



# School Information and Updates

## August 1, 2024

### **REGISTER YOUR CHILD FOR SCHOOL**

**Returning Students and Families - Registration is Now Open for the 24-25 School Year**

Returning students and families: Please complete this for your students at your earliest convenience.

- All Prairie families **MUST** complete this electronic form prior to students starting classes this fall.
- Get started by logging into the [Infinite Campus Portal](#). This link is located on the district homepage. If you have lost your portal username or password, please use the “Forgot Password” or “Forgot Username” link on the login page. You can also call (319) 848-5240 between the hours of 8:00am and 3:30pm M-F.
- Once you are logged into the Portal, the Online Registration link is located at the bottom of the page.
- For those who need assistance or computer access, please contact District Enrollment Specialist Jennifer Armour (319)-848-5202 or email [jarmour@crprairie.org](mailto:jarmour@crprairie.org).

### **24-25 Prairie High School Open House & Activity Kickoff**

On Thursday, August 15th, there will be an Open House at Prairie High School. Plan to join us as we kick off the new school year with a Prairie Booster Club Tailgate and Prairie Apparel Yard Sale where you can get your vintage Prairie jerseys and gear. On that same date, we are hosting an PCA championship community evening session for 9th-12th students, families, and community from 6:15-7:30 PM in the PHS Concert Hall. You can find the full open house schedule [here](#).

## **Food & Nutrition Department Information**

What makes a meal? [Check out this video!!](#)

### **Meal Choice Process for Grades K-4 at Crest, Heights, Hill, Ridge, and View**

We will offer three main options daily. VEGETARIAN, ALT, and MAIN. Each student will sign up for the main option they want and the classroom will turn in counts in the morning in Infinite Campus. Infinite Campus will have 3 corresponding data fields. In the event that the vegetarian item is the same as the main or alt item, the student who wants a vegetarian item would still sign up for the vegetarian option.

At the beginning of the serving line in each K-4 building. Each kitchen will have a cart or table at the beginning of the serving line- outside the entrance into the kitchen. On the cart or designated area, each classroom will have a set of 3 cards. Kitchen staff will place the cards on the cart. The card will include the teacher's name and one meal choice. Students will line up in order based on the meal choice they choose. Vegetarian option lines up first followed by alt option then main option. The student who is the first person in line for that meal option, will hold the matching card. The student holding the card will hand the card to the Server. The card lets the server know when to switch to the next choice. The cards do not leave the serving line.

Line Order: (This line order helps us to ensure that the vegetarian option remains vegetarian. This also helps to keep the line moving efficiently.)

- 1.) Vegetarian- 1st student in the line who chose VEGETARIAN, holds the VEGETARIAN OPTION card and hands the card to server
- 2.) Alt-1st student in the line who chose ALT, holds the ALT OPTION card and hands the card to server
- 3.) Main-1st student in the line who chose MAIN, holds the MAIN OPTION card and hands the card to server

### **Free & Reduced Price Meal Applications and Direct Certification**

A new application or state direct certification is needed every school year.

If you believe your children should be directly certified due to food assistance etc. but you have not received an approval letter from the Food and Nutrition Department, [apply online or complete the paper forms](#). If an application is not received and approved for benefits before charges are made, you will be responsible for the balance due. Completed paper applications and fee waiver forms should be turned into the Department of Food and Nutrition, Attn: Ginny Scott, Prairie Hill Elementary, 401 76th Ave SW, Cedar Rapids, IA.

If your children are approved for free or reduced price meals, they are eligible for a full or partial fee waiver of school registration fees and other fees as listed on the 2024-25 SY Fee Waiver Form. This waiver is **not** automatically applied to your children's account. A signature is required or you must check "yes" during the online registration or application process. Free and reduced price meal applications may be completed at any time during the school year. If a household has a change of income, household size, or has since qualified for food assistance, Family Investment Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR) after they have submitted an application, a new application may be

submitted again at any time. Applications are available from the Department of Food and Nutrition and online.

### **2024-2025 Meal Prices**

Breakfast and lunch is available to all students in the cafeteria of their building. (Students who arrive late, may still eat breakfast.)

Breakfast K-12 \$2.05, Reduced \$0.30

Adult/Second Breakfast \$2.50\*

Lunch K-4 \$3.05, Reduced \$0.40

Lunch Creek \$3.15, Reduced \$0.40

Lunch Point and High School \$3.30, Reduced \$0.40

Milk \$0.60\*

Extra Lunch Entree \$2.30\*

Adult/Second Lunch \$4.85\*

\* A la carte Item

### **Meal Charge Policy**

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.

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 / legal guardians have placed account limits on the student's account.

K-12th Grade

Once a student's meal account balance reaches \$0.00, students may only charge a reimbursable breakfast and/or lunch. À la carte items may not be charged once a student's account balance has reached \$0.00.

College Community Staff

No charges will be allowed once an account balance has reached \$0.00. Once an account balance has reached \$10.00, staff will be verbally notified by the cashier. Staff may also sign up for email balance reminders through the Clerk in their building.

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.

### **Payment of Meals**

Deposits may be made online via [In Touch](#) or cash and / or check may be given to the Clerk in each building. Please label all cash/check payments with your child's full name and what the payment is for. Meal account transactions can be viewed on the [Total Access Parent Portal](#). If you do not know your Family ID or Password, click on [Forget your Family ID or password?](#) Enter the email address for the person listed as the primary contact in Infinite Campus. Meal accounts are family accounts and all deposits are shared by all people on the account. If you

prefer to have separate accounts, contact [vscott@crprairie.org](mailto:vscott@crprairie.org). Please include the full name of the student(s) you wish to separate from the family account, in your email.

### **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 [Total Access](#), will send an automated email balance reminder notice to the parent/guardian who is listed as the primary contact in Infinite Campus, when a meal account balance reaches \$10.00 per person on the account and then daily if the balance falls below \$0.00. Infinite Campus only allows for one primary contact. 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 legal 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.

### **A la Carte Items for Sale**

A la carte items are available for purchase at all grade levels. Any item that is not part of a reimbursable meal or is in addition to a reimbursable meal, is considered an a la carte purchase. A la carte includes but is not limited to items such as snack items, baked goods, a carton of milk, beverages, a main entree, or an extra breadstick. An account must have sufficient funds to cover a la carte purchases including a carton of milk for home lunch. Total daily spending limits or blocks can be set for individuals via the Total Access Parent Portal or by contacting the Food & Nutrition Department by email: [vscott@crprairie.org](mailto:vscott@crprairie.org) or phone: 319-848-5337

### **Grades K-4 Birthday or Classroom Treats Available for Order**

Place orders using this [form](#).

### **Menus**

Print menus are sent home with students in grades K-6. View menus online via [Nutrislice](#). Download the Nutrislice app from the Apple Store or Google Play and enable the skill on Alexa. Menus are also posted in the online Backpack.

### **Field Trips/ Track & Field/ Picnic Days**

Grab and go meals are always available for days when students will not be eating in the cafeteria. [Field Trip Lunch Order Form](#)

[USDA & Iowa Nondiscrimination Statements](#)