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Appendix 1

**Prairie School**

**Home of the Mustangs**

**2020-2021**

**YOUR SCHOOL!**

 Welcome to Prairie School, the home of the Mustangs! Prairie School is successful and has a good reputation because of the pride, spirit, and respect students have shown to your school, yourselves, and others. We encourage you to take an active part in the activities of Prairie School and to show pride in attending Prairie School through your school work, athletics, and extracurricular activities. We hope your school years at Prairie School provides you with great memories and prepare you for a successful future.

 This handbook will be kept in each classroom and on the school website at www.prairieschool.org. This handbook is to help if you have any questions about general expectations, rules, and guidelines.

 Prairie School has high expectations of you concerning academic and citizenship standards. The entire staff, all of you students, and a supportive community all work together in ensuring your success in school. Students experience success at Prairie when they are committed to school, maintain good consistent attendance, prepare for class, and actively participate in extracurricular school activities.

**Your Character Counts:**

Here are some character traits that are noticed by Prairie staff and peers.

Trustworthiness ~ Be honest and reliable ~Have the courage to do the right thing ~Be Loyal Respect ~Treat others with respect ~Be tolerant and accepting of differences ~Be considerate of the feelings of others.

Responsibility~ Do what you are supposed to do ~Plan ahead ~ Persevere: Keep on trying! ~Use self-control ~ Think before you act ~Be accountable for your words, actions, and attitudes.

Fairness ~Play by the rules ~Be open-minded; listen to others ~ Don’t take advantage of others ~ Treat all people fairly.

Caring ~ Be kind ~ Be compassionate ~ Express gratitude ~ Forgive others~ Help people in need.

Citizenship~ Do your share to make your school and community better ~ Cooperate ~Get involved~ Volunteer.

**PRAIRIE SCHOOL MISSION STATEMENT**

We, the members of the Prairie School community, are committed to developing lifelong learners who value themselves and others, who contribute to their community, who become responsible citizens, and who succeed in a changing world.

**PRAIRIE SCHOOL SONG**

It’s a grand ole school

With its high flying team,

And its colors of gold, black, and white.

We’ll defend our name,

And march to fame,

To fight and to win again.

It’s a grand ole school

With its high flying team,

And its colors of gold, black, and white.

We’ll show our might

And always fight

A salute to the gold, black, and white.

Yeah! Gold, Black, and White

Prairie High, let’s fight!

**Code of Ethics**

As a Prairie student, I will:

1. Do my best scholastically; I am enrolled in school to further my education.

2. Be loyal to my school and community and do everything I can to demonstrate my pride in the accomplishments and

 functions of my school.

3. Respect school personnel and fellow students, conducting myself in such a manner as to command their mutual respect.

4. Be courteous and considerate, remembering the best way to have friends is to be one.

5. Never use alcohol, tobacco, or drugs while a student at Prairie School.

6. Never use profanity or obscenities.

7. Maintain a physical appearance that exhibits neatness and cleanliness of my body and my clothes.

8. Conduct myself in an appropriate manner at all school and community activities so others recognize my pride in self,

 school, and community.

9. Respect the United States flag to give tribute to our great American heritage.

**Code of Conduct**

 Prairie School exists to help students achieve maximum development of individual knowledge, skills, and competence. It is important that students learn behavioral patterns which will enable them to be responsible, contributing members of society.

 Every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. This code emphasizes that certain behavior, especially behavior that disrupts the classroom is unacceptable and may result in disciplinary action.

 The superintendent or principal may suspend or expel a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored activity or event. 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.

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.

5. Violation of criminal law.

6. Violation of the district’s policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using, or possessing a deadly weapon without the authorization of the school or school district, in accordance with state law.

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 smoking and use of tobacco policy (including vaping).

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

10. Committing extortion, coercion, or blackmail, i.e. obtaining money or 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.

12. Behavior on or of school property which 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.

**Discipline**

Effective school discipline is a result of the combined efforts of students, parents, staff, and administration. All staff members are responsible for the enforcement of school district policies. Students are expected to cooperate with staff members in this respect. If a student does not follow school rules, teachers may discipline students which could include detention or a yellow slip. If the discipline needs to be more severe, administration will assess the situation for the appropriate method of discipline needed.

 The following may result in a lunch detention, after school detention, and/or suspension, or expulsion:

1. After two tardies to class.

2. Creating or attempting to create a disturbance.

3. Showing disrespect or defiance to school staff.

4. Littering the school grounds.

5. Mistreating or causing damage to school or personal property or equipment. The student will also pay for any property

 purposefully damaged.

6. False notes or calls to the office.

7. Not following staff directions.

8. Stealing.

9. Fighting.

10. Violation of building or district regulations.

11. Harassment of students or staff.

12. Throwing objects with the intent of doing bodily harm.

13. Directing profanity, vulgar language or obscene gestures toward students, staff, or visitors to the school.

14. Engaging in verbal abuse, sexual harassment or derogatory statements addressed publicly.

15. Public display of affection (PDA) and touching others in a way that is uncomfortable to another or in such a way that is not appropriate for the school environment (handholding, kissing, etc).

16. Scholarship dishonesty which includes but is not limited to cheating, plagiarism, or unauthorized collaboration with another person in preparing written work. Those who have engaged in academic dishonesty will at a minimum receive a zero for the particular assignment/project/test and parents/guardians will be notified. For widespread and/or repeated cheating, consequences will be more severe and handled by administration.

**School 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.

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

Whereas 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.

**Closed Campus**

Prairie School is a closed campus. Students may not leave the campus without prior written notice to the school by parents or guardians. Telephone calls from parents or guardians to the school office giving permission for students to leave the campus will be accepted in the case of an EMERGENCY ONLY. The next day the school office must receive a note explaining the emergency.

**Standards of Dress**

An individual’s appearance has a bearing on how he/she acts and how others react. The school attire of students should adhere to accepted standards of decency, should not pose a threat to public or personal safety, and not be disruptive or distracting to classroom activity or pupil behavior. If one’s dress or grooming is disruptive to the educational setting, he/she will correct the dress or grooming problem or will be subject to in-school suspension. Dress and grooming for school attendance reflects personal pride. The following is a list of specifics which will be helpful when faced with questions of inappropriate school dress.

1. Clothing that advertises or displays alcoholic beverages, tobacco, illegal drugs, obscene words or pictures, violent scenes, or slogans with unsuitable double meanings are not acceptable.

2. Bare midriff clothing and spaghetti strap tank top shirts are not acceptable wear for either male or female students in an academic setting. Tank tops with 2 inch straps can be worn but must cover the appropriate body parts. Clothing of this type may be permitted by coaches during practice or game situations.

3. Shorts may be worn throughout the year. Lower-thigh or longer shorts and skirts are acceptable (standards-below the

 Finger tips). Spandex (biking) shorts are not acceptable (this includes longer tight pants). Any tight pants need to have a

 longer shirt covering the bottom.

4. Kindergarten through sixth grade students may be restricted from playing outside if, in the opinion of the superintendent and supervising teacher, shorts are inappropriate for outside activities.

5. Hats and/or caps may not be worn in the school building.

Prairie students have made a personal commitment to represent the school and community in all of their activities. Prairie staff and administration have the ability to deem clothing as inappropriate. Ask sponsors what the accepted dress should be for an activity.

**First Aid**

No treatment of injuries except first aid shall be permitted in the school. First aid is that immediate help given by the best qualified person at hand in case of accident or sudden illness. Treatment of injuries occurring outside school jurisdiction is not the responsibility of school employees. No young child who is ill or injured shall be sent home alone, nor shall an older child be sent home alone unless the illness is minor and the parent or guardian has been informed in advance.

**Medical Emergencies**

In the event of a medical emergency, parental instructions will be followed as indicated on the emergency card regarding doctors and hospitals, as well as persons to call in the event the parent cannot be reached. If the emergency card is not turned in or no one on the emergency card can be contacted, and we need to call emergency medical personnel, all decisions as to treatment, destination, hospitals, etc., will be made by the best qualified person at hand.

Medications at School (Prescription/Non-Prescription)

Medications are seldom necessary for students during the school day except in some chronic health conditions or for short-term acute health problems. The school secretary coordinates the disbursement of medications. Please do not ask teachers, administrators, or staff to provide you with any medicine whatsoever including aspirin. Students who are required by a physician to take medicine while at school will provide the following information:

1. Written permission from physician, PA, or NP authorizing the use of the prescription or nonprescription drug/medication.

2. Precise time medications are to be taken.

3. Dosage clearly stated.

4. Written permission from parents or guardians to take the medication.

5. Pharmacy-labeled bottle including student’s name, dosage, physician’s name, and name of pharmacy. The pharmacy bottle alone shall not be considered sufficient to fulfill the requirements of this policy.

**Lockers**

For students, lockers are your “closet away from home.” Lockers may be decorated if students adhere to recognized standards of decency regarding what is displayed. Damage to lockers, painting the lockers, obscene pictures or signs are prohibited. Students must remember, however, that lockers are the property of Prairie School District. They are made available for student use for the school year as a privilege. Students accepting usage of lockers must also accept the related responsibilities: to keep assigned locker clean both inside and out and to pay for damage to locker. At all times books and notebooks must be in lockers or in book bags. In order to insure protection of property, it is necessary that valuables are not kept in the locker. Bringing money or other valuables in your purse or wallet and then storing those items in a gym or hall locker may not be safe. Lockers, even if locked, may not be secure. Prairie School assumes no responsibility for lost or stolen money or articles kept in the lockers and reserves the right to search lockers when necessary to enforce school rules and/or ensure safety of the student body. Student may lock their gym locker if they so choose, but combinations must be provided to the office.The school will provide locks for students if requested.

**Food and Drink**

Food and/or drink (other than water) cannot be purchased or consumed during the school day in the classrooms. NO FOOD IS TO BE IN A CLASSROOM UNLESS APPROVED BY SCHOOL PERSONNEL. This includes coffee or tea in the mornings. Gatorade, sports drinks, and juices may be bought after school is dismissed. Students may not purchase pop before or after school. Students may not store soda or other drinks in their lockers for consumption during the school day.

**Visitors**

Visitors are welcome but must check in at the office. Students should extend every courtesy and be as helpful as possible to visitors. Students from other schools will be permitted to visit Prairie School with prior approval of the superintendent.

**Safety Protocol:**

Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given situation., SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - there are four specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

● Lockout is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building.

● Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.

● Evacuate is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.

● Shelter is always followed by a type and a method and is the protocol for group and self protection.

**Fire Drills**

Fire drill procedures are posted in each classroom. Fire drills are practiced at regular intervals to develop a safe system. The alarm gives direction to leave to leave the building. Students are to exit the building in a quiet, orderly manner. Upon leaving the building, students are to remain with their class and proceed to their designated area. All students in grades 6-12 will exit East doors. If in the Ag or Science room students will exit using the North doors. Students in the music room or lunchroom will exit on the patio doors on the west. Students should return to the building in the same manner and route in which they left. PULLING A FIRE ALARM WHEN THERE IS NO FIRE IS A SERIOUS OFFENSE AND CAN RESULT IN SUSPENSION, EXPULSION, OR EVEN HAVING CRIMINAL CHARGES FILED AGAINST THE OFFENDER. IN ADDITION, ONE COULD BE LIABLE FOR EXPENSES OR DAMAGES TO FIRE EQUIPMENT USED TO ANSWER THE ALARM.

**Hazing**

Hazing is an act of tormenting or maltreating a student and will not be permitted at Prairie School.

**Tornado Drills**

Tornado drill procedures are posted in each classroom. Please follow directions as announced. In the event of a drill or actual severe weather, proceed in an orderly manner to the designated area. Personal protection is important, and we are expected to keep heads down, knees drawn up with the back of the head covered with hands. Location designation by room: AG, science, multipurpose, and gym– Jr. High boys locker room; math, social studies, music, and lunch– High School boys locker room; English, art, and business– High School girls locker room, 6th and 7th grade– Junior High girls locker room.

**Use of Alcohol and Drugs**

Prairie School District shall promote a healthy environment for students by providing education, support, and decision-making skills in regard to alcohol, drugs, and other controlled substances and their abuse. It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute, procure, or to be under the influence of alcohol, drugs, or other controlled substances. The unlawful possession or use of alcohol or controlled substances will not be tolerated. This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle, or taking part in any school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees. Students violating this policy shall be subject to disciplinary sanctions, which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with state law. Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case.

**Use of Tobacco or Vaping Oils**

In order to promote the general health, welfare, and well-being of students and staff, smoking, vaping, chewing, or any other use of any tobacco or nicotine products by students is banned from all school property and vehicles. “Tobacco” includes cigarettes, e-cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, vapor pens, and/or all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both. “Tobacco” includes cloves or any other product packaged for smoking.

**Out-of-School Suspension**

Students may be suspended for serious problems such as fighting, hazing, substance abuse, insubordination, vandalism, or any other disruptive behavior. Students who are suspended are excluded from attending school and from participating in school activities. The length of the suspension will be determined by the superintendent (or person designated by the superintendent). Parents or guardians will be notified of the action taken and will be asked to come in to reinstate the student. Students serving a suspension will only get 50% credit for satisfactory work.

**Driving and Student Parking**

Parking on the Prairie School campus is a privilege, not a right. All persons who operate vehicles on the school campus must have an appropriate driver’s license, vehicle registration for the vehicle being driven, and proof of insurance for the vehicle. All documents must be current and valid. Students are to park their vehicles immediately upon arriving at the school parking lot. Vehicles can be parked south of the school during school hours. Please do not park vehicles anywhere near the fire lanes. Students are not allowed in cars during school hours. Vehicles are not to leave the school grounds during school hours without permission from the office. The speed limit while on school property is a maximum of 20 m.p.h.

During home games, it is helpful if students park in the parking lots north of the school (old parking lot). This allows more room for our fans.

**Prairie School District Bus Rules**

The privilege of riding a school bus is contingent upon a student’s good behavior and observance of established regulations for student conduct both at bus stops and on board buses. Since many Prairie students ride buses, it is imperative to understand expectations for behavior on school buses. The following rules are to be enforced on all district vehicles to assure the safety of students:

1. Students should never cross the road until flashing lights stop all traffic. Students should then cross in front of the bus.

2. Students may be assigned seats and will go to them as directed by the bus driver without crowding or pushing. Students will remain seated while the bus is in motion.

3. Students will not extend arms, legs, or heads from bus windows.

4. Students will not talk to the driver while the bus is in motion except in an emergency.

5. Students will not tamper with the emergency door or windows or any part of the bus equipment.

6. Students will not be permitted to open bus windows except when directed to do so by the bus driver.

7. Students will not fight, scuffle, or throw objects on the bus.

8. Students will keep feet, books, lunch boxes, and similar objects out of bus aisles.

9. Students will remain seated until the bus has come to a complete stop. No sitting on knees, books, etc.

10. Students will leave the bus in an orderly manner.

11. Students will be quiet and not talk in loud voices or make excessive noise.

12. Students will not use foul or abusive language.

13. Students will not chew or smoke tobacco on the bus.

14. Students will not drink pop on the bus unless given permission by the bus driver.

15. Students will not be defiant to the bus driver or to requests by the bus driver.

16. Students will keep hands and feet to themselves.

District procedures require the administrator or designee to take appropriate disciplinary action (ranging from assigned seating to suspension of bus privileges) depending on the seriousness of the problem.

**Change of Address**

It is the student’s and parent's responsibility to see that addresses and phone numbers are correct and current in Infinite Campus. Please notify the office of any changes that may occur during the school year. It is critical to keep the most updated information in the school office.

**Telephone/Messages**

The office and classroom telephones are for official use only. Student use should be only after obtaining permission from the office, faculty, or staff. Parents are asked not to call the school to deliver messages unless the message is of importance. Classes will not be interrupted to deliver personal messages.

**Activity Bus Procedure**

All students who are participants or have permission to ride activity buses will follow the procedures below.

1. All students are expected to ride the bus to and from the activity unless prior arrangements have been made by parents with activity sponsor.

2. A student may be released from the activity bus only to their parents/guardians unless prior written arrangements have been made with the activity sponsor.

3. Parents/guardians must sign a permit “to leave bus” form supplied on the bus before the student will be released to their parents/guardians.

**School Activities on Sundays**

There will be no staff member sponsored meetings or activities scheduled on Sundays for K-12 students. The only exceptions would be the state and national sponsored activities that may require travel to or from the state/national activity or attendance on Sunday. Any other possible Sunday school-sponsored activity involving Prairie staff or students must be presented to the superintendent at least one month prior to the activity for consideration or approval.

**Field Trips**

A permission slip designed by the sponsor will state the who, what, where, when, and why details of the field trip. Students must turn in the written permission slip signed by the parent/guardian one day prior to the date of the field trip. Students attending school-sponsored field trips are not considered absent from school. Students will receive their homework assignments (for the day(s) absent)from their other classes prior to the field trip. The homework assignments are due on the day that they return to class unless otherwise noted by the teacher. In addition, homework assignments that were given to students prior to the field trip are due before the student(s) leave on the field trip.

**School Parties/Dances and Social Functions**

All school parties shall be approved by the administration. At a school party, students and guests will not be allowed to return once they leave the building. All persons attending must have arrived in the building within one hour after the event has started. Smoking, drinking of alcoholic beverages, or the taking of any kind of drug will not be tolerated. Students must hold academic eligibility to be allowed to attend any school party.

**Lunchroom Monitoring**

Remember to be kind during the lunch hour. If a student’s class has already gone through the line when he/she arrives, he/she may move up in the line and cut in at the silverware. The junior high students will leave 5th hour 10 minutes early and begin lunch. The lunch time will be arranged with the cafeteria personnel each year. The lunch line agreement will remain in effect for high school students as long as the student body can monitor the line and control behavior. Students who bring their lunches are required to eat in the cafeteria.

**Student Fees, Fines, and Charges**

No textbook fees shall be charged. Textbooks which are lost or damaged by students must be paid for at the replacement value. Fees will be charged for caps and gowns, yearbooks, technology, and any other fees as determined by the Board of Education. Some courses may require a fee for materials. Students that are enrolled in Concurrent Enrollment class will be responsible for paying the fees and for textbooks as outlined in the Concurrent Enrolment agreement contract. Records and Transcripts will not be sent to colleges or new schools if there are outstanding bills or fees for students.

**Lunch Bills**

Lunch and breakfast bills will be posted on Infinite Campus under students accounts.

**Library/Media Center Usage**

1. Books for 6-12 grade students may be checked out for two (2) weeks and renewed for an additional two-week period.

2. 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, their name will be on the overdue book list on the Mustang

 Messages and on the bulletin board in the hall by the media center.

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

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

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.

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

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

5. 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 the library media specialist, lay on the circulation desk, or place in book drop.

6. Online newspapers: Fort Morgan Times and Journal Advocate. Available for student use upon request..

7. 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.

8. Sign out chromebooks when leaving the media center on the checkout sheet.

9. Students are welcome to use the library media center throughout the school day. Bring a pass from the classroom teacher.

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.

**Study Hall Period**

Study hall periods will be given on a very limited basis. Students shall report to an assigned study period teacher by the time the bell rings with all books, notebooks, and necessary materials needed to use their time effectively. Students are not to return to their lockers during the study period to get additional work or materials. At no time should middle school or high school students be in the halls without a teacher pass. Should a student desire to obtain help or make up class work in another teacher’s room, he/she should take a pass from that teacher to the study period teacher at the beginning of the study period. Students may use the computer lab or the library if they have obtained the proper permission. Study halls are a privilege and can be taken away if they are not used in a proper manner.

**Computer Lab, Internet, E-Mail Usage**

To make the computers available to the many students who need them and to keep the machines in good operation, the following general rules will be enforced:

1. Students in the lab for a class have priority use over students coming in to use the lab during a study period or individually from another class.

2. To use the computer lab individually, a student must have a signed pass from a teacher with the specific assignment to be completed written on the pass.

3. When using the computer lab as a part of a teacher-sponsored class, a signed pass is not necessary.

4. The computer lab is for serious work with computers. There is to be no game playing or other recreational use. This includes the utilization of social media without the direction of a teacher.

5. No food or drink is allowed in the computer lab.

6. No sharing of passwords.

7. No horseplay in the lab.

8. Students are asked to conserve paper, ink, and toner by previewing very carefully before they print.

9. Recycle all white paper.

Prairie School is pleased to offer access to the district computer network for electronic communications and the Internet. Access to e-mail and the Internet will enable students to explore thousands of libraries, websites, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Software that blocks or filters material and information that is obscene, child pornography, or otherwise harmful to minors, as defined by the Board, is installed on all district computers having Internet or electronic communication access. Our intent is to make Internet access available to further educational goals and objectives. Students may not access other inappropriate materials. Prairie School supports and respects each family’s right to decide whether or not to apply for access. Students shall report access to material and information that is obscene, child pornography, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communication apply. The network is provided for students to conduct research, complete projects, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required for those students under 18 years of age. Access is a privilege—not a right. Access entails responsibility. Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. The following rules will be enforced:

1. Students must have a signed “Student Use of the Internet and Electronic Communications Annual Acceptable Use Agreement” on file before they will be permitted to use the Internet.

2. Students may only check their personal email before and after regular school hours or during the lunch period.

3. Network storage areas may be treated like school lockers. District computers and computer systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review, and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communication access and transmission/receipt of materials and information.

4. Students are asked to not bring their own computer devices and only use the school computers to allow for the safety and protection of the students.

5. Because technology and ways of using technology are constantly evolving, every acceptable use of district computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following. No student shall access, create, transmit, retransmit or forward material or information:

• That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons

• That is not related to district educational objectives

• That contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings.

• That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability, or handicap

• For personal profit, financial gain, advertising, commercial transaction, or political purposes

• That plagiarizes the work of another without express consent

• That uses inappropriate or profane language likely to be offensive to others in the school community

• That is knowingly false or could be construed as intending to purposely damage another person’s reputation

• In violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret

• That contains personal information about themselves or others, including information protected by confidentiality laws

• Using another individual’s Internet or electronic communications account without written permission from the individual

• That impersonates another or transmits through an anonymous remailer

• That accesses fee services without specific permission from the system administrator

5. Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

6. Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user’s possession without appropriate registration and payment of any fees owed to the software owner.

7. Security on district computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited. Students shall not:

• Use another person’s password or any other identifier.

• Gain or attempt to gain unauthorized access to district computers or computer systems

• Read, alter, delete, or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

8. Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Violations may result in a loss of access as well as other disciplinary or legal action. The district will make every effort to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor students’ use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement to the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The school district shall not be responsible for any damages, losses, or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet or electronic communications is at the student’s own risk.

If a student chooses to not follow the guidelines listed above, student’s access will be taken away for a period of time. Students 1st offense for miss using the internet will be a week's punishment from computer access. The second offense will be 2 weeks punishment. After the second offense, students internet and Chromebook privileges will be taken away. For proper use and care of the Chromebooks, please refer to the Chromebook handbook.

**Cell Phone, Smart Watches, Ipod, Mp3 players and other devices.**

The Board of Education recognizes that cell phones can play a vital communication role during emergency situations. However, the ordinary use of cellphones and smartwatches in school situations can be disruptive to the educational environment and is not acceptable. Students may have a cell phone or smartwatch but it must be locked in a student’s locker and not carried on a student during the school day, These devices must be turned off inside school buildings other than during the lunch period. Violation of this policy will result in disciplinary measures and confiscation of the cell phone. Confiscated cell phones or Smart Watches shall be returned to the student only after a conference with the student and, if appropriate, the parent/guardian, and school personnel. After the first violation of the cell phone or smart watch, the device will be given back to the student at the end of the day. After the second violation, a student’s parent will have to come get the device. After the third violation, students will not be allowed to bring their cellphones to school for 2 weeks.

These devices are not permitted during study hall or class periods unless directed differently by the teacher.

**Attendance and Academic Policies**

One criteria of a student’s success in school is regular and punctual attendance. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: 1) satisfy all academic requirements and 2) exhibit good attendance habits as stated in this policy.

Grade School. In an effort to keep absences to a minimum, the District requires a note from the parent/guardian. Middle School and High School. In an effort to keep absences to a minimum, the District is allowing six (6) absences per class (excused or unexcused) in a semester. After four (4) absences, the District will notify parents of the student's status in their class or classes. With the 7th absence and each absence thereafter in the semester, suitable proof such as written statements from medical sources, an obituary, or legal documents will be required. Parents or guardians are to telephone the school prior to 7:45 a.m., if possible, to make the office aware of an illness or emergency. If not notified by phone, the school may call to verify the absence of the student. A note from the parent and/or guardian must accompany the student when returning to school.

**Excused Absences**

1. A student who is temporarily ill or injured or whose absence is approved by an administrator of the school on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours; example, surgery, physical therapy, etc.

2. A student who is absent for an extended period due to physical, mental, or emotional disability.

3. A student who is pursuing a work-study program under the supervision of the school.

4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

5. A student who has a prearranged personal absence approved by the administrator. The parent/guardian must make a request to an administrator.

Unexcused Absences. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student’s record. The parents/guardians of the student receiving an unexcused absence shall be notified in writing by the District of the unexcused absence. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is ten (10) days during any calendar year or school year. Absences due to suspension or expulsion of a child shall be considered excused absences for purposes of this subsection.

**Procedure for Excused Absences**

When an absence occurs, the student will bring a written note to the office stating the reason for the absence if parents haven’t called ahead of time. The note must include the date of the absence and the signature of the parent or guardian. If the school administration determines the absence is excused, the following procedure will be followed:

1. The student will ask for make-up assignments from each instructor.

2. The student will have two school days to make up the work for each day of excused absence not to exceed 6 days.

NOTE: Parents and students are encouraged to email teacher directly for homework assignments for missed days. Please do not contact the office to collect missing work.

**Make-up work**

Make up work shall be provided for any class in which a student has an excused absence. It is the responsibility of the student to pick up any make-up assignments permitted on the day he or she returns to class. Students shall be allowed two days to make up work for each day absent not to exceed 6 calendar days. Make -up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and as an incentive to attend school. However, this work will receive 50% credit, which is the consequence for an unexcused absence and consistent with the discipline policy.

- If students are assigned homework on Monday, miss school on Tuesday, and return to school on Wednesday, their homework is due on Wednesday when they come back.

- If a student is going on a field trip, an athletic competition, or any other school event, the student needs to get the missing work prior to attending the trip. The missing work is due on the schedule due date. The deadlines don’t change unless teachers have made arrangements.

- If an assignment is scheduled 2 weeks in advance, the teacher will expect to have the work on time. If a student is absent on the scheduled completion date of the assignment, the assignment is due the day they return.

**Late Work**

Full credit will be given for assignments turned in on the due date.

Assignments turned into teachers one day, after the assigned due date, will receive a credit of 50%.

**NO credit will be given for assignments that are turned in two days late.**

**\*Teachers may use their own discretion on the late work.**

**Report Cards**

Report cards are issued following the end of each semester Information contained in the report card includes academic evaluation, GPA, attendance, and teacher comments. Please feel free to schedule a time with your teacher to discuss your grade. Parents are encouraged to call the teacher for information on academic progress.

**Progress Reports**

When a student’s work becomes unsatisfactory or the student is doing failing work, parents/guardians will be notified by the teacher of grades through IC and emails as needed.

**Parent/Teacher Conferences**

Conferences are held following the first quarter grading periods and again in the 3rd or 4th quarter of the grading period. The dates are listed on the school calendar. Parents are encouraged to meet with teachers as needed; the school asks for appointments with parents/guardians between 7:30 and 4:00 be scheduled with teachers in advance to allow for proper planning time.

**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.

**Honor Roll**

Recognition of academic achievement is done on a semester basis. GOLD honor roll is given to those students having a grade point average of 3.75 to 4.0+ and SILVER recognition to those students with a grade point average of 3.5 to 3.74

**Homework**

Homework is an integral part of the educational process and is encouraged by the Prairie School District. The faculty of Prairie School is very supportive of students and is willing to work with them to encourage the successful completion of homework. Parents will be notified of persistent, incomplete homework and asked to take an active part in the resolution of the problem.

**Enrollment Process-**

The administration shall set an enrollment date during the preceding summer of 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 nonresident 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.

**Withdrawal from School**

A student planning to transfer to another school or to discontinue school must present written permission from his/her parents or guardians to the principal. Before the student leaves, he/she must complete the procedure outlined on the withdrawal form. Failure to pay delinquent fees will result in the withholding of transcripts until such fees are paid.

**Concurrent Enrollment**

High school students are able to take two concurrent academic courses per academic year of the student’s junior and senior years, and the tuition is paid by the School District. Students and/or parents are responsible for the fees associated at the community college and for purchasing the textbooks. Students will be classified as college students during these courses and will be responsible for college student expectations.

Students enrolled in CTE classes will pay for all credits after 10 credits. Most CTE classes are 17-18 credits. This will mean that families will be paying for 7-8 credits at the end of the school year and Prairie will pay for 10 credits. If a student drops out of the CTE classes anytime during the year, the family will pay the entire CTE tuition. CTE classes are billed on a yearly basis and must have a yearly commitment.

Students enrolled in an English or Math courses must understand that 1 semester only earns the student a .5 grade level credit. For example: Students taking English must plan their schedule very carefully. If they take English 1st semester and plan to just have the spring semester off, there is a good chance the student will not have enough credits to graduate.

Students must complete concurrent enrollment classes with a C or better or students are expected to pay for the course.

**Graduation Requirements**

A minimum of 28 credits shall be required for graduation from Prairie School. Credits shall be earned in the same manner in pass/fail or letter grading situations. Students who transfer in will have their academic record reviewed to determine if they shall be allowed a waiver from graduation requirements. This decision is to be approved by the Board of Education upon the recommendation of the superintendent, principal, and career coach. Early graduation for students who have sufficient credits will be allowed on a very limited basis. Approval for early graduation is made by the Board of Education upon the recommendation of the superintendent. The following credits are required for graduation:

Category Required Credits

Civics 1

Computers ½

English 4

Electives 8 ½

Fine Art 1

Health ½

Math 3

Physical Education 1

Science 3

Social Studies 2

Financial Lit/Personal Finance. ½

Vocational 2

Freshman Seminar ½

Senior Capstone

(Signed ICAP) ½

Students official transcripts will be released to the Colleges/Universities or a requested location following graduation. If students have any outstanding bills or fines, the official transcript will not be released until the bill is paid. These fees could include: lunch bills, lost or damaged books, uniform fees, sports fees, concurrent enrollment fees, technology cost, etc.

**Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

**Final Exams**

Mandatory final examinations will be given for the core academic classes (English, science, math, and social studies) each semester. Students who have three (3) or fewer absences for the semester will still have to take the final, but will be rewarded with a 5% addition to their final test grade. Other courses (Ag, business, art, music, etc) have the discretion to give finals prior to the scheduled week of finals.

**Truancy**

A student is truant if he/she is absent from school without his/her parent’s knowledge or permission. Parents/guardians and the proper authorities will be notified.

**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.

**Reporting Student Progress:**

Letter Grade Percentage Weighted GPA/Unweighted GPA

A+ 97%-100% 4.00 4.00

A 94%-96.9% 3.67 4.00

A- 91%-93.9% 3.33 4.00

B+ 87%-90.9% 3.00 3.00

B 84%-86.9% 2.67 3.00

B- 81%-83.9% 2.33 3.00

C+ 77%-80.9% 2.00 2.00

C 74%-76.9% 1.67 2.00

C- 71%-73.9% 1.33 2.00

D+ 67%-70.9% 1.00 1.00

D 64%-66.9% .67 1.00

D- 61%-63.9% .33 1.00

F 0%-60.9% .00 0.00

**Grade Point Average**

1. Subjects that are included in GPA calculations are those subjects where classes meet on a weekly basis.

2. GPA determines honor roll and class standing. The method of determining the individual student GPA is as follows: The letter grade is converted to points. The points are added together and divided by the number of subjects. Example:

 English B 3 points History A 4 points

 Science A 4 points Band B 3 points

 Math B 3 points Computers A 4 points

Total Points = 21

21/6 = 3.5 GPA

 **Academic Lettering for Prairie High School**

1. Academic Letter

Students taking 7/8ths graduation credit-requirement classes and are on the honor roll with the score of 3.50 or above for four consecutive semesters or six total semesters will receive an Academic patch. Transfer students will be eligible after their first semester at Prairie.

2. FBLA

FBLA members will receive a patch and a pin the first year they letter by meeting the outlined criteria of completing a certain number of activities and earning a set number of points. Each consecutive year, students will be awarded bars if they completed the criteria to letter that year.

3. FFA

FFA Members are honored through the FFA organization on their Official Member Jackets.

4. Knowledge Bowl

Students will receive a patch for earning a position on the Varsity Knowledge Bowl team.

5. Music

Students must earn more than 85% through Band class and 85% on activity participation for a Band patch. In order to achieve activity participation students must attend concerts, pep band, and any available sporting event. Extra points will be awarded for participating in a state music contest if a student receives a I or II in score. Each subsequent year, students will receive a chevron.

6. National Honor Society

Each spring the Prairie School Chapter of National Honor Society inducts members into the chapter based upon the selection by the Prairie School Faculty Council. During the induction ceremony each inductee receives an N.H.S. patch.

**Athletics Eligibility**

A student must be passing in all subjects in order to participate in the competitive extracurricular activities in which he/she represents the school. A student may be declared ineligible because of discipline problems or other infractions of policies and regulations. Special considerations and exceptions may be granted by the superintendent. The following rules shall govern participation in all school-approved extracurricular activities:

1. Teachers will have cumulative grade averages calculated each week throughout the grading period for eligibility purposes.

2. The eligibility process will begin the third week of each semester. Teachers will post grades weekly at the set date and time.

3. Students absent for any part of a day’s activities, whether excused or unexcused, must have the superintendent’s decision on participation.

**Physical/Parental Permission for School Athletics**

Every student engaging in competitive athletics shall be given a physical examination before the student participates in any form of exercises leading to such athletics. The physical examination shall be performed by a doctor of the student’s choice at the student’s expense. Physical examination forms, available in the school office, must be signed by the doctor and the student’s parent or guardian. Such forms shall be turned in to the athletic director before the student shall be allowed to participate in athletics. If a student’s physical condition changes due to sickness, injury, pregnancy, etc., the student shall be required to have another physical examination before resuming athletic activities. Subsequent examinations shall be required if the doctor releases the student conditionally for a specific time or a reduced level of participation.

**Sportsmanship and Student Conduct**

1. There will be no running in the building at any time. The exception to this rule is during physical education classes or participation in sports activities.

2. All students who attend extracurricular activities, such as sports events or school programs, are expected to watch the event and not wander around during the event.

3. Students are expected to practice good sportsmanship at all activities. Sports events and school programs are for your entertainment, and the performers should be treated with respect and given every courtesy. “Booing” or harassing opposing performers or officials during a game is not part of Prairie School sportsmanship.

4. Students will be allowed to visit the foyer-cafeteria and restroom areas between games and between halves of games or designated break periods (between acts of play or program) of the activity. Otherwise, students are expected to be at the activity.

Students who are unable to follow these rules will be asked to sit with their parents/guardians or leave the school grounds.

General Rules

To be eligible to represent your school you must:

1. Be considered by the superintendent as a representative of your school’s standards of conduct and sportsmanship and be an undergraduate of your high school.

2. Be eligible according to Prairie School District guidelines (2 D’s or 1 F makes a student ineligible.

3. Have on file a Drug/Alcohol contract signed by student, parent/guardian, and coach.

**HIGH SCHOOL ELIGIBILITY**

Academic:

Prairie School has the following eligibility guidelines for non-athletic events and activities.

\*If a student has a one (1) F they are ineligible for the next week’s activities or events (Monday thru Sunday day).

\*If a student has two or more (2) Ds they are ineligible for the next week’s activities or events (Monday thru Sunday).

Grades are posted to eligibility at the beginning of the third week of the semester.

If a student’s semester grades at the end of the semester indicate they are ineligible, the student can’t regain their eligibility to participate in sports until March of the spring semester (or) October of the fall semester. An exact date will be determined each year by CHSAA. Students will be eligible to attend graded & inter-curricular activities during this time. Spring semester grades will carry over to the fall of the next year, unless grades can be improved with summer school coursework.

Athletic:

Students/athletes need to be aware of the following Prairie School and CHSAA guidelines when it comes to grades. Academics should be the students first priority and athletics second. The eligibility guidelines are as follows:

If a student’s semester grades at the end of the semester indicate they are ineligible

(1 – F or 2 or more Ds), the student can’t regain their athletic eligibility to play interscholastic sports until March of the spring semester (or) October of the fall semester. An exact date will be determined each year by CHSAA. Athletes will be able to practice (if allowed by the coach), but won’t be able to compete. Spring semester grades will carry over to the fall of the next year, unless grades can be improved with summer school coursework.

**JUNIOR HIGH ELIGIBILITY**

Academic:

Prairie School has the following eligibility guidelines for non-athletic events and activities.

\*If a student has one (1) F they are ineligible for the next week’s activities or events (Monday thru Sunday).

\*If a student has two or more (2) Ds they are ineligible for the next week’s activities or events (Monday thru Sunday).

Grades are posted to eligibility on Thursdays beginning the third week of the Semester.

If a student’s semester grades at the end of the semester indicate they are ineligible, the student can’t regain their eligibility to attend non-graded field trips and functions until the next positive eligibility report is posted. Students will be eligible to attend graded & inter-curricular activities during this time, but no non-graded school activities. Spring semester grades will carry over to the fall of the next year, unless grades can be improved with summer school coursework.

Should an 8th grade student be ineligible according to their semester grades, at the end of the spring semester, that student can regain academic eligibility when a positive eligibility report is posted the following semester in high school.

**Athletics:**

Students/athletes need to be aware of the following Prairie School eligibility guidelines. Academics take priority over sports.

If a student’s semester grades at the end of the semester indicate they are ineligible

(1 – F or 2 or more Ds), the student can’t regain their athletic eligibility to play interscholastic sports until the next positive eligibility report is posted. Athletes will be able to practice, but won’t be able to compete. Spring semester grades will carry over to the fall of the next year, unless grades can be improved with summer school coursework.

Should an 8th grade student be ineligible according to their semester grades, at the end of the spring semester, that student can regain athletic eligibility when a positive eligibility report is posted the following semester in high school.

Seasonal Sports

Prairie School offers the following athletic programs. Inter-school high school athletic competitions are available in the following sports:

 FALL—Boys’ Football and Girls’ Volleyball

 WINTER—Boys’ Basketball and Girls’ Basketball

 SPRING—Boys’ Track, Girls’ Track, and Baseball

**Organizations**

The following organizations function at Prairie School.

STUDENT COUNCIL—The student government organization of the student body. Activities they are in charge of include homecoming program of activities and dance, holiday party, awards night in the spring, and spirit activities during sports seasons. Student Council election of officers is held in the spring where a president, vice president, and secretary are elected.

NATIONAL HONOR SOCIETY—Students in their second semester of the sophomore year are eligible for nomination if they meet the guidelines with a minimum cumulative grade point average of 3.5. Membership in this organization is based on scholarship, service, leadership, and character.

Class Organizations:

Each class elects officers in the fall to guide class activities. Sponsors will be assigned to each class starting in 7th grade. In grade 6 the sponsors will stay the same every year.

Being a small community, it is very important to participate in the different opportunities the classes offer. Starting in 9th grade, classes will have an ongoing record (check off) of opportunities students have to participate in class events. These opportunities may be class dinners, prom decorating, etc. These opportunities will be calculated and given a money value for each student for use towards the senior trip. If a student doesn’t work, then he/she may be short of money for his/her senior trip.

Fundraising/Concessions:

Prairie School grades 9-12 will not be doing class fundraisers. Only Prairie organizations STUCO, FBLA, FFA, etc. will be allowed to raise money through fundraising. Teachers in K-8th grade will help provide concessions to Prairie’s fans and guests at home games. The goal for starting concessions earlier is to help raise money for the class at a younger age so less is expected of our students in high school (as they are already involved in so many activities) and get families involved in the school community. The money earned in grades K-8 will be used for graduation and prom.

FUTURE BUSINESS LEADERS OF AMERICA (FBLA)—A national organization open to all students in high school and especially to those enrolled in career and technical business education courses. Activities include district, state, and national competitive events; leadership development; and community service. Election of officers is held in the spring.

FFA ORGANIZATION (FFA)—A national organization open to students who are enrolled in the career and technical agricultural program. Activities include district, state, and national contests; leadership development; and community service. Election of officers is held in the spring.

A student may not concurrently be the president of FFA, FBLA, or Student Council.

Components of Membership and Involvement in Organizations

The purposes of Prairie School organizations are to:

 —broaden existing interests and create new ones.

 —encourage social interaction among students.

 —develop leadership styles and recognition of quality leaders.

 —develop an understanding of group dynamics.

 —increase and strengthen learning.

 —utilize leisure time productively.

In participating as a member of an organization, attendance is essential to the success of the group. Active involvement in planning and completion of organizational activities should be a primary goal of each member. The sponsor must be in attendance at all functions of the group. There will be no meetings of classes or organizations without the presence of their sponsor(s). Meetings are set up on a rotating schedule throughout the year. Purchase orders are to be obtained by the sponsor at the office prior to purchase of materials for the group. If items are purchased without the purchase order, the person signing the charge slip may be responsible for payment of the bill—NOT the school or group. All monies of a school group will be kept in the school activity account in the office. All expenditures will be made by check issued by the school financial manager. The treasurer is urged to keep a strict account of all money. No student activity group may make expenditures unless funds are in their account to cover proposed expenditures.

**TEN STEPS TO SUCCESS**

1. BE HERE. Successful people go to work regularly. They work longer hours. Remember: Going to school is your work. . .your job. . .at this point in your life.

2. BE ON TIME. Get to where you are going on time. Others count on you to be where you are supposed to be when you say you will be there.

3. BE POLITE. Be courteous. Successful people are polite. They know other people help them be successful so they treat others with respect. Listen when others are talking; wait your turn, and consider the feelings of others. What goes around comes around.

4. BE FRIENDLY. No violence. Help each other. Successful people respect the property and feelings of others.

5. BE PREPARED. Bring your tools and supplies to class. Successful people take good care of their equipment, and they have the equipment they need when they go to work.

6. BE A LISTENER. Successful people listen to instructions and follow directions. By listening, you hear what others need so they can cooperate for success.

7. BE A DOER. Do your work the best you can. Successful people are doers. They know the more they do, the more they will know how to do.

8. BE A TOUGH WORKER. Keep trying. Successful people keep working even when things get difficult. Tough times never last but successful people do.

9. BE A RISK TAKER. Show courage. Ask questions. Successful people are willing to run the risk of failure because they know that sooner or later they will make it if they keep trying.

10. BE A SUCCESS. Successful people are achievers; they complete their projects and turn them in on time.