

# College Community

## 7 - 12 Student Handbook



**College Community School District Vision**

*Success for All*

**College Community School District Mission**

*To Ensure Quality Learning Today for Tomorrow*

401 76th Ave SW  
Cedar Rapids, IA 52404

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## **Introduction**

### **Handbook**

For the 2020-2021 school year the Student Handbook will be found online through the CCSD website. Students and parents are encouraged to collectively cover the handbook and its contents.

### **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, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.

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.

### **Jurisdictional and Behavioral Expectations Statement**

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

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

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

### **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 76 th 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.

## Academics and Grading

CCSD 7-12 team believes that a student's grade, in its purest form, needs to communicate what a student knows, understands, and is able to do in regards to a content standard. Therefore, we align our curriculum, assessment, and instruction to a standards-based learning framework. Using a standards-based learning framework has a direct result on how we assess, report, and communicate a student's academic progress to our students, parents, and guardians. For more information, please see our [Standards-based Learning Handbook](#).

### **Purpose of Standards-Based Grading**

The purpose of standards-based grading is to improve student achievement by focusing instruction and the alignment of curriculum with the essential standards. Therefore, a standards-based approach:

- Indicates what students know and are able to do
- Measures a student's progress toward the attainment of a standard
- Clearly communicates expectations ahead of time
- Is based on complex tasks, as opposed to rote memory
- Emphasizes evidence of learning

### **Composite Grade: Grading Calculation Formula**

When calculating a composite grade, the following proficiency marks are used

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

A composite letter grade is assigned for each course. In grades 9-12, the composite letter grade for each course will be determined by the proficiency marks on all power standards.

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

***Parents/Guardians are encouraged to monitor their child's academic progress through the use of the Parent Portal. Please contact the Counseling Office if you have any problems with the Portal.***

### Honor Roll

- To be recognized on the honor roll, a student must receive a composite mark of a MEETING (M) for each standard within the quarter/semester.

### High Honor Roll

- To be recognized on the honor roll, a student must receive a composite mark of an EXEMPLARY (E) for each standard within their quarter/semester.

## 7-12 Grading Guidelines

Grades will be assigned according to the following guidelines. The purpose of these grading guidelines is:

- To communicate with students, parents/guardians, and the community that it is NOT acceptable for students to not learn class content at the highest level
- To have common grading practices school-wide
- To communicate what a grade is and is not
- To separate achievement from behaviors.

### The guidelines are:

- **Guideline 1:** Each individual grade entered into the gradebook should be reflective of what a student has learned in relation to the standard or target being taught. Grading scales will be common for all teachers (100-90=A, 90-80=B, 80-70=C, 70-60=D, <60=F)
- **Guideline 2:** Practice (homework, formative assessments, etc.) will serve as a means to guide and direct our instruction. Multiple practice opportunities should be given to assess student progress towards proficiency of a target. Practice will account for no more than 10% of the final grade.
- **Guideline 3:** Teachers will allow late work in a timely manner at full credit (no averaging).
- **Guideline 4:** Students will have an opportunity to change their proficiency mark on a standard. Students will have three weeks following the final body of evidence for a unit to go through a relearning process and have more opportunities to show what they know (reassess) for the previous unit. **Before reassessing, students must demonstrate readiness.**
- **Guideline 5:** Teachers will assess “professionalism standards” separate from all other standards, provided there is adequate teaching done on the skill being assessed. This grade will not comprise more than 5% of the overall grade.
- **Guideline 6:** No extra credit will be given at any time.
- **Guideline 7:** An “I” will not be assigned without written agreement between the instructor and student with Administrative approval. An “I” will change to an “F” three weeks after the term marking period. In those three weeks students have an opportunity to go through a relearning process and have more opportunities to show what they know (reassess) for the previous standard.

## Applicable CCSD School Board Policies

The Prairie High School Student Handbook is a reflection of the mission and vision of the College Community School District Board of Directors. Below are some applicable board policies (All board policies can be found [here](#)):

Board Policy Title	Board Policy Number
Administration of Medication to Students	<a href="#">Board Policy 504.3</a>
Equal Educational Opportunities	<a href="#">Board Policy 500.1</a>
Harassment of Students	<a href="#">Board Policy 500.10</a>
Homeless Children and Youth	<a href="#">Board Policy 500.9</a>
Instruction at a Post-Secondary Educational Institution	<a href="#">Board Policy 506.4</a>
Laptop Computer Use Agreement	<a href="#">Board Policy 605.8</a>
Meal Charge Policy ( <a href="#">USDA Nondiscrimination Statement</a> )	<a href="#">Board Policy 701.5</a>
Snowmobiles and All Terrain Vehicles	<a href="#">Board Policy 1004.2</a>
Student Due Process Rights	<a href="#">Board Policy 500.3</a>
Student Interview and Searches	<a href="#">Board Policy 505.5</a>
Student Lockers	<a href="#">Board Policy 505.6(2)</a>
Student Rights and Responsibilities	<a href="#">Board Policy 500.2</a>
Student Search	<a href="#">Board Policy 505.6</a>
Student use of/possession of Tobacco/ Nicotine	<a href="#">Board Policy 502.1</a>
Use of Restraint, Confinement, and Detention	<a href="#">Board Policy 502.2a</a>

## Attendance

For absences, class work must be made up within a time period established by the teacher. It will be the student's responsibility to seek out the teacher to secure the make-up work at the earliest possible time following an absence. For planned absences, prior arrangements should be made with the instructor for work, assignments, or tests to be missed while absent.

Being on time is a basic premise to success and the demonstration of responsible citizenship. Students should make every effort to be on time. Students will be marked tardy if they are not in the class when the bell rings. Students will be marked absent if arriving after 15 minutes from the start of the period.

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

School and district attendance rates are monitored by College Community Schools 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.

It is important that a student display regular and punctual attendance in order to be successful in school and beyond. Because of this, the school has strong expectations for your attendance and timeliness. If you know your student is going to be absent or miss any part of the school day, please contact our attendance clerk.

### **Attendance/Absences**

Classroom instruction is important and, as a result, missing class will have a detrimental effect on the achievement of students. In addition, one of the exit outcomes for College Community students is to exhibit quality performance as “**Responsible Citizens**”.

- If a student is absent from school, it is necessary that the parent/guardian call the school office before 8:30 a.m. the following school day.
- Calls may be made between 7:30 a.m. and 4:00 p.m. to the attendance secretary at the High School at 319.848.5360 or Point Middle at 319.848.5506 , or a message may be left at that number at any other time during the night or on a weekend.
- If a parent/guardian does not call before 8:30 the following morning, the absence may become unexcused.
- Parents/guardians will receive notification up to 3 times per day when their student is marked absent and **NOT** excused by parent/guardian.

An **excused absence** is defined as those absences which, in the opinion of the administration, are necessary and unavoidable. Absences marked unexcused can be appealed through your student’s assigned Associate Principal.

An **unexcused absence** is defined as those absences which, in the opinion of the administration, are unnecessary and avoidable. Absences marked unexcused can be appealed through your student’s assigned Associate Principal.

In the event of an absence, **all work must be made up within a time period established by the administration. It will be the student’s responsibility to seek out the teacher to secure the make-up work upon return.** For planned absences, prior arrangements shall be made with the instructor for work, assignments, or tests to be missed while absent.

### **Tardiness**

Being on time is a basic premise to success and the demonstration of responsible citizenship. Students are expected to arrive at their classes promptly and before their bell rings. Students who enter class after the bell and within the first 15 minutes of class (without an excused pass from an adult in the building) are considered tardy.

### **Unexcused Absences**

Student attendance is important to ensure the academic success of students. As a result, Prairie High School believes in the support of students who miss school and offers ways to support their academic goals. As such, the oversight of attendance includes, but is not limited to, the following:

Phase	Student Support
1	Student problem-solving conference, parent/guardian communication
2	Frequent student check-ins, goal setting, regular parent/guardian conference/communication
3	Attendance contract, alternative academic options

## Corporal Punishment, Restraint, and Physical Confinement and Detention

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

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

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

## 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 7-12+ students are categorized into three levels of significance: Minor, Major, and Serious. These are listed below.

7-12+ Minor Incident Types	7-12+ Major Incident Types	7-12+ Serious Incident Types
<ul style="list-style-type: none"> <li>● Abusive Language: Non-Directional Swearing</li> <li>● Defiance: Quiet refusal</li> <li>● Disruption: Short term</li> <li>● Dress Code Violation</li> <li>● Inappropriate Affection: Consensual kissing, hugging, embrace</li> <li>● Inappropriate Location: Failure to report</li> <li>● Lying/Cheating: Daily work</li> <li>● Physical Aggression without Injury: Inappropriate contact</li> <li>● Property Damage: Misuse</li> <li>● Technology Violation: Off-task for inappropriate purpose</li> </ul>	<ul style="list-style-type: none"> <li>● Abusive Language: Directional swearing</li> <li>● Defiance: Prolonged duration</li> <li>● Disruption: Sustained</li> <li>● Inappropriate Affection: Consensual groping of body parts, sexual activity</li> <li>● Inappropriate Location: Unassigned area</li> <li>● Lying/Cheating: Plagiarism</li> <li>● Lying/Cheating: False information</li> <li>● Physical Aggression without Injury: Serious contact</li> <li>● Physical Fighting without Injury</li> <li>● Technology Violation: Disruptive</li> <li>● Theft: Less than \$10</li> <li>● Other: Accidental possession of prohibited substance or item</li> </ul>	<ul style="list-style-type: none"> <li>● Abusive Language: Inflammatory language</li> <li>● Alcohol: Possession and/or use</li> <li>● Alcohol: Distribution</li> <li>● Arson</li> <li>● Communication: Threat to individual</li> <li>● Communication: Threat to group</li> <li>● Communication: Threat with access to weapon</li> <li>● Bullying</li> <li>● Combustible: Playing with fire</li> <li>● Combustible: Possession</li> <li>● Defiance: Refusal during emergency</li> <li>● Disruption: Disorderly conduct</li> <li>● Drug: Possession and/or use</li> <li>● Drug: Distribution</li> <li>● Forgery: Falsification of documents</li> <li>● Gang Affiliation</li> <li>● Harassment</li> <li>● Inappropriate Location: Off campus</li> <li>● Physical Aggression with Injury</li> <li>● Physical Aggression with Serious Bodily Injury</li> <li>● Physical Fighting with Injury</li> <li>● Physical Fighting with Serious Bodily Injury</li> <li>● Property Damage: Destruction</li> </ul>

		<ul style="list-style-type: none"> <li>• Technology Violation: Privacy or AUP</li> <li>• Technology Violation: Infrastructure</li> <li>• Theft: More than \$10</li> <li>• Theft: Stealing from individual</li> <li>• Tobacco: Possession and/or use</li> <li>• Tobacco: Distribution</li> <li>• Weapon: Possession</li> <li>• Weapon: Threatening aggression</li> <li>• Weapon: Possession of firearm</li> <li>• Other: Habitual and sustained major and serious incidents</li> </ul>
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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
- Mediation/restorative conversation
- Behavior contract
- Removal from class for one or more periods
- Loss of privilege
- Change of schedule
- Change in programming and/or placement
- Suspension (In School)
- Suspension (Out of School)
- Expulsion
- Contact Law Enforcement
- Contact or referral to outside agencies (DHS, ASAC, etc.)

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

## Electronic Devices

### Cell Phones

In order to maintain high levels of academic engagement in the classroom, personal electronics (cellphones, tablets, headphones, others not listed here) should remain out of sight and put away during class time. Students can leave electronics locked in their lockers or left out of sight in computer bags. Teachers can make quick, informal requests/reminders to individuals and groups of students regarding the cell phone policy without consequence. As middle school students learn the responsibility of using electronic devices, it is critical that they realize they are NOT authorized in the classroom, restrooms, and locker rooms.

Cell phones and other electronic devices (including student laptops) are not to be used during class time for calls, messaging or games. Students may use their cell phones and other electronic devices in the cafeteria for media and music purposes. Cell phones may also be used in the classroom with permission from the teacher. All electronic devices should be used with headphones for all audio purposes. As a general rule, to make a phone call, students should ask a staff member for permission and use the phone located in the classroom or in the school office.

Students shall be personally and solely responsible for the security of their cell phones or electronic devices. Prairie Point does not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone. Electronic Books (kindles, nooks, etc.) are allowed during the school day. However, any wi-fi or gaming ability connected to these is NOT allowed. We will not be responsible if they are broken, lost or stolen.

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.

- Use of technology for off-task or inappropriate purposes.
- Use of devices or access to accounts that disrupts the learning of self and/or others.
- 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), or explicit language.
- Hacking, modification, or damage of the technology infrastructure of the district such as the wireless network and servers.
- Students are *never* allowed to use cell phones, cell phone cameras, or any type of recording or picture taking device in the locker room and bathroom area during the school day or before and after school. This type of recording is a violation of privacy and is not permitted, with or without the consent of the individual/s being recorded. This type of technology violation is distinguished as “Serious”. Administrators will enact the required and optional range of responses in order to resolve the situation and prevent it from occurring again.

## **School Issued Devices**

CCSD is a 1 to 1 environment. Each student is issued a laptop and is responsible for its safe-keeping. Students are also responsible for appropriate use and care of the laptop, per College Community’s [Technology Use Agreement](#). Because the device remains the property of College Community School District, students shall have no expectation of privacy with regards to data, emails, or other communication when using their school-issued device. 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.

To maximize learning in the classroom, electronic devices should be brought to school each day and be fully charged.

If your school issued device is damaged or missing, please report the problem immediately to the building’s administration. If the Computer is stolen or vandalized while not at College Community or at a College Community sponsored event, a parent/guardian shall file a police report within 48 hours. Stolen or lost computers will be locked and rendered inoperable via district management software.

## **Fees**

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

## **Health Services**

A Nurse is on duty at Prairie Point Middle and the High School during the school day. A health aid also assists the Nurse in caring for students in the Health Office. In the event of student illness or accidental injury during the school day a district nurse or her designee will care for your student. The board of education accepts no responsibility for the medical treatment of students. Each parent/ guardian is asked to review their child’s Health Concerns in Campus upon registration on an as needed and annual basis and update the Nurse with all changes.

## **Dental Certificates 9th Grade Students**

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

## **Immunization requirements for 7th & 12th Grade students**

All incoming 7th and 12th grade students must have had a Tdap and Meningococcal vaccine before they are allowed to start their 7th and/or 12th grade school year. Written proof of these two immunizations must be turned into the Health Office prior to the

student starting their 7th or 12th grade school year. There is no grace period with this requirement.

### **Hearing Screening**

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

### **Infectious Diseases**

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

### **Medications - Prescriptions**

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

In addition, the following information is to be clearly labeled on the original bottle from the pharmacy:

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

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

### **Medications - Over the Counter**

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

### **Medication Requirements for Student Field Trips**

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

## **Medications Returning Home**

Medications will not be sent home with students. Parents/guardians must pick up remaining medications when discontinued or at the end of the school year. Any medication not picked up by the end of the school year will be properly disposed of. With parent/guardian permission, the following over the counter medications may be given to a student as needed; Tylenol per label directions, Tums (10th-12th grades only), Cepacol lozenges (7th-12th grades only), throat spray, Benadryl cream and/or Benadryl orally per label directions for severe allergic reaction. All other over the counter medications require a written doctor's order, a medication permission form signed by parent/guardian, and the parent/guardian must supply the medication to the nurse's office in the original labeled container.

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

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

## **Nicotine Free Environment**

Per Board Policy 906: The College Community Schools will provide a tobacco and nicotine-free environment for students, employees, visitors and spectators. Therefore, school facilities and grounds, including school vehicles, are off limits for tobacco use, including nicotine products.

## **Homelessness**

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

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

### **When you move, you should do the following:**

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

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

## **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.

## **Internet Usage 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](http://www.prairiepride.org) ) under Board of Education > Policies > 605.6.

## **Multicultural and 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 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 for, and 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 or calling:

Title IX Compliance Office,  
Executive Director of Human Resources/Equity  
College Community School District  
401 76th Avenue S.W.  
Cedar Rapids, Iowa 52404  
319-848-5200

## **School Resource Officer Program**

### **General Purpose**

Effective SRO programs recognize and utilize the special training and expertise which law-enforcement officers possess that is well-suited to effectively protect and serve the school community. SROs contribute to the safe-schools team by ensuring a safe and secure campus, educating students about law-related topics, and mentoring students as counselors and role models. This is the Triad Model of SRO responsibility: *educator, informal counselor, and law enforcer. (National Association of School Resource Officers)*. The College Community School District is organized on one central campus. As a school community that serves on-site over 7,000 students, staff and adults on a daily basis within a small geographical area, we see the benefit of partnering with local agencies, including law enforcement, in our goal to provide a safe learning environment for all members of our campus.

### **SROs in College Community Schools**

**The SRO will work with the school in the following capacities:**

- In his/her primary responsibility is as a law enforcement officer, in accordance with policies and practices of the Cedar Rapids Police, he or she shall support the values of the district vision and philosophy toward educational equity and service to students.
- Participate in building-level meetings with administrators and other staff that are related to school safety and prevention of violence and crime in schools.
- Be visible and present at school and school activities as assigned.
- Serve as a liaison between the College Community School District between the Cedar Rapids Police Department and city/county entities serving or interacting with our students as applicable.
- Assist the school in the education and professional learning efforts related to relevant threats facing students and families including, but not limited to active shooters, cyber-awareness, drug use, vaping, human trafficking, cyber-bullying etc.
- Facilitate communication between the College Community School District and Emergency Management Officials in times of community crisis or in events in the community that threaten the safety and regular operation of campus and building activities.
- Be a resource to students to answer questions related to law and law enforcement, including class presentations and visibility at school and school events.

- Regularly make recommendations to school officials on systems, structures and strategies for school and campus safety, threat assessment, and threat mitigation through participation on school safety committees and initiatives.
- Advise students on legal issues, including mentoring of students currently involved in the juvenile justice system.
- Communicate with administrators on a daily basis related to school and community conditions that may pose a risk to the safety of students and school employees.
- Engage in school and district-level equity work and conversations.
- Assist administration with discipline related to large threats to school safety, disturbances, and behavior that is criminal in nature.
- Be visible and assist with process for student arrival and departure, including traffic monitoring from school to ensure safety

**The School Resource Officer Program is not designed or intended to:**

- Involve police in day-to-day discipline of students
- Conduct ongoing investigations related to the school, its students or school personnel without knowledge of school officials
- Increase student arrests or adjudication

## **School Response to Unexpected Student Behavior**

### **Discipline and Positive Behavior**

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.

### **Inappropriate Location**

Students are expected to be in class, on time, every day. Students who do not report to the assigned area (class, lunch, etc.) per their daily schedule are considered to be in an unassigned area of the school. This affects the student’s attendance record, impacts their academic achievement, and also disrupts the learning environment for others. School staff will respond with the goal of increasing the student’s timely and consistent attendance and maintaining a predictable school environment.

### **General Student Dress Code**

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

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.

### **Plagiarism and Cheating**

The vision at College Community School District is to ensure all students are career and college ready upon their completion of school. This includes understanding and avoiding plagiarism. Plagiarism is defined as using another person’s work as your own and includes, but is not limited to copying online sources, using another student’s Google Drive, copying and pasting another’s work, etc.



It is the student’s responsibility to avoid plagiarizing others’ work. To assist students in producing their own work, teachers will:

- Make the classroom policy known to all students
- Be specific as to whether work is to be cooperative or individual
- Prepare students for assessments
- Provide feedback in a timely manner

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

### **Suspensions and Activities**

Determination of the suspension assignment will be made by the administration, who will consider the severity and frequency of the student behavior in light of the CCSD Behavior Matrix. All suspensions must be successfully completed before the student can re-gain entrance to the regular school program. Suspended students may not attend nor participate in any school activity during the suspension.

### **School Start and End Times**

<b>Middle School &amp; 9th Grade Academy (7-9)</b>			<b>Prairie Point</b>	
School Start Time			7:50	
Earliest Parents May Drop Off Students			7:35	
School Dismissal			2:36	
<b>High School (10-12)</b>			<b>Prairie High School</b>	
School Start Time			9:15	
School Dismissal			4:00	
<b>Prairie Delta</b>			<b>Kirkwood Campus</b>	
School Start Time			9:15	
School Dismissal			3:15	
<b>Prairie Edge Program</b>	<b>Grades K-4</b>	<b>Grades 5-6</b>	<b>Grades 7-9</b>	<b>Grades 10-11</b>
School Start Times	7:55	7:55	7:55	7:55
School Dismissal	2:30	2:30	2:30	2:30

### **Transportation**

#### **School Bus**

School bus transportation is provided for all students. Students (Kdgn-9th) are assigned a bus at registration. Permission to ride a bus other than your own must be requested from the Transportation Department (848-5204) and is for emergencies only. A permission slip will be written upon authorization from the Transportation Department. This slip must then be handed to the driver before boarding will be allowed.

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

**NOTE:** CCSD does not assign busing for 10th, 11th, and 12th grade students. If your student is in 10th, 11th, or 12th grade and in need of transportation [click on this link and fill out this form.](#)

[Critical Transportation Links](#)

## **Volunteering at Prairie Schools**

We encourage ongoing and active volunteer involvement by individuals and groups when it will enhance the educational experience of Prairie students. Examples of volunteers include, but are not limited to: classroom volunteers, field trip volunteers, bus chaperones, mentors, reading buddies, etc. Volunteers will be under the supervision and direction of a school employee. College Community Schools does not support court mandated community service. As a reminder, all volunteers need to register with CCSD by completing this [form](#).

Volunteers are required to complete the online volunteer registration form each school year at least 24 hours before their first volunteer experience. For the safety of our students, staff, volunteers and visitors, all volunteers are checked against a national sex offender database and a criminal background check is completed. All volunteers will enter through the school's main entrance and sign in at the office upon arrival and visibly wear the yellow sticker while you are volunteering. Please stop at the office before you leave the building to sign out. To maintain an environment conducive to learning, please remember to:

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

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

## **Prairie Student Volunteers**

Prairie Students in 7th -12th grade may apply to volunteer in another Prairie School during the school day. Students will follow established approval and placement procedures as follows:

- Approval from your Counselor and proper completion of the volunteer form
- Placement by the District Volunteer

## PRAIRIE POINT MIDDLE SCHOOL & 9th GRADE ACADEMY SPECIFIC INFORMATION



### Prairie Point Middle School and 9th Grade Academy Contact Information

Point Main Office: 319.848.5500	Point Activities: 319.848.5505
Point Attendance: 319.848.5506	Point Counseling: 319.848.5510
Point School Store: 319.8485500	Point Nurse: 319.848.5225

Position	Staff Name	Email / Phone
Principal	Ian Dye	<a href="mailto:iandy@crprairie.org">iandy@crprairie.org</a> / 319-848-5501
Associate Principal	Holly Palmersheim	<a href="mailto:hpalmersheim@crprairie.org">hpalmersheim@crprairie.org</a> / 319-848-5503
Associate Principal/Activities Director	Andrew Davis	<a href="mailto:adavis@crprairie.org">adavis@crprairie.org</a> / 319-848-5502
Administration Assistant	John Randalls	<a href="mailto:jrandles@crprairie.org">jrandles@crprairie.org</a>
Point Facilitator	Shaun Marden	<a href="mailto:smarden@crprairie.org">smarden@crprairie.org</a>
School Counselor (Last Name A-G)	Amber Urbain	<a href="mailto:aurbain@crprairie.org">aurbain@crprairie.org</a>
School Counselor (Last Name H-O)	Lindsay Whaley	<a href="mailto:lwhaley@crprairie.org">lwhaley@crprairie.org</a>
School Counselor (Last Name P-Z)	Lisa Cox	<a href="mailto:lcox@crprairie.org">lcox@crprairie.org</a>
Gifted and Talented Coordinator	Lori Ling	<a href="mailto:loling@crprairie.org">loling@crprairie.org</a>

**School Website:** [www.prairiepride.org/point](http://www.prairiepride.org/point)

## **Student Services Resources**

Below are some helpful links students may need throughout the school year. If you have further questions, please visit the [Prairie Point website](#), contact your school counselor, or the Prairie Point Main Office.

## **Point Campus**

### **Before and After School**

The regular school day at Prairie Point Middle School and 9<sup>th</sup> Grade Academy begins at 7:50 A.M. and finishes at 2:36 P.M. Students in the building prior to 7:40 A.M. or after 2:45 P.M. must remain in the cafeteria unless they are participating in a school activity or under the supervision of a teacher. Students are encouraged to have their rides drop them off no earlier than 7:30 A.M. Students remaining in the building after 2:45 P.M. and are not in the designated areas (LRC, cafeteria, or with an assigned teacher), will be asked to leave the school property. Loitering in the hallways, around campus, about the building, or locker area is not permissible.

**Before School:** After arriving at school, students may be in the following areas: cafeteria, South gym, North gym and other designated areas. Buses will drop students off between 7:30 A.M. -7:50 A.M. at the East Entrance. As students arrive, they should report to the cafeteria, South gym, North gym or designated location until they are dismissed to class.

All students not using bus transportation are to use the Main Entrance nearest to Kirkwood Blvd. Students should not be dropped off before 7:30 am.

**During School:** Unless accompanied by an adult, students are prohibited from all outside areas.

**After School:** At 2:45 pm, all students waiting for rides will be required to wait in the cafeteria with supervision until picked up. School supervision will end at 3:30 P.M. and therefore ALL students should be picked up prior to that time. Students are prohibited from being in the school building or elsewhere on school grounds unless they are directly involved in a supervised, after-school activity.

**City Transportation:** Students waiting for city transportation are expected to wait at the city bus stop located in front of the building. City bus schedules are available in the Counseling Office.

**Study Table:** Students waiting for practice, activities, and competitions to begin are expected to go to the cafeteria. This is a supervised area where students are strongly encouraged to use it as an opportunity to complete homework.

**Activities Bus:** Students that need to be transported for practices or activities to other buildings on campus are able to use the activity bus after school. The bus makes as many trips as needed beginning at 2:55 and ending at 3:35. Students are strongly discouraged from walking to other buildings on campus unless they are being escorted by a coach or sponsor.

### **Library**

The Prairie Point Library contains print and electronic resources for student and teacher use. The main goal of the library is to support and provide materials for the learning that takes place here. Another important goal is to encourage and enhance casual reading and lifelong learning. The library online catalog is available in the library and remotely through the Internet. Library hours are 7:30 A.M. to 3:30 P.M.

### **Lunch**

Prairie Point lunches are served daily between approximately 11:00 A.M. and 1:00 P.M. Although students may bring their own lunches, the cafeteria is the only place where students may eat their lunches. Lunchtime offers students a needed break in their day. While socialization and relaxation are encouraged, there are certain guidelines, which must be followed to ensure the safety of the students and the efficiency and etiquette required for the cafeteria to run smoothly. The following procedure will be enforced:

1. Students enter the cafeteria and proceed immediately to a table.
2. Food from outside vendors is not permitted to be dropped off or delivered to the school.
3. Students are to sit one person to a chair.
4. Students remain seated until a lunchroom supervisor dismisses their table.
5. Students must enter in their personal 4-digit lunch code to receive and pay for their lunch.
6. When finished students are to pick up any mess at their table, return their tray and go back to their seat.
7. Students return to their classes upon dismissal.
  - Students unable or unwilling to follow the rules of etiquette and order in the cafeteria will be temporarily or permanently removed from the cafeteria, given detention, and/or suspended.

Food or drink is generally restricted to the cafeteria. Food items and candy may be consumed in the classroom at the discretion of the teacher or supervisor of that classroom for special event purposes only. Students are asked to not bring opened beverages to

school. Students should always dispose of trash appropriately.

### Lockers

Each student at Prairie Point is provided the use of a locker. In addition, a gym locker is available for use during Physical Education class. Lockers 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. Students are responsible for keeping their lockers clean and they are not to be shared with other students, unless assigned by school personnel. At special times during the school year decorations of a temporary, non-destructive nature may be allowed with administrative approval.

**Bags/Purses must be stored during class in the student's locker and not brought to class. Bags left or stored in the aisles of a classroom violate the state fire code and will be removed.**

- Students are encouraged to use small bags for PE to carry clothes and personal hygiene items.
- All students must carry their laptop in a protective case/bag.

**It is highly recommended that students obtain a lock for each of their lockers and use it at all times.** Locks can be purchased at the school store. Students who choose to not lock their lockers are putting their valuables and property at risk to be lost, stolen, or misplaced. Prairie Point strongly encourages students to value their valuables and lock them at all times to ensure their safety.

### Lockers and Other Searches

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

### Student Identification Card - ID

The purpose of this policy is to ensure safety and security at Prairie Point Middle School and 9th Grade Academy for the approximate 1450 individuals who are on the campus each day.

Student Identification Cards and school issued lanyards will be provided to every student. Just as a driver's license authorizes driving a vehicle, a student ID card authorizes a student to be on campus. Students must possess an ID card at all times while on school grounds. Administration and teachers try very hard to be familiar with all of our students. However, it is a challenge for every staff member to know each of our 1300 students. Therefore, it is crucial that we are able to identify everyone on campus. Identification of staff and students is a safety issue and will not be compromised when it comes to safety of students and staff. ID cards help us in identifying students as well as trespassers.

Students are expected to have their ID with them at all times and should wear them during common times (passing time, lunch, etc). Teachers can create their own expectations for wearing IDs during class time.

Students can purchase replacements for both ID and lanyard in the main office.

### Point Door Entry System

To ensure the safety and well being of students, employees, and visitors, Prairie Point employs a single point of entry for students and visitors. To gain entry after the school day has begun:

1. Push the button located to the left of 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 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 shall also 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.

### **Visitors to Point Middle School and 9th Grade Academy**

Point welcomes visits from parents/guardians. All visitors shall enter through the Main Entrance and report to the Main Office to sign-in. All visitors must be approved in advance by the principal or designee. A visitor's pass will be issued that must be visibly worn throughout the school. Small children should not be brought to school to visit. Any unauthorized visitors will be asked to leave. Failure to comply with a request to leave may result in a call to the police.

### **Messages to Point Students**

All contact with students must pass through the Main Office. Students with messages at the Main Office will be notified. No personal messages from anyone other than family will be delivered to students. When an emergency call is received, the caller may be required to identify self and indicate a telephone number where they can be reached. The student will be contacted immediately and instructed to call the indicated number. If the student cannot be contacted the office will call the party back immediately.

### **Academic Course Specific Information**

#### **Health Curriculum**

Middle School and 9th grade health classes and Family and Consumer Science courses will focus on the physical, social and mental/emotional areas of health. These classes are designed to promote knowledge and practice of a healthy lifestyle. Human growth and development is taught within these classes. At this time parents/guardians may review the materials and determine their child's participation. Parents wishing to excuse the children from this part of the curriculum may do so by contacting the teacher and main office.

#### **Physical Education**

- **Required Dress** - Proper dress as defined by the P.E. Department syllabus at the beginning of each semester will be deemed the "required dress" for class participation. T-Shirts, shorts, sweats, leggings, sweatshirts, tennis shoes that are non-marking are all acceptable for P.E. All attire must adhere to the [Prairie High School dress code](#). Failure to dress appropriately for P.E. inhibits full participation in the class, and may impact a student's grade.
- **Activities** - Throughout the school year the P.E. Department engages in various activities outside of school that require a fee (Bowling, Skiing, Golfing). If the fee presents a financial obstacle for a student or family, students should contact an administrator.
- **Excusal From Physical Activity** - This excusal is presented to the school nurse and the student's P.E. instructor. A release from physical activity can be given only by a physician, unless there is evidence of permanent disability or if there is a program consideration that is reviewed by the Principal or designee. Excusals shall be renewed each year. Physical Education instructors will assign alternate work to students with excusals.
- **Physical Education Lockers** - Students are responsible for securing all personal property during PE classes. Students must secure clothes and personal items when they dress out for PE. **The locker room is an area where items need to BE LOCKED AT ALL TIMES.** Students should not leave items or clothing in lockers unsecured. Please report lost or stolen items to the Main Office and/or Security Personnel. **The school is not responsible for lost or stolen items.**

#### **Parking and Driving Regulations**

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

## **Activities and Athletics**

### **Middle School**

Co-curricular activities include those activities related to the school program, but that generally occur before or after normal school hours. We believe that athletics as well as other co-curricular activities can help our young people develop more fully. Being involved in co-curricular activities can provide opportunities for learning which may not be possible to obtain in a traditional classroom setting. Since these activities are optional and voluntary they are subject to different operating regulations. All middle school students participating on athletic teams must have all necessary forms turned in to the office (**completed physical, concussion and insurance waiver forms.**) Completion of these forms must be received at least one day prior to the date when practice begins in order to allow office personnel the opportunity to check necessary forms. Necessary forms may be obtained at the Prairie Point Office or at the district's website.

All Prairie Middle School students are eligible to participate in co-curricular activities with the exception of students who may lose their participation privileges due to poor academic performance or student misconduct.

**Student Attendance:** Any unexcused absence from school will not allow the student to participate in that days events (ie. practice, contest, game, concert). Exceptions to this rule must be approved by Prairie Point Administration.

### **9th Grade/High School**

**9<sup>th</sup> Grade Activities will adhere to the [High School Activities Handbook](#).**

A copy of this will be distributed to all students involved in a school activity and students and their parents will need to sign a form documenting that they have read and are aware of the code of conduct rules.

We encourage all students to participate in activities and athletics—either as an active athlete, activity participant, or as a positive audience supporter. We believe we are a Community of Pride who cheers loudly and positively for the HAWKS. Those audience members who display negative or derogatory language or behavior towards officials, opposing teams, opposing players, or opposing fans risk removal from an event and/or extended suspension from events.

### **Dances**

Only Prairie Point students are allowed to attend school sponsored dances. In some cases, 9<sup>th</sup> grade students may invite 9<sup>th</sup> grade students from other schools if they have completed the proper permission form prior to the event. Announcements will be made notifying 9th grade students of this possibility. Students are to attend the dance that is assigned to their grade level. Prairie Point students are not allowed to attend Prairie High School dances.

### **Field Trips**

During the course of the school year Prairie Point students may have the opportunity for local enrichment field trips. These field trips are generally confined to the immediate Cedar Rapids/Iowa City metropolitan area. While these field trips are viewed as an essential part of the normal school curriculum offered at Prairie Point, parents do have the right to refuse permission for their children to participate in them. If you, as a parent, do not wish to have your child participate in any of these enrichment field trips please submit a letter indicating this to the office. Special permission for long distance trips such as Washington D.C., Outdoor Education, and others will be sought. Students must ride with their classmates in school transportation to the field trip sight and back to school unless given prior permission by a Prairie Point Administrator or designee. Parents wanting to pick their child up or wanting another adult to get their child from a field trip must provide written permission to the school prior to the field trip and must be given permission by a Prairie Point Administrator or designee.

Parents often volunteer to assist in supervision on school field trips. All volunteers must complete the online volunteer registration form at least 24 hours prior to attending the field trip. If this is not complete within the time frame, the volunteer will not be allowed to attend. You can find the form [here](#) or at [www.prairiepride.org](http://www.prairiepride.org), click on "Community" and then "Volunteer". If a parent chooses to volunteer for a field trip, please do not bring additional children along. Field trip volunteers must come into the building and sign in on the volunteer computer. They may then either ride the bus and help chaperone the transportation part of a field trip or drive to the destination and meet the class there. All field trip volunteers should wear the yellow name badge while volunteering for the field trip. This makes it easier for our teachers to spot someone who is not supposed to be around our students and lets the other volunteers and students know who can help. Once the field trip is over and the children are back on the bus, those who drove to the field trip destination would be free to leave and would not need to come back to the school to sign out.





## **Student Services Resources**

Below are some helpful links students may need throughout the school year. If you have further questions, please visit the [Prairie High School website](#), contact your school counselor, or the Prairie High School Main Office.

<a href="#">Volunteer Cord and Teacher Assistant</a>	<a href="#">PHS Counseling Website</a>
Registration (Update for Spring 2021 will be on the <a href="#">PHS Counseling Website</a> )	<a href="#">Scholarships</a> (via Naviance Student)
<a href="#">Course Change Forms</a>	<a href="#">Junior Year Planning</a>
<a href="#">Senior Year Planning</a>	<a href="#">Bell Schedules</a> (8 Period Day, Block, Block+Homeroom)
<a href="#">Media Center/Maker Space Information</a>	<a href="#">Program of Studies, Graduation Requirements, etc.</a>
<a href="#">Student and District Forms</a>	<a href="#">Student Goal Setting Conference</a>

## **Prairie High School Campus**

### **Student Identification Card - ID**

Each student is issued a picture student identification card. At all times student IDs are to be carried and visible at school and available upon request at all school events. Activity-passes information, and early release information for juniors and seniors will be printed on the identification card. It is mandatory for their movement on campus and their admittance to activities. Students may be asked to produce their student ID card at any time. Student IDs are required for admission to all school sponsored dances. Pictures of ID cards will not be acceptable for entry to school and school sponsored dances. New students should visit the Main Office to receive a student ID card. Students who lose their ID card, or are not able to produce their ID upon request, will be charged a fee for its replacement. Lost ID cards can be replaced by contacting the School Store.

### **PHS Door Entry System**

To ensure the safety and well being of students, employees, and visitors, Prairie High School employs a single point of entry for students and visitors. To gain entry after the school day has begun:

1. Push the button located to the right of the entrance
2. Hold your current student ID card approximately 2 inches from the camera (A picture of an ID card, on your phone, will not be accepted)
3. A “click” sound indicates the door is unlocked
4. Only one student may enter at a time
5. Students shall check in at the attendance kiosk in the main entry foyer
6. If students leave during the school day, they shall also check out at the attendance kiosk
7. *Please refer to our <Open Campus> policy for other information*

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 on the North side. Failure to follow these procedures is grounds for discipline and could also lead to criminal charges.

### **Visitors to PHS**

Prairie High School welcomes visits from parents/guardians. All visitors shall enter through the Main Entrance and report to the Main Office to sign-in. All visitors must be approved in advance by the principal or designee. A visitor’s pass will be issued that must

be visibly worn throughout the school. Small children should not be brought to school to visit. Any unauthorized visitors will be asked to leave. Failure to comply with a request to leave may result in a call to the police.

### Messages to PHS Students

All contact with students must pass through the Main Office. Students with messages at the Main Office will be notified. No personal messages from anyone other than family will be delivered to students. When an emergency call is received, the caller may be required to identify self and indicate a telephone number where they can be reached. The student will be contacted immediately and instructed to call the indicated number. If the student cannot be contacted the office will call the party back immediately.

## Academic Course Specific Information

### Independent Study

Independent study courses are exactly as the name implies. Independent study courses are those in which the student studies/learns independent of the regular classroom and the school day. Independent study courses must be approved by both the teacher and an administrator. The time(s) to meet with the teacher regarding these courses is generally before/after school or during a teacher's planning time. Assessments for these courses must also be scheduled with the teacher.

### Physical Education

- **Required Dress** - Proper dress as defined by the P.E. Department syllabus at the beginning of each semester will be deemed the "required dress" for class participation. T-Shirts, shorts, sweats, leggings, sweatshirts, tennis shoes that are non-marking are all acceptable for P.E. All attire must adhere to the [Prairie High School dress code](#). Failure to dress appropriately for P.E. inhibits full participation in the class, and may impact a student's grade.
- **Activities** - Throughout the school year the P.E. Department engages in various activities outside of school that require a fee (Bowling, Skiing, Golfing). If the fee presents a financial obstacle for a student or family, students should contact an administrator.
- **Excusal From Physical Activity** - This excusal is presented to the school nurse and the student's P.E. instructor. A release from physical activity can be given only by a physician, unless there is evidence of permanent disability or if there is a program consideration that is reviewed by the Principal or designee. Excusals shall be renewed each year. Physical Education instructors will assign alternate work to students with excusals.
- **Physical Education Lockers** - Students are responsible for securing all personal property during PE classes. Students must secure clothes and personal items when they dress out for PE. **The locker room is an area where items need to BE LOCKED AT ALL TIMES. Students should not leave items or clothing in lockers unsecured.** Please report lost or stolen items to the Main Office and/or Security Personnel. **The school is not responsible for lost or stolen items.**

### Success Center

The Success Center is staffed with certified teachers whose responsibility is to assist students with their academic work. It is open between 7:30am and 4:00pm.

The Success Center provides additional opportunities for all students with emphasis on helping students make academic gains. Some of these opportunities are:

- Additional academic support - Scheduled or drop-in
- Make-up sessions for assessments
- Credit recovery monitoring and supervision (Note: students enrolled in an online credit recovery course have **9 weeks** to complete their online course)

## **Electronic Devices**

### **Cell Phones**

Classroom use is regulated by teachers. Off-task behavior involving cell phones and other electronic devices will result in a phone call to a parent/guardian. Off-task behavior that continues and becomes disruptive will be addressed by an Administrator.

### **School Issued Devices**

Prairie High School is a 1 to 1 environment. Each student is issued a laptop and is responsible for its safe-keeping. Students are also responsible for appropriate use and care of the laptop, per College Community's [Technology Use Agreement](#). Because the device remains the property of College Community School District, students shall have no expectation of privacy with regards to data, emails, or other communication when using their school-issued device.

To maximize learning in the classroom, electronic devices should be brought to school each day and be fully charged.

If your school issued device is damaged or missing, please report the problem immediately to the building's administration. If the Computer is stolen or vandalized while not at College Community or at a College Community sponsored event, a parent/guardian shall file a police report within 48 hours. Stolen or lost computers will be locked and rendered inoperable via district management software.

## **Parking and Driving Regulations**

The College Community School District believes in providing students the opportunity to learn and practice good driving habits; part of that learning involves driving to school. The district has the legal authority to control driving to school through: the issuance of parking permits, loss of parking privileges, fines, and towing at owner's expense.

### **Parking Guidelines**

1. Students are to park in Lots A, B, C, E, or F. Light posts in every lot are labeled for your convenience.
2. All vehicles parked in the school parking lot must display an official parking tag on the rearview mirror. Permits will be issued only upon the completion and approval of the registration form and payment of the permit fee. Drivers whose vehicle does not display the appropriate permit may lose their driving privileges and be fined. Students continuing to violate parking regulations may be ticketed or towed at owner's expense.
3. Vehicles must be parked in spaces marked for student parking (yellow lines). Cars parked in other areas (ex. Red lines, Bus Loading Zone, Blue lines, grass, traffic lane) will be ticketed. Students continuing to violate parking regulations may be ticketed, have their permits revoked, or have their vehicle towed at owner's expense.
4. The school retains authority to conduct routine patrols of the parking lots. As part of its routine patrols of the parking lots, school officials may use such methods including, but not limited to, visual inspections of parking lots, automobiles, and/or the interior of automobiles. School officials or others hired at their direction, may employ a drug sniffing animal to inspect parking lots and automobiles. An automobile, on the school premises, may be searched if the school official has a reasonable and articulable suspicion to believe that illegal, unauthorized, or contraband items are contained inside the automobile or that the search will otherwise turn up evidence that there is a violation of the law or school policy. Such searches shall be conducted in the presence of another adult witness and with the authorization of the building principal. (Board Policy 505.6)
5. If any contraband is found in a vehicle, parking privileges shall be revoked immediately for the remainder of the year.

## Open Campus

### Eligibility

#### From Board Policy 605.1:

“Open campus is restricted to students who have achieved junior status and are in their third or more year of attendance. Students in their third or more year of attendance who are behind in credits for graduation will not be allowed open campus.”

Therefore, Junior and Senior students, in academic good standing shall be eligible for open campus. **Sophomores are not eligible for open campus, including during lunch.** Repeated violations of the Open Campus policy will be addressed according to the CCSD Behavior Matrix and may result in parking privileges being revoked for a time determined by the Administration.

### Academic Good Standing

- Written approval of parent/guardian (Completed during registration)
- The student is on track to graduate, with no core credit deficiencies (10 earned credits by the start of Junior year and 16 earned credits by the start of Senior year) . This also means the student has completed all credit recovery and repeated classes. For example:
  - A student fails US History the first term of their Junior year. Beginning with the second semester of their Junior year, they are **not** eligible for open campus. They retake the first semester of US History in the fall of their Senior year and pass. They are then eligible for open campus the second semester of their Senior year.
  - A student fails PE the second semester of their Sophomore year. They are **not** eligible for open campus the first semester of their Junior year. They complete that PE course during the first semester of their Junior year. They are then eligible for open campus the second semester of their Junior year.
- The student has received no more than one (1) F in the preceding semester.

### Lunch

Students with Open Campus privileges who leave for lunch may not bring food/drink back into the building.

### Juniors and Seniors: Arriving Late - Leaving Early - Open Periods

**Arriving Late:** Students with classes beginning 2nd period or later, must check in at the attendance kiosk near the main entry. Students may work in the Commons or remain on the learning stairs in the main foyer.

**Leaving Early:** Students whose school day ends early must exit the building immediately after their last class.

**Open Periods:** High School Administration has the right to determine where students may and may not be during students' open periods during the day, as a matter of ensuring a safe and orderly environment in the school.

- Students may study or collaborate quietly in the Commons or North Learning Stairs.
- Students may work in the Library
- Students may assess or reassess in the Success Center, with prior approval from Success Center personnel
- Students are not permitted to walk the halls, congregate, or loiter in the halls (including South Learning Stairs) or restrooms during unscheduled time
- Students shall not be in the gymnasiums unsupervised or without permission

### Leaving School

If a student must leave the school grounds for any reason other than school sponsored activities, the student must sign out before leaving, at the Attendance window or Kiosk, and have their written pass with them. If a student becomes ill, they must report to the nurse before leaving school.

## **Activities and Athletics**

For all information about Activities and Athletics, please refer to our [Activities Handbook](#). The Activities Handbook addresses Academic Eligibility, Attendance and Contest Participation, the Good Conduct Policy, and all documents necessary for participation in Activities and Athletics.

We encourage all students to participate in activities and athletics—either as an active athlete, activity participant, or as a positive audience supporter. We believe we are a Community of Pride who cheers loudly and positively for the HAWKS. Those audience members who display negative or derogatory language or behavior towards officials, opposing teams, opposing players, or opposing fans risk removal from an event and/or extended suspension from events.

### **Dances**

**Students must present their School ID upon entry to school-sponsored dances. No pictures of School IDs will be accepted for entry. Students who leave a dance are not allowed to re-enter the dance.** Students and non-students violating school district policies, rules or regulations will be asked to leave the dance and school grounds. Students shall have all fines paid to be eligible for any school sanctioned dance. **All PHS guests must be registered and have approval from their school's administration before attending Prairie High School dances and must present a valid School ID (High School age) or a valid State Issued ID (non-High School age). Approval forms are located in the Main Office. Students in 9<sup>th</sup> grade and below are not allowed to attend. Guests must be enrolled high school students and/or less than 21 years of age.** The administration reserves the right to refuse admittance to a non-PHS guest and no student will be admitted to a dance during the last 30 minutes. Any student with behavior deemed inappropriate or that may lead to an unsafe environment will be asked to leave. Only those students expected to recognize the authority and responsibility of school personnel will be permitted to attend social functions, including dances.

## **Graduation**

### **Participation in the Graduation Ceremony**

Graduation is a Prairie High School activity. Therefore; students will need to meet all requirements prescribed by the Board of Education to participate in the commencement exercises. In addition, any students who are suspended or commit any act against the school may have their graduation ceremony privileges revoked at the discretion of the Administration.

Students who are not allowed to participate in the Graduation Ceremony never-the-less retain their right to a diploma, provided they have completed all requirements necessary, as given by the State of Iowa and verified by College Community School District.

### **Portfolio Graduation Requirement**

All PHS students will maintain a Portfolio that includes significant pieces of work from required core areas as well as elective classes. Portfolio progress will be reviewed during homeroom and each spring as part of a required parent teacher conference.

### **Portfolio Requirements**

To meet the requirements of the portfolio, a student selected and teacher approved artifact and student reflection must be completed for every class of each semester. The artifacts must be in relation to a Universal Construct as defined by the Iowa Common Core. The completion of artifacts will be a determining factor of the semester grade for homeroom.

[Menu of Artifacts Link](#)

## PRAIRIE DELTA SPECIFIC INFORMATION



*Location:* Kirkwood Community College Campus

### Prairie Delta Contact Information

Position	Staff Name	Email / Phone
Principal	Angie Scholl	<a href="mailto:ascholl@crprairie.org">ascholl@crprairie.org</a>
Delta Main Office	Heather Swenson	<a href="mailto:heswenson@crprairie.org">heswenson@crprairie.org</a> / 319-786-1610
Teacher	Bridgett Andersen	<a href="mailto:bandersen@crprairie.org">bandersen@crprairie.org</a>
Teacher	Chad Gerdes	<a href="mailto:cgerdes@crprairie.org">cgerdes@crprairie.org</a>
Teacher	Jolene Koranda	<a href="mailto:jkoranda@crprairie.org">jkoranda@crprairie.org</a>
Teacher	Linda Root	<a href="mailto:lroot@crprairie.org">lroot@crprairie.org</a>
Para	Sue Ebel	<a href="mailto:sebel@crprairie.org">sebel@crprairie.org</a>
Para	Terrance Taylor	<a href="mailto:ttaylor@crprairie.org">ttaylor@crprairie.org</a>
Para	Collette Young	<a href="mailto:coyoung@crprairie.org">coyoung@crprairie.org</a>

**Mailing Address:** 401 76th AVE SW Cedar Rapids, IA 52404

**Physical Address:** 5650 Kirkwood BLVD SW Cedar Rapids, IA 52404

**School Website:** <http://www.prairiepride.org/phs/delta/index.php>

**Prairie Delta follows district guidelines and expectations.  
The following pages are policies that are different at Prairie Delta.**

## **Prairie Delta Student Cell Phone Expectations**

### **Rationale**

Prairie Delta has a strong desire to support students in progressing toward graduation by earning 6 or more credits per year. Experience shows that one of the leading causes of distraction and conflict for our students is the use of cellular devices during instructional time.

Students choosing to enroll at Prairie Delta enjoy many advantages such as schedule flexibility, work-experience credit, a small and intimate environment as well as the potential for credit-earning acceleration. Students making this choice are to abide by the Delta Cell Phone Expectations to continue enrollment in the program.

### **Expectations and Process**

- Student cellular devices will be turned in for safekeeping to the office upon entry into the building and at the beginning of the afternoon session.
- Phones will be labeled and placed in a secure storage tote to be locked away until returned by the classroom teacher after delivery of the tote from the office.
- Times of cellular device Expectations:
  - Entry into building until Lunch
  - Reentry after Lunch until Dismissal
- Students arriving late or leaving early will abide by the same expectations and will deliver/receive their device directly to the staff member in charge of the locked totes.
- Two alternatives are available to students who do not wish to have their phone stored in the building:
  - Leave devices at home
  - Leave devices locked in vehicle
- Parents needing to contact their student during the locked phone times can contact the office directly at 319-784-1610. The front office staff will be able to call directly into a classroom or do a building all-call in the event that urgent communication is required for the student.

### **Implementation**

The Expectations require that no student will have a phone in their possession from 9:00 am until they are returned at lunch time and again from 12:30 pm until they are dismissed for the day. If a student is observed using a phone by Delta Staff, that will be a violation of the Prairie Delta Cell Phone Expectations and the student will be asked to leave that day and return the next day by the building administrator or designee. Parent/Guardian will be contacted.

Students are reminded that the choice to attend Prairie Delta is contingent upon properly following these expectations and failure to do so in an ongoing fashion will result in the loss of the Delta enrollment privilege.

### **Delta Book Bag Policy**

Beginning Spring Semester of 2020, Prairie Delta students will be allowed to carry only their CCSD-issued computer bags during the school day. There should be ample room in the CCSD-issued bags to hold a computer, charger, folders, writing utensils, and notebook.

Students sometimes have need for additional bags or backpacks that may include bringing a change of clothes for work or other reasons. These backpacks and bags may be locked in the car or checked in at the front office to be locked up after being searched. Bags will be returned at the end of the day by Delta staff.

As class sizes grow, space becomes more and more limited and we see an increase in tripping hazards and space for potential seating as some leading concerns. Additionally, keeping close tabs on all objects brought into the building provides a safer environment in

terms of potentially dangerous objects or substances. Prairie Delta staff want the building to be the safe and learning-focused setting that your student chose to attend.

### **Open Campus**

Students at Prairie Delta will have Open Campus during the 30 minute lunch period if students are meeting the expectations listed below.

- **Be Here:** They have at least 80% attendance.
- **Be Learning:** They are in good academic standing and making progress in their coursework.
- **Behave:** They have had no major behavior issues.

Prairie Delta students are expected to take responsibility for their learning and following all district and building expectations.

### **Frequently asked questions about Delta expectations**

**Q.** What about Apple or other smart watches?

**A.** We will turn in all bluetooth capable devices

**Q.** Options for bags? What if my bag is searched, can I bring it in then?

**A.** The only bags permitted will be the CCSD computer bags, all other bags will be searched and stored securely.

**Q.** Wireless headphones?

**A.** Headphones may be brought in as long as they are being used with computers. Student cell phones in the totes may be turned off by staff members if needed.

**Q.** Why can students sometimes come in after 9:00am and sometimes not?

**A.** All students should be in the classroom and ready to work starting at 9:00am. Sometimes students are permitted later if staff is not available to enforce the expectation at that time. Tardiness is still marked and students may be kept after school at a later time.

**Questions or concerns about these policies can be directed to Mrs. Scholl in the Delta Office: 319.784.1610**



## PRAIRIE EDGE SPECIFIC INFORMATION



### Prairie Edge Contact Information

Position	Staff Name	Email / Phone
Principal	Stephanie Van Hemert	<a href="mailto:svanhemert@crprairie.org">svanhemert@crprairie.org</a>
Edge Facilitator	Sarah Oldenkamp	<a href="mailto:soldenkamp@crprairie.org">soldenkamp@crprairie.org</a>
Behavior Strategist	Lindsay Heying	<a href="mailto:lheyng@crprairie.org">lheyng@crprairie.org</a>
Edge Main Office	Kindee Weldon	319-298-3406

**Mailing Address:** 401 76th AVE SW Cedar Rapids, IA 52404

**Physical Address:** 5400 Kirkwood BLVD SW Cedar Rapids, IA 52404

**School Website:** <http://www.prairiepride.org/edge/>

*Prairie Edge follows district guidelines and expectations. The biggest difference at Prairie Edge is our Cell Phone/Personal Items policy:*

### Cell Phone/Personal Items

In order to maintain high levels of academic engagement in the classroom as well as to protect the confidential nature of our school, personal electronics (cellphones, tablets, headphones, others not listed here) as well as outside food and drink (with exception of a packed lunch) will not be allowed in instructional zones of Prairie Edge.

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