Prairie Lane Elementary
Family Handbook
2013-2014
PRAIRIE LANE ELEMENTARY MISSION AND OBJECTIVES

The mission of the Prairie Lane School Community, which embraces and values each student, parent, and staff member, is to provide challenging opportunities for all students to enhance their strengths, interests, and talents, developing motivated, critical thinkers, and effective communicators, through innovative teaching and enriching experiences.

All students will perform at proficient or advanced on local (K-5) and state (3-5) assessments.

All students will consistently demonstrate respectful, responsible, and honest behavior.

All students will participate in challenging opportunities to enrich their strengths, interests, and talents.

PRAIRIE LANE ELEMENTARY
A Growing Place

All of us need love and care if we are to grow to our full potential. Prairie Lane Elementary School is dedicated to the growth of each child. We invite parents to be full partners with us as we nourish your children with knowledge, skills, and concepts. We promise to tend to their education lovingly and we know that you will send them to us ready to learn and grow.

This handbook provides you with the rules and structure of our school, but our heart and soul is found in the classrooms, hallways, and playground. Please visit us and be a part of this growing environment.

The Kenosha Unified School District No. 1 is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation, or political affiliation in any educational program, activity, or employment in the District. The Superintendent of Schools/designee (262-359-6320) addresses questions regarding student discrimination, and the Director of Personnel (262-359-6333) answers questions concerning staff discrimination.
Dear Prairie Lane Families:

Welcome to a new and exciting school year! Your interest and support in our school and its activities plays an important part in your child’s success at school. You are encouraged to take an active role in your child’s education. Your child’s educational success is maximized when the school and your home work cooperatively.

This handbook has been prepared to assist us in working cooperatively. It will acquaint you and your child with some of the rules, regulations, and policies at Prairie Lane Elementary School. It may also be used as a reference for you as we progress through the year it. Feel free to ask for additional information on or explanation of any material found in this handbook.

If you should have questions as the year progresses, please do not hesitate to contact the school.

Sincerely,

[Signature]

Camille Schroeder
Principal
ABSENCE/APPOINTMENTS/TARDINESS/ILLNESS

Regular attendance is essential for learning and required by law. Children are excused from school only for illness or a serious family emergency.

School will begin EACH DAY at 8:50 A.M. Students will be dismissed at 3:50 P.M. every Monday, Tuesday, Wednesday, and Thursday. Each Friday, students will be dismissed at 12:35 P.M.

Consistent school attendance is expected. If your child will be absent from school, please notify the office (359-3640) no later than 9:00 A.M. In order for absences to be excused, upon return to school students MUST bring a note, signed by a parent or guardian, indicating the reason for their absence. **If we do not receive a note and no communication is made with the school, it will be assumed their absence is unexcused and will be recorded as a truancy.** If your child will be absent for an extended time, please make arrangements to pick up schoolwork.

Prearranged absences:
Upon written request from parents, principals may approve the prearranged absence of students. Forms for prearranged absences are available in the school office and should be filled out one week prior to the intended absence whenever possible. All students so excused are expected to make up work missed during the absence. Seeing that the work is completed is the responsibility of the student.

If your child will be leaving school for an appointment:

All appointments are requested to be during non-school hours. If you must take a child out of school for a doctor or dentist’s appointment:
1. Notify the teacher in writing.
2. Make arrangements to pick up and return your child to school so they miss as little school time as possible.
3. Sign your child out in the office and back in when returning. No child will be sent to meet a parent outside.

If your child will be tardy:
1. Call the office, bring your child to the office, or send a note with your child explaining the reason for being tardy.
2. If your child takes a hot lunch and is late you must order the lunch by phone PRIOR TO 9:00 AM. If you cannot call by 9:00 AM please send a bag lunch with your child.
3. All tardy children must report to the office prior to reporting to their classroom.

If a student becomes ill during the day, the home or person listed on the emergency card will be contacted to pick up the student. Please keep the information on the emergency card up to date.
ABUSED OR NEGLECTED STUDENTS

Wisconsin Statutes require any member of the teaching, counseling, or administrative staff having reasonable cause to suspect that a student seen in the course of professional duties has been physically or emotionally abused or neglected shall immediately report the suspected abuse or neglect to the Kenosha County Department of Human Services/Crisis Intervention. Such personnel shall also report the reasons they suspect the abuse/neglect.

BEHAVIOR EXPECTATIONS OF STUDENTS

Each teacher is a teacher to all students in all grades. The student should respect all educational assistants, supervisors, teachers and adults as well as her/his own classroom teacher. The student will respect the private property of others and has the right to have his/her private property respected. The student’s responsibility is to fulfill classroom assignments given to her/him by her/his teachers. Courtesy is expected of each student toward all other students and adults. Each student has the right to an environment conducive to learning as determined by the classroom teacher. Each student has the responsibility to handle school equipment with care and respect. Students will be held liable for deliberate or carelessly caused damage to school.

Prairie Lane Elementary School
Positive Behavior System Standards
For School Behavior

<table>
<thead>
<tr>
<th>School Behavior Standards</th>
<th>Responsible</th>
<th>Respectful</th>
<th>Safe</th>
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</thead>
<tbody>
<tr>
<td>Arrival</td>
<td>Be on time</td>
<td>Follow the directions of supervisors</td>
<td>Walk in appropriate areas in assigned lines</td>
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<tr>
<td></td>
<td>Report directly to the appropriate area</td>
<td>Stay in your own space and keep your things to yourself</td>
<td>Exit vehicles safely</td>
</tr>
<tr>
<td></td>
<td>Walk on appropriate areas as you enter school</td>
<td></td>
<td>Stay on school grounds once you arrive</td>
</tr>
<tr>
<td>Announcements</td>
<td>Listen silently to announcements at all times</td>
<td>Be respectful during the pledge</td>
<td>Stop what you are doing when there is an announcement</td>
</tr>
<tr>
<td>Dismissal</td>
<td>Exit the property promptly after school (unless you are involved in an after school activity)</td>
<td>Follow the directions of the supervisors at every exit</td>
<td>Enter vehicles safely</td>
</tr>
<tr>
<td></td>
<td>Help to clean up your classroom daily</td>
<td></td>
<td>Walk on appropriate areas to your bus or ride</td>
</tr>
<tr>
<td>Hallways/Stairs</td>
<td>If it is necessary to speak, speak ONLY in a whisper</td>
<td>Keep your hands, feet, books, and objects to yourself</td>
<td>Keep your eyes in the direction you are headed</td>
</tr>
<tr>
<td></td>
<td>Walk on the right side of the hallway and stairs in a single file line</td>
<td>Line up quietly next to your classroom door and wait patiently to enter or exit</td>
<td>Use the handrail on stairs</td>
</tr>
<tr>
<td></td>
<td>Walk directly to your destination without stopping or standing</td>
<td>Use school appropriate language and tone</td>
<td>Take stairs ONE STEP at a time</td>
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<tr>
<td></td>
<td>Wear school appropriate clothing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Office</td>
<td>Cafeteria</td>
<td>Restrooms</td>
<td>Library</td>
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<tr>
<td>• Go to the office in the morning if you arrive after the tardy bell</td>
<td>• Use a quiet voice</td>
<td>• Stand in a straight and orderly line</td>
<td>• Use proper table manners</td>
</tr>
<tr>
<td>• Ask politely to use the phone, and take turns</td>
<td>• Ask politely to use the phone, and take turns</td>
<td>• Sit at assigned table after receiving your lunch and remain seated</td>
<td>• Follow the directions of the supervisors</td>
</tr>
<tr>
<td>• Wait patiently for assistance before or after school</td>
<td>• Wait patiently for assistance before or after school</td>
<td>• Raise your hand if you need help</td>
<td>• Line up as you enter the cafeteria</td>
</tr>
<tr>
<td>• Use kind words and quiet voices</td>
<td>• Dispose of your own garbage</td>
<td>• Use the nearest bathroom</td>
<td>• Use a quiet voice</td>
</tr>
<tr>
<td>• Stay seated at your assigned table</td>
<td>• Eat only your own food</td>
<td>• Turn off all faucets when done washing hands</td>
<td>• Wash hands with soap after using the toilet</td>
</tr>
<tr>
<td>Library</td>
<td>Restrooms</td>
<td>Computer Lab</td>
<td>Assembly</td>
</tr>
<tr>
<td>Enter and sit down quietly</td>
<td>Keep hands and feet to yourself</td>
<td>Use a quiet voice</td>
<td>Remain seated</td>
</tr>
<tr>
<td>Keep your books and materials with you</td>
<td>Take your books and materials with you</td>
<td>Keep your hands on your own keyboard and mouse</td>
<td>Push your seat in before leaving</td>
</tr>
<tr>
<td>Keep chair legs on the floor</td>
<td>While looking for books, return them to their proper place</td>
<td>• Focus on the program and face forward</td>
<td>Enter and exit in an orderly and safe manner</td>
</tr>
<tr>
<td>Field Trip</td>
<td>Playground and Recess</td>
<td>Bus</td>
<td>Safety Drills</td>
</tr>
<tr>
<td>• Turn in permission slip on time</td>
<td>• Be kind and nice to those playing with you</td>
<td>• Keep your hands to yourself</td>
<td>• Follow driver’s directions</td>
</tr>
<tr>
<td>• Be on time for departure</td>
<td>• Show good sportsmanship at all times</td>
<td>• Respect others space</td>
<td>• Stay in your seat, facing forward, while the bus is moving</td>
</tr>
<tr>
<td>• Say please and thank you</td>
<td>• Take good care of the equipment</td>
<td>• Listen to adult directions</td>
<td>• Keep your hands to yourself</td>
</tr>
<tr>
<td>• Follow directions</td>
<td>• Avoid dangerous play</td>
<td>• Be courteous and kind to your fellow students</td>
<td>• Keep your seat on the seat, and your feet on the floor</td>
</tr>
<tr>
<td>• Make Prairie Lane proud of you and your class for your positive behavior</td>
<td>• Use equipment appropriately</td>
<td>• Help the driver to concentrate by keeping voices quiet</td>
<td>• Keep your seat on the seat, and your feet on the floor</td>
</tr>
<tr>
<td>• Use manners</td>
<td>• Avoid dangerous play</td>
<td>• Help the driver to concentrate by keeping voices quiet</td>
<td>• Keep your seat on the seat, and your feet on the floor</td>
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<td>for your room to your safe area</td>
<td>and calm</td>
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<tr>
<td>Music</td>
<td>• Enter listening</td>
<td>• Listen to the directions of the adults</td>
<td>• Play instruments properly</td>
</tr>
<tr>
<td></td>
<td>• Find assigned seat or carpet</td>
<td>• Treat others with courtesy</td>
<td>• Keep food, gum, and candy out of music room</td>
</tr>
<tr>
<td></td>
<td>square quietly</td>
<td>• Treat books, instruments, and other</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Be ready to participate</td>
<td>equipment with care</td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td>• Bring tennis shoes</td>
<td>• Listen and follow directions</td>
<td>• Use equipment appropriately</td>
</tr>
<tr>
<td></td>
<td>• Participate</td>
<td>• Keep hands and feet to self</td>
<td>• Keep food, gum, and candy out of the gym</td>
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<tr>
<td></td>
<td>• Work cooperatively</td>
<td>• Keep voices at a normal volume</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Show good sportsmanship</td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td>• Bring your art supplies to</td>
<td>• Listen and follow directions</td>
<td>• Push your chair in before you line up</td>
</tr>
<tr>
<td></td>
<td>class</td>
<td>• Treat others with courtesy</td>
<td>• Keep food, gum, and candy out of the art room</td>
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<tr>
<td></td>
<td></td>
<td>• Clean up after yourself</td>
<td></td>
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<tr>
<td>Classrooms</td>
<td>• Determined by each teacher</td>
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</tr>
</tbody>
</table>

**BREAKFAST**

Breakfast is offered each morning to students from 8:20-8:50. Students are allowed to go to breakfast as soon as their bus arrives. Students are allowed to be dropped off at 8:20 if they are participating in the breakfast program.

**BUSSING**

Students are to be at their designated bus stop at the time requested based on information sent to parents from the District Transportation Office. Only the children assigned to a particular bus may ride it. Exceptions must be made in writing and submitted in advance to the principal. The Principal reserves the right to approve or deny requests to ride a different bus.

There are four rules in regarding bus behavior that all Prairie Lane students are expected to follow:

- Obey the bus driver.
- Sit in one’s seat and remain there until it is time to leave the bus.
- Talk quietly to the students sitting nearby.
- Keep hands and personal property to oneself.

It is expected that these rules be followed by all students who ride the bus. Students not obeying the rules may receive a bus conduct report from the bus driver. Consequences begin with a warning and increase to being suspended from the bus from one to five days. Please discuss with your child the importance of good behavior on the bus and why it is important.

Information or concerns regarding bus routes, bus stops and safety standards should be directed to the KUSD Transportation Office. Jeff Marx is the supervisor and can be reached at 359-6391.

Information or concerns regarding the bus being late or issues pertaining to the conduct of the bus driver should be directed to First Student Bus Company. The number to call is 657-7155.
Information or concerns regarding student behavior while on the bus or while loading/unloading the bus can be directed to Mrs. Schroeder. The number to call is 359-3600.

CELL PHONES

The Kenosha Unified School District enforces its policy stating that cell phones and electronic devices must be turned off and secured in the student’s locker or coat area during school hours. Students using cellphones during school hours, without administrative permission, will have their phones confiscated. Any items that are confiscated from students will be brought to the office for a parent/guardian to pick up. Any personal items (including electronic devices) that disrupt the educational environment or pose a health and/or safety concern will be confiscated and held in the main office until a parent comes to school and takes custody of them. Backpacks must be placed in coat area at the beginning of the day, and removed only at the end of the day.

CHILD CARE (YMCA)

The Kenosha YMCA offers school age childcare Monday through Friday before and after the regular school day. The YMCA has a permit to use the multipurpose room and gymnasium from 6:30 to 8:45 a.m. and 3:50 to 6:00 p.m. on Monday, Tuesday, Wednesday, and Thursday. On Friday the hours are from 6:30 to 8:45 a.m. and 12:35 to 6:00 p.m. Specific program information is available in the school office.

The childcare program is not available on days when school is not in session. On those days the YMCA offers programs at their main facilities.

DRESS CODE

All students are expected to exemplify appropriate hygiene and dress standards in a manner that projects an appropriate image for the student, school, and District. The District shall not require specific brands of clothing. No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related activity (including gang-related colors if for purposes of gang identification), or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, illegal drugs, bigoted epithets, harassment/hate messages, or messages of hostility toward race, ethnicity, religion, or sexual orientation. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal will make the final determination.

Bottoms (Slacks, pants, capris, shorts, skirts, jumpers, skorts, dresses):
- Must be neat, clean and in appropriate repair, no holes or tears;
- Must be touching or extending above the belt line and appropriately fastened at the waistline and belts are required if necessary;
- Underwear must be covered at all times, when standing or seated;
- Dresses, skirts and jumpers must be at least mid-thigh length;
- Shorts and skorts must be at least fingertip length when standing; and
Must fit appropriately and not be baggy, tight, or drag on the floor.

Tops (Shirts, blouses, sweaters):
Rounded, buttoned, collared or higher neckline on tops must cover chest at all times;
Must be long enough to be tucked in, cover the mid-section and past belt line when seated;
Must have sleeves;
Must be neat, clean and in appropriate repair, no holes or tears; and
Must fit appropriately and not be tight or baggy.

Footwear:
Athletic shoes, laced shoes and/or shoe boots, loafers, dress shoes, or sandals.

Inappropriate attire:
See through fabric without opaque fabric lining; Bedtime attire, such as pajamas,
undershirts or undergarments as outerwear; Attire that may be considered weapons,
including but not limited to chain belts or wallet chains; Jewelry, piercing, tattoos or
similar artifacts that are obscene or may cause disruptions to the educational
environment; Hoods, hats, caps, bandanas, sweatbands, skullcaps, plastic hair bags, hair
nets, hair curlers or do-rags, except headwear worn for legitimate religious purposes;
House slippers, or any other type of footwear that could constitute a safety hazard; Flip
flops at the elementary and middle school level; Steel-toed boots or shoes; Any type of
footwear with wheels; and Hobnails, spurs or cleats on belts, boots, or shoes are not
permitted.

FIELD TRIPS

Classes may take field trips to a variety of places. A student must have a signed parent/guardian
permission slip to participate. Prior to the event date, parents/guardians will be notified of trip
details, including the amount of each student’s share of the cost. Field trips are related to activities
going on in the classroom; students are expected to participate.

FORBIDDEN ITEMS

Items expressly forbidden at school include laser devices such as laser pointers, knives, weapons,
explosives, fire crackers, spray devices, illegal drugs, alcohol, or tobacco products.

GRADE LEVEL PROMOTION-RETENTION-ACCELERATION

PROMOTION is the action that advances a student from one grade to the next on the basis
of demonstrated academic achievement.

RETENTION is the action that provides a student the opportunity to gain or reinforce learning
based on the adopted course of study and objectives by being reassigned to the same grade level.

ACCELERATION is an action that provides the student, who has advanced academic achievement,
with a more appropriate learning environment by being reassigned to a higher grade level.
Decisions regarding the acceleration of students are handled through the school SIT committee. Students may be referred for acceleration by a teacher, other school district professional, or parent/guardian by using the District acceleration form.

The principal/designee has the authority to promote, retain, or accelerate students.

Parents/guardians of students being considered for retention are officially notified no later than the end of the third marking period that there are concerns regarding the educational progress of their child and that a conference will be scheduled. At this conference the teacher will inform the parent/guardian of the reasons why their child is being considered for retention and discuss ways they may help the child. The final decision will not be made until the fourth quarter; an additional conference will be held at that time. Students may be required to attend Summer School to improve their academic skills. At the end of Summer School, the student’s progress will be evaluated and he/she may be promoted to the next grade or retained at the current grade. Parents/guardians disagreeing with the decision may appeal, in writing, to the Superintendent of Schools/designee within three weeks of final retention notification.

The decision to retain students is never easy and many factors are taken into consideration. Among them are:

- student attendance
- report card grades
- work habits/daily achievement
- social maturity
- grade level expectations
- achievement test scores

High expectations from parents/guardians encourage academic success. Encouraging students to be in attendance, complete their assignments, and take seriously their responsibility to learn, will, in most cases, ensure success.

HEALTH SERVICES-IMMUNIZATION-ILLNESS-MEDICATION-EMERGENCY CARE

A number of health services such as vision and hearing screening are provided by the District in cooperation with the city/county health department. These services do not provide the type of medical care that one would normally expect through your family doctor. Students will be sent home for treatment when it is deemed necessary. Elementary schools do not have a full-time school nurse on staff. If a student contracts a communicable disease, the parent/guardian is expected to notify the health department. It is important that parents/guardians keep emergency phone numbers and contact persons’ names updated.

In order to protect the health of our students, State Law requires that students must meet minimum immunization requirements. The parent/guardian of a student must present written evidence of required immunization within thirty (30) days of admission. These requirements can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the school. Specific information regarding waivers may be obtained through the school office.
When students are ill, they should be kept home. When they return to school, they should be well enough to participate in normal school activities unless they have a written excuse from a physician.

Should a student become ill or injured during the school day, the parent/guardian will be contacted at home or work to pick-up the student. If the parent/guardian is not available, the contact person listed on the emergency card will be notified. **Please keep emergency/health form information up-to-date. Call the school office with any changes or updates throughout the school year.**

Elementary school personnel will dispense medication if the proper conditions are met. The following rules will apply:
- it is expected that parents/guardians will bring medications to school in the correct dosage amounts, ready to be dispensed. All medications must be brought to the school nurse or school office by the parent or guardian. Medications will not be transported on the bus unless special permission has been obtained from the principal or authorized by the physician. Example: Physicians may order the student to carry an Epi-pen, inhaler, or other emergency medication on their person at all times. In these special circumstances, it is the responsibility of the parent/guardian to notify the school. The District and the transportation company will not accept responsibility for the loss or misuse of medication if unauthorized transportation of medication occurs.
- over-the-counter or non-prescription medication must be in the original container and accompanied by written instructions from the student’s parent/guardian.
- prescription medication must be in a clean pharmaceutical container which has the same medication name, unit size, dosage and student’s name attached.

Prescription medication may be administered provided that:

a. **Written directions from a physician for administering the drug(s) accompany the medication.**

The physician providing the directions and prescribing the medication must also state in writing, either on the prescription or in a letter, the specific conditions under which he/she should be contacted regarding the condition or reaction of the student receiving the medication. The physician must also express a willingness to accept communication from the person dispensing the medication.

b. **Written permission to administer the drug(s) from the student’s parent/guardian must accompany the medication(s).**

Any unused medication at the end of the period for which prescribed or at the end of the school year shall be picked-up by the parent/guardian. Medication not picked-up will be destroyed.
LUNCHROOM

Prairie Lane has three thirty minute lunch periods:
Grades K and 1: 11:30 to 12:00 p.m
Grades 2 and 3: 12:00 to 12:30 p.m
Grades 4 and 5: 12:30 to 1:00 a.m.

The students eat their hot or cold lunches in the Cafeteria for approximately fifteen minutes each day. After the students are finished eating, they are permitted to go outside for a short recess period under the direction of the lunch supervisors. When the students are dismissed, any student that has not finished their lunch will be permitted to stay in the lunchroom. On Fridays, students will eat lunch in their classroom from 12:05-12:35. Students may choose to not eat lunch on this day.

MEALS

Kenosha Unified utilizes a computerized lunch program. The District has a debit system in which students have a card with a bar code. Lunch account balances are kept track of electronically. To add money to your child’s account during the year, simply do the following:
• Write a check or put cash in the food service envelopes provided by the district. You may write one check for all of your children.
• Write the name(s) of the students that the money is for on the outside of the envelope. Your child will give this envelope to his/her teacher or the office. The money will be forwarded to Food Services and deposited in your child’s account.
• Mylunchmoney.com is also an option so that money can be added to your child’s account electronically.

Each time your child eats lunch, their student identification card will be swiped and the cost of a meal will be deducted from their account.
The cost of breakfast is $1.45 ($ .30 reduced) and lunch is $2.60 ($ .40 reduced) per day. Milk is $.35. You may pay for as many days as you would wish. The website for Food Service is http://www.kusd.edu/departments/food_services/food_services.html. You may add money to your child’s account online (mylunchmoney.com), as well as view menus.

All lunches are ordered from the central kitchen at 9:00 AM daily. If your child will be late, you must notify the office prior to 9:00 AM or bring a bag lunch.

Free/Reduced

A new application must be completed each year to qualify. Reduced and free lunches will be available for those who qualify as soon as the application is completed and returned to the school office for processing. No free/reduced lunches will be given until applications are completed and processed. Send a lunch or money until you have been notified of your acceptance status.
NONDISCRIMINATION STATEMENT

The Kenosha Unified School District No. 1 is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation, or political affiliation in any educational program, activity, or employment in the District. The Superintendent of Schools/designee (262-359-6320) addresses questions regarding student discrimination, and the Executive Director of Human Resources (262-359-6333) answers questions concerning staff discrimination.

PARENT-TEACHER ORGANIZATION

Prairie Lane has an excellent Parent-Teacher Organization, which strives to enhance the educational program for the students. We ask that you give them your support and assistance in various association projects planned for the upcoming school year. We also ask that you attend the social events/activities and attend the general meetings throughout the year.

The 2013-2014 Prairie Lane PTO Officers are:
Jessica Winnie - President
Tracy Haase - Vice President
Jenny Hermes - Treasurer
Kari Ray - Secretary

The Prairie Lane PTO will hold regular monthly board meetings beginning at 7:00 p.m. in the library. The meeting dates are as follows:
2013 – Thursday, September 19, November 21
2014 – Thursday January 16, March 20, May 15

The organization has various committee chairpersons. These positions have not yet been completely filled. The complete listing of the chairpersons will be published at the start of the school year in the school newsletter.

PARENTS WHO DRIVE

When parents drop off students please observe the following:

- Pull up as close to the sign that states “Pause here to drop off your children”
- Between the sign and the main entrance doors (marked by cones), children can be dropped off. This will allow 8 cars or so to unload at the same time.
- Once the eight cars have moved, the next 8 will be able to pull up and repeat.
If you need to get out of the car to help your child, please pull up beyond the sign or park your car in the lot and take as much time as you need. At no time should parents pass each other to jockey in line. Your child(ren)’s safety is our main concern.

Students can be dropped off at 8:35. **Do not drop off before 8:35, as there is no adult supervision.** The bell rings at 8:50 and the tardy bell rings at 8:55. Students should proceed directly to the outside gym entrance. After 8:50, please send your child in through the main office doors (door #4) so they can get a tardy slip. All doors are locked after 8:50.

For those parents who would like to pick up their child at the end of the day, please make sure a note is shared with the classroom teacher stating the days in which this will occur. **If the school does not receive a note, children must ride the bus.**

**PLEASE DO NOT CALL THE CLASSROOM TEACHER DURING THE DAY TO INFORM THEM OF A CHANGE IN PLANS. If a change needs to occur, a phone call to the main office would be appropriate.**

When parents pick up students at dismissal please observe the following:

Cars will pull up along the sidewalk that extends from Springbrook Road up to the main office doors. The line will be composed of three lanes. Car riders will wait in the Kindergarten hallway by the office. Cars that are lined up will hold up a placard with their child’s name; staff will radio in the names of those cars so that a group of car riders can be dismissed.

**PEDICULOSIS (HEAD LICE)**

Periodically, schools have students in need of treatment because of pediculosis (head lice). Parents/guardians of students who are suspected of being infested with lice will be notified of the particulars of the situation, including an informational fact/treatment sheet. The principal/designee will determine when an inspection for pediculosis is necessary. Students with pediculosis will be removed from school. Upon return to school, if the student is not free of lice or lice eggs (nits) as determined by the principal/designee, the student will again be sent home for proper treatment.

**PERSONAL BELONGINGS**

Students will occasionally misplace things. All articles of clothing and school supplies should be plainly marked with the student’s name. Students are encouraged not to bring valuables to school. They are expected to check the “Lost and Found” periodically for missing items. The school/school district is not responsible for items lost by students. Desks are school property and subject to inspection at any time by the principal/designee.
PLAYGROUND APPROVED EQUIPMENT

Students may bring the following to enjoy at recess times:

Nerf type footballs  Nerf type soccer balls  Basketballs
Tennis balls for catch  Marbles  Skip-It
Jump ropes

Please do NOT let students bring the following to school:

Skateboards  Cameras  Hard balls  Softballs
Squirt guns  Video games  CD Players  iPods
Any equipment that would be expensive for you to replace.

Outdoor recess takes place whenever the weather is appropriate and the air temperature is 10 degrees or higher and/or the windchill is above zero. All students are expected to participate in outdoor recess unless the school has received a note from their physician with indications as to why the student needs to remain inside during outdoor recess.

PRIVACY RIGHTS

Student and parental privacy rights shall be respected in all classroom, group counseling, group guidance, and other student activities.

No student shall be required, without the written and informed consent of parents or legal guardians, to participate in any group activities, exercises, or studies intended to reveal personal or family information.

Surveys or questionnaires approved by the principal and the Superintendent of Schools in which the student respondent is not identified with the responses and where the purposes are ethical and constructive may be the exception to this rule.

Each year, students are provided with a “Student Enrollment Form.” That form contains information about Disclosure of Student Data, Release of Student Class Projects and Television Appearances, and Student Use of Networked Computer Services. Parents/legal guardians have the opportunity to deny release of materials and/or information, or use of equipment as outlined on this form.
SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER

In the case of severe winter weather, please listen to the following stations:
Radio:       WLIP-1050 AM    WTMJ-620 AM
Television:  WISN-channel 12  FOX 6    WTMJ-channel 4

In the event school is closed, the radio stations will be notified prior to 5:45 AM and appropriate announcements will be made.

School closing information will also be located on the KUSD website and cable channel 20.

You may also call 359-SNOW (7669). Please do not call Prairie Lane to check if school is in session.

SCHOOL HOURS

School will begin EACH DAY at 8:50 A.M. Students will be dismissed at 3:50 P.M. every Monday, Tuesday, Wednesday, and Thursday. Each Friday, students will be dismissed at 12:35 P.M.

1. Students should arrive at school between 8:35 A.M. and 8:45 A.M.

2. There is no supervision until 8:35 A.M. We ask that NO student arrive at school before 8:25 A.M.

SCHOOL FOLDER

Each child will receive an envelope with their name printed on it. These “folders” are to be used for notes going home from school every Thursday. It is important for children to take care of these folders so that they last the entire school year. Parents are asked to routinely check their child’s Thursday folder to stay current with what goes on at school.

SCHOOL MASCOT AND COLORS

The Prairie Lane mascot is the Golden Eagle. School colors are blue and gold. The first and third Wednesday of each month has been designated as “Spirit Day.” Students are encouraged to wear blue and gold clothing on these days. Popcorn and other snacks are sold during each lunch period on School Spirit Days.

SUPPLY LISTS

Please refer to the KUSD student supply list unique to your child’s specific grade level. This can be found in the fall at most stores that sell school supplies, as well as on the KUSD website:
www.kusd.edu
TELEPHONE USE

Students may use the school telephone with the permission of a staff member. The use is limited to SCHOOL RELATED CALLS ONLY. Students are not allowed to use the school phone to see if they can go to another student’s house after school. These arrangements must be made before the school day or after the child has returned home from school.

Students may not use the phone to notify parents that they are staying for regularly scheduled activities that the parents have already given them consent for attending. Examples: intramurals, choir, etc.

VISITORS AND VOLUNTEERS

Parents and other members of the public are encouraged to visit the school and become better acquainted with its operation and curriculum.
Access to the school building is restricted to the front entrance (Door #4). Visitors must ring the buzzer and face the camera mounted on the wall. ALL parents and other members of the public who wish to visit the school or classroom, confer with a teacher, or give something to the student must report to the office first. School and classroom visits must be arranged through the principal or classroom teacher. All classroom and activity volunteers must sign in and be issued a visitor’s sticker. If a visitor, whether a known or unknown person, is not wearing a visitor badge, he or she may be questioned by school personnel and requested to report to the school office. No person is allowed to loiter or cause a disturbance on school property. Violators will be requested to leave and assistance may be sought from law enforcement officials.
These procedures also pertain to parents and family members that want to visit with their child in the lunchroom. We understand that parents on special occasions, such as a child’s birthday or a family circumstance, may want to have lunch with a student. These visits should be done on a limited basis and approved in advance by the principal.
It is necessary in today’s environment to make every effort to protect our staff and students. It is also important that the office does not allow unnecessary interruptions to the instructional environment of the classroom. These procedures have been established in order to create a safe, orderly, and efficient school building. Please cooperate in this regard.

WEB SITE

Please visit our web site at http://prairielane.kusd.edu/ You will find a great deal of information, including the monthly principal newsletter, Accelerated Reader facts, Everyday Math help, etc. Please take a look! Additionally, all of our staff members have email and check it often, so please note your child’s teacher’s email address on the web site and feel free to communicate with them in that manner.
WHO TO CONTACT FOR INFORMATION, PROBLEMS, OR CONCERNS

For information on school rules, schedules, special events, etc., please call the school, visit the District Web site at www.kusd.edu, or tune to the Cable Channel 20 message board. For information on District policies and matters of District-wide concern, please call the Superintendent of School’s Office and/or the following offices: Finance, Human Resources, Food Services, Educational Accountability, Instructional Services, School Leadership, Special Education, Student Support, and/or Transportation.

For information on Board of Education policies, items on the School Board Meeting agenda, issues under consideration by the Board, or any other concerns, please call or write to the Board president or any Board member.

For problems or concerns regarding your child, please follow the steps listed below:

Step 1 contact the Teacher; usually the problem or concern can be solved at this level
Step 2 contact the Principal; for problems or concerns that are unresolved or continuing in the classroom
Step 3 contact the Office of School Leadership if you are not satisfied with the decisions made at the previous levels
Step 4 contact the Superintendent of Schools as a final appeal if you are not satisfied with the decisions made at the previous levels.