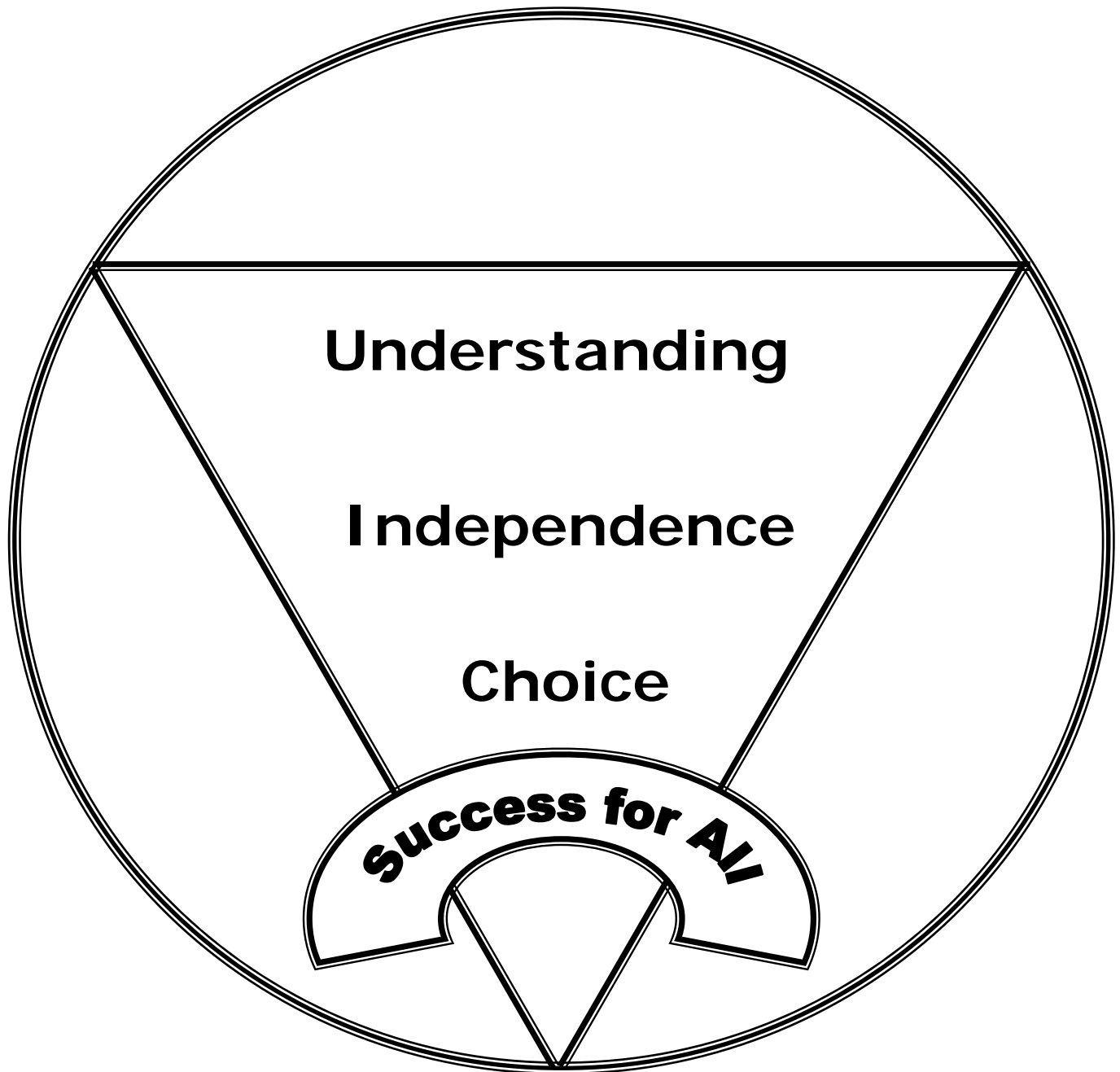


The Prairie Alternative High School



2009-2010 Handbook

Table of Contents

Alternative School Philosophy	3
Belief Statements	3
Jurisdictional Statement	4
Academic Progress Policy	5
Attendance	5
Behavioral Guidelines	6
Beverages & Food	6
Breaks	6
Career Exploration/Internships	6
Cheating	7
Child Abuse Reporting	7
Daily Schedule	7
Damage of School Property	7
Discipline Policy	8
Disciplinary Infractions	8
Disciplinary Removal from Class	8
Distribution of Non-School Sponsored Publication	9
Electronic Devices	9
Eligibility Requirements for Enrollment in the Alternative High School	9
Equal Access to Education	9
Extra-Curricular Activities	10
Grading system	10
Graduation Requirements	11
Guidance Counselor	11
Illegal Substances	11
Internet Usage	14
Interrogations	14
Lockers	14
Lunch	14
MAP Testing	15
MCNS Policy	15
P.E.	15
Progress Reports	15
School Delays or Cancellations	15
Student Appearance	15
Student Bullying and Harassment	16
Student Conduct	17
Student Searches	17
Suspensions & Expulsions	17
Telephone	17
Tobacco Possession and Use	17
Visitors	17
Weapons	18
Work for Credit	18
School Calendar	19
Fees 09-10	20

Alternative School Philosophy

To ensure that all students today receive the education needed for tomorrow, Prairie Alternative High School recognizes that each student can become a life-long learner when provided with an atmosphere and program that matches his or her style as a learner.

We believe that an alternative curriculum is alternate only in delivery, and that it can hold students to a level of mastery of District Standards and Benchmarks that is equal to or greater than that of traditional approaches. We believe that providing a high quality curriculum in combination with a more personalized and student-centered approach will allow many students not successful in the traditional high school setting to achieve at high levels. This approach combines a rigorous and relevant academic curriculum.

Programming emphasizes employment skills and a large degree of personal choices within a more comfortable and personable learning community.

Whether the outcome is post-secondary enrollment, vocational training or entry into the work force, our goal is to provide each student with the skill and opportunity to plot his/her own course and graduate to become a positive and productive citizen and quality life-long learner.

Belief Statements

At Prairie Alternative High School, we believe:

Every student will become a life-long learner.

An alternative education is alternative only in its delivery.

Education should be personalized and student-centered.

Curriculum should be relevant, rigorous and based on district standards.

The best learning environment is experiential and hands-on.

Curricular subjects should be taught with a thematic integrated approach.

Reason and understanding are more important than rote memorization.

The ability to respect humanity and diversity is the most admirable quality of the American education system.

Humor and enthusiasm are contagious.

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, 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. Also 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 while school was 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 that disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity. Also 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 of 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 the 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 Prairie Edge Office for information about the current enforcement of the policies, rules or regulations of the school district.

Academic Progress Policy

Students at the Prairie Alternative High School will be allowed to work at their own pace; however, they are required to have a “pace.” Working toward the goal of high school graduation is something all students must maintain. An evaluation of student progress will be completed on a monthly basis. When academic progress is not evident in a student’s class, the teacher will warn the student and he/she will be put on academic probation until improvement is shown. Terms of the probation will be established between the student and program staff.

Attendance

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

Thus, school attendance must be a priority. Consistent and prompt attendance in every class is critical for successful academic performance. Students will earn academic credit based upon their attendance.

Students who attend 90-100% are eligible to earn a .5 credit for each academic class.

Students who attend less than 80% of the time are not eligible for credit and will be “laid off” from the program.

Students who have lost academic credit based upon attendance do have a right to appeal. They must present their appeal to a student review board.

It is important that students keep track of their attendance and don’t let missed classes add up. If students miss a class, they should talk to their teachers the very next day.

Attending the Prairie High Alternative School is a privilege. Do not jeopardize your placement with poor attendance.

If a student is absent from school, it is necessary that the parent or guardian call the Alternative School classroom by 8:30 a.m. the following school day. Calls may be made between 7:30 a.m. and 4:00 p.m. to the following number, 298-3406 or 533-7081, or a message may be left at that number at any other time during the night or on weekends. 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.

Punctuality is important as well. Therefore, students who are between 2-5 minutes late, with a reasonable excuse will receive an unexcused tardy. **Students who are between 6-10 minutes late will receive an unexcused tardy and will forfeit their break for the day. 3 unexcused tardies will equal on unexcused absence. Students, who are tardy after break, will forfeit their break the following day.** The time clock will be used to keep track of attendance and tardies.

Attendance Guidelines (General)

1. Any absence from a class will be counted in the accumulated total. Students who are laid off from a class as a result of inappropriate behaviors will be counted absent.
2. The alternative school teachers will determine whether or not the student’s arrival time constitutes a tardy or an absence.
3. Students not productive in class will be asked to leave and will be given an unexcused absence. If a student is asked to leave on three occasions for nonproductive behaviors, the student will be laid off from class. Absences resulting from nonproductive behaviors are counted in the student’s cumulative total of absences.

4. The alternative school teachers will determine the expectations and guidelines for completion of the academic credit for those classes where students have been laid off as a result of attendance. Also the teachers will determine whether the student will be eligible for enrollment in classes for the following enrollment period.
5. Students laid off during the semester as a result of attendance, punctuality, and/or productivity problems will be scheduled for the following enrollment period only if openings are available.
6. Students who fail to exhibit effort, the proper attitude, and/or appropriate behaviors could be laid off for up to one semester, and re-enrollment will be contingent upon positive change and available openings.

Behavioral Guidelines

An attitude of respect and proper manners for a public building are expected at all times, whether at school, a school sponsored activity, or in a school owned or operated vehicle. Inappropriate behavior will not be tolerated. Examples of inappropriate behavior include:

- **Disruptive behavior** such as fighting, too much noise or activity, non-compliance, and/or disrupting a classroom.
- **Disrespectful behavior** such as profanity, refusing directions, harassment of others' sex, sexual orientation, race, creed, or disability, threats to students and staff, and/or inappropriate public affection.
- **Violation of Iowa Law** such as possession of weapons, tobacco, drugs, alcohol, creating false emergencies, vandalism, and/or threatening school employees or students.

Consequences for the behaviors listed above, whether they occur in the classroom, parking lot, hallway, school bus, or at a school activity range from communication with parents, disciplinary removal from class, suspension, expulsion, to reporting the incidence to law enforcement agencies for behaviors, which may violate Iowa Law.

Beverages and Food

Research shows that for the brain to work optimally it must be hydrated and nourished; thus, water and food may be brought in to school in an unopened container. However, responsibility is a must. If litter and garbage become a problem, this privilege will be revoked.

In an effort to encourage healthy eating and promote healthy lifestyles the College Community School District requests that parents send only nutritional and healthy snacks to school with their 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 school and home can promote a healthy life style that will help our children live longer, learner better, and be happier! Thank you for your cooperation!"

Breaks

Students may take their breaks in the classroom or outside. Taking a break in or near the parking lot is fine as long as there are no visitors. Students who have been suspended, expelled, or temporarily removed from class are considered visitors. The staff may request the assistance of local law enforcement if unwelcome visitors become a problem. Students may not take a break in any part of the building other than the classroom.

Career Exploration/Internships

Students may also earn credit by exploring careers or by participating and successfully completing an internship. Students may earn 1 credit per semester by completing one of these experiences. The exact number of credits that can be earned will be decided by the alternative school teacher and administrator on a student by student basis. These will be considered elective credits. The criteria for earning the credits will be determined by the staff and the individual student will sign a contract outlining the requirements.

Cheating

Cheating by looking at another student's school work, copying others' work, copying from other sources, manipulating computer programs, data, or finding out and discussing content about a test is not acceptable. Students found cheating, as well as any student assisting in the cheating, may be penalized by losing credit for the affected assignment or test, disciplinary removal from class, suspension, or expulsion. Manipulating computerized data may involve referral to law enforcement agencies.

Child Abuse Reporting:

Per Chapter 281-102.14 and College Community board policy JM, the College Community School district has adopted a procedure for investigating allegations of abuse of students by school employees. Any alleged abuse situation should be reported to Jim Rotter, College Community School District, 401 76th Avenue SW, Cedar Rapids, IA 52404. This level one investigation can be initiated through this office by completion of a written report.

Daily Schedule

8:00-8:55	Fifth Year Seniors/ Seniors with approval
9:00-10:25	Guided Block I A. English/ Social Studies B. Science/ Math
10:25-10:35	Transition
10:35-12:00	Guided Block II A. Science/ Math B. English/ Social Studies
12:00-12:45	Lunch
12:45-1:25	Guided Elective/ Independent Study/ Credit Retrieval
1:25-1:35	Transition
1:35-2:15	Guided Elective/ Independent Study/ Credit Retrieval
2:15-3:00	Independent Study/ Credit Retrieval

Meetings and phone calls to teachers are welcome at any time. However, our preparation times are often the most conducive if a situation needs to be discussed.

Trevor Griggs: 2:15-3:30 p.m.
Bridgette Andersen: 3:00-3:50 p.m.

Damage 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.

Discipline Policy

Good discipline includes taking responsibility for one's actions in accordance with socially accepted behavior as well as a respect for and proper response to rules, laws, and orders. Although discipline training begins in the home and continues in school, it must be remembered that other factors of environment and association have significant influence upon the behavior of students. Therefore, it is imperative that both school and home cooperate to guide young people to make good decisions. As individual homes set their own patterns of rules and conduct, the school also outlines its policy on discipline and attempts to regulate it through joint responsibility between teachers, administrators and students. The purpose is to ensure an orderly and efficient operation of the school so that students maximize their learning through a rigorous and relevant curriculum and safe environment.

Breaches of discipline include acts of behavior which conflict with the educational program or infringe upon another student's right to learn. Specifically, these may include:

1. Insubordination or refusal to comply with requests or directions of staff members.
2. Bullying or other physical attacks including threats.
3. Defiance of rules, laws, and regulations.
4. Boisterous conduct or profanity.
5. Willful disobedience.
6. Continuous breaking of rules.
7. Possession of dangerous or harmful objects.
8. Criminal behavior.
9. The use, possession, or sales of mood-altering chemicals including tobacco, alcohol, or controlled substances.

The school will exercise disciplinary control of students on any school property; in addition, it will govern behavior at all school activities away from school grounds and on the way to and from school.

Teachers may suspend students for just cause from their respective academic classes for a maximum of two days. The principal, guidance counselor, and parent (s) or guardian (s) shall be notified immediately of such suspension.

Disciplinary Infractions (Consequences)

Students who violate discipline policies may be suspended for one or more days. They may be suspended to their homes for one or more days, or in the most severe cases, they may be referred to the Board of Education to consider longer term (more than 10 school days) suspension/expulsion.

Before a student is subject to disciplinary action, the following steps of due process must be offered to that student by the principal or his/her designee.

1. The student must be informed of the conduct, which is expected or prohibited.
2. Prior to disciplinary action, an informal hearing will be held with the student at which time notice is given as to what he/she is accused of doing.
3. An opportunity should be given during the hearing for the student to present his or her side of the story.

Disciplinary Removal from Class

Students whose behavior disrupts the learning environment or presents a safety hazard to themselves or others may be removed from classes for the day. Upon staff discretion, a student may be asked to leave for a longer period of time. No credit or points will be awarded for work or participation when a student's behavior causes him/her to be removed from the classroom. The students may return to classes the following day if he/she is prepared to demonstrate appropriate behavior. If a student is asked to leave for more than one day, a parent, teacher, counselor, and principal will conference with the student before he/she is readmitted to class after having been removed for more than one day.

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.

Electronic Devices

Use of electronic devices such as cell phones is highly discouraged. However, students are allowed to use them in the lobby during transition times. Headphones are allowed based on the teacher's discretion but explicit listening material is prohibited. Any student observed using a cell phone in the classroom or having the device become a distraction to the learning environment will be asked for the cell phone or device. It will remain with the alternative school teachers 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.

Eligibility Requirements for enrollment in the Alternative H.S.

Students may choose to seek enrollment in the alternative school for a variety of reasons. Special consideration will be made for the following:

1. Student is behind in credits needed toward graduation.
2. Student has attendance issues, which have negatively impacted performance.
3. Student desires a smaller more personal environment.
4. Student has personal issues requiring more flexibility in schedule.

To be eligible for enrollment in the Prairie Alternative High School, a student must have completed one semester at a traditional high school. Students over the age of 21 should contact the program coordinator for guidance into adult education programs. Students may be referred to the alternative school by an administrator, teacher, parent or through self-referral. The placement team consisting of the Prairie High School Principal, a guidance counselor, teacher and the program coordinator will review applications.

Students admitted will enter the program on the next designated 9-week entry date and must complete an orientation and personal conference with program staff prior to entering.

Denial of admission will be made for the following:

1. Student has a history of disruptive and/or threatening behavior.
2. Student is seeking an interim placement following removal from a traditional program.
3. Student is over 21 years of age.

Equal Access to Education

The CCSD provides equal education and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity or disability. CCSD shall take affirmative action in recruitment of women and men, minorities and the disabled. Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to:

Steve Doser
Equity Coordinator
College Community Schools
401 76th Avenue SW
Cedar Rapids, IA 52404

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.

Extra-Curricular Activities

Prairie Alternative School students may participate in extra-curricular activities offered at Prairie High School. These activities include school dances, athletic events, homecoming festivities, clubs, and sports teams. To participate, the student must meet the academic and good conduct eligibility requirements and rules set by Prairie High School and the Iowa High School Athletic Association. In addition, on the day of the activity, attendance is required.

Grading System

Students must achieve a minimum of 70% for a course in order to receive credit. Furthermore, all written work, quizzes, and tests must be completed at 70% or better. Any work below 70% will need to be redone. The grading scale at the Prairie Alternative School is as follows:

92-100%	A
90-91%	A-
88-89%	B+
82-87%	B
80-81%	B-
78-79%	C+
72-77%	C
70-71%	C-

Class Designation

0-6 credits = freshman
7-12 credits = sophomore
13-18 credits = junior
19-24 credits = senior

Graduation Requirements

To receive a high school diploma from College Community School District, a student must have earned a total of 24 credits in grades 9 through 12; .5 credit is given for the successful completion of a semester of work in a full-credit class. Physical education is not a full-credit class.

A year of study in a full credit class will be counted at 1.0 unit. A semester of study will count as .5 of a unit.

To receive a high school diploma from College Community School District, a student must have earned a total of 24 credits in grades 9 through 12; .5 credit is given for the successful completion of a semester of work in a full-credit class. (Beginning with the class of 2009 new graduation requirements will be in effect. 24 credits will be required; 4 English, 3 Social Studies, 3 Math, 3 Science, .5 Family and Consumer Science or Business or Industrial Technology, 1 P.E., 9.5 Electives)•

- English 4 credits
- Social Studies 3 credits
- Science 3 credits
- Math 3 credits
- Family and Consumer Science or Business or Industrial Technology .5 credits
- Physical Education 1 credit
- Electives 9.5 credits
- Portfolio/Senior Presentation
- Basic Academic Skills Certificate (MAP)

Graduation Ceremony (Participation)

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.

Guidance Counselor

The Prairie Alternative High School will share a counselor with Prairie High School. The guidance counselor is available for individual conferences by appointment. The guidance counselor is as instrumental to our admission process and policy making as he/she is to student advising. Appointments may be made with him/her directly or through the program facilitator.

Illegal Substances: Alcohol, Chemical, Possession

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

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 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**

Alcohol/ Chemicals and Use

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

Consequence for Violation of these Policies

...Any consequence for the violation of these school policies may range from suspension to expulsion...

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 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 handbook.

...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 the Prairie Alternative School as a condition for reinstatement to school from the student's suspension.

Internet Usage

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:

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 being laid off, suspension, expulsion and/or legal action....

Interrogations

Code No. 505.5

A student may not be interviewed by non-school personnel in school unless the principal or another staff member 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

The Prairie Alternative School does not have locker space. Students will be given a "mailbox" within the classroom to store their materials. However, all personal property must be removed from the classroom after the student's last class. The Prairie Alternative School assumes no responsibility for the safekeeping of personal property.

Lunch

The Prairie Alternative School has an "open campus" lunch policy. Students who leave for lunch must leave the premises between 12:00-12:45. School lunch is available on site for those students who do not want to take advantage of this option.

MAP Testing (previously referred to as ALT – Achievement Level Tests

Juniors and seniors who have not passed their MAP testing will need to designate time in their day to review. Juniors and seniors will have 4 opportunities to pass the test. Official testing will occur in the months of October, December, March, and June. Freshmen and sophomores who have not passed their MAP tests will begin reviewing in February and test in March.

MCNS Policy:

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

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

Inquiries regarding compliance with equal education opportunities shall be directed to the superintendent, by writing or calling:

Title IX Compliance Office
College Community School District
401 76th Avenue SW
Cedar Rapids, IA 52404
(319) 848-5200

P.E.

The Prairie High School Alternative School physical education classes emphasize improvement of physical abilities and levels of fitness, healthy lifestyles, and self-concepts, and the learning of life-long recreational activities. Students may individually contract with the alternative school teachers to earn physical education/recreation credit for activities or classes in which they participate outside the school day. In addition, students can choose to work independently on health courses. Students will also have the opportunity to participate in monthly P.E. activities that will fulfill the P.E. requirement.

Progress Reports

Individual conferences will be scheduled with the alternative school teachers twice yearly.

School Delays or 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 KWVL as early as possible. Cancellations will also be posted on the College Community website: prairiepride.org.

Student Appearance

Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Therefore, students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the educational environment. Thus, students are prohibited from wearing clothing advertising or promoting items illegal

for use by minors including but not limited to alcohol, tobacco, or other controlled substances. Students are also prohibited from wearing clothing displaying obscenity, profanity, vulgarity, and racial or sexual remarks. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate and students must comply with the stricter requirement.

While the primary responsibility for appearance rests with the students and parents, the administration and staff reserve the right to judge what is appropriate and what is not. Students who are inappropriately dressed will be “laid off” for the remainder of the day. This will count towards the maximum numbers of absences allowed.

Student Bullying and Harassment:

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

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

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

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

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

All school employees are charged with protecting students from bullying or harassment.

The student who believes he/she is the victim of bullying or harassment can initiate a complaint

through the guidance or administrative offices at his/her building of attendance. The district will promptly and reasonably investigate all allegations of harassment. The building administrator, Level I investigator, or designee will be responsible for handling all complaints by students alleging harassment.

Student Conduct

Since the goal of every student at the Prairie Alternative School is to graduate as quickly as possible, and because our staff is dedicated to helping students achieve this goal, anything that slows or threatens this process is “against the rules”. **Students whose conduct is disruptive will be given demerits. Students who accumulate 10 demerits must serve an in-school suspension. Students will have three days to serve the in-school suspension. Refusal to serve an in-school suspension will result in the student being laid off from the program. Students who are laid off will have to reapply to the program and their names will be moved to the bottom of the waiting list. In addition, students who accumulate 20 demerits in a semester will be laid off from the program.**

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,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

Suspensions and Expulsions

Suspension means the temporary loss of the right to attend a class or all classes, as well as the right to participate in school activities or to be on school grounds including the parking lot. Suspension is normally a step taken only after other attempts have failed to correct inappropriate behavior. A parent, teacher, counselor, and principal conference is required before a student may be readmitted to class.

Expulsion is the permanent removal of a student from the school or at least the current semester or longer. Expulsion requires an action taken by the College Community School District in response to recommendations made by the Prairie High School Alternative School staff. A parent, teacher, counselor, and principal conference is required before a student may be readmitted to class.

Telephone

Although there is a telephone at the Prairie Alternative School, students may use it only with staff permission. Permission will not be granted during class times. Students may not receive calls on the school phone at any time. If there is an emergency, parents may call and speak to a staff member. We will be as helpful as possible.

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.

Visitors

Other than parents who have called to set up an appointment visitors at the Prairie Alternative School are not allowed. This restriction applies to the parking lot and grounds surrounding the school building, as well as to the school building itself. Parents wishing to leave things for their students may do so on breaks.

Weapons

Code No. 505.4

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 students, 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.

Work for Credit

Credits may be earned by working in the community. Students may earn 1 credit per semester for working in the community. The exact number of credits that can be earned through the Work for Credit program will be decided by the alternative school teacher and administrator on a student by student basis. These will be considered elective credits. The criteria for earning the credits will be determined by the staff and the individual student will sign a contract outlining the requirements.

2009-2010 School Calendar – Approved November 17, 2009

Start August 20–Finish June 2

Snow make-up days: Snow days will be made up in this order: June 3, 4, April 2 (early release) February 26, and June 7.

August					Student Days
M	T	W	Th	F	
10	11	12	13	14	
17	18	19	20	21	2
24	25	26	27	28	5
31					1
September					
	01	02	03	04	4
07	08	09	10	11	4
14	15	16	17	18	5
21	22	23	24	25	4
28	29	30			3
October					
			01	02	2
05	06	07	08	09	5
12	13	14	15	16	5
19	20	21	22	23	4
28	27	28	29	30	5
November					
02	03	04	05	06	4
09	10	11	12	13	5
16	17	18	19	20	5
23	24	25	26	27	3*
30					1
December					
	01	02	03	04	4
07	08	09	10	11	4
14	15	16	17	18	5
21	22	23	24	25	2
28	29	30	31		0
January					
				01	0
04	05	06	07	08	5
11	12	13	14	15	4
18	19	20	21	22	4
25	26	27	28	29	5
February					
01	02	03	04	05	5
08	09	10	11	12	5
15	16	17	18	19	4
22	23	24	25	26	4
March					
01	02	03	04	05	5
08	09	10	11	12	5
15	16	17	18	19	1*
22	23	24	25	26	5
29	30	31			3
April					
			01	02	1
05	06	07	08	09	4
12	13	14	15	16	5
19	20	21	22	23	5
26	27	28	29	30	5
May					
03	04	05	06	07	4
10	11	12	13	14	5
17	18	19	20	21	5
24	25	26	27	28	5
31					0
June					
	01	02	03	04	2
07	08	09	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	1	2	

Date	Events
Aug 3	K-12 Registration (11-7PM)
Aug 4	K-12 Registration (3-7PM)
Aug 10-13	New teacher induction
Aug 10-14	Early Childhood Center Closed
Aug 17-18	Teacher work days
Aug 19	No school-Professional Learning
Aug 20	First day of school Begin 1 st Semester
Sept 7	Labor Day (No School)
Sept 21	No school-Professional Learning
October 19	No school-Professional Learning
October 23	End 1st Qtr (44 days)
Oct 30	No school – clerical day
Nov 16-24	K-6 Conferences 3:30PM-7:30PM
Nov 17	End 1 st Trimester (80 days)
Nov 25	No School - PTC
Nov 26-27	Thanksgiving Holiday (No School)
Dec 7	No school-Professional Learning
Dec 23-Jan 1	Winter Break (No School)
Jan 1	New Year's Day (No School)
Jan 4	School resumes
Jan 12	End 1 st Semester (89 days)
Jan 13	Begin 2 nd Semester
Jan 15	No school-AM Professional Learning/PM Clerical
Jan 18	No school-Professional Learning/ Martin Luther King Day
Feb 15	No school-Professional Learning/ President's Day
Feb 25	End 2 nd Trimester (58 days)
Feb 26	No school – clerical day
Mar 3-12	K-6 Conferences 3:30PM-7:30PM
Mar 15	No school – PTC
March 16-19	Spring Break
Mar 26	End 3 rd Qtr (45 days)
Apr 2	No school
Apr 5	No school-Professional Learning
May 3	No school-Professional Learning
May 31	Memorial Day (No School)
June 2	4 hour early release -Last day of school/End of 2 nd Semester (89 days)/End 3 rd Trimester (80)
June 7-July 2	Summer School – if any summer school days are used as snow make-up days, summer school will start the second day after the snow make-up day. Regardless of snow make-up days, summer school will not extend beyond July 2.

2009-10

STUDENT FEES AND CHARGES

Basic Book Fees

AK	\$30.00
K-4	\$50.00
5-6	\$55.00
7-12	\$65.00

In addition to the above fees, all workbooks and/or supplies required in each program (grades 5-12) shall be charged at a fee not to exceed the cost.

High School Fees (9-12)

School Owned Instrument	\$50.00
Percussion User Fee	\$50.00
Uniform fee	\$15.00
Driver's Education:	
Summer	\$325.00
School Year (KCC) non-resident	\$375.00

Middle School (7-8) & Intermediate (5-6) Fees

School Owned Instrument	\$50.00
Percussion User Fee	\$25.00
Outdoor Education Fee (7th)	\$55.00

Qualifications for free and/or reduced price lunch will determine waiver of fees (full or partial reduction) for Basic Book Fees, Driver's Education, and Outdoor Education Fee (7th).

Summer School Fees

Per Class Period	\$50.00
Busing	\$20.00
Late Registration Fee	\$40.00

Breakfast Fees

K-12 Daily	\$ 1.25
K-12 Single Reduced - All Grades	\$.30
Adult	\$ 1.55
Orange Juice	\$.40
Second Breakfast	\$ 1.55

Lunch Fees

K-4 Single	\$2.00
5-6 Single	\$2.05
7-12 Single	\$2.15
Reduced Price - All grades - Single	\$.40
H.S. Pizza Meal	\$2.15

Second Lunch - All grades	\$2.65
Student Milk	\$.35
Adult Milk	\$.35
Lunch - Adult Single	\$2.75

Admissions

Activity Tickets

All Drama, Musical & Athletic Events	
K-4 Students	\$35.00
5-6	\$40.00
7-12 Students	\$45.00
Adult single	\$75.00
Family	\$145.00

High School Athletic Events

Adult Admission:

Football	\$ 6.00
Volleyball, Basketball, Wrestling	\$ 5.00
Baseball, Softball, Soccer, Track	\$ 5.00

Student Admission:

Football	\$ 5.00
Volleyball, Basketball, Wrestling	\$ 4.00
Baseball, Softball, Soccer, Track	\$ 4.00

High School Music Events (including concerts)

Adult General Admission	\$5.00
Student General Admission	\$4.00

High School Drama Events

Adult General Admission	\$5.00
Student General Admission	\$4.00

Senior Citizens (62 and older) who are residents of the College Community School District will not be charged if they have been issued a Golden Hawk Pass. These are available by contacting the Prairie High School Activities Office.

Senior Citizens (62 and older) who are not residents of the College Community School District will be charged at a reduced rate. \$3.00 for football and \$2.00 for all other athletic or fine arts events.

Checks Returned

Checks returned (processing fees) insufficient funds, account closed, etc.	\$15.00
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