

2015-16
ROLLING PRAIRIE ELEMENTARY
School Handbook

*To be used in conjunction with the NPUSC Elementary School K-5 Student and Parent General Handbook



*The NPUSC Elementary School K-5 Student and Parent **GENERAL HANDBOOK** is 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. TO REQUEST A PAPER COPY, PLEASE CONTACT THE SCHOOL OFFICE.

VISION

We envision that Rolling Prairie Elementary School will be a provider of opportunities that produces successful and responsible citizens.

MISSION

The Rolling Prairie Elementary School Community provides a safe and caring learning environment by incorporating Lifelong Guidelines and Lifeskills daily; promotes academic success through diverse educational opportunities; and helps students develop their potential as lifelong learners and responsible citizens.

BELIEFS

- Instruction should motivate, encourage curiosity, develop interests, and foster a positive attitude toward learning.**
- The school environment should be caring, comfortable, and safe.**
- Responsibility for learning and behavior should be shared by home and school.**
- Social Skills are learned through teaching, modeling, practice, and reinforcement.**

ROLLING PRAIRIE UTILIZES THE FOLLOWING CITIZENSHIP MODEL:

“PYRAMID OF SUCCESS”

By Coach John Wooden, UCLA

FAITH		PATIENCE							
FIGHT Effort and Hustle		COMPETITIVE GREATNESS When the going gets tough, the tough get going. Be at your best when your best is needed. Real love of a hard battle.			RELIABILITY Others Depend on You				
RESOURCEFULNESS Proper Judgment		POISE Just being you. Being at ease in any situation. Never fighting you.		CONFIDENCE Respect without fear. Confident not cocky. May come from faith in yourself in knowing that you are prepared.		INTEGRITY Always			
ADAPTABILITY To any Situation		CONDITION Mental-moral, physical, rest, exercise and diet must be considered. Moderation must be practiced.		SKILL A knowledge of and ability to properly execute the fundamentals. Be prepared. Cover every detail.		TEAM SPIRIT An eagerness to sacrifice personal interests or glory for the welfare of all. The team comes first.	HONESTY Speaks for Itself		
AMBITION Properly Focused		SELF-CONTROL Emotions under control. Delicate adjustments between mind and body. Keep judgment and common sense.		ALERTNESS Observing constantly. Be quick to spot a weakness and correct it or use it as the case may warrant.		INITIATIVE Cultivate the ability to make decisions and think alone. Desire to excel.		INTENTNESS Ability to resist temptation and stay with your course. Concentrate on your objective and be determined to reach your goal.	SINCERITY Makes Friends
INDUSTRIOUSNESS There is no substitute for work. Worthwhile things come from hard work and careful planning.		FRIENDSHIP Comes from mutual esteem, respect, and devotion. A sincere liking for all.		LOYALTY To yourself and to all those dependent upon you. Keep yourself respect.		COOPERATION With all levels of your co-workers. Help others and see the other side.		ENTHUSIASM Your heart must be in your work. Stimulate others.	

OFFICE COMMUNICATION

NEWSLETTERS, INFORMATION, MENUS

In order to inform Rolling Prairie Elementary School parents/guardians about school functions and events, newsletters are sent home from the classroom (weekly) and/or the school. Information is also available on our corporation, school, and teacher webpages located at www.npusc.k12.in.us. It is very important that the dates on any communication be checked, as dates from the beginning-of-the-year calendar may change. Our school's lunch and breakfast menus rotate weekly each month.

TRANSPORTATION PROCEDURES AND REQUIREMENTS

CAR RIDERS:

PICK UP/DROP OFF: MAIN ENTRY DOORS (IN FRONT OF SCHOOL)

*DROP OFF BETWEEN 8:20-8:30AM

*PICK UP AT 3:10PM

Parents who transport their children to school must use the drive in front of the school. **When picking up or dropping off students, please remain in your vehicle at all times and do not double park.** Children will be brought to your car by an adult supervisor. If you need to exit your vehicle, please park in designated visitor parking or in the side parking lot.

WALKERS:

Students who walk home are dismissed at 3:10 along with car riders. Students who walk home from school will follow the school sidewalk/path and cross the parking lot (supervised by school staff).

BUS TRANSPORTATION NOTIFICATION

Beginning in the 2015-2016 school year, there will be changes made to the NPUSC transportation procedures. These changes have been made in the interest of keeping our students safe. Each student may have one morning pick up location and one afternoon drop off location. These locations need to be on file with the school office. Please remember that all stops must be a residence within the boundaries of the New Prairie United School Corporation. Transportation to and from the YMCA Latchkey program held at Rolling Prairie Elementary will still be allowed as will transportation between NPUSC School buildings. **Bus transportation changes (pass/notes) will no longer be accepted.** It is in the interest of keeping our students safe that we can no longer accommodate complex schedules involving multiple stops.

For more information, please call the Transportation Department at
574-654-7373 or 219-778-9585.

PARENTS/VISITORS/SECURITY

At Rolling Prairie 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. Office staff is able to visually monitor the door. Visitors must press the buzzer ONCE and wait for the office staff to answer.

School personnel are the only adults allowed in the classrooms unless an appointment has been scheduled. 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 challenged.

COMMUNICATING WITH SCHOOL PERSONNEL

To schedule an appointment with your child's teacher, principal, school nurse, etc., please contact the school office at (219) 778-2018.

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.

ABSENCES

(*Please consult the Elementary General Handbook for additional information)

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.

LOST & FOUND

All lost and found items are brought to the lost & found box located in the main hallway. All unclaimed items will be donated to public assistance at the end of each semester.

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 sex 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.

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, 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 (Heelys, 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.

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.**

**FORMS TO BE SIGNED & RETURNED TO THE
SCHOOL
ARE ATTACHED**

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:

____ Student Yearbook

____ Honor Roll Recognition

____ Scholarship Announcement

____ Athletic/Academic Team Achievement

____ Student Work/Photographs

____ Other: _____ (please specify)

WALKING FIELD TRIP
PERMISSION 2015-16

EACH YEAR STUDENTS HAVE THE OPPORTUNITY TO WALK TO OUR LOCAL LIBRARY, ALONG WITH OTHER ROLLING PRAIRIE BUSINESSES. ONE GENERAL PERMISSION SLIP FOR YOUR CHILD IS NEEDED TO PARTICIPATE IN THESE TYPES OF OPPORTUNITIES. (ANY TRIP REQUIRING MOTOR TRANSPORTATION WILL HAVE A SEPARATE PERMISSION SLIP.)

MY CHILD _____ HAS PERMISSION TO ACCOMPANY HIS/HER CLASS ON ANY LOCAL WALKING FIELD TRIP IN ROLLING PRAIRIE.

PARENT SIGNATURE

TEACHER'S NAME

READING THE RP BUILDING HANDBOOK AND THE NPUSC GENERAL HANDBOOK

REQUIRED: Please sign and return

My child (children) and I have read the NPUSC Elementary Schools K-5 RPE BUILDING HANDBOOK AND the NPUSC GENERAL HANDBOOK located on the website at www.npusc.k12.in.us.

Parent Signature

Student Signature (unless kindergarten)

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 Rolling Prairie 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 Rolling Prairie 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.

ROLLING PRAIRIE 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 ROLLING PRAIRIE 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.

Rolling Prairie 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: _____

Rolling Prairie 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: _____

Rolling Prairie Elementary School

Anti-Bullying Pledge – Faculty

We, the faculty of Rolling Prairie 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: _____

Printed name: _____

Date: _____