



# Family Handbook

## 2023-2024

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

Within this document, you'll find daily operations and academic information about each of the three divisions (Primary, Middle, and Upper). Where indicated, certain subjects can be cross-referenced in another section of the handbook.

Best wishes for a positive and productive school year!

## Frequently Used Abbreviations

<b>AS</b>	All School
<b>ES</b>	Early School*
<b>PS</b>	Primary School
<b>MS</b>	Middle School
<b>US</b>	Upper School
<b>HOS</b>	Head of School
<b>SRC</b>	Student Resource Center (Library)

\*Unless otherwise indicated, Early School is considered part of Primary School.

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## Contact Information

The Prairie School main switchboard is answered from 7:30 a.m. to 4:30 p.m. on days when school is in session. Voicemail is configured to answer calls when the front desk staff is unavailable. If you have a concern, always start with your child's teacher.

Main Line: (262) 752-2500

Attendance Line: (262) 752-2541

<u>Department/Office</u>	<u>Contact</u>	<u>Phone Number</u>
PS Head	<a href="#">Susan Holum</a>	(262) 752-2575
PS Office	<a href="#">Lisa Yunker</a>	(262) 752-2573
MS Head//Associate HOS/ Director of Compass	<a href="#">Kathy Boero</a>	(262) 752-2550
MS Office/Registrar	<a href="#">Kim Forsman</a>	(262) 752-2551
US Head	<a href="#">Mari Grobschmidt</a>	(262) 752-2628
US Office	<a href="#">Barb Barth</a>	(262) 752-2626
US Assistant Head	<a href="#">Liza Davis</a>	(262) 752-2634
School Nurse	<a href="#">Julianne Smith</a>	(262) 752-2660
School Psychologist	<a href="#">Mike Boticki, Ph.D.</a>	(262) 752-2662
Stay & Play Program Director	<a href="#">Jacob Lipor</a>	(262) 752-2590
Athletic Director	<a href="#">Jason Atanasoff</a>	(262) 752-2600
Athletic Office	<a href="#">Sammie Woodward</a>	(262) 752-2602
Director of College Counseling	<a href="#">Adam Stout</a>	(262) 752-2629
Director of College Counseling	<a href="#">Molly Lofquist Johnson</a>	(262) 752-2524
SRC Director	<a href="#">McKenzie Weaver</a>	(262) 752-2677
Head of School	<a href="#">Dr. Nat Coffman</a>	(262) 752-2504
Exec. Asst. to HOS	<a href="#">Kristi Barrett</a>	(262) 752-2501
Asst. HOS-Finance & Operations	<a href="#">Steve Joost</a>	(262) 752-2511
Accounts Payable/Payroll Manager	<a href="#">Tara Nelson</a>	(262) 752-2508
Chief Advancement Officer	<a href="#">Aliya Pitts</a>	(262) 752-2520
Director of Admission	<a href="#">Shay Borzynski</a>	(262) 752-2577
Director of External Relations	<a href="#">Callie Atanasoff</a>	(262) 752-2531
Director of Communication	<a href="#">Brendan O'Brien</a>	(262) 752-2523
Director of Facilities	<a href="#">Corey Brandt</a>	(262) 752-2513
Director of Food Service	<a href="#">Melissa Gallert</a>	(262) 752-2672
Director of Human Resources	<a href="#">Lisa Koleske</a>	(262) 752-2515
Director of Technology	<a href="#">Klay Shannon</a>	(262) 752-2676

### Department Leads

Performing Arts Chair	<a href="#">Fletcher Paulsen</a>	(262) 752-2653
Visual Arts Chair	<a href="#">Vicki Schmitz</a>	(262) 752-2564
Differentiation Specialist	<a href="#">Valerie Sprunger</a>	(262) 752-2578
English Chair	<a href="#">Matt Peterson</a>	(262) 752-2654
Math Co-Chair	<a href="#">Kathryn Lalonde</a>	(262) 752-2582
Math Co-Chair	<a href="#">Brianna Kunstman</a>	(262) 752-2561
Physical Education Chair	<a href="#">Nich Schafer</a>	(262) 752-2604
Science Chair	<a href="#">Jean Weaver</a>	(262) 752-2649
Social Studies Chair	<a href="#">Christine Henke-Mueller</a>	(262) 752-2579
World Language Chair	<a href="#">Hannah Lane</a>	(262) 752-2635

## GUIDING PRINCIPLES

### Founder's Intent

“The Prairie School exists to enhance the educational options for Racine and surrounding communities, to provide an excellent independent ES-12th grade college preparatory educational institution, and to serve as a key catalyst to make our community a better place to live, work, and raise a family.”

- *Imogene P. Johnson, 2017*

### Vision

The Prairie School will be a national leader among Early School through 12th grade independent college preparatory day schools, with financial and enrollment stability, providing dynamic and evolving educational excellence for generations to come.

### Mission

The Prairie School nurtures the creativity, interests, and abilities of every students, inspiring each to explore, thrive, and add value individually and in collaboration with others. Our community of students, faculty, and families works together to create a collaborative and supportive culture grounded in human values — celebrating both our differences and commonalities. Prairie graduates are prepared for college and life with the desire and skills to make the world a better place.

### Guiding Mantra

To know, value, support, and challenge every student to be their best self.

## **Philosophy of Practice**

Student-centered, Holistic Educational Experience

Culture Reflecting Human Values — Respect & Trust

Teaching and Learning Excellence

- Across all grade levels, including Early School
- Experiential hands-on approach
- Emphasis on creativity and communication
- Inspirational facilities that effectively support learning
- Community of positive support
- College preparatory

## **Inclusivity Statement**

The Prairie School is a community of students, faculty, and families who care for and respect one another, celebrating both our differences and commonalities. We value the representation and full engagement of individuals whose differences include, but are not limited to, age, ethnicity, family makeup, gender, learning profile, physical ability, race, religion, sexual identity, and socioeconomic status.

We acknowledge that inclusivity is a complex idea to define and quantify. Beyond multicultural personal identities, The Prairie School embraces diversity of thought, culture, and all that may be unseen but also subject a person to preferential or disadvantageous treatment. We believe that inclusivity makes our students, faculty, and community members wiser and better able to fulfill our mission of promoting lifelong individual and collective growth.

## **The Prairie Graduate**

Prairie graduates are Scholars, Artists, Athletes, and Leaders who:

- Have accumulated a base of knowledge across the humanities and sciences as well as skills – especially critical thinking, creativity, collaboration, and communication – that will enable them to generate original, thought-provoking ideas and creative work, along with the intellectual curiosity and growth mindset necessary to engage, understand, explore, and solve all manner of problems and challenges both known and unknown that they and society will face.
- Communicate articulately, civilly, and respectfully – fashioning clear, well-supported arguments, and defending multiple viewpoints with thorough, perceptive, and cogent writing, speaking, and design. They are open to a wide range of perspectives and listen with focus to understand and empathize with the viewpoints of others.
- Lead with humility, honor, courage, and generosity. Valuing integrity and honesty, they remain true to themselves and their values despite challenges or pressure. They have the agency and courage to stand up and stand out for what they believe in, taking full ownership

of their actions and the consequences of those actions.

- Are driven by kindness, respect, compassion, and the greater good, and are willing and able to make difficult decisions based on facts, guided by the values of justice and compassion. They understand the limitations of their own knowledge, experience, and culture, as well as their role within, impact on, and responsibilities to their multiple and overlapping communities. They respect the value of other cultures and strive to understand the relationships between people and cultures.
- Understand that life is a journey rather than a destination. Striving to be their best selves, they actively negotiate the trials and joys of life, seeking to embrace the struggle and challenge themselves to have a positive impact on others through meaningful and lasting interpersonal relationships. They assume positive intent while critically evaluating and curating the cacophony of available information. Always willing to ask for help and build trust, they are empathetic, reflective, resilient, and loyal.

### **The Prairie Teacher**

The Prairie teacher knows, values, supports, and challenges all of their students, and exemplifies the following overlapping characteristics:

- A spirit of optimism, generosity, and curiosity lies at the core of the successful Prairie teacher. This is demonstrated by the teacher's willingness to be open, inclusive, and giving to the students with whom they work. Prairie teachers are experts in their fields and in childhood/adolescent development. They use their expertise to explore topics with students in an intellectually open and honest way. This includes modeling humility and recognizing the teacher's own mistakes and knowledge gaps. It also involves allowing students to influence curriculum design and pedagogical practices with choice and agency. This generosity serves as both a constant challenge and a reminder to the Prairie teacher. A Prairie teacher knows that each student and every classroom is constantly changing and evolving. They embrace that change and growth. The Prairie teacher's generosity is defined by their relationships with students and the belief that all students not only can, but desire, to learn. Students are ever-changing, never fully their labels, and, therefore, should never have their potential foreclosed.
- The successful Prairie teacher maintains high standards for their students and themselves. Their classroom is innovative, growth oriented, and academically challenging, while maintaining clear age-appropriate goals and expectations. Details and deadlines matter; feedback is clear and timely; advanced planning and backwards design are expected. In support of the high standards for students, the Prairie teacher establishes equal opportunities for all students. In pursuit of continued teaching excellence, the successful Prairie teacher is reflective about their craft; they are committed to growth and maintaining expertise in their field of practice.
- The Prairie teacher will only be successful with an ongoing investment in collaboration with students, fellow teachers, and the larger community. Emphasizing collaboration not only

facilitates a more collegial work space and learning community, but also lays the foundation for an educational environment built on deeply listening to others and development of active, dynamic learning experiences that reach beyond the individual interests of teachers and students.

- Prairie teachers strive to live a full life that encourages and supports lifelong learning and the pursuit of interests outside of teaching. The successful Prairie teacher model's intellectual curiosity and lifelong learning by balancing the many facets of a full life, including family, health, service, and community. Balance is important because the lives teachers lead beyond the classroom support a more interesting and healthier classroom experience.

## **The Prairie Classroom**

The Prairie Classroom is led by the Prairie Teacher with the goal of contributing to the development of the Prairie Graduate as a scholar, artist, athlete, and leader. The classroom described here includes both the physical room and the online spaces shared by students and teachers.

- Our classrooms are welcoming, joyful, and intentionally organized to facilitate student-centered learning. Each teacher has autonomy and uses their professional judgment to create a unique space: designed, furnished, and arranged to be age and/or subject-appropriate, with flexibility and clarity of purpose.
- There is an atmosphere of mutual respect and optimism. Collaboration, creativity, and question-driven learning are evident. We embrace intellectual, physical, and emotional challenges while creating an environment that supports physical and psychological well-being. It is evident to visitors that our students are known and valued.
- Every activity (including downtime) is intentional. Materials are either original or professionally produced, prepared in advance, organized, purposeful, and when possible, TPS-branded. Students have authentic voice and choice within a clearly articulated framework of accountability around specific learning outcomes, including content knowledge, skill development, and appropriate behavior. Rubrics, class rules, and rituals are all clear and consistent. Age and skill-appropriate differentiation and scaffolding are evident, and students understand what is expected of them and their peers.
- Our students learn by doing: they are reflective readers, writers, speakers, scientists, engineers, historians, mathematicians, linguists, artists, athletes, and leaders. There is abundant use and evidence of age- and subject-appropriate creativity, critical thinking, project-based learning, claim/evidence-based reasoning, design thinking, and craftsmanship. Students are supported in the development of their executive function skills and public speaking is a part of every class at every age.
- Building on their mutual respect, students and faculty feel a sense of ownership, belonging, and duty to one another and to the learning process. Therefore there is clear evidence that each child is on task, appropriately challenged, and academically and emotionally supported. Our

students and faculty share a growth mindset.

- Students actively learn and engage with the subject matter, the teacher, and their peers. In age-appropriate ways, recent work is shared and there is a transparent focus on both process and outcomes. Models of excellence are also evident and the natural mistakes that occur when learning are used as tools for growth and improvement.

### **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, we 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, 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 support 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 openness and civility. Should a parent wish to meet with a teacher, they should call or email that teacher. The teacher will work together with the parent to set a day and time when the student, his/her teacher, advisor and parents are available. The School asks that parents go directly from the front desk 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 strongly and respectfully discouraged.
11. Parents will remember that faculty members have busy schedules and full lives, and are usually not able to respond quickly to emails or phone calls. A full business day is a reasonable response time.

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 (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.

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 enters the school after 8:30 a.m. or leaves the school prior to 3:45 p.m., they must sign in or out with the assistant in the respective division.

Attendance is taken daily in all grades and classes. Parents, not students, must call or email whenever their child will be absent or tardy for any reason (illness, appointments, etc.). To report attendance information, please call our 24-hour-a-day attendance line (262) 752-2541 or send an email to [attendance@prairieschool.com](mailto:attendance@prairieschool.com).

When reporting an absence, please state the child's name, grade/classroom teacher, and the reason for the absence.

The Prairie School expects students to attend class every day. Absences directly related to school-sponsored events such as field trips, co-curricular events, or other school-related activities do not count in calculating a student's attendance percentage. When a student's attendance record exceeds the amount of absences allowed, the Division Head will consider an appropriate consequence including but not limited to: After School Study Hall (ASSH), 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.

The Prairie School strongly discourages students from being absent for reasons other than medical or family emergencies. 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. Please refer to the **Daily Life - Attendance** section for each respective division for additional information about planned absences.

### 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 A](#)).

### **Admission**

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

Prairie has a selective admission process. Families may apply for admission to the school at any time. The Admission 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 are void and the family must begin the process anew.

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, behavioral issues, or significant learning disabilities.

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 wait-lists. Once a class is filled, no additional places will be added. Wait-lists are established for each grade based upon the return date of the contract.

The Prairie School celebrates and invests heavily in its student body through a generous need-based financial aid program — see [Scholarships](#). In December, the scholarship application process opens. The Prairie School awards and tracks the scholarship process through Facts Management for returning families. For more information, contact the Admission Director at (262)752-2577.

### **Advisory Program**

To ensure individual attention and success, Prairie students benefit from a strong faculty-advisor program. In PS, each child's classroom teacher is their advisor. In MS and US, each student has a faculty member or a professional staff member as an academic advisor. Please refer to the **Advisory** section for each respective division 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 provided as needed throughout the year.

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

Athletics at The Prairie School are intended to be enriching and healthful experiences by which physical, mental, and social growth is stimulated through interscholastic and intramural competition. The School promotes athletic excellence and encourages athletes to achieve their best and to be positive, contributing members 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 earn a letter. Varsity 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.

### **Behavioral Standards (see also [Discipline](#))**

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 acknowledges that the family is also responsible for a child's behavior after school hours, on weekends, and at non-school events. Our hope is to respect a student's 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 reserves the right to act when the behavior embarrasses the School, damages the community, or is so egregious that the School is compelled to act.

Discipline issues involving PS and MS students are determined at the sole discretion of the Division Head. In regard to disciplinary matters for US students, 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 facts 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 she deems necessary and appropriate, or determine an entirely different outcome to the situation. Appeals of decisions made 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, and a family must wait 24 hours before contacting the Head of School to appeal.

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 (as determined by the school) 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 behavioral 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 dishonest, destructive, crass, cruel, crude, dangerous, compromises integrity, or involves controlled substances, there will be consequences.

- Relational Aggression/Bullying: this is unwanted, negative behavior that involves a real or perceived power imbalance, and the behavior is repeated. ([Appendix C](#))
- Tardiness: promptness to school and class is expected.
- Inappropriate, vulgar language, and gestures (displayed on clothing as well), or behavior that disrespects and interrupts the learning of others.
- Disrespectful behavior toward an adult or fellow student. We expect students to respect each other and authority. This means students should respond quickly and appropriately when addressed by a faculty member or fellow student.
- 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 the student or others.
- Disorderly conduct during a school-sponsored activity or event.
- Cheating, plagiarism, or lying. ([Appendix A](#))
- Possession of firearms or knives of any sort, weapons of any kind (including but not limited to firecrackers, BB and pellet guns, antique weapons, pocket knives, utility tools, and martial arts weapons), including in vehicles on campus.
- Tobacco usage: students should not possess, provide, nor consume tobacco products (smoking, chewing, snuff, vaping, e-cigarettes, 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 paid by the family.

- Any local, county, state, or federal misdemeanor or felony.
- Theft is a serious honor violation because of its direct and tangible harm to others. It also breaks the bonds of trust that link us together as a school community. An accusation of theft involves the Disciplinary Council. A student who steals will likely be asked to leave the school (expulsion). See also [Appendix A](#).
- 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 brings alcohol, drugs or impairing substances (or look alikes) 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 scholarship, loss of elected student leadership positions or expulsion) based on its findings. The recommendation is submitted to the Division Head, who may accept or revise it. If a student provides alcohol or impairing substances to others under any of these circumstances, s/he may be asked to leave the School immediately (expulsion). Also, if a student consumes alcohol or impairing substances after school hours and attends a school event under the influence, such conduct may also result in expulsion. See also [Appendix D](#).
- The School reserves the right and initiative to search a student's personal belongings, lockers, and on-campus vehicles should a rule violation be in question. If the School deems it necessary to confirm the existence of a substance use or abuse problem, the School reserves the right to require a Breathalyzer and/or drug screen at parents' expense when suspicion of drug or alcohol use exists.
- Additionally, if a student brings any tobacco products, e-cigarettes, or other vaping devices such as JUUL to school or any school sponsored events, this is considered a disciplinary matter and will be reviewed by the Disciplinary Council. The process is the same as is outlined above.

## **Board of Trustees**

Prairie is a 501(c)(3) nonprofit corporation. The Board of Trustees is responsible for the financial security of the School and support of its educational programs. The Board establishes and implements policies in accordance with the Mission of the School. They also provide oversight of the Head of School.

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

Chair: Helen Johnson-Leipold '74

Vice Chair: John Batten '83

President: Nathaniel W. Coffman, Ed.D.

Secretary: Richard Ruffo '83

Treasurer: Joseph Veranth '80

At-Large Executive Committee Member: Chris Ruud '89

### **Books/Classroom Supplies**

Classroom teachers distribute textbooks when school begins. Some textbooks in Middle and Upper School are now distributed through the student's Chromebook. If a book is not returned or is substantially damaged, students will be charged the full cost of replacement.

### **Business Office Policies**

#### *Billing/Charges*

Bills are sent monthly through FACTS Management and are due the end of each month. Current charges (lunch, 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 Business Office/Payroll Manager 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 at (262) 752- 2511, who will make every effort to assist families.

#### *Delinquent Account Policy*

Family accounts are reviewed on a regular basis for delinquencies, and when payments are not made in accordance with the tuition agreement or the incidental billing due dates, the following steps will take place:

#### 30 days past due:

- The Business Office will reach out via phone and email requesting the account be brought current.
- If the financially responsible party has demonstrated good faith in attempting to meet their financial obligations and communicates directly (in person) with the Business Office, interest charges and late fees may be waived.

#### 60 days past due:

- The CFO will issue a notification. This notice will reiterate the terms of the financial commitment and request immediate attention to the matter.
- In addition to this notification, student(s) will not be permitted to return after the current semester and/or receive an enrollment contract for the following school year until the account is paid in full or an alternative plan has been approved by the CFO.
- Seniors will not be allowed to graduate, have transcripts sent to colleges, or receive grades/transcripts.

- Students will not be allowed to participate in co-curricular field trips, including but not limited to Washington D.C., NAIS SDLC, Model OAS, China trip, Southwest trip, France trip, Model UN, etc.
- J-Term & Trips: All J-Term fees must be paid in advance of activities or trips. Students will not be allowed to participate or travel if all fees are not paid.

Our goal is to support and work with every TPS family. The School encourages all financially responsible parties to maintain open communication with the Business Office to ensure a complete understanding of each family's financial circumstance. The Business Office phone number is 262-752-2507.

### *Student Withdrawal and Dismissal Policy*

Families are responsible for the remaining balance on their accounts, per the enrollment contract. If the account is not paid in full, the School will withhold all grades and transcripts until the full financial obligation has been paid.

Families that choose to withdraw or are asked to leave after the school year has started are required to make arrangements to turn in all school property, including: textbooks, library books, Chromebook with cord, athletic equipment, and any other school-owned items. If these items are not returned, or it is determined by the school that they are damaged and need to be replaced, replacement costs will be billed to the student's account.

### **Busing**

Transportation to and from school is the responsibility of parents. Students who are four 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), can be bused to the school at no charge. Students who live within a half-mile of Prairie may be ineligible 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.

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 at (262) 635-5600.

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 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 on board any school bus.
- Live pets, animals, or wildlife are not permitted on a school bus.
- Pupils may be assigned to specific 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**

At the beginning of the school day, students may enter through Doors #2, #5, and #7. All campus doors will be secured between the hours of 8:30am and 3:30pm. At that time, parents may pick up their students from Doors #2, #5, and #7. 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/Performing Arts building (Door #2). At the time of check in, all visitors and/or parents must present a valid driver's license or proper identification in order to receive a one-day Identification Badge. The Identification Badge must be worn at all times while on campus.

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

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

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

Please call the Advancement Office at (262) 752-2522 as soon as possible with any change of home address, telephone number, or email address. Families must also update their information on [PowerSchool](#). 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 well 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 friend (school-aged only) with them to school for a visit — see also [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 typically closes whenever Racine public schools are closed due to bad weather. Inclement weather notifications will be posted on

[www.prairieschool.com](http://www.prairieschool.com) and on the school's Facebook page.

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 and employees are listed in [Appendix E](#).

### **Compass Program**

The purpose of the Compass program, a multi-disciplinary faculty 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 every student's learning potential.

The Compass Team is comprised of fully trained and experienced educational professionals, including Learning Specialists, a [school psychologist](#), school nurse, school counselor, a speech and language therapist, an occupational therapist, math specialists, a comfort dog, and academicsupport teachers in the areas of reading, math, and English Language Learning (ELL). These skilled specialists provide consistent support to students as they advance through the grades and transition from Primary to Middle to Upper School.

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, psychologist, or nurse.

#### **Compass Responsibilities:**

- Support students' learning, social, emotional and health needs.
- Collaborate with students, faculty, and parents to identify learner strengths/challenges and utilize appropriate learning and study strategies.
- Develop and implement 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 to support students' learning.
- Provide or facilitate professional development to faculty on topics that will enhance student learning, performance, and wellness.
- Foster collaboration between divisions to ensure continuity of programming and support.



- Coordinate school-wide and other special testing.
- Assist the Admission Office by administering 1-1 and group admission assessments.

### **Computers/Technology**

The Prairie School enjoys a vast array of information technology resources. Community members accept an obligation to ensure that these shared resources are used appropriately, and 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 electronic mediums (i.e. email, messenger, etc.).

### **Custody Practices**

Unless otherwise instructed by an Order of the Court, the School will provide both parents residing in separate households 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 [Behavioral Standards](#))**

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

### **Distance Learning Behavior**

All behavior and academic policies are in place and fully enforced with the exception of students not wearing uniforms. Rules limiting content on clothing are still in effect and apply to all visuals a student shares with their screen.

### **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 provides services to these students through an ELL-trained teacher to help them become proficient in the English language, for an additional charge.

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

The Fieldhouse and JAC open daily at 8:30 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 Center is open for students on:

Monday - Friday	8:00 a.m. - 6:30 p.m.
Saturday	8:00 a.m. - 12:00 p.m. (noon)

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

Monday - Friday	8:00 a.m. - 6:30 p.m.
Saturday	8:00 a.m. - 12:00 p.m. (noon)

See also [Appendix B](#).

### **Fire and Tornado Drills**

Fire and tornado 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 Service**

Prairie offers a well-balanced lunch program available to all students; a monthly menu is made available to families [on the school website](#). For information, please contact the Business Office or [visit Prairie's website](#). Students can also bring their own packed lunch to Prairie. However, students are not allowed to order food to be delivered to Prairie during the school day.

## **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 philanthropic support of our parents.

Tuition does not cover all education and operation costs, nor does it go toward funding financial aid. Therefore, Prairie raises money each year through various programs to supplement the costs not covered by tuition. Parent participation in the Prairie Fund is the norm with the goal of all parents donating each year. 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 our program. 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 on campus. Participation from current parents, alumni, faculty, staff, grandparents, alumni parents, corporations, and friends of theSchool ensures our physical health and academic vitality. Since 2014, 100 percent of our faculty have contributed annually to the Prairie Fund.

### *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 scholarship program.

### *Golf Classic & Dinner*

More than twenty years ago, a group of supporters who knew first-hand the power of a Prairie education founded The Prairie School's Golf Classic & Dinner. Now, near the end of its third decade, this event raises over \$125,000 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 & Grand-Friends**

Grandparents and special friends are an important part of the Prairie community. By entering their information into PowerSchool, you are ensuring that they will receive periodic news and updates. Grandparents and special friends whose addresses are in PowerSchool also receive an invitation to our annual Grandparents' Day, where they visit campus during the school day to attend classes

with their grandchildren, participate in special activities, and enjoy brunch.

### **Health Office**

The Health Office is 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, have had a temperature of 101° F or higher, or have vomited within the past 24 hours. If students become ill during the school day and it is necessary for them to go home, the nurse will contact the parents/guardians. 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 PowerSchool on the Student History/Emergency Form. Parents should make suitable arrangements to cover the possibility of their child's illnesses 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 healthcare provider. It is Wisconsin State law that all medication, including prescription medication, is to be sent to school in its original container. It is the responsibility of the student's parents/guardians to inform the Health Office of any medical concerns and/or changes.

Student Health History should be updated annually in PowerSchool. This must be completed by the published August deadline.

When there are periodic absences from Physical Education (PE) class due to injury or illness, parents must notify both the PE Teacher and the Health Office. If there is an extended absence from PE, we require a physician's 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/s. Immunization records are kept on every student according to State guidelines; state immunization reports are sent to Madison in October.

### *Lice*

The Prairie School will follow a protocol that focuses on the exclusion of active infestations of lice. This can be identified as the presence of live lice or nits found with ¼ inch of the scalp. Nits that are found more than ¼ inch from the base of the hair shaft are almost non-viable (hatched or dead). If a case of lice is suspected, the following procedures will be followed:

- The school nurse will check the child for head lice. If several cases of lice occur, the school nurse may do classroom checks.
- The school nurse will notify the parent(s)/guardian(s) if lice are present. We will ask that the child be picked up from school.
- A notice will be sent to all families within the division alerting them that a case of head lice has been found. The grade level will not be identified; a link will be included that reviews lice protocol.
- The child will be checked upon return to school for effective treatment of lice.

### *Screening Programs*

Hearing and vision screenings are provided annually for all children in Primary School. Parent(s)/guardian(s) 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., and students are dismissed at 3:35 p.m. All students, except those participating in scheduled and supervised activities, must leave the school by 4:30 p.m. Students in grades 7-12 with a need to remain on campus after school must have faculty approval and supervision. For more information on programs for before and after school, see also [Before/After-School Program](#) (PS) and [Stay & Play Program \(Grades 5 - 8\)](#) (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 item, s/he is encouraged to discuss the issue with the teacher. If the parent wants to continue the conversation beyond the teacher, they may file a formal challenge to the material by completing the [Materials Challenge Form](#).

### **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 cleared out 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 MS and US students occur at the end of the summer. 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 shared over the summer.

### **Open House**

The Prairie School hosts multiple general open houses each year. 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. Current families are encouraged to volunteer, as well as invite friends and acquaintances interested in Prairie to attend.

### **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.

### **P.O.P. (Parents of Prairie)**

The Parents of Prairie (P.O.P.) organization embraces the mission of the School. The purpose of P.O.P is to enhance the overall student experience by bringing the Prairie community together to build, enrich, and broaden relationships; facilitating collaboration and dialogue between Prairie faculty and parents; reinforcing the mission of the school; providing useful services to school families; and providing opportunities for social connections.

When you become a Prairie parent, you also become part of P.O.P. Prairie relies on your assistance to make our school a special place. Your time, talents and resources are needed to support each student — without P.O.P., many of the events and activities that take place at Prairie would not occur. Some of these events include Back to School Coffee, Fall Fast, Parent Socials, Uniform Swap and Sale, and Gingerbread Bash. For more information about P.O.P., please contact the Director of External Relations at (262) 752-2531.

### **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 onto Prairie's campus constitutes consent to searches and inspections.

### **Publications**

Every Friday the Communication Office issues *The Weekly*, a digital publication intended to keep

parents current with all the news and upcoming events happening on campus. This communication is sent to the email addresses recorded in PowerSchool; all families need at least one email on file. *Prairie*, the school's print magazine, is mailed on a quarterly basis to current families, alumni, and donors.

## **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. Awardees are expected to maintain the highest standards of honesty, integrity, leadership, and deportment. Failure to meet these expectations may result in loss of a scholarship.

### *Hilpert Memorial Scholarship Program*

Funded by the School's endowment as well as by 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 and strong leadership potential. 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 top-level students who display the keen desire and motivation to learn, yet lack the resources to finance such an education. Financial support for each Malone Scholar ranges from 30% of tuition to a full tuition 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 Psychologist**

The Prairie School employs a full-time school psychologist and a school counselor who are available to assist students, parents, and faculty with personal, social-related concerns. The psychologist may provide short-term 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 psychologist 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 before proceeding elsewhere on campus (see also [Campus Security](#)). All visitors should enter through Door #2.

### **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 grades and progress is private. Teachers and students are expected to speak privately about grades and academic progress after class or at an 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 or arrange to meet at a latertime.

Students should not feel pressured to share their grades or progress with their peers. 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 and all accounts are up-to-date. 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 (see [Billing/Charges](#)).

### **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. PS students may have two items checked out at one time; MS and US 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**

Summer on the Prairie, the school’s summer program for ES (age 4) through grade 12, is open to the public. Offerings include academic enrichment, fine and performing arts, athletics, tutoring, and our day camp, Hawks’ Haven — which offers students from ages 3-14 an excellent, enriching, active daily program. A program overview is made available each winter on the school’s website: [www.prairieschool.com/summer](http://www.prairieschool.com/summer). For more information, contact the Summer School Director at (262) 752-2590.

### **Summer Reading**

Summer reading is required of all students enrolled in grades 5-12. A handout 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 successful college application. Students in grade 10 take the preliminary ACT test. Students in grade 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).

## **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 wait-list.
- Two Payments: first payment (60%) due July 15, remainder (40%) due January 15. A \$150 processing fee is assessed per child.
- Monthly Payments: a contracted arrangement for monthly payments. Requires an annual fee by FACTS and \$40/month processing fee per child.

### *Refund Policy*

The \$500 tuition deposit is non-refundable. Parent(s)/guardian(s) are responsible for the full tuition indicated on the contract as per the terms of the contract.

### *Inclusive Student Fee*

While tuition only covers 70% of the operating costs of The Prairie School, it does cover the major portion of instructional and academic costs. 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. Depending on your child's grade, field trips/camps, classroom consumables, snacks, arts fees, Chromebooks, Chromebook insurance, PLAN and PSAT exams, and graduation are not a part of tuition fees; these items are included in the Inclusive Student Fee that is billed with the tuition payment option chosen.

### *Other Fees*

Incidental expenses are separate from tuition and the inclusive student fee; these include lunch charges, Stay & Play charges, play tickets, speech/ELL tutoring, Yearbook (ES-grade 6), etc. Incidental expenses are billed the 10th of every month, and the due date is the end of each month.

## **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 of 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 Admission Office 1-3 days prior to the visit.
- After discussion with the visiting student's parent(s)/guardian(s), the Directors of Admission, 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 Directors of Admission and the appropriate Division Head 2-3 days prior to the visit.

Other questions should be directed to the Admission Office at (262) 752-2525.

## **Video Recording at School**

Students may not video students or teachers during class or outside of class without their permission.

### *During a Pandemic*

Teachers will be broadcasting class to students learning from home. That video may not be shared or disseminated outside of the intended audience of students in that class and their parents.

## **Volunteers**

Volunteers working directly with children, including volunteer coaches and field trip chaperones, must show proof of vaccination. Unvaccinated parents may attend field trips where they are only responsible for supervising their own child. They may not chaperone other children and may not accompany Prairie students on school-sponsored transport. Any field trip chaperone with responsibility for children outside of their own family must be vaccinated. Per Prairie's

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long-standing policy, all volunteers working directly with children must be background checked by the school. Background checks are good for three years and Prairie will keep those results on file.

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

### **DAILY LIFE**

#### **Admission**

For admission to the Early School Program, the child should turn 3 years old on or before September 1st and be securely potty trained. For admission to the Kindergarten Program, the child should turn 5 years old on or before September 1st. See also [All-School — Admission](#).

#### **Attendance**

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 at (262) 752-2573 with attendance-related questions.

For general information about absences and attendance, see also [All-School – Absences \(Attendance\)](#).

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

The Early Day Program provides supervised care by a classroom educational assistant and Upper School student for children in grades ES – Grade 5 from 7:30-8:15 a.m. in Stay & Play rooms near Door #7. 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 through 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.

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 Co-Director of Extended Day at (262) 752-2590.

If there is an official closure of The Prairie School due to inclement weather before the school day

begins, the Stay & Play Program is closed as well. However, in the event that Prairie closes once classes have begun, the Stay & Play Program is available until all students have been picked up.

The Stay & Play Program is also available during the first week of spring break and during faculty in-service days. Please refer to [the calendar posted on Prairie's website](#). Registration is necessary in order to secure adequate staffing.

### **Birthdays/Invitations/Presents**

Unless the entire class is invited, invitations cannot be distributed at school. To avoid classroom disruptions and hurt feelings, please distribute through the mail.

During school hours, birthday celebrations may be held at school with a small treat. Bite-size snacks with nutritional value are encouraged. Please coordinate with the classroom teacher well in advance.

Please note, a student's birthday is not an occasion for casual dress; uniform dress is expected. Casual dress day in the Primary School is every Friday unless a special event or field trip is planned.

### **Books and Classroom Supplies**

A short supply list is distributed in summer and also available online. The cost of classroom reading materials and consumable supplies — such as workbooks, journals, activity books, and science materials — is incorporated into the inclusive fee.

### **Dress Standards**

Part of our school's philosophy of finding commonalities and developing self-discipline is having our families uphold the school community dress standards. This means that both students and parents are responsible for self-enforcement of The Prairie School's guidelines. We also believe in developing an awareness of dressing for the occasion. If a student or parent has a question about whether certain clothing can be worn, it is the student's or parent's responsibility to ask the Division Head before wearing it to school.

#### *Regular Dress Days: Early School and Kindergarten*

- Clothing that is clean, appropriate for school, and allows freedom of movement
- Closed-toe and closed-heel shoes
  - Gym shoes are required for PE
  - Velcro gym shoes are recommended
- Outdoor recess wear appropriate for the weather

#### *Regular Dress Days: Grades 1 - 4*

- Navy blue or khaki Bermuda shorts
- Navy blue or khaki pants (no leggings)
- Plaid uniform jumpers (optional navy blue, white, light blue, or red rights or leggings)

underneath)

- Navy blue, khaki, or red polo dresses
- Navy blue, khaki, or plaid skorts (optional navy blue, white, light blue, or red tights or leggings underneath)
- Navy blue, white, light blue, or red collared shirts or turtlenecks
- Navy blue, white, light blue, or red sweaters (no logos)
- Plain navy blue or red sweatshirts (no logos)
- Prairie logo sweatshirts
- Closed-toe and closed-heel shoes (no sandals, Crocs, or slides)
- Outdoor recess wear appropriate for the weather

*Casual Dress Days (every Friday, unless otherwise noted)*

- Neat and clean dress standards should be maintained
- Any messaging must be appropriate for the learning environment
- T-shirts with short or long sleeves (no tank tops)
- Bottoms and tops must overlap
- Caps, hats, and hoods should not be worn inside the school except in the case of religious head coverings
- Outdoor recess wear appropriate for the weather

## **Field Trips**

### *Dress Standards*

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

### **Homework**

Primary School students begin to receive regular homework assignments in grades three and four. A limited amount of homework may be given in earlier grades. The rule of thumb is 10 minutes of homework starting in grade 1 and 10 minutes more added each year of advancement as follows:

- Grade 1 - 10 minutes.
- Grade 2 - 20 minutes.
- Grade 3 - 30 minutes.
- Grade 4 - 40 minutes.

Generally, homework is given Monday through Thursday.

### **Money at School**

At no time are students required to have money at school. If special situations occur which do require money, teachers will inform families in advance.

### **Parent Conferences**

These are pre-scheduled meetings held in fall and spring. If more frequent communication is required, teachers arrange this with individual families. Parents are encouraged to contact teachers via email at anytime to discuss their child's progress.

### **Recess**

All teachers review the playground guidelines with their students at the beginning of the school year and as needed during the year. Participation is expected on a daily basis.

As the weather undergoes seasonal changes, please dress your child/ren in outdoor clothing suitable for existing conditions. The children go outside unless the temperature/wind chill is below zero degrees Fahrenheit. Children must wear boots and snow pants to play off the blacktop area of the playground in wet or snowy weather. Students who wish to bring toys from home should clear this with the teacher.

### **School Day**

The school day begins at 8:30 a.m. and children are dismissed at 3:30 p.m. Students should not arrive before 8:15 a.m., at which time classrooms are open. Students who arrive before 8:15 a.m. are required to go directly to Early Day, where adult supervision is available. If your child arrives at

school after 8:30 a.m., he or she must check in at the PS Office to inform the PS Administrative Assistant of his/her arrival.

If your child will be tardy or absent, please assist the attendance procedure by calling the Attendance Line at (262) 752-2541, which is available 24 hours a day, or the PS Office at (262) 752-2573. Please do not leave attendance information on the classroom teacher's voicemail or email.

Pick-up arrangements at the school day must be phoned in no later than 3:00 p.m. We cannot guarantee delivery to students after this time. Only messages of an emergency nature will be delivered during school hours.

### **ACADEMIC GUIDELINES**

For PS guidelines and standards, please refer to specific classroom handouts.



## **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. Although the academic advisor is an important part of the community between home and school, parents should not hesitate to contact teachers directly with questions pertaining to a specific subject area. Character education and digital citizenship are 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.

The FRIENDZY Program, a core of the advisory program, is a social emotional learning curriculum that's modern and responsive to the needs of today's students. It's underpinned by the latest research in adolescent brain development and social psychology that support students in doing better in school as well as in life.

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

A variety of activities are offered to MS students in grades 6-8. After-school activities include participation in the arts programs (see [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 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 or a Compass Team Learning Specialist. ASSH meets Monday through Thursday from 3:45-4:30 p.m. in M-7. A light snack will be provided. 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.

#### **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.

Prairie 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 and advisor may convene to consider an appropriate response and/or consequence.

For more information, please see [All-School – Absences \(Attendance\)](#).

### **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.

### **Class Trips**

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

6th grade students participate in a three-day, overnight trip to an area camp (Camp Timber-lee) as a part of their Outdoor Environmental and Leadership Education Experience. This trip is an integral part of the 6th grade curriculum. A parent informational meeting is held at Back to School Night.

### **Dress Standards**

Part of our school's philosophy of finding commonalities and developing self-discipline is having our families uphold the school community dress standards. This means that both students and parents are responsible for self-enforcement of The Prairie School's guidelines. We also believe in developing an awareness of dressing for the occasion. If a student or parent has a question about whether certain clothing can be worn, it is the student's or parent's responsibility to ask the Division Head before wearing it to school.

#### *Regular Dress Days (Monday, Tuesday, Thursday)*

- Clothing that supports learning: neat, clean, and appropriate
- Navy blue or khaki Bermuda shorts or capri pants
- Navy blue or khaki pants
- Navy blue, khaki, or Prairie plaid skirt or skort (optional solid blue, red, or white leggings underneath)
- Black or brown leather belt or khaki, solid blue, red, or white cloth belt
- Navy, light blue, red, or white collared polo shirt (short or long sleeve)

- Optional blue, red, or white long sleeve shirt under polo
- Solid blue, red, or white sweatshirt or sweater (no logos)
- Prairie Logo sweatshirts
- Closed-toe and closed-heel shoes
- Outdoor recess wear appropriate for weather

*Blazer Dress Days (Wednesdays beginning Friday, November 18th through April)*

- Navy blue blazer
- White or light blue collared dress shirt
- Khaki pants
- Navy blue, khaki, or Prairie plaid skirt or skort (optional solid blue, red, or white leggings underneath)
- Black or brown leather belt or khaki, solid blue, red, or white cloth belt
- Prairie-issued school tie (required for boys, optional for others) from the MS Office
- Closed-toe and closed-heel shoes
- Outdoor recess wear appropriate for weather

*Casual Dress Days*

- Clothing that supports learning: neat, clean, and appropriate
  - No sexual, harassing, drug or alcohol references, obscene text or graphics
  - Any messages displayed on clothing should discuss ideas, not people; Specifically, students may not wear clothing advocating for an individual political candidate
  - Bottoms and tops overlap (no bare midriffs)
- Athletic pants, athleisure wear, solid color opaque leggings, jeans
- Shorts or capri pants
- Skirts or dresses
- Sweaters or sweatshirts
- T-shirts with short or long sleeves (no tank tops)
- Closed-toe and closed-heel shoes
- Caps, hats, and hoods are not to be worn inside the school except in the case of religious head coverings
- Outdoor recess wear appropriate for weather

Students in violation of the dress standards will be provided three options to be dressed to standard during the school day:

1. Students will be asked in private to put on their own alternative clothing, if available.

2. Students will be privately provided with temporary school clothing.
3. If necessary, the student's guardians may be called during the school day to bring alternative clothing.

Physical Education Attire: MS students are required to change clothes and shoes daily for Physical Education classes. Gym clothes include appropriate shorts or sweats and a t-shirt. A gym locker is provided to store athletic shoes, P.E. clothing, and deodorant.

### **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, outlined in [Appendix A](#). The US Student Government Association established The Honesty Standard in 1997. Students in grades 6-12 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. "Ipledge" 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."

### **Morning Meeting**

All MS students will attend Morning Meeting on a regular basis throughout the week. Morning Meeting for grades 6 will take place on every A, C, and E day and for grades 7/8 on every B, D, and F day. Once per month, the entire MS will come together for a Community Meeting. The purpose of the Morning Meeting is to share information, build relationships, foster community and solve problems.

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

MS 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 website. 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 Grade 6, students sign up for the course on a first-come, first-served basis with preference given to Choir members. 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**

"Away for the school day" is the expectation that cell phones are turned off and placed in the student's locker upon arrival at school each day. Cell phones may not be carried in pockets, backpacks, or along with students to classes or in hallways. Phones must be turned off and left in the student's locker from arrival until dismissal at 3:45 p.m.

Consequences that will be reinforced by the faculty if a student does not put their cell phone away in their locker:

- The cell phone will be taken from the student by the teacher or MS Head and will be turned in to the MS Office where it will remain until the student's parent comes to school and picks up the cell phone.
- The cell phone will not be returned to the student.
- Additional offenses will result in the requirement of student's cell phone being checked in at the school office each morning, rather than the student's locker, and checked out at the end of the school day. Parents will be informed.

### **Restricted Areas**

Locked classrooms, faculty and administrative offices (locked or unlocked), other offices, boiler rooms, the shop, the kitchen area, and the faculty lounge are off limits to all students. MS students should not be in areas where there is no faculty member present unless there is a special circumstance and the MS Head is aware.

### **Stay & Play Program (Grades 6 - 8)**

The Stay & Play Program provides supervised care for children ages 3-11 (Early School through 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 MS students from 4:30-6:00 p.m. For full details, see [Before/After-School Program \(Early Day/Stay & Play\)](#).

### **Supervision Before/After School**

Classroom doors open and teachers are ready to greet students each morning at 8:15 a.m. Classes begin at 8:30 a.m. If a student arrives before 8:15 a.m. they are expected to leave their phones turned off in their lockers, and report to the SRC Commons. This is a quiet time to read, take a look at homework, talk with classmates, or work on the many puzzles and other activities located in the SRC Commons. Students may head to their 1st-period class at 8:15 a.m. Students may not hang out in the hallways before school begins.

School dismisses at 3:45 p.m. each day. Students should use the last 10 - 15 minutes of their last

period class to check their agendas, prioritize assignments, and get organized to go home. The last period teacher will assist students in this important process. After School Study Hall is held on Mondays through Thursdays in M7 from 3:50 - 4:30 p.m. and is supervised by teachers. A snack is provided.

## **ACADEMIC GUIDELINES**

### **Grading Scale for Grades 6,7, & 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%

I Incomplete. This grade 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 to 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. Students in grades 6 through 8 are expected to record their homework in an agenda that will go to/from class and home with the student each day. Each student will receive a paper agenda for daily homework and test recording. In grades 7 and 8, some students may wish to move to Google Classroom to track and organize their homework assignments. It is important that a daily routine practice be established that supports the timely completion of homework, studying, and project prioritization and completion. Advisors and Compass teachers are always available to assist with this.

### **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. MS 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, advisor, and parents in order to report the student's academic progress. Final report cards are mailed home at the end of the school year.

Regular communication between home and school is encouraged. Parents do not need to wait for a formal conference period to sit down with an individual teacher or advisor to discuss the student's progress.

### **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**

The Upper School expects students to attend school every day in each course every semester. Missing more than 10% of class could result in a failing grade and not being given a contract for the following school year. 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 Division Head and/or Assistant Head will consider an appropriate consequence including but not limited to: After School Study Hall, 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. Seniors who are absent more than 10% of classes in the first semester could be asked to withdraw at the end of that semester. Missing more than 10% of classes in the second semester could impact a senior's ability to earn a diploma.

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 up to and including expulsion for repeat offenses. 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, encountered traffic, or forgot what time class started.

See also [All-School – Absences \(Attendance\)](#).

#### **Daily Schedule**

The US academic day begins at 8:30 a.m. and ends at 3:41 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.

#### **Disciplinary Council**

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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. The Disciplinary Council is a group of experienced faculty and administrators, usually comprised of Department Chairs and Assistant Heads. It is chaired by the Head of Upper School. When potentially serious disciplinary issues arise, this group convenes at the direction of the US Head, garners the findings of the case, and recommends a course of action. The work of the Disciplinary Council is advisory in nature, and the US Head may uphold, amend, or determine an entirely different outcome to the situation. Appeals to decisions can be made directly to the Head of School. However, the recommendations related to any given incident remain in place during the appeal process, and families must wait 24 hours before appealing. See also [All School - Behavioral Standards](#) and [All School - Discipline](#).

### **Dress Standards**

Part of our school's philosophy of finding commonalities and developing self-discipline is having our families uphold the school community dress standards. This means that both students and parents are responsible for self-enforcement of The Prairie School's guidelines. We also believe in developing an awareness of dressing for the occasion. If a student or parent has a question about whether certain clothing can be worn, it is the student's or parent's responsibility to ask the Division Head before wearing it to school.

#### *Regular Dress Days (school days and all school events)*

- Clothing that supports learning:
  - Neat, clean and appropriate for school and professional settings
  - No sexual, harassing, drug or alcohol references, obscene text or obscene graphics
  - Any messages displayed on clothing should discuss ideas, not people; Specifically, students may not wear clothing advocating for an individual political candidate
  - No frayed, torn, or cut-off clothing
  - Visible undergarments not permitted — camisoles or undershirts can be visible
- Bottoms:
  - Skirts, skorts, pants, jeans, capris, shorts and athletic shorts of appropriate length
  - Athletic pants, athleisure wear, solid color opaque leggings — no pajama pants
- Tops:
  - Shirts with sleeves and fabric in the front, back, and sides
  - Tops must overlap bottoms — no bare midriffs — no see-through, sheer or fishnet material
  - Sweaters, sweatshirts, overshirts, jackets
  - T-shirts with short or long sleeves
- Dresses, rompers, jumpsuits, and overalls are permitted

- Accessories
  - Shoes or sandals required
  - Caps, hats, and hoods are not to be worn inside the school except in the case of religious head coverings
  - Piercings, tattoos, and other body modifications (including hairstyles) should not inhibit learning or prohibit full participation in school activities
  - No blankets as attire

### *Dress Up Days*

- For special events or when a more formal appearance is appropriate, students will be asked to dress in business or business casual attire.

### *Costume/Spirit Days*

- Costumes may be worn only for school-approved days or events
- Costumes must follow regular dress day standards
- Costumes may be worn on approved days as long as they do not
  - Objectify or ridicule the student wearing the costume, or another individual or group
  - Portray a message that conflicts with the school's inclusivity statement
  - Disrupt the community's values and standards
  - Display offensive or discriminatory imagery

Students in violation of the dress standards will be provided three options to comply with the standard during the school day or school event:

1. Students will be asked in private to put on their own alternative clothing, if available.
2. Students will be privately provided with temporary school clothing.
3. If necessary, the student's guardians may be called during the school day to bring alternative clothing.

Repeated dress standard violations may result in disciplinary consequences determined by the administration and potentially the Discipline Committee.

### **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, to or from campus, or adjacent to campus in our surrounding neighborhood, 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 as part of the discipline process and/or 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 on the day in question and have met all their academic obligations. Students must be at school by 10:20 a.m. to count as present for the school day. This rule does not apply when an absence is due to extenuating circumstances such as a doctor appointment, family emergency, or a funeral. The Head of Upper School may make an exception to this rule.

Students must also be in good academic standing to participate in interscholastic athletics, academic teams, rehearse or perform in a theatrical or musical performance, or participate in a similar school-supported co-curricular activity or function. Students must maintain an average GPA of 2.0 and keep their grades in all classes above a D or F. Eligibility for participation will be assessed at regular intervals. The US Head may use their discretion to suspend these requirements in highly unusual circumstances with the exception of failing grades (F's).

Attendance in After School Study Hall supersedes participation in co-curricular activities.

### **Headphones**

Headphones may not be worn during class, at lunch, or while walking around school. This prohibition includes earbuds.

### **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. For a complete overview, see [Appendix A](#).

### **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. The work of the Honor Committee is advisory in nature,

and the Division Head 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.

### **January Term (J-Term)**

Immediately following winter break, students engage in an alternative learning experience that provides hands-on, deep-dive focus in topics the school does not offer in the regular curriculum. Course options vary widely and may be on or off campus. J-Term is a graduation requirement for all Upper School students each year and will appear as a graded course on students' transcripts.

### **Lunch**

Prairie offers a well-balanced lunch program available to all students; a monthly menu is made available to families [on the school website](#). MS and US students may purchase a yearlong Lunch Pass at a flat fee rather than purchasing individual meals. For information, please contact the Director of Food Service at (262) 752-2672 or [visit Prairie's website](#).

Students can also bring their own packed lunch to Prairie. However, students are not allowed to order food to be delivered to Prairie during the school day.

### **Morning Meeting**

All US students will attend morning meeting each day at 10:00 am. Morning Meeting is intended to bring the entire division together for announcements, celebrations, and performances. Students are expected to pay attention, remove headphones, face the speaker, sit up straight, close all screens, and actively support and engage with the speaker.

### **Phone Policy**

Phones should not be out during any class in the Upper School. Phones should be left in lockers or in backpacks but should not be out during any class, even if not in use. Faculty may also request students place phones in a designated storage space during class. Any phone that is out during class time may be confiscated. If a student's phone is taken during the school day, they should pick the phone up at the end of the day in the Upper School office. If a student's phone is taken multiple times, they should expect to have further consequences or restrictions imposed. If a student must be contacted during the school day, parents should call the US office at (262) 752-2626. Parents should avoid contacting their students during the day via cellphone.

Phones are also not allowed in the dining room. Lunch is a time to disconnect from devices and engage with friends.

### **Restricted Areas**

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

### **Senior Open Campus for Lunch**

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 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 including the president.

### **Tardiness**

Late is late, even if by one minute. Excused tardies are limited to late buses and indisputable, publicly announced inclement weather, or regularly scheduled medical appointments due to an ongoing or temporary medical condition (e.g. broken bones, 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.

Five unexcused tardies are allowed per semester. After the fifth tardy, infractions result in before/after school detention (work duty) for those in grades 9-12 and potential loss of off-campus privileges for seniors. If a student reaches 10 tardies, the student will meet with the Division Head and/or [Disciplinary Council](#).

Tardiness to 7th period (after lunch for seniors) will follow the same guideline of "Late is late." If a student is late to 7th hour three times, the student will automatically lose one full week of off-campus privileges. If the tardies continue, students will risk permanent revocation of this privilege.

### **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 calls. To contact a child, the parent should call the US Office at (262) 752-2626; 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**

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. In the fall of each year, students have an opportunity to change advisors from the one they are originally assigned.

### **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 3:45-4:30p.m. in a 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.



9th and 10th 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 or off-campus privileges suspended until their academic performance is satisfactory. See also [Senior Open Campus](#).

### *Study Hall Expectations*

#### Faculty Responsibilities:

- Be on time and take attendance promptly.
- Monitor the study hall. Study halls should be opportunities for studying and, therefore, should be quiet. Students should not be engaging in any behavior that distracts other students (playing video games with a group, talking loudly, jumping or throwing). If a student chooses not to study, they need to waste their own time quietly.
- Students can leave study hall if appropriate as determined by the faculty member present or with a note from another faculty so that the two (faculty member and student) can meet.
  - Leaving Study Hall is a privilege, and the judgment of the faculty member present is final and permission will be granted sparingly.
  - Students will not leave Study Hall to work in the commons, art room or SRC or to go to the JAC. Upperclassmen are already assigned to the commons, and many commons periods are very full.
  - If a student needs to use a computer, they should bring one to the Study Hall. Permission to use a commons computer must be given by the commons proctor.
  - Faculty must know where students are at all times.
- Students may not leave Study Hall early- especially after 5th and 10th hour.

#### Student Responsibilities:

- Be on time for study hall.
- Ask study hall teacher for permission or bring note if you need to check in with the learning specialist or another teacher.
- Always check-in for attendance (even if you have a note).
- Be quiet and do not distract other students. Respect that this is a time and place for quiet study.
- Do your school work.

### *Commons Expectations*

#### Faculty Responsibilities:

- Be on time and take attendance promptly. Students should be on time to commons as they should to all classes.
- Common must be quiet. Respect for the classes taking place is key. Monitor your commons and do not allow the noise level to rise.



- Know where your students are. The patio is available as a privilege if the weather is nice. Students should stay on the patio or adjacent lawns. Use your professional judgment if you would prefer students stay inside or if you believe a student has done something worthy of losing the privilege.
- Students may not leave Commons early- especially after 5th and 10th hour.
- Help your Commons' students clean up before they leave- throw trash away and straighten chairs.

#### Student Responsibilities:

- Be on time for Commons.
- Check-in with your Commons teacher before leaving the Commons.
- Be quiet out of respect for other students in the commons and other classes going on.
- Respect the common space by cleaning up trash and straightening chairs as you leave.

#### *Flex (Monday-Thursday) and Advisory (Friday) Expectations*

#### Faculty Responsibilities:

- Be on time, take attendance and remain in the room with your advisees.
- Know where your advisees are at all times.
- Keep advisees in Flex for the first five minutes of every Flex in order to check in with advisees and relay important information. Please respect that no advisories will be open for teacher assistance or group work until after these five minutes.
- Meet with each of your advisees one-on-one (scheduled) at least once a month.
- Build and maintain a positive connection with individual advisees and their parents.
- Know when you have to report a situation to another adult (Division Head, Assistant Head, School Psychologist, Nurse, H.O.S., etc.).
- Build community with advisees through Friday Advisory time.
  - Respect that students cannot leave to see other teachers, make-up tests or even expect to do homework during this time.
  - Lead discussions or activities as decided in advisor meetings.
  - Plan and implement community building activities for your advisees.

#### Student Responsibilities:

- Be on time.
- Remain in the room for the first five minutes of Flex to check in with advisor and fellow advisees.
- Respect that Friday Advisory time it exists to build the community of your advisory through activities and discussion. Do not plan on being able to do school work during

### **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 US, 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 will either not be allowed to re-enroll, be asked to withdraw from the school, or be placed on academic probation:

- An overall or semester GPA less than 2.25 (without extenuating circumstances).
- An inordinate number of absences, tardies, and/or behavioral infractions.
- Deficiencies in co-curricular requirements (exercise requirement, co-curricular participation, community service participation, etc.).
- A failing grade in U.S. History or in English 9, 10, 11, or 12. Repeating U.S. History or taking double English courses to compensate for failing English in a previous year are not permitted.

Students who fail to demonstrate specified improvement during a designated period of probation will most likely be asked to withdraw from the school or not be allowed to re-enroll.

### **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 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. Such awards are usually announced at the Honors Assembly each May.

## **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 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 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.

## **Course Selection Process**

Every year, shortly before spring break, students and advisors meet to select courses for the upcoming 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.

A student cannot take more than six academic classes. The School's recommendation for a full and challenging load is five academics and a creative offering. Taking an additional class should be approached with considerable reflection and caution. Six academics is viewed as an overload and should be taken only when a student has shown exceptional maturity, time management skills, and the appropriate academic skills.

Due to their challenging, time-consuming nature, it is strongly advised students enroll in no more than two AP courses as a junior and three as a senior.

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 US 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, US students may take classes 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 US Head 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 \$100 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 (GPA)**

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. Year-long Advanced Placement (AP) and Malone School Online Network (MSON) 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>	<u>AP Courses</u>
A	4.0	5.0
A-	3.7	4.7
B+	3.3	4.3
B	3.0	4.0
B-	2.7	3.7

C+	2.3	3.3
C	2.0	3.0
C-	1.7	2.7
D+	1.3	2.3
D	1.0	2.0
D-	0.7	1.7

### 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%
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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%

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 subject a student to have an [Academic Performance Review](#) and possibly be placed on Academic Probation.

### **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.

A student must accumulate a minimum of 22.75 academic credits, and each year is expected to enroll in a minimum of 5 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 (U.S. History a requirement); World Languages 3 credits/levels (all in one language) taken in consecutive years; Visual and Performing Arts 1.75 credits; Physical Education/Health 1 credit; Public Speaking .25 credit.

There are also additional academic requirements for graduation: during the senior year, students are required to take 5 credits in academic classes including English each semester, and pass all senior year classes.

If a student repeats a course that he or she has already 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 students to be active in community service throughout their years in the Upper School. Service is defined as volunteer work for the School, a civic community organization, and certain religious activities that are pre-approved by the Service Hours Coordinator (e.g. soup kitchens, mission trips, etc.). Before committing to a service project offered through a religious organization, it is advisable to speak to the US Administrative Assistant to assure that the intended participation will count toward service. Service does not include work done at home for relatives/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 for the upcoming year 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.

### **Homework**

#### *Late Work Policy*

- Each class is required to have a late work policy shared in the syllabus.
- All students must turn in work according to the policy and deadlines of each class and should be familiar with and adhere to the late policy for each class.
- If a student needs an extension for an assignment, a request needs to be made to the teacher as far in advance of the due date as possible and at least the day before the due date.

#### *Makeup Work Policy*

- For illness: The number of days a student is given to make up work equals the number of days absent plus one additional day. Any exceptions can only be made by the teacher of the class.
- For planned absences, field trips, or sports’ dismissals: All missed work is due the day the student returns to school unless a student has received prior permission from the teacher.
  - The student holds the responsibility to get work and assignments from the teacher before departing and to come back to school after an absence caught up.
  - The student should obtain an “extended absence” form from the Upper School office prior to leaving if the absence is two days or longer. If tests cannot be taken early, they should be scheduled before the student leaves. The responsibility for scheduling tests lies with the student.

### **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 skill-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 attendance is mandatory. Participation in the program will appear on the transcript as a component of the curriculum that one either passes or fails. Attendance at Manito-wish will be treated no differently on the transcript than our yearly graduation requirements for exercise and co-curricular participation and completion of community service hours.

### **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. Families also receive mid-term comments on their child's academic progress in mid-October and late February.

Twice a year, families meet with a student's advisor – once in mid-October and again in the spring – 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 on a regular basis. 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.

### **Senior Capstone Course**

Juniors and Seniors have the option to create and enroll in a Capstone course, which affords them the opportunity to work on a project that reflects their personal passions outside of the classroom. Students will explore their chosen topics independently with the course instructor acting as a

“guide” throughout the process and their cohort as added support. Students will complete reflective, expository, and creative pieces to demonstrate how their selected research methods and materials are helping them learn about their topic. The goal will be to create a product or experience that ties together the various aspects of their topic of study to share with the greater school community.

This course will be a 0.5 credit, unless the student requests and the Division Head approves a full credit based on the volume and quality of work completed. Juniors or Seniors who opt to take the course will work with the Capstone Coordinator to initially propose where to direct the credit based on their chosen project. The proposal will need to be approved by the appropriate Dept. Chair and Division Head. If there is no desire or need to credit any specific department for the project, the credit can remain a general credit towards graduation.

This course does not replace any required courses in any department, but can count toward a required credit in the English dept. (e.g. 1 semester of English credit), and toward the fulfillment of a required Arts credit if any remain outstanding heading into senior year.

### **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 will withhold grades and transcripts on any delinquent accounts.

## APPENDIX A

### 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, providing, 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 Assistant Head of Upper School. A student reporting his or her own violation may justly expect more lenient discipline.

### Range of Consequences

Jump to [Table of Contents](#).

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 Assistant Head 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, the Head of Upper School, Assistant US Head, or Honor Committee Faculty Advisor.
- 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 Head of Upper School or Assistant Head 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.

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 B

### Athletics

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 a must. Individuals learn to win and lose with dignity and pride. Athletes learn collaboration, commitment, and how to be a team player.

The athletic program objectives are:

- To provide a quality athletic experience in a safe environment
- Practices that develop and challenge every level
- Promote team responsibility and sportsmanship
- Model integrity through playing by the rules
- Develop perseverance, grit, and the ability to bounce back from defeats
- Develop a strong work ethic that emphasizes preparation and effort
- Ensure athletes understand their role on a team
- Reflect the school mission

#### **Athletic Competition & Spectator Guidelines**

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.
- The concession stand is open during JV and 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.

Parents and students are asked to support 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, or control, they will be asked to leave the premises; their parents will be contacted.

## 5th Grade and Middle School Athletics

### 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 Athletic Trainer will refer the family to a physician for additional treatment.
- A report is submitted to The Prairie School's Health Office.
- The coach, athlete, athletic trainer, 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, athletic trainer, and/or physician.

### Online Registration

All Middle School athletes must register through the [Athletic Team Registration](#) (ATR) portal, a fully-automated, secure online login system. Logins and passwords may be retrieved 24/7. Please note, it is unlawful for a student to register himself/herself and electronically sign for a parent.

- **Returning athletes:** Login to ATR, and navigate to your Family Athletic Account (FAA), used for all students in your household. Review and update any information that has changed since the last school year.
- **New athletes:** If you do not have a Family Athletic Account (FAA), you must create one using your athlete's 5-digit Student ID. Student ID's are located on the PowerSchool parent portal — navigate to the "Grades & Attendance" page and look to the right of your child's name. You may also call the MS, US, or Athletic Offices for help retrieving your student's ID number. Once you have created your FAA, add each MS or US child who plans to play a sport using their 5-digit Student ID.

The following information is required to register all athletes for MS sports:

- Contact information for parents/guardians and emergency/alternate contacts
- Student Prairie School email address (do not enter a parent or personal email address)
- Student cell phone number (if your child does not have a cell phone, leave this space blank)
- Medical information, including the date of your child's most recent physical exam (see below)

### *Physical Exams*

All students registering for MS athletics must have a current physical form on file before the first practice, and will be considered ineligible to participate in practices or competition until it is submitted. Physical exams must be dated on or after April 1st, 2022 to be considered valid. Please file the form with the Prairie Health Office or upload it to the ATR.

Returning athletes may check the date on their existing forms in one of two ways:

- [ATR](#): Click on “View My Account,” followed by “Returning Users.”
- [PowerSchool](#): Click on “Student Information,” followed by the number 2.

The Assistant Athletic Director reviews every registration for accuracy and completeness. Upon review, a parent will receive one of two emails:

1. Final Clearance Incomplete. Please electronically submit the missing information. Submissions received after the due date may delay eligibility to start practice.
2. Final Clearance Approved. Your athlete is cleared to start the season.

Each athlete must be cleared by the Athletic Office prior to practicing with the team — no exceptions.

### **Team Offerings**

Fall sports:

- 5<sup>th</sup> - 8<sup>th</sup> grade Co-ed intramural Golf (Saturday only)
- 5<sup>th</sup> - 8<sup>th</sup> grade Girls' Volleyball (Split into 5/6 and 7/8 teams)
- 5<sup>th</sup> - 8<sup>th</sup> grade Co-ed Cross Country
- 6<sup>th</sup> - 8<sup>th</sup> grade Boys' Soccer

The fall season runs from late August through October, with practices occurring on Mondays and Wednesdays unless otherwise noted. Cross Country, Soccer and Volleyball compete. Golf is an intramural sport.

Winter sports:

- 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 on Mondays and Thursdays. All teams compete in the Southshore Parochial Athletic League (SSPL) and games are typically played on Saturday. Teams may also compete in tournaments.

Spring sports:

- 5<sup>th</sup> through 8<sup>th</sup> grade Co-ed Track

- 6th-8th grade Girls' Soccer
- 5<sup>th</sup> - 8<sup>th</sup> grade Co-ed intramural Tennis (Monday and Wednesday)

The spring season runs from April through May with practices on Mondays and Wednesdays, unless otherwise noted.

### **Uniforms**

School Issued: most Upper School team sports are issued uniforms each season. Some teams issue warm ups in addition to uniforms. Intramural sports are not issued uniforms. Uniforms and warm ups must be returned in good condition by the published due date at the end of the season or a lost/damaged uniform fee will be charged.

The parent(s)/guardian(s) of an athlete who receives school issued team gear, including uniforms, practice uniforms, warm ups, equipment or equipment bags, are financially responsible for all items received. School issued team gear must be returned to the head coach within 5 days of the final competition. If a student fails to return any or all of school issued team gear or if the team gear is damaged due to improper care, the student's account will be charged up to \$100 for a missing uniform or other team equipment. Once posted to the account, the charge will not be reversed.

Student Purchased: team sport uniforms that are purchased by a family must identify The Prairie School using official school artwork. The Head Coach will obtain the approved artwork from the Athletic Director or the Athletic Administrative Assistant.

### **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.

## Upper School 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. As a general rule, parents should wait 24 hours after an athletic contest to bring a concern to a coach's attention.

### Behavior

The Prairie School Athletic Department operates within the guidelines described in this handbook and established by the school's administration, and those standards set by the WIAA and MCC. 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 team.
- 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 MCC 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 Division Head and Assistant 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 in addition to other school consequences. 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 also subject to all 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.

### *Violations & Consequences*

If an athlete violates rules, he/she is subject to consequences set forth by 1) the WIAA, 2) The Prairie School and 3) the Coach. A student is permitted to present their position before a penalty is enforced.

### **Changing Sports**

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

### **Co-Curricular Credit**

Co-curricular credit will be granted at the completion of each season. 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.

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**

School Issued: most Upper School team sports are issued uniforms each season. Some teams issue warm ups in addition to uniforms. Uniforms and warm ups must be returned in good condition to the head coach.

The parent(s)/guardian(s) of an athlete who receives school issued team gear, including uniforms, practice uniforms, warm ups, equipment or equipment bags, are financially responsible for all items received. School issued team gear must be returned within 5 days of the final competition. If a student fails to return any or all of school issued team gear or if the team gear is

damaged due to improper care, the student's account will be billed up to \$250 for missing uniform or equipment. Once posted to the account, the charge will not be reversed.

***NOTE: \$100 per line item, up to \$500 per student.***

Student Purchased: team sport uniforms that are purchased by a family must identify The Prairie School using official school artwork. The Head Coach will obtain the approved artwork from the Athletic Director or the Assistant Athletic Director.

### **Governing Bodies**

The Prairie School belongs to the WIAA and the Metro Classic Conference. These organizations serve as the governing bodies whose rules and regulations determine the operating decorum for competition. All WIAA Varsity sport 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 Athletic Trainer will refer the family 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 JV2 or Varsity Reserve team will be established when sufficient participation warrants the addition. The JV2 and JV level provides 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 JV2 or JV coach and are based on attendance, ability, and attitude.

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.

The following sports are offered:

#### Fall

- Cross Country (Girls' and Boys')
- Girls' Golf
- Girls' Swim (co-op with St. Catherine's High School)
- Girls' Tennis
- Girls' Volleyball
- Boys' Soccer
- Boys' Volleyball (co-op with St. Catherine's and Racine Lutheran High School)

#### Winter

- Basketball (Girls' and Boys')
- Boys' Swim & Dive (co-op with St. Catherine's High School)

#### Spring

- LP Baseball (co-op with Racine Lutheran)
- Boys' Golf
- Girls' Soccer
- Boys' Tennis
- Track (Girls' and Boys')



## Online Registration

All Upper School athletes must register through the [Athletic Team Registration](#) (ATR) portal, a fully-automated, secure online login system. Logins and passwords may be retrieved 24/7. Please note, it is unlawful for a student to register himself/herself and electronically sign for a parent.

- **Returning athletes & managers:** Login to ATR, and navigate to your Family Athletic Account (FAA), used for all students in your household. Review and update any information that has changed since the last school year.
- **New athletes & managers:** If you do not have a Family Athletic Account (FAA), you must create one using your athlete's 5-digit Student ID. Student IDs are located on the PowerSchool parent portal — navigate to the “Grades & Attendance” page and look to the right of your child's name. You may also call the US or Athletic Offices for help retrieving your student's ID number. Once you have created your FAA, add each MS or US child who plans to play a sport using their 5-digit Student ID.

The following information is required to register all athletes for US sports:

- Contact information for parents/guardians and emergency/alternate contacts
- Student Prairie School email address (do not enter a parent or personal email address)
- Student cell phone number (if your child does not have a cell phone, leave this space blank)
- Medical information, including the date of your child's most recent physical exam (see below)

### *Physical Exams*

All students registering for US athletics must file the WIAA clearance form dated after April 1st, 2022 before the first practice and will be considered ineligible to participate in practice or competition until they are submitted:

1. WIAA Clearance Form: This form is required for all rising freshman, first-time athletes, and new-to-Prairie students. If your child is due to file a WIAA exam, that form was mailed to you or can be found [here](#). Please file this form electronically on the ATR portal.

Returning athletes may check the date on their existing forms on the ATR portal, by clicking on “View My Account,” followed by “Returning Users.”

The Assistant Athletic Director reviews every registration for accuracy and completeness. Upon review, a parent will receive one of two emails:

1. Final Clearance Incomplete. Please electronically submit the missing information. Submissions received after the due date may delay eligibility to start practice.
2. Final Clearance Approved. Your athlete is cleared to start the season.

Each athlete must be cleared by the Athletic Office prior to practicing with the team — no exceptions.

Continued eligibility is contingent upon attending a mandatory WIAA Parent and Athlete pre-season meeting for each season. If a student participates in multiple seasons, attendance is required each season. If a parent has an unavoidable conflict that prevents them from attending the pre-season meeting, the Athletic Office will provide an alternative method to comply with WIAA regulations.

### **Parent/Coach Meeting**

Parents who wish to meet with a coach may send a brief email to request an appointment. As a reminder, a minimum of 2 coaches and the athlete should be present at all parent/coach meetings.

### **Vacation Practices and Games**

Due to the length of US sports seasons, it is necessary that practices and often games be scheduled during school vacations. Therefore, families should keep this in mind when scheduling college visits and family vacations, recognizing that an athlete's commitment to the team is serious. Varsity athletes are expected to be at all practices and games.

### **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. For schedules and changes/cancellations, please visit the [Metro Classic Conference calendar](#). Directions are available to event sites.

## APPENDIX C

### The Prairie School Bullying and Harassment Policy

The Prairie School prohibits acts of harassment or bullying. Harassment or bullying, like 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 negative and unwanted (students must make clear that it is unwanted) gesture or written, verbal, graphic or physical act, including electronically transmitted acts (e.g. internet use, emails, text messaging, Snapchat, 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. The behavior also involves a real or perceived power imbalance. 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, online, or on any school-sponsored or school-related 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
- Inform the harasser their actions are unwanted and should stop

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 harrasses or bullies 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 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, suspension, expulsion, or legal action.

## APPENDIX D

### Alcohol & Drug Policy

The School takes a 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, tobacco products, e-cigarettes, or other vaping devices such as JUUL; 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, lockers, and on-campus vehicles should a rule violation be in question. If the School deems it necessary to confirm the existence of a substance use or abuse problem, the School reserves the right to require a Breathalyzer and/or drug screen at parents' expense when 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. 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, school psychologist, or counselor 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

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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 (Division Head/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.

Providing alcohol or other drugs, including lookalikes and tobacco, to fellow students will result in an appearance before the Disciplinary Committee and likely expulsion.

## APPENDIX E

### **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 disease 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 County 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 County 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 County 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 County 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 F

### Guidelines for Use of Generative AI

#### Overview

To ensure Prairie’s mission remains relevant and viable, the school is charged with the responsibility of ethically harnessing current technology and equipping our students to do the same. With the advent of generative artificial intelligence—like ChatGPT, Bard, Dall-E, Stable Diffusion, etc.—Prairie must be poised to address significant implications for teaching and learning, assessment design and oversight, academic authenticity, intellectual property, and student privacy. The following are Prairie’s AI guidelines to uphold our mission as a relationship-based school whose people continually develop the “desire and skills to make the world a better place.”

#### Students

Prairie recognizes that generative AI is and will continue to be a part of students' lives, both in and out of the classroom. We encourage students to explore and use these tools thoughtfully and imaginatively. However, Prairie insists that the relations between teachers and students remain paramount and that the teacher is a professional who ultimately determines the ways that AI may be used in each of their classes. Therefore, we expect that our students respect the following guidelines:

- Prairie students *must* proactively seek permission to use a generative AI when a teacher has not explicitly assigned, allowed, or denied its use.
- Prairie students should seek permission by means of a *face-to-face* conversation in advance of a deadline, *never* after-the-fact. Written requests will be considered only when an in-person conversation is impossible.
- Prairie students are responsible for all content used from an AI’s output, including false or fictional data, hallucinations, or other inaccuracies generated by the AI. Content includes but is not limited to ideas, text, data, images, audio, or video.
- Failure to seek permission to use a generative AI or failure to cite its use will be considered plagiarism and handled accordingly.
- Prairie students must adhere to the behavior standards set forth in Prairie’s Family Handbook when using generative AIs for non-academic purposes.

#### Faculty

- Prairie faculty are encouraged to consider how generative AI can enhance educational practices and student learning. However, our faculty members are not required to use AI or to ban its use in their classes or on particular assignments.
- Prairie teachers have the freedom to create policies on how generative AIs may be used within their own classrooms and on particular assignments.
- Prairie teachers are expected to explicitly present policies and expectations within syllabi and/or individual assignments that clearly communicate expectations for the use of generative AI.
- Prairie faculty are provided professional development opportunities to learn how to use AI to support administration of tasks, planning, instruction, and assessment.
- Prairie teachers may use generative AI to support administrative tasks and professional communication. However, generated responses should not be used in place of direct, personal communication with students, parents/guardians, and outside institutions like colleges and universities.
- Prairie teachers must ensure that student and school data remain private and confidential and therefore should not be included in any AI prompts.