**\* \* \* 2018-2019 \* \* \*-**

**PRAIRIE ELEMENTARY SCHOOL**

**STUDENT/PARENT HANDBOOK**

**42315 WCR 133**

**New Raymer, CO 80742**

**Phone: 970-437-5351**

**Fax: 970-437-5732**

**Web site: http://prairieschool.org**

**Prairie Elementary office hours: Monday through Thursday 7:30 AM – 4:00 PM**

Prairie School Mission Statement

**“We, the members of the Prairie School community, are committed to developing life-long learners who value themselves and others, who contribute to the community, who become responsible citizens, and who succeed in a changing world.”**

**INTRODUCTION**

 The Prairie Elementary School Student/Parent Handbook is a guidebook for all students and parents. Its purpose is to help students and parents understand how the school operates and what is expected from them. The handbook will assist in providing a safe and comfortable learning environment for all students and staff. The information in this book should be used by students, parents, and teachers to make Prairie Elementary School a better place to work and learn.

Random Acts of Kindness:

We continue to focusing on acts of kindness as a school theme. Let’s make this year of kindness. Imagine a world where people look out for each other: Where we all pay it forward, where success is measured in selfless acts, where kindness is the philosophy of life.

**SCHOOL DAY**

Supervision begins at 7:30 a.m.

Please do not have your child at the school before 7:30 a.m.

 School begins 7:50 a.m.

 Lunch: PK-5 11:25 – 12:00

 1st Recess K-3 12:00-12:15

 2nd Recess K-5 2:30-2:45

 School dismissed 3:41 p.m.

**ATTENDANCE**

 All student absences must be reported to the school office by a parent/guardian. Please notify the school by one of the following methods:

 1) A note, signed by parent/guardian, and turned into the classroom teacher, indicating the exact dates and reason for the absence. The classroom teacher will then send the note to the office for the attendance record.

 2) A telephone call from a parent/guardian to the office indicating the exact dates of the absence and the reason for the absence. Telephone calls must be made to the office using the following number: 970-437-5351 (Mrs. Kendra Holloway)

 If a student is late to school, the parent needs to accompany the student to the office and sign them in. Frequent tardiness may have a consequence or the parent/guardian will be asked to meet with the teacher and principal to develop a solution to the problem.

Parents of students with excessive absences will meet with the teacher and principal to address the attendance issues.

Attendance: Leaving School During The Day/Arriving After School Starts

 A request from a parent/guardian is required before a student is permitted to leave the building during regular school hours. Students will be directed to the office when parents report to pick them up. Parents are to sign students out when they leave and sign them in when they return or when they arrive late to school.

**BEHAVIOR EXPECTATIONS**

 Positive behavior is acknowledged in a variety of ways.

 Behavior Expectations: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. These character traits allow for Prairie POWER (People of Worth Encouraging Responsibility) count. Prairie POWER goals: I will conduct myself in a safe and healthy way; I will show respect toward all people and property; I will take responsibility for my learning and actions.

- **Trustworthiness** ~ Be honest, don’t deceive, cheat, or steal~ Be reliable (do what you say you will do) ~Have the courage to do the right thing ~Build a good reputation ~Be Loyal (stand by your friends, family, classmates, community, and country).

- **Respect ~**Treat others with respect ~ follow the Golden Rule ~ respect other students’ learning ~Be tolerant and accepting of differences~ Use good manners, not bad language ~ Be considerate of the feeling of others ~Don’t threaten, hit or hurt anyone ~Deal peacefully with anger, insults, and disagreements ~Don’t wear any kind of hat inside the building ~Don’t join or participate in harassing others (passing love or harassing notes to others is not allowed).

- **Responsibility~** Do what you are suppose to do ~Plan ahead ~ Persevere: Keep on trying! ~Always do your best ~ Use self-control ~ Be self-disciplined ~ Think before you act (consider the consequences) ~Be accountable for your words, actions, and attitudes ~ Set a good example for others.

- **Fairness ~**Play by the rules ~ Take turns and share ~Be open-minded; listen to others ~ Don’t take advantage of others ~Don’t blame others carelessly ~ Treat all people fairly.

- **Caring ~** Be kind ~ Be compassionate and show your care ~ Express gratitude ~ Forgive others~ Help people in need.

- **Citizenship~** Do your share to make your school and community better ~ Cooperate ~Get involved in community affairs ~Protect the environment ~ Volunteer.

 Behavior expectations are defined for the various settings the students will be involved in. Those settings include – hallways, cafeteria, bus, hallway, playground, gym, computer lab, library, classroom, science laboratory, and outside school grounds. These expectations will be defined and “taught” to all students. In addition to teaching the expectations, staff will provide positive feedback/acknowledgements when expectations are met.

**BEHAVIOR: CODE OF CONDUCT**

 The Superintendent/Principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity and in certain cases when the behavior occurs off of school property. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.

2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.

3. Causing or attempting to cause physical injury to another person except in self-defense.

4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.

5. Violation of criminal law.

6. Violation of the district’s policy on dangerous weapons in the school.

7. Violation of the district’s alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.

8. Violation of the district’s tobacco-free schools policy.

9. Violation of the district’s policy on sexual harassment.

10. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.

11. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

12. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel.

13. Repeated interference with the school’s ability to provide educational opportunities to other students.

**BEHAVIOR: PLAYGROUND GUIDELINES**

 ~ Be safe and help to keep others safe.

 ~ Take pride in the playground by keeping it clean.

 ~ Use playground equipment appropriately.

 ~ Include all students in play.

 ~ Follow game rules and play fairly.

**General Playground Rules**

v All games should be played in appropriate areas.

v All games should be appropriate to the grade level of the participants.

v Be safe and avoid wrestling and horse play.

v Dress properly for cold and wet weather.

v Snow, rocks, sticks and sand needs to stay on the ground at all times. Throwing snowballs that might contain rocks or ice is very dangerous.

v Be aware of equipment safety when wet.

v Use playground equipment as it is intended to be played with.

v Do not throw your trash on the ground.

v Do not jump out of the swings.

v Listen to Recess teacher when he or she states recess is over.

v Respect the space around each other when climbing and on equipment.

**Respect/Responsibility**

v I will leave the playground only with permission from the teacher. Balls may be retrieved only after teacher has given permission.

v I will speak respectfully to teachers and adults when there is a problem.

v I will use appropriate language at school.

v I will bring safe toys to school and I will leave real or play guns, knives or other dangerous weapons or toys at home.

v I will use inviting, caring, and positive actions during recess time to play with my schoolmates.

**BEHAVIOR: STUDENT CONDUCT ON BUSES**

 The privilege of riding a school bus is contingent upon a student’s good behavior and observance of established expectations for student conduct at both bus stops and on-board buses. After due warning has been given to the student and to his/her parents, the superintendent or building principal may withhold from the student the privilege of riding the school bus.

Expectations:

1) Students may talk quietly to their seat partners.

2) Students must stay seated. Changing seats or moving around in the bus is not permitted.

3) Shouting and loud talking is not permitted.

4) Fighting, poking or hitting is not allowed.

5) Use of foul and degrading language (i.e. insults, racial slurs) is not allowed.

6) Students may not put their heads or hands out of bus windows.

7) Students may not eat or drink on the bus unless given special permission to do so by the driver.

8) Students are expected to become quiet when the bus is crossing a railroad track.

9) The bus driver is responsible for the safety of the students; therefore, his or her word is final. Students are expected to obey the driver’s rules without argument or talking back.

**BEHAVIOR: STUDENT DRESS**

 Prairie School believes that neatness, cleanliness, good manners and appropriate dress are important to a good learning environment. General guidelines and regulations for student dress:

1. Students are expected to dress in a modest and safe manner at all times.

2. Inappropriate clothing for school includes, but is not limited to, clothing with alcohol, tobacco, gang or drug logos. The following are not to be worn without a cover shirt: low cut tops, halter-tops, or spaghetti strap tops. In addition, clothes that bare or expose traditionally “private parts” of the body including, but not limited to, the stomach, buttocks, back, and breasts are not to be worn. Students will be asked to change clothes, put a sweater or coat on, or will be provided with alternative clothing.

3. Students should be dressed appropriately for the weather. Whenever possible, students will spend a portion of the day outdoors for exercise and fresh air. Students should have proper snow attire when playing in the snow.

 **BREAKFAST**

Breakfast will be served from 7:30 – 7:45 a.m. Please do not bring students to the school before 7:30 a.m. Students are expected to be ready for class at 7:50 a.m.

**FOOD/DRINKS IN THE CLASSROOM**

Food and drinks (other than water) are not allowed in the classroom unless permission from the classroom teacher has been given. Students are not to have pop and Gatorade in the classroom unless permission has been given or at parties.

**Enrollment Process**

The administration shall set an enrollment date during the summer proceeding each school year. Each non-resident student must re-enroll annually by the set summer enrollment date to maintain enrollment status for the following year at Prairie School. Admission of non-resident students to Prairie School will be granted or rejected according to district policy and in accordance with state law. If there are more eligible applicants than policy permits, the following criteria shall determine admittance.

1st - The student’s previous school discipline history

2nd- There is prior enrollment of other children from the same household.

3rd- Earliest date of enrollment request.

 **School Day/ Calendar/Hours:**

The school day will begin at 7:50 and conclude at 3:41. The academic doors will not open until 7:45 for students to enter the academic wing. If students need to meet with teachers, arrangements will need to be made in advance.. School will start around the 3rd week in August and end the 2nd or 3rd week in May.

**CLOSING OF SCHOOL**

 In the event of severe weather, school may be closed or starting time delayed. The same conditions may also call for early dismissal. Official notification will be made through the school messenger system (One Call Now) for closure. Information may also be on 850 KOA or Channel 9 News. Every effort will be made to inform the media of a school closing before the normal bus pick-up time or before students would normally leave for school. As soon as a decision is made for early dismissal, every effort will be made to contact working parents and parents who have to pick their children up at school through the school messenger system.

**DISMISSAL OF STUDENTS AT THE END OF THE DAY**

 STUDENTS PICK UP: If you pick up your child from school, please meet them outside the office. Students will be brought to the front of the office to meet parents.

BUS RIDERS: Students riding a bus will use the main exit by the office. They are to walk on the sidewalk to their bus.

**ELECTRONIC DEVICES**

 Personal cellular telephones, pagers, I-pods, MP3 players, CD players, electronic games, video/digital cameras, and all other electronic devices must be off and put away while on school grounds until school is dismissed for the day.

 Prairie School District RE-11J is not responsible for devices that are lost, stolen or damaged when brought to school.

**FAN BEHAVIOR**

 Students and parents are reminded they represent the school when they attend an athletic event. We urge them to set an example for all around them by being enthusiastic in a safe and respectful manner. Students are expected to be in the stands during the event(s).

**FIELD TRIPS**

 Field trips may be taken during the year. For supervision and student safety, additional adults may be needed to accompany the students on the trip. The teacher and principal will determine how many additional staff and/or parents will be needed to accompany the students. Adult sponsors will ride the bus with the students to help with supervision. Field trips are educational to enhance the curriculum and arrangements are made only for the students and designated supervisors.

**LUNCH**

- Prairie School has a closed campus. The school provides a balanced-nutritious meal for a cost. A federal program is available to assist with the cost for lunch and breakfast for qualified families. The office has forms available.

- Sack lunches may be brought to school.

- Students may be given assigned seats during the lunch period for disciplinary reasons.

- Students will be dismissed for recess at the designated time when all food and trash has been picked up from the tables and floor under and around the tables.

 **Fines and Fees**

Lunch and breakfast bills will be posted on infinite campus under students accounts. Records and Transcripts will not be sent to colleges or new schools if there are outstanding bills or fees for students.

**MEDICATION**

 Medication is to be administered by an approved and trained individual only. Medication is to be kept locked in the office. Medication forms must be filled out by the parent/guardian and signed by the doctor or dentist before the medication can be given. This is for both prescription and non-prescription medication. Both prescription and

non-prescription medications must be brought to school in the original container by the parent. If it is a prescription medicine, the student’s name, name of the drug, dosage, time of administration, the name of physician and current date shall be printed on the container.

 Medication forms can be obtained at the school office**.**

**NURSE’S OFFICE**

**The purpose of the nurse’s office is to provide care to the students who suddenly become ill, who are hurt during school and/or who need their routine medication. If your child is too sick to stay in school, he/she will be sent home. Please do not send your child to school if he/she is ill (fever, vomiting, or diarrhea or any contagious disease).**

**PARTIES**

 ***Birthday:*** Birthday party events are grade level determined. The classroom teachers will provide information related to the event(s).

 ***Holiday:*** Events for fall, winter, and spring will be celebrated. Each teacher will provide details on the organization of the activities and if treats will be served. Party lists will be sent home with students at the beginning of the school year. If you cannot attend please contact the teacher so prior arrangements can be made.

**PROGRAMS FOR CHILDREN WITH DISABILITIES SECTION 504 AND ADA**

 Section 504 of the Rehabilitation Act of 1973 AND THE Americans with Disabilities Act prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504/ADA defines a person with a disability as anyone who:

 Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

 The school has the responsibility to provide adjustments, modifications and provide necessary services to eligible individuals with disabilities.

 Prairie School District RE-11J acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practices regarding its personnel and children. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

**Special Education**

The Individuals with Disabilities Education Act (IDEA) is a law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to infants, toddlers, children and youth with disabilities.

Infants and toddlers with disabilities (birth-2) and their families receive early intervention services under IDEA Part C. Children and youth (ages 3-21) receive special education and related services under IDEA Part B.

Prairie School District RE-11J acknowledges its responsibility under IDEA to avoid discrimination in policies and practices regarding its personnel and children. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

**REPORT CARDS/GRADES**

***Grading Scales:***

 There are two possible grading scales used at the elementary school depending on the grade level and subject area. The two scales are:

“O” Outstanding (94-100%), “S+” (84-93%), “S” (74-83%), “S-“ (64-73%) Satisfactory, “N” Needs Improvement (0-63%)

“A” 90-100%, “B”80-89%, “C” 70-79%, “D” 60-69%, “F” 59% and below.

***Report Cards:***

 Report cards will be sent or given to parent(s)/guardian(s) four times a year (at the end of each quarter term). Parent teacher conference will be after the 1st quarter ends. An additional conference may be set by teacher or by parent request.

**STUDENT USE OF TECHNOLOGY AND MEDIA**

 In order for students to use technology, we must have a use agreement that must be signed by students and their parents. Technology will be used to advance the student's education. It is expected that technology will be used for educational purposes only.

**Library/Media Center Usage**

1. Books for preschool through fifth grade may be checked out for one (1) week and renewed for an additional

 week if needed.

2. Each elementary class will have a weekly library/computer time. During this time, books will be returned

 and checked, library and computer skills will be taught.

3. It is the student’s responsibility to return items borrowed on or before the due date. If the student fails

 to return borrowed

 items on the due date, a reminder notice will be sent home.

 a .For an item one week overdue, an overdue notice will be sent home.

 b. A letter will be sent home for an item that is two weeks overdue.

 c. If the student is unable to find the item, they will be responsible to pay for the replacement costs.

 d. If the item is found, the amount paid will be reimbursed.

 e. If a student consistently does not return materials, they will be denied the right to check out for the remainder of

 the school year. A student who has not returned or paid for a lost item will be denied the privilege to check out

 materials until the lost item is returned or replacement costs are paid.

 f. The issue is **responsibility**. Materials need to be taken care of and returned for others to use.

4. Magazines (periodicals) may be checked out and when returned will be placed on the desk and not in the book drop. If the

 student needs materials for a longer period of time, contact the library media specialist.

5. Reference materials will not be checked out. They are “in-library use” only. Teachers may request to use items in the

 classroom. Students will not take reference materials home.

6. Students are to be considerate of others working in the library media center and work quietly.

7. After working in the library media center, please return all materials to the proper place. If you are not sure where they go,

 please return to library media specialist, lay on circulation desk, or place in book drop.

8. . Articles may be clipped from the daily newspapers after 3:30 p.m. on the same day they were received. Current periodicals

 (magazines) are not available for cutting. The library media center has outdated periodicals (magazines) available for

 cutting. Please ask before cutting. Be sure to check out when taking periodicals (magazines) from the library media center.

9. Bookmobile books on display that are checked to the media specialist and preview books need to be checked out

 manually.

10. The courier will come once a week with requests and returns can be sent back.

11. Bookmobile will come two times a month. The library media specialist will help with requests.

12. No food or drink is allowed in the library media center.

13. Students will follow instructions and rules set by the library media specialist.

SAFETY

Prairie School Board began looking at a safety issue for Prairie School in 2013-2014. In July of 2015 they moved forward with a school safety plan.

Where as students and school safety is a high priority for the Board of Education, and….

Where as prairie School is located in a remote, rural area where law enforcement would have a very slow response time, and…

Therefore, the Prairie School District may employ certain current employees as armed security guards in addition to the current duties given that they receive the training required by the Colorado School Districts Self Insurance Pool, and pass the Peace Officers Standards Training Shooting Range requirements.

CHILD ABUSE

School officials are required to report child abuse/endangerment mandated by state law.

**COMMUNICATION AND CONCERNS:**

**We feel your child’s education is a partnership between home and school. Communication is vital. If you have questions or concerns, please make arrangements to talk to your child’s teacher first. If you still have questions or concerns, feel free to talk to the principal and/or superintendent. We value communication with parents since it provides a way of satisfying the needs of all students.**