

2017-18
ROLLING PRAIRIE ELEMENTARY
School Handbook

*To be used in conjunction with the NPUSC Elementary School K-5 Student and Parent General Handbook



*The NPUSC Elementary School K-5 Student and Parent **GENERAL HANDBOOK** is located online at www.npusc.k12.in.us

PLEASE READ THIS WITH YOUR CHILD. THE INFORMATION CONTAINED IN THE GENERAL HANDBOOK PERTAINS TO ALL ELEMENTARY SCHOOLS. TO REQUEST A PAPER COPY, PLEASE CONTACT THE SCHOOL OFFICE.

VISION

We envision that Rolling Prairie Elementary School will be a provider of opportunities that produces successful and responsible citizens.

MISSION

The Rolling Prairie Elementary School Community provides a safe and caring learning environment by incorporating Lifelong Guidelines and Lifeskills daily; promotes academic success through diverse educational opportunities; and helps students develop their potential as lifelong learners and responsible citizens.

BELIEFS

- Instruction should motivate, encourage curiosity, develop interests, and foster a positive attitude toward learning.**
- The school environment should be caring, comfortable, and safe.**
- Responsibility for learning and behavior should be shared by home and school.**
- Social Skills are learned through teaching, modeling, practice, and reinforcement.**

ROLLING PRAIRIE UTILIZES THE FOLLOWING CITIZENSHIP MODEL:

“PYRAMID OF SUCCESS”

By Coach John Wooden, UCLA

FAITH		PATIENCE			
FIGHT Effort and Hustle		COMPETITIVE GREATNESS When the going gets tough, the tough get going. Be at your best when your best is needed. Real love of a hard battle.		RELIABILITY Others Depend on You	
RESOURCEFULNESS Proper Judgment		POISE Just being you. Being at ease in any situation. Never fighting you.		CONFIDENCE Respect without fear. Confident not cocky. May come from faith in yourself in knowing that you are prepared.	
ADAPTABILITY To any Situation		CONDITION Mental-moral, physical, rest, exercise and diet must be considered. Moderation must be practiced.		SKILL A knowledge of and ability to properly execute the fundamentals. Be prepared. Cover every detail.	
AMBITION Properly Focused		TEAM SPIRIT An eagerness to sacrifice personal interests or glory for the welfare of all. The team comes first.		HONESTY Speaks for Itself	
SELF-CONTROL Emotions under control. Delicate adjustments between mind and body. Keep judgment and common sense.		ALERTNESS Observing constantly. Be quick to spot a weakness and correct it or use it as the case may warrant.		INITIATIVE Cultivate the ability to make decisions and think alone. Desire to excel.	
INDUSTRIOUSNESS There is no substitute for work. Worthwhile things come from hard work and careful planning.		INTENTNESS Ability to resist temptation and stay with your course. Concentrate on your objective and be determined to reach your goal.		SINCERITY Makes Friends	
FRIENDSHIP Comes from mutual esteem, respect, and devotion. A sincere liking		LOYALTY To yourself and to all those dependent upon you. Keep yourself respect.		COOPERATION With all levels of your co-workers. Help others and see the other side.	
ENTHUSIASM Your heart must be in your work. Stimulate others.					

		for all.				
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OFFICE COMMUNICATION

NEWSLETTERS, INFORMATION, MENUS

In order to inform Rolling Prairie Elementary School parents/guardians about school functions and events, newsletters are sent home from the classroom (weekly) and/or the school. Teachers also communicate with families using various forms of technology including but not limited to email, text, Remind 101, Schoology and Google Classroom (student accounts). Information is also available on our corporation, school, and teacher webpages located at www.npusc.k12.in.us. It is very important that the dates on any communication be checked, as dates from the beginning-of-the-year calendar may change. Our school's lunch and breakfast menus rotate weekly each month.

TRANSPORTATION PROCEDURES AND REQUIREMENTS

CAR RIDERS:

PICK UP/DROP OFF: MAIN ENTRY DOORS (IN FRONT OF SCHOOL)

*DROP OFF BETWEEN 8:20-8:30AM

*PICK UP AT 3:10PM

Parents who transport their children to school must use the driveway in front of the school. **When picking up or dropping off students, please remain in your vehicle at all times and do not double park.** Children will be brought to your car by an adult supervisor. If you need to exit your vehicle, please park in designated visitor parking or in the side parking lot.

WALKERS:

Students who walk home are dismissed at 3:10 along with car riders. Students who walk home from school will follow the school sidewalk/path and cross the parking lot (supervised by school staff).

BUS TRANSPORTATION NOTIFICATION

Each student may have one morning pick up location and one afternoon drop off location. These locations need to be on file with the school office. Please remember that all stops must be a residence within the boundaries of the New Prairie United School Corporation. Transportation to and from the YMCA Latchkey program held at Rolling Prairie Elementary will still be allowed as will transportation between NPUSC School buildings. **Bus transportation changes (bus pass/ notes) will no longer be accepted.** It is in the interest of keeping our students safe that we can no longer accommodate complex schedules involving multiple stops.

For more information, please call the Transportation Department at
574-654-7373 or 219-778-9585.

PARENTS/VISITORS/SECURITY

At Rolling Prairie Elementary School, we welcome visitors. However, for the safety of our students and staff, all visitors must first report to the office to sign-in and receive a visitor's badge.

During the school day, all doors remain locked and a security system is in place. A buzzer is located at the front entrance of the building along with a camera. Office staff is able to visually monitor the door. Visitors must press the buzzer ONCE and wait for the office staff to answer.

School personnel are the only adults allowed in the classrooms unless an appointment has been scheduled. Parents may request to schedule a visit to their child's classroom in advance by contacting the classroom teacher or the school office. When visiting, remember that the teacher's role as the instructional leader of the classroom is a very special role and must not be challenged.

COMMUNICATING WITH SCHOOL PERSONNEL

To schedule an appointment with your child's teacher, principal, school nurse, etc., please contact the school office at (219) 778-2018.

PHONE CALLS TO TEACHERS / VOICE MAIL

All teachers' phones are equipped with voice mail. Because we value our instructional time with our students, please feel free to leave a voice message. Teachers will return your call as soon as possible.

ABSENCES

(*Please consult the Elementary General Handbook for additional information)

HOMEWORK WHEN ABSENT

Parents may request homework if the child has been absent more than one school day. In order to give the classroom teacher time to adequately prepare lessons, please allow one day of lead-time before homework is expected. Assignments may be picked up in the office. (Also See "Vacation" in the General Handbook for homework information.) Additionally, teachers may post homework information into students' Google Classroom account and Schoology account.

LEAVING EARLY

Any student who needs to leave school before dismissal must have a written note from the parent stating the reason and the time for the early dismissal. In any emergency, the parent may phone the school. No student will be released from school without parental permission. Parents must enter the office to sign out the student. The student will not be released to anyone other than a parent or guardian unless we have confirmation from the parent or guardian by a note, a telephone call, or if the parent has listed adult names on the child's emergency form.

LOST & FOUND

All lost and found items are brought to the lost & found box located in the main hallway. All unclaimed items will be donated to public assistance at the end of each semester.

CLASSROOM CELEBRATIONS

Classroom celebrations are limited to ensure maximum time for academics. Classroom celebrations include: Fall Celebration (October), Winter Celebration (December), and Valentines Day (February - card exchange)

Please Note: All food items for approved celebrations other than Fall Celebration and Valentines Day must be in accordance with the NPUSC Wellness Policy.

Please **DO NOT** send food treats to recognize student's birthdays (pencils, stickers, etc. are good substitutes).

(**Delivery of birthday presents, flowers, balloons, etc. will not be made to students in their classrooms. In the event these items are sent to the school, they will be held in the office for parent pick up and cannot be sent home on the school bus.)

*****Party invitations for non-school parties may not be handed out at school unless all children in the class or all children of the same sex are invited.***

PERSONAL PROPERTY

Personal property such as toys, media items, jewelry, irreplaceable items, excess money, etc., should not be brought to school. The School is not responsible for personal property (even in special cases of Show and Tell, etc.). School personnel cannot spend time with communication and/or discipline involving lost, stolen, or broken personal property items that do not belong at school. The School may confiscate such items, and it will be the parents' responsibility to retrieve their child's personal property from School personnel. School personnel will not be responsible for confiscated items that are not picked up by the parent within 24 school hours.

DRESS AND GROOMING

While fashion changes, the reason for being in School does not. Students are in School to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Parents are strongly urged to monitor their students' dress. Clothing or articles that advertise or promote drugs, obscenity, or are gang related, involve tobacco, violence, alcohol or drugs will not be tolerated. Inappropriate dress or articles that are deemed interference to the purposes of school are prohibited. The ultimate decision as to what is appropriate lies with the School personnel (who may, at times, make exceptions for School Spirit Days and other special events).

Please note the following dress code during school hours or during school-sponsored events:

1. No sunglasses in school.
2. Hoods, hats, headscarves, or bandanas may not be worn in the building.
3. Shorts, skirts, and dresses should be mid-thigh.
4. Midriffs must be covered. Bottom of shirt must cover top of pants or be tucked in.
5. Clothing or articles that could damage school property or harm someone will not be permitted – example: pins and spikes.
6. No slippers or pajamas.
7. All clothing must be appropriate and not excessively revealing.

8. No sagging, excessively baggie, or wide bell-bottom pants. Pants cannot be dragging on the floor.
9. No wheels in shoes permitted (Heelys, Rollerblades etc.).
10. When the temperature is **50 degrees before students leave for school**, shorts may be worn.
11. Flip flops, high-heels, platform shoes, or unsafe footwear are prohibited from being worn at recess and P.E.
12. Make-up is highly discouraged, and the principal will have the discretion to ask for it to be removed if it is a disruption to the educational process.

Students who are representing NPUSC at an official function or public event may be required to follow specific dress requirements.

EMERGENCY SCHOOL CLOSING

There may be times when it is necessary to delay the start of school or to dismiss early. NPUSC utilizes the School Messenger System (SMS) as well as the corporation website www.npusc.k12.in.us to notify parents of delays or early dismissals. Parents are also urged to listen to the following Radio/TV stations for information.

AM RADIO

WSBT 960
WLOI 1540
WNDU 1500
WIMS 1420

FM RADIO

WNDU U93
WCOE 96.7
WFRB 93.7
SUNNY 101.5
OLDIES 94.3
CAT COUNTRY 99.9
WFRN (93.7, 100.1, 104.7)

TV

WNDU (channel 16)
WSBT (channel 22)
WSJV (channel 28)

It is the parents' responsibility to have a plan prepared for their child in case of an early release due to inclement weather, etc. Parents should remind their children where they are to go and what they are to do if dismissed early during the school day. The school also needs this information on file. Please complete the **Emergency School Closing Form and return it to your child's teacher.**

WALKING FIELD TRIP
PERMISSION 2017-18

EACH YEAR STUDENTS HAVE THE OPPORTUNITY TO WALK TO OUR LOCAL LIBRARY, ALONG WITH OTHER ROLLING PRAIRIE BUSINESSES. ONE GENERAL PERMISSION SLIP FOR YOUR CHILD IS NEEDED TO PARTICIPATE IN THESE TYPES OF OPPORTUNITIES. (ANY TRIP REQUIRING MOTOR TRANSPORTATION WILL HAVE A SEPARATE PERMISSION SLIP.)

MYCHILD DROP BOX FOR YES/NO HAS PERMISSION TO ACCOMPANY HIS/HER CLASS ON ANY LOCAL WALKING FIELD TRIP IN ROLLING PRAIRIE.

**(REQUIRED)
PARENT SIGNATURE**

**Rolling Prairie Elementary School
Title I Parent Involvement Policy
2017-18**

The Rolling Prairie Elementary School Annual Title I meeting will be convened on August 8, 2017 at 5:30 at school.

Additional parental involvement meetings will be held on:

October 16 and 17, 2017 4:00 pm-7:30 pm

December 8, 2017 7:30 am

April 27, 2018 7:30 am

May 17, 2018 2:15 pm

All parents were notified by several means:

- ❖ Monthly school newsletter
- ❖ Letter sent home with students
- ❖ Posted on School web site
- ❖ School Messenger System

These meetings were held to inform parents of Rolling Prairie's participation in Title I programming:

- ◆ School-wide program-funds are distributed among **all** students
- ◆ Rolling Prairie Elementary School 47.75% poverty rate
- ◆ Two Title I Teachers

and to explain the requirements of the school:

- ❖ Highly qualified staff members
- ❖ Aligned curriculum and instructional materials
- ❖ High quality academic assessments
- ❖ Participate in federal and state accountability systems

and the right of the parents to be involved:

- ❖ Student/Parent/Staff Compact
- ❖ To provide parents with a venue to receive information and ask questions
- ❖ Parent Advisory Group
- ❖ P.T.O.
- ❖ Parent Resource Center

Affording parents substantial and meaningful opportunities to participate in the education of their children

- ◆ Library helpers
- ◆ Classroom volunteers
- ◆ Family Literacy Events
- ◆ Family Math Events
- ◆ Field trip participants
- ◆ Parent-Teacher Conferences
- ◆ Academic Honor Celebrations
- ◆ All Pro Dads (breakfast meeting); Mom Math Mornings (breakfast meetings)

Our parent meetings are held making provision for a flexible schedule and will provide information in a language the parents can understand. Our parents will be provided opportunities to provide suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making process concerning programs and providing input on school plans.

At our meetings, we will review our curriculum, our means of assessment, and the proficiency levels our students are expected to achieve and maintain.

Please see specific information to be provided from staff members written below.

Curriculum

Curriculum maps are accessible to all teachers for the subject areas in which they teach. They can be accessed on-line, they can also be found in the Office of the Curriculum Director.

Rolling Prairie Elementary School implements a balanced literacy model for the teaching of reading and writing. The reading workshop is the basis of our reading curriculum. It includes a mini lesson, a read aloud, guided reading, independent practice time, and sharing time. The writing curriculum consists of the writing workshop, which follows the same procedures as the reading workshop of a mini lesson, independent practice, and sharing time. The Six Traits Writing resource is used as well. Envision Math is the resource used in all grades, with a new math series adoption currently in progress for the upcoming school year. Social Studies is taught based on our Indiana Academic Standards, using a variety of resources. The grade level focuses are: K-1 Neighborhood, 2-Our Community, 3-Communities, 4-Indiana History, and 5-US History.

Assessment

Students are assessed regularly throughout the year in multiple ways. We use standardized assessments, traditional assessments, and authentic assessments to show student progress. (All of the following examples are explained in greater detail below.) Examples of standardized tests are DIBELS Next, mCLASS and ISTEP+. Traditional assessments are math tests, spelling tests, social science tests, science tests, and lexile tests. Teachers make observation notes during reading and writing workshops, take notes during student reading conferences and use rubrics as authentic assessment tools.

DIBELS Next, mCLASS and Study Island are computerized testing instruments used each school year in grades K-5. A range of scores is provided for each grade level to show student achievement. DIBELS Next measures reading, mCLASS measures reading and math, and Study Island measures language arts and math skills.

Based on Six Traits writing, students are assessed in writing quality (application) and grammar/capitalization/punctuation/spelling conventions frequently throughout the school year.

Indiana's ISTEP+ Test is a spring test. Students will participate in ISTEP+ testing in March and April. Paper reports are available upon request.

Students in Grade 3 will take Indiana's IRead3 Test in March. Students must pass this assessment to receive promotion to grade 4. Students that do not pass this test of reading skills will be expected to attend summer remediation if offered and re-take the test. A student that does not pass the test the second time will either be retained in grade 3 or must meet the qualifications for a waiver to grade 4.

Kindergarteners are assessed with a locally developed kindergarten assessment and reported each grading period to parents. The same skills are assessed throughout the school year to note progress and areas that need more focus.

Parents will be provided information concerning both our school's performance and their own students' performances on standardized testing. This will be accomplished through communication on our school's website, letters sent via mail to parents, and during parent meetings at the school. The staff at Rolling Prairie will assist parents in encouraging regular attendance, providing adequate time and proper environment for homework, and guiding in nutritional and health practices. This assistance will be provided through the principal's office, the office of the school counselor, the health office, and from teachers.

Community Resources

Various community resources are available to Rolling Prairie parents, including information on parenting and discipline; medical, dental, and health information; and brochures on area recreation opportunities for students. These materials are located in the Parent Resource Center. Parents should sign in at the main office before utilizing the resource center.

Periodically throughout the school year, social agencies are highlighted in the school newsletter and on the guidance counselor's school Facebook page to keep parents informed of available assistance within the community. In addition, information regarding service agencies is available to parents by contacting the school counselor.

Community Agencies:

- Youth Service Bureau
- Dunebrook
- Big Brother/Big Sisters
- The Advocacy Center
- Local Area Churches / Food Banks
- Super Shot Free Immunizations
- LaPorte County WIC Office
- IU Health – LaPorte Hospital
- Salvation Army
- YMCA of LaPorte
- Meridian Counseling Service
- Autism Society of North Central Indiana
- United Way
- Dental Information (Smiles Program)

Rolling Prairie Elementary assists in the transition of pre-school children by attending IEP case conference meetings for placement and programming of students. Kindergarten Registration is held annually in the spring to provide parents with information and enroll students in our kindergarten programs. We also host a spring kindergarten visit/experience with our local pre-school programs.

The Indiana Partnership Center: *A not-for profit Parent Information and Resource Center, funded in part, by the U.S. Department of Education, Office of Innovation and Improvement, serving the families of Indiana, helping to ensure the academic success of Hoosier children.*

The IPC publishes a newsletter, Partners in Learning. This resource is available by visiting Rolling Prairie's Parent Resource Center. You may also contact Indiana's Parent Information & Resource Center (PIRC) at 921 E. 86th Street Suite 108, Indianapolis, Indiana 46240 or calling (317) 205-2595, toll free at (317) 205-9790 or log on to www.fscp.org.

Quality Assurance Statements

All school personnel will provide timely responses to parents' questions, concerns, and recommendations.

Additionally, the staff at Rolling Prairie Elementary School will build the school's and parents' capacity for strong parental involvement by committing to the following:

- ❖ Provide parents and community members written information about the community resources that are provided in our area.
- ❖ Inform parents about where they can find additional information about parent involvement from such places as the Parent Information Resource Center.
- ❖ Provide parents with ideas about for everyday learning activities at home, such as:
 - Modeling reading in front of their children
 - Setting aside a family reading time.
 - Taking their children to the library.
 - Learning ways to build math and reasoning skills together.
 - Providing ways parents can help their children with homework.
 - Providing a Family Involvement Survey to parents and guardians. This will provide our staff information on how we can best serve our families and break down barriers to parent involvement.

Questions, comments and concerns regarding this Parent Involvement Policy or Rolling Prairie's Schoolwide Plan may be submitted verbally or in writing to:

Becky Bartlett, Principal
Rolling Prairie Elementary School
605 E Michigan
Rolling Prairie, IN 46371
219-778-2018
bbartlett@npusc.k12.in.us

Dr. Carrie Cannon, Title I Program Administrator
NPUSC Central Office
5327 N. Cougar Road
New Carlisle, IN 46552
574.654.7273
ccannon@npusc.k12.in.us

From The Principal:

Dear parent/guardian:

Rolling Prairie Elementary School has been designated a Title I school under the federal guidelines set forth by the No Child Left Behind Act. Schools receive this designation when the percentage of its families who qualify for free and reduced lunches is higher than the corporation's. Once a school is designated to receive funding any student who meets program criteria is eligible for assistance.

Test scores are not part of the eligibility criteria.

This Title I designation means our school is receiving more resources to assist struggling students. The program provides for highly qualified Reading Specialists trained in specific, research based reading programs. The Reading Specialists will work with small groups of children at different times during the week.

The Title I program actively encourages parents to learn more ways to help their children succeed in school. We invite you to stop in and use our parent room. You will find we have a computer set up with some suggested websites marked as favorites, information pamphlets you can take with you, and a number of materials that you can check out to use with your child at home.

If you have any questions or concerns regarding this program, please feel free to call our Title I teachers, Mrs. Jarka or Mrs. Post, at Rolling Prairie at (219) 778-2018. They will be happy to answer any questions you might have. Our school counselor, Mrs. Kuczmanski, is available to meet with parents.

This document is our Parent Compact. **We are required by the Title I Program to have parents sign this.**

Please sign this form electronically by checking the required box. This document reminds us that it takes cooperation from the teacher, parent, and student to accomplish the task of learning.

Don't forget to keep your child active with books, reading and being read to!

The Compact

Education is a collaborative responsibility shared by students, teachers, parents and community members. It is important that we all work together to help students achieve high academic standards. The following are roles and responsibilities that we as partners will carry out to support student success in school and life.

STAFF PLEDGE

I pledge to carry out the following responsibilities to the best of my ability:

- ❖ Teach classes through interesting and challenging lessons that promote student achievement.
- ❖ Endeavor to motivate my students to learn.
- ❖ Have high expectations and help every child to develop a love of learning
- ❖ Communicate regularly with families about student progress.
- ❖ Provide meaningful homework assignments that practice essential skills that extend learning.
- ❖ Participate in professional development opportunities that enhance teaching and learning strategies.
- ❖ Support the formation of partnerships with families and the community.
- ❖ Actively participate and consistently work with families and my school colleagues to make school an accessible and welcoming place for families.

STUDENT PLEDGE

- ❖ I pledge to carry out the following responsibilities to the best of my ability:
- ❖ Come to school every day (unless I am ill) ready to learn and do my personal best.
- ❖ Bring my agenda, completed assignments, and homework each day.
- ❖ Organize my learning materials every day so that I am ready to learn.
- ❖ Know and follow the school and learning community, rules, procedures, and expectations.
- ❖ Communicate regularly with my parents and teachers about school experiences so that they can help me be successful in school.
- ❖ Study and read every day after school.
- ❖ Respect my teachers, the school staff, the school facilities, my classmates, and their families.

PARENT PLEDGE

- ❖ I agree to carry out the following responsibilities to the best of my ability:
 - ❖ Provide a quiet time and place for homework each evening.
 - ❖ Read to my child or encourage my child to read every day.
 - ❖ Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
 - ❖ Regularly monitor my child's progress in school
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- ❖ Read and respond to school notices, messages, and requests in a timely manner.
 - ❖ Participate at school in activities such as volunteering and attending parent teacher conferences.
 - ❖ Communicate the importance of education and learning to my child.
 - ❖ Respect and support the school staff, students, and other parents.

I agree to the conditions of this printed pledge.

Staff members:

Reading Specialists: ~~Mrs. Mossen~~ **TBA**, Mrs. Post

School Counselor: Mrs. Kuczanski

Principal: Ms. Bartlett

Parent Signature: _____

TITLE I PARENT INVOLVEMENT POLICY,
SCHOOL WIDE IMPROVEMENT PLAN
HOME –SCHOOL COMPACT &
READING THE HANDBOOK and ADDENDUM

My child and I have read over the entire NPUSC Elementary Schools K-5 Student and Parent Handbook located at www.npusc.k12.in.us and the Rolling Prairie Elementary School General Handbook Addendum. My signature also signifies that I have received the Rolling Prairie Title I Parent Involvement Policy and the Rolling Prairie Home – School Compact. My signature also signifies that I have access to the School Wide Improvement Plan for Rolling Prairie Elementary School.

_____Required_____

Parent Signature