

**2020 – 2021**  
**PRAIRIE VIEW ELEMENTARY**  
**General Handbook Addendum**



The NPUSC Student and Parent  
**GENERAL HANDBOOK**  
Is also located online at  
[www.npusc.k12.in.us](http://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.**

**NPUSC MISSION**

Our Purpose is to Ensure High Levels of Learning for ALL Students.

**Prairie View Elementary School**

**Prairie View Elementary School Belief Statements**

WE BELIEVE ALL STUDENTS DESERVE:

- To be loved
- To be treated with respect
- Our best, purposeful instruction

- To feel safe
- Tolerance
- A fair chance to practice skills different ways without the threat of failure
- Time to master skills
- To learn in a way that is best for them
- To be listened to & heard
- To be respected
- To socialize with friends
- Assistance in solving problems in a positive way
- To be engaged in learning (Lean In & Learn)
- To be creative
- To make decisions about their own learning (Form of Product)
- The chance to make corrections
- To set purposeful goals
- To believe in themselves

**WE BELIEVE ALL ADULTS WILL:**

- Support each other in words and actions
- Show kindness, empathy, support and discipline
- Understand and practice the difference between Fair & Equal
- Understand and practice separating the Person from the Performance
- Know their students (the whole child)
- Employ purposeful planning for effective instruction
- Act upon reflections
- Set high expectations
- Create a classroom environment where students can take risks
- Provide conversation with higher level thinking prompts
- Serve as facilitators of educational development
- Encourage students to follow their passions
- Help children set goals and develop plans to reach them
- Believe anything can happen
- Provide guidance for students to make decisions (“How would you solve that?”, “What would you like to see done about that?”)

**IF WE LIVE BY THESE CONVICTIONS, WE BELIEVE THAT ALL STUDENTS WILL:**

- Be respectful
- Show “Personal Best”
- Be happy
- Will learn
- Participate in their own learning
- Be motivated and desire good things for themselves
- Use their imagination and creativity

- Make good choices
- Be proud of their accomplishments
- Advocate for themselves
- Build confidence

**SCHOOL IMPROVEMENT GOALS \* Full Plan can be accessed on-line.**

Goal #1 All Students will achieve or exceed NWEA RIT and Pass / Pass+ ILEARN Math.  
 Goal #2 All Students will achieve or exceed NWEA RIT and Pass / Pass+ ILEARN Reading.

**PRAIRIE VIEW SCHOOL DAILY SCHEDULE**

8:00 .....Teachers Arrive  
 8:30 ..... Students Arrive  
**\*\*\* Please Do Not Drop Students off before 8:15. We do not have supervision until that time.**  
 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. You will need a current driver’s license in order to receive a badge for entry. 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 on-line.

**PICK UP / DROP OFF IN FRONT OF SCHOOL**

**MORNING DROP OFF BETWEEN 8:15-8:30AM 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. If you choose to leave your car, you must park in a marked parking spot. **NO PARKING ALONG CURB.**

**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 (219) 325-9622 for more information.

**BOBCAT CLUB**

Bobcat Club is our after school 21<sup>st</sup> Century Program. It is open to all Prairie View students. Bobcat Club includes, homework help, fitness and nutrition activities, enrichment clubs like Lego Robotics, Tech Club, Young Astronauts Club, Spanish Club, Bio Med lessons, field trips, and more. Club is open 4 days a week from 3:15 until 5:00. 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 (219) 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. If you have Facebook, please join our PTO Facebook page. 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](http://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). End of the year picnics are permissible and may be held at the discretion of the teacher and homeroom parents and with the approval of the principal.

Please Note: All food items for approved celebrations other than Fall Celebration and Valentines Day 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 area 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 and grooming. 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 (spaghetti straps need to be covered)
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. Flip flops, high-heels, platform shoes, or unsafe footwear are prohibited from being worn at recess and P.E.
11. 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. 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](http://www.npusc.k12.in.us) to notify parents of delays or early dismissals.

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 on Infosnap**. Please see Emergency Closing information listed in General Handbook.