

Prairie Hills Elementary School

Parent/Student Handbook 2020-2021



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[PHE Home Website Link](#)

Welcome to Prairie Hills Elementary!

Our Vision

All Students will Learn to their Maximum Potential

Our Mission

To be an exemplary elementary school in Colorado

- ✓ All students will demonstrate academic growth to achieve their personal best.
- ✓ All students will demonstrate social and emotional learning in relation to self and others.
- ✓ Every Child, Every Classroom, Every Day

Our Values

We uphold four common commitments which we believe to be of the highest value and are non-negotiable at Prairie Hills Elementary:

- ✓ Bell to Bell Instruction and Learning
- ✓ Instruction and Assessment Align to the Colorado Academic Standards
- ✓ Highest Level of Collaboration and Communication Among All Stakeholders
- ✓ Highest Level of Student Learning and Engagement

We value our student, parent and community voices as a part of our group of stakeholders. We strongly encourage and welcome families to be involved in the educational process. Together we can ensure your child learns to his or her maximum potential.

Prairie Hills Elementary aligns our student expectations to Academy District 20. Please see Academy District 20's *Handbook of Students' Rights and Responsibilities and Annual Notifications to Parents* for School Year 2020-2021 by visiting the district website at asd20.org.

For more detailed procedures and guidelines specific to Prairie Hills, please read through our Parent/Student Handbook. If at any time you have questions or would like more information, please visit the school website or contact our school office. We are happy to assist you.

We look forward to working with you!

Dr. Becky Harris
Principal

Jess McReynolds
Assistant Principal

Parent/Student Handbook

Absences and Tardies

Prairie Hills aligns with District Administrative Policy on Student Attendance, JE, JH, JHB. We believe in the importance of consistent attendance at school to support the academic and social emotional well-being of all students. Students should only be absent from school in case of illness, unusual family difficulties, or emergencies. If your child is not going to be at school, please call the office at 234-5100 before 8:15am. If a student is absent and no call has been received, a Prairie Hills staff member will contact the parent to check on the student.

Punctuality and duration are important aspects of student attendance. Students are tardy if they arrive after the bell rings at 8:15am. Tardies accumulate for students who arrive late, leave early, or miss portions of the school day. If students are consistently tardy or absent, parents will be notified and a conference will be held with the Prairie Hills staff.

Address and Telephone Changes

Parents or guardians must ensure contact information in Infinite Campus is current for each student. If you have a change of address you must bring a copy of verification for the new address to the D20 central office. All phone numbers including home, work and cell numbers must be kept current as well as early release information, emergency contacts and persons authorized to pick up your child. This is critical so we can reach you in case your child becomes sick or injured at school. If you need technical assistance in updating this information, please email the District 20 help desk at help@asd20.org. We are unable to update the information in the school office.

Arrival and Dismissal

School starts at 8:15am and dismisses at 3:15pm

Students should arrive at school between 8:00-8:15am. Adult supervision starts at 8:00am. Between 8:00-8:15am, students should proceed directly to their classroom. If students arrive after 8:15am, parents must escort them into the building and sign them in at the Front Office. Dismissal is at 3:15pm and students should be picked up promptly at that time unless they are in an afterschool club or have made arrangements with their child's teacher.

AVID (Advancement Via Individual Determination)

We are an AVID school and it is embedded throughout our school day. AVID's mission is to close the achievement gap by preparing all students for college readiness and success with career readiness skills.

Before and After School Care "Adventure Club"

Adventure Club Before and After School Care program for students is offered on the Prairie Hills campus. This fee based program is available for students who may need child care before school 6:30-8:10 AM and/or after school, 3:15-6:00 PM. During school holidays and/or vacations, the program will be in session 6:30 AM-6:00 PM. Their number is 282-1377.

Bicycles/Scooters

Bicycles/scooters are to be WALKED once on school and/or park grounds. Bicycles/scooters should be locked to the bicycle racks and may not be brought inside for storage. The school is not responsible, in any way, for the safety of bicycles/scooters brought to school or for lost, broken or stolen bicycles/scooters.

Breakfast and Lunch

Student breakfast/lunch may be purchased which includes milk and juice. Students bringing a lunch prepared at home may purchase a milk or juice. A wide variety of lunch choices is available to purchase with cash or from the student's account. Please make checks out to Prairie Hills Elementary School. Children will be advised, with a hand stamp, when they have one lunch credit left. Please send money in advance of need. If a child does not have lunch money, they will be allowed up to two charges, after which time they will only be allowed to eat from the salad bar until the charges have been paid. Breakfast is served from 8:00am to 8:25am every school day. Parents are always welcome to come and join their child for breakfast or lunch. Please call the school before 8:30am to order an adult

lunch. You may check your child's lunch account or pay for lunches online at www.payforit.net. Free/reduced lunch applications are available in the front office or online.

Bullying

Prairie Hills aligns with District Administrative Policy on Bullying, JICDE. All types of bullying are unacceptable. We are committed to listening to and working with our stakeholders to ensure Prairie Hills is a safe and nurturing environment for all students. The only way Prairie Hills can respond to allegations of bullying is if we know about it. Please encourage your child to speak to a trusted school adult or make a report as a parent if you are aware of instances of bullying. Safe2Tell® is a way to anonymously report any threatening behavior that endangers you, your friends, your family or your community. To make a report using Safe2Tell®, call 877-542-SAFE (877-542-7233) or online at <https://safe2tell.org/?q=submit-anonymous-tip-report>.

Conduct of Students

Prairie Hills aligns with District Administrative Policy on Code of Conduct, JICDA. We believe that an important aspect of elementary education is teaching students behavior expectations. We use Positive Behavior Interventions and Supports to teach students expectations for various school environments. All expectations are taught and posted throughout the school. We address all expectations within our three B's: Be Respectful, Be Responsible, Be Your Best.

Counseling

The elementary school counselor is trained in understanding child development and in offering comprehensive programs to enhance success at school. The counselor teaches weekly lessons in the classroom for all students that align with Colorado Academic Standards and our Positive Behavior Interventions and Support system. The counselor also offers small group and limited individual counseling. Group sessions give students the opportunity to discuss problems, learn new skills, consider alternatives and consequences, and take responsibility for their choices. Parent permission is required for students to participate in group and individual sessions. Students may meet with the counselor by referral or self-initiated contact.

If you prefer your child NOT meet with the counselor, please write a note indicating your preference to your child's classroom teacher.

Discipline

Prairie Hills aligns with District Administrative Policy on Code of Conduct, JICDA. We believe every child is entitled to a quality education, and students should be able to learn in a school that is safe and orderly, where students respect their teachers, themselves and their classmates. We address all expectations within our three B's: Be Respectful, Be Responsible, Be Your Best. Parental support and follow through also encourages positive behavior. Prairie Hills is dedicated to communicating and working with parents if a discipline-related situation occurs.

Dress Code

Prairie Hills aligns with District Administrative Policy on Student Dress Code, JICA.

Guidelines for Regular School Days:

- Hats may only be worn outside the building and/or for appropriate, school-planned activities.
- Students should wear appropriate footwear and clothing for PE and other such activities.
- Weather conditions should determine a child's apparel as all students are expected to go outside for daily recess unless the temperature/weather prohibits outside play (usually when the temperature drops below 20 degrees Fahrenheit with wind chill).

Drop-Off/Pick-Up

Students may be dropped off and picked up in the drop-off zone in the east parking lot. Please do not park and leave your vehicle in any designated fire lane or the drop-off zone. Please follow traffic patterns and procedures as indicated by signage, parking lot markings, and staff on duty. Student arrival begins at 8:00am. There is no school supervision until 8:00am. Student dismissal is at 3:15pm.

Early Pick-Up from School

We discourage student pick-up during school hours, except for illness or emergencies. If a student must be picked up, a note should be sent to the child's teacher and the parent signs the student out at the Front Office. Students will only be called out of class once the parent has signed the student out at the office. Students will only be released to parents/authorized individuals. You will be asked to show your identification. See Absences and Tardies for more information on early pick-up from school.

Homework

Prairie Hills recommends the following homework times:

- Kindergarten-Second grades 10-30 minutes per day average
- Third-Fifth grades 30-60 minutes per day average
- Daily averages include home reading requirements of approximately 10-15 minutes per day

Health Aid/Medication

Parents/guardians will be notified if their child becomes ill during the day or if the problem cannot be remedied by simple first aid. ***It is very important that all information in Infinite Campus is up to date, so parents can be contacted promptly in emergency situations.*** By law we can only administer medication under certain circumstances. Medication is administered to students upon the specific request of the student's parent or guardian and with written permission from the student's physician or dentist (Policy JLCD). ALL medications must be brought to school by a parent/guardian. If it is necessary for your child to take medication at school you must complete the District Medical Release forms and the following guidelines must be met:

1. Over the counter medication: both written physician and parental permission is required for administering non-prescription medication purchased over the counter. Medication must be in the original container with directions attached. Cough drops require written parent permission.
2. Prescription medication: for prescription medication, the label shall state the student's name, name of the medication, when and/or how often it is to be given, the dosage, the name of the prescribing physician and the date of expiration.

Illness Guidelines for Academy District 20

Students with one or more of the following symptoms will be excluded from school until symptoms have resolved:

1. Temperature of 100.5 Fahrenheit or higher. Temperature must be normal for 24 hours, without the aid of medications, before returning to school. Students with flu-like symptoms should be free of symptoms for 24 hours before returning to school.
2. Constant runny nose.
3. Abnormal color or consistency of nasal or eye discharge.
4. Uncontrolled cough or unusual cough.
5. Frequent sneezing other than allergy related.
6. Lung or nasal discharge.
7. Vomiting or diarrhea in the last 24 hours. Symptoms must be resolved for 24 hours before returning to school.
8. If antibiotics are prescribed, student must receive the antibiotics 24 hours before returning to school.
9. Undiagnosed skin rashes and/or open lesions.
10. Infectious Diseases in School Setting - Guidelines for School Nurses and Personnel (Revised. Jan 2016) per Colorado Department of Public Health and Environment.

When a student is ill and misses school or leaves school early for illness, the student may not return to school the same day to attend parties, lunch with siblings, or after school or evening events. Students are allowed to return to school once the exclusion period is met, or a health care provider clears the student. Generally, if any of the following conditions apply, exclusion from school should be considered:

- If the student does not feel well enough to participate comfortably in usual activities.
- If the student requires more care than school personnel are able to provide.
- If the student has a high fever, behavior changes, persistent crying, difficulty breathing, lack of energy, uncontrolled coughing, or other signs suggesting a severe illness.

- If the student is ill with a potentially contagious illness and exclusion is recommended by a health care provider, the state or local public health agency, or these guidelines.

Internet Access

In order for students to have internet access, parents and students must sign a network user agreement online using their Infinite Campus Parent Portal login. To find instructions, go to www.asd20.org and click on the Parents tab, then click on Logins.

Lost and Found

Lost and found items are located in the cafeteria. Please have your child check it periodically. Items unclaimed before each school vacation will be donated to charity.

Parent Teacher Association - PTA

All parents are welcome to become involved in our Parent Teacher Association. PTA supports Prairie Hills by providing for the school through volunteer support and many fundraisers. Meetings are held monthly. Please see the website calendar for specific dates and times.

Parking

When visiting or volunteering in the school, please park in the marked parking spaces only. Do not park in unmarked spaces or in the fire lanes.

Parties/ Birthday Treats

Prairie Hills aligns with District Administrative Policy on Wellness, ADF. If you are sending food to school for any school function, please consider sending in healthy choices. Classrooms celebrate fall, winter and birthdays with fun activities and treats. Alternate activities will be arranged for those students who choose not to participate. Parents must notify the classroom teacher in advance if alternate activities will be needed. Treats are planned in advance by teachers and assisting parents. The teacher must be consulted prior to any party plans. Parents wishing to celebrate a child's birthday at school must make pre-arranged plans with the teacher.

Due to a number of life-threatening allergies in the building, **all treats must be purchased and cannot be homemade**. All classroom food must be packaged in the original container with a nutrition and ingredient label. Please consider sending healthy choices to help us encourage health and wellness within celebrations.

Birthday invitations may only be handed out before or after school, unless an invitation is offered to every child in the class. Teachers must focus their time on instruction and learning and are encouraged not to facilitate the exchange of contact information or personal invitations. Parents wishing to invite a child's classmates to a party are encouraged to communicate with other parents at arrival, dismissal, school events, or by sharing contact information through students.

Prohibited Items at School

Personal items not directly related to student learning should not be brought to school. The school is not responsible for ANY personal items brought to school which become lost, broken or stolen.

Report Cards and Conferences

Report cards are issued four times per year, after each nine-week grading period, and will be posted in Infinite Campus on the Parent Portal. Parent/teacher conferences are held at the end of the first and third grading periods. These conferences provide an individual opportunity to discuss your child's progress with the classroom teacher. All parents are requested to attend.

Safety Drills

Drills occur regularly to teach students the safest, quickest procedure for fire, tornado, and lock down situations. In the case of tornado warnings or lock down procedures, an all school announcement will be made indicating the necessary and appropriate actions for students and teachers. Whenever a class leaves a room for an emergency,

students stay with their teacher until they are given direction to return to class. Please help your child understand how important it is to follow the teacher's instructions quickly and quietly in an emergency or drill. Fire drills will occur monthly.

School Bus Transportation

Bus transportation is provided for many students living within the Academy District 20 attendance area. For more information, please call (719) 234-1410. It is important for students to understand that riding the bus is a privilege.

School Bus Expectations

To enhance safety on school buses, video and audio recording devices have been installed and may be in operation at any time. School expectations apply to buses as well.

School Grounds Supervision

Students are supervised on school grounds by school staff from 8:00am-3:30pm. School hours are 8:15am-3:15pm. **Students should not arrive on school grounds before 8:00am** and should leave promptly after school. If you need before or after school supervision for your child, Adventure Club before and after school care is offered at Prairie Hills. If students attend a before school club or breakfast, they must stay with the sponsor of the event until school supervision is provided at 8:00am. For safety reasons **NO pets, even leashed pets, are allowed on school grounds between 8:00am and 4:00pm.**

School/Parent Communication

Activities and events are posted on our website and school calendar. 20Alerts are sent to inform parents of situations, school closures, or school information via email/text. Students will bring home school flyers and other communication on Fridays.

Teacher email addresses can be accessed through Schoology. Email is the most efficient means of communication with your child's teacher. You may also call your child's teacher at 234-5100 and leave a message. Teachers attempt to respond to parent communication within 24 hours. Good communication with your child's teacher strengthens the school/parent relationship, which in turn supports your child's education.

Snow Days/Inclement Weather

Academy District 20 notifies students, staff and families of closures, two-hour delayed starts, and early dismissals. Parents can sign up to be notified by 20Alert phone calls through Parent Portal, check the district website at www.asd20.org, watch the news, or listen to the radio for details. If school is canceled due to weather, all school events/activities will also be cancelled INCLUDING Adventure Club before and after School Program

Two-Hour Delayed Start/Early Dismissal

In the event of a two-hour delayed start, school will begin at 10:15am. Breakfast will not be served, and bus pick up will be delayed two hours. In the event of an early dismissal, Colorado Springs TV and radio stations will broadcast early dismissals, in addition to district and school communication through 20Alert. Please make arrangements for your child's care if you will not be home. Students will be released at any time to parents who believe the weather conditions warrant that their child be taken home.

Visitors

We welcome parents and community members who wish to visit Prairie Hills Elementary. All visitors must sign in at the office and will receive a visitor badge. Classroom visits are permitted when scheduled in advance with the teacher. Non-school age children may not visit classrooms with their parents, but may join their brother or sister during lunch, when accompanied by an adult.

Volunteers

We welcome parents who are able to volunteer their time at Prairie Hills. Some departments in the school need more volunteers than others, so we encourage you to let your child's teacher and/or the Front Office know your

availability. Prior to donating time, we provide an orientation for our volunteers and develop a schedule so that the staff know when they can count on the extra help.

For the safety of all students, the district will conduct background checks on all volunteers who work with children on a regular basis. Parent volunteer forms and guidelines are available in the office. There is a cost for the background check. If you have completed a District 20 background check in a previous year, you do not need to do it again.