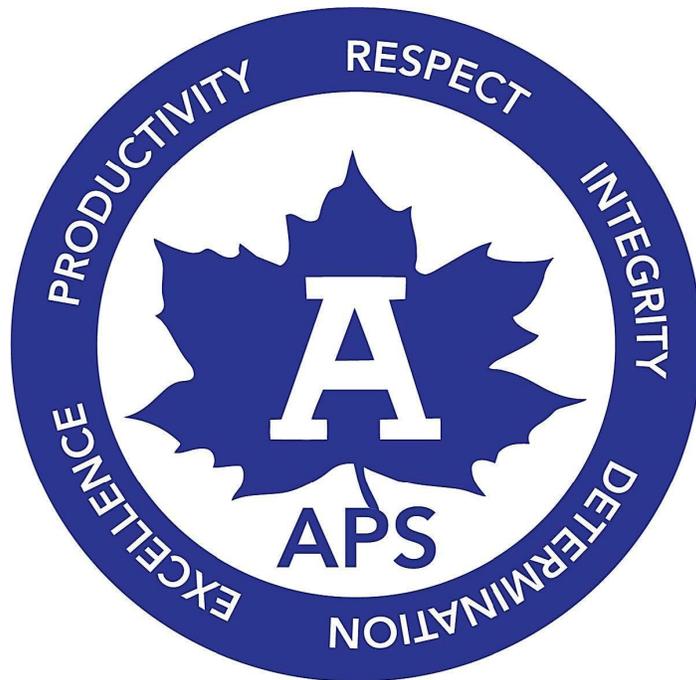


Prairie Elementary School



2022-2023

Parent and Student Handbook

Letter from the Principal

September 2022

Dear Parents:

Thank you for choosing Prairie Elementary School for your child! The Prairie team believes you have made the very best choice for your child(dren). Our Campus we think is beautiful, and a safe place where children will be encouraged and learn to give their very best efforts each day.

The ***Prairie Parent-Student Handbook*** includes contact information for the school's leadership team, general information about our proven curriculum and instructional design, and specific school policies of Prairie Elementary School. Our ***Prairie APS PBIS Handbook*** discusses more about our *Code of Conduct* and describes the specific policies and procedures that will be implemented to encourage appropriate conduct and ensure a safe learning environment. These Handbooks can be found at www.adrianmaples.org on our Prairie School Page under Points of Pride.

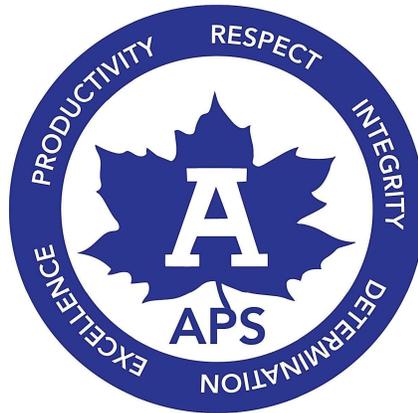
Should you have a question that is not answered within these pages, please feel free to contact me or your child's teacher.

At Prairie Elementary, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Working together, we can realize our shared vision of excellence in public education.

Thank you for choosing Adrian Public Schools and for allowing us to educate your most prized possession, your child.

Sincerely,

Carl Lewandowski
Prairie Principal



Vision, Mission, and Beliefs **Prairie Elementary School**

Vision Statement

Adrian Public Schools is a district where students, parents, educators, and our community collaborate in providing a dynamic, relevant, and rigorous global curriculum in a safe environment that fosters imagination, problem-solving, and innovation to create a better world...one child at a time.

Mission Statement

The mission of **Prairie Elementary School** is to provide a safe, respectful, and responsible learning environment with commitment from students, parents, staff, and the community.

Beliefs Statement

Prairie Elementary School believes that through the combined efforts of parents, teachers, staff, and community, all students will become lifelong learners.

Leadership

The School's highly skilled and experienced leadership team is eager to serve you and your child through the provision of a world-class education. Your satisfaction is the school's highest priority, so we hope you will contact the school's leaders with any questions or concerns at the following numbers:

- ❑ *Carl Lewandowski*, Principal
(517) 265-5082 ext. 3401
- ❑ *Jessica Rivier*, Administrative Assistant
(517) 265-5082

ELEMENTARY FACULTY

Head Start PRESCHOOL:	Kristen Friess Julie McCarbery
KINDERGARTEN:	Lindsey Wingfield Sarah Holtz
FIRST GRADE: FIRST GRADE:	Brandon VanEtten Susan Vellanti
SECOND GRADE:	Meghan Blystone
SECOND/THIRD GRADE: THIRD GRADE:	Brandon Hall Callie Yatzek
FOURTH GRADE :	Brittany Cook
FOURTH/FIFTH GRADE: FIFTH GRADE:	Ryan Neesam Kristina Cox
SPECIAL EDUCATION : SPECIAL EDUCATION:	Elizabeth Ogren Lauren Lockwood
ART: PHYSICAL EDUCATION: MUSIC:	Sara Youtsey Josh Marcum Jacquese Miloser
LITERACY SUPPORT: LITERACY SUPPORT: MATH INTERVENTIONIST : ELL:	Cindy Marcum Todd Holden Todd Holden Tania Justavino

MENTAL HEALTH PROFESSIONAL Amanda Armstrong
LIBRARIAN:
CUSTODIAN: Lori
PCC COORDINATOR: Cathy Vanstaveren
LUNCH SUPERVISORS: Christy Relyea, Kira Hoff
CAFETERIA SUPPORT: Dawn Burciaga & Jackie McCary
PARAPROFESSIONALS: Amber Lawson, Lindsay Patton, Samantha Hall,
Molly VanBlack

Lenawee Intermediate School Support Staff

SPEECH: Cheryl Bartolo
OCCUPATIONAL THERAPIST: Barb Eash
PHYSICAL THERAPIST: Wendy Knapp & Stephanie Strahan
SPEC. ED. SOCIAL WORKER: Amy McClelland
PSYCHOLOGIST: Laura Keinath
SUCCESS COACH: Tammi Pifer
MENTAL HEALTH PROFESSIONAL Amanda Armstrong

TITLE IX Nikki Culley
CIVIL RIGHTS Nikki Culley
504 PLANS Deb Agnew

First Student Transportation (Bussing):

Ben Newsome-Director 263-2464

Daily Schedule

8:25 a.m. First bell, doors unlock, breakfast served in the classroom
8:35 a.m. Academic School day begins
3:38 p.m. Dismissal

Breakfast and Lunch

Prairie Elementary offers a FREE breakfast & lunch program. On pizza days there is an additional cost of one dollar for an extra slice of pizza and will need to be prepaid by 8:45 a.m. on that same day.

Students are advised to refrain from sharing food with other students to minimize the spread of viruses and the risk of allergic reactions.

Student Arrival and Departure

Parents should thoroughly familiarize themselves with the designated pick-up and drop-off points and visitor parking areas at the school, and carefully follow the school's instructions for operating a motor vehicle in the vicinity of the school and its students.

Student safety is our top concern. This is particularly true during arrival and dismissal times.

Arrival

- There is no supervision outside before school begins at 8:25 AM, do not drop off your child(ren) any sooner than 8:25.

Dismissal

- All students will be sent home by bus unless otherwise indicated by the parent in writing, email, or phone call at the start of the school year. If your child's normal transportation plan is to be picked up daily, please inform your child's teacher at the beginning of the year.
- Students will NOT be allowed to deviate from their regular transportation plan without permission from you in the form of a note, phone call, or email. Students should present a permission note, signed by the parent, to the school office for approval. Alternatively, a parent may call the School Office at 517-265-5082 PRIOR TO 3:00 PM and we will share with the teacher notifying them of the change.
- If you arrive at dismissal time and wish to have your child removed from the bus, please go to the office so that we can verify your ID. The office will alert the staff on duty to locate your child for you.
- Arrangements for playdates or to go home with friends **MUST** be made outside of school time and a note/email/phone call presented to the teacher. Students will not be allowed to use the phone to obtain permission to go to a friend's house during school hours.
- **Parents, please wait outside the school by the flagpole to assure the safety of all students when picking up your child(ren).**

Arrival and Dismissal Procedure for Car Riders

1. Parents, please follow the car loop on the Northside of our building off of Airport Road.
2. All cars stopping along the sidewalk must load from the passenger side. No parking is permitted in a car lane or bus lane.
3. Once a student is picked up, the driver will proceed along the designated loop.
4. Buses are parked in the first lot closest to our school. This is our bus loop and not a parking lot. No parking vehicles in the Bus Loop.

Lunch Schedule	Lunch	Recess
Van Etten, Blystone & Vellanti	11:25 - 11:45	11:45 - 12:10
Holtz, Wingfield, Neesam	11:50 - 12:10	12:10 - 12:35
Hall, Yatzek, & Naebeck	12:15 - 12:35	12:35 - 1:00

Prairie Thursday Folders

Prairie folders will be coming home on Thursdays of each week! Homework, fliers, School Newsletters, permission slips, etc...will come home in the folder and are expected to be returned on Friday/Monday each week. Please help your children by getting yourself, the parent/guardian, into the routine of returning the folders after you have checked the folder after school with your child and return items that may need your attention the very next day.

Curriculum and Instructional Design:

At the heart of Prairie Elementary is a highly structured curriculum that sets high expectations and provides individualized monitoring to assist students in attaining ambitious goals for achievement. Prairie Elementary provides a strong academic foundation for students that will prepare them for demanding academic studies of senior high school and college. Our common K-12 aligned curriculum is housed in Atlas Rubicon.

Field Trips

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents may be asked to assist in paying for field trips. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent/guardian for the student to participate in a field trip. **Students without signed permission slips will remain at the school in another class.** Students will be provided with a bag lunch if necessary.

Occasionally, parents will be needed to serve as chaperones on class field trips. No parent should feel obligated to serve in this capacity, but parents are encouraged to volunteer if possible. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip. **Babies and children who are not enrolled in the class may not accompany the chaperones. Please make sure to fill out the Volunteer Form in your child's Thursday folder**

Parent Community Coordinator

Prairie's Parent Community Coordinator, Cathy Land, helps run our volunteer programs, links families to learning opportunities and resources, and gathers family feedback for our school planning.

Home-School Compact

Prairie's Home-School Compact is an agreement, developed between parents and school, that lists the responsibilities students, families and staff commit to during the school year. This document is signed at the beginning of each year.

Volunteering

Parents are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. Volunteers may also be involved in monitoring the playground, student drop-off and pick-up, crosswalk, and assisting with school events. In addition, parents are encouraged to contribute their time and talent to organizing extracurricular activities and community outreach projects. A log of volunteer hours is kept in the school office. All volunteers must complete a Volunteer Form at the beginning of the school year.

Parent Teacher Organization PTO

Prairie Elementary PTO was founded by a group of parents dedicated to supporting student learning and the overall success of the school. The PTO provides school leaders with ongoing input on the operation of the school and serves as a vital link between the school and you – its customers. All parents are encouraged to join the PTO. For more information, contact the school at (517-265-5082) or the PTO President Krista Rodgers using our Prairie Elementary Facebook page [@PrairieElemPTO](#)

Parent/ Teacher Conferences

Formal parent/teacher conferences are scheduled two times per year to facilitate open communication between parents and teachers regarding students' progress. Refer to the school calendar for specific dates.

Prairie Elementary maintains an open door policy, and parents are encouraged to visit their children's classrooms to see them in action. We ask that parents speak directly to the teacher first about setting this up and then notify the office upon arriving at the school for a visit to a classroom to keep disruptions to a minimum. Informal conferences or conversations are encouraged and may also be scheduled with teachers or school leaders at any time throughout the year.

Communication

Building wide information will be sent out via "infinite/campus". You will receive an email, phone call, and /or text from this system alerting you about important information. Information is often posted on the Prairie Facebook page as well.

A monthly building newsletter is posted on the Prairie Facebook page. The newsletter contains important dates, information about upcoming events, and tips for helping your child do their very best in school. Many classroom teachers also send home or post newsletters with information specific to their classroom.

Teachers will also create a communication system in their classroom either through the various social media and other communication applications i.e. class dojo, email, Facebook.

Report Cards

At the end of each trimester, parents will receive report cards with cumulative data on their children's performance and progress.

Quality Assurance – Handling Complaints

Experience has demonstrated that open communication between parents and the school's staff is the key to maintaining a stable business relationship.

What to do if you have a problem.....

1. Discuss the problem with your child's teacher. Teachers will make themselves available to discuss parental concerns regarding your child.
2. Discuss the problem with the school's principal. Parental concerns or questions that cannot be resolved by the teacher should be redirected to the school's principal. I always have an open door policy.

Code of Conduct

Adrian Public Schools has a discipline policy that covers all students. It is posted online at <https://www.adrianmaples.org/>. Search "CODE of CONDUCT" for the complete version. Our district mission is in partnership with families and our community, Adrian Public Schools provides a quality education, challenging students to excel academically and inspiring them to become contributing citizens within our diverse, ever-changing society. In addition, Adrian Public Schools will provide a dynamic, relevant, and rigorous global curriculum in a safe environment that fosters imagination, problem-solving, teamwork, and innovation to create a collaborative and deliberate learning pathway for each student. To create and maintain such a school environment, students are expected to show respect for teachers, students and personal property, pride in their work, high achievement within the range of their ability, and demonstrate personal standards of courtesy, decency, and honesty. The Code of Conduct identifies standards of conduct needed to support the educational objectives of the School System and to protect each student's right to a safe, orderly, and productive learning environment. While reasonable rules and regulations regarding behavior are necessary for a safe and orderly school environment, our district affirms its commitment to support the efforts of all students to manage their own behavior. Support for students will be demonstrated in a variety of ways. When a student violates the expected standards of behavior, it is important that we respond in a manner that restores the conditions that promote learning for all students while at the same time allowing the disciplined student to meet his/her learning obligations. We will provide interventions and/or alternatives that are appropriate to the offense.

Locker Policy

Lockers are District property and may be available for student use. Students have no expectation of privacy in their lockers. The building principal may inspect lockers without any particularized suspicion or reasonable cause and without notice. Please see policy 5102 for the full policy. [Locker Policy](#)

Health and Safety

Students' health and safety are the school's foremost concern. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security needs, please inform the school so that appropriate accommodations can be made. Prairie Elementary is regulated by the State Department of Health Services.

Medication

The principal and the student's teacher must be informed of any **prescription medication** that a student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student's doctor. All medication must be brought to the office in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage. Our Administrative Assistant Janee Clymer along with our Media Specialist Tammi Pifer is trained by the principal to administer the medication.

Non-prescription medications

If during the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), the parent/guardian must fill out a Medicine Administration Form. Parents/guardians must inform the school of any allergies to or restrictions on non-prescription medication that their children might have. Parents/guardians are required to notify the principal in writing if your child has a chronic illness that may affect his or her performance at school.

Visitor Identification

To help ensure a safe and secure learning environment for your children, all visitors to Prairie Elementary are welcome during active business hours. All visitors are required to sign-in at the school office and to wear a visitor's pass. Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.

Dress Code

Students are to exercise discretion in dress and grooming. However, grooming or dress that infringes on health or safety or is disruptive to the educational environment is not allowed.

Certain clothing will not be permitted to be worn by students. This includes hats (inside), spaghetti string tank tops, cut-off tops, halter tops, short shorts, spandex shorts, or t-shirts with inappropriate sayings. Shoes must be worn at all times. Shoes with wheels are prohibited. We also discourage open-toed footwear, especially flip-flops, due to student safety concerns. Coats and backpacks are not worn in the classrooms.

Fire Drills/Evacuations

The school will conduct at least 4-5 fire drills per year within school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students regularly. The entire school will practice weather and security lockdowns. During these drills, no one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your child's safety is our number one concern.

Accidents

The principal or a trained staff member will administer initial treatments of minor injuries. **The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Incident Report will be filled out.** In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be vigilant in keeping the school's records for your child up-to-date.

Signing Students out early

Parents/guardians need to sign a student out in the office before checking them out for the day. Office staff may ask for ID to verify the adult has permission according to the registration form to remove the student from school. Children who are returning to school from an appointment or who are arriving late are required to check-in at the office before they return to class. Please note: **We try to maximize all student learning time so please refrain from signing your child out early unless it is an emergency.**

Money and Other Valuable Property

Students are encouraged to leave all money and other valuable property at home. **The School assumes no responsibility for the loss or theft of such articles. If electronic devices such as Ipads, Ipods, cell phones, etc... are brought to school the teacher will keep them in a safe spot throughout the day and return them at the end of the day.**

Candy, Gum, and Toys

Students may not bring candy, toys, gum, or other non-school-related items to school unless approved by the principal. The student assumes responsibility for any items brought from home. Toy weapons are strictly prohibited. Gum is not allowed in school unless given as a special reward by the teacher. Please help us keep our school beautiful!

Inclement weather

The quickest and easiest way to learn about a school closing is via the school district's website (www.theadrianmaples.com) and the following television and radio stations — Channel 13, Channel 24, Channel 11, WLEN, and WABJ/WQTE. Also, you can like the "Maple Pride" Facebook Page. Also, school delays and closings can be found at www.adrianmaples.org

Winter Recess Guidelines

As the impending cold temperatures, ice and snow loom ahead of us, I wanted to reach out to you to outline the recess expectations at school. When the “real feel” temperature is 10 degrees Fahrenheit and above (wind chill will be factored in), students will go outside for recess. All students will go outside for recess unless there is a note from a physician that indicates otherwise. Additionally, if there is snow on the ground we ask that you reinforce the following with your children:

- Students will be allowed to play in the snow with boots and/or snow pants on. Boots are required to play in the snow and snow pants will keep the students from getting wet and staying warm. Additionally, ensure that your child has a hat and gloves as well.
- Students who do not come with winter attire (boots) will be allowed on the blacktop near the playground area.
- Students will be required to wear the winter clothing in which they arrived at school.
- Students will not be allowed to call home to replace wet clothing or shoes.
- Snow that is on the ground should stay on the ground.
- Students will not be allowed to use the playground superstructure or swings (the wood chips freeze and do not provide the same protection as they do when they are not frozen).

Please speak to your children about your (and our) expectations for them during recess and ask them to adhere to them.

Research suggests that the movement break that recess provides is much needed by all of our students, so we will monitor the conditions daily to determine what portions, if any, of the playground we will be able to use for a particular day. Safety, however, is our number one priority and will guide all decisions about whether or not to go outside for recess.

Please contact Mr. Lewandowski if you have any questions about the recess procedures and thank you in advance for your support. Also please contact the school if you are having difficulty providing these articles of outerwear for your child.

Safe Bus

Students at Prairie Elementary are expected to conduct themselves according to the ***Code of Conduct and our Prairie Pride Expectations for our Positive Behavior Supports Program*** and to practice such virtues as productivity, respect, integrity, determination, and excellence, in all school settings—including on the bus. Following school rules on the bus is essential not only for developing good character but for ensuring students’ safety.

The proper behavior among students while being transported on a bus is fundamental to safety. The lack of appropriate behavior on the bus affects every student’s safety. The most dangerous aspect of unruly behavior is the distraction it causes to the bus driver, whose main focus is concentrating on traffic and traffic conditions, not on discipline. Any behavior that causes the driver to shift their attention from traffic to discipline will not be tolerated. Safe student transportation for all students is our goal.

If a student breaks a rule on the bus, the driver will notify the principal, and swift action will be taken. **Serious misbehavior may lead to the suspension or expulsion of bus riding privileges. Riding the bus is a privilege and is limited to only a few students. The**

school will remove students from the bus unless the bus rules are followed.

Parents with specific complaints about bus service should notify the principal Mr. Lewandowski or call transportation at 263-2464 to specifically speak about an incident.

Attendance Policy

Clearly going to school regularly matters! We don't want your child to fall behind in school and get discouraged. Please ensure that your child attends school every day and arrives on time. Here are a few practical tips to help support regular attendance:

- **Make sure your children keep a regular bedtime and establish a morning routine.**
- **Layout clothes and pack backpacks the night before.**
- **Ensure your children go to school every day unless they are truly sick**
- **Avoid scheduling vacations or doctor's appointments when school is in session.**
- **Talk to teachers and counselors for advice if your children feel anxious about going to school.**
- **Develop backup plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.**

Daily attendance procedure is as follows:

- The classroom teacher enters attendance, the office verifies the teacher's entries, and inputs excused absences, and tardies.
- Parents receive a personal phone call home after five absences/tardies that have not been verified with specific illnesses/appointments.
- Parents receive an attendance concern letter after seven absences/tardies.
- Parents receive an attendance directive letter after ten absences. If the student attendance does not improve, the truant officer is notified.
- Tardies are from 8:36-9:00 AM
- AM absence starts at 9:01 AM
- PM absence starts at 12:01 PM
- SOE for the PM starts at 3:15 PM

Signing Students out early:

- Parents or guardians need to sign a student out in the office before checking them out for the day. Office staff may ask for ID to verify the adult has permission according to the registration form to remove the student from school. Children who are returning to school from an appointment or who are arriving late are required to check-in at the office

before they return to class. Please note: **We try to maximize all student learning time so please refrain from signing your child out early unless it is an emergency.**

Dismissal:

- **Make sure that your child's teacher knows how your child gets home after school at OPEN HOUSE.** All students will be sent home by bus unless otherwise indicated by the parent in writing, email, or phone call at the start of the school year. If your child's normal transportation plan is to be picked up daily, please inform your child's teacher at the beginning of the year.
- Students will NOT be allowed to deviate from their regular transportation plan without permission from you in the form of a note, a text, a phone call, or an email. Students should present a permission note, signed by the parent, to the school office for approval. Alternatively, a parent may call the School Office at **517-265-5082** PRIOR TO 3:00 PM and we will share with the teacher notifying them of the change.
- If you arrive at dismissal time and wish to have your child removed from the bus, please go to the office so that we can verify your ID. The office will alert the staff on duty to locate your child for you.
- Arrangements for playdates or to go home with friends **MUST** be made outside of school time and a note/email/phone call presented to the teacher. Students will not be allowed to use the phone to obtain permission to go to a friend's house during school hours.
- **Parents, please remain in your vehicle to assure the safety of all students when picking up your child(ren)**

Adrian Public Schools Policies on Behavior

Bullying

It is the district's policy to provide a safe and nurturing educational environment for all students. Lincoln follows district policy regarding bullying. That policy is available on Adrian Public Schools' website under board policies.

Sexual Harassment

The sexual harassment of a staff member or student of the district is strictly forbidden. Any staff member, student, board member, or agent of the district who is found to have sexually harassed a staff member, student, agent, administrator, board member, or other individual who is lawfully on district premises will be subjected to disciplinary action, up to and including suspension or dismissal. Lincoln follows district policy regarding sexual harassment. That policy is available on Adrian Public Schools' website under board policies.

Contacts

Nikki Culley
Title IX Coordinator
Civil Rights Coordinator
517-264-6645

Deb Agnew
Section 504 Coordinator
517-264-6670