



"Anywhere From Here"

Prairie Winds Elementary School

Student/Parent Handbook 2009 - 2010

PLC Days (No School)

There will be seven (7) total PLC days this year for Prairie Winds Elementary. There will be no classes on the following dates:

**August 28, 2009
November 13, 2009
November 16, 2009 *
December 18, 2009
January 15, 2010
April 23, 2010
May 10, 2010 ***

****Preschool in Session***

Other Closures:

**September 7, 2009 (Labor Day)
October 2, 2009 (Teacher Work Day)
October 15, 2009 (Conferences)
October 16, 2009 (School Closed)
November 23-27, 2009 (Thanksgiving Break)
Dec. 21, 2009 - Jan. 4, 2010 (Winter Break)
January 18, 2010 (MLK, Jr., Day)
February 12, 2010 (Teacher Work Day)
February 15, 2010 (Presidents Day)
March 5, 2010 (School Closed)
March 22-26, 2010 (Spring Break)
April 2, 2010 (Teacher Work Day)
May 7, 2010 (Team Planning Day)**

Mark your calendars: Parent-Teacher Fall Conferences will be held on October 14th from 4:00-8:00 p.m., and on October 15th, from 8:30 a.m.-7:30 p.m.

Spring Conferences will be held on March 3rd and March 4th, each from 4:00 p.m. until 8:00 p.m.

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MISSION STATEMENT

Prairie Winds is a community of learners where all are valued and expected to succeed. Members of the Prairie Winds community -- students, staff and families -- are collectively responsible for ensuring academic, social and emotional growth for life-long learning in an ever-changing world.



"Anywhere From Here"

WELCOME TO PRAIRIE WINDS ELEMENTARY SCHOOL

Dear Prairie Winds Families,

On behalf of the staff of Prairie Winds Elementary School, it is my pleasure to welcome you to a new and exciting school year. For those of you who have attended our school in the past, we are so glad you are returning. And, for those of you who are new to our school, we are pleased to have you join us!

I am excited to be your child's principal, and I look forward to getting to know you this year.

Your child's success in school is enhanced when there is a mutually supportive effort between family and school staff. Your support and involvement are always welcome at Prairie Winds. There are many ways to be involved, including opportunities to volunteer, or simply having lunch with your child once in a while.

This handbook is a guide and source of information about Prairie Winds and the Lewis-Palmer School District. It contains specific policies, expectations, and lots of pertinent information. Please save this handbook and refer to it as needed throughout the school year.

Again, I welcome you to what we hope will be your best school year yet!

Fondly,

Aileen Finnegan
Principal

SCHOOL HOURS

Supervision of students begins at 8:50 a.m., with first bell at 8:55 a.m. and classes beginning at 9:00 a.m. Classes end at 3:50 p.m. Half-day kindergarten hours are as follows:

A.M. 9:00 a.m. to 12:00 noon

In the past, children were brought to school earlier than 8:50 a.m. This creates a problem for us with supervision. Understanding that child care may be a problem for you, we would like to apprise you of the fact that we have a YMCA child care program available here at Prairie Winds.

Lunch and recess times:

TIME	PLAY	EAT	READ & RELAX	HOUSE
10:55 - 11:35	10:55 - 11:05	11:05 - 11:25	11:25 - 11:35	Bobcat
11:15 - 12:00	11:15 - 11:25	11:25 - 11:50	11:50 - 12:00	Wolf
11:45 - 12:25	11:45 - 11:55	11:55 - 12:15	12:15 - 12:25	Bighorn Sheep
12:05 - 12:45	12:05 - 12:15	12:15 - 12:35	12:35 - 12:45	Black Bear/Fox

Delayed start and early dismissal lunch schedule:

EAT	HOUSE
11:05 - 11:25	Bobcat
11:25 - 11:50	Wolf
11:55 - 12:15	Bighorn Sheep
12:15 - 12:35	Black Bear/Fox

School phone number: 559-0800

School fax number: 559-0805

PRAIRIE WINDS BEHAVIOR EXPECTATIONS

Prairie Winds Students:

- Actively participate in their learning -
- Take care of their environment -
- Respect all members of their learning community.

Lunchroom Rules:

Prairie Winds students are expected to exhibit the same manners and behavior in the cafeteria, as shown when eating at home with family.

Assembly Rules:

1. Sit in designated area and remain seated throughout performance.
2. Remain quiet during performance.
3. Enjoy the performance and show it by applauding appropriately!
4. Remain seated and quiet until dismissal by class.
5. Be prepared to discuss what you experienced or learned after the assembly.

Playground Rules:

- Be safe
- Be respectful
- Include others

BULLYING

According to Colorado State Statutes (Section 22-32-109.1(2)(a)(X), C.R.S.(2002)

"Bullying" is any written or verbal expression, or physical act or gesture or pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events.

Bullying will not be tolerated in the Lewis-Palmer Schools. Bullying will be treated as a disciplinary matter and handled accordingly. All bullying activities will be documented and result in notification of parents/guardians. Bullying activities **MAY** also result in one or more of the following. . .

- Mandatory attendance at meetings during or after school hours
- Detention
- Suspension
- A recommendation for expulsion
- Notification of policing authorities

**Prairie Winds Elementary
School-Wide Discipline Policy and Procedures**

Dear Parents,

At Prairie Winds Elementary School, our goal is to create a safe, caring and productive environment for all students. In order to reach this goal, we have instituted the following discipline policy and set of procedures, which will be followed consistently by all students, teachers and staff at Prairie Winds Elementary.

If you should have any questions about this policy, please call me at your earliest convenience. Along with this policy, you have received a form to sign indicating that you have read and understand our goals and our policy. Please return this to the office. All staff in the school understands and agrees to follow these procedures to keep our children safe, secure and productive.

**Aileen Finnegan
Principal**

Discipline Policy and Procedures

1. Students are given a single reminder about inappropriate behavior in the classroom.
2. Following a reminder, a brief (2-minutes or less) time-out or thinking time will be arranged for the student to gain self-control, after which the student will return to the lesson or activity. (Flagrant or repeated misbehavior may eliminate the reminder step.)
3. If, during time-out, the student continues to behave inappropriately, a "buddy-teacher" will be sent for by the classroom teacher. The "buddy-teacher" will accompany the student back to her/his room for a time-out for the rest of the period, after which the student will return to her/his own room to resume regular activity.
4. Should a student become disruptive in the "buddy-teacher's" classroom or continue to misbehave upon return, the "buddy-teacher" will send for the principal or designee to retrieve the student and escort him/her to the office for a time-out until the end of the period or such time as the principal determines that the student is ready to re-enter the classroom. In this case, parents will be notified that step four has been reached. This will require that a parent come to school or call at the beginning of the next day to confer with the teacher to re-establish expectations at the outset of the new school day.
5. In extreme situations, where a student may be physically out of control, a teacher may remove his/her class from the situation and ask for assistance from the office.
6. Adults will use physical restraint to escort a child only in instances where the physical well-being of a child or adult is threatened.
7. The above procedure is utilized for out-of-control behavior in order that children regain their self-control in the shortest time possible. Other logical consequences such as loss of privilege or an "apology of action" may be suitable for other misbehavior. In such cases teachers work with students to improve their behavior through these and other appropriate means that are reasonable and respectful of student needs.
8. For some children, these steps to self-control may not be enough or may not be successful. In such cases, specific behavior management plans may be developed with the knowledge and help of parents, teachers, specialists and administrators.

LEWIS-PALMER SCHOOL DISTRICT 38
Notification of Rights under FERPA for Elementary and Secondary Students

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to students' education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

District 38 will/may publish information relating to students in a district directory that includes name, address, and telephone number. Other publications may also include students' gender, email, activities, class standing, date and/or place of birth, dates of attendance, disciplinary records, and additional information as decided by District 38 officials.

Parents or eligible students may restrict the release of directory information or other information as stated above, except to school officials with legitimate educational interests and others as indicated. To do so a parent or eligible student must make the request in writing to the Assistant Superintendent of Student Learning, P.O. Box 40, Monument, CO 80132. Once filed, this request becomes a permanent part of the student's record until the parent or eligible student instructs the school to have the request removed.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

(2009-2010)

8.

PRAIRIE WINDS ATTENDANCE PHILOSOPHY

We believe consistent attendance at school is critical to a child's successful learning experiences. Excessive absences will detract from student learning. Reproducing the learning missed is virtually impossible, as our classrooms are places of active learning where students interact with each other, engage in hands-on science activities, learn a very sequential mathematics program, and actively process poetry and

literature. These learning activities cannot be duplicated with worksheets or workbook pages. Sometimes the student absence occurs during introduction of a new concept or a concept needed as a base for future learning, causing the student to have a gap in learning that could affect future understanding and grades.

In order to maintain high attendance and strong academics -

1. Call in on morning of absence.
2. For absences not related to illness or family emergencies, and longer than three (3) consecutive days:
 - a. Call the office and speak to the principal or write a letter to the principal. (Absences will be considered unexcused if this call is not made or a letter not written --- unexcused = zeros for period of time absent).
 - b. School work missed will be compiled for the student and given to him/her upon his/her return. It will be the responsibility of the parent and the student to ensure that work is completed. Students will be allowed two days for each day absent to complete work missed.
 - c. If, in the opinion of the teacher and the principal, the prolonged absence will have an inordinately detrimental effect on the student, a conference with the parents will be initiated.

Parents are asked to help us maintain our goal of 95% or better attendance rate at Prairie Winds Elementary School by carefully assessing their role in promoting good attendance habits in their children.

9.

PARENT TEACHER ORGANIZATION (P.T.O.)

When your children become part of our school, you automatically become part of our P.T.O. We hope you will become actively involved in the school projects this year. P.T.O. is a support group that can help provide opportunities for our children that they

otherwise might not be able to receive. Prairie Winds Elementary and your children need your help. Some of P.T.O.'s activities include an excellent volunteer program, fund raising projects, playground development, school spirit days, and monthly school programs. Help us make a difference!

P.T.O. 2009-2010

President:	Michelle Zeutzius
Vice-President:	Vacant
Secretary:	Janet Duncan
Treasurer:	Kim Briding
Volunteer/Party Coordinators:	Julie Barhydt and Marlena Bame
Hospitality Coordinator:	Sue Hippe
Spirit Wear Coordinator:	Cindy Salamone
Fundraising Coordinators:	Melinda Vanderoef, Tina Pierce & Anne Marie Pacitto
Assembly Coordinator:	Tim O'Grady
Book Fair Coordinators:	Melanie Oliver and Lori Wise
Box Tops Coordinator:	Terri Peterson
Yearbook Coordinator:	Maryam Eaton
Student Directory Coordinator:	Liz Turner

VOLUNTEER PROGRAM

This is a major component of the Parent/Teacher Organization and involves the use of community volunteers assisting in the educational programs at Prairie Winds Elementary School. Volunteers can be parents, grandparents, or any community member wishing to provide extra help and support to our teachers and staff members. If you have a desire to be part of a vibrant and dynamic school and have some time you would like to give, we can use your help. Please call one of our Volunteer Coordinators or the school office, if you have an interest or an area where you would like to help.

Volunteer Coordinators
2009-2010

Julie Barhydt and Marlene Bame

10.

ACCOUNTABILITY COMMITTEE

This is an organization, which allows you to have input into the goals, plans and programs of Prairie Winds Elementary. Typically, accountability members take part by assessing the needs of the school in various ways and by monitoring our Accreditation Plan. Members can select several priorities each year to focus on in an effort to continually improve the educational process. This group plays a vital role at Prairie

Winds, and we hope you will look at accountability as a way of participating in your child's education. **The Prairie Winds' Accountability Chairperson for 2009-2010 is Melinda Vanderoef.**

EMERGENCY SCHOOL CLOSINGS

Schools may be closed unexpectedly, or cancelled due to severe weather, power failure, heating problems or other reasons. Make certain your child knows what to do if you are not at home and school is dismissed early. Parents should listen to KRDO (95.1 FM), KSSS (740 AM) or KOA (850 AM) for current status of school closings. When schools are closed because of weather, all school activities or other activities at the building are also cancelled. If parents decide a child should remain at home because of bad weather, even though school is not cancelled, the school should be called the same as for any absence.

There will be the possibility of a delayed start in the event of questionable weather. Students will report to their bus stop 2 hours later than usual. A.M. Kindergarten will be cancelled. If weather conditions do not improve, school will be cancelled by 7:45 a.m.

LUNCHROOM & PLAYGROUND PROCEDURES DURING COLD WEATHER

1. Principal determines whether students have indoor or outside recess depending on temperature. (Weather factors considered are temperature, wind speed & precipitation.)
2. Sometimes when students do go outside for recess, they may be brought back in after 5 or 10 minutes, depending on their age and on weather condition changes.

11. HEALTH/MEDICATION POLICY

COLORADO STATE LAW requires that all students be immunized before being allowed to attend public school. We do keep a comprehensive health record on each student in the school's health office.

New students to the District are also asked to fill out a medical history. This information enables us to give students the best care possible.

The following procedure must be followed for medication to be given at school:

PRESCRIPTION MEDICATION **MUST** come in the bottle dispensed by the pharmacy and must state:

1. Student's name;
2. Doctor's or licensed prescriber's name prescribing the drug;
3. Name of the drug, dosage, and time the drug is to be taken; and
4. The bottle must be dated.

A Medical Permission form must be filled out by the parent and signed by the physician or licensed prescriber for **ALL** medications. Forms are available in the school office.

OVER THE COUNTER MEDICATION, such as Tylenol, cough drops or cold medication, **MUST** come in the bottle or box they are purchased in. The student's name must be on the container. Medicines must be taken directly to the school's office before the beginning of the school day and not kept in the possession of the student. Again, a Medical Permission form, as referred to above, must be completed and signed by both parent and physician or licensed prescriber's name.

A **SIGNED NOTE** from the parent or guardian **MUST** accompany **ALL** medication. The note should state:

12.

1. Student's name;
2. Name of medication;
3. Amount of medication to be given;
4. Time medication is to be given; and
5. Permission for the school to administer medication.

It is critical that parents bring in all medication (whether over-the-counter or prescribed) to the school office and not send it with their student in a backpack. **NO MEDICATION WILL BE GIVEN IF IT COMES IN A BAGGIE, PLAIN BOTTLE, ENVELOPE, ETC.** ...the parent will be called and notified that the medication will not be given. This is not meant to inconvenience you, but to ensure the health and well-being of all students. To ensure the safety of all children, these policies must be strictly followed.

SCHOOL GUIDANCE AND COUNSELING SERVICES

The purpose of the school guidance counselor is to provide support for all students in the areas of academic progress, along with social and emotional development. This support is for students, parents, teachers, support staff and building administration. The five key components of Responsive Classroom (cooperation, assertion, responsibility, empathy and self-control) are the foundation for each child's social/emotional development at school. The school counselor communicates with all individuals who are involved with student learning, assessment, and programming. The counselor utilizes resources available throughout the community.

13.

LUNCH PROGRAM

Hot lunches are served daily in the cafeteria to those students who wish to purchase them at a cost of \$2.25 per lunch (milk included).

Parents are asked to purchase weekly or monthly tickets in order to minimize Food Service personnel's bookkeeping responsibilities. Checks should be made out to Lewis-Palmer Hot Lunch Program.

Students who bring a sack lunch and would like milk to drink may purchase a carton of milk for 55 cents in the cafeteria. Please do not send the following:

- soda in bottles
- drinks with red or orange dye

We would like to have parents come to lunch occasionally with their children. Adult lunches are \$3.00 without milk. You are welcome to join us. If you plan to order an adult hot lunch, please call the office before 9:15 a.m. on that day to do so. *If your child will be late to school and plans on eating a hot lunch, you must also call before 9:15 a.m. to order a hot lunch.*

If your child is allergic to milk, please send us a note stating that fact. We do not offer any other drink but milk, so you may want to send a substitute juice or liquid with your child. Water, of course, can be provided at the school.

PRAIRIE WINDS' HOMEWORK POLICY

1. Homework must be relevant and purposeful.
2. It should not exceed 10 minutes per grade level per night. (ex.: K-10 mins., 1st-20 mins., etc.)
3. It needs to be something students understand and can usually do on their own.
4. It will consistently include literacy and math.
5. Long, involved projects will be done primarily at school with extensive teacher direction and support.

14.

PRAIRIE WINDS DRESS CODE

All students are expected to be clean, neat in appearance and dress appropriately at all times. Extremes of any kind of fad or wearing apparel which calls undue attention to the person or interferes with the functioning of the classroom is not acceptable. Halter tops, tank tops, or muscle shirts are not permitted. Appropriate shorts are permitted during warm weather. During cold weather, children should have warm

clothing since they spend a part of every day in outside play. NO CAPS ARE ALLOWED IN THE SCHOOL BUILDING.

The building principal shall have authority in determining appropriateness of dress and enforcement of policy.

ENRICHMENT CLASSES

Prairie Winds Elementary School offers many before and after school activities for children. Much of what is offered will depend on those teachers and community volunteers willing to give their time and expertise, and also upon the interests of our children. Those interested in teaching an enrichment class may contact the volunteer coordinator or school office.

PHYSICAL EDUCATION CLASSES

All Prairie Winds boys and girls are required to participate in a regular program of P.E. If there are any medical or physical reasons why your child should not participate, please inform the P.E. teacher at once. During the school year if your child is not feeling well and needs to be excused from P.E. class, please send a note with him/her. A doctor's statement is needed if a child is to be excused from P.E. for more than a week.

The appropriate dress for class is sneakers for everyone. Girls are also requested to wear a pair of shorts or slacks. Boys may wear anything appropriate that is consistent with school policy.

15.

PARENT VISITATIONS

Parents are very welcome to visit Prairie Winds Elementary. We invite you to come eat lunch with your child or visit your child's classroom. Please contact the school office before a visit, so we can arrange for lunch or check the schedule of the classroom you would like to visit. When visiting, parents need to sign in and receive a badge to wear while in the building.

INFORMATION CENTER

The Information Center houses the library and the technology lab. Developing the skills necessary to use the resources located in the Center is the focus of instruction for both the Media Teacher and the Technology Teacher. Resources include Dell laptops, Dell PC's, software, Internet access, digital cameras, projection equipment, a scanner, library books and other printed reference materials. Your students will be coming to the Information Center based on instructional needs driven by classroom curriculum.

LOST AND FOUND

A lost and found clothes rack is maintained in the Commons. We encourage parents to mark items with the child's name. Small items, such as jewelry, glasses, etc., are taken to the office; students who find money should turn it in at the office. Bus drivers also maintain lost and found items on each bus.

CLASSROOM PARTIES

Classes generally have three parties during the year. They are Fall, Winter and Valentine's Day Parties. Birthday parties will not be held at school. Children may bring treats to their class to celebrate birthdays if prearranged with the teacher. We also do not allow the handing out of birthday party invitations at school, as it may be hurtful to those not receiving one.

16. SCHOOL TELEPHONE

The school telephone is for school business only. Students will not be permitted to use the phone to call for rides, homework, books, or supplies, unless the teacher gives approval. In case of illness, the school will call home. REMEMBER to give your child instructions as to where he should be after school for lessons, doctor appointments, etc. It is most difficult and time consuming to deliver messages to individual students. Messages for students will not be delivered after 3:20 p.m., unless it is an emergency.

LATE ARRIVALS AND MID-DAY APPOINTMENTS

Parents must sign for students both when they check them out of school and when they return. *Parents must sign students in at the front office when late for school, to avoid an unexcused tardy in their students' attendance records.*

INFORMATION RELATED TO STUDENT SAFETY

Before & After School:

- Students must use sidewalks and crosswalks;
- Students who ride bicycles must wear helmets;
- Students must walk their bicycles on sidewalks and through crosswalks;
- Students should be encouraged to buckle their seat belts before leaving the school parking lot;
- Use of cell phones should be avoided in the school parking lot.