the district website (www.prairiepride.org) under Board of Education > Policies > 605.6.

Laptop Computer

All 6th grade students have the option to be provided with a school issued laptop computer. The following document is the Laptop Computer Use Agreement.

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.

TRANSPORTATION

Buses

Students will be assigned a bus to ride to and from school. It is against school board policy to ride bikes to school. 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 848-5205 to report bus-related problems. If you plan to pick up your child from school, please call the school office or send a note. **We ask parents to come into the building to pick up the students for safety purposes.**

Other Transportation Sources

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

VANDALISM

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

VISITORS IN THE CLASSROOM

Visitors are welcome at Prairie Schools. Please feel free to join your child at lunch or for a classroom activity or party. It is strongly encouraged that teachers are notified in advance of any visit so that he/she can plan accordingly. All visitors will enter through the school's main entrance and sign in at the office upon arrival and visibly wear the yellow sticker while you are visiting. 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.

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 24 hours before their first volunteer experience. This online form can be found at www.prairiepride.org, click on Community and then on Volunteer. For the safety of our students, staff, volunteers, and visitors, all volunteers are checked against a national sex offender database and a criminal background check will be completed. All volunteers will enter through the school's main entrance and sign in at the office upon arrival and visibly wear the yellow sticker while you are volunteering. Please stop at the office before you leave the building to sign out.

Field trip volunteers must come into the building and sign in on the volunteer computer. They may then either ride the bus and help chaperone the transportation part of a field trip or drive to the destination and meet the class there. All field trip volunteers should wear the yellow name badge while volunteering for the field trip. This makes it easier for our teachers to spot someone who is not supposed to be around our students and lets the other volunteers and students know who can help. Once the field trip is over and the children are back on the bus, those who drove to the field trip destination would be free to leave and would not need to come back to the school to sign out. (addendum 12-2018).

To maintain an environment conducive to learning, please remember to:

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

To make arrangements to volunteer, please contact your child's teacher or CCS District Volunteer Coordinator Kathy Waychoff at kwaychoff@crprairie.org or 319-848-5224.