



Vision

Success for All

Mission

Prairie High School exists to create a positive learning environment that produces college bound, career ready, and responsible citizens

STUDENT HANDBOOK

Administration

Mr. Gronemeyer, Principal
Mr. Bubon, Associate Principal
Mrs. Bush, Associate Principal
Mr. Bennett, Athletic Director
High School Office # 848-5340
Attendance # 848-5360
401 76th Avenue S.W.
Cedar Rapids, IA 52404

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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AGENDA

For the 2007-2008 school year an 'Agenda Book' will be required of all students. The first agenda will be provided by the school. Any lost agenda will be replaced by the student through the office at a cost of \$6.00. The expectation for the staff at Prairie High School is to require that the Agenda Book be a part of each class. It is the student's responsibility to fill out his or her appropriate assignments in their agenda, not the teacher.

Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, sexual orientation, gender identity or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the high school office. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816)268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515)281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. Representatives from the area education agency may also assist the school district in the process. Parents wanting access to this process should contact the high school counseling office.

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school 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, teachers, employees, and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. 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, 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.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for 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 student to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a discipline atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and 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, 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 with questions or concerns may contact the high school office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Initiations, Hazing, Bullying or Harassment

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - √ tell a teacher, counselor or principal; and
 - √ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

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;
- 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 allegations of harassment. The building administrator, Level I investigator, or designee will be responsible for handling all complaints by students alleging harassment.

Student To Student Harassment

Code No. 500.7

Harassment of students by other students will not be tolerated in the school district. This policy is 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 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. Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation and procedure which may result in discipline, up to and including, suspension and expulsion.

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- Verbal or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- verbal or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

The district will promptly and reasonably investigate allegations of harassment. The building Principal will be responsible for handling all complaints by students alleging harassment. Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy, will be subject to discipline up to and including suspension and expulsion. It shall also be the responsibility of the Superintendent, in conjunction with the investigator and Principals, to develop administrative rules regarding this policy.

Note: According to this policy, the Principal is responsible for the implementation of the policy and investigation of violations of the policy. A school district can assign the responsibility to another individual and if it does so, should make the appropriate changes to the policy and procedures.

LEGAL REF: 20 U. S. C. § 1221-1234i (1988)
29 U. S. C. § 794 (1988)
42 U. S. C. § 2000d-2000d-7 (1988)
42 U. S. C. §§ 12001 et. seq. (Supp. 1990)
Iowa Code § 216.9, 280.3 (1993)
Adopted: 10/17/94
Reviewed: 9/21/98
Reviewed: 4/14/03

Students who violate any of the state or school harassment policies may be required by administration to attend sensitivity training.

Multicultural and Nonsexist Equity Educational Opportunities
Code No. 500.1

Every student of the College Community School District will have equal educational opportunities regardless of race, color, creed, sex, national origin, marital status, or disability. Further, no student shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the district. More specifically, as prescribed by legal requirements, the school district will treat its students without discrimination on the basis of sex as this pertains to access to and participation in course offerings, athletics, counseling, employment assistance, and extracurricular activities; nor will any person be subjected to different rules of behavior, sanctions, or other treatment; nor will any person be subjected to different rules of appearance. The Education for All Handicapped Children Act contains provisions that guarantee the constitutional rights of handicapped students, such as: (1) rights to an education in the least restrictive environment possible, and (2) due process procedures for resolving differences regarding placement of students.

LEGAL REFS.: Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII
Executive Order 11246, 1965, as amended by Executive Order
11375
Education Amendments of 1972, Title IX (P.L. 92-318)
45 CFR, Parts 81, 86 (Federal Register June 4, 1975; Aug. 11,
1975)
Education for All Handicapped Children Act, (P.L. 94-142) Vocational Rehabilitation Act,
Sec. 504 Iowa Civil Rights Act of 1965 (Chapter 601A) Code of Iowa, Chapters 257.25,
280.3, 601A.9
Current practice: 1980
Adopted: 2/16/82
Revised: 11/16/82
Revised: 11/16/94
Revised: 3/21/94
Reviewed: 10/19/98
Reviewed: 4/14/03
See Board Policy 500.1

Due Process

Individual rights granted by the Constitution of the United States are granted to all people regardless of age, sex, race or creed. The essential rights involved in disciplinary procedures stem from the concept of due process. Under this concept students are expected to know:

1. Know the rules and regulations in this handbook and or agenda.
2. Be notified of the charges and be provided the opportunity to respond to those charges.
3. Have counsel if they appeal.
4. Appeal a decision about the charges to a higher level and have the charges or penalties removed from the record if the evidence demonstrates innocence.

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Searches of student property or person, including bags, purses, wallets, pockets, socks, or other personal belongings may be conducted when the principal or his 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 may be requested should a more intensive search be warranted.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or
- student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

Interrogations

Code No. 505.5

A student may not be interviewed by non-school personnel in school unless the Principal or designee is present. No interview shall be granted unless the Principal deems it essential to the welfare of the pupil or the Principal is directed to do so by court order. Those persons desiring to hold an interview shall furnish proper identification. If police officers or other officials request an interview for any issue other than child abuse, an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview. If the topic of the interview is child abuse and the investigator determines that the child be interviewed independently of his or her parent (s) and the school is the most appropriate setting of the interview, school officials will allow the investigator in abuse cases to determine who will be present during the interview. If the topic of the interview is alleged abuse by a school employee, the investigator will contact the student's parent or guardian prior to interviewing the student, and shall conduct the interview with the student's parent or guardian present. No student may be taken from school without the consent of the building Principal and without a proper warrant. In all cases, the welfare of the child and the protection of his or her constitutional rights shall be the Principal's first consideration.

LEGAL REFS.: AGO #82-4-8(L), HF 2302 - 70th General Assembly which amended Iowa Code, 232

Adopted: 2/16/82

Revised: 3/21/94

Reviewed: 9/21/98

Revised: 7/15/02

Reviewed: 4/14/03

Lockers

Although school lockers are temporarily assigned to individual students, they remain the property of the school. The school district has a reasonable and valid interest in ensuring that the lockers are properly maintained and harbor no illegal or inappropriate materials. For this reason, periodic unannounced inspections of lockers may be carried out to check for missing or overdue books, cleanliness, vandalism, or illegal or inappropriate items. Any contraband discovered during such inspections shall be confiscated by the administration. The administration may try to correct the problem through counseling, parental involvement, medical referral, or other action depending on the severity of the situation. Sweeps of locker areas and parking lots by police canine searchers may be periodically scheduled without prior notice to students

Student Identification Card

Each student is issued a picture student identification card. It is required that the card be carried at school and school events all the time. Late arrival, activity pass 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 I.D. card at any time. Student I.D.'s are required for admission to all school sponsored dances. New students should see the Associate Principal to receive a student I. D. card. Students who lose the card may be charged a fee for its replacement. Lost I.D. cards can be replaced by contacting the School Store.

Attendance

One of the exit outcomes for Prairie High School students is to exhibit quality performance as '**responsible citizens**'. One important way of demonstrating this is through regular school attendance. Being responsible to be at school on time and making the effort to get the job done punctually are success habits that all young people need to develop.

- If a student is absent from school, it is necessary that the parent or guardian call the school office before 8:15 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 848-5360, or a message may be left at that number at any other time during the night or on weekends.
- If a parent or guardian does not call before 8:30 the following morning, the absence may become an unexcused absence.
- If a call has not been received, the parent may be contacted either at home or at work during the day. The safety of your child is our first priority. Knowing the whereabouts of your child is deemed more important than the inconvenience that may be caused by calling a parent at work. If you do not wish us to call you at work, please call so we can record your request.

Prairie H.S. will make the determination if an absence is excused. The following absences may be excused:

Excused Absences- Defined as those absences that in the opinion of the administration are necessary and excused.

1. **Illness**
2. **Participation of school sponsored activity**
3. **Suspension**
4. **Unavoidable appointments for health services**
5. **Family bereavement**
6. **Religious observances**
7. **Court appointments**
8. **Others as determined by the administration**

Unexcused Absences – Defined as those absences that, in the opinion of the administration, would be unnecessary and avoidable, with prior planning, or that have little or no educational value. Examples would be:

1. **Truancy as defined below.**
2. **Shopping.**
3. **Tanning or hair appointments.**
4. **Oversleeping.**
5. **Staying home to study or prepare an assignment.**
6. **Job for pay.**
7. **Senior pictures**
8. **Travel with friends, not family**
9. **Attending major events such as state tournaments as a spectator (must be in accordance with administrative guidelines for these events).**
10. **Others as determined by the administration as this list is not all inclusive.**

Truancy - Defined to be the act of a student, who willfully, of his or her own choosing, absents himself/herself from class or school. The following situations will be considered truancy:

1. **Being absent without knowledge of parent/guardian.**
2. **Leaving school without parental knowledge and consent and or school knowledge and consent.**
3. **Not attending a scheduled class or study hall.**
4. **Lying, forging, or falsely informing the school about the reason for absence.**
5. **Make-up work may not be allowed.**

IMPORTANT

If a student accumulates three (3) full days of truancy, the student may be taken before the Board of Education for review of their current status as a student at Prairie High School.

Absences And Being Dropped From A Class

All work must be made up within the time period established by the instructor. 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. Teachers are discouraged from allowing too much time to pass before the student seeks them out for make-up work or the taking of missed tests.

1. Following the 2nd unexcused absence of the semester; the teacher will direct a letter to be sent to parent or guardian warning them of possible loss of credit at 4 unexcused absences. This should apply to any class in which the student accumulates 2 unexcused absences.
2. Following the 3rd unexcused absence the student will meet with an administrator to discuss the reasons for the absences and inform them of the possible loss of credit on the 4th unexcused absence. A letter will be sent and phone contact made with parents or guardian to remind them of possible loss of credit on the next unexcused.
3. **Following the 4th unexcused absence in a semester**, the student may lose credit in a class. The parents or guardian will be informed of the loss of credit and at the administration discretion, may remove the student from the class in question and assign them to a study hall.
4. Any truancy will count towards 'unexcused' absences.

Make Up Work and Absences

In the event of an excused absence, time will be given to make this work up. It will be determined by individual teacher and or department. **It is the student's responsibility to seek out what work needs to be made up. The teacher will be under no obligation to 'chase' down students to provide or collect make up work.**

Tardiness

Being on time is a basic premise to success and the demonstration of responsible citizenship. Every effort to be on time should be given. Tardiness is handled by teachers individually and demerits may be given to any student who is late for class without a valid reason.

Hall Passes

Students must have a pass to be in the hallways while classes are in session. This pass will be through their 'Agenda Book'. Students who wish to go from an unscheduled area to a teacher area must have a pass from that teacher in order to be released to go to that teacher's area. **Students must realize that it is not the responsibility of the study hall teacher to write passes to areas that the student may need to use such as the library or the computer area.** Students must get a pass to these areas before arriving at study hall.

Behavior

Prairie High School's student behavior management plan is to help ensure that all students have the opportunity to learn in an environment which is positive and allows maximum achievement of educational goals. It is the school's intent to help students make positive and safe decisions regarding their behavior.

Expectations:

- a. Students will cooperate and follow directions from any staff member, including providing their names and Student I.D. when asked.**
- b. Students will show respect and courtesy towards all staff members and fellow students. Respectful language is expected.**
- c. Students will not intimidate other students, either verbally or physically. Harassment will not be tolerated.**
- d. Any student or students who engage in fighting or violent behavior on school grounds or at a school activity may be subject to the charge of 'Disorderly Conduct' , and may be arrested.**
- e. Students found to be encouraging or promoting physical violence between other students with comments, gossip ect. may face disciplinary action which may include suspension .**
- f. Students will promote cleanliness in the building by not littering, defacing property, damaging school property or another person's property.**
- g. Students will remain on campus during the school day unless authorized to leave. "On campus" is defined as inside the building or outside the building in designated areas.**
- h. Students will refrain from inappropriate public displays of affection.**

DEFINITIONS OF CONSEQUENCES

.....Penalties for the violation of school rules may range from demerits to expulsion....

Demerits-

Disciplinary marks issued to students for a violation of school or classroom rules and expectations can be issued by any school staff. A record of the specific violation is sent home and recorded in the student's disciplinary file.

Suspension- An action taken by school administrators under the district's discipline policies. A suspension is the temporary removal of a student from the normal school setting for a period of 1 to 10 days. Suspensions may be considered in-school or out of school as well as designated for Saturday. These absences from school are excused and the student is given the opportunity to make up the work.

Expulsion - A long term removal from school membership by the College Community Board of Directors

Three Types of Suspensions

In-School Suspension at the Suspension Center

The suspension/intervention center is located off-campus and is monitored at all times by staff. Students serving suspensions at this center will not be counted absent from classes missed due to the suspension. Assignments will be provided by teachers and the completion of the assignments will be monitored by center personnel. Center personnel will explore behaviors that resulted in the student's assignment there. The student may be expected to complete an action plan to facilitate a successful return to the regular school program.

Saturday School

'Saturday School' is held as needed throughout the school year from 8:00 am-11:00 am on Saturday mornings at the high school study hall area. Students who are assigned a Saturday school are required to arrive before 8:00 am and follow strict guidelines for successful completion of their Saturday school. Those guidelines are shared with both parent and student once the assignment has been made and can be found in this handbook. The 'Saturday School' is supported by the Board of Directors of College Community Schools and like an assignment to the Suspension Center, the students must successfully complete this assignment before they return to their regular schedule.

Out-of-School Suspension

Students on out-of-school suspension shall be counted as excused absent from classes missed due to the suspension. Time will be given to make up work missed during the suspension. Occasionally the suspension/intervention center may be required as a transition back to the regular school program.

Suspensions

Determination of the suspension assignment will be by district administrator(s) who will consider the severity and frequency of the student behavior. All suspensions must be successfully completed before the student can regain entrance to the regular school program. Suspended students may not attend nor participate in any school activity during the suspension.

Tobacco Possession and Use

No student shall use or be in possession of either smoking or smokeless tobacco on school grounds at any time. Any student found using or in possession of tobacco may be suspended immediately. Use or possession of tobacco may also jeopardize a student's eligibility for extracurricular activities. Charges may be filed for underage possession of tobacco.

Alcohol/Chemicals, Possession or Use

The Board of Directors of the College Community School District has become increasingly aware of the alcohol and drug problems facing our young people. The Board pledges its total support to the development of programs, conferences, seminars, or any other form of formal or informal instruction whereby the community will become better informed as to the social, physiological, and emotional complications associated with the improper use of alcohol and of those concoctions, compounds, and organic materials variously labeled as drugs. The administration is instructed to cooperate with law enforcement officers and other agencies in their efforts to drinking and drug problems among our young people. The Board of Directors further wishes to make it clear that the illegal possession, sale, or use of alcohol, drugs, or drug paraphernalia by students on the premises of any school in the district will not be condoned. Such illegal possession, sale, or use will result in immediate suspension of the student pending further investigation, and, should the facts warrant, expulsion from school by the Board of Directors.

LEGAL REFS.: Code of Iowa, Chapter 282.4 Revised: 3/21/99

This policy applies to school and school activities or whenever students are under the jurisdiction of the school or are representing the school in any off-campus activity. This includes all school property (including athletic fields), the neighborhood adjacent to the school, and the sites of off-campus activities and surrounding areas. This policy also applies to students using substances off-campus and then attending school or a school activity.

This policy is based on the conviction that school should be an alcohol and drug-free environment and that the abuse of mind-altering substances is a treatable illness. Effective identification of drug and alcohol problems begins with consistent consequences incurred for violations of the school's chemical use policy. Therefore, violations of the chemical use policy incur simultaneous disciplinary action and referral to the appropriate counselor, emphasizing both our adherence to the code of conduct, the interscholastic athletic code, and our commitment or help troubled students reach help.

The following policy will be enforced to encourage individual responsibility, to discourage enabling behaviors, and to send a clear message of wellness to students, staff, parents, and the community at large.

The following actions involving chemicals or paraphernalia will incur consequences both school imposed and as a referral to the policy:

- 1. Using or having used**
- 2. Attempting to secure or purchase**
- 3. Possessing**
- 4. Intending or attempting to sell or distribute**
- 5. Selling or distributing**
- 6. Being knowingly present when used, possessed, or consumed**
- 7. Giving to another or planting on another without their knowledge**

This policy refers to:

- 1. Alcohol**
- 2. Restricted drugs (misused prescription or over-the-counter)**
- 3. Illegal drugs (including steroids)**
- 4. Products misused (aerosols and solvents)**
- 5. Pills or other substances which are misrepresented, sold or distributed**
- 6. Look-alike drugs**
- 7. Any paraphernalia designed, intended, or construed to be used or helpful with the use of drugs**

STUDENTS UNDER THE INFLUENCE AT SCHOOL

NEW PROCEDURE TO ADDRESS BOARD POLICY 502.4

Any student suspected of being under the influence of marijuana or any controlled substance by the certified staff shall be referred to the office. Once the student is in the office, two administrators along with the school nurse, if available, shall make a professional judgment as to whether the student may be under the influence of a controlled substance. The student's parent or guardian shall be notified of this judgment and expected to come to the high school office. The student will be suspended from school for a minimum of three school days. Parents will be encouraged to seek a urine analysis within 12 hours to confirm or refute drug use. The results of the urine analysis can be kept confidential by the family but a negative result would have to be made known to strike the suspension from school records and for the student to be reinstated immediately.

STUDENT: The conditions for your reinstatement into school after suspension are the following:

For the student who is suspected or confirmed of alcohol or chemical use during the school day, or at a school activity or on school grounds with school personal present, a UA will be required of that student within 24 hours, 12 hours preferably. The results of that test will be shared with parents. Students will then follow steps A, B, C, and D to complete their disciplinary action for reinstatement.

- a. You will need to make an appointment with our ASAC Counselor.**
- b. You will need to complete an assessment with the ASAC Counselor. (This may take one or two appointments)**
- c. You will need to sign a consent form for the school to verify that you have made the appointment and the assessment is completed.**

- d. **If it is the recommendation of the counselor (ASAC), that continued appointments are necessary, the Associate Principal shall be notified and he will contact the parent or guardian informing them that counseling at school will continue. Completion of the assessment and any additional meetings deemed necessary would satisfy all disciplinary action required by the school.**

For the student who has been suspected of or confirmed of, using alcohol or chemicals on school grounds without school officials present (after school hours or during non-school days) and has been reported to school officials by law enforcement as required by law, shall follow steps A, B, C, and D.

For the student who is reported to school officials as coming in contact with law enforcement off of school grounds and not a part of any school activity due to possession of alcohol under the legal age, testing positive for alcohol, in possession of a controlled substance or a counterfeit or simulated substance, the good conduct policy as outlined in the Activities Handbook shall apply to that student. They are not subject to disciplinary action as outlined in the Student Agenda.

....The additional appointments recommended by the ASAC Counselor will be deemed “required”, not voluntary....

STUDENTS AND PARENTS: Any additional counseling or entrance into any program through ASAC is strictly voluntary on the student’s part. It is not required by Prairie High School as a condition for reinstatement to school from the student’s suspension.

Code of Conduct

ANY STUDENT, through his/her habits or conduct, who is not able to represent the ideals, principles and standards of Prairie High School may be declared ineligible for activities by the principals or superintendent until he/she is capable of upholding the high ideals and principles of the school. The Good Conduct Rule covers twelve (12) months—during activity seasons, between activity seasons and during the summer months. The policy begins on the first day of high school eligibility and continues through the completion of their high school eligibility.

Alcohol, Tobacco Products & Drugs:

In the event a Prairie student involved in activities admits to or is found guilty of using or being in possession of alcohol, tobacco products, or illegal drugs, the student shall immediately be declared ineligible for participation in interscholastic activities for a period as outlined.

First Offense will be 1/3 of the season or the next season if not currently involved. (The next season is that in which the student is involved in or was involved in the previous year and/or has attended the organizational meeting) Students may lessen their suspension to 1/5 of the contest or events by admitting or reporting the infraction to the Principal, AD, Director, Sponsor, or Coach within 24 hours of the infraction. (Tournaments count as one contest or date) If a suspension is not fulfilled during a current season, it will carry over into the student’s next season.

Second Offense will result in the student being ineligible for one calendar year from the date of the second infraction. Students can lessen their period of ineligibility to 1/3 of their current or next season if they are enrolled in and successfully complete a drug and/or alcohol treatment program. This program will be at the student and/or parent/guardian expense and will be monitored by a Prairie High School guidance counselor. (Tournaments count as one contest or date) If the total suspension is not fulfilled during a current season it will carry over into the student's next activity, (The next season is that in which the student is involved in or was involved in the previous year and/or has attended the organizational meeting.)

Third Offense will result in the student being declared ineligible for the rest of their high school career unless they complete an approved drug/alcohol treatment program within one year. If completed, the period of ineligibility will be one calendar year from the date of the third infraction for both categories one and two. This program will be at the student's or guardian's expense and will be monitored by a Prairie High School guidance counselor.

If a student is involved in multiple activities that coincide, the appropriate suspension will apply to each activity simultaneously.

Involvement with Law Enforcement Agencies:

Based on conviction and excluding minor traffic violations:

Misdemeanors – The length of the ineligibility shall be one-third of the season. If less than one-third of that season remains, ineligibility will carry over to the next sport. A student must complete that sport in good standing at the coach's discretion.

Felony and/or Delinquent Act –The length of the ineligibility shall be one calendar year from the date of the infraction subject to review by the coach and administration if it is found there are extenuating circumstances.

Theft – Treated as misdemeanor or felony.

Any Prairie student who has been charged with a felony and/or serious delinquent act and is awaiting trial may be declared ineligible by school officials. The incident underlying the charge will be investigated by school officials and the student will be given an opportunity to tell his/her account of the incident or charges. The administration will then determine if the student has violated the "Good Conduct Policy" and determine if the student will be allowed to represent Prairie High School in any public performance or activity.

Weapons

The Board of Directors believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of student's employees and visitors on the district premises or property within the jurisdiction of the school district. Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Code No. 505.4

Abuse

The College Community School District has adopted a procedure for investigating allegations of abuse of students by school employees. Any alleged abuse situations should be reported to Jim Rotter, College Community Schools, 401 76th Ave. S.W. Cedar Rapids, Iowa 52404.

Student Dress Regulations

The grooming or dressing by students in any manner that presents a health hazard, safety hazard or is a disruption to the educational process in the school will not be accepted. Student dress and grooming is the responsibility of students and their parents. The exception being some standard of dress and grooming is a reasonable requirement of a course or activity or necessary for reasons of health and safety. Shoes must be worn at all times. Wearing of hats in school is prohibited between 7:30AM and 3:30PM. Clothing may not have any writing or symbols that promote drugs, alcohol, sex, profanity, gangs, or any message that is disruptive to the educational process. There will be no muscle t-shirts or athletic tops that are sleeveless for gentlemen. Young ladies must have at least a 1" strap on each shoulder and their midriff must be covered when arms are at their sides. No undergarments may be showing for either sex. Students whose dress is deemed to be disruptive to the learning environment will be referred to the office. Violators may be warned, issued demerits or sent home if the violation cannot be resolved. Students whose dress is deemed to be disruptive to the learning environment but is not specifically mentioned in the *Student Agenda* may still be counseled and warned about their dress. Those shirts determined to be offensive will be taken and held in the office until a parent or guardian picks them up. A call to parent or guardian will take place at this time and a conference may be scheduled. Wallet chains or watch chains must be 12 inches or shorter and hang above the knee. These chains must be attached to a wallet or a watch or they will be deemed a weapon.

Electronic Devices

In the example of cell phones, any student observed using the device in the classroom or having the device become a distraction from what is a learning environment will be asked for the cell phone or device. Use of electronic devices such as cell phones and headphones are not allowed until after 3:30 PM unless in their designated areas. The cafeteria and the main entry way at the lower level will be the only place where cell phones or headphones can be used until after 3:30 PM. Camera phones are not allowed in the restrooms or locker rooms at anytime. Appropriate use is allowed in the academic area after 3:30 PM. If a cell phone or any other electronic device disrupts the learning environment, the device will be retrieved by a staff or faculty member and placed in the office until the end of the school day. Upon a second violation, the cell phone or device will need to be picked up by a parent or guardian after school from an administrator.

Academic Integrity Policy

The faculty of Prairie High School believes that all students must demonstrate honest and ethical behavior. Academic dishonesty, cheating, or plagiarism involves an attempt by the student to present another's work as his or her own. Because the faculty understands that not all plagiarism or cheating is intentional, every student at PHS will be expected to attend training sessions to help avoid plagiarism. These sessions will be designed to (1) quoting with correct citations, (2) paraphrasing with integrity, (3) extracting meaning and

summarizing passages in their own words with credit to the source. All students will sign an agreement at the end of their training stating their understanding that plagiarism and cheating are not tolerated at Prairie H.S.

Violations of the Academic Integrity Policy include but are not necessarily limited to the following:

- Copying or giving an assignment to a student to be copied unless specifically permitted specifically by the teacher.
- Submitting another student's work as your own.
- An act of using the exact words, a close paraphrase, or a unique idea from another person's writing.
- Submission of any work that is not the students.
- Use of unauthorized material including textbooks, notes, calculators, or computer programs during an examination or on a major project.
- Supplying or communicating in any way unauthorized material including notes, textbooks, calculators, or computer programs on a major project.
- Unauthorized access to an exam or answers to an exam.

Consequences for the Violation of this Policy

- Any freshman or sophomore student caught cheating or plagiarizing on school work may receive a failing score for the assignment.
- Any junior or senior caught cheating or plagiarizing on school work will receive a failing score and may be suspended from school.
- Any student cooperating in a situation involving cheating or plagiarism is subject to the same consequences.
- Parents or guardians will be notified in cases where cheating or plagiarism is discovered grades 9-12 by the teacher and then by letter from the administration.
- A conference will be required between the student and the administration when a student is found to be involved in plagiarism or cheating grades 9-12.
- Any student found to be plagiarizing more than once in a class may be dropped from the class with a grade of F.

Computer Use and Responsibility

Use of the internet provides great educational benefits to students. Unfortunately, some material accessible via the internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner.

Students will be found in violation of this privilege if any of the following occur:

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing or insulting others.
4. Damaging computers, computer systems, computer networks.
5. Violating copyright laws.
6. Using another's password.
7. Trespassing in another's folder, work or files.
8. Employing the network for commercial purposes.
9. Downloading games, software or files without teacher or administrative consent.

....Violations may result in a range of consequences from demerits, suspension, expulsion and or legal action....

Distribution of Non-School Sponsored Publications

Approval must be acquired from the principal 24 hours in advance and the material signed for the distribution or display of school or non-school sponsored literature.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Damage caused by horseplay is unacceptable. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Open Containers/Food

Food and drink along with any opened containers of food and liquid should not be in the halls, in lockers, or in academic areas. Opened containers may be confiscated and thrown away. Continued abuse of this policy may be interpreted as insubordination and consequences deemed appropriate by the administration will be enforced.

Prairie High School
Academic Intervention Support Sequence

Stage I Support

Immediate Communication Model

Teacher to Student

- ∇ Communicate concern, listen to student's perspective, clarify support, communicate expectations through academic intervention mandate sheet

Teacher to Parent

- ∇ Communicate concern to parents and inform them of stages of support.

Teacher to Student

- ∇ Follow-up conversation with student using academic intervention mandate sheet

Stage II Support

Academic Intervention Mandate—After School Mondays and Thursdays

- ∇ Guided study with 9th grade teachers in an after school program from 3:30-4:15
- ∇ Classroom teachers provide materials through academic intervention mandate sheet
- ∇ Parents will be notified by classroom teachers if a student needs to attend A.I.M.
- ∇ Parents will be notified by administrator if student does not attend A.I.M. and required to go to Level III

Stage III Support

Saturday Academic Intervention

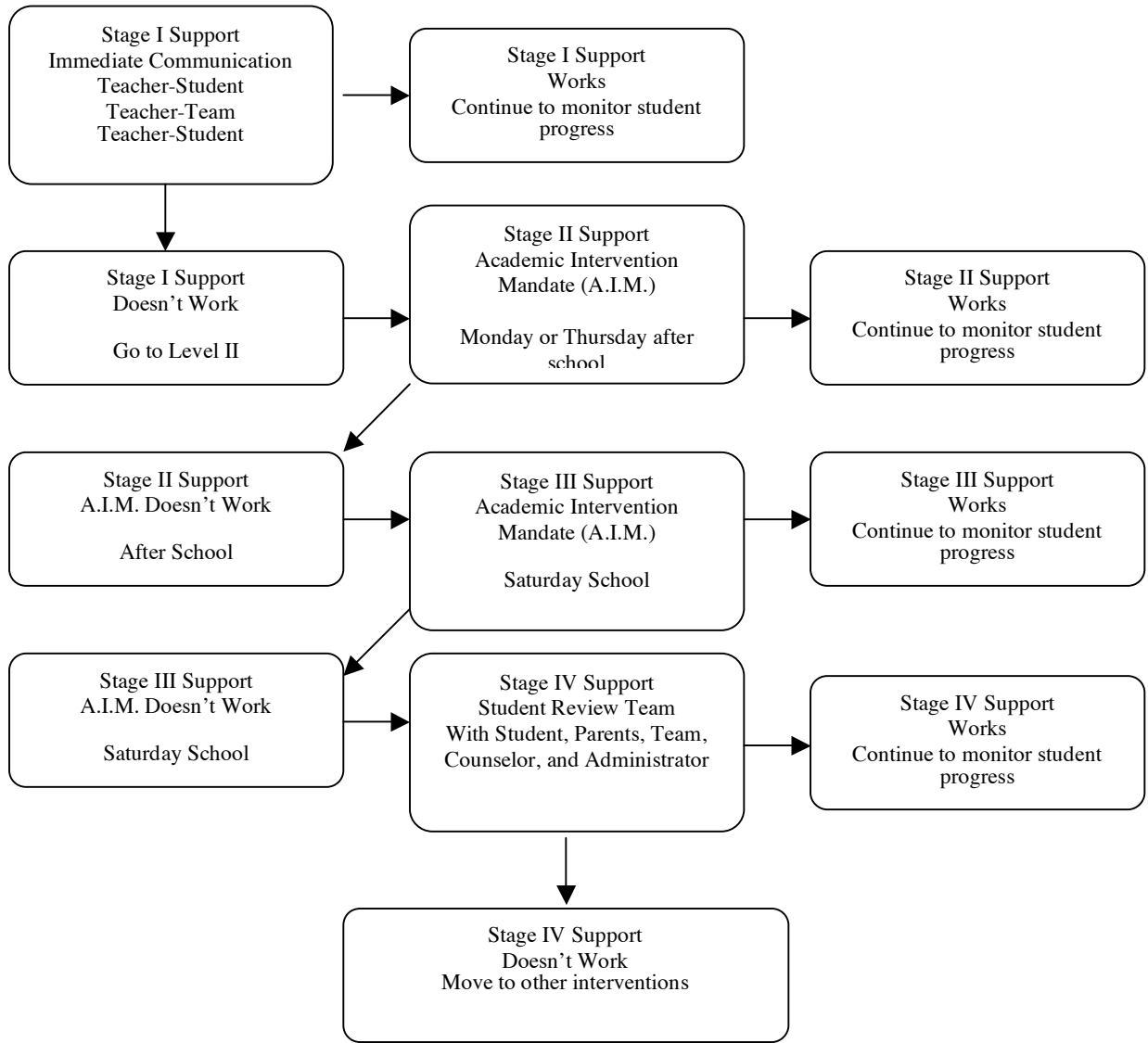
- ∇ Students will attend Saturday morning school if they do not attend the M/Th support session
- ∇ Support materials provided for Level II A.I.M. will transfer to Saturday school

Stage IV Support

Student Review Team with Parents/Guardians

- ∇ 9th grade teacher team, guidance counselor, administrator, and parents will meet to discuss what support systems have been provided and clearly articulate a plan with future support systems
- ∇ Contract agreement between student, teachers, and parents

**Prairie High School
Academic Intervention Support Sequence**



Leaving School

If a student must leave the school grounds for any reason other than school sponsored trips, work study, early release, parental permission, PSEO classes or administrative permission, parental permission will be required before the student can leave. The student must sign out before leaving and have their written pass with them. If a student becomes ill, they must report to the nurse or the office before leaving school.

Unscheduled Time

Students are not permitted to leave the school grounds during unscheduled time or at any time during school hours without proper authorization from the office and checking out properly. Students are not permitted to walk the halls, congregate, or loiter in the halls or restrooms during unscheduled time. Students shall not be in the gymnasium unsupervised or without permission.

Release Pass Privilege

Juniors and seniors may be eligible for open campus/release pass privilege. This privilege would allow a junior or senior in good standing to leave school during their study halls and during their regular lunch period.

All juniors and seniors will start the year with open campus/release pass privileges if they meet the following criteria:

1. Written approval of Parent/Guardian.
2. The junior or senior does not receive 2 or more F's or U's in grade or work habit in the previous grading period.
3. The junior or senior student is enrolled in 5 classes and PE.
4. The junior or senior student does not acquire 10 or more demerits.
5. If a junior or senior student is truant from school, the privilege may be revoked for the remainder of the grading period. (This includes homeroom.)
6. If a junior or senior signs out for open campus/release privileges and takes a student with them who does not have the privilege, causing this student to be truant, this privilege will be revoked.
7. The junior or senior student who has not passed all ALT tests must receive a recommendation from the administration.
8. Parking illegally, parking in staff parking or reckless driving will result in loss of the privilege.
9. Failure to take standardized tests and give maximum effort will result in loss of the privilege.
10. Failure to follow proper procedures when entering and leaving the building, (signing in and out) will result in loss of privilege.
11. Any behavior incident that the administration deems serious will result in loss of the privilege.
12. The junior or senior student will have attended all study halls on a regular basis as a freshman/sophomore.

****Remember Students and Parents****

Open campus/release pass is a privilege, not a right. The privilege may be revoked for a grading period, a semester, or a full year. This decision will be made by the administration.

Dances

Students must present their School I.D. upon entry to a school sponsored dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations will be asked to leave the dance and school grounds. Any student brought as a date from another school must register that student in the office for approval the week prior to the dance. Any non-PHS guests must be registered in the office for approval prior to the dance. The administration reserves the right to refuse admittance to a non-PHS guest. No student will be admitted to a dance during the last 30 minutes. Students may invite only one guest to dances. Appropriate semi-formal attire is required at Winter Formal and Prom. Any student with behavior deemed inappropriate or that may lead to an unsafe environment will be asked to leave.

Grades

All teachers will inform students of the grading procedures to be used for determining grades. Grades and credits will be awarded only at the end of each semester or at the completion of the course. Progress reports will be given at 4 ½ , 9, 13 ½ weeks and final semester.

Students may appeal a grade decision by meeting with the teacher and principal within two weeks after the grade has been received.

The following symbols will be used to indicate academic performance:

- A - Outstanding level of achievement - full credit**
- B - High level of achievement - full credit**
- C - Satisfactory level of achievement - full credit**
- D - Minimal level of achievement - full credit**
- F - Achievement level not acceptable - no credit**
- INC Incomplete due to lack of effort - no credit earned**
- W - Withdrawn from course - no credit**
- N - No credit**
- S- Satisfactory**
- U- Unsatisfactory**

Requirements for Graduation

Current Graduation Requirements

Graduation requirements effective with graduating class of 2008:

- | | |
|---|-----------------------------------|
| 1. English | 4 credits |
| 2. Social Studies | 2.5 credits |
| 3. Science and Math | 5 credits - minimum of 2 per area |
| 4. Family and Consumer Science or
Business or Industrial Technology | 0.5 credits |
| 5. Physical Education | 1 credit |
| 6. Electives | 9 credits |
| 7. Basic Academic Skills Certificate (meet specified performance levels in math,
reading, and language arts) | |
| 8. Portfolio (meet established student work (artifact) and senior presentation
requirement) | |
| Total credits required: | 22 |

Graduation requirements effective with graduating classes of 2009 and beyond:

- | | |
|---|------------------------------|
| 1. English/Language Arts | 4 credits |
| 2. Social Studies | 3 credits |
| 3. Science | 3 credits |
| 4. Math | 3 credits at the high school |
| 5. Career/Technical Ed | .5 credits |
| 6. Physical Education | 2 credits |
| 7. Basic Academic Skills Certificate (meet specified performance levels in math,
reading, and language arts) | |
| 8. Portfolio (meet established student work (artifact) and senior presentation
requirement) | |
| Total credits required: | 24 |

- Courses taken in the areas of math, language arts, social studies, and science taken beyond the requirements are counted as elective credit.
- **Students will be required to take three years of math in grades 9-12.**
- Students in 9th grade will earn high school credit regardless of the attendance center.
- **Grade level advancement will be dependent on the number of credits earned, not on years of attendance. Open campus will be the exception to this as a student must have junior status with regard to credits and must be in their third year of attendance. Student's, who are in their third year of attendance and are behind in credits, will not be allowed to have open campus.**
- **Students enrolled in year long courses may not drop those courses at the end of the 1st semester without written permission of the principal.**

Quest Courses/Independent Study

Independent study/Quest courses are exactly as the name implies. Independent study/Quest courses are those in which the student studies/learns independent of the regular classroom and the school day. Students are not able to register for a Quest/independent study course that meets during the school day. 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.

In order for an independent study/Quest course to be considered, the standards and benchmarks for the course must be in place and be approved by the Director of Learning Services and high school administration.

PAL classes that are offered through the success center or the alternative school will continue as in the past with administrative approval.

Exceptions may apply to select courses such as publications courses with administrative approval.

PAL and Independent Study Classes

All classes for credit that are to be considered for participation in the graduation ceremony must be started at least 30 days prior to the last day of school for seniors. This includes but is not limited to all classes at Lincoln Learning Center, Alternative School, PAL, Independent study, etc.

Only 4 credits (one semester) will be allowed as transfer credit from Lincoln Learning Center PAL or Independent study for the purpose of participation in the graduation ceremony.

Participation in the Graduation Ceremony

Students will need to meet all requirements prescribed by the Board of Education to participate in the commencement exercise. All class work required will need to be completed by the end of the school day on the senior's last day or before as determined by the individual teacher. Any student not graduating on time with their class that wishes to receive a Prairie diploma must be enrolled in consecutive semesters either here at the high school or through Kirkwood Community College. This means a student must register for and attend classes during the fall semester after their class graduates. If a student chooses to enroll at Kirkwood Community College, the student/parent is responsible for the cost of these classes.

Physical Education 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, tennis shoes that are non-marking) All attire must adhere to the Prairie School dress code.

Physical Education Activities

Throughout the school year the P.E. Department engages in various activities outside of school that require a fee (Bowling, Skiing, Golfing). If students are unable to pay for these outside activities, alternative activities are available at school.

Excused From Physical Education

Students are responsible for securing all personal property during PE classes. The school is not responsible for lost or stolen items. Pupils must participate in the Physical Education programs unless they bring a medical excuse from a physician. This excuse is presented to the school nurse and the students P.E. instructor. Complete release from the physical education requirement 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 his designee. Excuses should be renewed each year. Physical Education instructors will assign make-up work to students with excused absences. Students will be expected to make up PE classes even with a doctor's excuse unless exempt for the entire semester.

Health Services and Medications

In accordance with College Community School policy, if medication is to be given by school personnel, we must have authorization from the physician and written instruction must be provided by a parent or legal guardian. **PARENTS MUST FILE A PERMISSION FOR PRESCRIPTION MEDICATION FORM WITH THE SCHOOL NURSE. THE FORM MAY BE PICKED UP IN THE OFFICE OR WITH THE SCHOOL NURSE.** In addition, the following information is to be clearly labeled on the bottle from the pharmacy:

- * **name of medication**
- * **strength and dosage prescribed**
- * **name and address of pharmacy**
- * **student's name**
- * **physician's name**
- * **date of prescription**

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. A student may carry a single day's supply of a prescribed or over-the-counter medication on their person providing the medication is in the original packaging, appropriately labeled. Tylenol and other over-the-counter medications may be dispensed at the discretion of school personnel with written permission from the parent or guardian. Any student leaving town on a school sponsored overnight trip will need parents to sign authorization for the administering of the medication.

A nurse is on duty on the College Community campus throughout the school day. Although the nurse will be on call for emergencies at all times, she will be stationed in the high school building all day two days a week. In the event of illness or accident, school personnel will give emergency care only. Parents or guardian will be responsible for any additional care needed. The Board accepts no responsibility for the medical treatment of students. A student who is known to have a contagious disease may not be allowed to attend school in the College Community School District. Physical assessment of pupils in the school may be made from time to time to prevent the spread of disease. A student who has had a contagious disease should not return to school without permission of a physician and clearance by the school nurse.

Library/Media Center

The Prairie High School Media Center features print and electronic resources for student and faculty use. Although the primary goal of the library media center is to support and provide materials for classroom and curricular use, items are also selected to encourage and enhance casual reading and lifelong learning. Among the available resources are 14,000 print volumes and more than 50 magazine titles. The library also serves as an electronic resource center by providing access to features such as the World Wide Web and several online research databases. A newly updated Online Public Access Catalog is available for electronic searching of the library collection via computers in the library or through the internet from remote locations.

Other services provided in the library include a coin-operated photocopier for student use and a casual reading room featuring a comfortable atmosphere for quiet, more relaxed study. Library hours are 7:30 a.m. to 3:30 p.m. daily.

Parking and Driving Regulations

The regulations listed below are issued to promote safety and order in regard to parking and driving at Prairie High School. It should be clearly understood that failure to comply with the regulations and conditions may lead to loss of the driving privilege, fines, assignment to study hall, or suspension from school. Those students who have registered their vehicle and who have the privilege of driving, may park in either the upper or lower lots. Parking is on a first come first serve basis for student's grades 10-12. Freshman will not be issued school parking permits and should not drive to school. An exception may be granted to a freshman who has reached the age of sixteen and has acquired an intermediate license. In such cases, the administration may issue a parking permit if the student has previously demonstrated a level of maturity and responsibility consistent with the privilege of driving to school. In addition, freshmen who possess a school license may use that permit to attend summer practices or events authorized by the license because no parking permits are required during the summer months. The ability to park on school property during the summer months does not make freshmen eligible for a parking permit during the school year. The district has the legal authority to control driving to school through the issuance of parking permits. The district views freshman driving as a safety issue on a congested campus that serves 4000 young people each day.

Possession of a School Permit or an Iowa Driver's License does not permit a student the right to a parking permit at Prairie High school or to have their vehicle anywhere on campus.

RULES AND REGULATIONS

1. Students are not allowed to be in their vehicles between 8:15 a.m. and 3:20 p.m., unless they are leaving school property with an approved early dismissal, on a work study program, or unless they have permission from a staff member.

2. All vehicles parked in the school parking lot must display an official parking tag on the rearview mirror. These permits will be issued only upon the completion and approval of the registration form. Drivers whose vehicles do not display the appropriate permit may lose their driving privileges, be fined, or be suspended.
3. Cars must be parked in spaces clearly marked for parking. **"No Parking," numbered spaces, and visitor areas must be avoided at all times. No parking is permitted along the emergency lane (sidewalk). This includes the sidewalk in front (north) of the cafeteria and the sidewalk west of the cafeteria. No student is to park near the auto mechanics area or near the Business Office.**

Student Messages

All contacts to students while at school must pass through the office. Students with messages at the office will be paged to the office during times that would not interrupt classes. No personal messages from anyone other than family will be delivered to students. Pay telephones are located in the building for personal use. Any telephones in the office are for business use only and office staff may request to know who is being called and for what reason. Abuse of the office telephone may result in the loss of the opportunity for further use. 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.

In addition parents are strongly encouraged to NOT call students on their cell phones during the school day.

Visitors

Prairie High School welcomes visits from parents or guardians. All visitors should report to the high school office to register. Any visitor must be approved in advance by the principal or his designee. A visitor's pass should be visibly worn and will be issued to all authorized visitors to the school. Small children should not be brought to school to visit. Any unauthorized visitor will be asked to leave. Failure to comply with a request to leave may result in a call to the police.

Success Center

The PHS Success Center offers several services to staff and students. The Center is a place for extra opportunities for all students with emphasis on preparing students to achieve their Achievement Level Testing (ALT) goals, remediation for all course work as needed, and helping all students make academic gains. The Success Center is staffed with a certified Language Arts teacher and a certified Math teacher whose primary responsibility will be to assist students with their ALT's and other academic work. The Success Center staff remains committed to our Prairie High School creed, **"Success for All."**

ELP: Extended Learning Program

ELP at the high school is part of the overall Extended Learning System. This system is comprised of advanced placement courses, post secondary enrollment options, in class-different ion, clubs and other avenues used by our district and to challenge students and create opportunities for them to realize their potential. **ELP** is Prairie's gifted/talented

program. **ELP** students make up approximately the top 3% of the student population at any given grade level. Students are invited to participate in this special program if they meet district criteria. District criteria are aligned with state recommendations and national standards for gifted education. The following criteria are considered for placement:

- 1. Cognitive scores, especially in the nonverbal area, of 130 or above.**
- 2. Achievement scores of the 90th percentile, or above (Iowa norms) in the area of reading and/or math. Achievement Level Test scores that have exceeded district criteria for graduation.**
- 3. Anecdotal information, as per teacher and parents.**

Academic Eligibility

Nine Week Eligibility

All students involved in athletics, speech, drama, vocal and instrumental music are required to be enrolled in at least 2.5 approved credits in order to be eligible. If a student is not passing 2.5 credits at the end of the nine-week grading period, he/she will be ineligible for the next nine-week period.

2.5 credits is usually equivalent to five full classes. Post secondary enrollment option classes taken either on or off campus are given the same credit as regular classes. If a student fails a PSEO class, it is considered equivalent to failing a PHS class.

Semester Eligibility

Students must be passing at least 2.0 credits at the end of the semester or they will be ineligible for the entire following semester. 2.0 credits is usually equivalent to four full classes (**if unsure check with the guidance office**). Post secondary enrollment classes taken either on or off campus are given the same credit as regular classes.

Any incompletes received on the semester grading report must be made up within ten school days in order to change the grade to a passing grade. Students will be eligible during this ten-day period.

“The Scholarship Rule” (Effective July, 2006)

Per Iowa Law 36.15 (2)

“The Scholarship Rule”, all students participating in activities shall pass **all** classes at the **end** of each semester in the last 12 months to be eligible.

Penalty:

Athletic: 20 school days of ineligibility begins the day the report cards are distributed for those students currently participating in athletics. If the student is not currently on an athletic team then it attaches to the student next “bona fide” sport. The 20-day ineligibility period begins according to the first legal playing date for each sport as determined by the IGHS AU and IHSAA. For grade 10-12 a bona-fide sport is considered a sport in which the student has previously participated.

Prairie High School Service Awards

Community Service Awards will be based upon **service projects**. These projects will need to be submitted for acceptance **before** the project is begun.

The service committee will meet weekly to review submitted projects for acceptance or denial.

A “project” needs to involve at least 10 hours of service.

”Projects” that involve more than 10 hours of service will need to be in 10 hour increments and will be awarded additional points.

Projects will be in three categories: School, Community or Church

Example: 10 hour project = 1 point

20 hour project = 2 points

Students can put together “**packages**” of projects that would equal 10 hours. Such as:

4 hours of bell ringing, and 6 hours of soup kitchen.

These must be completed in a two (2) month period of time.

Completed service projects will be reviewed by the service committee for final approval/acceptance before final points are awarded.

Yearly awards: 12 month period: September through August

These will be awarded in the fall awards assembly.

Gold certificate: 8 points

Silver certificate: 6 points

Recognition certificate: 4 points

Graduation Silver Service Cord recognition:

35 points: must include projects from 2 of the 3 categories (church, community or school)

Projects that will not be accepted:

Singing in the church choir during church, or being a “reader” at church on Sundays.

Required service hours for Boy Scouts. (Eagle Scout, etc)

Court required community service.

Community service that is a required part of a school club/organization

Demerit contracts

Others to be determined

2008 Seniors: Congratulations on the past service that you have completed.

You must complete *12 service points* to qualify for a graduation cord. You will also be required to meet the category requirement of service in 2 of the 3 areas.

Past service hours will NOT be credited toward service points for the graduation cord.

2009 Seniors: Congratulations on the past service that you have completed.

You must complete *24 service points* to qualify for a graduation cord. You will also be required to meet the category requirement of service in 2 of the 3 areas.

Past service hours will NOT be credited toward service points for the graduation cord.

Schedules for 2007-08

Regular 8 pd day (Monday, Tuesday & Friday)

Pd. 1 8:35 - 9:17
Pd. 2 9:22 - 10:04
Pd. 3 10:09 - 10:51
Pd. 4 10:56 - 11:38
Pd. 5 A Lunch 11:43 - 12:05
B Lunch 12:10 - 12:32
C Lunch 12:37 - 12:59
Pd. 6 1:04 - 1:46
Pd. 7 1:51 - 2:33
Pd. 8 2:38 - 3:20

Block Days with AA (Wednesday & Thursday)

Block 1 8:35 - 9:57
AA 10:02 - 10:27
Block 2 10:32 - 11:05
A Lunch 11:10 - 11:32
B Lunch 11:37 - 11:59
C Lunch 12:04 - 12:26
Block 3 12:31 - 1:53
Block 4 1:58 - 3:20

