

2015 -2016
PRAIRIE VIEW ELEMENTARY
School Handbook



The NPUSC Student and Parent
GENERAL HANDBOOK
Is also located online at
www.npusc.k12.in.us

PLEASE READ THIS WITH YOUR CHILD. THE INFORMATION CONTAINED
IN THE **GENERAL HANDBOOK** PERTAINS TO ALL ELEMENTARY SCHOOLS.
THIS ADDENDUM IS SPECIFIC TO PRAIRIE VIEW ELEMENTARY SCHOOL.

Prairie View Elementary School

VISION

Prairie View Elementary School provides students with an environment in which they can achieve their highest goals.

MISSION

Prairie View Elementary School will provide a safe, interesting, and challenging environment in which students can learn in a way that is best for them.

WE BELIEVE

- Staff and parents need to collaborate and participate together for the child to be successful.
- Teachers use up-to-date practices in the classrooms.
- Stakeholders model and students demonstrate life skills to become responsible citizens.
- Stakeholders work diligently in assisting students to develop their highest levels of academic and personal growth.
- Students have a safe climate at school to foster learning success.
- Students achieve Indiana Academic Standards, Common Core State Standards and beyond in order for adequate growth to occur.
- Students have opportunities to think and work critically and creatively.
- Students actively participate in the learning process and develop their skills across curricular areas.

NCA PLAN SCHOOL IMPROVEMENT GOALS

Goal #1 All students will show mastery of reading skills.

Goal #2 All students will show mastery of math skill

BEHAVIOR EXPECTATIONS FOR PRAIRIE VIEW STUDENTS

AT PRAIRIE VIEW WE WILL FOLLOW THESE LIFELONG GUIDELINES:

INTEGRITY:	TO ACT ACCORDING TO A SENSE OF WHAT IS RIGHT AND WRONG
INITIATIVE:	TO DO SOMETHING SIMPLY BECAUSE IT NEEDS TO BE DONE
FLEXIBILITY:	TO BE WILLING TO CHANGE PLANS WHEN NECESSARY
PERSEVERANCE:	TO KEEP AT IT - EVEN WHEN IT IS VERY HARD.
ORGANIZATION:	TO PLAN, ARRANGE AND IMPLEMENT IN AN ORDERLY WAY
SENSE OF HUMOR:	TO LAUGH AND BE PLAYFUL WITHOUT HARMING OTHERS
EFFORT:	TO DO OUR BEST
COMMON SENSE:	TO USE GOOD JUDGEMENT
PROBLEM SOLVING:	TO CREATE SOLUTIONS AND FIND ANSWERS
RESPONSIBILITY:	TO RESPOND WHEN APPROPRIATE, AND NOT TO BLAME OTHERS FOR OUR ACTIONS
PATIENCE:	TO WAIT CALMLY FOR SOMEONE OR SOMETHING
FRIENDSHIP:	TO HAVE A BOND WITH ANOTHER PERSON BASED ON TRUST AND CARING
CURIOSITY:	A DESIRE TO INVESTIGATE AND SEEK UNDERSTANDING OF OUR WORLD
COOPERATION:	TO WORK TOGETHER TOWARD A COMMON GOAL OR PURPOSE
CARING:	TO FEEL AND SHOW CONCERN FOR OTHERS
COURAGE:	BEING ABLE TO ACT AS WE BELIEVE
PRIDE:	TO FEEL SATISFACTION FROM DOING OUR
PERSONAL BEST:	TO FEEL GOOD ABOUT OURSELVES

PRAIRIE VIEW SCHOOL DAILY SCHEDULE

8:00	Teachers Arrive
8:30	Students Arrive
8:40	Tardy Bell/Morning Announcements
10:50-1:00.....	Lunch
3:10.....	Student Dismissal by Grade
3:30.....	Teacher Departure

SCHOOL INFORMATION

PARENTS / VISITORS / SECURITY

At Prairie View Elementary School, we welcome visitors. However, for the safety of our students and staff, all visitors must first report to the office to sign-in and receive a visitor's badge.

During the school day, all doors remain locked and a security system is in place. A buzzer is located at the front entrance of the building along with a camera. The office staff is able to visually monitor the door. Please press the buzzer once and wait for the office staff to answer.

Parents may request to schedule a visit to their child's classroom in advance by contacting the classroom teacher or the school office. When visiting, remember that the teacher's role as the instructional leader of the classroom is a very special role and must not be interrupted or challenged. School personnel are the only adults allowed in the classrooms unless the school issues a specific appointment/invitation. Anyone wishing to volunteer in the classroom, attend study trips, participate in classroom celebrations, or spend an extended time in our school **must complete the Limited Criminal History Background Check prior to the volunteer event.** Forms are located in our office and at the entrance of our school.

PICK UP / DROP OFF IN FRONT OF SCHOOL

MORNING DROP OFF BETWEEN 8:20-8:30AM ALONG SIDEWALK.

AFTERNOON PICK UP AT 3:10PM ALONG SIDEWALK.

Parents who transport their children to school must use the drive in front of the school. It is far too dangerous for the children to be running in between busses to get into automobiles in the west parking lot. **PLEASE HAVE CHILDREN ENTER AND EXIT ON THE PASSENGER SIDE- DO NOT DOUBLE PARK.** A staff member will assist your student. It is not necessary for you to leave your car.

BICYCLE RIDERS AND/OR WALKERS

Because of various safety factors, there will be no bicycle riders or walkers at Prairie View. The only way a student could get to school is down 700 North, which has no berm on the side. This forces all riders (and walkers) down the middle of a very busy road. This rule includes those students who have been suspended from bus transportation.

BUS SUSPENSIONS

Bus transportation is a privilege. Any students who have been removed from the school bus will need to be transported by his/her family. Students who cannot exhibit self-control on the school bus will first receive a warning, then a one-day suspension, followed by a three-day suspension, a five-day suspension, a ten-day suspension, and a yearlong suspension from the bus. Gross offenses will be dealt with severely. Students who are removed from the bus should not be dropped off at school prior to 8:25 a.m.

BEFORE & AFTER CARE

Before and After school care is available at Rolling Prairie Elementary for a fee. Arrangements can be made for students to be bussed (at no additional charge) to Rolling Prairie in the afternoon and to Prairie View each morning. Contact the YMCA at 325-9622 for more information.

BOBCAT CLUB

Bobcat Club is our after school program. It is open to all Prairie View students. Bobcat Club includes, homework help, fitness and nutrition activities, enrichment clubs like Lego Robotics, Chess Club, Young Astronauts Club, Zumba, field trips, and more. Club is open 5 days a week from 3:20 until 5:40. Enrollment forms will be sent home or you may get one in the office.

PRESCHOOL

Preschool is currently being offered for three, four, and five year-olds at Prairie View Elementary for a fee. Contact the YMCA at 325-9622 for more information.

COMMUNICATING WITH SCHOOL PERSONNEL

To schedule an appointment with your child's teacher, principal, school nurse, etc., please contact the school office at (219) 778-9388.

PHONE CALLS TO TEACHERS / VOICE MAIL

All teachers' phones are equipped with voice mail. Because we value our instructional time with our students, please feel free to leave a voice message. Teachers will return your call as soon as possible.

Parents will have the opportunity to meet their child's teacher on a Walk Through Night scheduled before the first full week of school. An additional Parent meeting will be scheduled on the corporation calendar with grade and time. Teachers will discuss their classroom expectations and procedures. They will provide information about curriculum, daily schedule, and homework.

SCHOOL COMMUNICATIONS

In order to inform Prairie View Elementary School families about school functions and events, newsletters will be sent home with students. The school's monthly newsletter is called the BOBCAT CHAT. It is very important that the dates on any communication be checked regularly. The BOBCAT CHAT may contain changes in dates from the original beginning of the year school calendar of events. Once each quarter, our principal sends home her newsletter called On the Prairie with Mrs. Myers. In addition, our classroom teachers send home weekly or monthly newsletters filled with helpful information. You may wish to post the newsletters and menus in a special place (ex.: refrigerator or bulletin board at home.) Please ask your student for information and check backpacks and planners on a regular basis. Information is also posted on the NPUSC website – www.npusc.k12.in.us. The outdoor sign in front of the school posts weekly information. Our corporation's School Messenger System may leave reminder messages. There is a community bulletin board outside the office as well as an informational kiosk in the lobby with an abundance of parent communications.

ABSENCES (Please consult General Handbook for all rules)

HOMEWORK WHEN ABSENT

Parents may request homework if the child has been absent more than one school day. In order to give the classroom teacher time to adequately prepare lessons, please allow one day of lead-time before homework is expected. Assignments may be picked up in the office. (Also See "Vacation" in the General Handbook for homework information.)

LEAVING EARLY

Any student who needs to leave school before dismissal must have a written note from the parent stating the reason and the time for the early dismissal. In any emergency, the parent may phone the school. No student will be released from school without parental permission. Parents must enter the office to sign out the student. The student will not be released to anyone other than a parent or guardian unless we have confirmation from the parent or guardian by a note, a telephone call, or if the parent has listed adult names on the child's emergency form.

CLASSROOM CELEBRATIONS

Classroom celebrations are limited to ensure maximum time for academics. Classroom celebrations include: Fall Celebration (October), Winter Celebration (December), and Valentines Day (February - card exchange). Please Note: All food items for approved celebrations must be in accordance with the NPUSC Wellness Policy. Please DO NOT send food treats to recognize student's birthdays (pencils, stickers, etc. are good substitutes).

(**Delivery of birthday presents, flowers, balloons, etc. will not be made to students in their classrooms. In the event these items are sent to the school, they will be held in the office for parent pick up and cannot be sent home on the school bus.)

Party invitations for non-school parties may not be handed out at school unless all children in the class or all children of the same gender are invited.

PERSONAL PROPERTY

Personal property such as toys, media items, jewelry, irreplaceable items, excess money, etc., should not be brought to school. The School is not responsible for personal property (even in special cases of Show and Tell, etc.). School personnel cannot spend time with communication and/or discipline involving lost, stolen, or broken personal property items that do not belong at school. The School may confiscate such items, and it will be the parents' responsibility to retrieve their child's personal property from School personnel. School personnel will not be responsible for confiscated items that are not picked up by the parent within 24 school hours.

LOST & FOUND

All lost and found items are brought to the lost & found box in the cafeteria. All unclaimed items will be donated to public assistance at the end of the school year.

DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Parents are strongly urged to monitor their students' dress. Clothing or articles that advertise or promote drugs, obscenity, or are gang related, involve tobacco, violence, alcohol or drugs will not be tolerated. Inappropriate dress or articles that are deemed interference to the purposes of school are prohibited. The ultimate decision as to what is appropriate lies with the School personnel (who may, at times, make exceptions for School Spirit Days, and other special events).

Please note the following dress code during school hours or during school sponsored events:

1. No sunglasses in school.
2. Hoods, hats, headscarves, headbands, or bandanas may not be worn in the building.
3. Shorts, skirts, and dresses should be mid-thigh.
4. Midriffs must be covered. Bottom of shirt must cover top of pants or be tucked in.
5. Clothing or articles that could damage school property or harm someone will not be permitted – example: pins and spikes.
6. No slippers or pajamas
7. All clothing must be appropriate and not excessively revealing
8. No sagging, excessively baggie, or wide bell-bottom pants. Pants cannot be dragging on the floor.
9. No wheels in shoes permitted (Heeleys, Rollerblades etc.).
10. When the temperature is **50 degrees before students leave for school**, shorts may be worn.
11. Flip flops, high-heels, platform shoes, or unsafe footwear are prohibited from being worn at recess and P.E.
12. Make-up is highly discouraged, and the principal will have the discretion to ask for it to be removed if it is a disruption to the educational process.

Students who are representing NPUSC at an official function or public event may be required to follow specific dress requirements.

DRESS FOR OUTSIDE: RECESS

Fresh air and exercise are important. Students who go outside for recess are more alert. We go outside for recess provided it is not raining or snowing heavily, or the wind chill at the school is not below 15 degrees Fahrenheit. If a parent expects a student to stay in from recess, the office needs to be furnished with a note from a physician. Students must follow the elementary dress code found on page 23. Remind your students to dress for outside weather.

GYM SHOES AND T-SHIRT

To protect our gym floor, students need a pair of clean gym shoes or non marking shoes to be left at school and to be used only for Physical Education classes. The shoes selected for gym class should not leave black marks on the gym floor. On gym days students should wear a T-shirt to school (No Changing Please) that is not low-cut around the neck, and one that can be tucked into the pants.

EXTRA CURRICULAR ACTIVITIES

Students representing Prairie View in extra-curricular/co-curricular activities must exemplify the expectations of a Prairie View student as listed in this manual. This includes athletic, and academic events. Students who choose to become discipline problems or are suspended from school will be suspended or removed from the activity.

FIRE DRILLS, TORNADO DRILLS, SAFETY & CRISIS DRILLS

Safety drills are conducted monthly. If a true emergency arises and we need to leave the school campus, our evacuation sites are:

1. St. John Kanty Hall
2. New Prairie High School

EMERGENCY SCHOOL CLOSING

There may be times when it is necessary to delay the start of school or to dismiss early. NPUSC utilizes the School Messenger System (SMS) as well as the corporation website www.npusc.k12.in.us to notify parents of delays or early dismissals. Parents are also urged to listen to the following Radio/TV stations for information.

AM RADIO

WSBT 960
WLOI 1540
WNDU 1500
WIMS 1420

FM RADIO

WNDU U93
WCOE 96.7
WFRB 93.7
SUNNY 101.5
OLDIES 94.3
CAT COUNTRY 99.9
WFRN (93.7 , 100.1 , 104.7)

TV

WNDU (channel 16)
WSBT (channel 22)
WSJV (channel 28)

It is the parents' responsibility to have a plan prepared for their child in case of an early release due to inclement weather, etc. Parents should remind their children where they are to go and what they are to do if dismissed early during the school day. The school also needs this information on file. Please complete the **Emergency School Closing Form and return it to your child's teacher.**



Prairie View Elementary School

Anti-Bullying Policy

Definition of Bullying – Repeated and overt acts, gestures, or written communication designed to harass, ridicule, exclude, harm, intimidate, or humiliate another person. Bullying can be pushing, shoving, hitting, spitting, name calling, teasing, picking on, making fun of, starting rumors about, laughing at, threatening, excluding someone, stalking, coercion or remaining a

non-involved by-stander when any of the previously mentioned acts are taking place. Bullying causes pain and stress to its victims and is never justified or excusable. The victim is not responsible for being a target.

The Faculty, Staff, and Students of Prairie View Elementary School believe that everybody should enjoy school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, appearance, intelligence, religion, economic status, or nationality.

The Administration and Faculty of Prairie View Elementary School will help our students understand the adverse effects of bullying as well as what constitutes bullying. Students and parents will also be taught about less obvious forms of bullying such as ostracism, gossiping, teasing, and by-standing. Students will be taught the school rules against bullying and procedures to prevent bullying behavior.

PRAIRIE VIEW SCHOOL STAFF WILL ATTEND TO STUDENT BEHAVIORS THROUGHOUT THE DAY THROUGH DILIGENT SUPERVISION. STAFF WILL INITIATE DISCUSSIONS WITH BULLIES AND CONFRONT THEM REGARDING INAPPROPRIATE BEHAVIORS. STAFF WILL CONSISTENTLY INTERVENE IN ANY POSSIBLE BULLYING SITUATIONS BY USING APPROPRIATE CONSEQUENCES AND COUNSELING METHODS. PARENTS WILL BE NOTIFIED WHENEVER THEIR CHILD HAS EXHIBITED ANY BULLYING BEHAVIORS. CONSEQUENCES FOR BULLYING OR HARASSING BEHAVIORS WILL FOLLOW THE PRAIRIE VIEW SCHOOL CODE OF CONDUCT, AS DELINEATED IN THE PARENT STUDENT HANDBOOK AND THE NPUSC BOARD OF TRUSTEES POLICY.

Possible consequences include the following and will be assigned according to the severity as well as the number and nature of offenses. The principal will be the final authority in determining consequences.

- ❖ Loss of privileges and/or recess, apology note, and act of restitution (if appropriate).
- ❖ Referral to school counselor
- ❖ Principal/Student Conference – Parent Contact (Discipline Form sent home, for parent signature, or phone call, or parent conference)
- ❖ School Detention
- ❖ Out of School or In School Suspension of 1-10 days
- ❖ Possible Police referral
- ❖ Possible Expulsion (for repeated or excessively violent episodes)

Any student, who believes she/he has been or is currently the victim of bullying, should immediately report the situation to the building Principal, teacher, supervisor, or counselor. Every student is expected and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student.



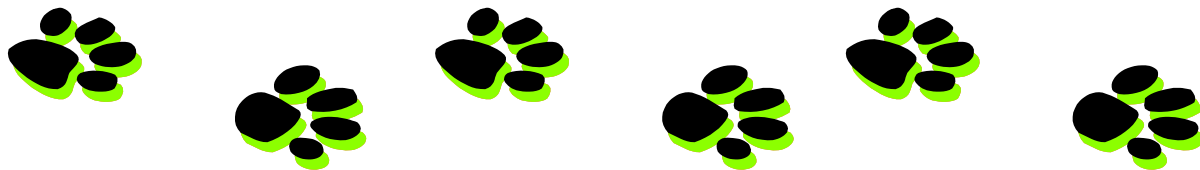
Prairie View Elementary School

Anti-Bullying Pledge – Students

“I promise to show respect to others by not being a bully. I also pledge to become a Bully Buster by speaking out against bullying and reporting to an adult when I or someone else is hurting from the actions of a bully. All of us must value the differences of others.”

Student Signature: _____

Date: _____



Prairie View Elementary School

Anti-Bullying Pledge – Parents

I/We, as guardian(s) of _____, agree to join together to stamp out bullying at our school.

I/We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

I/We understand that bullying can be pushing, shoving, hitting, spitting, name calling, teasing, harassing, starting of rumors, threatening, or excluding someone. Bullying causes pain and stress to its victims and is never justified or excusable as “kids being kids,” “just teasing” or any other behavior rationalization. The victim is not responsible for being a target of bullying.

I/We understand that a student who sees someone being a bully and doesn't report or help stop the bullying is just as wrong as the bully.

By signing this pledge, we the parent(s) as guardian(s) agree to:

1. **Keep our children and ourselves informed and aware of school bullying policies.**
2. **Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.**
3. **Discuss regularly with our children their feelings about schoolwork, friendships and relationships.**
4. **Inform faculty of changes in our children's behavior or circumstances at home that may change a child's behavior at school.**
5. **Alert faculty if any bullying occurs.**

Signed by: _____

Print name: _____

Date: _____



Prairie View Elementary School

Anti-Bullying Pledge – Faculty

We, the faculty of Prairie View Elementary agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

We agree that bullying can be pushing, shoving, hitting, spitting, name calling, teasing, picking on, making fun of, starting rumors about, laughing at, threatening, or excluding someone. Bullying causes pain and stress to its victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is not responsible for being a target of bullying.

We understand that a student who sees someone being a bully and doesn’t report or help stop the bullying is just as wrong as the bully.

By signing this pledge, we the school faculty agree to:

1. **Support a clear school policy on bullying and display it prominently in classrooms and around the school.**
2. **Appropriately handle bullying incidents as set forth in the school policy.**
3. **Help develop and support a curriculum that educates students about bullying, diversity, and tolerance.**
4. **Teach students about less obvious forms of bullying like gossiping, exclusion and by-standing.**
5. **Discuss pro-active anti-bullying measures (such as having lunch with a student who has been excluded in the past).**
6. **Establish support systems for pupils involved in incidents such as peer counseling and mediation.**
7. **Implement a system to support and inform parents when incidents of bullying occur.**
8. **Offer counseling to students who bully.**
9. **Ensure an atmosphere where students feel safe reporting incidents of bullying and are confident they will be appropriately addressed according to school policy and will not be ignored.**

Signed by: _____

Print name: _____

Date: _____

DIRECTORY INFORMATION (Board Policy #8330)

Each year the Superintendent shall provide notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll and on scholarships. If you **DO NOT** wish to have directory information released without prior knowledge and/or consent, please complete this form and return it to the school principal.

DENIAL OF PERMISSION TO RELEASE DIRECTORY INFORMATION

I, _____, the authorized parent or guardian of
(print)

_____, deny permission to release directory
(print)

information* about my child without my prior, written consent.

Signature

Date

*Exception(s) to this Denial of Permission to Release Directory Information include:

_____ Honor Roll Recognition

_____ Scholarship Announcement

_____ Athletic/Academic Team Achievement

_____ Student Work/Photographs

_____ Other: _____ (please specify)

TITLE I PARENT INVOLVEMENT POLICY,
SCHOOL WIDE IMPROVEMENT PLAN
HOME -SCHOOL COMPACT &
READING THE HANDBOOK and ADDENDUM

REQUIRED: Please sign and return to your child's teacher

My child and I have read over the entire NPUSC Elementary Schools K-5 Student and Parent Handbook located at www.npusc.k12.in.us and the Prairie View Elementary School Addendum. My signature also signifies that I have received the Prairie View Title I Parent Involvement Policy and the Prairie View Home - School Compact. My signature also signifies that I have access to the School Wide Improvement Plan for Prairie View Elementary School.

Parent Name (please print)

Parent Signature

Student Name (please print)

Student Signature