



High School Parent/Student Handbook

2009-2010

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

**Kathy Miller, Principal**



## **PRAIRIE EDGE TELEPHONE NUMBERS**

Principal - Kathy Miller	298-3406 ext. 2111
Office - Linda Bruch	298-3406 ext. 2110
Fax	1-866-658-3889

## **DISTRICT TELEPHONE NUMBERS**

Prairie Crest Elementary (K-4 <sup>th</sup> )	848-5280
Prairie Heights Elementary (K-4 <sup>th</sup> )	848-5230
Prairie Ridge Elementary (K-4 <sup>th</sup> )	848-5100
Prairie View Elementary (K-4 <sup>th</sup> )	848-5260
Prairie Creek Intermediate (5 <sup>th</sup> -6 <sup>th</sup> )	848-5310
Prairie Point M.S.(7 <sup>th</sup> -8 <sup>th</sup> ) and 9 <sup>th</sup> Grade Academy	848-5500
Prairie High School (10 <sup>th</sup> -12 <sup>th</sup> )	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 (See Truancy):**

Attendance is very important to the learning process. When a student's attendance is consistent, they receive the maximum benefits from direct instruction and benefit from the discussion that takes place. Each day builds upon the prior days learning and moves the learning process ahead. Absences break this chain of events and make it more difficult to maintain a consistent learning environment.

Scheduling appointments and visits outside of the school day is appreciated and supports the learning process. It is difficult when class routines are broken due to multiple appointments. When possible, it is helpful to work with the teacher to make arrangements in advance of appointments and visits that remove the student from class.

If your child is going to be absent, please call the office before 9:20 a.m. A message may be left at any other time during the night or weekends. If no call has been received, the parent/guardian will be called at home or at work.

Make up work will need to be completed in the event of an **excused** absence. It is the student's responsibility to seek out what work needs to be made up. The teacher will be under no obligation to 'chase' down students to provide or collect make up work.

### **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 Phones:**

The use of cellular telephones, pagers and other communication devices during the school day (8:35 – 3:20) 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.

### **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.

### **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!

### **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. 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. 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 School 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:**

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 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 Four Oaks employees 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 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.

Students who are not residents at Four Oaks are expected to follow the same classroom rules and will have appropriate consequences for their actions. The main variation comes when a student needs to be removed from the classroom. At that point the student will take their time out in the time out room or principal's office, and, if behavior doesn't improve, he/she will be sent home. Returning to school later in the same day will depend upon arrangements that can be made and other circumstances. A student that is sent home may receive a suspension depending upon the seriousness of the incident. If suspended, a letter will be sent to their parent/guardian and to the school board. A copy will also be placed in their cumulative folder.

When problems occur, parent(s)/guardian(s) and 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 another student or staff member, charges will be filed with the Cedar Rapids Police department and school disciplinary policies will be enforced.

**Drills:**

Two fire and tornado drills will be 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 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 76<sup>th</sup> 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

**Good Conduct Policy:**

From time to time a student who attends Prairie Edge High School may also be integrating for part of the school day to Prairie High School. When this occurs, the student may choose to participate in an extra-curricular activity offered there. When this applies, the **Good Conduct Policy** is in place. Please see the **Good Conduct Policy** in the Prairie High School Activities handbook (located on the web or contact the Prairie High School Activities office at 848-5350) for specific information.

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

The following is a breakdown of credits that must be earned before a student is allowed to graduate (**see attached Graduation requirements/Basic Academic Skills Certificate**):

- English – 4 credits
- Social Studies – 3 credits
- Science – 3 credits
- Math – 3 credits
- Vocational - .5 credits (Business/Industrial, Technology/Info Technology, Family Consumer Science)

- Physical Education – 2 credits
- Electives
- Portfolio/Senior Presentation
- Basic Academic Skills Certificate (MAP)

**All Prairie Edge high school students must meet these requirements in order to graduate.**

**Participation in the Graduation Ceremony:**

Students will need to meet all requirements prescribed by the Board of Education to participate in the commencement exercise. All classwork 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.

**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

**Insurance:**

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

**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.

**Illegal Substances:**

The use, possession, sale and/or distribution of alcohol, narcotics, tobacco, marijuana and other drugs by middle school students is illegal and strictly prohibited. Students violating school policy involving these substances may be suspended up to 10 days and may be referred to both the Cedar Rapids Police Department for possibly legal charges and the Superintendent of Schools for possible expulsion. Students are encouraged to report any illegal activity immediately to a staff member.

**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 associate principal, a Four Oaks staff person, and 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.

Prairie Edge high school students participate in P.E. at the main campus high school with paraprofessional support.

### **Internet Use:**

CCSD provides computers and internet access to our students on a daily basis. Our goal in providing these services to teachers and students is to promote educational excellence in our school. CCSD has attempted to restrict access to controversial materials by using a blocking software program. This program is very effective in screening access to questionable areas. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information.

Below are listed the guidelines for acceptable use of the internet. Violations of the listed rules for acceptable use may result in the loss, or restricted use, of computer/internet access as well as other disciplinary action including suspension and/or expulsion and legal action where applicable.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folder(s), work, or files
- Downloading software, games, or other files without permission from teacher
- Playing games (without permission from teacher/supervisor)
- Use of e-mail, chat or instant messaging for purposes other than educational
- Using another person's work as your own (plagiarism)
- Revealing your home address, phone number or identity, or anyone else's over the internet
- Transmission of any material in violation of any national or state regulation
- Listening to musical or using any disc that are not for educational purposes
- Visiting inappropriate sites

Students are reminded that computer and network storage areas are subject to searches. They are a device provided by the school to store your materials. Any document or file accessed, created and/or stored on school owned equipment might be subject to review by

system administrators, building administrators, or teachers to ensure the integrity of the network and educational appropriateness.

**Lunch/Lunchroom:**

Students will eat lunch with their teachers each day in the Four Oaks lunchroom. Prairie Edge High School does not have open lunch. 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.**

**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

**Newsletter:**

Residents of the district and families of open enrolled students will receive a district newsletter each month. Each College district school will have a page with its own information and several pages will be devoted to items of district-wide interest. Please call the office (298-3406) if you do not receive a copy.

**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 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 open an 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.

**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:**

High school students will have 4 grading periods:

- Midterm 1 (D & F grades reported)
- Quarter (all grades reported)
- Midterm 2 (D & F grades only)
- Semester (all grades reported)

Parents/Guardians/Four Oaks staff (when applicable) will receive a copy in the mail.

### **Searches:**

Students, parents, and guardians are hereby notified that searches of student property; including bags, purses, wallets, pockets and socks may be conducted. This will happen when the principal or her 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 or guardian involvement will be requested should a more intensive search be warranted. Student's due process rights will be followed for each incident.

### **School Cancellations:**

School cancellations caused by weather conditions or other emergencies will be announced on local radio and TV stations, including KGAN, KCRG, KHAK, WMT, AND KWWL as early as possible. Cancellations will also be posted on the College Community website: [prairiepride.org](http://prairiepride.org).

### **School Day:**

*The school day for 10-12 grade students starts at 9:00 a.m. and ends at 3:45 p.m.*

Prairie Edge follows the College Community Schools district calendar for all in-service days, parent-teacher conferences, and school closings.

### **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 Dress Regulations:**

The grooming or dressing by students in any manner that presents a health hazard, safety hazard or is a disruption to the educational process in the school will not be accepted. Student dress and grooming is the responsibility of students and their parents. The exception being some standard of dress and grooming is a reasonable requirement of a course or activity or necessary for reasons of health and safety.

- Shoes must be worn at all times.
- Wearing of hats or head coverings in school is prohibited between 9:00 a.m. and 3:45 p.m.
- Clothing may not have any writing or symbols that promote drugs, alcohol, sex, profanity, gangs, or any message that is disruptive to the educational process. Those shirts determined to be offensive will be taken and held in the office until a parent or guardian picks them up. A call to parent or guardian will take place at this time and a conference may be scheduled.
- There will be no muscle t-shirts or athletic tops that are sleeveless for gentlemen.
- Young ladies tops should extend to cover the waist and have a minimum of two-inch straps. Items such as halter tops, tube tops and spaghetti straps are not allowed.
- No undergarments may be showing for either sex.
- Wallet chains or watch chains are not allowed.
- Pants may be worn appropriately about the hips and should not display briefs, boxers, or bottoms. The student will be asked to wear a belt if pants aren't able to be worn appropriately.
- Shorts and skirts should fall in the range from mid-thigh to the top of the knee or below.

Students whose dress is deemed to be disruptive to the learning environment will be referred to the office. Violators may be warned or sent home if the violation cannot be resolved. Students whose dress is deemed to be disruptive to the learning environment but is not specifically mentioned in the *Student Agenda* may still be counseled and warned about their dress.

### **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.

### **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:**

The CCSD 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 high school 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 task 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.E.D. (Iowa Test of Educational Development)** given each year in the fall in grades 9-11.

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.

MAP (Measurement of Academic Progress Test) - All students in grades 2-11 and some 12<sup>th</sup> grade students are scheduled to take these tests each fall and spring. Individual student performance reports will be made available to parents after the testing. New students to the district will take these tests when they begin at Edge.

**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

**Language**

Writing Strategies and Skills

**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, language arts, 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 these 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.

### **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 their teacher.

If you would like additional information regarding these tests, please contact the building principal.

### **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**

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

- Truancy as defined above
- Shopping
- Tanning or hair apts.
- **Oversleeping**
- Staying home to study or prepare an assignment
- Job for pay
- Senior pictures
- Travel with friends, not family
- Attending major events, such as a state tournament as a spectator (must be in accordance with administrative guidelines for these events).
- Others

If make up work is allowed by the teachers it must be made up within the time period established by the teachers. It is the student's responsibility to seek out the teacher to secure the make-up work. Teachers are discouraged from allowing too much time to pass in completing the make up work or missed tests.

Excessive absences may be turned over to the District truant officer.

**Vending Machines:**

Students are not allowed to use the Four Oaks vending machines unless permission is granted by the students' classroom teacher.

**Visitors:**

Visitors are welcome at Prairie Edge 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.
5. Parents are to conduct themselves in a respectful manner.

**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.

## **PRAIRIE EDGE HIGH SCHOOL SUPPLY LIST**

### **JOSHUA HOECK – HIGH SCHOOL**

- **plastic pencil and pen pouch**
- **10 pencils**
- **loose leaf paper - college or wide rule**
- **six dividers**
- **5 pens - blue or black**
- **1 box colored pencils**
- **1 roll scotch tape**
- **2” wide or larger 3 ring binder**
- **1 ruler**

### **KAREN OMMEN – HIGH SCHOOL**

- **Plastic pencil and pen pouch**
- **10 pencils**
- **loose leaf paper**
- **5 pens - blue or black**
- **1 box colored pencils**
- **1 ruler**
- **1 large key calculator (non-scientific)**
- **3 ring binder with 6 folders**
- **Deodorant (to keep at school)**

## 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 (7 <sup>th</sup> )	\$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 (7<sup>th</sup>).

### 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
<b>September</b>					
	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
<b>October</b>					
			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
<b>November</b>					
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
<b>December</b>					
	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
<b>January</b>					
				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
<b>February</b>					
01	02	03	04	05	5
08	09	10	11	12	5
15	16	17	18	19	4
22	23	24	25	26	4
<b>March</b>					
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
<b>April</b>					
			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
<b>May</b>					
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
<b>June</b>					
	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 <sup>st</sup> Semester
Sept 7	Labor Day (No School)
Sept 21	No school-Professional Learning
October 19	No school-Professional Learning
October 23	End 1 <sup>st</sup> Qtr (44 days)
Oct 30	No school – clerical day
Nov 16-24	K-6 Conferences 3:30PM-7:30PM
Nov 17	End 1 <sup>st</sup> 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 <sup>st</sup> Semester (89 days)
Jan 13	Begin 2 <sup>nd</sup> 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 <sup>nd</sup> 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 <sup>rd</sup> 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 <sup>nd</sup> Semester (89 days)/End 3 <sup>rd</sup> 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

<b>Elementary Schools</b>	<b>Prairie Crest</b>	<b>Prairie Heights</b>	<b>Prairie Ridge</b>	<b>Prairie View</b>
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

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

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

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

<b>Prairie Edge Program &amp; Alternative High School</b> <small>Located at Four Oaks</small>	<b>Grades K-4</b>	<b>Grades 5-6</b>	<b>Grades 7-9</b>	<b>Grades 10-12</b>	<b>Alt. HS Program</b>
School Start Times	9:00	8:00	8:00	9:00	*8:00/9:00 *5 <sup>th</sup> 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