

# THE PRAIRIE SCHOOL

Dear Prairie Family,

Please use your Family Handbook often to answer questions that you may have about the School's regulations, procedures, and programs. While it is impossible to create a document capable of addressing every possible aspect of a school, we hope that the spirit of the Handbook is clear and that you will contact us with any questions that arise throughout the year.

The frequently used abbreviations throughout the handbook are: **AS** for All-School Information, **ES** for Early School, **PS** for Primary School, **MS** for Middle School, and **US** for Upper School. Unless otherwise indicated, Early School is considered part of Primary School.

The three divisions (Primary, Middle, and Upper) have information separated into the categories of daily operations information (**Daily Life**), followed by academic information (**Academic Guidelines**) that is of relevance within the respective division.

Subjects in **bold** type indicate that more information or specifics on a given topic can be cross-referenced in another section of the handbook.

Best wishes for a positive and productive academic year.

## Helpful Numbers

The Prairie School main switchboard is answered from 7:30 a.m. to 4:30 p.m. when school is in session. Voicemail is configured to answer calls when a secretary is not available. All faculty and staff have voicemail and email — a list of these numbers and contact guidelines will be distributed when the year begins.

<u>Department/Office</u>	<u>Contact</u>	<u>Phone Number</u>
Head of School	Dr. Nat Coffman	752-2504
Exec. Asst. to Head of School	Kristi Barrett	752-2501
PS Head/Director of Compass	Kathy Boero	752-2575
PS Admin. Asst.	Kim Forsman	752-2573
MS Head	Bonnie Benes	752-2550
MS Admin. Asst.	Lynn Zobel	752-2551
Assoc. Head of School/US Head	Everett McKinney	752-2628
US Admin. Asst.	Barb Barth	752-2626
MS Dean of Students	Todd Albers	752-2554
US Dean of Students	Jason Atanasoff	752-2605
Asst. HOS-Community Relations	Aliya Pitts	752-2520
Senior Director of Admissions	Molly Lofquist Johnson	752-2525
Director of Admissions	Callie Atanasoff	752-2531
College Counseling	Margaret McDonough	752-2629
College Counseling	Jim Zielinski	752-2624
College Counseling Admin. Asst.	Christine Uebe	752-2627
Director of Communication	Brendan O'Brien	752-2523
Communication/Design Manager	Austin Gundlach	752-2524
Alumni Relations Manager	Jan Hagopian	752-2533
Athletic Director	Sandy Freres	752-2600
Bookkeeping/Accounts Payable	Liz Nass	752-2508
Billing/Bookkeeping	Marion Dow-Vass	752-2507
Development Director	Hannah Keller	752-2530
Dining Room/Food Services	Melissa Gallert	752-2672
Health Office	Camille Jensen-Guion	752-2660
Health Office Admin. Asst.	Kim Forsman	752-2573
Human Resources	Lisa Koleske	752-2515
School Counselor	Ana Moreno	752-2662
Stay and Play Program (after 3:45 p.m.)		752-2599
Student Resource Center (SRC)		752-2677
Tickets/Box Office- <a href="mailto:shows@prairieschool.com">shows@prairieschool.com</a> / Box Office		752-2597

**Department Chairs**

Arts (Performing) Chair	Allyson Smalley	752-2566
Arts (Visual) Chair	Vicki Schmitz	752-2564
English Co-Chair (PS-Gr.6)	Susan Holum	752-2580
English Co-Chair (Grades 7-12)	Erin Housiaux	752-2643
Math Co-Chair (PS-Gr.8)	Carmen Warren	752-2567
Math Co-Chair (Grades 9-12)	Jean Weaver	752-2649
Physical Education Chair	Nich Schafer	752-2604
Science Chair	Jean Weaver	752-2649
Social Studies Chair	Alan Mills	752-2562
World Language Chair (Acting)	Everett McKinney	752-2628

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## **MISSION**

The Prairie School is a child-centered, college-preparatory day school whose mission is to educate our children; develop their character; nurture their individual talents, interests, and abilities; and affirm their dignity and self-worth. We foster academic excellence, leadership, creativity and environmental responsibility, emphasizing individual success while teaching the value of service to our local and global communities.

## **PHILOSOPHY**

By focusing on the whole child, Prairie is committed to creating leaders. This is accomplished by our focus on the “7 A’s.” We shape academic, artistic, athletic, altruistic, active, accountable, and adaptable leaders who stand ready for the challenges of tomorrow.

**ACADEMIC.** We instill a love of learning at an early age and offer a challenging college-preparatory program where children can excel and succeed while learning how classroom knowledge can be applied to real-life situations.

**ARTISTIC.** The Prairie School campus was built to inspire. In this environment, we offer strong Fine and Performing Arts programs to ignite the creativity of our students.

**ATHLETIC.** Even the best academic experiences need to be balanced with a lively athletic program. We teach our young athletes to develop their full potential and use their skills to enrich their everyday lives.

**ALTRUISTIC.** Prairie students recognize the importance of community and service to others. Service hours are requirements of graduation.

**ACTIVE.** Students must lead balanced lives. From sports to performing arts to international trips to opportunities and leadership activities, we encourage our students to become involved in their school and the outside world.

**ACCOUNTABLE.** We instill the belief that individuals are responsible for their own actions. Prairie students are held to a strict personal and academic Honesty Standard.

**ADAPTABLE.** Adaptability to life’s changes takes many forms and adds value to a student’s education at Prairie. Supported by a diverse faculty and student body, our students build confidence in themselves while learning to adjust to changing environments.

## **A STATEMENT ON DIVERSITY WITHIN THE SCHOOL**

The Prairie School is an educational community that respects and values the uniqueness we find in our students and those who serve them. Its goal is to teach young people to understand, respect, appreciate and tolerate differences that exist within society, seeking always to prepare our students to interact respectfully so they may benefit from these differences as they mature. Diversity within our faculty, staff and curriculum permits us to discover similarities and shared identities and connections that may serve as building blocks for multicultural communities.

To that end, The Prairie School strives to recognize and respect diverse populations, build an inclusive community and provide students, faculty, and staff with exposure to different voices in order for them to confront issues of diversity in honest and thoughtful ways.

## **PARENTS AS PARTNERS**

We aspire to build effective partnerships between the child, the family and the School to create “a triangle of school success.”

To support this ideal, The Prairie School requires its students and school personnel to support its mission, follow its rules, guidelines, best practices and expectations. In turn, the School also expects parents to respect and support the School’s mission, recognize and follow its rules, and respect and support the School, its personnel and students.

Courtesy, civility and appropriate comportment are cornerstones of our school community, and we expect students, parents and school personnel to behave according to these standards in all relationships and at all school events. Please see your enrollment agreement for greater clarity on parents’ contractual obligations to the school.

Why include parents in this contract? As adults, they set the example for our children regarding appropriate behavior.

With this fundamental truth in mind, The Prairie School adheres to the following *Principles of Good Practice* that describe and define parent roles and responsibilities:

1. Parents must be familiar with and support the School’s mission, policies, goals, expectations, best practices and procedures.
2. Parents must recognize that an effective partnership between home and school is characterized by civility, mutual respect, clearly defined responsibilities and boundaries.
3. Parents must share a commitment to collaboration with the School and must maintain open lines of communication with the School.
4. Parents must provide a home environment that promotes civility, respect, positive learning attitudes and habits.
5. Parents must involve themselves in the life of the School through their support of volunteer opportunities, if possible, and certainly through the direct support of their children’s activities and growth.
6. Parents must seek and value the School’s perspective of their child.
7. When educational concerns arise, parents must seek information, clarification and resolution directly from the School, consulting those best positioned to address their

concerns. Said another way, *“a complaint is a problem one has not given the school an opportunity to fully address and perhaps solve.”*

8. Parents must share with the School any religious, cultural, medical or personal information necessary to the effective education of their child.
9. Parent behavior at sporting and other events must reflect and propel the School’s values, ideals and expectations. Parents are expected to support and encourage all players, coaches and participants (even those representing opposing teams), and must refrain from correcting or complaining to coaches and referees during or immediately following events. A parent who fails to uphold these standards may be asked to leave a field, gym or court and may be barred from attending other such events.
10. When dealing with faculty and staff in person, through email, or while on the phone, it is the School's expectation that parent behavior must reflect and propel the School’s values and ideals of openness and civility. Should a parent wish to meet with a teacher, they should call or email that teacher. If the teacher and parent agree that a meeting is needed, they will work together to set a day and time when the student, his/her teacher, advisor and parents are available. The School asks that parents go directly to the appropriate division office (Primary, Middle or Upper School), check in and await the teacher who will meet them there. Unannounced visits to a teacher’s classroom or office are respectfully discouraged.

In the event that a parent fails to abide by the letter or spirit of the above expectations, the School may, in its sole discretion and best judgment, terminate its relationship with the family at any time during the school year.

## **ALL-SCHOOL INFORMATION**

### **Absences (See also Attendance)**

We believe that the classroom experience is a crucial component of a Prairie education and there is a significant link between attendance and performance; consequently, regular and consistent attendance is required.

The Prairie School expects students to attend at least 90% of all school days in each course every semester. Absences directly related to school sponsored events such as field trips, co-curricular events, or other school related trips do not count in calculating a student’s attendance percentage.

When a student’s attendance record exceeds the amount of absences allowed, the Dean of Students and/or Division Head will consider an appropriate consequence including but not limited to: After School Study Hall (ASSH), work duty, detention, a written warning, or even a

request to withdraw from the school. A contract for the next school year may also be denied based on a student's attendance record.

Prairie expects that parents will not schedule vacations that conflict with the academic schedule and that they will strictly limit the number of outside appointments scheduled during the school day. If a student must be away from school for an extended time - in Middle and Upper School, the student is required to submit a Planned Absence Form.

### **Academic Work and Assessments**

Individual completion of work is expected on all assessments, i.e. tests, quizzes and papers, and academic work, i.e. home or in-class work. Teachers may direct students to work collaboratively. Student collaboration requires sharing of responsibilities and tasks on the same assignment or assessment, resulting in similar or same grading for the completed work. Teacher expectations must be followed for individual and collaborative work. In all circumstances, students are expected to follow the Honesty Standard (**Appendix E**).

### **Admissions**

The Prairie School is an academic community whose doors are open to all applicants without regard to race, age, culture, ethnicity, or nationality, gender identity and expression, sexual orientation, marital status or religious affiliation.

The Prairie School provides academic support to students through the Compass Program. However, the School is not equipped to effectively serve students with severe emotional or physical needs or significant learning disabilities.

Prairie has a selective Admission process. Families may apply for admission to the school at any time. The Admissions Office provides informational packets to all inquiries on a year-round basis. Wait-lists are established for students who have been accepted for admission and from whom a signed contract and deposit have been received. Under no circumstances are families guaranteed admission for the future or space in a future class. Applicants who are not accepted or who choose not to enroll may reapply for admission in future years. In such cases, all previously completed applications and tests become void; the family must begin the process anew.

Because admission to Prairie is selective and competitive, parents must return re-enrollment contracts by the published due date in order to reserve a place for their child. Re-enrollment contracts are issued in February and are due in March for the coming academic year. After the due date, places within a grade are filled from waiting lists. Once a class is filled, no additional

places will be added. Waiting lists are established for each grade based upon the return date of the contract.

The Prairie School celebrates and invests heavily in its diverse student body through academic scholarships and a generous need-based financial aid program - **see also Scholarships**. In December, the financial aid application process opens. The Prairie School awards and tracks the financial aid process through PowerSchool for returning families. For more information, contact the Chief Financial and Operations Officer at 262-752-2507.

### **Advisory Program**

To assure individual attention and success, Prairie students benefit from a strong faculty-advisor program. In PS (ES - grade 4), each child's classroom teacher is his/her advisor. In MS and US (grades 5-12), each student has a faculty member or a professional staff member as an academic advisor. Please refer to specific division information for more details on the advisory program.

### **Assemblies**

Throughout the year, Prairie holds various All-School Assemblies to celebrate accomplishments, recognize special calendar days, or share presentations by alumni and visitors from the community. Invitations and event details are sent to families as needed throughout the year.

### **Athletics (see also Appendix B)**

Athletics at The Prairie School is intended to be an enriching and healthful experience by which physical, mental, and social growth is stimulated through interscholastic and intramural competition. The School promotes athletic excellence and encourages an athlete to achieve his or her best and to be a positive, contributing member of a team. Prairie maintains a full-participation policy. This means every student has the opportunity to be on a team. However, this policy does not guarantee the right to dress for a game, play, or letter. Playing time is a privilege that is earned.

The Prairie School is an active member of the Wisconsin Interscholastic Athletic Association (WIAA) and the Metro Classic Conference (MCC). Prairie's athletic program is conducted in accordance with all existing school policies and regulations because the School believes that a dynamic program of student athletics should function as an integral part of the total curriculum. The Athletic Handbook for parents and athletes is located on the Athletic Website under Parent Information.

### **Attendance (See also Absences)**

Prompt, daily attendance in every class and study hall is required of all students.

Attendance is taken daily in all grades and classes. Parents, not students, must call whenever their child will be absent or tardy for any reason (illness, appointments, etc.). To report attendance information, please use the 24-hour-a-day telephone number 262-752-2500. When reporting an absence, please state the child's name, grade/classroom teacher, and the reason for the absence.

After students are dropped off at school for regular hours or other school events, they must remain at school or at that event until they are appropriately dismissed. Any time a student in grades 5-12 enters the school after 8:30 a.m. or leaves the school prior to 3:45 p.m., he or she must sign in or out with the secretary of the respective division.

The Prairie School strongly discourages students from being absent for reasons other than medical or family emergencies. If a student will be out of school for an extended amount of time, please refer to the **Daily Life - Attendance** section of the respective division for additional information about planned absences

### **Behavioral Standards (See also Discipline and Disciplinary Council)**

It is a privilege to attend The Prairie School. Students are expected to adhere to our Behavioral guidelines at all times, on or off campus, in or out of school.

Safety, civility, and respect for the worth of every member of our community remain the philosophical foundation of our school. Prairie School acknowledges that the family is also responsible for a child's behavior after school hours, on weekends, and at non-school events. Our goal is to respect a student and family's privacy in that regard. However, off-campus behavior may require action by the School. The School will determine on a case-by-case basis when to act on misbehavior outside of school. Prairie School is likely to act when the behavior embarrasses the School, damages the community, or is so egregious that the School is compelled to act.

In regard to disciplinary matters, there are two formal groups who may be called upon to ascertain the findings in a matter and recommend a course of action to the Division Head. They are the **Honor Committee**, an investigative group, and the **Disciplinary Council**, a select group of faculty that reviews the findings of a case and makes recommendations for disciplinary action to the Division Head. The Division Head may accept or amend recommendations from the Disciplinary Council as he/she deems necessary and appropriate, or determine an entirely different outcome to the situation. Appeals to decisions by the Division Head can be made directly to the Head of School. However, the recommendations related to any given incident remain in place during the appeal process.

We expect students to behave appropriately and to treat others with respect and civility, and we are prepared to respond with appropriate disciplinary measures when this expectation is not met. We also expect administrators, faculty, students, and parents to act as role models of this ideal, to provide positive examples for student behavior, and to take appropriate action when they witness behavior that violates our expectations.

Below is a non-exhaustive list of unacceptable behaviors. Any behavior, whether listed or not, which is detrimental to the safety or maintenance of a sound learning environment and strong community may be grounds for corrective action. This information is intended to be generally descriptive of the School's procedures but should not be viewed as completely comprehensive. The Prairie School may alter its disciplinary practices as it deems necessary, depending upon the circumstances, and may respond to behavior issues including impairing substance use in any way it deems necessary to preserve the integrity of the community and safety of all students and adults on campus.

Guideline: If a behavior is crass, cruel, crude, and compromises integrity or involves controlled substances, there will be consequences.

- Relational Aggression/Bullying: This is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. **(Appendix F)**
- Tardiness: Promptness to school and class is expected.
- Inappropriate, vulgar language, and gestures (possibly displayed on clothing as well), or behavior that disrespects and interrupts the learning of others
- Fighting, roughhousing, throwing objects, playing inappropriate games, and any behavior that poses a physical danger to others or their property
- Behavior, at or away from school, which endangers the property, health, or safety of others
- Disorderly conduct during a school-sponsored activity or event
- Cheating, plagiarism and lying **(Appendix E)**
- Possession of firearms or weapons or any kind (including but not limited to firecrackers, BB or pellet guns, and martial arts weapons)
- Tobacco usage: Students should not possess, provide, nor consume tobacco products (smoking, chewing, snuff, etc.) either on or off campus during school hours or during school trips and events.
- Vandalism: If any school property is damaged through negligence or vandalism, the student(s) involved will be appropriately disciplined and any expenses related to the vandalism will be billed to the family.

- Theft is the most serious of honor violations because of its direct and tangible harm to others. It also breaks the bonds of trust that links us together as a school community. A violation of theft involves both the Honor Committee and the Disciplinary Council that makes recommendations to the Division Head. An act of theft breaks the bonds of trust that links us together as a school community. A student who steals will likely be asked to leave the school immediately for not less than two terms or permanently, depending upon the severity of the situation. See also **Appendices D and E**
- Use of any impairing substance - a student will neither possess, provide, nor use illegal or impairing substances/drugs or drug paraphernalia while on campus, on school trips, or at school events. If a student deals or provides alcohol or impairing substances to others under any of these circumstances, he/she may be asked to leave the School immediately. Also, if a student consumes alcohol or impairing substances after school hours and attends a school event under the influence, such conduct may result in the most serious disciplinary action, expulsion. See also **Appendix A**
- If a student brings alcohol or drugs or impairing substances to any school-sponsored activity for consumption or distribution, or is deemed to be under the influence of alcohol or drugs during school or at any school-sponsored activity, this is considered a disciplinary matter and will be reviewed by The Disciplinary Council. The Disciplinary Council may recommend any disciplinary action (e.g. in or out-of-school suspension, work details, loss of merit scholarship or aid monies, loss of elected student leadership positions or dismissal from the School) based on its findings. The recommendation is submitted to the Division Head for review and then to the Head of School for final disposition based on his/her sole discretion.

### **Billing/Charges**

Bills are sent monthly through FACTS Management and are due the first day of the following month. Current charges (lunch tickets, classroom consumables, etc.) and past due amounts will be included. A finance charge of 1.5 percent per month (18% APR) is automatically applied to all past-due amounts. Billing questions should be directed to the bookkeeping office at 262-752-2507.

A delinquent account is any account with a balance that is ninety days or more past due. The school reserves the right to withhold services, grades, and transcripts on any delinquent accounts. If there are extenuating circumstances, please contact the school's Chief Financial and Operations Officer, (262-752-2511) who will make every effort to assist families.

### **Board of Trustees and Advisors**

The Board of Trustees is responsible for the financial security of the School and support of its educational programs. The Board establishes and implements policy in accordance with the

Mission of the School. They also provide broad oversight of the administration and faculty, and monitor the effectiveness of the Head of School.

#### Officers of the Board and Members of the Executive Committee

Chairman: Imogene P. Johnson  
Vice Chairman: Helen Johnson-Leipold  
President: Nathaniel W. Coffman, Ed.D., Head of School  
Secretary: Robert R. Henzl  
Treasurer: Joseph Veranth  
Asst. Sec/Treasurer: Steven L. Joost, Chief Financial and Operations Officer

#### Advisors to the Board

The Chairman in consultation with the Committee on Trustees selects Advisors to the Board annually. They are chosen based on their ability to contribute knowledge and expertise to the operation of the School.

#### **Books/Classroom Supplies**

Classroom teachers distribute textbooks when school begins. Many textbooks are now distributed through the student's iPad. If a book is not returned or is substantially damaged, students will be charged the full cost of replacement. In the PS, each classroom teacher submits billing for classroom consumables that he or she has provided.

#### **Busing**

Transportation to and from school is the responsibility of parents. Students who are five years old on or before September 1<sup>st</sup> and who reside in Racine County east of I-94, within the Racine Unified School District (RUSD), may be bused to the school at no charge. Students who live within a half-mile of Prairie are not eligible for school bus service. State law requires that students be a minimum of four years of age to ride a school bus on field trips. Parents of three year olds must provide transportation to and from field trips until the child's fourth birthday.

Transportation routes and schedules are prepared by RUSD and sent to families shortly before the beginning of the academic year.

For questions or problems regarding RUSD bus routes, contact the RUSD main office.

Busing service is a privilege and not a right. Therefore, all students who use bus transportation must comply with the countywide regulations, which state that:

- No pupil is permitted to interfere with another pupil or to destroy the property of another pupil.

- Bottles or glass containers are forbidden on board the bus.
- No electronic devices (e.g. iPod) without headphones are permitted on the bus.
- No cleats or other type of spikes are to be worn on the bus by any student.
- All pyrotechnic devices and incendiaries are banned aboard any school bus.
- Live pets, animals, or wildlife are not permitted on a school bus.
- Pupils may be assigned to definite seats and shall not be permitted to move from the assigned seat except with permission from the bus driver.
- Those responsible, and/or their parents will pay for vandalism to the bus.

### **Campus Security/Main Entrance**

All campus doors will be secured between the hours of 8:30am and 3:45pm. Doors will again be secured after 4:00pm. All visitors and parents must check in at the Welcome Desk at the main entrance to the Administration/Theater building (Door #2). At the time of check in, all visitors and/or parents must present a valid driver's license or proper identification to the security personnel in order to receive a one-day Identification Badge. The Identification Badge must be worn at all times while on campus. Parents are given an Identification Badge at the beginning of each school year. It should be worn at all times when visiting or attending meetings or events during the school day.

### **Cell Phones/Electronic Communication**

Cell phones certainly facilitate communication between parents and their children when emergencies arise. However, cellular telephones must be turned off during class unless their use is required by the teacher. In addition, students are not allowed to be in visual possession, or use, a cell phone or any other communication devices during tests and/or exams.

### **Change of Address/Telephone**

Please call the main switchboard at 262-752-2500 or your child's Division Office with any change of home address, telephone number, or e-mail address as soon as possible. Notification of changes to work and cellular telephone numbers is especially important in the case of an emergency.

### **Classroom Visits**

Provided that arrangements are made in advance with the classroom teacher and Division Head, parents are welcome to visit their child's classroom. On occasion, students may wish to bring a non-Prairie School friend (school-aged only) with them to school for a visit. Please see section on **Visitors' (Student) Guidelines**.

### **Closings/Inclement Weather**

Since the transportation department of the Racine Unified School District (RUSD) serves The Prairie School and Racine-area students, Prairie usually closes whenever Racine public schools are closed due to bad weather. More detailed information about the procedures for closings due to inclement weather is sent home to all families shortly after the academic year begins. Below are some of the local radio and television stations that broadcast school closings information:

Racine—WRJN AM-1400, WEZY FM-92.1, WEXT FM-104.7

Kenosha—WLIP AM-1050, WIIL FM-95

Milwaukee—WTMJ AM-620, WOKY AM-920, WMIL FM-106 and WISN Channel 12

Inclement weather notifications will also be posted on [www.prairieschool.com](http://www.prairieschool.com).

The Prairie School strongly discourages students from going home with anyone other than their legal guardian at anytime, especially during special closings without prior notification.

### **Communicable Diseases**

The Prairie School is guided by information provided by the Center for Disease Control (CDC) and the Americans with Disabilities Act. The communicable disease procedures as they relate to students are listed as **Appendix C**. Communicable disease procedures as they relate to school employees are listed as **Appendix D**.

### **Compass**

Begun in 1993, the mission of Compass, a multi-disciplinary team, is to support the diverse, school-related needs of all students. Through collaboration with students, teachers, and parents, the goal of the Compass Team is to maximize each student's learning potential.

The Compass Team is comprised of fully trained and experienced educational professionals. Compass members include learning specialists, a school counselor, school nurses, a speech and language therapist, and academic support teachers in the areas of reading, math, and English Language Learner (ELL).

These skilled specialists provide consistent support to students as they advance through the grades and transition from Primary to Middle to Upper School. To strengthen the support for students during the transition years, a learning specialist will support a student from Primary School through 6th grade and another from 7th through 12th grade. The learning specialists will collaborate with a team of Compass support teachers who will provide small group attention.

Referrals to the Compass Team may be initiated by a parent, teacher or student and depending on the type of needed support, should be directed to the learning specialist, counselor or nurse. Compass members collaborate with each other and classroom teachers to ensure appropriate and comprehensive support for students.

**Responsibilities:**

- Identify and support students' learning, social, emotional and health needs
- Collaborate with students to identify learner strengths/challenges and utilize appropriate learning and study strategies
- Develop and support Student Learning Plans (SLPs)
- Support grade level learning by providing 1-1, small group and in-class support
- Engage students in learning opportunities in the areas of life skills and wellness
- Serve as teacher leaders and advocates for students with special needs
- Collaborate with teachers on methods of instruction and assessment, and appropriate modifications, accommodations and learning strategies
- Communicate with parents and community resources to support students' learning
- Provide or facilitate professional development to faculty on topics that will enhance student learning, performance and wellness
- Collaborate among divisions to ensure continuity of programming and support
- Coordinate school-wide and other special testing
- Assist the admissions office by administering 1-1 and group admission assessment

**Computers/Technology**

The Prairie School community enjoys a vast array of information technology resources. Community members accept an obligation to insure that these shared resources are used appropriately; students are asked to:

- Respect the rights of each information technology owner
- Use the information technology resources of Prairie for purposes consistent with the educational mission of the school
- Treat information technology resources with respect and care so that they are available for other community members to enjoy
- Communicate in an appropriate and respectful manner when using the electronic medium (i.e. email)

For a copy of the Prairie School and Parent Agreement for Acceptable Use of Personal Electronic Devices and the School's Network and Technology Resources, please see **Appendix G**.

### **Custody Practices**

If requested and designated by an Order of the Court, the School will provide both parents with copies of mailings and other student information. A copy of the stipulations of the Order of the Court as it applies to a student should be on record in the appropriate Division Office.

### **Discipline (See also Behavioral Standards and Disciplinary Council)**

Students are informed of the School's policies and procedures through the Family Handbook and by the faculty and administration. Violations of the school's academic, behavioral, and honesty standards result in appropriate disciplinary action that may include detention, work duty assignments, in and out of school suspension, or expulsion from school. The Prairie School will apprise parents of behavioral issues and inform an individual student's parents of assigned disciplinary actions.

Suspension represents the school's strongest discipline short of expulsion, and once a decision of suspension has been made, it is effective immediately. Suspensions may be served either in or out of school for the time period assigned by the Dean of Students or Division Head. Students who receive either an in or out-of-school suspension are not allowed to participate in or attend activities including, but not limited to, practices, games, rehearsals, or performances without the explicit permission of the Division Head.

- For an in-school suspension, a substitute teacher, hired from 8:30 a.m. – 3:45 p.m. at the parents' expense, proctors the student. During this time, the student works on assignments, tests, and quizzes while separated from the student body.
- For an out-of-school suspension, the student may not come to Prairie for any reason for the duration of the suspension.
- Return to school after a suspension requires a re-entry conference with the student, parents, Dean of Students, and Division Head. At the conference, the details of a Behavioral Contract may be discussed and signed. This is also an occasion to clarify any pertinent information relative to the student's return. Makeup work can be submitted to the appropriate faculty when the student returns. Behavioral Contracts often specify that if broken, the result will be expulsion.

The School's strongest disciplinary action is expulsion, a decision reached by The Disciplinary Council and Division Head. Expulsion means the student is no longer welcome at Prairie School and should not be on campus without permission from the school.

### **Disciplinary Council (See also Behavioral Standards and Discipline)**

The Disciplinary Council is a group of experienced faculty and administrators, usually comprised of department chairs and Deans. It is chaired by the Head of Upper School, who has

the responsibility of upholding the behavioral standards of the School. When potentially serious disciplinary issues arise, this group convenes at the direction of the Division Head, garners the findings of the case, and recommends a course of action to the Division Head. The work of the Disciplinary Council is advisory in nature, and the Division Head may uphold, amend or determine an entirely different outcome to the situation. Major discipline cases are difficult for everyone involved, yet the guiding principle of discipline at Prairie is to balance the learning of the individual student with the values, safety, and needs of the community. Appeals to decisions by the Division Head can be made directly to the Head of School. However, the recommendations related to any given incident remain in place during the appeal process.

### **Dress Standards**

The Prairie School is a place of ideas and learning. To respect and support a positive and productive learning environment, no aspect of a student’s appearance should call excessive attention to him or her. Prairie students are expected to wear appropriate clothing that is neat and clean. It is the responsibility of the students to respect the specific requirements and the spirit of the standards as outlined in the **Dress Standards** section of their respective Division.

### **English Language Learner (ELL) Program**

In any given year, Prairie may enroll students whose first language is not English. In such cases, the school may choose to provide services to these students through an ELL-trained teacher to help them become proficient in the English language.

### **Family Directory**

The Family Directory contains the name, grade level, address, telephone number, and parent names of all Prairie students. The directory also includes the school telephone number and email address for the faculty and staff. Parents receive this directory shortly after the school year begins. The directory is provided as a convenience to the school’s families and may not be used for any purpose outside of school business.

### **Fieldhouse and Johnson Athletic Center (JAC) Guidelines**

The following guidelines apply to use of the Fieldhouse/JAC and PS Gym:

- The Fieldhouse and JAC open daily at 8:00 a.m. for access to the locker rooms.
- US students are allowed to be in the Fieldhouse and JAC, provided a Prairie School employee is in the building.

The Prairie School JAC Fitness Facility and Walking/Jogging track is open for students on:

Monday & Friday	8:00 a.m. - 6:00 p.m.
Tuesday, Wednesday, & Thursday	7:00 a.m. - 6:00 p.m.
Saturday	8:00 a.m. - 12:00 p.m. (noon)

In accordance with the guidelines established by WIAA and the MCC, the following rules apply to the Fieldhouse/JAC during games.

- There should be a minimal amount of movement away from seats during the games.
- Students should be seated during JV and Varsity games and are asked to stay off the main court during halftime and between games.
- Spectators should not cross the Fieldhouse/JAC while games are in progress. This rule is designed so that players will not be distracted and that spectators will not run the risk of injury.
- The refreshment stand is open during JV games and the first half of Varsity games. Concession sales close after halftime of the Varsity game.
- Students may not be in the back hallways or locker rooms during home events.
- The building is to be cleared by 9:15 p.m.

Parents and students are asked to support the athletic teams in a positive and sportsmanlike manner for all games:

- Cheer for the team, NOT against individual opponents.
- Disrespectful behavior to officials, coaches, players, and other spectators is unacceptable.

Students are not allowed to leave the Fieldhouse/JAC and re-enter during JV and Varsity games. This rule is designed to limit the potential for unexpected difficulties or behavioral issues. If students show a lack of respect, discipline, and control, they will be asked to leave the premises; their parents will be contacted.

### **Fire, Tornado, and Safety Drills**

Fire, tornado, and safety drills are held on a regular basis. Students are instructed as to evacuation routes and proper procedures during such drills. Officials from the fire department supervise one drill each year. Parents and visitors to the school are expected to follow all of the emergency protocols that are posted in every classroom and office.

### **Food Services**

Prairie offers a well-balanced lunch program available to all students; a monthly menu is made available to families. The option to purchase a yearlong Lunch Pass at a flat fee rather than using individual lunch tickets is available to all MS and US students. For information about the flat rate program, please contact the school's Business Office, 752-2507.

### **Fundraising/Development**

It is because of Prairie's sense of community that our school continues to grow and thrive - and we could not do that without the support of our parents.

Prairie raises money each year through various programs to supplement educational and operational costs not covered by tuition. The overall objective of these initiatives, spearheaded by the Development Office, is to provide a positive and productive climate for fundraising, one that promotes and ensures the financial well being of the school while upholding the integrity of its reputation and image. All fundraising activities must be coordinated through, and approved by, the Development Office.

The following efforts provide direct support for the operating budget and/or scholarship fund of the school:

#### *The Prairie Fund*

Gifts to the Prairie Fund lead to inspiration and achievement here on campus. Generosity from current parents, alumni, faculty, staff, grandparents, alumni parents, corporations, and friends of the School ensure our physical health and academic vitality.

#### *Premiere*

Our annual auction gala features delicious food, dancing, and one-of-a-kind auction items. Every dollar earned in conjunction with Prairie's signature fundraising event goes directly to our financial aid program.

#### *Golf Classic & Dinner*

Twenty years ago, The Prairie School's Golf Classic & Dinner was founded by a group of supporters who knew first-hand the power of a Prairie education. Now, at the end of its second decade, this event raises almost \$100,000 annually in support of scholarships and financial aid, thereby ensuring that the opportunity to attend TPS is widely available to families throughout our community.

#### **Grandparents' Day**

Each year, The Prairie School hosts a special day for grandparents and special friends to visit and attend classes with their grandchildren. Refreshments and special classroom activities are part of the day for visitors.

#### **Health Office**

The Health Office is located adjacent to the PS Office and is staffed by a registered nurse. Because illnesses spread rapidly through the classrooms, the school asks that parents keep their children home if they are not feeling well or have had a temperature over 101° F or have vomited within the past twenty four hours. If students become ill during the school day and it is necessary for them to go home, the nurse will contact the parents/guardian. Students with a

temperature of 101° F or higher are not allowed to return to the classroom but must remain in the health office until picked up by a parent or a person designated in Power School on the Student History/Emergency Form. Parents should make suitable arrangements to cover the possibility of their children's illness when they cannot be reached.

Medications are to be noted in PowerSchool on the Health Page. All prescription medications kept at school require a Prescription Authorization Form, with a signature from your Health Care provider. It is State law that all medication, including prescription medication, is sent to school in its original container. It is the responsibility of the student's parent/guardian to inform the Health Office of any medical concerns and changes.

Student Health History contact Information should be updated yearly in Power School. This must be completed by mid-August. When there are periodic absences from Physical Education (PE) class due to injury or illness, parents must notify the PE teacher and Health Office. If there is an extended absence from PE, we require a physician note. A student's return to activity will require a follow up note from their health care provider. Medical appointments should be made during non-school hours whenever possible.

#### *Physical Examination Records & Forms*

All students are required to have physical examinations by their Healthcare Provider every two years. All new students are required to have a physical prior to starting the school year. The completed Health History Form should be sent to the Health Office before school begins. All student athletes must have additional WIAA forms completed and turned in to the Athletic department prior to starting their sport. Immunization records are kept on every student according to State guidelines. State immunization reports are sent to Madison in October.

#### *Screening Programs*

Hearing and vision screenings are provided annually for all children in Primary School. Parents / Guardians will be notified if a referral is recommended. Screenings are available to any students referred by themselves, parents, or teachers.

#### **Hours of Operation**

The school building opens at 7:30 a.m. Classes begin at 8:30 a.m. Half-day ES students are dismissed at noon; all other grades are dismissed at 3:35 p.m. Students in grades 7-12 with a need to remain on campus after school must have faculty approval and supervision. All students, except those participating in scheduled and supervised activities, must leave the school by 4:30 p.m. For more information on programs for before and after school, see the **Daily Life** sections of PS and MS.

### **Instructional Materials**

The Prairie School faculty and administration are entrusted with the selection of instructional materials that are appropriate to the educational level of the students involved, supportive of the curricular objectives of the School, and in general good taste as judged by contemporary community standards. In selecting materials, the faculty and administration consider the contribution that each choice will make to the overall education of a student. Consideration is also given to the aesthetic value, honesty, fairness, readability, and appropriateness of the materials. Should a parent object to the use of a particular book or other instructional material, he or she is encouraged to discuss the complaint with the teacher. Should the parent so request, his or her child will not be required to read or be exposed to the material in question until the matter is resolved.

### **Lost and Found Items**

Unidentified items found in the school are placed in an area near each Division Office. Parents and students are urged to label all personal items and to check these areas whenever something is missing. The lost and found collections are removed throughout the year, and unclaimed items are given to local charitable organizations.

### **New Family/Student Orientation**

An orientation for new parents and an orientation day for new PS, MS and US students occur in July and August. Information on a variety of topics is shared. Families who may have enrolled after the beginning of the previous school year also are encouraged to attend. Specific information of importance to families new to Prairie will be mailed to them over the summer.

### **Open House**

The Prairie School hosts multiple general open houses per year with an additional event focusing on Early School and Kindergarten recruitment. Prospective parents are invited to attend with their children, to tour the campus, and to talk with classroom teachers and school administrators. Printed literature is available and refreshments are served.

### **Pets**

Pets are not allowed on the school's campus or at school functions without prior authorization.

### **Photographing/Taping/Filming of Theatrical Productions**

Cameras and recording equipment are not permitted during theatrical rehearsals and performances unless otherwise specified. It is illegal to record and photograph copyrighted material. Photographing or recording live performances is dangerous and distracting for performers as well as other audience members. The school engages a professional photographer

who provides photo CDs for sale to parents. Finally, many parents are not comfortable having their child in a video for public viewing.

### **P.O.P Parent Group**

The Prairie School P.O.P. (Promote/Organize/Provide) Parent Community embraces the mission of the School and maintains a collaborative environment in order to **promote** communication within the Prairie community, **organize** community-building events and initiatives that further integrate parents and families into the School, and **provide** direct financial support to the School through fundraising events and projects .

When you become a Prairie parent, you also become part of the P.O.P. Parent Community. Prairie relies on your assistance to make our school a special place. Your time, talents and resources are needed to support each student we are fortunate to have enrolled in Prairie. Without P.O.P. Parent Community members, many of the events and activities that take place at Prairie would not occur. Some of these events include Primary School Ice Cream Socials, Middle and Upper School Parent Gatherings, Fall Fest, Gingerbread House Decorating Event, Grandparents' Day and more.

For more information about the P.O.P. Parent Community, please contact the Admission Office at 752-2525.

### **Prairie School Property**

The Prairie School reserves the right to conduct inspections of its entire campus, as deemed appropriate by School administration. This includes the right to inspect personal effects, lockers, lunch boxes, purses, baggage, and any other property located on The Prairie School premises, including private vehicles. Entry on Prairie's campus constitutes consent to searches and inspections.

### **Publications**

Every Friday afternoon the Communications Office issues *The Weekly*, a digital publication intended to keep parents current with all the news and upcoming events happening on campus.

### **Rentals (Facilities)**

On occasion, some facilities of The Prairie School (dining room, kitchen, and theater) are available for rental use by the school community. Call the Business Office (752-2507) for costs and availability.

### **Scholarships**

Over the years, The Prairie School has established several named scholarship awards funded by contributions from individual donors. A portion of the interest earned from these funds is awarded annually to a student or students who meet the award criteria. Recipients are selected by faculty, Division Heads, and, in some cases, the donors themselves. Awardees are expected to maintain the highest standards of honesty, integrity, leadership and deportment. Failure to meet these expectations likely results in loss of scholarship.

#### *Hilpert Memorial Scholarship Program*

Funded by the School's endowment, as well as individual gifts, this program awards multi-year scholarships in varying amounts to new and continuing students for the years they remain at The Prairie School. The Hilpert Memorial Scholarship Program is an annual, competitive, merit-based, tuition scholarship program for motivated young people who exhibit academic and creative excellence, strong leadership skills, a concern for the well-being of others and demonstrate financial need.

#### *Imogene P. Johnson Leadership Fellows Program*

Established in May of 1997 through the generosity of the School's founders, the Imogene Powers Johnson Leadership Fellows Program attracts the brightest, most-talented Upper School students. Ideally, these Fellows will emerge as strong, competent, cooperative, and magnetic leaders, who are models for the School's ideals, setting a standard for others to emulate. This program provides four \$7,000 fellowships to students entering 9th grade who demonstrate financial need. Fellowships are renewable annually based on each fellow's performance and typically follow a student through graduation.

#### *Malone Scholarship Program*

In 2011, The Prairie School was selected by the Malone Family Foundation to receive a \$2,000,000 endowment gift to establish the Malone Scholars Program. This initiative aims to provide an outstanding education to every top-level student who displays the keen desire and motivation to learn, yet lacks the resources to finance such an education. Financial support for each Malone Scholar ranges from 30% of tuition to a full scholarship and is renewable through graduation. Recipients must rank in the top 10% of their class and be new to Prairie in grades 7-10. Notably, Prairie is the only institution in Wisconsin to be named a Malone School and one of only 50 such schools nationwide.

### **School Counselor**

The Prairie School employs a full-time School Counselor who is available to assist students, parents and faculty with personal-social related concerns. The counselor may provide individual and group counseling and staff and parent informational meetings, as well as constant consultation and collaboration with parents, teachers and administrators regarding students' best

interests. As a vital member of the Compass Team, the counselor helps to ensure all students stay on a path to success.

### **Security/Trespassing**

All visitors to the school, including parents, must pick up and wear Identification Badges from the Welcome Desk at the Main Entrance (**see also Campus Security**) before proceeding elsewhere on campus. All visitors should enter through the main Administration/Theater/Door #2 entrance.

### **Smoking**

The Prairie School provides a smoke-free environment on its entire campus at all times. A smoke-free environment includes the inside of one's vehicle while on school property.

### **Student Privacy of Academic Information**

Information about student academic grades and progress is private information. Teachers and students are expected to speak privately about grades and academic progress after class or at a more appropriate time and place. A teacher's office is an appropriate place to openly discuss such matters. If students want to discuss their progress or grade, they should see their teacher after class and arrange to meet at a later time.

Students should not feel pressured to share their grades or progress with their peers. Repeatedly asking a peer to share his or her grade is inappropriate, especially during class or in front of other students. Students will also keep usernames and passwords for accessing online academic information private.

### **Student Property**

A student who brings an item of value to school assumes complete responsibility for the item's security. Families are encouraged to consider this when sending valuable items to school, including money.

### **Student Records/Transcripts**

A complete file of all grades and student records is maintained in each Division Office. Student records may be requested through the appropriate office. If a student transfers to another school, the Division Office will send an official transcript or the student's records when a written request is received from the new school. Approximately two weeks should be allowed for the School to forward records or send an official transcript. The School reserves the right to withhold grades and transcripts on any delinquent accounts.

### **Student Research Center (SRC)**

The SRC is “the information place.” Staff members strive to provide a positive, friendly learning environment in which students may search for, retrieve, and process information. The SRC exists to serve students and their parents, as well as the faculty and staff with all their information needs.

The SRC is open from 7:30 a.m. to 4:30 p.m. Monday through Thursday and from 7:30 a.m. to 3:45 p.m. on Friday. Special hours can be arranged with a classroom teacher and/or the librarian as needs arise.

All materials and media may be checked out to The Prairie School community. Primary School students may have two items checked out at one time. Middle and Upper School students may check out all materials they need to complete assignments. Materials are generally on loan for two weeks with the option to renew as needed. Materials on overnight checkout must be returned to the SRC before 8:30 a.m.

The SRC bills twice during the school year for lost items from its collection. Notification of lost items will be sent home on the first Friday in December and the last Friday in May. After receiving notification of lost items, there will be a grace period (five school days) to return lost items without fees.

### **Summer Programs**

Prairie’s Summer Program for ES (age 3) through grade 12 is open to the public. Offerings include academic enrichment, fine and performing arts, athletics, tutoring, and our day camp, Hawks’ Haven. Day camp offers students an excellent, affordable, active daily program for ages 3-14 from 7:15 a.m. to 6:00 p.m. A program overview is made available each winter on the school’s website: <http://prairieschool.info/summer#new-page-96>. For more information, contact the Summer Program Director at 262-752-2500.

### **Summer Reading**

Summer reading is required of all students enrolled in grades 5-12. A booklet describing the program and recommended titles is available online through the School’s website: <http://www.prairieschool.com>.

### **Testing (Standardized)**

The Prairie School views standardized tests as one component of an assessment process that is designed to include curriculum-based and alternative assessments as well. Internal examination of test results helps largely to evaluate the quality of the school’s academic program and to monitor individual student progress.

In grades 4, 6, and 8, students take the Terra Nova Achievement Test.

Students in grades 10 and 11 take the Preliminary Scholastic Aptitude Test (PSAT) and National Merit Scholarship Qualifying Test.

Students in grades 11 and 12 should take the American College Testing (ACT) and, in some cases, the Scholastic Aptitude Test (SAT I) and/or SAT II (Subject Test).

Detailed reports of testing results are available as necessary, and individual results can be discussed with parents through appointments with the school's Learning Specialist(s), College Counselor, or appropriate Division Head.

### **Tuition**

The Board of Trustees approves tuition costs for the coming school year in February. A tuition deposit is required of all families upon return of a signed contract.

Parents may elect one of three tuition payment options:

- Full payment: Due by July 15 of the enrolling year. (In the event that payment is still outstanding, the school will move the student to its waiting list).
- Two Payments: First payment (60%) due July 15, remainder (40%) due January 15.
- Monthly Payments: A contracted arrangement for monthly payments. (Requires an annual fee.)

### *Refund Policy*

The \$500 tuition deposit is non-refundable. Parents/guardians are responsible for the full tuition indicated on the contract as per the terms of the contract.

### *Sibling Discounts*

A five percent sibling tuition discount is offered for the second child in a Prairie family. A ten percent discount is offered for the third and subsequent children within the family. **Full tuition applies to the first child enrolled in the highest grade. There is no sibling discount offered in Early School and Kindergarten.**

### *Other Fees*

While tuition only covers 70% of the operating costs of The Prairie School, it does cover the major portion of instructional and academic costs as well as routine diagnostic testing. Tuition does not cover the cost of specially arranged individual diagnostic or psychological testing, some co-curricular activities, or the cost of some testing programs. Field trips, classroom

consumables, and specific performing arts fees are not a part of tuition fees. These items are billed separately.

### **Tutoring**

Extra help is often necessary and is considered a regular part of Prairie's educational program. Full time faculty may not provide paid tutoring between 8:15 a.m. and 4:15 p.m.; a student's regular teacher may not tutor that student for pay at any time. In the event that parents choose additional tutoring by a Prairie faculty member or an outside educator is necessary, the family is responsible for all costs. Please contact the appropriate Learning Specialist for more details.

### **Visitors' (Student) Guidelines**

The purpose for inviting prospective students to visit The Prairie School is to provide them an opportunity to see the school in action. Students are welcome to visit the school, following these guidelines:

- A parent or guardian contacts the Admissions Office 2-3 days prior to the visit.
- After discussion with the visiting student's parent/guardian, the Director of Admissions, in conjunction with the appropriate Division Head, will determine a student guide. Special requests made by parents and/or current students regarding visitors or guides will be considered.
- Casual visitors (students not considering attending Prairie) are allowed to visit only if given permission by the Director of Admissions and the appropriate Division Head 2-3 days prior to the visit.

Other questions should be directed to the Admissions Office at 752-2525.

## **PRIMARY SCHOOL (PS) INFORMATION**

### **DAILY LIFE**

#### **Admissions**

For admission to the Early School Program, the child should turn 3 years old on or before September 1 and be securely potty trained. For admission to the Kindergarten Program, the child should turn 5 years old on or before September 1.

#### **Attendance**

For general information about absences and attendance, please see **All-School – Absences and/or Attendance** information.

Daily attendance during the Primary School years, Early School through Grade 4, is critical to a student's overall performance and skill growth. We ask that families plan vacations outside of the school year because absences from class cause a loss of invaluable instructional time from the many hands-on activities and classroom discussions that really cannot be re-created.

For illnesses and appointments, we ask parents to communicate with their child's classroom teacher to ensure that important classwork is made up. Parents should contact the Primary School Office (752-2573) with attendance related questions.

#### **Before/After-School Program (Early Day/Stay & Play)**

The Early Day Program provides supervised care by two classroom educational assistants for children in grades ES-4<sup>th</sup> from 7:15-8:15 a.m. in Stay & Play rooms near door 6. The program includes many activities for children to participate in before beginning the regular school day. \*Please note there is no charge for this program should your child arrive to school before 8:15 a.m. due to an early bus. A snack is available upon request.

The Stay & Play Program provides supervised care for children aged 3-11 (Early School-Grade 6) after school. When school is in session for a full day, the program operates from 3:45-6:00 p.m. Parents are asked to respect the 6:00 p.m. dismissal time and to pick up their child promptly at the established time.

The Stay & Play program includes supervised time for homework, stories, crafts, outdoor play, and snacks. Parents may register their child for this program at any time during the school year by contacting the PS office or the Stay and Play Coordinators, Jacob Lipor or Barb Swanson at 262-752-2573.

If there is an official closure of The Prairie School due to inclement weather before the school day begins, the Stay and Play Program is closed as well. However, in the event that Prairie closes once classes have begun, the Stay and Play Program is available until all students have been picked up.

The Stay and Play Program is also available during the first week of spring break and during faculty in-service days. Registration is necessary in order to secure adequate staffing.

### **Bus Information**

State law requires that students be a minimum of four years of age to ride a school bus on field trips. Parents of three year olds must provide transportation to and from field trips until the child's fourth birthday.

### **Dress Standards**

The Prairie School students are expected to wear appropriate clothing that is neat, clean and safe for outdoor recess play. To respect and support a positive teaching and learning environment, no aspect of a student's appearance should call excessive attention to him/herself. Uniforms begin to be the dress standard in first through fourth grade. Every Friday, in Primary School, is casual day, and school uniforms are not required.

#### ES and Kindergarten

Students should wear clothing that is clean, appropriate to the school setting and allows for freedom of movement. **Velcro gym shoes must be worn for PE and recess; sandals, slides and Crocs are inappropriate.**

#### Grades 1-4

##### Girls

Navy blue or tan Bermuda (long) shorts and uniform skirts are appropriate from the opening of the school year (early Sept.) until cooler weather arrives (mid Oct.), and from May until the end of the academic year. Non-uniform shorts may be worn for physical education. Sandals, Crocs, or slides are not safe and are inappropriate for active play.

Plaid uniform jumpers or navy blue or tan slacks, navy or khaki polo dresses, and navy or khaki solid jumpers are appropriate year-round. Capri, cargo, painter, carpenter, or sweat pants are inappropriate.

##### Boys

Navy blue or tan Bermuda (long) shorts are appropriate from the opening of the school year (early Sept.) until cooler weather arrives (mid Oct.) and from May until the end of the academic year.

Navy blue or tan slacks are appropriate year-round. Cargo, painter, carpenter or sweat pants are inappropriate.

### Girls & Boys

Shirts, sweaters, socks, tights or leggings may be white, navy blue, light blue, or red. Shirts must be collared or turtleneck style. Plain red, navy sweatshirts, or those that have The Prairie School logo are appropriate. Other logos are inappropriate.

### Casual Dress Days

In Primary School, casual day happens every Friday unless otherwise noted. A neat and clean dress standard should be maintained. Neat and clean includes tasteful sweatshirts, blue jeans, warm-up suits, and shorts of an appropriate length when weather permits. Even on casual dress days, sandals, slides, tank tops (including basketball-type jerseys and shorts), athletic shorts, and clothing that is oversized, frayed or soiled are inappropriate. Caps, hats, and hoods are not to be worn inside the building.

For Primary School guidelines and standards, please refer to registration materials and specific classroom handouts.

### Extra Clothing

Students in ES-4th should keep an extra set of clothing in a small bag at school. Include a shirt, pants, underwear and socks, all labeled with the child's name.

### **Field Trip Dress Standard**

Classroom teachers will communicate appropriate attire for the weather and nature of the activity per field trip.

### **Field Trip Guidelines for Chaperones**

In order to make this the best experience possible for our students, please review the following information before the trip:

- Please plan to arrive shortly before the trip leaves. Teachers need to connect groups with their chaperone **before boarding the bus**.
- **On the bus**, we ask chaperones to be seated near their student group (rather than with another adult) to ensure safe behavior.

- Chaperones will be placed in groups with 1 other chaperone to stay with for the entire trip.
- When visiting a restroom, children must go in groups with the 2 adult chaperones.
- Remember that all group members are ambassadors of The Prairie School and should act according to this important role. Adults should guide children to remember that voices should be polite and running or “rowdy” behavior is never appropriate.
- Adults accompanying a school group play an important part in the success of the trip. You will be called upon to help guide students, keep them focused, assist with lunch, and be ready for anything a young child may look to you for assistance.
- Cell phones or anything that may take the chaperone’s attention away from the group should be turned off or put aside.
- For safety, our students always have an ID on them. Adults are asked to know the name of each student in their group, and take regular attendance checks to make sure all group members are present.

As always, the classroom teacher(s) are the professionals that chaperones should feel free to turn to with questions or issues that may arise on a field trip.

### **ACADEMIC GUIDELINES**

For Primary School guidelines and standards, please refer to registration materials and specific classroom handouts.

#### **Admissions**

For admission to the Early School Program, the child should turn 3 years old on or before September 1 and be securely potty trained.

For admission to the Kindergarten Program, the child should turn 5 years old on or before September 1.

## **MIDDLE SCHOOL (MS) INFORMATION**

### **DAILY LIFE**

#### **Advisory Program**

The MS advisory program functions as an advocacy program for the adolescent child. Each student has an assigned academic advisor (homeroom teacher, counselor) appropriate to his or her grade level. The academic advisor serves as the primary liaison between the home and school. Character education digital citizenship is also a component of the MS advisory program. Students participate in homeroom activities that are designed to initiate and facilitate discussion of various character issues.

#### **After-School Activities**

A variety of activities are offered to MS students in grades 5-8. After-school activities include participation in the arts programs (see **MS-Daily Life-Performing Arts Productions**), athletics (see **Appendix B**), and a number of clubs intended to appeal to MS students' interests. Each activity advisor/coach provides families with the details of the specific offering.

#### **After-School Detention**

When serving an after-school detention, a student is expected to remain after school for an assigned amount of time on the designated day that has been arranged with the student, faculty member, and Dean. After school-detention is designed for teachers to use as a last resort to curtail infractions involving attendance, repeated tardiness, and inappropriate behavior.

#### **After-School Study Hall**

After-School Study Hall (ASSH) may be used as a quiet place to study individually or with a group. This is also a great place for students to seek help from other teachers. ASSH meets Monday through Thursday from 3:45 to 4:30 p.m. in the SRC. Snack will be provide in the SRC. Attendance in ASSH may be adjusted so that students can participate in co-curricular activities such as athletic practices, games, performing arts rehearsals, and performances.

If a student repeatedly comes to class without having completed daily assignments or has not met the deadline for a major assignment such as a lab report, an essay, or a project, then the teacher may keep the student after school to complete the missing assignment(s).

#### **Attendance**

If a family must take a child out of school for a legitimate, but non-medical reason, a Planned Absence Form must be completed. This form may be obtained from the MS Office. It must be

filled in by the student's teachers and signed by the parent, advisor, and MS Head. Every effort should be made to inform the MS Office of such absences at least three days in advance.

The Prairie Middle School expects students to attend at least 90% of all school days in each course/grade every semester. This number does not include absences directly related to school-sponsored events such as field trips, sporting events, or other school related trips. Excessive absences may make it impossible for a student to pass a course/grade. If this limit is exceeded, the division head, division dean, team leaders, and advisor may convene to consider an appropriate response and/or consequence.

For more information, please see **All-School – Absences and/or Attendance**.

### **Backpacks**

All Middle School students are permitted to take backpacks to and from class; however, it is not necessary to use backpacks during the school day. If students choose to do so, they should keep the contents of their backpacks to a minimum. Students are not to leave backpacks on benches or other public spaces. Lockers and metal shelves are appropriate places for students to leave backpacks.

### **Class Trips**

Students and families are notified of field trip dates and the purpose of such trips as much in advance as possible. Occasionally, additional information is provided at parent meetings and through the classroom teachers. All the necessary forms and trip itineraries are distributed prior to departure.

Fifth and sixth grade students participate in a three-day trip to an area camp as a part of their Outdoor Environmental Education Experience. This trip is an integral part of the fifth and sixth grade curriculum.

Seventh and eighth grade students depart for a weeklong trip in late spring. The trips, a culmination of the year's studies, are related directly to the curriculum.

### **Dress Standards**

- The Prairie School students are expected to wear appropriate clothing that is neat and clean. To respect and support a positive teaching and learning environment, no aspect of a student's appearance should call excessive attention to him/herself.
- All clothing (Uniform and Casual) must be the appropriate size for the student.
- Pants must be worn at the waist and shirts must fully cover the torso.
- Clothing that is frayed or has holes is also not permitted.

- Hair colors other than those that are natural to humans, and hairstyles that are not appropriate for a serious educational and professional environment, are not permitted.
- If other fashions or styles that are not currently addressed in the dress standard present themselves and bring excessive attention to an individual or otherwise conflict with the spirit of the current standards, they will be dealt with using similar guidelines to those already outlined.
- If a student has a question about whether something can be worn or displayed, it is the student's responsibility to ask before wearing it to school.
- Khaki shorts/skort of an appropriate length or Capri pants (navy or khaki) may be worn during the specific times announced by the MS office

Girls	Regular Uniform Mondays, Tuesday, Thursdays	Formal Uniform Wednesdays (mid-October to mid-May)	Casual Dress Fridays/Birthdays
Appropriate	<ul style="list-style-type: none"> <li>● plaid uniform, navy or khaki skirts/skort and navy blue or tan slacks</li> <li>● appropriate length skirts (mid-thigh while sitting, standing or walking)</li> <li>● solid navy blue, red, or white knee/ankle socks, tights, or leggings</li> <li>● solid navy or light blue, red, or white collared blouse, polo, turtleneck shirts are tucked in</li> <li>● solid navy blue, red, or white sweaters</li> <li>● wear red/navy blue/white/or gray Prairie sweatshirts, track jackets, or stretch jackets</li> <li>● polo shirts may have Prairie logos (see Spirit Wear website)</li> </ul>	<ul style="list-style-type: none"> <li>● navy blue blazer</li> <li>● tucked-in collared white or light blue shirt/blouse</li> <li>● no polo shirts</li> <li>● a plaid uniform skirt/skort, or navy blue or tan slacks.</li> </ul>	<ul style="list-style-type: none"> <li>● neat and clean includes tasteful sweatshirts and shirts, warm-up suits and athletic or regular shorts of an appropriate length at designated times of the year</li> <li>● yoga pants allowed ONLY if bottom is completely covered by a long top</li> </ul>

	<ul style="list-style-type: none"> <li>● navy blue or khaki shorts or capris at designated times of the year</li> <li>● Footwear has closed heels and toes; shoes should be tied and in good condition.</li> </ul>		
<b>Inappropriate</b>	<ul style="list-style-type: none"> <li>● jeans, denims, stirrups, or sweat pants</li> <li>● baggy pants with external, loops, or ties</li> <li>● sandals, slides, flip-flops</li> </ul>	<ul style="list-style-type: none"> <li>● jeans, denims, stirrups, cargo, painter, carpenter, or sweat pants</li> <li>● baggy pants with external, loops, or ties</li> <li>● sandals, slides, flip-flops</li> </ul>	<ul style="list-style-type: none"> <li>● clothing that is oversized, frayed, soiled, caps, hats and hoods are not to be worn inside the building.</li> <li>● sandals, slides, flip-flops</li> <li>● Tank tops or any shirt that does not cover the shoulders</li> </ul>

<b>Boys</b>	<b>Regular Uniform Mondays, Tuesday, Thursdays</b>	<b>Formal Uniform Wednesdays (mid-October to mid-May)</b>	<b>Casual Dress Fridays/Birthdays</b>
<b>Appropriate</b>	<ul style="list-style-type: none"> <li>● khaki or navy blue pants</li> <li>● must wear a plain brown/khaki or black belt</li> <li>● solid navy or light blue, red, or white polo shirts or turtleneck shirts that are tucked in</li> <li>● solid navy blue, red, or white sweaters</li> <li>● red/navy blue/white/or gray Prairie sweatshirts,</li> </ul>	<ul style="list-style-type: none"> <li>● navy blue blazer</li> <li>● tucked-in collared white or light blue dress shirt (Oxford, button-down style), no polo shirts</li> </ul>	<ul style="list-style-type: none"> <li>● neat and clean includes tasteful sweatshirts and shirts, warm-up suits and athletic or regular shorts of an appropriate length at</li> </ul>

	<p><b>track jackets, or stretch jackets</b></p> <ul style="list-style-type: none"> <li>● polo shirts may have Prairie logos (see Spirit Wear website)</li> <li>● navy blue or khaki shorts or capris at designated times of the year</li> <li>● Footwear has closed heels and toes; shoes should be tied and in good condition</li> </ul>	<ul style="list-style-type: none"> <li>● a Prairie tie (available from the MS Office)</li> <li>● Khaki or navy blue pants</li> <li>● an appropriate belt</li> </ul>	<p><b>designated times of the year</b></p>
<b>Inappropriate</b>	<ul style="list-style-type: none"> <li>● jeans, or sweatpants</li> <li>● baggy pants with external, loops, or ties</li> <li>● sandals, slides, flip-flops</li> <li>● sagging pants are not appropriate</li> </ul>	<ul style="list-style-type: none"> <li>● jeans, cargo, painter, carpenter, or sweat pants</li> <li>● baggy pants with external, loops, or ties</li> <li>● sandals, slides, flip-flops</li> <li>● sagging pants are not appropriate</li> </ul>	<ul style="list-style-type: none"> <li>● sandals, slides, tank tops, clothing that is oversized, frayed, or soiled</li> <li>● caps, hats and hoods are not to be worn inside the building</li> <li>● sagging pants are not appropriate</li> </ul>

Physical Education Attire: Students (grades 5-12) are required to change clothes and shoes daily for Physical Education classes. Gym clothes include appropriate shorts or sweats and a t-shirt.

### **Honesty Standard**

Honesty and integrity form the very heart of the educational environment at The Prairie School. These values are summarized in The Prairie School Honesty Standard. This standard and specific violation of it is outlined in **Appendix E**. The US Student Government Association established The Honesty Standard in 1997. Students in grades 7-12 are required to sign the Honesty Standard, which is the driving principle of the Honor System. In addition, students are asked to certify that his or her work on each test, quiz, essay, or other major assignment is their

own by writing “I pledge” and signing their name on their paper. “I pledge” is short for “I pledge my honor as a member of The Prairie School community, that I have neither given nor received unauthorized assistance in taking this test/quiz, writing this paper, and/or completing this assignment.”

### **Performing Arts Productions (MS)**

Middle School productions are scheduled events held during the school's Performing Arts Student Production Season. The season's performances are announced in the Performing Arts section of the School's web site. The audition dates are announced to students during morning meetings, found on the electronic school calendar, and communicated electronically on the School website.

These productions are offered as part of the performing arts curriculum. In Grades 5/6 students sign up for the course on a first come, first served basis with preference given to 5/6 Choir members and sixth graders. In Grades 7/8 students take part in an audition process in order to be selected for participation in the class. Rehearsals take place in school during class until the final rehearsal weeks when some after school and weekend rehearsals are required.

Once a show is cast, rehearsal information is sent home and parents are asked to sign the show's Performing Arts Statement of Purpose. Parents' signatures on this form indicate their support and their willingness to help their child fulfill show commitments.

### **Personal Technologies**

If a student brings his or her personal technologies, like a phone or other mobile device, to school, The Prairie School is not responsible for it. Students bring and use personal technologies at their own risk. Personal technologies must not interrupt or distract the learning environment, so personal electronic devices must be turned off or set to vibrate during the school day. It is strongly recommended that students keep their personal technology in their backpacks rather than on their persons.

### **Cell Phones (iPhones, smartphones, etc.)**

If you need to get a message to your student, please either send them a message via text, email, or voice message. The students will be allowed to check their phones during the day, with a teacher's permission. Cell phones must not interrupt or distract the learning environment, so cell phones must be in silent mode or set to vibrate unless a teacher is using them in class. It is strongly recommended that students keep their cell phones in their backpacks rather than on their persons. A telephone outside the Middle School office is available for student use. Please call the Middle School Office in case of an emergency.

## **Restricted Areas**

Locked classrooms, faculty and administrative offices (locked or unlocked), other offices, boiler rooms, the shop, kitchen area, and the faculty lounge are off limits to all students.

## **Stay and Play Program (Grades 5 - 8)**

The Stay and Play Program provides supervised care for children aged 3-11 (Early School-Grade 6) after school. The program includes supervised time for homework, stories, crafts, outdoor play, and snacks. Whenever school is in session for a full day, the program operates for Middle School students from 4:30-6:00 p.m. Middle school students are not allowed to get to Stay and Play until 4:30 p.m. Parents are asked to respect the 6:00 p.m. dismissal time and to pick up their child promptly at the established time. If there is an official closure of The Prairie School due to inclement weather before the school day begins, the Stay and Play Program is closed as well. However, if Prairie closes once classes have begun, the Stay and Play Program is available until all students have been picked up. The Stay and Play Program is also available during the first week of spring break and during faculty in-service days. Parents may register their child for this program at any time during the school year by contacting the After-School Program Coordinator at 260-4395.

## **Supervision Before/After School**

Students need to be in a supervised program or with a teacher if they are at school before 7:30 a.m. or after 3:45 p.m. The following places are appropriate: with a teacher, in detention, in a school-organized activity or sport, in ASSH, in the SRC, and at Stay and Play/Study after 4:30 p.m.

Access to the Student Research Center (SRC) is available to all MS students after 7:30 a.m., and from 3:45 to 4:30 p.m., Monday through Thursday. Please note that the SRC is a quiet study area and that no food is allowed in the SRC before, during, or after the school day.

## **ACADEMIC GUIDELINES**

### **Academic Honor Roll**

The Academic Honor Roll is determined at the end of each semester. To be eligible, 7<sup>th</sup> and 8<sup>th</sup> grade students must be taking five courses in addition to the required Physical Education, Music, Art, Drama, Communications, or Health (MADCH) classes.

To earn High Honors with Distinction, a student must have an overall average "A" (3.75) or better in all courses. To earn High Honors, a student must have an overall average grade of "A-" (3.5) or better in all courses. To earn Honors, a student needs an overall average grade of "B" (3.0) or better in all courses.

## **Effort**

Comments on effort are intended to provide a general impression of the student's work in a given class. Subject-area teachers evaluate the following components of a student's effort: class participation, pride in assignments, attentiveness, and responsibility.

## **Grades and Honors for Grades 5 & 6**

Academic Grades:

HP = HIGH PASS

The student's work is consistently above expectations for Prairie students at this grade level. Homework, projects, test and/or other graded pieces are prompt, well executed, and exceptionally accurate.

P = PASS

The student's work ranges from satisfactory to competent and clearly meets or exceeds Prairie's standards for work at this grade level.

LP = LOW PASS

The student's work has major flaws in quality or is inconsistent in quality. Improvement may be needed overall or only in some areas. Nevertheless, it is at or near Prairie's minimum standards.

E = EXPERIENCING DIFFICULTY

The student's work does not currently meet the minimum standards for Prairie students at this grade level.

## **Grades and Honors for Grades 7 & 8**

A student's academic achievement is evaluated on a scale of A, B, C, D, and F. Each letter grade carries a written definition and a numerical value. In computing a student's grade point average (GPA), a 4.0 scale is used; A+ is not awarded. Grades are defined as follows:

A Excellence in achievement in all areas of the course, indicating thorough knowledge of the subject matter and the ability to apply that knowledge with accuracy, intelligence and imagination.

A 93 – 100%

A- 90 – 92%

B Competence in all areas of the course and proficiency in some areas, indicating an understanding of the subject matter and the ability to apply that understanding with clarity and thoughtfulness.

B+	87 – 89%
B	83 – 86%
B-	80 – 82%

C Acceptable work that satisfies the course requirements; an understanding of course material and an expression of that understanding sufficient for promotion in sequential courses.

C+	77 – 79%
C	73 – 76%
C-	70 – 72%

D Unsatisfactory work, indicating minimal achievement. This may be insufficient for promotion in some sequential courses. Summer school may be required.

D+	67 – 69%
D	63 – 66%
D-	60 – 62%

F Failing. Work of unacceptable quality, indicating that the content of the course was not mastered. Credit toward the course requirement is not awarded.

F	Below 60%
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I Incomplete. A grade of “incomplete” is given only under unusual circumstances that must be approved by the MS Head. The missing assignments must be turned in within 10 school days after the close of the marking period or the student will receive a failing grade for all missing work.

A critical accumulation of D’s and/or F’s can, at the discretion of the MS Head, result in the requirement of summer work or repetition of all or part of the school year’s course work.

### **Homework**

Homework is an integral part of the MS curriculum and, as such, it is designed to either reinforce concepts just taught or to prepare students for upcoming class work. By the time students reach MS; they should expect an average of 1.5-2 hours of homework each night including weekends. Homework includes time spent completing assignments, reviewing material for future tests, working on projects, and reading independently. If parents note that students consistently spend

insufficient or excessive time on homework, they should notify their child's advisor. Students are expected to respect the homework policy of individual instructors.

### **Progress Reports**

Parents may view their child's academic progress through our online grade book, PowerSchool. Teachers communicate student academic progress through PowerSchool by writing score notes for individual assignments. Expect a score note for assignments below a C- (7th/8th grades) or at LP or below (5th/6th grades). The Middle School faculty expects students and parents to periodically check PowerSchool. If parents have concerns about a specific academic matter, they should not hesitate to contact the subject teacher directly.

### **Report Cards**

Semester reports are written for each MS student and may be viewed online in PowerSchool. When they describe problems in a student's understanding or motivation, parents should not hesitate to make an appointment with the student's teacher(s) or advisor. A formal conference will take place in late October with the student, student's advisor, and parents in order to report the student's academic progress. Since grades are not cumulative in nature, families will receive a copy of grades for each semester.

### **Tests**

Students should expect to take no more than two tests per day. Quizzes and project deadlines are not considered to be tests.

## UPPER SCHOOL (US) INFORMATION

### DAILY LIFE

#### **Attendance (See also under All-School Absences and Attendance)**

The Upper School expects students to attend at least 90% of all school days in each course every semester. Absences directly related to school sponsored events such as field trips, co-curricular events, or other school related trips do not count in calculating a student's attendance percentage.

When a student's attendance record exceeds the amount of absences allowed, the Dean of Students and/or Division Head will consider an appropriate consequence including but not limited to: After School Study Hall (ASSH), work duty, detention, a written warning, or even a request to withdraw from the school. A contract for the next school year may also be denied based on a student's attendance record.

US students who are ill for an extended period or who are frequently ill must bring a note signed by a physician indicating the nature and duration of the illness so that the family may arrange tutoring and/or counseling through the student's advisor and appropriate teachers.

Prairie expects that parents will not schedule vacations that conflict with the academic schedule and that they will strictly limit the number of outside appointments scheduled during the school day. If a student must be away from school for an extended time the student is required to submit a Planned Absence Form.

Students are expected to be in every scheduled class throughout the day. They are not permitted to cut/skip class, or they will face significant consequences. Students may not cut one class to work on something for another class. In a case such as this, the work the student was completing will likely be worth no credit. Parents may not excuse a student from one or more classes to prepare for another class. Students are not excused from class because they overslept or forgot what time it was.

For more information about absences and attendance, please see **All-School – Absences and/or Attendance** information.

#### **Daily Schedule**

The US academic day begins at 8:30 a.m. and ends at 3:45 p.m. Classes rotate on a six-day schedule (A-F days) so that they meet at different times on different days of the cycle.

## **Dress Standards**

- Clothing must fit and be modest and school-appropriate
- Frayed, torn, or cut-off clothing is inappropriate and unacceptable.
- If a student has a question about whether something can be worn or displayed, it is the student's responsibility to ask before wearing it to school.
- Students may not wear apparel that makes any reference or allude to alcohol, drugs or sex. Rude or offensive messages are inappropriate.
- The length of shorts and skirts should be appropriate and in good taste (at least mid-thigh or longer while walking, standing or sitting in a chair).
- Students will not wear athletic shorts or pajama pants except during PE class and school-related sports activities.
- Undergarments must not be visible.
- All hats, visors, and head coverings (other than those worn for religious reasons) must be removed when students enter the building.
- Collared shirts are recommended.
- All shirts, tops and other garments must cover the top of the shoulder, and should not reveal chest (cleavage), back, waist or underarm areas. Tank tops are inappropriate. See-through and sheer apparel or fishnet garments are unacceptable.
- Piercings, tattoos and other "body modifications" must be appropriate in quantity, size, location and color for a serious educational and professional environment.
- Hair colors other than those that are natural to humans, and hairstyles that are not appropriate for a serious educational and professional environment, are not permitted.
- For health and safety reasons, students must always wear shoes or sandals.
- Pants and shorts must be appropriately sized and worn at the waist. Yoga pants or leggings are allowed but must be dark-colored and opaque. White or light colors are NOT allowed.
- If other fashions or styles that are not currently addressed in the dress standard present themselves and bring excessive attention to an individual or otherwise conflict with the spirit of the current standards, they will be dealt with using similar guidelines to those already outlined.
- Students whose attire is inappropriate may be sent home to change before they can return to school.
- Approximately once per month, students will be asked to dress in a more formal, business casual attire for special events or when a more formal appearance is appropriate.

## **Driving Privileges**

Driving to school is a privilege. The Prairie School expects students to drive safely and responsibly and to obey the traffic signs and rules for the parking lots on campus. Students who drive recklessly on campus or who violate parking rules may have their driving privileges

suspended or revoked. Seniors are assigned parking spots in the US lot when the school year opens and as space is available. All other students park in the North lot near the soccer field and JAC; students are not permitted to drive from one parking lot to another for classes in the JAC.

### **Eligibility/Co-Curricular Participation**

Although a requirement of graduation, co-curricular activities are also a privilege; participation in these activities may be suspended if the student fails to meet his or her academic obligations. To practice or compete in interscholastic athletics, rehearse or perform in a theatrical or musical performance, or participate in a similar school-supported co-curricular function, students must be present at school the entire day on the day in question and have met all their academic obligations. The US Head may waive this rule when an absence is due to extenuating circumstances such as a family emergency or a funeral. Attendance in After School Study Hall (ASSH) supersedes participation in co-curricular activities.

### **Honesty Standard**

The students, faculty, and administration of the Prairie School collectively value the school's identity as a unique academic and social environment upheld by the pillars of honesty, integrity, accountability, mutual respect, and shared trust among all members of the community. In order to maintain such an environment, members of the Prairie School community hereby pledge to abide by the following statements:

1. Students will maintain the integrity, trust, and openness characteristic of the Prairie School community by:
  - a. Respecting the physical and intellectual property of peers, faculty, administration, and school
  - b. Treating faculty and peers with respect
  - c. Conducting themselves in an honorable manner in academic and social situations by:
    - i. Not plagiarizing, cheating, or receiving other forms of unauthorized assistance on any academic assessment
    - ii. Refraining from placing peers in situations where they may break the honor code, such as asking them to cheat or steal
  - d. Being truthful within the community
2. Students are encouraged to foster integrity by:
  - a. Addressing peers about possible violations of the Honor Standard
  - b. Reaching out to the faculty for assistance in addressing any activity that is detrimental to the Prairie School community
3. Faculty and administration will work to provide an environment of trust, honesty, and openness by:

- a. Removing any and all ambiguity from all form of academic assessment and clearly defining the parameters of each assignment or assessment
- b. Clearly defining their expectations when it comes to group or individual assignments or assessments as well as behavior within and outside the classroom

### **Honor Committee**

The Honor Committee is a group of eleven students in grades 10 – 12 elected by their peers to uphold the **Honesty Standard**. This group and a faculty advisor meet to review issues of cheating, plagiarism, theft, and vandalism. If a student is accused of an honor violation, the Honor Committee is convened to review the situation. That group may interview students and otherwise investigate alleged violations, ultimately issuing its findings, and making disciplinary recommendations to the Division Head and/or Head of School . The work of the Honor Committee is advisory in nature, and the Division Head and/or Head of School may uphold, amend or determine an entirely different outcome to the situation.

### **Lockers**

Students are assigned lockers at the beginning of the year. They should not switch lockers as students, faculty, and parents often leave notes for students on or in their lockers.

### **Personal Technologies**

If a student brings his or her personal technology and electronic devices to school, Prairie School is not responsible for them. Students bring and use personal technologies at their own risk.

Cell Phones (iPhones, PDAs, smartphones, mobile phones, etc.)

Upper School students are NOT permitted to use cell phones during any class period, be it to text, call, message, or other electronic application. Cell phones and other electronic devices must not interrupt or distract the learning environment, so cell phones must be in silent mode or turned off unless their use is requested by a teacher. Violations can result in prohibition of cell phone possession. It is strongly recommended that students keep their cell phones on their persons. If a student must be contacted during the school day, parents should call the Upper School office at 752-2626.

### **Restricted Areas**

Locked classrooms, faculty and administrative offices (locked or unlocked), other offices, boiler rooms, the shop, kitchen area, and the faculty lounge are off limits to all students.

### **Senior Open Campus**

Seniors who have parental approval may leave the campus during the US lunch period when they have no other school commitments. However, seniors are encouraged to use this privilege sparingly since their presence and leadership are valued. Seniors must sign in and out when they arrive and leave campus; failure to do so may result in suspension of this privilege. While off campus, seniors are expected to behave in a manner becoming the School's ideals. Seniors with academic difficulties (any Ds or Fs for a semester, midterm grade, or a GPA less than 2.0) may have their free periods (see also **Study Hall and Commons**) or off-campus privileges suspended until their academic performance is satisfactory. Seniors who fail to meet behavioral standards or who take underclassmen off campus will have their off-campus privileges revoked.

### **Student Government**

The US Student Government serves as a liaison between the student body, faculty, and administration. They organize social events, dances, Homecoming activities, and work to enhance student life throughout the year as well as encourage student body unity. The student body elects the student government officers (President, Vice President, Secretary, and Treasurer). Each class also elects Representatives who serve in the Student Government Association. The number of Representatives each class elects may be no more than 10% of the class size. The four Officers and the Representatives then elect four additional members who are termed "Honorary Members."

### **Tardiness**

Late is late, even if by one minute. Excused tardies are limited to late buses and indisputable, publically announced inclement weather, or regularly scheduled medical appointments due to an ongoing or temporary medical condition (e.g. broken bone(s), counseling, diabetes, physical therapy). Dental appointments, eye appointments, and physicals should be scheduled at times that do not interfere with attendance to classes. A call from parents is not an excused tardy.

Tardiness to 7th period (after lunch for seniors) will count the same as being late to school in the morning - i.e. "Late is late."

Five unexcused tardies are allowed per semester. After that, infractions result in lunch duty for those in grades 9-11 and loss of off-campus for seniors

For grades 9-11: sixth and seventh tardy results in lunch duty, eighth and ninth result in before/after school detention (work duty), tenth results in meeting with Division Head and/or Disciplinary Council.

For seniors: sixth and seventh tardy results in loss of off-campus lunch for the day, eighth and ninth result in loss of off-campus lunch and before/after school detention, tenth results in a meeting with Division Head and/or Disciplinary Council.

### **Telephones and Messages**

A telephone is available in the US Office for students to make local calls. When given permission, students may use a faculty member's telephone to make appropriate long-distance calls. To contact a child, the parent should call the US Office at 752-2626; the office personnel will place a note on the message board for the student. It should be noted that contacting a child during the school day is difficult and is discouraged for nonessential conversations.

## **STUDENT SUPPORT SERVICES**

### **Advisory Program**

In the fall of each year, students have an opportunity to change advisors from the one they are originally assigned. The advisor serves as the student's advocate and academic advisor. Advisors and advisees meet regularly to discuss various issues of concern. Parents may contact the advisor, as well as specific teachers, with any questions or concerns.

### **After School Study Hall (ASSH)**

If a student comes to class without having completed daily assignments or has not met the deadline for a major assignment such as a lab report, an essay, or a project, then the teacher may assign the student to After School Study Hall (ASSH) to complete the missing assignment(s). Although attendance is required, it does not guarantee full credit for the completed work. ASSH meets Monday-Thursday after school from 3:45 to 4:30 in an US classroom. Attendance in ASSH takes precedence over co-curricular activities such as athletic practices, games, performing arts rehearsals, and performances. Failure to attend ASSH results in further disciplinary action as well as academic consequences.

### **College Counseling**

The Prairie School offers all families the services of our college counselors. Along with speakers and other special events, a college-counseling course is taught periodically throughout the junior year and during the fall of senior year. Prairie encourages its families to meet with a college counselor early and often to develop college plans that match the needs of each individual student. The Prairie School's college counselors are pleased to meet with families from all grade levels.

### **Study Hall and Commons**

The purpose of Study Hall (for underclassmen) and Commons (for upperclassmen) is to provide a quiet, monitored place for individual and occasionally, collaborative study. It is expected that any student in Study Hall or Commons will come prepared with books and materials to work. Students must remain in their assigned Study Hall or Commons unless they have a pass to go elsewhere. Study Halls and Commons are regarded like any other class and the same rules regarding attendance, etc. apply.

Ninth and tenth grade students are scheduled in Study Hall during periods when they are not in other classes. Juniors and seniors are generally not assigned a Study Hall unless behavioral or academic reasons so dictate. Specifically, upperclassmen (juniors and seniors) with academic difficulties (any Ds or Fs for a semester, midterm grade, or a GPA less than 2.0) may have their free periods (see also **Study Hall and Commons**) or off-campus privileges suspended until their academic performance is satisfactory. See also **Senior Open Campus**.

### **ACADEMIC GUIDELINES**

It may seem obvious, but it is nonetheless important to be explicit in saying that The Prairie School is an academic institution with a challenging college preparatory curriculum. Students who work hard and make a serious commitment to improving typically thrive and succeed. Those who do not work hard are usually unsuccessful.

#### **Academic Performance Review**

During the entire time of their studies in the Upper School, students are expected to work to the best of their abilities; their individual academic progress is reviewed each semester. Any student whose academic progress is hampered demonstrably for any of the reasons that follow or a combination thereof could be placed on academic probation:

- An overall or semester GPA less than 2.0 (without extenuating circumstances)
- An inordinate number of absences (**US Attendance**), tardies, and/or behavioral infractions
- Deficiencies in co-curricular requirements (exercise requirement, co-curricular participation, community service participation, etc.)

Students who fail to demonstrate specified improvement during a designated period of probation could be asked to withdraw from the school.

#### **Assignments/Academic Deadlines**

Students should expect 20 to 40 minutes of homework per class each day. As a result, they must also manage their time wisely to meet the responsibilities of their co-curricular requirements,

jobs, and families. If students fall behind in any of their classes, they will be assigned to ASSH (see also **After School Study Hall**) to make up missing work. Students should meet with their teacher or advisor to make up work after an extensive absence.

The US faculty attempts to limit the number of tests or papers for students to two per day and three per week. When establishing due dates, the faculty considers regularly the schedules of theater performances, sports tournaments, Homecoming activities, etc. As it is impossible to schedule major assignments around every student's schedule, students are encouraged to speak to their teachers well in advance to address whether adjustments can be made. Thanksgiving Recess, Winter Holiday Recess, and Spring Recess are all meant to be periods of rest and relaxation; as a result, homework is not assigned during these vacations, with the exception of the more rigorous AP courses.

### **Awards**

Major awards are bestowed for academic, artistic, and athletic achievements and contributions to the school community. Several scholarships are also initially awarded to students in grades 7-10. Please see **All School Information – Scholarships** for more information. Such awards and scholarships are usually announced at the Honors Assembly.

### **Course Changes**

Courses are taught on a semester system (fall term and spring term). Teachers and advisors do their best to help students select courses with the appropriate level of challenge, but sometimes students find that they are in a class that is either too difficult or insufficiently stimulating. Teachers, advisors and students are encouraged to identify such problems in a student's schedule as soon as possible, preferably within the first week of the term.

Occasionally, mismatches are not evident in the beginning of the course; in this case, students have up to three school days after the official posting of the final first term grade to drop a year-long academic course without affecting their transcripts. However, if a student drops a year-long course after this designated time, the transcript will indicate that the student withdrew from the course. For a one term academic course, a student has until midterm to drop the class without affecting his/her transcript, but after midterm, the transcript will indicate that the student withdrew from the course.

It must be noted that a drop will be not authorized if it reduces the student's schedule to fewer than five academic courses. Adding or dropping non-academic courses, i.e. Visual Arts, Performing Arts, PE etc. must occur within the first two weeks of the term.

### **Course Selection Process**

Every year, shortly before spring break, students and advisors meet to select courses for the following year. *The Upper School Curriculum Guide* describes each course and any prerequisites that are required for enrollment. Information regarding recommendations from each academic department on the course each child should take is provided at this time.

Due to their challenging, time-consuming nature, no more than two AP courses as a junior and three as a senior may be selected by students. If a student wishes to enroll in a course for which he or she was not recommended or take additional AP courses, the family must submit a Course Override/Waiver Form to request that the department reconsider its recommendation or that the limit to AP courses be waived. The appropriate department members and/or Head of Upper School review these requests and approve or deny the request(s).

Advanced Placement (AP) courses not offered as part of Prairie's curriculum may be taken as independent studies. Students must submit an independent study proposal according to criteria and deadlines listed in *The Upper School Curriculum Guide*. Fees incurred by these courses, typically taken online, are at the family's expense. Grades earned from these classes are included in the calculation of a student's grade point average.

Periodically, Upper School students may take classes at other institutions, such as local colleges or online, not under Prairie faculty supervision or tutelage. Grades from such classes are not included in the student's Prairie School grade point average. In certain cases, however, with approval in advance from the Head of Upper School and the appropriate department chair, and with demonstration of course competency as determined by the appropriate department, students can receive credit toward graduation.

### **Exams**

Final exams compel students to review and synthesize large bodies of material. While they may be stressful, they also serve as valuable teaching tools and excellent preparation for the demands of college. A final exam may account for no more than 20% of the term grade.

Exams must be taken at the scheduled times. If an exam is missed, the school will schedule a make-up time for each exam at a charge of \$50 per exam, based on the availability of a proctor.

Seniors in full-year courses *may* be exempted, at the teacher's discretion, from spring term exams if they have a "B" average or better in the course ten days prior to the examination date. All students enrolled in AP courses that take the AP exam and who have a "B" average or better in the course *may* also be exempt from spring final exams in those courses.

Busing is provided on exam days according to the normal schedule; if students do not intend to stay for the entire school day, they are responsible for arranging their own transportation.

### **Grade Point Average**

A semester grade point average (GPA) is calculated for all students at the completion of each semester using the following numerical values. The overall GPA is an average of the year-end grades for all courses taken at The Prairie School; courses taken at accredited NAIS member schools are included in the GPA calculation. However, courses from all other schools are not included. Advanced Placement (AP) courses are weighted with an additional point (1.0). If a student repeats a course, the grade earned each time is used to determine the grade point average.

<u>Grade</u>	<u>Regular Course</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7

### **Grading Scale**

Student achievement is evaluated on a scale of A, B, C, D, and F. Each letter grade carries a written definition and a numerical value used in computing grade point averages (see Grade Point Average). Grades are defined as follows:

- A Excellence in achievement in all areas of the course, indicating thorough knowledge of the subject matter and the ability to apply that knowledge with accuracy, intelligence and imagination.

A	93 – 100%
A-	90 – 92%

- B Competence in all areas of the course and proficiency in some areas, indicating an understanding of the subject matter and the ability to apply that understanding with clarity and thoughtfulness.

B+	87 – 89%
B	83 – 86%
B-	80 – 82%

C Acceptable work that satisfies the course requirements; an understanding of course material and an expression of that understanding sufficient for promotion in sequential courses.

C+	77 – 79%
C	73 – 76%
C-	70 – 72%

D Unsatisfactory work, indicating minimal achievement. This may be insufficient for promotion in some sequential courses. Summer school may be required.

D+	67 – 69%
D	63 – 66%
D-	60 – 62%

F Failing. Work of unacceptable quality, indicating that the content of the course was not mastered. Credit toward graduation is not awarded, but the grade is calculated into the student’s GPA.

F	Below 60%
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I Incomplete. A grade of “Incomplete” is given only under unusual circumstances that must be approved by the US Head. The missing assignments must be turned in within 10 school days after the close of the marking period or the student will receive a failing grade for all missing work.

Divisional and departmental policies will be followed, where applicable. Specified grades are required to demonstrate competency for the next level of study.

A critical accumulation of D’s and/or F’s will require a student to have an Academic Performance Review.

### **Graduation Requirements**

In order to graduate from The Prairie School, a student must fulfill requirements in four areas: Academics, Exercise Requirement, Service, and Co-curricular Participation.

### *Academics*

A student must accumulate a minimum of 22.5 academic credits, and each year is expected to enroll in a minimum of five academic classes. To promote a well-rounded academic foundation, the required course credits per discipline are as follows:

English 4 credits; Math 3 credits; Science 3 credits (specifically in the areas of life, chemical, and physical science); Social Studies 3 credits; World Language 3 credits (all in one language); Visual and Performing Arts 1 credit; Physical Education 1.25 credits.

Additional academic graduation requirements include: Senior status of 5.5 credits, including 5 academic courses each semester AND completion of two Interim Experiences with a grade of PASS during each of the student's junior and senior years.

If a student repeats a course that he or she has passed, all credits are counted toward the graduation credit requirement, but the repetition does not satisfy the number of years required in that discipline.

### *Exercise (required participation each semester)*

In order for students to maintain physical fitness, they must be active during each semester throughout the academic year. The School requires every student to exercise at least three times a week for a minimum of twenty minutes during each session. Students satisfy the exercise requirement in one of three ways: active participation in interscholastic sports, enrollment in a PE Activity class, or commitment to an approved personal fitness program. Please see the list of Exercise Opportunities located in the Appendix of the Upper School Curriculum Guide online at [www.prairieschool.com](http://www.prairieschool.com).

### *Service (minimum of 25 hours annually)*

The School requires a student to be active in community service throughout four years in the Upper School. Service is defined as volunteer work for the School, a civic community, and certain religious activities (e.g. soup kitchens, mission trips, etc.) that are pre-approved by the Service Hour Coordinator. It does not include work done at home for relatives or family and friends. A student is required to complete 25 hours of service by May 1 of each academic year. A desirable goal is partial completion (12 hours) of this requirement by February 15. Students may work ahead (during the summer) to complete their service hours and are encouraged to do so. Of the 100 hours needed for graduation, we encourage students to earn 20 hours (minimum) through non-Prairie School organizations.

### *Co-Curricular Participation (3 points annually)*

Participation in theatre, music, interscholastic athletics, and a variety of clubs supports our students' personal growth and enhances their applications to competitive colleges and universities. Each student is required to have a minimum of 3 points of co-curricular activity each year. Students are encouraged and expected to commit to one major co-curricular activity (team sport, theatrical /musical production) per year. In some instances where this is not possible, bona fide off-campus activities such as private music lessons, off-campus drama productions, and club sports are generally considered co-curricular. In such cases, a student must submit for approval to the Upper School Office a written explanation that details how s/he intends to satisfy the co-curricular requirement in an alternate way.

### *Co-Curricular Progress*

Satisfactory or unsatisfactory progress toward completing the exercise, service, and co-curricular requirements will be noted annually on the year-end transcript as a grade of Pass or Fail. Seniors who fail to meet all academic and co-curricular requirements before the established deadlines will not be eligible for graduation and commencement participation until they have fulfilled all graduation standards. Seniors who fail to meet this requirement also put at risk their college acceptance when grades of "Incomplete (INC)" or "F" appear on their transcript.

### **Interim Experience**

Interim is a required experientially based program available to juniors and seniors during the last two weeks of the academic year. It occurs after AP exams and finals have been completed. Interim gives students the opportunity to explore future professional endeavors such as medicine, architecture, law, education, and social services, or to develop more fully their artistic or service interests.

### **Leadership Education Program**

In the fall, US students spend 4 days at Camp Manito-wish in northern Wisconsin to develop leadership, cooperation, situational analysis, and problem-solving skills. Each year the students are presented with different challenges in slightly varied settings. Freshman students reside in bunkhouses and do various team and confidence-building activities, many involving high- and low-ropes courses. The sophomores and juniors are split into groups of 6-8 and spend 3 days and 2 nights backpacking and canoeing, respectively. The seniors may have the option of going sea kayaking or doing an in-camp experience that further develops their leadership abilities. Each group has a skilled Manito-wish leader and possibly a Prairie faculty member who also participates in the Manito-wish experience.

While working with their group members to accomplish a common goal, students develop leadership skills and learn the importance of trust and communication. Active involvement in group activities not only builds a more cohesive group but also improves an individual's self-image and provides opportunities for success. Since these activities take place in the fall of the year, students new to Prairie are able to get to know their classmates in an informal, social setting before the academic year gets underway. This experience also promotes faculty/student relationships and it helps students develop a respect and appreciation for nature.

Leadership education is an important part of the school's curriculum and participation is required. If there are circumstances that do not allow a student to participate, he or she will be required to propose, in advance, an Alternative Participation Plan (APP) that will propel his or her leadership abilities during the time of the Manito-wish experience.

### **Report Cards/Comments/PowerSchool**

The school year is divided into two semesters, of approximately equal length. Midterm comments and semester grade reports are available to families in the school electronic grade book program, PowerSchool. And families receive mid-term comments on the academic progress of their child in mid-October and late-February.

Twice a year, families meet with a student's advisor – once in mid-October and again in late-February – to discuss the student's academic performance, progress on co-curricular participation, service hour completion, and completion of the exercise requirement. Additionally, parents are always welcome to contact teachers or advisors, especially if they perceive problems in a student's understanding or motivation.

It is the expectation of the school that a parent will check his/her child's current academic progress in PowerSchool at least once per week. Please keep in mind that the quantity and types of assessable material can vary greatly between courses. For example, in the span of any given week a math teacher may post three or four graded items in their grade book, whereas a more project-based course in the Arts may have fewer day-to-day items to grade. Also, please be sensitive to the fact that certain projects demand a greater amount of time to finish grading than other assignments. Should there be a concern about an individual assignment grade, the student and parent should contact the teacher for clarification. If further clarification regarding the assignment is needed, or if a term grade is in question, the parent should contact the child's advisor or teacher in an appropriate manner.

### **Transcripts**

Only year-end grades are recorded on an official transcript. Unless a class has been dropped during the appropriate period (see **Course Changes**), all courses and the year-end grades for

those courses are recorded on the transcript and become part of the child's permanent school record and contribute toward the GPA. When a student applies to college, the College Counseling Office sends an official transcript to the appropriate colleges once granted signed permission by the student's family. Families may request unofficial transcripts at any time, allowing two weeks time for preparation of the transcripts. The school reserves the right to withhold grades and transcripts on any delinquent accounts.

## **APPENDIX A**

### **Alcohol & Drug Policy**

The School takes a very strong position against drug, alcohol and tobacco use by adolescents. Possession, use, sale or distribution of these substances is illegal in addition to being harmful to students and others. The School forbids the following: possession, use, sale or distribution of alcohol, drugs or tobacco products; possession of lookalikes; possession of drug or alcohol paraphernalia, including empty containers for either; being intoxicated or under the influence of drugs or alcohol; the possession, use, sale or distribution of tobacco products.

The School will notify the student's parents in any situation where the School determines that a rule violation may have taken place. Where possible and as appropriate, the School will make every effort to involve the student's family in the discovery and resolution of potential illegal substance abuse issues.

The School reserves the right and initiative to search a student's personal belongings and lockers should a rule violation be in question. If the School deems it necessary to confirm the existence of a substance abuse problem, the School reserves the right to require a Breathalyzer and/or drug screen at parents' expense when a reasonable suspicion of drug or alcohol use exists. The drug screen must be performed by a physician or service approved or recommended by the School, and the results must be shared with the School including the Division Head and Head of School/President. A refusal to comply with a drug screen request may result in the most serious disciplinary action: expulsion.

If a student demonstrates a pattern of behavior that suggests personal alcohol or drug use, the School also responds. This is considered a personal health issue and the Disciplinary Council is usually not involved unless it is deemed that harm may have been done to others. The first time this pattern of behavior becomes noticeable, the student is referred to a division administrator, a teacher or a coach, and where possible, the nurse is asked to see the student to attend to his/her physical safety. The School then calls the parents and the student is sent home. Under these circumstances, the School may require immediate drug testing along with timely Alcohol and Other Drug Abuse (AODA) assessment by an outside health professional. Refusal to follow the School's direction in this situation will result in immediate dismissal. In order for the student to remain at Prairie, testing results must be reported back to the School and appropriate Division Head so that the School may work effectively with healthcare professionals in supporting the student. It is the desire of the School to assist the family in confronting and treating an illness, and it is the School's hope that the student can remain in the School community; to this end,

families must agree to work with the School in confronting these issues. Some caveats apply, however.

In some cases it may be clear to the outside health professional retained by the family, or to the School itself, that it is not in the School's or the student's best interests for enrollment at Prairie to continue. In such a case, the student will be asked to withdraw from the School. Similarly, as the abuse of drugs and/or alcohol may lead to injury to others, a repetition or second instance of patterns of behavior suggesting alcohol or drug use and abuse will likely lead to the dismissal of the student.

In some circumstances, the School (Head of School/President and/or the Disciplinary Council) may choose a non-disciplinary path in order to help the student and family with recovery. A student who seeks help or counseling about a drug, alcohol or tobacco problem before an investigation of a suspected violation has begun will be dealt with in a non-disciplinary manner. When the School determines that a student has challenges with alcohol, controlled substances, or tobacco in his/her personal life, it may require the student to become involved in a treatment or recovery program.

Endorsed by the

Board of Trustees

May 29, 2002

Amended December 6<sup>th</sup>, 2006

Amended and endorsed July 2010

Amended and approved July 2016

## **APPENDIX B**

### **Athletics**

A **Parent Athletic Handbook** is published in the Athletics portion of The School website. It makes clear all Wisconsin Interscholastic Athletics Association (WIAA) rules, Metro Classic Conference (MCC) information, and Laws and Liabilities. The following is a summary of information found on the website and may not be completely accurate due to the publication date of this Family Handbook.

#### **Athletic Mission Statement for MS and US**

The Prairie School athletic program prepares students to participate with confidence and enthusiasm. The aim is to improve both as individuals and as teams. Athletes must meet their academic responsibilities and their behavior should reflect positively on themselves and the school. Sportsmanship is demanded. Individuals learn to win and lose with dignity and pride. Athletes learn cooperation, commitment, and their role on a team while developing individual skills.

The athletic program will:

- Provide a sound educational experience in a safe environment.
- Provide practices that offer the opportunity for the athlete to develop.
- Instill within the athlete's team responsibility and an understanding of their roles on the team.
- Reflect the mission of the school.

### **US ATHLETICS**

To compete on a team is a privilege. Players not only represent themselves, but also their parents, school, and community. This responsibility should not be taken lightly. Rules and regulations govern play and the way players live their lives. Just as coaches must comply with rules and regulations, athletes also must meet guidelines to compete. Parents, too, have a responsibility in this, guiding their children in what is right and wrong and requiring that the guidelines outlined below be followed.

#### **Behavior**

The Prairie School Athletic Department operates within the guidelines described in this handbook and those that are established by the school's administration and Board of Directors, and those standards set by the WIAA and MCC. See **All School Information - Behavioral Standards**. Student athletes are held accountable for these rules and an athletic code of conduct on a year-round basis. Specifically,

- Student athletes are held accountable to The Prairie School's **Behavioral Standards (All School Information)**.
- A Prairie student athlete should, at all times, be courteous to members of opposing teams and demonstrate respect for self, team, officials, school, and community. Any athlete who does not demonstrate this type of positive behavior may be suspended or dismissed from the squad.
- Each athlete has a responsibility to be in school and in class on time and to behave while there.
- Athletes must report to detention or **After School Study Hall** even if it involves missing a game or practice. The coach may assign an additional penalty for missing practice.
- A student suspended from school is also suspended from athletic practices and competitions (see **All School Information – Discipline**).
- A student athlete may not possess, provide, nor use illegal or controlled substances, tobacco, alcohol, drugs, or drug paraphernalia.
- All students and parents must comply with the sportsmanship rules of the MC and WIAA.

Should any evidence of a violation involving drugs, alcohol, tobacco or controlled substances come to the attention of the school faculty, staff, or administration, such information will be taken to the Dean and Division Head for review. If it is determined that a violation did occur, an appropriate penalty will be assigned. If this is the first offense, the student athlete may be suspended from participating in up to three (3) athletic events. The athlete must report to practices but may not dress for, nor participate in competitions. The athlete may also be expected to report to his/her coach daily and attend each competition during their suspension. Penalties that occur in the off-season or summer may be carried over into the athlete's next sport season. Athletes are subject to any other penalties recommended by the Disciplinary Council. Multiple discipline offenses may jeopardize a student athlete's eligibility to participate in athletics at The Prairie School.

### **Changing Sports**

Normally, an athlete may not quit one sport and begin another during the same season except by agreement of both coaches involved, the athlete's parents, and final approval of the Athletic Director.

### **Co-Curricular Credit**

Co-curricular credit will be granted at the completion of each season. This commitment includes attendance at the sports banquet. Students are expected to attend all practices and competitions. If a student fails to comply, they may not receive co-curricular credit.

## **Eligibility**

As stated in **US Information – Daily Life – Eligibility**, a student athlete must be in school in order to compete or practice unless excused by the administration. An athlete is also expected to be in school the day after an event. If a student misses school Friday, they may not be eligible for a weekend event.

WIAA requires student athletes be enrolled as full time students. At The Prairie School, a full-time student (without an Academic Waiver) is enrolled in at least five academic courses. It is important that athletes meet successfully their academic responsibilities. If a student athlete is on Academic Probation, he or she may not be allowed to participate in practice or game competition as determined by the administration. In addition, athletes must also maintain acceptable academic effort as determined by the administration to participate. A student athlete will be reinstated when he or she is no longer on probation, or when permission is granted by the Division Head.

## **Equipment and Uniforms**

Student athletes are responsible for all equipment and uniforms issued to them. Uniforms and equipment must be returned within 5 days after the athlete's last competition. If a student athlete fails to return his or her uniform, the family will be charged a replacement fee.

## **Governing Bodies**

The Prairie School belongs to the WIAA and the MCC. These organizations serve as the governing bodies whose rules and regulations determine the operating decorum for competition. All WIAA Varsity sports seasons culminate in a state tournament. Other seasons shall end immediately following the completion of the last regularly scheduled game or contest.

## **Injuries**

The Prairie School's Athletic Department makes every effort to insure the safety and health of the child. However, no matter how careful athletes and coaches are, athletic injuries do occur. The process by which the athletic director, athletic trainer and coaches handle an emergency or injury is as follows:

- Immediate action is taken to prevent further injuries (removal from play, ice, elevation and immobilization).
- Parents are notified in person or by phone.
- If appropriate, the family is referred to a physician for additional treatment.
- A report is submitted to The Prairie School's Health Office.
- The coach, athlete, and athletic trainer will work with the physician to develop a rehabilitation program for the athlete. This process will be reported to an athlete's parents.

- The athlete returns to action with approval of parents, coach, and physician or athletic trainer. An athlete under a physician's care must have a return to play permission form from his/her physician in order to return to action. An athlete working with the athletic trainer may return to play under the trainer's direction in coordination with the team coach.

### **Interscholastic Sports**

There are two teams for most US sports: Junior Varsity (JV) and Varsity. A Freshman or Varsity Reserve team will be established when sufficient participation warrants the addition. The Freshmen and JV level provides young athletes their first experiences with interscholastic competition. Emphasis is on skill development, learning the game, and team commitment. Starting positions and playing time are not guaranteed and are determined by the Freshman or JV coach and are based on attendance, ability, and attitude. The Metro Classic Conference does not allow seniors to play on JV teams in boys' and girls' basketball, girls' volleyball, and boys' soccer. Conference permission must be granted to allow juniors to play on these teams.

The Varsity programs represent the highest level at which Prairie athletes compete and are for those athletes who wish to excel. The goal of the Varsity programs is to perform at maximum potential and to win. Being on a Varsity team does not guarantee an athlete the right to dress, play, or letter in the respective sport. Starting positions and playing time are decided solely by the head coach and are based on ability, attitude, role and the positive contributions an athlete makes to the team. Students are expected to commit to off-season fitness and training to improve.

During the fall, winter, and spring seasons the following sports are offered:

#### Fall

- Boys' soccer
- Cross country (girls' and boys')
- Girls' tennis
- Girls' volleyball
- Girls' Golf

#### Winter

- Basketball (girls' and boys')

#### Spring

- Girls' soccer
- Boys' baseball (co-op with Racine Lutheran)

- Boys' tennis
- Boys' Golf
- Track (boys' and girls')

### **Vacation Practices**

Due to the length of US sports seasons, it is necessary that practices (and often games) be scheduled during school vacations. Therefore, families are encouraged to keep this in mind when scheduling college visits and family vacations, recognizing that an athlete's commitment to the team is a serious one.

### **Website**

Coaches, parents, and athletes may visit the site to find current schedules, game times, cancellations, spirit wear, fitness center forms, sport participation forms, picture orders, and more. Please travel to this site for the latest and most up to date information. Directions are available at this site to event sites. Please visit [www.prairieschool.com](http://www.prairieschool.com) and click on Athletics.

## **MS ATHLETICS**

### **Behavior**

See **US ATHLETICS – Behavior** in this Appendix.

### **Injuries**

The Prairie School's Athletic Department makes every effort to insure the safety and health of the child. However, no matter how careful athletes and coaches are, athletic injuries do occur. The process by which the Athletic Director and coaches handle an emergency or injury is as follows:

- Immediate action is taken to prevent further injuries (removal from play, ice, elevation and immobilization).
- Parents are notified in person or by phone.
- If appropriate, the family is referred to a physician for additional treatment.
- A report is submitted to The Prairie School's Health Office.
- The coach, athlete, and/or physician work out a rehabilitation and preventative injury program. Coaches call home to give parents a progress report.
- The athlete returns to action with approval of parents, coach, and/or physician.

### **Physical Examinations**

The Prairie School requires that all athletes have a physical examination every two years, specifically in grades 5 and 7. Physical forms are kept on file in Prairie's Health Office.

## **Sign-up**

Students and parents are asked to sign up for a sport well before the season commences so that the Athletic Department can ensure adequate coaching staff. Sign-up forms are sent home to parents through the mail, and announcements are made to the students at school.

## **Team Offerings**

The following sports are offered in the fall:

- 5<sup>th</sup> and 6<sup>th</sup> grade coed intramural golf
- 5<sup>th</sup> - 8<sup>th</sup> grade girls' volleyball
- 5<sup>th</sup>-8<sup>th</sup> grade coed cross country
- 7<sup>th</sup> and 8<sup>th</sup> grade boys' soccer
- 7<sup>th</sup> and 8<sup>th</sup> grade coed tennis

The fall season runs from September through October, with practices and games occurring on Mondays and Wednesdays. The 7<sup>th</sup> and 8<sup>th</sup> grade teams compete interscholastically while the 5<sup>th</sup> and 6<sup>th</sup> grade teams, except cross country, participate in intramural competitions. The 7<sup>th</sup> and 8<sup>th</sup> grade girls' volleyball teams compete in the Racine Parochial Athletic League (RPAL).

The following sports are offered during the winter:

- 5<sup>th</sup> through 8<sup>th</sup> grade girls' and boys' basketball

The winter season runs from November through mid-March with practices held twice a week. Teams compete in the Racine Parochial League (RPAL) and league play is on Saturdays. If there are sufficient athletes to warrant two teams at a grade level, teams are divided on the basis of skill level and playing experience.

The following sports are offered during the spring:

- 5<sup>th</sup> through 8<sup>th</sup> grade coed track
- 7<sup>th</sup> and 8<sup>th</sup> grade girls' soccer
- 7<sup>th</sup> and 8<sup>th</sup> grade boys' and girls' tennis
- 7<sup>th</sup> and 8<sup>th</sup> grade intramural coed golf

The spring season runs from April through May with practices on Mondays and Wednesdays.

## **Website**

Please visit [www.prairieschool.com](http://www.prairieschool.com) and click on the Athletics link to find more information on our Athletic department including: No Cut Policy, Playing Opportunities, Equipment & Uniforms, and Parent/Coach Communications

## **APPENDIX C**

### **The Prairie School Procedures: Communicable and Infectious Disease**

The health and safety of students and employees will be the primary consideration in managing communicable diseases. The Prairie School recognizes its responsibility for preserving the safety, protecting the general welfare and promoting the physical, mental and emotional health of students and employees. This policy's intent is to minimize interruptions to the educational program of The Prairie School.

Pursuant to federal, state and local laws and regulations, and in cooperation with state and local public health.

In recognition that an individual's health status is personal and private, the school shall handle information regarding students and employees with suspected or confirmed communicable disease in accordance with state and federal laws and school policy and guidelines regarding confidentiality of student and employees records, while at the same time complying with applicable public health reporting requirements.

If any student or employee is suspected of having a communicable disease, the local health department and the parent/guardian of the student shall be notified by the School Nurse or other designated personnel. Students and employees may be excluded from school/work and/or school-related activities if they are suspected of or diagnosed as having a communicable disease as defined by the Wisconsin Division of Health Services such that said communicable diseases poses a significant health risk to others or that renders them unable to adequately perform their jobs or pursue their studies.

The determination of whether a communicable disease poses a significant health risk to others shall be made by the Racine Department of Public Health, the school's Medical Consultant and the Head of School in consultation with the School Nurse.

#### **Educational and Preventative Measures**

1. Information regarding prevention and control of communicable diseases will be included as a regular part of the school's curriculum.
2. Mandatory employee in-service on prevention and control of communicable diseases will be provided annually.

#### **Reporting**

1. The School Nurse or designee shall function as the School's liaison with students, employees, parents/guardians, consulting physicians, and the Racine Health Department concerning communicable disease issues in the School.

2. The School Nurse will be responsible to send home informational letters as directed by the Racine Health Department, regarding cases of communicable diseases in a classroom or school.

The Racine Health Department would also like to be informed of any unusually high incidence of vomiting, diarrhea or influenza-like symptoms. The School Nurse will be responsible for reporting this information.

### **Confidentiality**

The School will maintain the confidentiality of the health record of students and employees and will not disclose any such records except to the extent required or permitted by the law and essential to the safe conduct of the district's operations.

### **Exclusion**

1. If an employee/student is suspected of having a communicable disease that could be detrimental to the health of self or others in the school environment, that individual may be sent home until diagnosis and/or adequate treatment has occurred.
2. The determination as to whether and under what circumstances a student/employee may be sent home for diagnosis and treatment or excused from school attendance/work responsibilities shall be made by the School Nurse, in consultation with the Head of School, medical advisor, parents/guardian, employee, and where appropriate the Racine Health Department.
3. The School Nurse is also authorized to make the determination based on the Wisconsin Division of Health Services Communicable Disease Guidelines.
4. Students/employees who are diagnosed as having a communicable disease that renders them unable to pursue their studies/job responsibilities, or poses a significant risk of transmission to others in the school environment, shall be excused from school attendance until their presence no longer poses a threat to the health of themselves or others.
5. Alternative educational opportunities may be arranged for a student who must be excused from school attendance for a significant period of time.

### **Re-Admission**

The School Nurse in conjunction with the Head of School and when appropriate the Racine Health Department, shall determine when a student/employee who has been excluded may be readmitted. As a condition of continued or renewed attendance, the School may require a statement from a student/employee's physician that the student/employee is in suitable condition to attend school or resume work responsibilities.

## APPENDIX D

### The Prairie School Academic Honesty Standard & Honor System

#### Article I: The Honesty Standard

The students, faculty, and administration of the Prairie School collectively value the school's identity as a unique academic and social environment upheld by the pillars of honesty, integrity, accountability, mutual respect, and shared trust among all members of the community. In order to maintain such an environment, members of the Prairie School community hereby pledge to abide by the following statements:

1. Students will maintain the integrity, trust, and openness characteristic of the Prairie School community by:
  - a. Respecting the physical and intellectual property of peers, faculty, administration, and school
  - b. Treating faculty and peers with respect
  - c. Conducting themselves in an honorable manner in academic and social situations by:
    - i. Not plagiarizing, cheating, or receiving other forms of unauthorized assistance on any academic assessment
    - ii. Refraining from placing peers in situations where they may break the Honesty Standard, such as asking them to cheat or steal
  - d. Being truthful within the community
2. Students are encouraged to foster integrity by:
  - a. Addressing peers about possible violations of the Honor Standard
  - b. Reaching out to the faculty for assistance in addressing any activity that is detrimental to the Prairie School community
3. Faculty and administration will work to provide an environment of trust, honesty, and openness by:
  - a. Removing any and all ambiguity from all form of academic assessment and clearly defining the parameters of each assignment or assessment
  - b. Clearly defining their expectations when it comes to group or individual assignments or assessments as well as behavior within and outside the classroom

Adopted and endorsed by  
The Prairie School Honor Committee  
May 2016

## **Article II: Honor Committee**

The Honor Committee is responsible for the active management, growth, and development of the Honor System at The Prairie School. The Honor Committee will meet to:

- Train new Upper School students with respect to our Honor System
- Train committee members to serve the Honor System
- Elect a Chairperson and Vice-Chairperson
- Consider allegations of Honesty Standard infringements in a timely fashion

All Honor Committee meetings will be confidential and called when necessary. Confidentiality will be preserved at all times in these proceedings and thereafter.

### Report of Violations

Any member of the student body, faculty, or staff of The Prairie School may ask a member of the Honor Committee to examine an alleged infringement. The Honor Committee Chair in consultation with the faculty advisor will then decide, based on the strength of the evidence and the severity of the alleged infringement, whether the alleged infringement requires full committee review. If so, the Honor Committee makes every attempt to convene within three school days of the initial report.

### Investigation, Review, Recommendation, and Discipline

The Honor Committee is empowered to interview any member of the school community to discuss a potential violation and may use all reasonable means to gather and clarify evidence. The Committee will then make findings of fact and issue a recommendation of consequences if appropriate.

Decisions will be made by a 2/3 vote of the quorum. If the Honor Committee finds that an honor violation has occurred and has made a recommendation for consequences, the faculty advisor to the committee will review the findings and recommendation to assure due process. The chairperson will present the Honor Committee's recommendations to the Head of the Upper School who, in consultation with the Head of School, will review the decision and sustain, modify, overturn, or return the recommendation for further review. The chair of the Honor Committee will be considered an equal partner in that process.

The Honor Committee may recommend consequences ranging from community service through expulsion. Infractions deemed minor might be referred to the Dean of Students. A student reporting his or her own violation may justly expect more lenient discipline.

### Range of Consequences

A first occurrence by an underclassman likely results in an Honor Warning (Teachable Moment) from the teacher whose coursework was compromised, an academic penalty, and a record is kept with the Honor Committee's faculty advisor. A second occurrence by an underclassman commonly results in a set of consequences recommended by the Honor Committee, and the recommended consequences can be amended or approved by the Head of Upper School. An academic penalty, and documentation is placed in the student's file. A third violation culminates with Probation; a violation requiring disclosure on many college applications, academic penalty, and an Honor Contract signed by the Division Head or Head of School indicating that future incidences may result in the most severe consequence - expulsion.

Depending on the severity of an honor violation, it is possible to have a situation so egregious that it necessitates immediate advancement to the most severe consequence, foregoing the Honor Warning and Honor Contract.

### Appeal Process

A student deemed to have violated the Honor Standard has the ability to appeal the Honor Committee's recommendation to the Head of the Upper School and the Head of School within three (3) days of notification of the consequences. However, the recommendations (consequences) related to any given incident remain in place during the appeal process.

### Changes and Amendments to the Honor System

The Honor System and the Honor Standard, which supports it, may be amended by a 3/4 vote of the quorum of the Honor Committee.

### Election to the Honor Committee

The Honor Committee consists of eleven students, grades 10-12, elected by the student body. A faculty member appointed by the US Head and Dean of Students advises the Honor Committee. Elections of committee members will be held each spring (within two weeks of student government elections) and the newly elected Honor Committee seated before the year ends. The Chairperson and Vice-Chairperson should be elected at that time. The sitting Honor Committee coordinates the election process.

To be a candidate for election to the Honor Committee, a student must present a petition signed and supported by four students from each of grades 9-11 and three Upper School faculty members. The Upper School faculty, at its discretion, may choose to review and recommend removal of inappropriate candidates from the ballot.

The Honor Committee Chairperson will moderate the meetings and the Vice-Chair will make note of the proceedings, evidence, process, decision, and recommendation.

### Committee Member Conduct

An Honor Committee member must be viewed as a model for the Honor System. A committee member who does not support, uphold, or maintain the Honor System through personal conduct or fulfill his or her committee duties may be removed by a 2/3 vote of the quorum. If a committee member is removed, a special election will be held to fill that position.

An Honor Committee member who is being investigated for an Honor violation may play NO part in the committee's deliberations. An Honor Committee member found to have violated the Honor System will be asked to resign or will be removed and a special election held.

### **Article III: Procedures and Expectations**

A student called before the Honor Committee

- will be notified of the time and place of the meeting by their advisor, who will accompany them to the interview.
- must inform their parents of the meeting in the timeframe agreed upon with his or her advisor.
- may write (or give orally) a personal statement to be presented to the Honor Committee during the hearing.
- is expected to answer all questions during a case truthfully and completely.

The advisor of a student called before the Honor Committee

- will be notified of an interview involving one of their advisees by the Honor Committee faculty advisor.
- will communicate with the advisee and, when necessary, their parent(s) or guardian before the hearing to answer questions.
- should refrain from comment on the case itself or predict the recommendation of the Honor Committee.
- will attend the interview with their advisee as an advocate.
- will communicate with the advisee and their parent(s) or guardian after the hearing to communicate the outcome of the process, answer questions, and offer support, once decisions are made.

The parent(s) or guardian of a student called before the Honor Committee

- should support the student in the student's relationship with the School.
- will be notified in advance of their student's pending interview with the Honor Committee by his or her advisor or the Dean of Students.

- should understand that the school does not proceed in the same way as the legal system in terms of standards, sequence or philosophy.
- should not contact any members of the Honor Committee, faculty or students called before the Honor Committee before, during, or after the disciplinary process.
- are not invited to the hearing, but may set up a meeting with an appropriate member of school administration after the interview.
- should read the family handbook and documentation they receive before a requested meeting to understand the Honor System, the Honesty Standard, and Honor Committee procedures.

The Dean of Students may, if necessary, assume the responsibilities of the Honor Committee faculty advisor and/or a student's advisor to assure effective communication among all affected parties.

## APPENDIX E

The students, faculty, and administration of the Prairie School collectively value the school's identity as a unique academic and social environment upheld by the pillars of honesty, integrity, accountability, mutual respect, and shared trust among all members of the community. In order to maintain such an environment, members of the Prairie School community hereby pledge to abide by the following statements:

1. Students will maintain the integrity, trust, and openness characteristic of the Prairie School community by:
  - a. Respecting the physical and intellectual property of peers, faculty, administration, and school
  - b. Treating faculty and peers with respect
  - c. Conducting themselves in an honorable manner in academic and social situations by:
    - i. Not plagiarizing, cheating, or receiving other forms of unauthorized assistance on any academic assessment
    - ii. Refraining from placing peers in situations where they may break the Honesty Standard, such as asking them to cheat or steal
  - d. Being truthful within the community
2. Students are encouraged to foster integrity by:
  - a. Addressing peers about possible violations of the Honor Standard
  - b. Reaching out to the faculty for assistance in addressing any activity that is detrimental to the Prairie School community
3. Faculty and administration will work to provide an environment of trust, honesty, and openness by:
  - a. Removing any and all ambiguity from all form of academic assessment and clearly defining the parameters of each assignment or assessment
  - b. Clearly defining their expectations when it comes to group or individual assignments or assessments as well as behavior within and outside the classroom

I, \_\_\_\_\_, pledge to uphold the pillars of honesty, integrity, accountability, mutual respect, and shared trust among the Prairie School community.

## APPENDIX F

### The Prairie School Bullying and Harassment Policy

The Prairie School prohibits acts of harassment or bullying. Harassment or bullying, like other disruptive or violent behaviors, is conduct that interrupts both a student's ability to learn and a school's ability to educate students in a safe environment. We also prohibit both active and passive support for acts of harassment or bullying.

Harassment or bullying is *any repeated and pervasive gesture or written, verbal, graphic or physical act, including electronically transmitted acts (e.g. internet use, e-mails, text messaging, phone calls, etc) that reasonably causes distress for one or more students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.* It includes, but is not limited to, hazing, intimidation, or menacing acts. The school prohibits such harassing or bullying behavior whether it takes place on or off school property, or on any school-sponsored function. Behaviors inconsistent with the intent of the Honesty Standard and the behavioral standards of the School are also actionable. However, it is important to remember that there are usually many sides to any situation and students will be brought together to discuss behavior using a restorative justice model of reconciliation.

Students should do the following to prevent harassment and bullying:

- Treat each other respectfully
- Refuse to bully or harass others
- Refuse to let others be bullied or harassed
- Refuse to watch, laugh, or join in when someone is being bullied or harassed
- Report bullying or harassment to an appropriate member of the faculty

Parents are also responsible for preventing bullying by:

- Stopping bullying or harassment when they see it happening
- Reporting bullying or harassment to an appropriate member of the faculty

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the aggressor, and the aggressor's history of problem behaviors and performance. Consequences and remedial action shall be designed to: correct the problem behavior, prevent another occurrence, protect the victim of the act and build community. Measures may include, but are not limited to: admonishment, loss of privileges, detention, in- or out-of-school suspension, expulsion or legal action.

## **APPENDIX G**

### **The Prairie School Student and Parent Agreement for Acceptable Use of Personal Electronic Devices and the School's Network and Technology Resources**

All information is now contained within the parent portal in Powerschool.com. Please refer to those sites as it pertains to acceptable use of personal electronic devices, school issued iPads and all other technology related devices at The Prairie School.