

Prairie View Elementary School

VISION

Prairie View Elementary School, in collaboration with the school community, provides students with an educational environment in which students can achieve their highest academic and personal potential.

MISSION

The mission of the Prairie View Elementary School is to provide a safe learning community in which students learn basic and advanced skills in a challenging and differentiated curriculum.

WE BELIEVE

- The school community collaborates for the success of the students.
- Teachers use best practices in the classrooms.
- Stakeholders model and students demonstrate lifeskills 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 and beyond.
- Students are encouraged and provided opportunities to work and think 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 skills.

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; TO KEEP THINGS ORDERLY AND READY TO USE
- 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

TRANSPORTATION PROCEDURES AND REQUIREMENTS

PICK UP/DROP OFF IN FRONT OF SCHOOL

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

DAY CARE

Day 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 from Prairie View. Contact the YMCA at 325-9622.

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.

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) that is not low-cut around the neck, and one that can be tucked into the pants.

The ultimate decision on whether worn items are appropriate or not for school lies with the principal.

EMERGENCY SCHOOL CLOSING

ORANGE EMERGENCY FORMS MUST BE FILLED OUT AND KEPT UP-TO-DATE!

It is the parents' responsibility to have a plan ready for their child in case of an emergency release!!! Parents should have a serious talk with their children regarding where they are to go and what they are to do if dismissed early during the school day due to emergencies because of unforeseen weather or facility problems. The school also needs this information, which is why we are asking you to **complete the "ORANGE" Emergency School Closing Form and return it to your child's teacher. Keep a copy of this form!!! Be sure to update this important form!!!!**

Our enrollment makes it impossible for students to call home when the school is closed early due to an emergency. **STUDENTS WILL NOT BE ALLOWED TO USE THE PHONE ON EARLY DISMISSALS!!!! Please do not call the school since many calls block phone lines that need to remain free to take care of emergency procedures.**

There may be times when it is necessary to delay the start of school or to dismiss early. Parents will be notified via the corporation phone tree or are urged to listen to the local Radio/TV stations for information.

FIRE DRILLS, TORNADO DRILLS, SAFETY & CRISIS DRILLS

Are conducted monthly.

If a true emergency arises and we need to leave the premises our evacuation site is:

1. St. John Kanty Hall
2. NPHS

OFFICE COMMUNICATION

NEWSLETTERS, INFORMATION, MENUS

In order to inform Prairie View Elementary School parents about school functions and events, newsletters will be sent home, either from the classroom or the school. The school's monthly newsletter is called the BOBCAT CHAT. It is very important that the dates on any communication be checked. The BOBCAT CHAT may contain changes in dates from the original beginning of the year school calendar of events. Post the newsletters and menus in a special place (ex.: refrigerator or bulletin board at home.) Please ask your student for the information if it does not seem to get to your house. Information is also posted on the NPUSC website – www.npusc.k12.in.us. The double sided sign in front of the school posts weekly information. Our corporation call line will leave reminder messages.

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.

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. Students who choose to become discipline problems or are suspended from school will be suspended or removed from the activity.

BOOKSTORE SUPPLIES

Students can purchase needed school supplies at the Prairie View "rolling cart" bookstore. In addition to school supplies, science/history boards, and Bobcat T-shirts and sweatshirts may be purchased.

PARENT NIGHT

Parents will have the opportunity to meet their child's teacher on a night scheduled during the first full week of school. Dates, grades, and time will be scheduled on the corporation calendar. Teachers will discuss their classroom expectations and procedures. They will provide information about curriculum, daily schedule, and homework.

PREPARING FOR NEXT YEAR

PARENT REQUEST FOR A TEACHER

We group students on the recommendation of their teachers. The major factors that we must consider are: the child's achievement, citizenship; work and study habits, leadership qualities, gender, and special services. Social factors, such as the classroom their child's best friend is in, etc. are not considered. Children are adaptable and will make friends wherever they are placed.

Because this process is so complicated, parent requests are discouraged. We will do the best grouping we can, based upon all factors mentioned above. If however, you feel very strongly that you make a request, you must do the following:

1. You must address the letter to "The Principal" and send it to the school office. Mark it "confidential".
2. You MUST provide a FIRST and SECOND choice placement. Your first choice is not guaranteed so please don't expect it. Also – do NOT concern yourself about whether or not the parent(s) of another child was given their first or second choice of teacher selection. This is a private matter. The group dynamics will be the first priority, and therefore the teacher's opinion will weigh heavily upon the principal's decision-making in these matters.
3. You MUST have you letter into the principal by April 1ST. **Letters that come in after this date will not be considered.**

P.V. Calendar of Events 2010-2011

(Dates and Times are Tentative: See Monthly "Bobcat Chat" for Updates)

August

August 12	Teacher Work Day!
August 12	Walk Through 6-7PM
August 16	Students First Day
August 23	Parent Night - Grade 4 - 5
August 24	Parent Night - Grade 2 - 3
August 25	Fall Fundraiser Begins (Science Lab Funding and student incentives)
August 26	Parent Night - Grade K & 1

September

September 1	PTO Meeting @ 5:30 pm
September 2	Popcorn K-2
September 6	NO SCHOOL - LABOR DAY
September 8	Fall Fundraiser Ends
September 9	Popcorn 3-5
September 15	Grandparents Day & Interim Period Ends
September 16	Popcorn K-2
September 20	Interim Reports Home
September 23	Popcorn - 3-5
September 28	Title 1 Parent Night @ 6pm.
September 30	Popcorn K-2

October

October 6	Fall Pictures - All pictures need to be prepaid!
October 6	PTO Meeting @ 5:30 pm
October 7	Popcorn 3-5
October 13-Nov. 3	Acuity Diagnostic Testing
October 14	Popcorn K-2 & Grading Period Ends
October 15	Fall Break - No School!
October 21	Popcorn 3-5 & Family Read-In
October 22	Report Cards Go Home
October 27	Gr. 1 Vision Screening @ Olive
October 28	Popcorn K-2
October 29	Mini Enrichment

November

November 3	PTO Meeting @ 5:30 pm
November 4	Popcorn 3-5
November 7	Daylight Saving Time Ends - Turn Clocks Back One Hour
November 11	Popcorn K-2
November 12	Interim Ends
November 17	Interims Go Home
November 18	Spell Bowl @ 5pm
November 25 & 26	NO SCHOOL - Happy Thanksgiving!

December

December 1	P.T.O. Meeting @ 5:30 pm
December 2	Popcorn 3-5
December 8	Winter Program @ 6:30pm
December 9	Popcorn K-2
December 16	Popcorn 3-5
December 17	GRADING PERIOD ENDS / SEMESTER ENDS
December 20 & 21	Teacher Workday & Teacher In-Service
Dec. 20 - Jan 3	Winter Break - No School for Students!

January

^{1st} Retention Conference should be scheduled for the first two weeks of January.

January 3	Students return from break
January 5 - January 26	Acuity Testing
January 6	Popcorn K-2
January 7	Report Cards Sent Home
January 13	Popcorn - 3-5
January 17	No School - Martin Luther King Day!
January 19	PTO Triathlon
January 20	Popcorn - K-2
January 26	School Spelling Bee Gr. 5 - 9am, Gr. 3/4 - 1:45PM
January 27	Popcorn 3-5
January 28	Snow Make up Day!

February

February 2	PTO Meeting @ 5:30 pm
February 3	Popcorn K-2
February 4	Interim Ends
February 7	District Spelling Bee @ Middle School at 6pm
February 9	Interim Reports Go Home
February 10	Popcorn - Gr. 3-5
February 17	Popcorn - K-2
February 21	President's Day - Snow Make Up Day!
February 23	Science Fair K-5 Judging LaPorte County Spelling Bee @ NPMS at 6pm
February 24	Science Fair Viewing & Popcorn 3-5
February 28 - March 9	ISTEP

March

February 28 - March 9	ISTEP
March 2	PTO Meeting @ 5:30 pm
March 3	Popcorn K-2
March 9 - March 30	Acuity Testing
March 10	Popcorn 3-5 & Math Bowl @ 4PM
March 11	Grading Period Ends
	2nd Retention Conferences should be scheduled within next two weeks.
March 13	Daylight Saving Time Begins - Turn Clocks Ahead One Hour
March 16	Kindergarten Round-up Day (Kindergarten Parent Meeting 6:00 PM)
March 17	Popcorn K-2 & Report Cards Go Home
March 18	SNOW MAKE UP DAY
March 23	History Fair 9 a.m. - 12 p.m. Grade 5
March 24	Popcorn 3-5
March 31	Popcorn K-2

April

April 4 -April 8	NO SCHOOL - SPRING BREAK!
April 14	Popcorn 3-5
April 20	Spring Pictures(preview then pay) -Pet Pictures(prepaid)
April 21	Popcorn K-2 & Interim Ends
April 22	No School! Good Friday!
April 25 - May 4	ISTEP Testing
April 27	Interim Reports Go Home & Spring Music Program
April 28	Popcorn 3-5

May

May 4	PTO Meeting @ 5:30 pm
May 4 - May 25	Acuity Testing!
May 5	Popcorn K-2
May 10	No School! Snow Make Up Day!
May 12	Popcorn 3-5
May 19	Popcorn Everyone
May 26	Grading Period Ends - LAST STUDENT DAY - Report Cards Sent Home with Students!
May 27	TEACHER WORKDAY

Have a Safe & Fun Summer!



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)

READING THE HANDBOOK and ADDENDUM

REQUIRED: Please sign and return.

My child (children) and I have read over the entire NPUSC Elementary Schools K-5 Student and Parent Handbook and the Prairie View Elementary School Addendum.

Parent Signature

Student Signature (unless kindergarten)