



Elementary & Intermediate Parent/Student Handbook

2009-2010

**College Community Schools
5400 Kirkwood Blvd SW
Cedar Rapids, IA 52404
319.298.3406**

Kathy Miller, Principal

Prairie Edge Elementary School Program

Kathy Miller, Principal

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Fax: 1-866-658-3889

Faculty:

Cathy Anderson	Kindergarten-Fourth	298-3406 ext. 2114
Brenda Krull	Kindergarten-Fourth	298-3406 ext. 2112
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Paraprofessionals:

Whitney Dill – Floater Para

Danielle Miller

Kim Turley

Tricia Stolba

Secretary

Linda Bruch

Jade - Certified Therapy Service Dog

PRAIRIE EDGE TELEPHONE NUMBERS

Principal - Kathy Miller	298-3406
Office - Linda Bruch	298-3406
Fax	1-866-658-3889

DISTRICT TELEPHONE NUMBERS

Prairie Crest Elementary (K-4 th)	848-5280
Prairie Heights Elementary (K-4 th)	848-5230
Prairie Ridge Elementary (K-4 th)	848-5100
Prairie View Elementary (K-4 th)	848-5260
Prairie Creek Intermediate (5 th -6 th)	848-5310
Prairie Point M.S. (7 th -8 th) and 9 th grade Academy	848-5500
Prairie High School (10 th -12 th)	848-5340
College Community Help line	848-1888
Superintendent Office	848-5200
Transportation Dept. (Scott Grabe)	848-5204

E Mail Addresses-Staff member's first initial and last name followed by:
@prairiepride.org. For example - kmiller@prairiepride.org

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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.

Anti-Bullying/Harassment Policy

The College Community School District has an Anti-Bullying/Harassment Policy that explains the federal and state laws regarding bullying/harassment and the procedures that school employees will follow if an incident occurs at school.

This information can be found on the district website at <http://www.prairiepride.org>. Go to the Board of Education link and click on policies. Select the 500 codes. The anti-bullying/harassment code number is 500.10 where the complete policy can be read.

The school staff is trained on how to recognize bullying/harassment and the procedures to follow when an incident occurs. Our goal is to reduce the occurrences of bullying/harassment in the school setting and to make school a positive learning environment for all students.

Prairie Edge along with the other Prairie buildings will be using the Olweus bullying prevention program which is research based as our guide to educate our students on the importance of recognizing bullying and to help staff stop it in the school setting. The Iowa Department of Education supports the use of the Olweus program for districts in the state of Iowa.

Our School's Anti-Bullying Rules

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

Attendance:

Regular attendance and being on time will help a student be successful and maintain a good attitude toward school. The school day begins at 8:35. To be counted for a full day of attendance, students must be at school between 10:15 a.m. and 2:15 p.m., otherwise he/she will be counted as ½ day absent. To report an absence call the Prairie Edge office at 298-3406.

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 appt./pictures
missed bus
overslept
shopping
skipping
undocumented or others as determined by principal

Buses:

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

Cell Phone:

The use of cellular telephones, pagers and other communication devices during the school day (9:00 – 3:45) is prohibited. Students using cell phones during school hours will have their phone confiscated and a parent/guardian will be required to pick the phone up in the Prairie Edge office. Students, who have legitimate need to use a phone during the day should request permission from their teacher to use the phone in the office.

Child Abuse Reporting – 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 Avenue SW, Cedar Rapids, IA 52404.

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.

Classroom Snacks:

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!

Communications to and from school:

Agenda: students in grades K.– 6th will use an agenda book to record important information.

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.

Prairie website: Please check our web page at www.prairiepride.org for district information.

Other Communications: Each year, the school will hold conferences to keep the communication on-going. It is extremely important that you attend this school event and let us know your interest and concerns. See “Conferences” for more details.

Conferences:

Conferences are held twice a year at school. Other conferences will be scheduled for the annual and/or 3 yr. review of each student's IEP (Individualized Educational Program). While these are the regularly scheduled conferences held for all students, other conferences with the teacher may be scheduled throughout the year as needed.

It is helpful to contact the teacher several days in advance when you would like to schedule a conference. Most conferences will be scheduled when students are not in class. However, special arrangements can be made for those who travel a long distance for a visitation. Phone conferences can be utilized as a means to stay in touch with school. These should be arranged outside the school day between 7:30-8:00 a.m. or after 3:20 p.m. It is best to contact the teacher and arrange a phone conference when both of you have ample time to share information.

Another option when conferencing about a student is through the use of the ICN network. This option can be used for IEP meetings or for the purpose of a reintegration meeting between the Prairie Edge staff and the receiving school district when a student is leaving Four Oaks.

Contacting Students at School:

All contacts to students while at school must come through the office. Parents wishing to make contact with their child should contact the office at 298-3406. All visitors to Prairie Edge must report immediately to the main office.

Prairie Edge wishes to protect all students from illegal and/or unwanted outside contact while at school. The school will only release students to legal parents or guardians unless directed otherwise in writing or by phone by the legal parent or guardian. Phone calls will be verified before a student is released to anyone other than a parent or guardian. The school district can only deny a parent access to his or her child if a copy of a court order or other legal document expressly denying access of a legal parent to his or her children is on file at the school.

Crisis Intervention Procedures:

When a student's behavior requires immediate attention to protect the physical safety and/or the continuation of educational programming of that student or others removal from the school area to the **Intervention Room** will occur. The Intervention Staff, teacher or paraprofessional will periodically monitor behavioral progress while the student is out of the classroom area. **If the student's behaviors continue for more than 1 – 2 hours or become extremely aggressive they will be removed to the residential area or home.** If the student is a resident of the CCSD, the student's parents/guardian will be contacted to come to school and remove the student from the school area. This action in itself does not constitute a suspension. In most instances, the student will be returned to the classroom when the student's behavior has stabilized and any missed educational programming will be made up. A consultation between the school staff, the residential staff, and/or parent/guardian involved will determine when the student's behavior warrants a return to the classroom. Whenever such an incident occurs, a report of the incident and its follow up is written by the teacher or paraprofessional on the back of the point sheet. These sheets are kept and reviewed weekly, if needed, by the school staff.

Restraints may be used as part of the crisis intervention strategy; however, other de-escalation strategies will be used first. A student may be restrained when they are in danger of causing harm to themselves or others. The paraprofessionals or principal with Mandt training may use physical restraint. In situations where a

paraprofessional is not available, the Mandt trained teacher may restrain until assistance is available. Restraints in the school area will be for the minimal amount of time until the student is calm.

If a student can't be safely restrained, they may be placed into a licensed seclusion room. Placement is based upon the student's age. If the student does not calm down in a reasonable amount of time, either Four Oaks staff or parent/guardian (district student) will be called to come and remove the student. Each physical restraint or seclusion (safe room) placement will be documented on a Four Oaks Restraint form or CCSD Restraint/Safe Room Form (district students) and copies will be given to the residential team, parent/guardian and school principal.

Students may be suspended from the classroom for up to three (3) days for assaultive behavior that threatens the safety and security of the teacher and other students. Students will be given makeup work in the residential setting or the home setting to complete. One to three days of suspension is given depending on the behavior, student needs, the occurrence, and the safety of self and others. A conference will be held with the teacher, the school principal, the parent or guardian, the program manager (Four Oaks student), and the student to provide reentry to the classroom after the suspension is served. A written letter describing the behavior, the consequences, and the team decision is written by the school principal and sent to the Four Oaks program Manager or parent with copies made for the teacher and the school file.

In the event of a student running away from the school setting, running being defined as being absent without leave from campus, school, or an assigned location requiring a search, the following procedures will be used. Available adults will follow the runner. The remaining adults will contact the Four Oaks responders or parent/guardian. The responders will assist with the retrieval of the student. If the student is a CCSD resident, school staff will follow, parents will be contacted, and the police called if the student refuses to return to school. When the student returns to school, the student must be supervised at ALL times for a determined length of time. A completed school report of the incident and a team review of the incident will follow.

Expulsion Policy - This is an option of the Board of Directors after reviewing the circumstances and the recommendations that they receive. For more detailed information refer to Board policy.

Damaged or Stolen Property:

Parents or guardians shall be responsible for the willful damage to the school building, furniture, grounds, textbooks, or other property of the school by their child or ward. The damage will be assessed by the principal at the replacement cost. Stolen property will be assessed at the replacement cost.

Discipline (See also DISCIPLINE – BEHAVIOR MANAGEMENT IN AGENDA):

Maintaining a safe, secure, stable, and supportive classroom environment is important to the teacher and students. This is not always easy and is something that is worked on throughout the school year. Students are expected to follow the school and classroom rules that have been established and explained to them. Consistency and structure assists students in learning how to maintain control over their behavior by knowing what to expect.

When an incident occurs, it is addressed immediately and appropriately for the student(s) involved. Redirections and time outs are used before a student is removed from class. The **Intervention Room** (staffed by a Four Oaks employee and at least 1 CCSD employee) will be used for all students as an intermediate step when timeout is unsuccessful before a student will be removed from school. Intervention staff will process the behavior with the student. The student will write a mediation essay and make a plan for success. When staff feels the student is ready to return to school they will rejoin their class. In each case, a record is made of the incident and the actions

taken. A student may be suspended for the incident in accordance with College Community guidelines, if serious in nature. If suspended, a letter will be sent to their parent/guardian, Four Oaks staff and a copy will be placed in their cumulative folder.

When problems occur, parents/guardians and/or Four Oaks staff will be informed of the incident and the consequences imposed. Conferences may be held to review what can be done to improve the situation and to better understand what may be contributing factors. Working together can enhance communication between all parties involved and; therefore, benefit the student.

If a student assaults a staff member, charges will be filed with the Cedar Rapids Police department and school disciplinary policies will be enforced. If a student assaults another student the parents and/or Four Oaks staff will be notified and they can decide if charges will be filed.

*Trading cards of any type are not allowed in school. If students bring them to school, they will receive a warning. If the cards are brought in a second time they will be confiscated and shredded.

Dress Code:

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

Students can't wear clothing advertising or promoting items illegal for use by minors (i.e. monograms or writing referring to drugs, alcohol, sexual or racial references or swearing). Students can't wear shoes with cleats in the building, half shirts, halter-tops, straps on a top of less than 1 inch,β or very short shorts or skirts.

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

Drills:

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

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 identify 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.

Health Services:

Guidelines:

Parents will be asked to come and take their student home when the child appears to have an illness that could be contagious to others or if the child is too sick to do their schoolwork. This will be left to the discretion of the office staff.

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

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

Medication administration at school: In accord with the policy of the College Community School, 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 leftover 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: 02/16/82 Revised 03/21/94 Revised 08/17/82

Reviewed 09/21/98 Revised: 03/03/87 Reviewed 03/07/01

Human Growth and Development:

See student agenda

IEP Meetings:

An IEP meeting will be held annually prior to the expiration of the current IEP for each student attending Prairie Edge. Parents/guardians will be invited to attend this meeting to discuss student growth on goals and objectives over the previous year and to plan and develop the new IEP for the upcoming year. Parental/guardian involvement in this process is critical as well as involvement of the student in planning the new goals to be addressed. An IEP meeting can occur at any time during the course of the year if there is a need to revisit existing goals and objectives, or if any person feels that modifications to the IEP need to be considered.

Every three years a three-year reevaluation of the student's current program and learning will be done. This is a comprehensive review and may involve additional testing, a review of existing data available, hearing and vision screening results, and pertinent health issues. Other areas reviewed will be academic strengths and weaknesses, learning styles, educational history of the child, an analysis of the educational environment, materials used in classes, behavioral observations, and any other relevant data that needs to be considered.

Insurance:

See student agenda

Integration:

Integration occurs when a student leaves the Prairie Edge School for part of the school day to attend classes on the College Community main campus. Students who are integrated have demonstrated that they can meet their goals at 90% or higher while attending school at Prairie Edge over a period of at least five weeks. Prior to integration, a meeting is held with the Prairie Edge teacher and principal, the receiving teacher and principal, a Four Oaks staff person, and/or the parent/guardian. This meeting is held to determine the extent of time for the integration, the classes to be integrated into and a time line to determine success. After successful partial integration, a recommendation to increase to more time will be made. The time will increase until the student is ready to leave Prairie Edge and go to the main campus school full time. If the integration is not successful, the student can return to Prairie Edge full time and try integration at a later time. When full integration on the main campus occurs, an IEP meeting will be held to modify the IEP to reflect the change in program and location.

Specials integration (Music, Art, PE, World Language) is an option when the student's behaviors are appropriate. It offers the opportunity to utilize facilities and course work not available at Prairie Edge. Students taking advantage of this option will be accompanied by a paraprofessional at all times. The work completed will be considered part of the Prairie Edge's curriculum. Grades earned on the main campus will be attached as a part of the report card for each student.

Internet Use Agreement:

See Agenda

Lunch/Lunchroom:

Students will eat lunch with their teachers each day in the Four Oaks lunchroom. Teachers will supervise the lunchroom and students before recess. All students will have a noon break supervised by the paraeducators.

Lunch is the only meal served to students at Prairie Edge. Breakfast is available to district students who qualify for the free/reduced meals program. **Students who are not on free lunches will need to make a deposit to their lunch accts. Cash or checks (made payable to Four Oaks) will be accepted. Lunch prices are the same district wide.**

Multicultural, Non-Sexist Equity Education Opportunity:

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

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

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

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

Open Enrollment:

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

March 1, 2009 - Last date for regular open enrollment requests for the 2009-2010 school year.

September 1, 2009 – Kindergarten - All requests need to be made by September 1, 2009 for incoming Kindergarten Open Enrolled Students. All documents need to be completed and returned to the District by the third Thursday (09/17/09) of September, the last date for open enrollment requests for entering Kindergarten students and those students falling under the “good cause” definition for the 2009-2010 school year.

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

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

Playground Rules:

Students will be supervised while using the playground equipment. The students’ safety is very important. All students are expected to follow the playground rules.

- No standing on the merry-go-round. Students must be seated.
- No jumping off of the swings.
- No more than one student on the slide at a time.
- Students will use the ladder to go down the slide.
- No running up the slide
- No jumping off the wooden monkey bars.
- No tag games.
- Do not leave the playground area without supervision.
- All general safety rules should be followed.

Release of Student Records/Student Records:

Parents have access to their child’s permanent and cumulative records. If parents are divorced, we will provide equal access to student information for each parent 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 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 records.

The following information may be released to the public in regard to any individual student of the school district as the necessity arises:

- Name
- Telephone number listing
- Date and place of birth
- Dates of attendance
- Most recent previous school or institution attended by student

Any student, parent, 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.

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.

The College Community school district maintains confidential records of each student in order to facilitate the instruction, guidance and educational process of the students. The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent/guardian. Any other access to student records shall only be with written consent or upon court order or legally issued subpoena.

- *School officials, teachers and AEA personnel with a legitimate educational interest.
- *Officials of other schools in which the student proposes to enroll.
- *Auditors and evaluators of federal educational programs.
- *Organizations that process and evaluate standardized tests.
- *Accrediting organizations for accrediting purposes.
- *Parents/Guardians of dependent children, regardless of the child's age.
- *Appropriate parties in a health and safety emergency.

General information as to name, address, telephone listing, date and place of birth, dates of attendance, and schools or institutions previously attended and other similar information may be disseminated. Parents or guardians may inform the school that any or all information about their child should not be released without prior consent. Please inform the principal of this in writing.

Report Cards:

Report cards will be prepared at the completion of each trimester for elementary grades. Parents/guardians as well as Four Oaks staff (if applicable) will receive a copy of the report card. A copy will be sent to the resident school district and a copy will also be placed in the student's cumulative folder.

The report card will include academic information covering reading, math, language arts, science and social studies. Additional comments will address behavior goals outlined in the IEP.

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

School Day:

The school day for K-4 students starts at 9:00 a.m. and ends at 3:45 p.m. The school day for intermediate students in grades 5-6 begins 8:00 a.m. and ends at 2:40 p.m. During the school day, there are breaks for recesses and lunch. Prairie Edge follows the College Community Schools district calendar for all in-service days, parent-teacher conferences, and school closings.

Searches:

See student agenda

Student Photos & Video:

A release form will be on file for those students who have permission to be photographed or be filmed on video as part of class projects, etc., which may be viewed by people other than school and Four Oaks staff. If a permission form is not on file, the student will not be included.

Specials:

Art, Music, Physical Education, and World Language classes will be taught by teachers in those areas on the CCSD campus. Students will be transported to classes by bus. Students will also have access to the media centers/libraries on the main campus. Some students may participate in physical education classes at Prairie Edge if they are unable to participate on the main CCSD campus.

Support Services:

Support services are available to assist teachers and families when concerns arise with students. These services include building staff and Grant Wood Area Education Agency staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators, and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress.

Suspension Center: (For 6th grade student only)

The District Suspension Center is located on the Four Oaks campus and is staffed by Four Oaks. Students serving suspensions at this center will not be counted absent from classes missed due to the suspension. Assignments will be provided by the suspended student's teachers and completed by the student. Suspension staff will counsel the suspended student during the time the student is assigned there. The student may be expected to complete an action plan to facilitate the successful return to the regular school program.

Testing:

The tests given to elementary students provide us with information that is helpful in meeting the needs of each individual. We hope to maintain an environment at school that promotes a healthy attitude towards tests as part of our regular school program. We want to encourage students to take the tests seriously and to do their best. Parents can help by making sure that children get encouragement, adequate rest, and a good breakfast during testing periods.

I.T.B.S. (Iowa Test of Basic Skills) given each year in the fall in grades 2-8

These tests are to evaluate individual and class progress. The information gained provides one indication of academic growth. Parents can use the results to follow their child's progress. Teachers and administrators use group results to evaluate the effectiveness of curriculum.

Basic Reading Inventory - This test evaluates reading progress. It is given to all students with reading goals twice each year.

MAP (Measure of Academic Progress) - Measures basic skills

What is Map testing?:

Like ITBS/ITED tests, MAP tests measure student performance in reading, language arts, and mathematics. However, MAP Tests are different. They consist of eight levels. Each level contains test items of increasing difficulty. It is this feature that will allow teachers and parents to gather a more precise idea of what each child can or cannot do. Teachers can use this information to match their instruction and student support services to more

precisely fit each student. This approach will provide parents with more useful information regarding their son or daughter's academic progress. These tests measure student performance in the following areas:

Reading

Word Meaning

Literal Comprehension

Interpretive/Inferential Comprehension

Evaluative Comprehension

Mathematics

Patterns, Rules and Functions

Measures

Geometry

Data analysis

Operations

Numeration

Problem Solving

What is the purpose of MAP (Measures of Academic Progress) Testing?

To ensure that Prairie Edge graduates are equipped with general academic skills in order to successfully pursue more rigorous academic course work and/or be prepared for entry level workplace demands. We expect all students to focus upon continuous improvement to meet and exceed their individual improvement goals. New tools are being used to measure and monitor student progress in reading and math.

How are they different from the traditional standardized tests?

Compared to the traditional standardized test the MAP tests are not timed, allowing all students to demonstrate their knowledge without penalizing slow workers. Also, the rapid return of test results increases the use of results to improve instruction. Lastly the difficulties of items match student's instructional readiness, unlike the standardized test that uses the same items for all students regardless of their instructional readiness.

Advantages of using MAP Testing:

The use of MAP Testing in our district allows for many advantages that are not necessarily available with the use of other standardized testing measures. These include the ability to:

Monitor the progress of all students toward state and district standards

Measure growth in student achievement over time

Place students into appropriate courses or instructional settings

Provide instructional focus

Screen students for Title I eligibility, special education services and gifted programs

Evaluate program effectiveness

Communicate to parents and the community

When will all students take these tests?

All students in grades 2-11 are scheduled to take the MAP tests each fall and spring. Individual student performance reports will be made available to parents after the testing. New students to the district will be able to take the MAP test when they enroll. The ITBS is administered only in the fall of each school year.

What is a Basic Academic Skills Certificate?

Effective with the Class of 2004, all students (excluding special education students with specific Individual Education Plan exemptions) must meet this minimum score in order to receive the certificate. This is a Board of Education approved requirement for a Prairie diploma. Earning this certificate does not exclude students from existing requirements. Students are still required to meet all existing course credit, portfolio, and senior presentation requirements. Thus, each graduate of Prairie High School will transition to the world of post-secondary education and work equipped with evidence of their achievements. Benchmarks for each grade level have been established.

Students who are not meeting specific growth targets in any one of the skills areas will be provided additional support through the district's basic skills teachers, Success Centers, special classes, summer school, extended day programs, and customized performance plans.

Truancy:

Truancy is defined to be the act of a student who willfully absents himself/herself from class or school. The following situations will be considered truancy:

- Being absent without knowledge of parent/guardian
- Leaving school without parental knowledge and consent and/or school knowledge and consent
- Not attending a scheduled class or study hall
- Lying, forging, or falsely informing the school about the reason for the absence

MAKE UP WORK WILL NOT BE ALLOWED

Visitors:

Visitors are welcome at Prairie Edge Elementary School. When you are planning to visit school, it is requested that you contact your child's teacher at least one day in advance. This helps the teacher plan ahead and provides an opportunity for you to find out what may be going on during your visit. There are a few common sense things that we do request:

1. No younger children or pets unless specifically approved.
2. No weapons or controlled substances are to be brought into school.
3. Times for visitations are outlined in advance.
4. Visits are not to be in violation of legal contact restrictions.

Weapons:

The Board of Directors believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment. They also present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto the property within the jurisdiction of the school district or from students who are within the control 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 the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” included any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from the policy. It shall be the responsibility for the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

THERE IS ADDITIONAL INFORMATION IN YOUR STUDENT’S AGENDA THAT IS NOT ADDRESSED IN THIS HANDBOOK. IF THERE IS AN ISSUE ADDRESSED IN BOTH THE AGENDA AND THIS STUDENT HANDBOOK THE HANDBOOK WILL SUPERCEDE THE AGENDA.

PRAIRIE EDGE ELEMENTARY & INTERMEDIATE SCHOOL SUPPLY LIST

CATHY ANDERSON – ELEMENTARY/ K – 4th grade

Box of 24 crayons
Box of 10 Classic Markers
Box of colored pencils
One box Kleenex
4 folders (different colors)
one glue stick
1 package loose leaf paper
1 large eraser
1 box pencils
1 bag of Ziploc baggies (quart or gallon)

BRENDA KRULL – ELEMENTARY/ K– 4th grade

1 large glue stick
1 box quart size Ziploc bags
2 boxes of #2 wooden pencils
1 package of pencil erasers
1 box of crayons
1 box of markers
5 single subject notebooks- different colors
5 pocket folders- different colors
3 large erasers
2 boxes of Kleenex
1" or 1 1/2" 3 ring binder with clear slip-in front
5 9"x12" clasp envelopes

LEAH GASS –INTERMEDIATE Grades 5-6

1 box #2 pencils
Pens
Markers
Colored pencils
Pencil pouch, no boxes
Large eraser
1 pkg. pencil top erasers
5 wide ruled notebooks
1 steno pads
2 glue sticks
6 pocket folders in different colors
Deodorant
2"-3" binder with clear slip-in front cover
1 Pkg. Dividers

1 gallon Ziploc Bags
1 set of chop sticks

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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3/16/2009

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 28-27	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.

School Start and End Times

Elementary Schools	Prairie Crest	Prairie Heights	Prairie Ridge	Prairie View
School Start Times	9:00	9:00	9:00	9:00
Earliest Parents May Drop Off Students	8:35	8:35	8:35	8:35
Breakfast Starts	8:35	8:35	8:35	8:35
Dismissal	3:45	3:35	3:45	3:45

Intermediate (5-6)	Prairie Creek
School Start Time	8:00
Earliest Parents May Drop Off Students	7:35
School Dismissal	2:40

Middle School and 9th Grade Academy (7-9)	Prairie Point
School Start Time	8:00
Earliest Parents May Drop Off Students	7:35
School Dismissal	2:45

High School (10-12)	Prairie High School
School Start Time	9:00
School Dismissal	3:45

Prairie Edge Program & Alternative High School <small>Located at Four Oaks</small>	Grades K-4	Grades 5-6	Grades 7-9	Grades 10-12	Alt. HS Program
School Start Times	9:00	8:00	8:00	9:00	*8:00/9:00 *5 th year seniors
Earliest Parents May Drop Off	8:35	7:35	7:35	8:35	7:35
School Dismissal	3:45	2:45	2:45	3:45	3:45