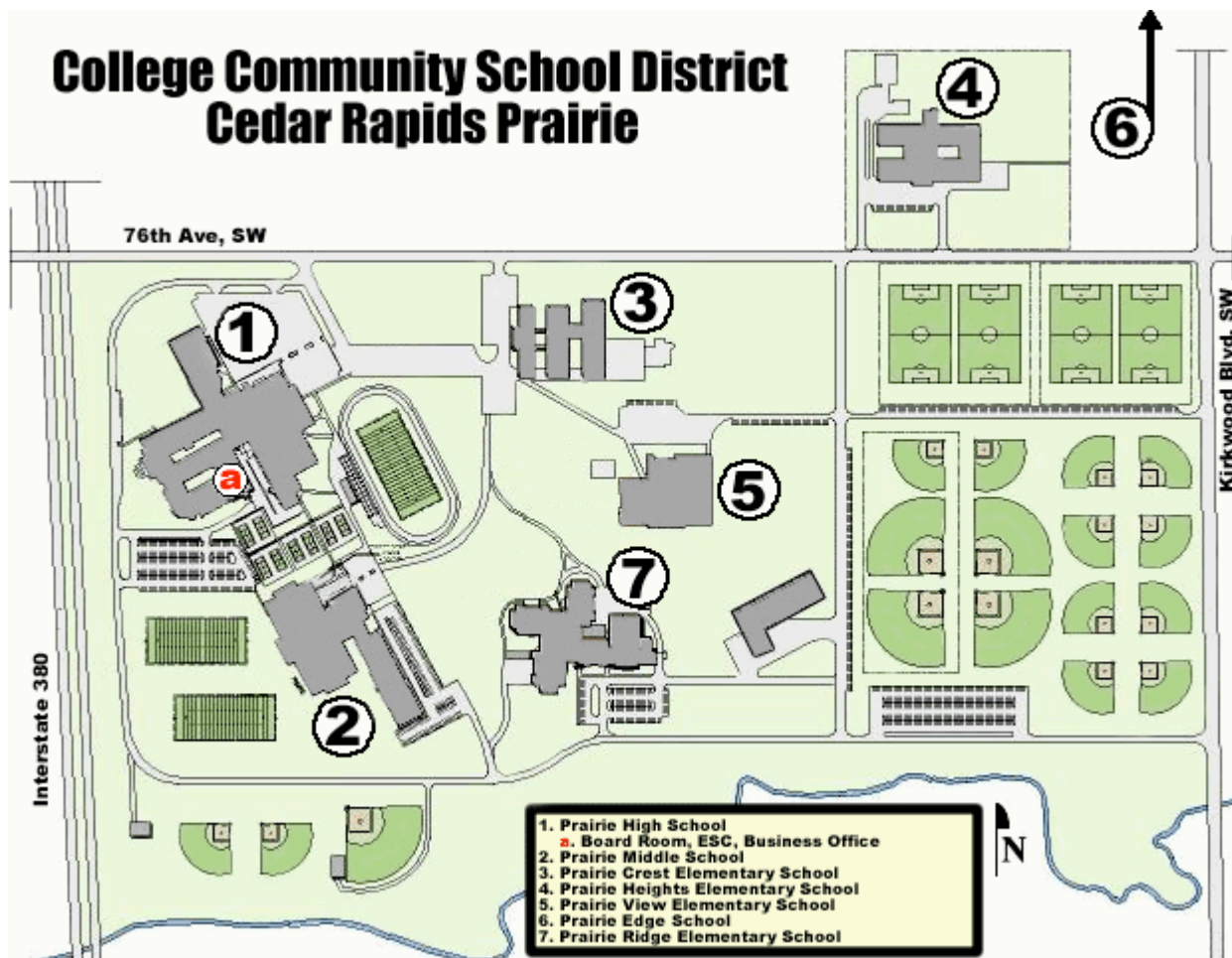


# COLLEGE COMMUNITY

## K - 5<sup>th</sup> Grade Elementary

### PARENT/STUDENT HANDBOOK

#### 2007-2008



**COLLEGE COMMUNITY SCHOOLS**  
**401 76<sup>TH</sup> AVE SW**  
**CEDAR RAPIDS, IOWA 52404**

# Working together for a brighter future...PARENT-SCHOOL COMPACT

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

## As teachers, we agree to:

Apply best practice in teaching literacy skills

Design meaningful, challenging activities in a literacy rich environment

Set high expectations for all students

Differentiate teaching to meet students' individual needs

Develop a system of continuing communication with families such as regular newsletters, phone calls, notes or conferences

Encourage parents and children to read regularly at home

Guide parents to help your child with home learning activities

Keep parents/guardians informed about your child's progress and the school's overall performance

Meet with students and the family to discuss the students' progress

Be a life long learner and continue to sharpen professional skills

## As a principal, I agree to:

Set high standards in all basic skill areas

Design instructional programs that support children's literacy skill development

Seek and distribute financial and personnel resources to build and support literacy programs

Build community partnerships to expand learning resources

Create extended learning opportunities to meet individual student's needs

Communicate with families about school improvement initiatives and school goals

Provide opportunities for parents to develop skills in helping their children

Invite input and facilitate mutual communication

Provide continuous learning opportunities for staff members

## As a parent/guardian, I agree to:

Monitor my child's work by reviewing work samples and school communications

Support my child's organization by helping him/her to use the daily school/home folder

Practice activities that are suggested by the teachers to reinforce my child's learning at home

Read at home with my child daily and check out books regularly

Provide consistent homework support (time, place to study, materials...)

Send child to school ready to learn (dressed properly, well rested, healthy and nurtured)

Follow school attendance policies (send child to school each day unless he/she is ill; no tardies)

Be involved with school activities whenever possible (parent workshops, reading nights and other school events)

Practice open communication (read and return notes, return phone calls, bring up issues and concerns to teachers...)

Volunteer if possible (school programs, PTO, classroom support, at home support...)

Attend parent conferences

## Jurisdictional Statement

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

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

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

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

## Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, 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.

### District Mission

**"To ensure quality learning today for tomorrow"**

### District Vision

**"Success for all"**

## DISTRICT TELEPHONE NUMBERS

Prairie Crest	848-5280	Superintendent - Dick Whitehead	848-5200
Prairie Heights	848-5230	Transportation - Scott Grabe	848-5204
Prairie Ridge	848-5100	School Nurse-Kathy Bowersox/Cindy Fagan	848-5225
Prairie View	848-5260	Food Service - Julie Hauser	848-5215
Prairie Middle School	848-5310	Early Childhood Center – Heather Sims	848-5295
Prairie High School	848-5340	Prairie Edge	298-3406

### **Email addresses**

Staff member's first initial and last name followed by @prairiepride.org **For example sgrabe@prairiepride.org**

### **ATTENDANCE**

Regular attendance and being on time will help a student be successful and maintain a good attitude toward school. Students should arrive by 8:30. This will allow ample time for personal organization before the tardy bell rings at 8:40. To be counted for a full day of attendance, students must be at school between 10:15 a.m. and 2:15 p.m., otherwise he/she will be counted as 1/2 day absent.

**ABSENCE:** not present for a class or classes.

**DOCUMENTED:** a signed parent note, parent phone call, or parent stops by office to grant permission.

**EXCUSED:** a parent documented, valid reason.

**UNEXCUSED:** an undocumented or invalid reason.

#### Excused Absences:

- illness
- bereavement
- school activities
- professional appointment
- religious observance
- family activities
- others as approved by principal

#### Unexcused Absences:

- babysitting
- haircut or hair appointment/pictures
- missed bus
- overslept
- shopping
- skipping
- undocumented
- others as determined by principal

### **Required Attendance**

All students need to attend a minimum of 148 days per year and at least 37 days per quarter or 49 days per trimester in accordance with 281 IAC 12.1(8) passed by the State of Iowa in 1991.

### **How to report**

If a student is sick or absent for any reason it is necessary that the parent or guardian call the school office. Phone the school between 7:30 a.m. and 9:00 a.m. each day that the child is gone or the first day of an extended absence. For your convenience, we have voice mail available 24 hours a day and you may call and leave a message anytime. If a call is not received by 9:00 a.m., we will try to contact the parent either at home or at work.

### **BEFORE/AFTER SCHOOL SUPERVISION**

Supervision is not provided for students who arrive at school before 8:15 a.m. or stay after 3:20 p.m. (except for combined bus routes). **If a student has to come early or stay late every day, parents will need to make arrangements with ECC or other child care services** for before and after school child care (see "Child Care" section).

### **BUSES**

Students will be assigned a bus to ride to and from school. It is against school board policy to ride bikes to school. Students riding the bus must conduct themselves in an acceptable manner. Frequent misbehavior may result in a conference with the Transportation Director or Principal or possible suspension of riding privileges. Call the Transportation Director at 848-5205 to report bus related problems. If you plan to pick up your child from school, please call or send a note. **We ask that parents come into the office to pick up the students to ensure safety.**

### **CHILD ABUSE - Chapter 102 Regulations Requirement**

Per Chapter 281-102.1-102.14 and College Community Board Policy 400.12, the College Community School District has adopted a procedure for investigating allegations of alleged abuse of students by school employees. Any alleged abuse situation should be reported to Jim Rotter, Director of Business Services, telephone 848-5221, College Community School District, 401 76th Ave. S. W., Cedar Rapids, IA 52404.

### **CHILD CARE - BEFORE AND AFTER SCHOOL**

The Early Childhood Center (ECC) provides a before and after school child care program which is available to all district students. The hours are from 6:30-8:15 a.m. and 3:15-6:00 p.m. The ECC Center is located in the Crest building and also provides day care and preschool for children ages 2-5. There is usually a waiting list, so making child care arrangements well in advance is advised. If you are interested in ECC services, contact the ECC Director at 848-5295 for details.

### **CHILD CUSTODY**

In most cases, when parents are divorced, both the mother and the father continue to have equal rights where their children are concerned. If there is a court order that limits the rights of one of the parents, like custody or visitation, the office must have a copy of this court order. If we don't have a court order, we assume both parents have equal rights to pick up children at school and all other contact situations.

### **COMMUNICATIONS TO AND FROM SCHOOL**

#### **Agenda and School/Home Folder**

Students in grades 1-5 will use an agenda book to record important information. Other flyers and newsletters will go home in the school/home folders.

#### **Newsletters**

A district newsletter, which contains individual school news, will be mailed home four times a year (bimonthly). It has important information from all six schools. Please call the office if you do not receive a copy. Non-custodial parents who wish to have a copy of the newsletter should make the request to the school office. All classroom teachers send class news home regularly.

### **Prairie Website**

Please check our web page at [www.prairiepride.org](http://www.prairiepride.org) for web newsletters, PTO links, Parent Portal, and the activities calendar. You can also find all staff members e-mail addresses on the web. Feel free to email us anytime.

### **Other Communications**

Each year, the school will hold an open house, parent information night and conferences to keep the communication on-going. It is extremely important that you attend these school events and let us know your interest and concerns. See "conferences" for more details.

### **CONFERENCES**

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

### **DISMISSALS**

Students will not be excused from school unless the request is made by the parents/guardians. Students should only be released to parents or legal guardians unless specifically indicated differently by parent/guardian. **Parents/guardians must come into the building to pick up the child, not in the parking lot or at the front entrance, for the child's safety.**

### **DISCIPLINE - BEHAVIOR/MANAGEMENT**

#### **Philosophy of School-wide Discipline**

Effective school-wide discipline is essential for quality education. As educators, we believe "to discipline" is to "teach" so that all children will learn to become caring and productive citizens. At Prairie, we have a school-wide behavioral plan that all employees follow. A large part of our plan focuses on prevention and problem solving. Occasionally, some students will require intensive behavioral interventions. The principal, teachers, and other support service providers will brainstorm strategies along with the parents.

Our goal is to ensure that this school is a safe, orderly, and friendly learning environment for all students. We expect that students are responsible for their behavior and for solving problems in a positive way. We believe that cooperation between home and school is a crucial element in student success.

#### **Student Responsibilities**

1. Act in a safe and healthy way.
  - Walk (do not run) in the building and other designated areas
  - Follow classroom, bus, playground, and lunchroom rules
  - Keep hands and feet to self
  - Weapons (including toy guns or knives) are not allowed on the bus or at school
  - No alcohol or tobacco products are allowed on the bus or at school
2. Treat all property with respect.
  - Take care of textbooks, library books, furniture, school restrooms, computers, and the personal property of others
  - Borrow the property of others only with their permission
3. Respect the rights and needs of others.
  - Work without disruption
  - Show courtesy toward others
  - Cooperate to help others learn
  - Use appropriate language
4. Take responsibility for learning.
  - Strive for excellence
  - Work hard and do your best
  - Be a good listener
  - Turn in assignments on time
  - Complete your homework
  - Keep track of your materials
  - Set a good example for others

#### **Teacher Responsibilities**

1. Teach, model and practice expectations intensively in the beginning of the school year and review expectations as needed.
2. Be consistent, prompt, and fair in dealing with violations of expectations.
3. Frequently point out excellent behavior and good citizenship in students and positively reinforce it.
4. Teach personal and group goal setting and problem solving skills to promote a positive culture.
5. Personally model expected behaviors.

When minor behavior infractions occur, staff members are responsible for dealing with the problem as quickly as possible using logical consequences to help the student understand the effects of the misbehavior.

Serious or repeated misbehavior will be referred to the Principal. Violent, destructive, or seriously disruptive behavior may result in removal from the classroom or in suspension from school.

School board policy requires automatic suspension of students who bring weapons, cigarettes, chewing tobacco, drugs or alcohol to school.

A school-wide behavior plan is developed in order to address specific expectations of student behavior. This plan also includes possible consequences for inappropriate behavior. This plan may be reviewed on the school website or provided to families in a hard copy if necessary.

### **DRESS CODE**

What students wear to school and how they fix their hair is the responsibility of students and parents. We encourage students to dress for freedom of play and comfortable learning. Certain types of clothing may be appropriate for other settings such as the beach, mall, park or your neighborhood but are not appropriate for school. Our intention is not to become the "fashion police", but to help students understand the message that is sent to others by their choice of clothing. We encourage parents to talk with their child(ren) about appropriate attire for school.

Students can't wear clothing advertising or promoting items illegal for use by minors (ie. monograms or writing referring to drugs, alcohol, sexual or racial references or swearing). Students can't wear shoes with cleats in the building, half shirts, halter-tops or very short shorts.

Students should think ahead for the kind of weather it is going to be at recess and on the way home. Students go outside for recess when it is 10 degrees and above. Wear warm clothing, boots, warm coats, hats and mittens when the weather is cold. Coats must be worn when the temperature is below 50 degrees. If students forget to wear boots, they may not be able to play where they could get their feet wet.

### **DRILLS**

Two fire and tornado drills are held each semester. Students will also practice at least one intruder drill each year.

### **EMERGENCY DISMISSALS**

From time to time the school may be closed early due to inclement weather, power outages, or other unforeseen emergencies. A yellow authorization for emergency dismissal card will be sent home in the beginning of the school year. ***Parents should fill out the form and return it to your child's teacher as soon as possible.*** In the event of a late start or early dismissal it is the parent's responsibility to get the student(s) to school - or pick them up from school - at the proper time. Supervision is not available if a student is brought too early or is left after school for an extended time. Students who ride the bus will be supervised as usual.

### **EMERGENCY INFORMATION**

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

### **EQUAL ACCESS TO EDUCATION**

The College Community School District provides equal education and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status or disability. CCSD shall take affirmative action in 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 Ying Ying Chen, Equity Coordinator, College Community Schools, 401 76<sup>th</sup> Avenue SW, Cedar Rapids, IA 52404. Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII office of the United States Equal Employment Opportunities Commission, or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Mo.

### **EXCUSES FROM PARTICIPATION**

Children are expected to participate in all school activities including P.E., recess, field trips, and after school/late bus outdoor activities if they are sent to school. Therefore, we encourage you to keep your child home if he/she is ill. Parents need to have a doctor send a letter recommending that the student be excused from P.E. or recess for a period longer than five days. A teacher may keep a child in for recess in order to assist them to complete work resulting from a long absence from school.

### **FIELD TRIPS**

Field trips are planned to provide additional educational experiences for Prairie Elementary students. Parental permission is necessary for students to attend. A yellow authorization card will be sent home in the beginning of the school year to seek your approval. Students who do not have written permission will remain in the building. Parents often volunteer to assist in supervision on school field trips. You will always receive advance notice of upcoming field trips. It is general practice that all students attend field trips. In an unusual and special situation parents may be asked to supervise their child to enable that student to participate in the field trip. If a parent chooses to volunteer on a field trip, please do not bring additional children along.

### **GUIDANCE**

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

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

Please don't hesitate to call the school counselor if you have a special concern or would like to know more about the guidance program offered to our students. The counselor can be reached through the school office.

### **HEALTH SERVICES**

#### **Guidelines**

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

**Fever - Illnesses:** A temperature of 100 or higher usually means the child is ill enough that they do not feel up to school activities and may have an infection that could be passed on to others. Children with a temperature of 100 degrees or greater will be sent home. We ask that you keep your child home until they are fever free for 24 hours. Contagious diseases such as chicken pox and pinkeye require your child not to come to school.

**Head Lice:** Lice are small insects about the size of a sesame seed. They are dark gray or brown in color. Itching of the scalp is usually but not always present. Lice lay eggs (nits) on the hair shaft and cannot be removed easily. The nits feel like a grain of sand. If nits, or lice are discovered, you will be notified so your child can be treated. If you discover lice on your child, please call school and let us know so we can monitor any cases.

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

#### **Medication administration at school**

In accord with the policy of the College Community Schools, if medication is to be given by school personnel, we must have written instruction and permission provided by a parent or legal guardian. A form is available at the school office for you to fill out to give this permission. **All** medications must be brought to the school by the parent, guardian, or a responsible adult. **DO NOT** send medication to school with your child.

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

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

If the dosage is changed at any time, we **MUST** have a new signed statement from the parent/guardian and doctor indicating the change. The new prescription bottle is acceptable as a statement from the doctor. Please fill out and sign an authorization for each medication your child is getting. Please do not ask us to give temporary medications, such as antibiotics that are to be given 3 times a day. Such medications can be given at home 1) before school, 2) after school, 3) at bedtime.

**No medications** will ever be sent home with a student. Parent/guardians must pick up any left over medications when discontinued or at the end of the year.

#### **Administration of medication to students**

When students are required to take 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.

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

In 2004, a new law was passed in Iowa. This law requires all students who are carrying their 'rescue' inhalers to have written permission from their physician and parent on record in the school health office. Please call the office for a copy of the appropriate form to be used.

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

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

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

#### **HOMEWORK**

Homework is work that is assigned to be done at home to strengthen study skills. Homework at all grade levels will be determined by the classroom teachers. Parents should become familiar with each classroom's homework policy and consistently support student's study. Teachers will share our homework expectations in detail with the families during Parent Information Night and other conferences. Students are expected to make up work in case of illness and family vacations. In case of a family vacation, parents should contact the classroom teacher prior to the vacation so that the make up work can be explained to the parents. Requests for homework due to a student's illness needs to be made at least four hours in advance of the time desired to pick up the homework. This gives ample time for all the students' teachers to more effectively assemble the books and materials needed in order to carry out the request.

#### **HUMAN GROWTH AND DEVELOPMENT CURRICULUM**

The Human Growth and Development Curriculum is taught at the 4th and 5th grade level in late spring. A letter regarding the lesson and curriculum will be sent home prior to instruction. Parents may review materials and determine whether or not they would like their child to participate. Parents/guardians who wish to excuse their child from the class must indicate this wish in writing.

#### **INSURANCE**

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

#### **INTERNET USE AGREEMENT** Code No. 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. Use of the internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The College Community School District has a firewall and filtering system in place that will monitor and log internet activity as well as block unacceptable websites but the school district cannot guarantee that a student will not be able to access objectionable material on the internet. Proper use of the internet, and the educational value to be gained from proper internet use, is the joint responsibility of students, parents, and employees of the school district. A yellow Authorization (permission) Card will be sent home at the beginning of each school year for parents to read, sign and return.

#### **LOST & FOUND**

Please put your name on all personal belongings that could get lost or misplaced. There is a lost and found located in each elementary building.

#### **LUNCH & BREAKFAST**

Students may take advantage of the school hot lunch or they may bring their own lunch. Milk can be purchased for a child to drink with his/her cold lunch. Juice is available to those who have an allergy to milk (verified by the doctor).

Elementary students have a choice of two main dishes daily. One main dish will be served everyday for one week. The first choice will be considered the menu choice, and it will change daily. On the Monday menu the second choice for the entire week will be printed.

#### **Lunch Account**

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

The minimum amount of money that can be added to an account is \$5.00. Any amount over \$5.00 will be accepted, and it is encouraged to deposit larger amounts to help reduce clerical time. The price of a lunch is \$1.80 and breakfast is \$1.05. When an account drops below \$0.00, a written reminder will be given to each student to take home to their parents. If the account should reach a -\$10.00, the student will then receive a peanut butter sandwich and milk for lunch if they do not bring a sack lunch or money to cover the negative balance.

#### **Milk break for Kindergarten students**

Kindergarten students have a milk break daily. If a student will be participating in this, the parents will need to pay the \$30.00 in advance. This will be separate from the lunch account. Parents are encouraged to send nutritious snacks to school for snack day.

#### **Free and reduced lunches**

Children from families whose income is at or below the levels established by the federal government are eligible for either free or reduced lunches. Students who receive free or reduced lunches may choose to bring a sack lunch, however, milk to go with this sack lunch is not covered by this program and must be paid for by cash. Applications are available at all school offices. If you have questions regarding this program, please call the Director of Nutritional Services at 848-5215.

#### **Breakfast**

Breakfast is available each day. The free and reduced lunch program includes our breakfast program.

Parents are always welcome to eat lunch at school with their child. Hot lunch menus are available to parents each month. The cost for an adult lunch is \$2.60.

#### **MEDIA CENTER (LIBRARY/IMC)**

The main purpose of the media program is to promote literacy and information-seeking skills. With printed materials and modern technology, children are given unlimited opportunities to research and explore.

Children are encouraged to check out up to five items each time. This varies according to grade level. They may keep the material for two weeks or renew the items if the check out time is due. There is no fine for late items, however, replacement fees are charged for lost or damaged items.

#### **MULTICULTURAL, NON-SEXIST EQUITY EDUCATION OPPORTUNITY**

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

The education program shall be free of such discrimination and provide equal opportunity for the participants. Integration of minority populations will occur throughout the education program and the school system. The education program shall foster knowledge of, respect and appreciation of, the historical and contemporary contributions of diverse cultural groups as well as men and women to society. It shall also reflect the wide variety of roles open to both men and women while providing equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the Superintendent, by writing to:

**Title IX Compliance Office College Community School District  
401 76th Ave. S.W. Cedar Rapids, Iowa 52404  
(319) 848-5200**

#### **OPEN ENROLLMENT**

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

**March 1, 2007** - Last date for regular open enrollment requests for the 2007/2008 school year.

**September 1, 2007 – Kindergarten** - All requests need to be made by September 1, 2007 for incoming Kindergarten Open Enrolled Students. All documents need to be completed and returned to the District by the third Thursday (9/21/06) of September, the last date for open enrollment requests for entering Kindergarten students and those students falling under the “good cause” definition for the 2007/2008 school year.

Students that move out of the district may file for open enrollment within 30 days of the move. Parents/guardians of open enrolled students whose income meets or falls below the Federal Poverty Guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment may result in the loss of athletic eligibility. For further details, contact Jim Rotter at 848-5221.

#### **PARENT INVOLVEMENT/PTO/PTA**

All parents are encouraged to become actively involved with the school. The PTO membership is free.

#### **PARKING**

Cars should not be parked or driven through the bus loading area when buses are parked and waiting for students. Parents are asked not to park in front of the building at any time. This is a NO parking area. Parking will interfere with traffic flow and can be a safety concern.

#### **PARTIES**

All students may have room parties to celebrate special days such as Fall Celebration, Winter Holiday and Valentine’s Day. Students can bring a birthday treat to celebrate their birthday. Enough treats need to be brought for everyone in the class. If parents don’t want their children to participate in any of these activities, they should send a note and students will be provided an alternative activity. Please do not send gum as party treats to avoid possible carpet damages. *If students have a party outside of school and they don’t invite their entire class, please mail these invitations. This will avoid hurt feelings at school.*

#### **PERSONAL PROPERTY**

Children should not bring radios, CD players, cell phones, game boys, extra money, collectible cards, or toys to school. Valuable objects require extra attention from school personnel and we cannot guarantee their safe return. Because toys may distract from instruction and learning, please allow children to bring them only on days designated by the teacher. Items may be confiscated and can be reclaimed by a parent/guardian.

Knives, weapons, caps/cap guns, or any objects that could be dangerous will be confiscated and can be reclaimed by a parent or guardian.

## **PETS**

Students can bring pets to school **only** with permission of their teacher. If permission is given, an adult must bring the pet and take it home. Students can't bring pets to or from school on the school bus. If a child is allergic to animals or if parents do not want their child to participate in learning experiences (including assemblies) that involve animals or birds, please send a written note to the school.

## **PHONE CALLS**

Students must get permission from their classroom teacher to use the telephone. The teacher needs to know where they are at all times. Parents should communicate with their children regarding transportation, school supplies, appointments, childcare or other after school activities at home to avoid unnecessary learning interruptions. Students will not be allowed to use cell phones during the school day.

The teachers will try to return your call as soon as possible. We also encourage parents to communicate through email. Messages should be returned within 24 hours.

## **PLAYGROUND FACILITIES DURING NON-SCHOOL HOURS**

Playground facilities are public supported and owned. However, before and after school use is the responsibility of the parent, not the school.

## **RELEASE OF STUDENT RECORDS**

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

## **RESIDENCY REQUIREMENTS**

Students must reside within the boundaries of the College Community District to qualify as resident students. They must reside with parents or guardians. Students who do not meet this criteria may be admitted by paying tuition or by meeting the conditions of the open enrollment law. Contact the ESC office at 848-5200 if you have any questions.

## **SCHOOL CANCELLATIONS**

School cancellations caused by weather conditions or other emergencies will be announced on local radio and TV stations, including KGAN, KCRG, KHAK, WMT, and KWWL as early as possible. If there is a 2 hour delay, there is no school for the AM Alternative Kindergarten and ECSE students who attend the half day programs. There will be no alternative lunch choice that day. Parents/guardians may sign up on our website, [www.prairiepride.org](http://www.prairiepride.org), for automatic notifications of early dismissals and school cancellations.

## **SCHOOL HOURS**

The tardy bell rings at 8:40. If parents drop children off for school, please drop them between 8:15-8:30. Dismissal time is 3:20 p.m. All students are dismissed by 3:20 p.m. **Students from Prairie Heights are dismissed at 3:10 p.m.**

## **SCHOOL VISITATIONS BY PARENTS OR OTHER CHILDREN**

Parents are welcome and encouraged to visit school. A day's notice is appreciated. Anytime would be a great time to visit except the first and last week of school. Visitors should report to the office to sign in. A visitors badge must be worn for proper identification.

Visiting by other children is not allowed. This is disruptive to the regular classroom routine and distracting to the hosting student.

## **SEARCHES**

Students and parents are hereby notified that locker inspections may occur without prior notice periodically throughout the school year. When conducted, the student(s) will be present for the inspection of their lockers. Searches of student property, including bags, purses, wallets, pockets and socks may be conducted when the principal or their designee has a reasonable cause 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.

## **SPECIAL SERVICES**

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

Students in grades K, 1, 2, and 5, who have a known history of ear problems, and students who are new to the district will have a hearing test/screening in the fall by Grant Wood AEA personnel. Parents who do not want their child's hearing tested should notify the school in writing before the screening is done.

## **STUDENT BULLYING AND HARASSMENT**

The College Community School District is committed to providing all students with a safe and civil school environment in which **all** members of the school community are treated with dignity and respect. **The school district prohibits harassment, bullying, hazing, or any other victimization based on real or perceived race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, physical appearance, and/or personality characteristics.**

This policy is in effect while students are on property within the jurisdiction of the school district; while on school-owned and/or school operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by measures up to and including suspension and expulsion.

Harassment as set forth above may include, but is not limited to the following behavior/overt acts and or circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Use of any technology that has the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Retaliation against a student because the student has filed a bullying or harassment complaint or assisted or participated in a harassment investigation is also prohibited. Students who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy.

**All school employees are charged with protecting students from bullying or harassment.** The student who believes he/she is the victim of bullying or harassment can initiate a complaint through the guidance or administrative offices at his/her building of attendance. The district will promptly and reasonably investigate all allegations of harassment. The building administrator, Level I investigator, or designee will be responsible for handling all complaints by students alleging harassment.

#### **STUDENT FEES**

Student fees for the 2007-2008 school year will be \$50.00 for students in grades K-5. Application may be for a waiver or reduction of these fees. Approval will be based on the income level of the family.

#### **VANDALISM**

Because incidents of willful or malicious abuse, destruction, defacing, and theft of property of the school district are clearly contrary to the best interests of the school district and injurious to the rights and welfare of the entire community, it will be the policy of the Board of Directors to seek all legal redress against persons found to have committed such acts.

Full restitution for the damage caused will be sought from such persons - or, in the case of minors, from their parents - under the laws of this state.

#### **VOLUNTEERS**

Parents, grandparents, and friends are encouraged to become involved at our school. We need volunteers to work with children one on one, in the library, classrooms, and to help in a variety of other ways. Please call Kathy Waychoff at 848-5224, or notify your child's teacher if you or someone you know is interested in supporting our program by volunteering.