

College Community

7 - 12 Student Handbook 2024-2025



College Community School District Vision

Success for All

College Community School District Mission

To Ensure Quality Learning Today for Tomorrow



All CCSD students and their families have a right to privacy of their educational records.

Educators are required by federal law to keep the educational records of individual students confidential. Only a student's legal guardians have access to his or her educational records.

This includes disciplinary decisions resulting from discipline incidents that may have involved multiple students.

Unless specifically allowed by [Board Policy 506.01](#), no school staff member may disclose information related to a student's academic, attendance, or disciplinary history to someone other than the student's legal guardian. Doing so is a violation of the Iowa Board of Educational Examiners Code of Ethics.

Communication Chart for Parents	This chart outlines where to start with questions that our families may have about various topics.	
Contact Information for Principals, Deans, Counselors, Facilitators, and Nurses	Phone numbers and email addresses for principals, deans, counselors, facilitators, and nurses are available at this link.	
Ask a Question, Report a Concern Form	Ask any question or report any concern with this form and someone from the district will be in touch soon.	
Bullying and Harassment Reporting Form	Any CCSD stakeholder is welcome to complete this form to report suspected bullying or harassment.	

TABLE OF CONTENTS

Introduction	6
Handbook	6
Definitions	6
Jurisdictional and Behavioral Expectations Statement	6
Equal Education Opportunity	6
Parent, Guardian, and Community Concerns	6
Standards-Based Grading	7
A Composite Letter Grade	7
Retaking Courses for Grade Replacement 9-12	7
Anti-Bullying / Anti-Harassment	7
Applicable CCSD School Board Policies	8
Attendance	8
Attendance/Absences	9
Attendance Policies	9
Corporal Punishment, Restraint, and Physical Confinement and Detention	9
Discipline and Responding to Negative Student Behavior	10
Inappropriate Location	10
Walking To and From School	10
General Student Dress Code	10
Plagiarism and Cheating	10
Suspensions and Activities	10
School Issued Devices	11
Fees	11
Health Services	11
Dental Certificates 9th Grade Students	11
Immunization requirements for 7th & 12th Grade students	11
Hearing Screening	11
Infectious Diseases	11
Medications - Prescriptions	12
Medications - Over the Counter	12
Medication Requirements for Student Field Trips	12
Medications Returning Home	12
Homelessness	12
Insurance	13
Lunch & Breakfast	13
Meal Accounts: Meal Prices, Payments, A la Carte, Spending Limits or Blocks	13
Balance Notifications	14

Meal Account Balance Refunds	14
Free and Reduced Price Meal Benefits	14
Student Fee Waiver	14
Eligible School Fees & Programs Included	15
Visiting for Breakfast and Lunch	15
Meal Charge Policy	15
Negative Account Balances	15
K-12 Grade	15
Unpaid Student Meals Account	16
Communication of the Policy	16
Smart Snacks: Fundraising / Food Sales	16
Wellness Policy	16
USDA and Iowa Nondiscrimination Statement	16
Nicotine Free Environment	16
School Cancellations	16
School Resource Officer Program	17
School Start and End Times	17
Section 504	18
Special Services	18
Title IX: Discrimination and Harassment Based on Sex	18
Transportation	18
Volunteering at Prairie Schools	18
Prairie Student Volunteers	19
Weapons/Look-a-like Weapons	19
PRAIRIE POINT MIDDLE SCHOOL	20
Prairie Point Middle School Contact Information	20
Student Services Resources	20
Cell Phone Policy	20
Point Campus	21
Before and After School	21
Library	21
Lunch	21
Lockers	22
Lockers and Other Searches	22
Student Identification Card - ID	22
Point Door Entry System	22
Visitors to Point Middle School	23

Messages to Point Students	23
Academic Course Specific Information	23
Health Curriculum	23
Physical Education	23
Activities and Athletics	23
Middle School	23
Dances	23
Field Trips	23
PRAIRIE 9TH GRADE CENTER INFORMATION	25
Prairie 9th Grade Center Contact Information	25
Student Services Resources	25
Cell Phone Policy	25
9th Grade Center Campus	26
Before and After School	26
Bag Policy	26
Library	26
Lunch	26
Lockers	26
Lockers and Other Searches	26
Messages to 9th Grade Center Students	26
Parking and Driving Regulations	26
Student Identification Card - ID	26
9th Grade Center Door Entry System	27
Visitors to the 9th Grade Center	27
Academic Course Specific Information	27
Health Curriculum	27
Physical Education	27
Activities and Athletics	27
Prairie High School - Grades 9-12	27
Dances	28
Field Trips	28
PRAIRIE HIGH SCHOOL SPECIFIC INFORMATION	29
Prairie High School Contact Information	29
Student Services Resources	29
Prairie High School Campus	30
Student Identification Card - ID	30
Prairie High School Door Entry System	30
Visitors to Prairie High School	30
Messages to Prairie High School Students	30
Prairie High School Bag Policy	30

Lockers	30
Academic Course Specific Information	31
Independent Study	31
Physical Education	31
Sexual Health Curriculum	31
Success Center	31
Open Campus	31
Eligibility	31
Academic Good Standing	31
Lunch	32
Leaving School	32
Parking and Driving Regulations	32
Parking Guidelines	32
Activities and Athletics	32
Dances	32
Graduation	33
Participation in the Graduation Ceremony	33
PRAIRIE DELTA SPECIFIC INFORMATION	34
Prairie Delta Contact Information	34
Prairie Delta Student Cell Phone Expectations	34
Rationale	34
Expectations & Process	34
Implementation	35
Delta Book Bag Policy	35
Open Campus	35
Frequently asked questions about Delta expectations	35
PRAIRIE CROSSING / RISE SPECIFIC INFORMATION	36
Prairie Crossing Contact Information	36
Prairie Rise Contact Information	36
Cell Phone	36
Lunch	37
Personal Items	38

Introduction

Handbook

For the 2024-2025 school year the Student Handbook will be found online through the CCSO website. Students and parents/guardians are encouraged to collectively cover the handbook and its contents.

Definitions

In this handbook, an administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.

The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the College Community School District School Board.

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

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

Equal Education Opportunity

In the College Community School District, all children enrolled shall have an equal opportunity for a quality public education without discrimination regardless of their race, color, national origin, sex, disability, religion, creed, marital status, sexual orientation, gender identity and socioeconomic status.

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. It is the goal of the College Community School District to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the Board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Jeri Moritz, Executive Director of Human Resources and Equity, 401 76th Avenue SW, Cedar Rapids, Iowa 52404, (319) 848-5200, jmoritz@crprairie.org.

Any parent/guardian or student who has questions about preferred pronouns, name changes, and gender-identity related questions should contact a school administrator for further information. Any action will be in accordance with [Board Policy 506.03](#). Inquiries regarding compliance with equal education opportunity shall be directed to Jeri Moritz, Executive Director of Human Resources and Equity, College Community School District, 401 76th Ave. S.W. Cedar Rapids, Iowa 52404, (319) 848-5246. See [Board Policy 105](#) for additional information.

Parent, Guardian, and Community Concerns

The [Iowa Department of Education website](#) outlines the general steps that may be taken by parents, guardians, and community members when they have concerns about public school districts or their governing boards.

Standards-Based Grading

Standards-based grading focuses instruction and the alignment of curriculum with the essential standards and measures the mastery of the standards, or how well students understand the material in a course. It is based on a specific set of standards that students need to meet for each grade/content level. Performance marks are not a comparison of one student to another, but rather a way to measure how well students are doing on grade-level/course level standards. Along with the vital practice of reassessing standards, students and teachers will work collaboratively to ensure individual student learning of content standards.

Work habits, or behavior skills, are reported separately. Work habits, or behavior skills grades, are called Habits of Success at CCSD. The Habits of Success include: Respect, Responsibility, and Persistence.

A Composite Letter Grade

In grades 9-12 and Middle School courses for HS credit, the composite letter grade for each course will be determined by the synthesized standards based marks as follows:

LETTER GRADE	COMPOSITE OF ALL Reporting STANDARDS MARKS
A	All composite power standards are Ms and at least one E.
B	All composite power standards are Ms, no more than 1 APP, and no BGs
C	All composite power standards are Ms or APPs, and no BGs
D	All composite power standards are BGs with at least one APP
I/F	All composite standards are BGs or NEs

- An “I” will not be assigned without written agreement between the instructor and student with Administrative approval. An “I” will change to an “F” three weeks after the term marking period. In those three weeks students have an opportunity to go through a relearning process and have more opportunities to show what they know (reassess) for the previous standard.

Parents/Guardians are encouraged to monitor their student’s academic progress through the use of the Parent Portal. Please contact the Counseling Office if you have any problems with the Portal.

For more information, please see the [College Community Schools Standards Based Grading \(SBG\) Guidebook](#).

Retaking Courses for Grade Replacement 9-12

A student can retake a course for which they have earned credit regardless of the grade they earned the first time. A student will not receive a duplicate credit, but can take the higher grade. A student may retake two courses during their high school career. The student will be counseled on what opportunities they will be missing due to retaking a course. A student needs to “declare” they want to retake a course one week after the grade has been posted. Students should contact their counselor with a retake request ([Course Replacement Form](#)). School administration reserves the right to refuse.

Anti-Bullying / Anti-Harassment

Bullying and harassment are prohibited. Students who feel that they are the target of bullying behavior, have witnessed bullying behavior, or suspect that someone is being bullied should tell an adult at school and an adult at home right away. Parents and guardians are encouraged to immediately inform the school of their child's concerns.

From time to time, incidental teasing and conflict may occur between peers. Teasing and conflict may require school staff intervention and support but it is important to remember that they are not the same as bullying. By definition, bullying:

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

Bullying and harassment complaints are processed immediately by trained school personnel. If there is the possibility that bullying has occurred, a thorough investigation is completed by trained staff.

See [Board Policy 104](#) for additional information.

Roderick Wade
Executive Director of Secondary Programs

District Mailing Address:
401 76th Ave SW
Cedar Rapids, IA 52404

Applicable CCSD School Board Policies

The Prairie High School Student Handbook is a reflection of the mission and vision of the College Community School District Board of Directors. Below are some applicable board policies (All board policies can be found [here](#)):

Board Policy Title	Board Policy Number
Administration of Medication to Students	Board Policy 507.03
Equal Educational Opportunity	Board Policy 105
Anti Bullying / Anti Harassment Policy	Board Policy 104
Homeless Children and Youth	Board Policy 501.12
Instruction at a Post-Secondary Educational Institution	Board Policy 505.02
Interviews of Students by Outside Agencies	Board Policy 502.05
Meal Charges	Board Policy 710.04
Snowmobiles and All Terrain Vehicles on School Property	Board Policy 905.04
Student Expression and Student Publications	Board Policy 502.07
Student Lockers	Board Policy 502.04
Student Search	Board Policy 502.03
Corporal Punishment, Mechanical Restraint and Prone Restraint Prohibited	Board Policy 503.03

Regulation 105-R(2): Equal Educational Opportunity - Annual Notice of Nondiscrimination

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources and Equity 401 76th Ave SW, Cedar Rapids, IA 52404 Contact phone: 319-848-5246

Attendance

Being present and on time is a basic premise to success and the demonstration of responsible citizenship in the school environment. Upon return from an absence, the student and teacher need to connect within two days to form a plan for making up any missed learning and/or assessments. For planned absences, prior arrangements should be made with the instructor for work, assignments, or tests to be missed while absent. Classroom instruction is important and, as a result, missing class will have a detrimental effect on the achievement of students. If attendance concerns arise, you will be contacted by your student's school via letter or phone call to address a plan to support improved attendance.

School and district attendance rates are monitored by College Community Schools and the Iowa Department of Education. We appreciate your ongoing cooperation to ensure a strong attendance pattern for your student. If your student's absences reach a point of concern, you may be asked to provide documentation from a medical provider to verify the reason for any subsequent absences related to illness or some other type of documentation for absences not related to illness. A student's privileges (included but not limited to participation in athletics, fine arts, and open campus) may be restricted if attendance is a concern. Regular attendance is required to receive credit for courses.

Reporting Absences

It is important that a student display regular and punctual attendance in order to be successful in school and beyond. Because of this, the school has strong expectations for your attendance and timeliness. If you know your student is going to be absent or miss any part of the school day, please contact our attendance clerk.

- If a student is absent from school, it is necessary that the parent/guardian call the school office and provide the specific reason for the student’s absence before 8:30 a.m. the following school day.
- Contact information for each building is provided below to report student absence

School	Office Hours	Phone Number	Email
Prairie Point Middle School	7:30 am - 3:30 pm	319.848.5506	point-office@crprairie.org
Prairie 9th Grade Center	7:30 am - 4:00 pm	319.848.5511	9th-office@crprairie.org
Prairie High School	7:00 am - 4:00 pm	319.848.5360	Prairie_High_School_office@crprairie.org
Prairie Delta	8:00 am - 3:30 pm	319.848.5516	heswenson@crprairie.org
Prairie Crossing	7:00 am - 3:30 pm	319.298.3406	kweldon@crprairie.org

- Parent/guardians will receive notification up to 3 times per day when their student is marked absent and the reason for the absence has not been communicated by the parent/guardian.
- Attendance records for absences beyond 48 hours from the absence will not be adjusted unless documentation is provided that clearly indicates the reason for the absence.
- Students who wish to participate in school-sponsored activities must attend school at least the second half of the school day of the activity, unless the absence is school related or the student has been given prior approval to be absent by the Truancy Officer, Principal, or principal designee.

Reasons for Absence and Iowa Law

According to Iowa Law, students are “chronically absent” when they are absent from 10% to up to 20% of the days of school or hours of school within a grading period. Students are “truant” when they are absent for 20% or more of the days or hours within the grading period.

The following reasons for absence are exempt from this calculation, per Iowa Law:

- The student has met graduation requirements.
- The student’s absence from school is directed by a court or judge.
- The student is receiving religious instruction.
- The student’s IEP or 504 plan affects their attendance requirements.
- The student has a legitimate medical reason for missing school.

The following reasons for absence are not a part of this calculation because the absence from class is due to school-directed activities:

- The student is a participant in an extracurricular event or school-sponsored field trip.
- The student is serving an in-school suspension.
- The student is attending a college visit sponsored by the school or as a part of the student’s four-year plan.
- The student is at school but not attending class for a legitimate reason.

Principals and their designees retain the authority to determine the appropriate code for all absences in a manner that is in alignment with district policy and Iowa Law.

Specific information regarding the steps that will be taken by school personnel are explained further in the board policies linked below.

- [501.03](#) Compulsory Attendance
- [501.09](#) Chronic Absenteeism and Truancy
- [501.09R1](#) Chronic Absenteeism and Truancy, Regulation

Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also limits school employees' abilities to restrain or confine any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a student. If a student is restrained or confined and detained, the school must maintain documentation and must provide communication to the student's parents/guardians.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate.

The following Board Policies address physical restraint and seclusion of students: [0503.06](#) [0503.06-R\(1\)](#) [0503.06-E\(1\)](#) [0503.06-E\(2\)](#) [0503.06-E\(3\)](#)

Discipline and Responding to Negative Student Behavior

To discipline is to teach. Just like students will make errors in academic work, they may make errors in meeting the expectations of the school environment. A range of optional and required responses is established at the district level with the goal of stopping the unexpected behavior, teaching the expected behavior, and ensuring the success of every student.

The Iowa Department of Education provides all school districts with behavior categories and definitions. At College Community, a representative team of teachers and administrators further defined specific "Incident Types" to create consistency across classrooms and schools.

The state categories, incident types, definitions, levels, and required responses for 7-12 can be found at [this link](#).

Inappropriate Location

Students are expected to be in class, on time, every day. Students who do not report to the assigned area (class, lunch, etc.) per their daily schedule are considered to be in an unassigned area of the school. This affects the student's attendance record, impacts their academic achievement, and also disrupts the learning environment for others. School staff will respond with the goal of increasing the student's timely and consistent attendance and maintaining a predictable school environment.

Walking to and from School

Students walking to and from school must use designated sidewalks and are not allowed to stop at other schools, enter their grounds, or play on their playgrounds.

General Student Dress Code

Student dress is the responsibility of students and their parents/guardians. In some cases, the standard of dress may also be set by course requirements, activities, or other reasons for health and/or safety. Dressing in any manner that presents a health or safety hazard or is a disruption, or could reasonably be expected to cause disruption, to the educational environment in the school will not be accepted. Head and face coverings that are worn in a way which prevents students from being accurately identified poses a safety concern and are not allowed.

Administrators will enact the required and optional range of responses in situations where a student is not meeting the expectations of the dress code. The goal is to resolve the situation in the moment and prevent it from occurring again.

Following are some general regulations:

- Shoes must be worn at all times.
- Clothing must be free of any writing or symbols that promote drugs, alcohol, sex, profanity, gangs, or any message promoting illegal activity or that is disruptive to the educational environment.
- Other items that are inappropriate or disruptive to the educational environment.

Plagiarism and Cheating

The vision at College Community School District is to ensure all students are career and college ready upon their completion of school. This includes understanding and avoiding plagiarism. Plagiarism is defined as using another person's work as your own and includes, but is not limited to copying online sources, using another student's Google Drive, copying and pasting another's work, etc.

It is the student's responsibility to avoid plagiarizing others' work. To assist students in producing their own work, teachers will:

- Make the classroom policy known to all students
- Be specific as to whether work is to be cooperative or individual
- Prepare students for assessments
- Provide feedback in a timely manner

Administrators will enact the required and optional range of responses in order to resolve the situation and prevent it from occurring again. The response will be dependent upon a variety of factors including, but not limited to, the student's age and development, the impact that the situation had on others, the intensity and frequency of the behavior, and other contextual factors.

Suspensions and Activities

Determination of the suspension assignment will be made by the administration, who will consider the severity and frequency of the student behavior in light of the CCSD Behavior Matrix. All suspensions must be successfully completed before the student can re-gain entrance to the regular school program. Suspended students may not attend nor participate in any school activity during the suspension, and may not be on school grounds. This would include away events in which CCSD is a participant.

School Issued Devices

CCSD is a 1 to 1 environment. Each student is issued a laptop and is responsible for its safe-keeping. Students are also responsible for appropriate use and care of the laptop, per College Community's [Technology Use Agreement](#). Because the device remains the property of College Community School District, students shall have no expectation of privacy with regards to data, emails, or other communication when using their school-issued device. Administrators will respond with the required and optional range of responses in situations where students do not meet expectations for the acceptable use of technology. The response will be dependent upon a variety of factors including, but not limited to, the student's age and development, the impact that the situation had on others, the intensity and frequency of the behavior, and other contextual factors.

To maximize learning in the classroom, electronic devices should be brought to school each day and be fully charged.

If your school issued device is damaged or missing, please report the problem immediately to the building's administration. If the computer is stolen or vandalized while not at College Community or at a College Community sponsored event, a parent/guardian shall file a police report within 48 hours. Stolen or lost computers will be locked and rendered inoperable via district management software.

Fees

Students are required to pay various fees upon registering and throughout the school year. It is expected that most of these fees will be paid at the time of registration. No student will be denied opportunities offered through the school due to lack of sufficient funds. Families unable to pay fees should contact the Food and Nutrition Office at 319-848-5337 for a waiver form.

Health Services

A Nurse and/or Health Secretary is on duty at Prairie Point, 9th Grade Center/Delta, and the High School during the school day and available to students at Prairie Crossing and Rise as needed. In the event of student illness or accidental injury during the school day a district nurse or her designee will care for your student. The board of education accepts no responsibility for the medical treatment of students. Each parent/guardian is asked to review their student's Health Concerns in Campus upon registration on an as needed and annual basis and update the Nurse with all changes.

Dental Certificates 9th Grade Students

All Ninth Grade Students will be required to turn in a Certificate of Dental Screening form prior to the start of their 9th grade school year. This form must be completed by a licensed Dentist or licensed Hygienist. This Dental Certificate form will be mailed out to all families in the summer before the start of the 9th grade school year. Turn this certificate in to the Health Office once completed by your provider.

Immunization requirements for 7th & 12th Grade students

All incoming 7th grade students and any new students entering 8-12th grade, must have had a Tdap and Meningococcal vaccine before they are allowed to start.

No student will be allowed to start the 7th-12th grade year without written proof of having had at least one Meningococcal vaccine. This is a requirement that has no grace period and must be completed before school starts.

All 12th grade students need to have had a second dose of the Meningococcal vaccine. They must show proof of their second dose of the Meningococcal vaccine within 60 days of the start of their 12th grade school year.

Hearing Screening

Grant Wood Area Education Agency (GWAEA) conducts hearing screening for all students in:

- 4 Year old Preschool
- Any 3 year olds in Preschool with an Individualized Education Program (IEP)
- 1st Grade
- 5th Grade

Parents / Guardians have the right to opt their child out of the hearing screening. To do so, please submit a written notification to the school health office at the beginning of the school year or prior to screening. If you have any concerns about your child's hearing, please contact the school nurse or Grant Wood Area Education Agency directly at (319)399-6746 to schedule a hearing test at any time.

Infectious Diseases

Physical assessment of pupils in the school may be made from time to time to prevent the spread of disease. A student who is known to have a contagious disease may not be allowed to attend school/activities in the College Community School District. Students with a fever greater than 100.4 degrees F should not return to school until fever free (less than 100.4 F) for 24 hours. Students who have recently vomited, are having diarrhea or have recently had diarrhea should not attend school until they are symptom free for 24 hours. Unless the nurse has good reason to believe the cause is not due to an infectious illness, your child will be sent home if these symptoms occur at school.

Medications - Prescriptions

When students are required to take prescription 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 reviewed by the Board of Pharmacy Examiners. In accordance with College Community School [Board Policy 507.03](#), if medication is to be given by school personnel, we must have authorization from the physician and parents/guardians must provide written instruction.

Parents/guardians **must file permission for a Prescription Medication form with the school nurse.**

In addition, the following information is to be clearly labeled on the original bottle from the pharmacy:

- Name of medication
- Strength, dosage, and frequency prescribed
- Name and address of pharmacy
- Student's name
- Physician's name
- Date of prescription

The most recent prescription bottle should be kept at school. **Any time the dosage is changed, a new, signed parent permission form is needed.** Please fill out and sign a separate Permission for Prescription Medication form for each different medication given. By Iowa Law, students may carry their own inhaler for use at school **only with written permission from the student's physician and parents/guardians.** Contact the Nurse's Office for this permission form and return to the Health Office when completed. Medications should be brought to school by the parent/guardian, or a responsible adult. **Please do NOT send medications to school with the student.**

Medications - Over the Counter

With parent/guardian permission, the following over the counter medications may be given to a student as needed; Tylenol per label directions, Tums (10th-12th grades only), throat lozenges (7th-12th grades only), Benadryl cream and/or Benadryl orally per label directions for severe allergic reaction. All other over the counter medications require a written doctor's order, a medication permission form signed by parent/guardian, and the parent/guardian must supply the medication to the nurse's office in the original labeled container.

By law, CCSD cannot supply Glucagon or other prescription medications for general emergency use. Parents/guardians of students with asthma, diabetes, or those who are at risk for potentially life-threatening allergic reactions must supply these medications as prescribed by their legal prescriber.

After multiple student requests and administrations of Tylenol, communication with the parent/guardian may occur for follow-up. A legal prescriber's signature will then be required for further Tylenol administrations for the remainder of the school year.

Medications Requirements for Student Field Trips

Students that require medications who are leaving town on a school sponsored overnight trip will be required to have a parent/guardian complete the Field Trip Health Information form.

Medications Returning Home

Medications will not be sent home with students. Parent/guardians or designated adult must pick up remaining medications when discontinued or at the end of the school year. Any medication not picked up by the end of the school year will be properly disposed of.

Homelessness

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

- Attend school no matter where you live or how long you lived there. You must be given access to the same public education provided to the other students.
- Continue in the school you attended or the school you last attended if that is your choice and is feasible. The school must assist you, if needed, and offer you the right to appeal a decision regarding your choice of school if it goes against your wishes.

- Receive transportation to the school you attended before your family became homeless. Students cannot be separated from the regular school programs because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend school while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
- Review the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school office or the counselor for help in enrolling in a new school or arranging to continue in your former school. Someone at the shelter or social services office can also support you.
- Contact the school counselor and teachers and provide any information you think they need to know to help you in school.
- Ask the school counselor, the shelter provider or a social worker for assistance with clothing and supplies, if needed.

College Community School District’s Liaison for Homeless Education is Laura Medberry.

Insurance

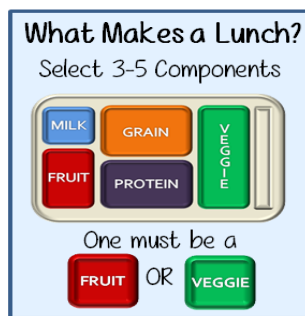
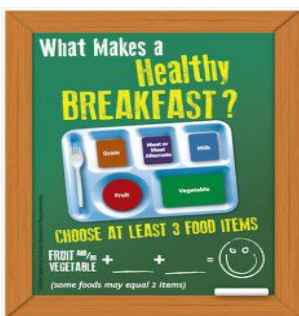
The School District does not provide accident insurance to cover injuries incurred by students on the school grounds. School insurance or 24-hour accident insurance is available through a private agency if you do not have insurance on your student or if you have a plan with limited benefits or a plan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

Lunch & Breakfast

All students may take advantage of school breakfast and lunch every day regardless of their meal account balance. Students may bring their own meal(s) from home as well. Individual cartons of milk are available for purchase with a sufficient meal account balance. Meal delivery services such as GrubHub, Uber Eats, DoorDash, Jimmy John’s, etc. are not allowed.

Breakfast is served daily unless school is delayed. Students have at least 2 main options at breakfast to choose from. Usually cereal and toast or a hot item and toast. Students are offered at least 4 items for breakfast. Grains, fruit and/or vegetables, and milk. To “make a breakfast”, students must take at least 3 of the items and one must be ½ cup of fruit or juice or vegetable. Students can refuse any item. If a student does not take enough items to make a meal, cashiers will ask the student if they would like to add more items. If the student refuses, we are required to charge the items on the tray as a la carte. To be charged out at the free, reduced, or paid student price, a meal meeting the requirements must be taken.

Students in grades 7-12 have a choice of at least three main items daily for lunch. At Point, 9th Grade Center, and High School, there is a pizza station, grille station, the Hawks’ Nest station, and Grab n Go or DIY Salads or Subs. Students are offered 5 components for lunch. Meat/meat alternate, whole grains, fruit, vegetables, and milk. To “make a lunch”, students must take 3 of the 5 components and one must be ½ cup of fruit or vegetable. Students can refuse any item. If a student does not take enough items to make a meal, cashiers will ask the student if they would like to add more items. If the student refuses, we are required to charge the items on the tray as a la carte. To be charged out at the free, reduced, or paid student price, a meal meeting the requirements must be taken.



Meal Accounts: Meal Prices, Payments, A la Carte, Spending Limits, Blocks

CCSD uses a point of sale system called **Total Access** for meal account charges. CCSD uses a separate payment system called **In Touch Receipting**. Each Total Access meal account is set up as a family account and all deposits made in In Touch are shared by everyone included on the account. If needed, separate student accounts are available upon request to the Director of Food and Nutrition. Meal account funds can be used for breakfast, lunch, milk, and a la carte purchases. All students have access to purchase a la carte items such as a carton of milk or additional servings of menu items. Students in grades 5-12 also have additional snack and beverage

options available for purchase such as juice, bottled water, popcorn, baked chips, cereal bars, etc. Parents/ guardians are encouraged to monitor their students' meal accounts. If an account has sufficient funds and a spending limit or block is not in place, students are not limited in what they purchase. Spending limits and blocks can be applied to an individual student or to an entire account. Spending limits can be set through the [Total Access Family Portal](#) or by contacting the Food and Nutrition Department.

Meal Prices 2024-2025	Grade	Cost
Breakfast	K-12	\$2.05
2nd Breakfast or Adult Breakfast	K-12	\$2.50
Lunch	K-4	\$3.05
Lunch	5-6	\$3.15
Lunch	7-12	\$3.30
2nd Student Lunch or Adult Lunch	K-12	\$4.85
Carton of Milk	K-12 and Adults	\$0.60

These prices are subject to change based on USDA regulation.

Balance Notifications

Our meal account software, Total Access, will email a balance reminder notice to parents/guardians when the meal account balance reaches \$10.00 per person on the account. Once the account balance falls below \$0.00, a daily email balance notification is sent to the email address of the person listed as the primary contact in Infinite Campus. Currently, Infinite Campus only allows for one primary point of contact. Meal account transactions may be monitored through [Total Access Family Portal](#). Payments are not accepted in the cafeteria. Payments are made online through [In Touch Receipting](#) or by sending cash or check to the Building Office Clerk or Store Clerk. Online payments are made using [In Touch Receipting](#), login with your **Infinite Campus Parent Portal Username**. If sending cash or check, please enclose the payment in a sealed envelope and label the payment with the student's name, grade, and teacher's name. For more information, please contact the Clerk in your student's building or the Food and Nutrition Department at 319-848-5337.

Meal Account Balance Refunds

Meal account balances carry over from year to year. If you are moving out of the district or would like to request a refund of the remaining balance in your student(s) meal account. Please submit a written refund request to the clerk of your student's building. Please include...

- Student name (s)
- school building
- grade(s) of your students
- your name
- phone number
- the address to mail a check refund to.

Free and Reduced Price Meal Benefits

Free and Reduced Price Meal Applications and Fee Waiver forms for the upcoming school year are usually released and available starting in July. For households that feel they may qualify for benefits, a new application and fee waiver form need to be completed every school year. Applications for free and reduced price meals and a fee waiver form for school fees can be completed online or by completing a paper version. If you would prefer a paper version of the form or have any questions, please contact Ginny Scott by phone, 319-848-5337 or email vscott@crprairie.org. Return completed paper forms to Food & Nutrition, Prairie Hill Elementary, 401 76th Ave SW, Cedar Rapids, IA 52404. Once the application has been processed we will send a letter or email to the primary contact listed in Infinite Campus with the determination. Some students are directly certified through the state. Usually we are notified two times per month of students who qualify via direct certification. If we are notified that your child has been qualified for free or reduced price meals, we will send a letter or email to the primary contact listed in Infinite Campus. If your household is approved for free or reduced price meals, and you say yes or sign the Fee Waiver Form your child(ren) are also eligible for a reduction or waiver of some fees.

Student Fee Waiver

If your child(ren) qualify for free or reduced price meals by application or direct certification and you select “yes” to the Fee Waiver during online registration on Infinite Campus or if you complete, sign, and return the paper version of the Fee Waiver Form, College Community Schools will reduce or remove school fees and your child will also be considered for the programs listed below. By selecting “yes” during online registration or by completing, signing, and returning the paper Fee Waiver Form, your free/reduced status will only be shared with those staff who are directly responsible for the fees/programs listed below. All information will be held in strict confidence. If your child(ren) qualifies for free or reduced price meals, you may also be eligible for other benefits. By marking “yes” to the fee waiver during online registration or by signing the paper version of the Fee Waiver form, your child(ren) will be considered for a full or partial waiver of eligible school fees.

Eligible School Fees and Programs include:

- Book Fee
- Grades K-6 participation eligibility for the Summer Book Club Program
- Grades K-12 participation eligibility for the Gifted and Talented Program
- Post High school planning, including FAFSA completion, College Application process and fees, ACT/SAT fee, scholarship eligibility.

Middle School Fees (Grades 5-8):

- School Owned Instrument Rental Fee
- Percussion Rental Fee
- Uniform Fee
- Outdoor Education Fee

High School Fees (Grades 9-12):

- School Owned Instrument Rental Fee
- Percussion Rental Fee
- Uniform Fee
- Driver's Education Fee (KCC)

Return completed paper Fee Waiver Forms to CCSD Food and Nutrition, Attn: Ginny Scott, 401 76th Ave SW, Cedar Rapids, IA 52404. If you have questions or wish to check your application or fee waiver status, please call 319-848-5337.

Visiting for Breakfast or Lunch

Those who wish to join a student for a meal may pay for their meal in the office of the school building. Meals must be paid for in advance. Guest meals can be charged to your student’s account with a sufficient balance. Payments can be made in the office or at the school store using cash or check. If you choose to bring breakfast and/or lunch for you and the child you are visiting, we require that you bring food only for you and your child. We also strongly encourage you to bring a healthy meal that is good for both you and the child.

Meal Charge Policy 710.04

In accordance with state and federal law, the College Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Parents are encouraged to monitor their students’ meal accounts. Our meal account software will send an automated email balance reminder notice to parents / guardians when a student’s meal account balance reaches \$10.00. Please update your email address as needed. Automated email notifications may be turned off upon request. Once an account reaches a negative balance, the Building Clerk or Director of Food and Nutrition will attempt to contact a parent / guardian by phone and email. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with the student’s parent or guardian to resolve the matter of unpaid charges. Parents or guardians will be notified of an outstanding negative balance once the student owes a balance. Parents or guardians will be notified by phone and automated email. Letters may also be sent via USPS. Negative balances of more than \$25.00, not paid prior to the end of the school year will be turned over to the Superintendent or Superintendent’s designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

K-12th Grade

Once a student's meal account balance reaches \$0.00, students may only charge a reimbursable breakfast and/or lunch. A la carte items may not be charged once a student's account balance has reached \$0.00. All students will receive a meal regardless of balance, but *students will have additional a la carte purchases denied in the absence of funds. Nutrition staff may also have to remove items from trays (PK-12) if a student has taken an item that isn't allowed due to allergy restrictions, information from a diet modification form or if parents/guardians have placed account limits on the student's account.*

Unpaid Student Meals Account

The district will establish an unpaid student meals account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Smart Snacks: Fundraising/ Food Sales

Smart Snacks are a federal requirement for any food or beverage sold to or in exchange of something to students at school during the school day, other than those foods provided as part of the school meal programs. The school day is defined as the midnight before, to 30 minutes after the end of the school day. Some examples include á la carte items sold in the cafeteria, items sold in school stores, snack bars, and vending machines. This also includes foods and beverages sold during fundraisers, unless these items are not intended for consumption at school such as raw, frozen pizzas or raw, frozen cookie dough. During the school day, any food or beverage sold to (or in exchange for something) students must meet the federal regulations for Smart Snacks, no matter who is selling the items. Food sales may not compete with school meals and may not take place during scheduled meal times. Food items that do not meet Smart Snacks cannot be purchased with money or other form of payment such as a token or ticket. Scratch food items are also required to meet Smart Snack regulations. If students have access to vending machines in the building lounge, the items being sold must meet smart snacks at the youngest age restriction. The Building Principal is responsible for ensuring that all food items sold from midnight until 30 minutes following the final bell, meet Smart Snack regulations and that Smart Snack Calculator printouts are kept on file.

Wellness Policy

The College Community School District is committed to the optimal development of every student. The board believes for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to be a positive, safe, and health-promoting learning environment at every level, in every setting. The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. District Wellness Policy [507.08](#), [507.08-R\(1\)](#): Wellness Policy – Regulation

USDA Nondiscrimination Statement

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410; or
Fax: (833) 256-1665 or (202) 690-7442; or
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Nicotine Free Environment

Per [Board Policy 905.02](#): The College Community Schools will provide a tobacco and nicotine-free environment for students, employees, visitors and spectators. Therefore, school facilities and grounds, including school vehicles, are off limits for tobacco use,

including nicotine products.

School Cancellations

The College Community School District utilizes a notification service for parental and staff outreach for emergency broadcasts. The system will place a phone call, email and text message to parents, guardians and staff in the event of a safety or weather related issue. You will receive a message from 319-848-5200 indicating the alert. The district will also post announcements on our district homepage, district social media channels and local TV and radio stations.

School Resource Officer Program

General Purpose

Effective SRO programs recognize and utilize the special training and expertise which law-enforcement officers possess that is well-suited to effectively protect and serve the school community. SROs contribute to the safe-schools team by ensuring a safe and secure campus, educating students about law-related topics, and mentoring students as counselors and role models. This is the Triad Model of SRO responsibility: *educator, informal counselor, and law enforcer. (National Association of School Resource Officers)*. The College Community School District is organized on one central campus. As a school community that serves on-site over 7,000 students, staff and adults on a daily basis within a small geographical area, we see the benefit of partnering with local agencies, including law enforcement, in our goal to provide a safe learning environment for all members of our campus.

SROs in College Community Schools

The SRO will work with the school in the following capacities:

- In his/her primary responsibility is as a law enforcement officer, in accordance with policies and practices of the Cedar Rapids Police, he or she shall support the values of the district vision and philosophy toward educational equity and service to students.
- Participate in building-level meetings with administrators and other staff that are related to school safety and prevention of violence and crime in schools.
- Be visible and present at school and school activities as assigned.
- Serve as a liaison between the College Community School District between the Cedar Rapids Police Department and city/county entities serving or interacting with our students as applicable.
- Assist the school in the education and professional learning efforts related to relevant threats facing students and families including, but not limited to active shooters, cyber-awareness, drug use, vaping, human trafficking, cyber-bullying etc.
- Facilitate communication between the College Community School District and Emergency Management Officials in times of community crisis or in events in the community that threaten the safety and regular operation of campus and building activities.
- Be a resource to students to answer questions related to law and law enforcement, including class presentations and visibility at school and school events.
- Regularly make recommendations to school officials on systems, structures and strategies for school and campus safety, threat assessment, and threat mitigation through participation on school safety committees and initiatives.
- Advise students on legal issues, including mentoring of students currently involved in the juvenile justice system.
- Communicate with administrators on a daily basis related to school and community conditions that may pose a risk to the safety of students and school employees.
- Engage in school and district-level equity work and conversations.
- Assist administration with discipline related to large threats to school safety, disturbances, and behavior that is criminal in nature.
- Be visible and assist with the process for student arrival and departure, including traffic monitoring from school to ensure safety.

The School Resource Officer Program is not designed or intended to:

- Involve police in day-to-day discipline of students
- Conduct ongoing investigations related to the school, its students or school personnel without knowledge of school officials
- Increase student arrests or adjudication

School Start and End Times

Prairie Point Middle School (7-8)	Prairie Point
School Start Time	7:45
Earliest a Parent/Guardian May Drop Off Students	7:30
School Dismissal	2:31

Prairie High School (10-12)	Prairie High School
School Start Time	8:30
School Dismissal	3:15
Prairie 9th Grade Center/Delta	Prairie 9th Grade Center/Delta
School Start Time	8:30
School Dismissal	3:15
Prairie Crossing/Rise	Grades K-12
School Start Times	7:45
School Dismissal	2:30

Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The College Community School District has the obligations under Section 504 to identify, evaluate, and, if the student is determined to be eligible, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer ([Board Policy 105](#)).

Special Services

The College Community District and Grant Wood AEA provide a variety of special services to our students. Services include academic support, media/library service, counseling, special education programs, hearing screening, speech and language therapy, occupational therapy, and extended learning, as well as a school psychologist and school social worker. Other sources are available for special needs. Call the counselor or principal if you have questions about specific services.

Title IX: Discrimination and Harassment Based on Sex

The College Community School District has separate [Board Policy No. 103](#) and procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. These procedures are available at the following CCSD district website [link](#). For reports or complaints of sexual harassment outside of the District's Title IX jurisdiction, the District may follow any other applicable policy or procedure to respond to such a report or complaint."

Inquiries regarding sexual harassment shall be directed to Laura Medberry, Executive Director of Learning Supports and Title IX Coordinator, College Community School District, 401 76th Avenue S.W. Cedar Rapids, Iowa 52404, (319) 848-5217.

Transportation

School Bus

School bus transportation is provided for all students. Students (K-9th) are assigned a bus at registration. Permission to ride a bus other than your own must be requested from the Transportation Department (848-5204) and is for emergencies only. A permission slip will be written upon authorization from the Transportation Department. This slip must then be handed to the driver before boarding will be allowed.

Students who ride school buses are expected to be responsible for the same behavior as they are at school. A copy of the bus discipline policy was given to you and your parent/guardian at registration and a copy is available on file in the main office. Students may be suspended from the bus for serious or repeated violations. Students who cannot abide by bus rules and safety procedures may be permanently removed from district school buses. If you have any questions or concerns regarding transportation please contact the Director of Transportation at 848-5205.

For the safety of our students and staff, only authorized CCSD staff, assigned students, and/or pre-approved volunteers/visitors are allowed to enter or be on the school bus.

If you need to speak to the driver, please do so from outside of the bus, or at the driver's side window. Any busing concerns can be reported to the Transportation Director at 319-848-5233.

NOTE: CCSD does not assign busing for 10th, 11th, and 12th grade students. If your student is in 10th, 11th, or 12th grade and in need of transportation [click on this link and fill out the form](#).

[Critical Transportation Links](#)

Volunteering at Prairie Schools

We encourage ongoing and active volunteer involvement by individuals and groups when it will enhance the educational experience of Prairie students. Examples of volunteers include, but are not limited to: classroom volunteers, field trip volunteers, bus chaperones, mentors, reading buddies, etc. Volunteers will be under the supervision and direction of a school employee. College Community Schools does not support court mandated community service. As a reminder, all volunteers need to register with College Community Schools at this [link](#).

Volunteers are required to complete the online volunteer registration form each school year **a minimum of two business days** before their first volunteer experience. For the safety of our students, staff, volunteers and visitors, all volunteers are checked against a national sex offender database and a criminal background check is completed. All volunteers will enter through the school's main entrance, use their driver's license to sign into the portal and visibly wear the printed sticker while volunteering. Please stop at the office before you leave the building to sign out. To maintain an environment conducive to learning, please remember to:

- Follow school and classroom rules
- Use appropriate language
- Let the teacher handle discipline issues
- Refrain from bringing other children into the classroom
- Report inappropriate student behavior to the teacher or school staff
- Keep student information confidential

To make arrangements to volunteer, please contact your student's teacher or CCS District Volunteer Coordinator Emily Collins at ecollins@crprairie.org or 319-848-5224.

Prairie Student Volunteers

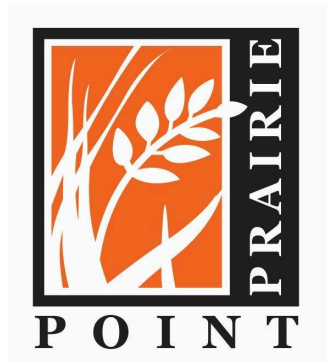
Prairie Students in 7th-12th grade may apply to volunteer in another Prairie School during the school day. Students will follow established approval and placement procedures as follows:

- Approval from your Counselor and proper completion of the volunteer form
- Placement by the District Volunteer

Weapons/Look a-like Weapons

Parents / Legal guardians of students found to possess weapons, dangerous objects or look-alikes, which include **Orbu-airsoft guns** on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-alikes will be reported to law enforcement officials, and students will be subject to disciplinary action up to and including suspension or expulsion. [Board Policy 905.03](#)

PRAIRIE POINT MIDDLE SCHOOL INFORMATION



Prairie Point Middle School Contact Information

Point Main Office: 319.848.5500 Point Activities: 319.848.5505
Point Attendance: 319.848.5506 Point Counseling: 319.848.5510
Point School Store: 319.848.5500 Point Nurse: 319.848.5225

Position	Staff Name	Email
Principal	Ian Dye	iandy@crprairie.org
Associate Principal	Shaun Marden	smarden@crprairie.org
7-12 Activities Director	Andrew Davis	adavis@crprairie.org
7-12 Assistant Activities Director	Kent Noska	knoska@crprairie.org
Point Facilitator	Jordan Easton	jeaston@crprairie.org
School Counselor 7th Grade	Hannah Richmond	hrichmond@crprairie.org
School Counselor 8th Grade	Derrick Ball	dball@crprairie.org

School Website: <https://point.crprairie.org/>

Student Services Resources

Below are some helpful links students may need throughout the school year. If you have further questions, please visit the [Prairie Point website](#), contact your school counselor, or the Prairie Point Main Office.

Cell Phone Policy

In order to maintain high levels of academic engagement in the classroom, personal electronics (cellphones, tablets, headphones, others not listed here) should remain out of sight and put away during class time. Students can leave electronics locked in their lockers or left out of sight in computer bags. Teachers can make quick, informal requests/reminders to individuals and groups of students regarding the cell phone policy without consequence. As middle school students learn the responsibility of using electronic devices, it is critical that they realize they are NOT authorized in classrooms, restrooms, or locker rooms.

Cell phones and other electronic devices (including student laptops) are not to be used during class time for calls, messaging or games. Students may use their cell phones and other electronic devices in the cafeteria during assigned lunch. All electronic devices should be used with headphones for all audio purposes. If a student needs to make a phone call, they should ask a staff member for permission and use the phone located in the guidance or main office.

Students shall be personally and solely responsible for the security of their cell phones or electronic devices. CCSD does not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone. Electronic Books (kindles, nooks, etc.) are allowed during the school day. However, any wi-fi or gaming ability connected to these is NOT allowed. We will not be responsible if they are broken, lost or stolen.

The following CCSD Incident Definitions relate to the use of personal devices in ways that are not aligned with student expectations. School staff will respond to the situation with the goal of stopping the behavior and supporting a safe learning environment for all.

- Use of technology for off-task or inappropriate purposes.
- Use of devices or access to accounts that disrupts the learning of self and/or others.
- Any communication/media that includes sending or viewing of: pornographic images (including sexting), violent images or materials that violate the rights of a protected class, unauthorized recording with or without consent (video or pictures), or explicit language.
- Hacking, modification, or damage of the technology infrastructure of the district such as the wireless network and servers.
- Students are **never** allowed to use cell phones, cell phone cameras, or any type of recording or picture taking device in the locker room and bathroom area during the school day or before and after school. This type of recording is a violation of privacy and is not permitted, with or without the consent of the individual/s being recorded. This type of technology violation is distinguished as "Serious". Administrators will enact the required and optional range of responses in order to resolve the situation and prevent it from occurring again.

Point Campus

Before and After School

The regular school day at Prairie Point Middle School begins at 7:45 A.M. and finishes at 2:31 P.M. Students in the building prior to 7:40 A.M. or after 2:45 P.M. must remain in the designated areas unless they are participating in a school activity or under the supervision of a teacher. Students are encouraged to have their rides drop them off no earlier than 7:30 A.M. Students remaining in the building after 2:45 P.M. and not in the designated areas (LRC, cafeteria, or with an assigned teacher), will be asked to leave the school property. Loitering in the hallways, around campus, about the building, or locker area is not permissible.

Before School: After arriving at school, students may be in the following areas: cafeteria, South gym, North gym and other designated areas. Buses will drop students off between 7:30 A.M. -7:50 A.M. at the East Entrance. As students arrive, they should report to the cafeteria, South gym, North gym or designated location until they are dismissed to class.

All students not using bus transportation are to use the Activities Entrance on the North side of the building. Students should not be dropped off before 7:30 am.

During School: Unless accompanied by an adult, students are prohibited from all outside areas.

After School: At 2:45 pm, all students waiting for rides will be required to wait in the cafeteria with supervision until picked up. School supervision will end at 3:30 P.M. and therefore **ALL students should be picked up prior to that time.** Students are prohibited from being in the school building or elsewhere on school grounds unless they are directly involved in a supervised, after-school activity.

City Transportation: Students waiting for city transportation are expected to wait at the city bus stop located in front of the building. City bus schedules are available in the Counseling Office.

Study Table: Students waiting for practice, activities, and competitions to begin are expected to go to the cafeteria. This is a supervised area where students are strongly encouraged to use it as an opportunity to complete school work.

Library

The Prairie Point Library contains print and electronic resources for student and teacher use. The main goal of the library is to support and provide materials for the learning that takes place here. Another important goal is to encourage and enhance casual reading and lifelong learning. The library online catalog is available in the library and remotely through the Internet. Library hours are 7:30 A.M. to 3:30 P.M.

Lunch

Prairie Point lunches are served daily between approximately 11:00 A.M. and 1:00 P.M. Lunchtime offers students a needed break in their day. While socialization and relaxation are encouraged, there are certain guidelines, which must be followed to ensure the safety of the students and the efficiency and etiquette required for the cafeteria to run smoothly. The following procedure will be enforced:

1. Students enter the cafeteria and proceed immediately to a table.
2. Food from outside vendors is not permitted to be dropped off or delivered to the school.
3. Students are to sit one person in a chair.

4. Students remain seated until a lunchroom supervisor dismisses their table.
5. Students need to bring their ID to lunch to be scanned.
6. Students must use their own ID to purchase lunches or ala carte items.
7. When finished students are to pick up any mess at their table, return their tray and go back to their seat.
8. Students return to their classes upon dismissal.

Food or drink is generally restricted to the cafeteria. Food items and candy may be consumed in the classroom at the discretion of the teacher or supervisor of that classroom for special event purposes only. Students are asked to not bring opened beverages to school. Students should always dispose of trash appropriately.

Lockers

Each student at Prairie Point is provided the use of a locker. In addition, a gym locker is available for use during Physical Education class. Lockers are loaned to students by the Board of Education and are subject to inspection any time it is deemed necessary to the safety and welfare of the student body and school. Stickers, signs, pictures and writings are not to be placed on the outside of lockers. Students are responsible for keeping their lockers clean and they are not to be shared with other students, unless assigned by school personnel. At special times during the school year decorations of a temporary, non-destructive nature may be allowed with administrative approval.

Bags/Purses must be stored during class in the student's locker and not brought to class. Bags left or stored in the aisles of a classroom violate the state fire code and will be removed. Only laptop-style bags will be permitted in the hallways and classroom.

- Students are encouraged to use small bags for PE to carry clothes and personal hygiene items.
- All students must carry their laptop in a protective case/bag.

It is **highly recommended** that students obtain a lock for each of their lockers and use it at all times. Locks can be purchased at the school store. Students who choose to not lock their lockers are putting their valuables and property at risk to be lost, stolen, or misplaced. Prairie Point strongly encourages students to value their valuables and lock them at all times to ensure their safety.

Lockers and Other Searches

Students and parents/guardian are hereby notified that locker inspections may occur without prior notice periodically throughout the school year. This includes the possibility of canine searches by law enforcement agencies. Searches of student property, including bags, purses, wallets, pockets, socks, cell phones, personal electronic devices, and cameras may be conducted when the principal or his/her designee has a reasonable suspicion to believe that the student may be carrying, possessing, using or distributing items or materials that violate district policy, are illegal, and/or may cause harm to self or others. Parent involvement will be requested should a more intensive search be warranted.

Student Identification Card - ID

The purpose of this policy is to ensure safety and security at Prairie Point Middle School for the approximately 900 individuals who are on the Prairie Point campus each day.

Student Identification Cards will be provided to every student. Just as a driver's license authorizes driving a vehicle, a student ID card authorizes a student to be on campus. Students must possess an ID card at all times while on school grounds. Administration and teachers try very hard to be familiar with all of our students. However, it is a challenge for every staff member to know each of our 850+ students. Therefore, it is crucial that we are able to identify everyone on campus. Identification of staff and students is a safety issue and will not be compromised when it comes to safety of students and staff. ID cards help us in identifying students as well as trespassers.

Students are expected to have their ID with them at all times and should possess them during common times (passing time, lunch, etc).

Students can purchase replacement Identification Cards in the main office.

Point Door Entry System

To ensure the safety and well being of students, employees, and visitors, Prairie Point employs a single point of entry for students and visitors. To gain entry after the school day has begun:

1. Push the button located to the left of the entrance
2. You will be greeted and asked to identify yourself through the intercom system
3. A "click" sound indicates the door is unlocked
4. Only one student/visitor may enter at a time
5. Students sign in at the attendance counter in the main office.
6. If students leave during the school day, they shall also sign out at the attendance counter.

It is unlawful to open doors to allow people into a secure school facility. Do **not** open locked doors for students, staff, or visitors, even if you know who they are. All students and visitors shall report to the single point of entry at the Main Entrance. Failure to follow these procedures is grounds for discipline and could also lead to criminal charges.

Visitors to Point Middle School

Point welcomes visits from parents/guardians. All visitors shall enter through the Main Entrance and report to the Main Office to sign-in. All visitors must be approved in advance by the principal or designee. A visitor's pass will be issued that must be visibly worn throughout the school. Small children should not be brought to school to visit. Any unauthorized visitors will be asked to leave. Failure to comply with a request to leave may result in a call to the police.

Messages to Point Students

All contact with students must pass through the Main Office. Students with messages at the Main Office will be notified. No personal messages from anyone other than family will be delivered to students. When an emergency call is received, the caller may be required to identify self and indicate a telephone number where they can be reached. The student will be contacted immediately and instructed to call the indicated number. If the student cannot be contacted the office will call the party back immediately.

Academic Course Specific Information

Health Curriculum

Middle School Health classes and Family and Consumer Science courses will focus on the physical, social and mental/emotional areas of health. These classes are designed to promote knowledge and practice of a healthy lifestyle. Sexual Health Curriculum is taught within these classes. At this time parents/guardians may review the materials and determine their student's participation. Parent/guardians wishing to excuse their student from this part of the curriculum may do so by contacting the teacher and main office.

Physical Education

- **Required Dress** - Proper dress as defined by the P.E. Department syllabus at the beginning of each semester will be deemed the "required dress" for class participation. T-Shirts, shorts, sweats, leggings, sweatshirts, tennis shoes that are non-marking are all acceptable for P.E. All attire must adhere to the Prairie High School dress code. Failure to dress appropriately for P.E. inhibits full participation in the class, and may impact a student's grade.
- **Excusal From Physical Activity** - This excusal is presented to the school nurse and the student's P.E. instructor. A release from physical activity can be given only by a physician, unless there is evidence of permanent disability or if there is a program consideration that is reviewed by the Principal or designee. Excusals shall be renewed each year. Physical Education instructors will assign alternate work to students with excusals.
- **Physical Education Lockers** - Students are responsible for securing all personal property during PE classes. Students must secure clothes and personal items when they dress out for PE. **The locker room is an area where items need to BE LOCKED AT ALL TIMES. Students should not leave items or clothing in lockers unsecured.** Please report lost or stolen items to the Main Office and/or Security Personnel. **The school is not responsible for lost or stolen items.**

Activities and Athletics

Middle School

Co-curricular activities include those activities related to the school program, but that generally occur before or after normal school hours. We believe that athletics as well as other co-curricular activities can help our young people develop more fully. Being involved in co-curricular activities can provide opportunities for learning which may not be possible to obtain in a traditional classroom setting. Since these activities are optional and voluntary they are subject to different operating regulations. All middle school students participating on athletic teams must have all necessary forms turned in to the office (**completed physical, concussion and insurance waiver forms.**) Completion of these forms must be received at least one day prior to the date when practice begins in order to allow office personnel the opportunity to check necessary forms. Necessary forms may be obtained at the Prairie Point Office or at the district's website.

All Prairie Middle School students are eligible to participate in co-curricular activities with the exception of students who may lose their participation privileges due to poor academic performance or student misconduct. Students who violate the Good Conduct Policy will adhere to the appropriate level of offense outlined in the Activities Handbook.

Student Attendance: Any unexcused absence from school will not allow the student to participate in that days events (ie. practice, contest, game, concert). Exceptions to this rule must be approved by Prairie Point Administration.

Dances

Only Prairie Point students are allowed to attend school sponsored dances. Students are to attend the dance that is assigned to their grade level. Prairie Point students are not allowed to attend Prairie High School dances.

Field Trips

During the course of the school year Prairie Point students may have the opportunity for local enrichment field trips. These field trips are generally confined to the immediate Cedar Rapids/Iowa City metropolitan area. While these field trips are viewed as an essential part of the normal school curriculum offered at Prairie Point, parents/guardians do have the right to refuse permission for their student to participate in them. If you, as parents/guardians, do not wish to have your student participate in any of these enrichment field trips please submit a letter indicating this to the office. Special permission for long distance trips such as Washington D.C., Outdoor Education, and others will be sought. Students must use school transportation to and from the field trip unless given prior authorization from the school's administration and parent/guardian(s) to use an alternative means of transportation to and from the field trip. Parents/guardians wanting to pick their student up or wanting another adult to get their student from a field trip must provide written permission to the school prior to the field trip and must be given permission by a Prairie Point Administrator or designee.

Parents/guardians may volunteer to assist in supervision on school field trips. All volunteers must complete the online volunteer registration form at least 2 business days in advance of the field trip. If this is not complete within the time frame, the volunteer will not be allowed to attend. You can find the form [here](#). If a parent/guardian chooses to volunteer for a field trip, please do not bring additional children along. Field trip volunteers must come into the building and sign in with their driver's license on the volunteer computer. All field trip volunteers should wear the printed sticker while volunteering for the field trip. This makes it easier for our teachers to spot someone who is not supposed to be around our students and lets the other volunteers and students know who can help. Once the field trip is over and students are back on the bus, you would not need to come back to the school to sign out.

PRAIRIE 9TH GRADE CENTER INFORMATION



Prairie 9th Grade Center Contact Information

Main Office: 319.848.5511

Attendance Office: 319.848.5511 x2303

Nurse: 319.848.5511 x2311

Delta Alternative High School: 319.848.5516

Activities: 319.848.5511 x2311

Counseling: 319.848.5511 x2302

Position	Staff Name	Email
9th Grade Principal	Holly Palmersheim	hpalmersheim@crprairie.org
7-12 Activities Director	Andrew Davis	adavis@crprairie.org
7-12 Assistant Activities Director	Kent Noska	knoska@crprairie.org
9th Grade Facilitator	Kory Winsor	kwinsor@crprairie.org
School Counselor 9th Grade	Lisa Cox	lcox@crprairie.org

School Website: <https://9thgrade.crprairie.org/>

Student Services Resources

Below are some helpful links students may need throughout the school year. If you have further questions, please visit the 9th Grade Center [website](#), contact your school counselor, or the 9th Grade Center Main Office.

Cell Phone Policy

In order to maintain high levels of academic engagement in the classroom, personal electronics (cellphones, tablets, headphones, others not listed here) should remain out of sight and put away during class time. Students can leave electronics locked in their lockers or left out of sight in backpacks. Teachers can make quick, informal requests/reminders to individuals and groups of students regarding the cell phone policy without consequence. As high school students learn the responsibility of using electronic devices, it is critical that they realize they are NOT authorized in the classroom, restrooms, and locker rooms.

Cell phones and other electronic devices (including student laptops) are not to be used during class time for calls, messaging or games. Students may use their cell phones and other electronic devices in the cafeteria for media and music purposes.

Students shall be personally and solely responsible for the security of their cell phones or electronic devices. CCSD does not assume any responsibility for theft, loss, or damage of a cell phone or headphones, or unauthorized calls made on a cell phone. Electronic Books (kindles, nooks, etc.) are allowed during the school day. However, any wi-fi or gaming ability connected to these is NOT allowed. We will not be responsible if they are broken, lost or stolen.

The following CCSD Incident Definitions relate to the use of personal devices in ways that are not aligned with student expectations.

School staff will respond to the situation with the goal of stopping the behavior and supporting a safe learning environment for all.

- Use of technology for off-task or inappropriate purposes.
- Use of devices or access to accounts that disrupts the learning of self and/or others.
- Any communication/media that includes sending or viewing of: pornographic images (including sexting), violent images or materials that violate the rights of a protected class, unauthorized recording with or without consent (video or pictures), or explicit language.
- Hacking, modification, or damage of the technology infrastructure of the district such as the wireless network and servers.
- Students are **never** allowed to use cell phones, cell phone cameras, or any type of recording or picture taking device in the locker room and bathroom area during the school day or before and after school. This type of recording is a violation of privacy and is not permitted, with or without the consent of the individual/s being recorded. This type of technology violation is distinguished as "Serious". Administrators will enact the required and optional range of responses in order to resolve the situation and prevent it from occurring again.

9th Grade Center Campus

9th Grade students should not be in the 10-12 High School building or Prairie Delta, unless for an assigned class or lunch. Students who violate this policy will be subject to the CCSD Behavior Matrix and possible other follow up as determined by Administration.

Before and After School

The regular school day at the **9th Grade Center** begins at 8:30 A.M. and finishes at 3:15 P.M. Students in the building prior to 8:20 A.M. should be in the cafeteria eating breakfast or on the 2nd floor of the 9th grade center. After school students should report to their bus/ride or after school activity by 3:20 unless under the direct supervision of a teacher. Students are encouraged to have their rides drop them off no earlier than 8:10 A.M. Loitering in the hallways, around campus, about the building, or locker area is not permissible.

Bag Policy

Students will be permitted to carry a single backpack. Students will not be permitted to carry additional purses, crossbody bags, or belt bags. Additional bags beyond a single backpack may be stored in a school locker.

Library

The **9th Grade Center** Library contains print and electronic resources for student and teacher use. The main goal of the library is to support and provide materials for the learning that takes place here. Another important goal is to encourage and enhance casual reading and lifelong learning. The library online catalog is available in the library and remotely through the Internet.

Lunch

9th Grade Center lunches are served daily in the HS Cafeteria between approximately 11:20 A.M. and 12:15 P.M. opposite Homeroom or HawkTime. Students need to make sure they have their student ID each day to ensure a quick and smooth lunch distribution. Students without their ID will need to wait until the end of the serving time. Food from outside vendors is not permitted to be dropped off or delivered to the school. Food or drink is generally restricted to the cafeteria. Students are asked to not bring opened beverages to school. Students should always dispose of trash appropriately.

Lockers

Students will be issued a locker upon request. Each locker will have a school issued lock and the combination will be shared with the user. Lockers should be requested in the guidance office and only the provided lock should be used. In addition, a gym locker is available for use during Physical Education class. Stickers, signs, pictures and writings are not to be placed on the outside of lockers. Students are responsible for keeping their lockers clean and they are not to be shared with other students, unless assigned by school personnel. Students are responsible for maintaining the lock or replacing it if lost.

Lockers and Other Searches

Lockers are loaned to students by the Board of Education and are subject to inspection any time it is deemed necessary to the safety and welfare of the student body and school.

Messages to 9th Grade Center Students

All contact with students must pass through the Main Office. Students with messages at the Main Office will be notified. No personal messages from anyone other than family will be delivered to students. When an emergency call is received, the caller may be required to identify self and indicate a telephone number where they can be reached. The student will be contacted immediately and instructed to call the indicated number. If the student cannot be contacted the office will call the party back immediately.

Parking and Driving Regulations

The College Community School District will not issue school driving permits to **9th Grade Center** students, nor will 9th Grade students be allowed to park on any school property.

Student Identification Card - ID

Each student is issued a picture student identification card. At all times student IDs are to be carried and available upon request at all school events. Student IDs are mandatory for admittance into all school sponsored activities and events. Students may be asked to

produce their student ID card at any time. Student IDs are required for admission to all school sponsored dances. Pictures of ID cards will not be acceptable for entry to school and school sponsored dances. New students should visit the Main Office to receive a student ID card. Students who lose their student ID card, or are not able to produce their student ID upon request, will be charged a fee for its replacement.

9th Grade Center Door Entry System

To ensure the safety and well being of students, employees, and visitors, the **9th Grade Center** employs a single point of entry for students and visitors. To gain entry after the school day has begun:

1. Push the button located at the entrance.
2. You will be greeted and asked to identify yourself through the intercom system
3. A “click” sound indicates the door is unlocked
4. Only one student/visitor may enter at a time.
5. Students sign in at the counter in the main office.
6. If students leave during the school day, they shall sign out at the attendance counter.

It is unlawful to open doors to allow people into a secure school facility. Do not open locked doors for students, staff, or visitors, even if you know who they are. All students and visitors shall report to the single point of entry at the Main Entrance. Failure to follow these procedures is grounds for discipline and could also lead to criminal charges.

Visitors to the 9th Grade Center

The **9th Grade Center** welcomes visits from parents/guardians. All visitors shall enter through the Main Entrance and report to the Main Office to sign-in. All visitors must be approved in advance by the principal or designee. A visitor’s pass will be issued that must be visibly worn throughout the school. Small children should not be brought to school to visit. Any unauthorized visitors will be asked to leave. Failure to comply with a request to leave may result in a call to the police.

Academic Course Specific Information

Health Curriculum

9th grade Health course will focus on the physical, social and mental/emotional areas of health. These classes are designed to promote knowledge and practice of a healthy lifestyle. Sexual Health Curriculum is taught within these classes. At this time parents/guardians may review the materials and determine their student’s participation. Parent/guardians wishing to excuse their student from this part of the curriculum may do so by contacting the teacher and main office.

Physical Education

- **Required Dress** - Proper dress as defined by the P.E. Department syllabus at the beginning of each semester will be deemed the “required dress” for class participation. T-Shirts, shorts, sweats, leggings, sweatshirts, tennis shoes that are non-marking are all acceptable for P.E. All attire must adhere to the Prairie High School dress code. Failure to dress appropriately for P.E. inhibits full participation in the class, and may impact a student's grade.
- **Activities** - Throughout the school year the P.E. Department engages in various activities outside of school that require a fee (Bowling, Skiing, Golfing). If the fee presents a financial obstacle for a student or family, students should contact an administrator.
- **Excusal From Physical Activity** - This excusal is presented to the school nurse and the student’s P.E. instructor. A release from physical activity can be given only by a physician, unless there is evidence of permanent disability or if there is a program consideration that is reviewed by the Principal or designee. Excusals shall be renewed each year. Physical Education instructors will assign alternate work to students with excusals.
- **Physical Education Lockers** - Students are responsible for securing all personal property during PE classes. Students must secure clothes and personal items when they dress out for PE. **The locker room is an area where items need to BE LOCKED AT ALL TIMES. Students should not leave items or clothing in lockers unsecured.** Please report lost or stolen items to the Main Office and/or Security Personnel. **The school is not responsible for lost or stolen items.**

Activities and Athletics

Prairie High School - Grades 9-12

9th Grade Activities will adhere to the [High School Activities Handbook](#).

A copy of this will be distributed to all students involved in a school activity and students and their parents/guardians will need to sign a form documenting that they have read and are aware of the code of conduct rules.

We encourage all students to participate in activities and athletics—either as an active athlete, activity participant, or as a positive audience supporter. We believe we are a Community of Pride who cheers loudly and positively for the HAWKS. Those audience members who display negative or derogatory language or behavior towards officials, opposing teams, opposing players, or opposing fans risk removal from an event and/or extended suspension from events.

Dances

Students must present their School ID upon entry to school-sponsored dances. Students who leave a dance are not allowed to re-enter the dance. Students and non-students violating school district policies, rules or regulations will be asked to leave the dance and school grounds. All Prairie 9-12 guests must be registered and have approval from their home school's administration in advance, prior to attending Prairie 9-12 dances and must present a valid School ID (High School age) or a valid State Issued ID (non-High School age). Approval forms are located in the 9th Grade Center Guidance Office. Students in 8th grade and below are not allowed to attend. Guests must be enrolled high school students and/or less than 21 years of age. The administration reserves the right to refuse admittance to a non-Prairie High School guest and no student will be admitted to a dance an hour after the dance begins or during the last 30 minutes. Any student with behavior deemed inappropriate or that may lead to an unsafe environment will be asked to leave.

Field Trips

During the course of the school year **9th Grade Center** students may have the opportunity for local enrichment field trips. These field trips are generally confined to the immediate Cedar Rapids/Iowa City metropolitan area. While these field trips are viewed as an essential part of the normal school curriculum offered at the **9th Grade Center**, parents/guardians do have the right to refuse permission for their student to participate in them. If you, as parents/guardians, do not wish to have your student participate in any of these enrichment field trips please submit a letter indicating this to the office. Students must use school transportation to and from the field trip unless given prior authorization from the school's administration and parent/guardian(s) to use an alternative means of transportation to and from the field trip. Parents/guardians wanting to pick their student up or wanting another adult to get their student from a field trip must provide written permission to the school prior to the field trip and must be given permission by a **9th Grade Center** Administrator or designee.

Parents/guardians often volunteer to assist in supervision on school field trips. All volunteers must complete the online volunteer registration form at least 2 business days in advance of the field trip. If this is not complete within the time frame, the volunteer will not be allowed to attend. You can find the form [here](#). If a parent/guardian chooses to volunteer for a field trip, please do not bring additional children along. Field trip volunteers must come into the building and sign in with their driver's license on the volunteer computer. They may then either ride the bus and help chaperone the transportation part of a field trip or drive to the destination and meet the class there. All field trip volunteers must wear the printed sticker while volunteering for the field trip. This makes it easier for our teachers to spot someone who is not supposed to be around our students and lets the other volunteers and students know who can help. Once the field trip is over and students are back on the bus, they would not need to come back to the school to sign out.

PRAIRIE HIGH SCHOOL SPECIFIC INFORMATION



Prairie High School Contact Information

Prairie High School Main Office: 319.848.5340

Delta Alternative High School: 319.848.5516

High School Student Services: 319.848.5344

High School Activities: 319.848.5350

High School Attendance: 319.848.5360

Position	Staff Name	Email
Principal	Spence Evans	sevans@crprairie.org
Associate Principal	Kelly Klekar	kklekar@crprairie.org
7-12 Activities Director	Andrew Davis	adavis@crprairie.org
7-12 Assistant Activities Director	Kent Noska	knoska@crprairie.org
Dean of Students (Last Name A-La)	Vanessa Kelley	vkelly@crprairie.org
Dean of Students (Last Name Le-Z)	Derek Roberts	derekroberts@crprairie.org
School Counselor (Last Name A-E)	Angela Amunson	aamunson@crprairie.org
School Counselor (Last Name F-La)	Mike Reshetar	mireshetar@crprairie.org
School Counselor (Last Name Le-Ri)	Lindsay Whaley	lwhaley@crprairie.org
School Counselor (Last Name Ro-Z)	Clay Stoffer	cstoffer@crprairie.org
Talented and Gifted Coordinator	Erin Hoffman	ehoffman@crprairie.org

School Website: <https://Prairie High School .crprairie.org/>

Student Services Resources

Below are some helpful links students may need throughout the school year. If you have further questions, please visit the [Prairie High School website](https://Prairie High School .crprairie.org/), contact your school counselor, or the Prairie High School Main Office.

Volunteer Cord and Teacher Assistant	Prairie High School Counseling Website
Registration	Xello Login
Course Drop Forms	Junior Year Planning
Senior Year Planning	Prairie High School Bell Schedules 8 Period Day, Block
Media Center/Library/Maker Space Information	Program of Studies, Graduation Requirements, etc.
Student and District Forms	

Prairie High School Campus

Student Identification Card - ID

Each student is issued a picture student identification card. At all times student IDs are to be carried and available upon request at all school events. Activity-passes information and early release information for **All** students will be printed on the identification card. Student IDs are mandatory for admittance into all school sponsored activities and events. Students may be asked to produce their student ID card at any time. Student IDs are required for admission to all school sponsored dances. Pictures of ID cards will not be acceptable for entry to school and school sponsored dances. **New students should visit the Main Office to receive a student ID card.** Students who lose their student ID card, or are not able to produce their student ID upon request, will be charged a fee for its replacement. Lost student ID cards can be replaced by contacting the School Store. Failure to produce a student identification card will be charged a fee for its replacement and may require a student to pay admittance to the school sponsored activity or event.

Prairie High School Door Entry System

To ensure the safety and well being of students, employees, and visitors, Prairie High School employs secure entry points for visitors. To gain entry after the school day has begun:

1. Push the button located to the right of the entrance
2. Hold your current student identification approximately 2 inches from the camera
3. A “click” sound indicates the door is unlocked
4. Only one student may enter at a time

It is unlawful to open doors to allow people into a secure school facility. Do **not** open locked doors for students, staff, or visitors, even if you know who they are. All visitors shall follow the Prairie High School door entry protocol at the Main Entrance on the North side.

Visitors to Prairie High School

Prairie High School welcomes visits from parents/guardians. All visitors shall enter through the Main Entrance and report to the Main Office to sign-in. All visitors must be approved in advance by the principal or designee. A visitor’s pass will be issued that must be visibly worn throughout the school. Small children should not be brought to school to visit. Any unauthorized visitors will be asked to leave. Failure to comply with a request to leave may result in a call to the police.

Messages to Prairie High School Students

All contact with students must pass through the Main Office. Students with messages at the Main Office will be notified. No personal messages from anyone other than family will be delivered to students. When an emergency call is received, the caller may be required to identify self and indicate a telephone number where they can be reached. The student will be contacted immediately and instructed to call the indicated number. If the student cannot be contacted the office will call the party back immediately.

Prairie High School Bag Policy

Students will be permitted to carry a single backpack. Students will not be permitted to carry additional purses, crossbody bags, or belt bags. Additional bags beyond a single backpack may be stored in a school locker.

Lockers

Each student at Prairie High School has the option to have an assigned locker with a school provided lock, if desired. Lockers should be requested in the main office and only the provided lock should be used. In addition, a gym locker is available for use during Physical Education class. Lockers are loaned to students by the Board of Education and are subject to inspection any time it is deemed necessary to the safety and welfare of the student body and school. Stickers, signs, pictures and writings are not to be placed on the outside of lockers. Students are responsible for keeping their lockers clean and they are not to be shared with other students, unless assigned by school personnel.

Academic Course Specific Information

Independent Study

Independent study courses are exactly as the name implies. Independent study courses are those in which the student studies/learns independent of the regular classroom and the school day. Independent study courses must be approved by both the teacher and an administrator. The time(s) to meet with the teacher regarding these courses is generally before/after school or during a teacher's planning time. Assessments for these courses must also be scheduled with the teacher.

Physical Education

- **Required Dress** - Proper dress as defined by the P.E. Department syllabus at the beginning of each semester will be deemed the "required dress" for class participation. T-Shirts, shorts, sweats, leggings, sweatshirts, tennis shoes that are non-marking are all acceptable for P.E. Failure to dress appropriately for P.E. inhibits full participation in the class, and may impact a student's grade.
- **Excusal From Physical Activity** - This excusal is presented to the school nurse and the student's P.E. instructor. A release from physical activity can be given only by a physician, unless there is evidence of permanent disability or if there is a program consideration that is reviewed by the Principal or designee. Excusals shall be renewed each year. Physical Education instructors will assign alternate work to students with excusals.
- **Physical Education Lockers** - Students are responsible for securing all personal property during PE classes. Students must secure clothes and personal items when they dress out for PE. **The locker room is an area where items need to BE LOCKED AT ALL TIMES. Students should not leave items or clothing in lockers unsecured.** Please report lost or stolen items to the Main Office and/or Security Personnel. **The school is not responsible for lost or stolen items.**

Sexual Health Curriculum

Prairie High School delivers sexual health lessons to students in grades 10, 11, and 12 during Physical Education class periods a letter regarding the lesson(s) will be sent home prior to instruction. Parents/guardians may preview the lessons by contacting the Prairie High School Counseling Office, 319.848.5344. Parents/guardians have the option of excluding their child from any portion of sexual education instruction if it is in conflict with conscience, moral, or religious beliefs. If you wish to have your child excused from participation, please contact the Prairie High School Main Office, 319.848.5340.

Success Center

The Success Center is staffed with certified teachers whose responsibility is to assist students with their academic work. It is open between 7:30am and 3:30pm.

The Success Center provides additional opportunities for all students with emphasis on helping students make academic gains. Some of these opportunities are:

- Additional academic support - Scheduled or drop-in
- Make-up sessions for assessments
- Credit recovery monitoring and supervision (Note: students enrolled in an online credit recovery course have the duration of the semester to complete their online course)

Open Campus

Prairie High School students should not be in the 9th Grade Center or Prairie Delta, unless for an assigned class. Students who violate this policy will be subject to the CCSD Behavior Matrix and may result in open campus privileges being revoked for a time determined by the Administration.

Eligibility

All students in good academic standing shall be eligible for open campus. Repeated violations of the Open Campus policy will be addressed according to the CCSD Behavior Matrix and may result in parking privileges being revoked for a time determined by the Administration. It is the expectation that students that remain on campus during an assigned open period will be in the commons or library.

No students, including those with Open Campus privileges, are allowed to loiter in their cars during the school day, per [Board Policy 502.01](#): "Students shall not loiter around or be in their vehicle during the school day without permission from the principal. Students shall leave their attendance center when there is no longer a legitimate reason for them to be at their attendance center."

Academic Good Standing

- Written approval of parent/guardian (Completed during registration)
- The student is on track to graduate, with no core credit deficiencies (12 earned credits by the start of Junior year and 18 earned credits by the start of Senior year). This also means the student has completed all credit recovery and repeated classes. For example:

- A student fails US History the first term of their Junior year. Beginning with the second semester of their Junior year, they are **not** eligible for open campus. They retake the first semester of US History in the fall of their Senior year and pass. They are then eligible for open campus the second semester of their Senior year.
- A student fails PE the second semester of their Sophomore year. They are **not** eligible for open campus the first semester of their Junior year. They complete that PE course during the first semester of their Junior year. They are then eligible for open campus the second semester of their Junior year.
- The student has received no more than one (1) F in the preceding semester.

Lunch

All students with open campus have the ability to leave within the open campus/lunch period, however, students may not bring food or drink back into the building. Food from outside vendors is not permitted to be dropped off or delivered to the school. Food or drink is generally restricted to the cafeteria. Food items and candy may be consumed in the classroom at the discretion of the teacher or supervisor of that classroom for special event purposes only. Students are asked to not bring opened beverages to school. Students should always dispose of trash appropriately.

Leaving School

If a student must leave the school grounds for any reason other than school sponsored activities, the student must present their early release pass provided from the office. If a student becomes ill, they must report to the nurse before leaving school.

Parking and Driving Regulations

The College Community School District believes in providing students the opportunity to learn and practice good driving habits; part of that learning involves driving to school. The district has the legal authority to control driving to school through: the issuance of parking permits, loss of parking privileges, fines, and towing at owner's expense.

These regulations and procedures apply to all use of motor vehicles on campus before, during, and after school hours, nights and weekends and during school breaks.

Parking Guidelines

1. Students are to park in Lots A, B, C, E, or F. Light posts in every lot are labeled for your convenience.
2. All vehicles parked in the school parking lot must display an official parking tag on the rearview mirror. Permits will be issued only upon the completion and approval of the registration form and payment of the permit fee. Drivers whose vehicle does not display the appropriate permit may lose their driving privileges and be fined. Students continuing to violate parking regulations may be ticketed or towed at owner's expense.
3. Vehicles must be parked in spaces marked for student parking (yellow lines). Cars parked in other areas (ex. Red lines, Bus Loading Zone, Blue lines, grass, traffic lane) will be ticketed. Students continuing to violate parking regulations may be ticketed, have their permits revoked, or have their vehicle towed at owner's expense.
4. The school retains authority to conduct routine patrols of the parking lots. As part of its routine patrols of the parking lots, school officials may use such methods including, but not limited to, visual inspections of parking lots, automobiles, and/or the interior of automobiles. School officials or others hired at their direction, may employ a drug sniffing animal to inspect parking lots and automobiles. An automobile, on the school premises, may be searched if the school official has a reasonable and articulable suspicion to believe that illegal, unauthorized, or contraband items are contained inside the automobile or that the search will otherwise turn up evidence that there is a violation of the law or school policy. Such searches shall be conducted in the presence of another adult witness and with the authorization of the building principal. ([Board Policy 502.03](#))
5. If any contraband is found in a vehicle, parking privileges may be revoked immediately for the remainder of the year.

Activities and Athletics

For all information about Activities and Athletics, including our Activities Behavior Matrix, please refer to our [Activities Handbook](#). The Activities Handbook addresses Academic Eligibility, Attendance and Contest Participation, the Good Conduct Policy, and all documents necessary for participation in Activities and Athletics.

We encourage all students to participate in activities and athletics—either as an active athlete, activity participant, or as a positive audience supporter. We believe we are a Community of Pride who cheers loudly and positively for the HAWKS. Those audience members who display negative or derogatory language or behavior towards officials, opposing teams, opposing players, or opposing fans risk removal from an event and/or extended suspension from events.

Dances

Students must present their School ID upon entry to school-sponsored dances. Students who leave a dance are not allowed to re-enter the dance. Students and non-students violating school district policies, rules or regulations will be asked to leave the dance and school grounds. All Prairie High School guests must be registered and have approval from their home school's administration in

advance, prior to attending Prairie High School dances and must present a valid School ID (High School age) or a valid State Issued ID (non-High School age). Approval forms are located in the Prairie High School Main Office. Students in 8th grade and below are not allowed to attend. Guests must be enrolled high school students and/or less than 21 years of age. The administration reserves the right to refuse admittance to a non-Prairie High School guest and no student will be admitted to a dance an hour after the dance begins or during the last 30 minutes. Any student with behavior deemed inappropriate or that may lead to an unsafe environment will be asked to leave.

Graduation

Participation in the Graduation Ceremony

Graduation is a Prairie High School activity. Therefore; students will need to meet all requirements prescribed by the Board of Education to participate in the commencement exercises. In addition, any students who are suspended or commit any act against the school may have their graduation ceremony privileges revoked at the discretion of the Administration.

Students who are not allowed to participate in the Graduation Ceremony never-the-less retain their right to a diploma, provided they have completed all requirements necessary, as given by the State of Iowa and verified by College Community School District.

PRAIRIE DELTA SPECIFIC INFORMATION



Location: 9th Grade Center/Delta

Prairie Delta Contact Information

Position	Staff Name	Email
Director of At-Risk Programming/Delta Site Administrator	Kane Thompson	kanethompson@crprairie.org
Delta Main Office	Heather Swenson	heswenson@crprairie.org

Mailing Address: 401 76th AVE SW Cedar Rapids, IA 52404

Physical Address: 380 South Prairie Rd SW Cedar Rapids, IA 52404

Phone Number: 319.848.5516

School Website: <https://phs.crprairie.org/>

**Prairie Delta follows district guidelines and expectations.
The following pages are policies that are different at Prairie Delta.**

Prairie Delta Student Cell Phone Expectations

Rationale

Prairie Delta has a strong desire to support students in progressing toward graduation by earning 6 or more credits per year. Experience shows that one of the leading causes of distraction and conflict for our students is the use of cellular devices during instructional time.

Students choosing to enroll at Prairie Delta enjoy many advantages such as schedule flexibility, work-experience credit, a small and intimate environment as well as the potential for credit-earning acceleration. Students making this choice are to abide by the Delta Cell Phone Expectations to continue enrollment in the program.

Expectations and Process

- Student cellular devices will be turned in for safekeeping to the office upon entry into the building and at the beginning of the afternoon session.
- Phones will be labeled and placed in a secure storage tote to be locked away until returned by the classroom teacher after delivery of the tote from the office.
- Times of cellular device Expectations:
 - Entry into building until Lunch
 - Reentry after Lunch until Dismissal
- Students arriving late or leaving early will abide by the same expectations and will deliver/receive their device directly to the staff member in charge of the locked totes.
- Two alternatives are available to students who do not wish to have their phone stored in the building:
 - Leave devices at home
 - Leave devices locked in vehicle

- Parents/guardians needing to contact their student during the locked phone times can contact the office directly at 319-848-5516. The front office staff will be able to call directly into a classroom or do a building all-call in the event that urgent communication is required for the student.

Implementation

The expectations require that no student will have a phone in their possession from 8:30 am until they are handed out at lunch. They will turn them in again after lunch until they are dismissed for the day. If a student is observed using a phone by Delta Staff, that will be a violation of the Prairie Delta Cell Phone Expectations and the student will be asked to turn the phone in at that time, if they refuse they will be asked to leave that day and return the next day by the building administrator or designee. Parents/Guardians will be contacted.

Students are reminded that the choice to attend Prairie Delta is contingent upon properly following these expectations and failure to do so in an ongoing fashion will result in the loss of the Delta enrollment privilege.

Delta Book Bag Policy

Beginning Spring Semester of 2020, Prairie Delta students will be allowed to carry only their computer bags during the school day. There should be ample room in the computer bags to hold a computer, charger, folders, writing utensils, and notebook.

Students sometimes have a need for additional bags or backpacks. These backpacks and bags may be locked in the car or checked in at the front office to be locked up. Bags will be returned at the end of the day by Delta staff.

Open Campus

Prairie Delta students should not be in the 9th Grade Center or Prairie High School, unless for an assigned class or activity. Students who violate this policy will be subject to the CCSD Behavior Matrix and may result in open campus privileges being revoked for a time determined by the Administration.

Prairie Delta students are expected to take responsibility for their learning and following all district and building expectations.

Students in good standing shall be eligible for open campus. Repeated violations of the Open Campus policy will be addressed according to the CCSD Behavior Matrix and may result in open campus privileges being revoked for a time determined by the Administration.

Frequently asked questions about Delta expectations

Q. What about Apple or other smart watches?

A. We will turn in all bluetooth capable devices

Q. Options for bags? What if my bag is searched, can I bring it in then?

A. The only bags permitted will be computer bags, all other bags will be stored securely.

Q. Wireless headphones?

A. Headphones may be brought in as long as they are being used with computers. Student cell phones in the totes may be turned off by staff members if needed.

Questions or concerns about these policies can be directed to Mr. Thompson in the Delta Office: 319-848-5516

PRAIRIE CROSSING/RISE SPECIFIC INFORMATION



**Prairie Crossing / Rise follows district guidelines and expectations.
The following pages are policies that are different at Prairie Rise.**

Prairie Crossing Contact Information

Position	Staff Name	Email
Principal	Scott Black	scottblack@crprairie.org
Crossing Facilitator	Casey Trausch	ctrausch@crprairie.org
Behavior Specialist	Hannah Noll	hnoll@crprairie.org
Prairie Crossing Building Secretary	Kindee Weldon	kweldon@crprairie.org

Mailing Address: 401 76th AVE SW Cedar Rapids, IA 52404

Prairie Crossing Physical Address: 5400 Kirkwood Blvd SW Cedar Rapids, IA 52404

Phone Number: 319-298-3406

School Website: <https://crossing.crprairie.org>

Prairie Rise Contact Information

Position	Staff Name	Email
Principal	Scott Black	scottblack@crprairie.org
Rise Facilitator	Casey Trausch	ctrausch@crprairie.org
Behavior Specialist	Riley Welsh	rwelsh@crprairie.org
Prairie Rise Office / Med Clerk	Krisit Banguid	??????

Mailing Address: 401 76th AVE SW Cedar Rapids, IA 52404

Prairie Rise Physical Address: 5650 Kirkwood Blvd SW Cedar Rapids, IA 52404

Phone Number: 319-784-1610

Cell Phone

In order to maintain high levels of academic engagement in the classroom as well as to protect the confidential nature of our school, personal electronics (cellphones, tablets, headphones, others not listed here) as well as outside food and drink (with exception of a packed lunch) will not be allowed in instructional zones of Prairie Crossing/Rise.

Students are never allowed to use cell phones, cell phone cameras, or any type of recording or picture taking device at Prairie Crossing/Rise during the school day or before and after school. This type of recording is a violation of privacy and is not permitted, with or without the consent of the individual/s being recorded. This type of technology violation is distinguished as "Serious".

Administrators will enact the required and optional range of responses in order to resolve the situation and prevent it from occurring again.

Lunch

Due to the offsite location of **Prairie Crossing/Rise**, lunch is transported and then served daily by Prairie Food Service staff. Students may bring their own lunch to eat during their assigned lunchtime.

Personal Items

Given the unique nature of Prairie Rise, personal items will not be allowed at school. This includes bags, purses, electronics, food/drink, and anything else that does not directly support access to instruction. A personal lunch is allowed, but will be stored during the school day, taken out only during lunchtime, and not shared with others. Anything brought to school will need to be turned over to a staff member upon arrival to be kept in a safe location. These items will be released to students at the end of the school day. If there is a concern regarding turning in any personal items, parents may be called to support. This may include parents needing to come to school, as students will not be allowed in instructional areas until all personal items have been turned in.