



# **Parent Information Packet 2017-2018**

## **Prairie Hills Elementary School**

8025 Telegraph Drive

Colorado Springs, CO 80920

Phone 719-234-5100

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<http://www.asd20.org/schools/phe>

**Dear Families,**

Welcome to Prairie Hills Elementary! We are extremely proud of the work that we have done at Prairie Hills. Our dedicated staff members work day-in and day-out to provide a world class education for all students. Hallmarks of that dedication are the work that we have done with curriculum, implementation of the AVID program in grades Kindergarten through fifth, our Power Library and the variety of after school activities and intramurals offered to meet the interests and needs of the whole child. Our staff will continue to do whatever it takes to make sure students achieve success.

We strongly encourage families to get involved in their child’s education. Our partnership with you is important in providing a great experience for the next generation of leaders. We are fortunate to have many opportunities to be involved in our school. These volunteer opportunities include supporting the office, classrooms and special events. We have a very active Parent Teacher Association (PTA) and a School Accountability Committee (SAC). The PTA supports Prairie Hills by providing volunteer support and organizing fundraisers that help raise money to support the academic needs of our students. SAC team members have the opportunity to work closely with members of the Prairie Hills staff to discuss and troubleshoot a variety of topics including the school budget, curriculum and programs offered at Prairie Hills.

We welcome you to our school community. We believe that a close relationship benefits the most important people we know... our students! We truly cherish the opportunity to serve you and your children. Please communicate with us if you have any questions, comments, or concerns. Our administrative team is here to support you.



Vicki Axford  
Principal



Beth Dowdy  
Assistant Principal

**District Mission**

The mission of Academy School District 20 is to educate every student in a safe and nurturing environment and to provide comprehensive, challenging curricular and extracurricular opportunities that meet the unique needs of every individual by expanding interests, enhancing abilities, and equipping every student with the knowledge, skills, and character essential to being a responsible citizen of our community, our nation, and the world.

**Our Mission**

Prairie Hills Elementary, a school-wide AVID community, prepares all learners for career readiness based on individual interests and abilities through personalized instruction, collaboration and character development. In partnership with families and community, we emphasize physical and emotional wellness in a safe and nurturing environment to maximize the academic achievement and confidence of every

learner to be risk takers, problem solvers, and responsible global citizens.

**School Hours**

Grades 1-5	8:15 AM – 3:15 PM
Kindergarten - Full Day	8:15 AM – 3:15 PM
Kindergarten - Morning	8:15 AM – 11:30 AM
Kindergarten - Afternoon	Noon – 3:15 PM

Students should not arrive at school before 8:00 AM as adult supervision starts at 8:00 AM. At 8:00AM, students should proceed directly to their classroom. If students arrive after 8:15 AM, parents must escort them into the building and sign them in. Adult supervision for afternoon kindergarten begins at 11:55. Dismissal is at 3:15 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

**School Lunch and Breakfast**

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 7:45 AM to 8:10 AM every school day. Parents are always welcome to come and join their child(ren) for breakfast or lunch. Please call the school before 8:30 AM to order an adult lunch. You may check your child’s lunch account or pay for lunches online at [www.payforit.net](http://www.payforit.net). Free/reduced lunch applications are available in the front office or online.

**School 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.

### **Student 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 refer to our traffic procedures for detailed information and traffic patterns in the parent information inside. Please do not drop off students prior to 8:00am, as there is no supervision until 8:00. Students are dismissed at 3:15 at the end of the day.

### **Student Expectations**

Prairie Hills Elementary supports high academic and behavioral standards and expects that students will:

- dress appropriately for school (i.e. seasonal changes, activities, PE)
- arrive on time, ready to learn
- choose safe behaviors at school, in the community and at home
- follow school rules and district policies
- develop an enthusiasm for learning
- have respect for themselves and others
- listen to, and respect, the opinions of others
- respect others in classrooms and in common areas
- respect personal and school property
- have a sense of conscience and begin to develop ethical standards of conduct
- act responsibly in social settings (i.e. resist negative peer pressure, help others, ability to interact with others)
- make good choices and understand consequences
- maintain high grades
- pay attention and participate in class
- participate in work groups
- develop organizational skills
- complete and return all class work on time
- complete and return all homework assignments on time
- demonstrate proper health and hygiene, and use appropriate language at all times

### **Student Attire**

The student attire should reflect the attitude of students toward their job - learning. We encourage our students to dress in a neat and attractive manner that reflects pride in themselves and their school. We are confident in the judgment of parents in the selection of school clothing that is appropriate for school. Please help your child comply with District 20 basic dress guidelines:

- Shorts and skirts must go to the fingertips when arms are stretched out.
- Shirts showing skin in the mid-torso or shoulder tops are not permitted (no midriff shirts, spaghetti straps, muscle shirts etc.). No underwear should be exposed.
- Any gang related clothing, or clothing that can be interpreted as such, is not permitted.
- Hats are not allowed to be worn inside the building.
- Clothing with inappropriate language or pictures (as determined by building administration) is not allowed.
- Students should always wear comfortable appropriate footwear and clothing for PE days and other such activities.
- Shoes with embedded wheels can only be worn with the wheels taken out.
- No perfume or cologne is to be worn by students.
- Weather conditions should determine a child's apparel because children spend a part of each day outside playing. ALL students will be 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).

- An administrator may request a student be sent home or clothing be brought from home, if it is determined that their clothing and/or hairstyle is considered a distraction to the learning process.

### **Absences and Tardies**

In accordance with Colorado State law, it is the obligation of every parent to ensure that every child under his/her care and supervision who has attained the age of seven years, and is a registered student in Academy District 20, receives adequate education and attends school. Regular student attendance is expected of all students. Students should only be absent from school in case of illness, unusual family difficulties, or emergencies. Family vacations are not excused absences. If a student is absent and no call has been received from a parent or guardian, a Prairie Hills staff member will contact the parent to check on the whereabouts of the student. If your child is not going to be at school, please call the office at 234-5100 to report it before 8:15 AM. Punctuality is one of several self-disciplines the school encourages in its students. When students are consistently tardy (arriving after 8:15 AM) parents will be notified. Parents of students with repeated tardiness or absences will be notified and a conference will be held with the Prairie Hills administration. If your student is tardy, a parent needs to sign him or her in at the office upon arrival.

### **Address and Telephone Changes**

Parents or guardians must ensure emergency 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](mailto:help@asd20.org). We are unable to update the information in the school office.

### **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**

Children may ride bicycles/scooters to school if parents have instructed them with bicycle/scooter safety instruction. Parents must accompany kindergarten students riding bikes/scooters. Helmets must be worn. Bikes/scooters are to be WALKED on

all school and park sidewalks, and should be locked to the bicycle racks. The school is not responsible, in any way, for the safety of bicycles/scooters brought to school. Bringing a bicycle/scooter to school is a privilege. Students who choose to disobey the bicycle/scooter rules will lose the privilege of riding to school. Bicycles/scooters may not be brought into the building for storage. The school is not responsible for lost, broken or stolen bicycles/scooters.

### **Bullying (administrative policy JICDE):**

In keeping with the mission statement to educate every student in a safe and nurturing environment, the district supports a school climate that is free from threats, harassment and any types of bullying behavior. All types of bullying are unacceptable. "Bullying" is defined in district policy JICDE and state law as "any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student." Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services. Bullying does not necessarily include all conflicts between students. A student who engages in an act of bullying and/or a student that takes retaliatory action against a person, who in good faith reports an incident of bullying, is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. The district cannot respond to allegations of bullying unless it knows about them. Please tell an adult in your building if your child has been bullied or is a witness to 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).

### **Cell Phones and other Electronic Devices**

Policy JICJ allows students to carry electronic communication devices approved by the building principal, but these devices must be turned off and put away during instructional time unless they are used for instructional purposes and with approval of the teacher. During non-instructional time, school staff may restrict students' use of such devices if, in their judgment, use of the devices interferes with the educational environment. Violation of this policy may result in disciplinary action and confiscation of the electronic communication device. A conference between the parent/guardian, student and school personnel may be required in the event an electronic communication device is confiscated.

### **Character Education**

Over the year, we focus on 10 character traits, which are supported in all areas of the school. Character Traits by Month are:

<b>August</b>	Acceptance	<b>September</b>	Respect
<b>October</b>	Responsibility	<b>November</b>	Hope
<b>December</b>	Compassion	<b>January</b>	Honesty
<b>February</b>	Kindness	<b>March</b>	Perseverance
<b>April</b>	Courage	<b>May</b>	Citizenship

### **Child Custody**

In the event of a divorce, both parents usually have a right to information regarding their child. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. It is the responsibility of the parents to provide the school with current custody papers. Unless your court order is on file with us, the school must provide equal access rights to both parents.

The district protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child's education records unless disclosure is covered by one of the exceptions in FERPA (see administrative policy JRA/JRC). If you wish to allow a third party (for example, a step-parent) access to personally identifiable information from your child's education records, please contact your building administrator to request a third party consent form. Each parent or guardian must complete the form and have his or her signature notarized. Return the notarized forms to your building administrator. The permission will be effective until a parent/guardian revokes permission in writing and submits the revocation to the building administrator.

### **Counseling**

The elementary school counselor is trained in understanding child development and in offering comprehensive programs to enhance success at school. Life Skill activities are conducted on a regular basis for all students throughout the year. 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. Children 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**

Every child is entitled to a quality education. Students should be able to learn in a school that is safe and orderly, where students respect their teachers, themselves and their classmates. At Prairie Hills, we have three school expectations: Be Responsible, Be Respectful, and Be a

Problem-Solver. Parental support and follow through also encourages the development of respectful attitudes.

The principal and/or assistant principal may become involved in the discipline of a student. Repeated infractions or those of a severe or serious nature may result in suspension from school. Reasons for suspension include: continued willful disobedience or open and persistent defiance of proper authority, willful destruction or defacing of school property, behavior which is detrimental to the welfare, safety, or morale of other students or of school personnel, and violations of a serious nature (drugs, weapons, etc.). Parents will be contacted at the earliest opportunity regarding these disciplinary actions. Less serious referrals may result in one or more of the following consequences: verbal reprimand, loss of privilege, parent contact, removal from class or other school setting, confiscation of prohibited item, conference with counselor/parent and/or teacher, loss of privilege(s), detention, community service at the school, plan for improvement, in-school suspension or other consequences deemed appropriate by the school administration.

Appropriate behavior is expected of students in the classroom, specials classes, on buses, at bus stops, on field trips, throughout the school building, and on all school property. Students are reminded that their conduct is always on display. At Prairie Hills Elementary School, remember that disrespectful behavior, swearing, shouting, intimidation, vulgar or profane language, pushing, shoving, fighting, throwing rocks/sticks or other harmful behavior is not acceptable. Students are growing up, and in this process, need to develop self-discipline to monitor their own behavior. Personal pride and pride in one's school are important characteristics for students to develop.

### **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 MUST sign the child out through the office, and then the student will be called out of class. Students will only be released to parents/authorized individuals. You will be asked to show your identification.

### **Homework**

Academy District 20 believes that homework is an extension of the classroom and is a vital part of each student's education. Homework benefits students not only by promoting academic success, but also by providing valuable opportunities to build important character traits. It also establishes a direct line of communication, which helps parents to remain involved with their child's progress on a consistent basis. The following are the Prairie Hills recommendations of homework time: Kindergarten-Second grades: 10-30 minutes per day average. Third-Fifth grades: 30-60 minutes per day average (daily averages include daily home reading requirements of approximately 10-15 minutes.).

### **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](http://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.

### **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**

Students will celebrate fall and winter with classroom wellness celebrations. 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. Refreshments 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 may bring non-food items such as pencils, stickers, etc. Students may not hand out personal invitations to parties at school. 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 list of ingredients attached. Prairie Hills encourages students to be healthy in their eating habits. Some ideas for healthy snacks and party ideas include:

- String cheese
- Pudding made with low-fat milk
- Natural cheeses such as cheddar or mozzarella
- Cottage cheese
- Tomato juice or V-8 juice
- Yogurt
- Whole grain crackers
- Fresh, canned, frozen or dried fruit
- Raw vegetables with low-fat ranch dressing
- Whole grain bagel with cream cheese
- Lite popcorn
- Angel Food cake with fruit
- Low-fat popcorn
- Animal crackers
- Pretzels
- Fig Newtons
- Graham crackers
- Vanilla wafers

### **Positive Behavior Intervention Support (PBIS)**

Prairie Hills is a Positive Behavior Intervention Support school, where we follow school-wide behavior guidelines. In addition, students receive Pride Cards for displaying one of the 3 B's (Be Respectful, Be Responsible, Be a Problem Solver.) Once a student receives 20 punches on their card, they can turn it in to receive recognition, prizes or other incentives from the prize box. Our monthly pride assemblies and star student of the month awards serve to recognize and encourage the 3 Bs behaviors in our students. Our 3Bs handbook will be provided to each family at the beginning of the school year; please read and review this with your child.

### **Prohibited Items at School**

Personal items, not directly related to student learning, should not be brought to school. These items include, but are not limited to: personal electronic or battery operated devices, sentimental keepsakes, toys, skateboards, baseballs, baseball bats, in-line skates, Heelys, racquetballs, etc. The school is not responsible for ANY personal items brought to school which become lost, broken or stolen.

### **Report Cards and Conferences**

The Prairie Hills staff is committed to frequent communication among students, teachers, and parents. 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. Teachers are available for additional conferences as needed.

### **RtI/MTSS**

Prairie Hills uses the RtI/MTSS process model, which is designed to improve educational outcomes for all students. RtI stands for Response to Intervention, an approach that promotes a well-integrated system connecting general, gifted, and special education in providing high quality, standards-based instruction and intervention that is matched to students' academic, social emotional, and behavioral needs.

### **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 concerning bus transportation, 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 busses as well.

### **School Grounds Supervision**

Children will be supervised on school grounds, by school staff, beginning at 8:00 AM and until 3:30 PM after school.

**Students should not arrive on school grounds before 8:00 AM** 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 8:00 AM. For safety reasons **NO pets, even leashed pets, are allowed on school grounds between 8:00 AM and 4:00 PM.**

### **School/Parent Communication**

An activities/events calendar is posted on our web page. 20Alerts are sent to inform parents of situations, school closures, or school information via email/text. Students will bring home a Friday folder with school flyers or corrected work. Please return your child's Friday folder every Monday.

Teacher email addresses are on the school web site. This is the most efficient means of communication with your child's teacher. You may also wish to call your child's teacher at 234-5100 and leave a message. Teachers should 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 learning and growth.

**Snow Days/Inclement Weather:** Academy District 20 will make a decision by 6:00 AM about closing school. Parents can sign up to be notified by 20Alert phone calls through Parent Portal, check the district website at [www.asd20.org](http://www.asd20.org), watch the news or listen to the radio for details.

**Two-Hour Delayed Start:** If adverse weather conditions appear to be developing during the 5:30 AM decision time, the superintendent may delay the start of school for two hours. Local TV/radio stations will be informed by 5:30 AM that the starting time for District 20 Schools will be delayed for two hours. School will begin at 10:15 and morning kindergarten students attend from 10:15-11:30 AM. Breakfast will not be served, and bus pick up will be delayed two hours. The decision whether the schools will be open or closed will be made before 7:30 AM. If school is canceled due to weather, all school events/activities will also be cancelled **INCLUDING** Adventure Club before and after School Program.

If school is in session when a storm develops during the day, a decision may be made by 10:30 AM to send students home early. Colorado Springs radio stations will broadcast early dismissals. Please make prior 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.

### **Visiting/Volunteering**

We strongly encourage parents and community members to visit or to volunteer at Prairie Hills Elementary. **All visitors and volunteers MUST sign in at the office and will receive a visitor or volunteer's badge.** Non-school age children may not visit classrooms or volunteer with their parents, but may join their brother or sister during lunch, when accompanied by an adult.

The safety of your child and every other child who attends a District 20 school is our number one priority. For this reason, 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 2 background check in a previous year, you do not need to do it again. Please know your dedication to helping students learn through volunteering in the classroom is valued and appreciated.

### **Watch Dog Dads**

Watch Dog Dads is a program for Dads, Grandfathers, and Uncles etc. who volunteer on a chosen day during the school year to support students during pick-up, drop-off, recess/lunch and classroom activities by being present and interacting with them. This is a great way to get involved in your child's education! Our school background check is required prior to participation. Please look for the Watch Dog Dad information night at the beginning of the school year, or you may contact the office for more information.