

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:	As a principal, I agree to:	As a parent/guardian, I agree to:
Apply best practice in teaching literacy skills	Set high standards in all basic skill areas	Monitor my child's work by reviewing work samples and school communications
Design meaningful, challenging activities in a literacy rich environment	Design instructional programs that support children's literacy skill development	Support my child's organization by helping him/her to use the daily school/home folder
Set high expectations for all students	Seek and distribute financial and personnel resources to build and support literacy programs	Practice activities that are suggested by the teachers to reinforce my child's learning at home
Differentiate teaching to meet students' individual needs	Build community partnerships to expand learning resources	Read at home with my child daily and check out books regularly
Develop a system of continuing communication with families such as regular newsletters, phone calls, notes or conferences	Create extended learning opportunities to meet individual student's needs	Provide consistent homework support (time, place to study, materials...)
Encourage parents and children to read regularly at home	Communicate with families about school improvement initiatives and school goals	Send child to school ready to learn (dressed properly, well rested, healthy and nurtured)
Guide parents to help your child with home learning activities	Provide opportunities for parents to develop skills in helping their children	Follow school attendance policies (send child to school each day unless he/she is ill; no tardies)
Keep parents/guardians informed about your child's progress and the school's overall performance	Invite input and facilitate mutual communication	Be involved with school activities whenever possible (parent workshops, reading nights and other school events)
Meet with students and the family to discuss the students' progress	Provide continuous learning opportunities for staff members	Practice open communication (read and return notes, return phone calls, bring up issues and concerns to teachers...)
Be a life long learner and continue to sharpen professional skills		Volunteer if possible (school programs, PTO, classroom support, at home support...)
		Attend parent conferences

Jurisdictional Statement

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

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

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

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

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, 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 Creek	848-5310	Superintendent-Dick Whitehead	848-5200
Prairie Crest	848-5280	Transportation – Scott Grabe	848-5204
Prairie Heights	848-5230	School Nurses	848-5225
Prairie Ridge	848-5100	Kathy Bowersox, Jessica Steffens, Ellen Gavin, Angels Ulferts	
Prairie View	848-5260	Food Service – Julie Hauser	848-5215
Prairie Point Middle School & 9 th Grade Academy	848-5500	Early Childhood Center – Sandy MacKain	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 8:50. This will allow ample time for personal organization before the tardy bell rings at 9:00. To be counted for a full day of attendance, students must be at school between 10:30 a.m. and 2:30 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. School and district attendance rates are monitored by the Iowa Department of Education. We appreciate your ongoing cooperation in an effort to ensure a strong attendance pattern for your child. If your child's absences (excused or unexcused) reach a point of concern, you may be asked to provide a doctor's excuse to verify the reason for any subsequent absences. School and district attendance rates are monitored by the Iowa Department of Education. We appreciate your ongoing cooperation in an effort to ensure a strong attendance pattern for your child. If your child's absences (excused or unexcused) reach a point of concern, you may be asked to provide a doctor's excuse to verify the reason for any subsequent absences.

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 9:15 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 8:35 a.m. or stay after 3:45 p.m. ***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 building 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 6:30-8:35 a.m. and 3:45-6:00 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 1-4 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 for web newsletters, PTO links, Parent Portal, and the activities calendar. You can also find all staff members' email addresses on the web. Feel free to email us anytime.

Other Communication

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.

For your child's safety, we will only release a student to those individuals listed on his/her pick-up form. If you would like your child to be released with a person not specified on the form, we must have this request in writing.

Chapter 103 of the Iowa Administrative Code regulates what school district employees may and may not do when restraining, confining, and detaining students. Chapter 103 was amended in 2008 and applies to all students. College Community School Board Policy 502.2A is based on this chapter. Safe rooms may be used for the safety of students or others at the discretion of the Principal or designee. If a safe room is used, parents will be notified.

Students are not allowed to should not wear shoes with cleats or wheels (i.e. Healy's), half shirts, halter-tops, very short shorts, or hats. Flip flops are strongly discouraged.

Note-

MDRESS 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.

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

HEALTHY SNACKS

In an effort to encourage healthy eating and promote healthy lifestyles the College Community School District request that parents send only nutritional and healthy snacks to school with your son/daughter for daily snacks, birthdays, and special occasions. The district discourages snack foods that are high in sugar such as cupcakes, cookies, and candy bars. Snacks that are encouraged include fruits, vegetables, granola bars, graham crackers, animal crackers, popcorn, pudding, or yogurt cups., etc. Working together through both school and home can promote a healthy life style that will help our children live longer, learn, better, and be happier.

HOMELESS CHILDREN AND YOUTH, SERVICES

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

- Attend school no matter where you live or how long you lived there. They must be given access to the same public education, including preschool education, provided to the other children.
- Continue in the school they attended or the school they last attended if that is your choice and is feasible. If the school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal.
- Provide transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents requires for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Review the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school office or the counselor for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. Someone at the shelter or social services office can also support you.
- Contact the school counselor and provide any information you think will assist the teachers in helping your child adjust to new circumstances
- Ask the school counselor, the shelter provider or a social worker for assistance with clothing and supplies, if needed.
College Community School District's Liaison for Homeless Education is Ying Ying Chen. Feel free to contact her (848-5211) if you need further assistance.

home to strengthen study skills and support independence with previously taught skills. ies. um is taught at the 4th If you choose to bring lunch in for you and your child we require that you bring lunch only for you and your child. We also would strongly encourage you to bring a healthy lunch that is good for both you and your child.

2.00 2

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If you choose to bring breakfast in for you and your child we require that you bring breakfast only for you and your child. We also would encourage you to bring a healthy breakfast that is good for both you and your child. breakfast and/or breakfast is \$1.55. The cost for an adult lunch is \$2.75920091092009179910

Only authorized vehicles should park in handicapped spaces. As gum is not allowed at any time, *pThank you's should also be sent in the mail.* We will not allow distribution of party invitations to just a few students. Electronic devices (cell phI-Pods, computer games, Gameboys, etc.) are not to be used during the school day, including before/after school and recess. They should be turned off and stored in lockers/cubbies. We strongly urge students to leave all electronic devices at homeElectronic devices and from instruction and learning. Toys should be brought to school only on days designated by the teacher. Students who use electronic devices are subject to disciplinary procedures including but not limited to confiscation (items may be reclaimed by parents).

SCHOOL CANCELLATIONS

The tardy bell rings at 9:0035-8:50. Dismissal time is 3:45ll students are dismissed by 3:45rie Heights are dismissed at 3:3HOMEWORK

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 copy of a court order on file which limits the rights of one of the parents. Certified school staff, clerical personnel responsible for the custody and keeping of the records, and certified staff of Grant Wood AEA who have 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.

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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, for automatic notifications of early dismissals and school cancellations.

SCHOOL HOURS

SMOKE FREE CAMPUS

Per Board Policy and State Code the campus at College Community is 100% smoke free. Smoking is prohibited in all school buildings and on school grounds.

SOLICITING

There are many worthy causes in our community that need financial support. Overseeing monetary donations, requesting money from children on multiple occasions, and determining who should or should not receive our support puts our school in a very difficult position. Therefore our efforts will focus on school sponsored fundraising initiatives. We will support outside non-profit organizations by distributing approved information. All non-profit requests and flyers need to be directed to the district office for approval.

When planning an event, keep in mind that students or staff should never be coerced or compelled to participate in fundraising activities. We do not support fundraisers that award privileges such as wearing specific clothing for a donation because they single out students who are not able to participate.

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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 bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a 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 family 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.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

Prairie Schools use the *Olweus Bullying Prevention Program*. This research-based program reduces bullying in schools. It also helps to make school a safer, more positive place where students can learn. Although this program takes place at school, we need your help too. You can talk about bullying and our schools anti-bullying rules at home with your child:

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

We want to work with you to prevent and stop bullying from happening in our school.

91050.00 for students in grades K-4

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.