

# Welcome to PSE!



*Dear PSE Families,*

*Welcome to Prairie Star Elementary, Home of the Wolves. Since our building opened in 1993, Prairie Star Elementary has been focusing on providing personalized student learning for every child. Working together, students, parents and staff create a positive learning community that provides opportunities for student growth and success on a daily basis. We appreciate the support and involvement of our parent community. We value our teachers as they motivate students and maintain a collaborative environment to meet student needs.*

*Our mission statement at PSE:*

*The Prairie Star Elementary community is committed to fostering lifelong learning in an accepting environment that promotes academic, social, and personal development for all.*

*Please feel free to visit our school and become involved in your child's educational experience to the fullest. Through our collaborative partnership, your child will achieve so much more.*

*Thanks for sharing your child with us!  
Mrs. Stacey Sperry, Principal*

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## **PRAIRIE STAR ELEMENTARY SCHOOL (PSE)**

3800 W. 143<sup>RD</sup> STREET

LEAWOOD, KS 66224

(913) 239-7100

FAX: (913) 239-7148

[www.bluevalleyk12.org/PSE](http://www.bluevalleyk12.org/PSE)

**ABSENCE LINE: (913) 239-7105**

## Daily School Schedule at Prairie Star Elementary:

8:00 a.m.	School Office Opens
8:23 a.m.	Students may arrive and come into the building
8:25 a.m.	First bell rings—students can go to classrooms
8:35 a.m.	Tardy bell rings--Classes Begin
3:40 p.m.	Dismissal
4:00 p.m.	School Office Closes

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Please do not drop students off at school before 8:23 a.m. Front doors will be locked until 8:23 a.m. Please honor this time-frame to ensure the safety of all our PSE students.

## SCHOOL POLICIES & GENERAL INFORMATION

**Accidents/Illness/Medications:** If your child is injured or becomes ill at school, you will be contacted to pick him/her up (at our nurse's office). Our nurse's direct phone number is 239-7113. It is imperative that you keep all work, home and emergency phone numbers current at the school. Please call the office (239-7100) with any changes or updates or log on to Parent Vue to make these changes. All medications to be taken at school must be left in the nurse's office and must be in the original prescription container. "Over the counter" medications such as cough drops, throat spray, acetaminophen, cough syrups and topical ointments may be administered with a signed permission form from the parents.

**Animals:** All animals brought to school (long-term classroom pets) are intended for curriculum enhancement and are approved by the principal. Other animals and pets are not allowed on school property for safety and health reasons. If you choose to walk your pet to school when picking up your student, please make arrangements with your child to meet at the sidewalk at the edge of school property.

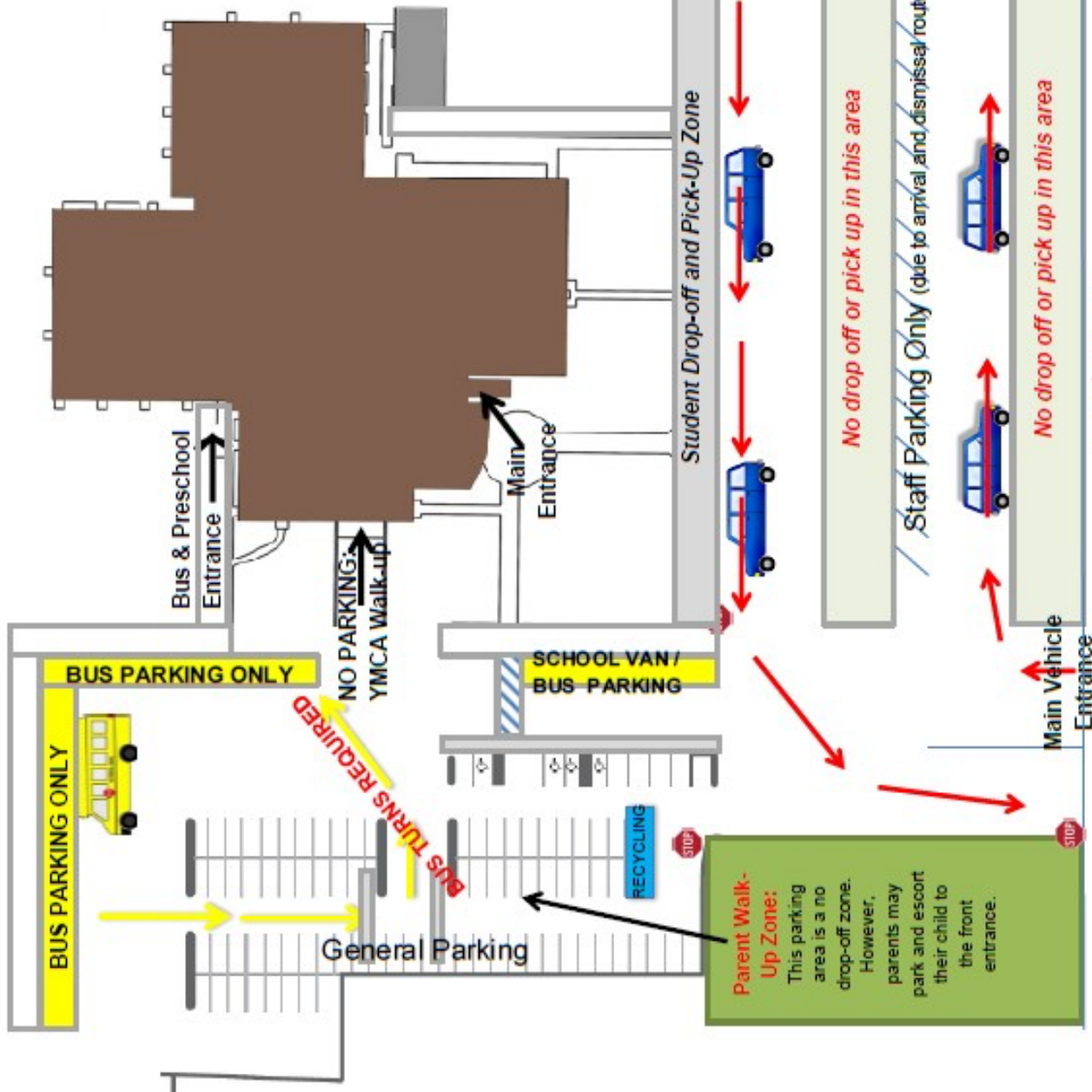
**Arrival and Dismissal Procedures:** Above all, patience during student pick-up is a must. The process goes very quickly (usually less than 10 minutes) if we all work together. For their safety, children are to board cars at the sidewalk. Students will not be released to walk to cars parked in the lot. Parents must walk to the end of the sidewalk to meet students. Make clear plans with your children in the morning. Please reserve calls to the office regarding changes for emergencies only before 3:00 p.m. to ensure the office staff will have time to get the message to your child. (Please refer to the map on the following page for traffic flow information.)

**Attendance/Absences:** School attendance is essential to good classroom performance. However, for the welfare of your child and others, please keep your child at home if signs of illness are evident. Students need to be fever and symptom free for 24 hours. **Please call the school attendance line at 239-7105 or go to [www.bluevalleyk12.org/pse](http://www.bluevalleyk12.org/pse) to enter your child's absence if your child will be absent or arriving late.** Absences are coded "excused" after the school has been notified. We will contact parents of unreported absences. Attempts will be made to send home make-up work or homework. However, please be aware that many classroom experiences cannot be "made up" through homework.



**Car Line Information**

- Arrival (begins at 8:15am):**
- \*Use main entrance
  - \*All grades single line drop off on main curb of circle drive
- Dismissal:**
- \*Use main entrance and circle through to the right
  - \*All grades single line pick up on main curb; older siblings wait with younger siblings
  - \*Continue pulling forward until loaded
  - \*After loading, cars may carefully pull into left lane to exit



**Parent Walk-Up Zone:**  
 This parking area is a no drop-off zone. However, parents may park and escort their child to the front entrance.

**Behavior Management:** Students and Staff deserve a safe and respectful school in which to work and learn. It is never acceptable to disrupt the learning of others or to treat others disrespectfully. Behavior management (discipline) is instruction that enables students to make appropriate choices in a climate of warmth and support, always beginning with clear concise limits and followed up with consequences when warranted. Student and classroom management is primarily a function and responsibility of the classroom teacher. Behavioral expectations should be stated in positive and proactive ways to help students have a clear understanding of expected actions. Because learning is the school’s purpose for serving the community, a well-managed classroom is essential. Emphasis should be on *prevention* of problems, rather than relying on correction, or consequences. Students may be referred to the principal’s office for the following reasons:

1. Blatant disrespect toward another person
2. Purposeful destruction of property or stealing
3. Actions, which injure a fellow student or create a safety concern for students/staff

### **If parents / visitors are allowed in the building:**

**Birthdays:** Prairie Star Elementary’s policy on birthday treats changed during the 2017-2018 school year! We will NOT celebrate birthday treats from home—edible or non-edible. This change is due to several factors including health, safety, and to preserve instructional time. Birthdays are a special time for each child and as such, the school will provide recognition throughout the day and throughout the school through WOLF TV announcements, birthday book club from the library, classroom celebration routines, and more. If birthday treats are sent to school, they will not be distributed and will be sent back home with your student.

**Building Security/Visitors:** All exterior doors will be locked during the school day and all visitors, including families, will need to use the buzz-in entry system. Visitors will be asked to use the outside intercom and security camera to show their government-issued ID or Blue Valley Schools Photo Identification Badge and share the purpose of their visit before being “buzzed in.” Once inside, visitors will continue to sign in at the office and wear a visitor badge while in the school.

Main entrance doors will be unlocked for a short period of time during arrival and dismissal. Staff are asked to assist with building security by making sure all doors to the outside stay closed and locked throughout the day.

All staff are required to wear a Blue Valley Schools Photo Identification Badge while onsite at any district facility. Staff members who misplace or damage their badge will need to contact the Safety and Security Department at District Office to secure a replacement.

**Cafeteria:** Prairie Star Elementary participates in the National School Lunch Program. The District’s goal is to serve nutritionally adequate and moderately priced meals. Opening a Food Services account is strongly encouraged to enable your child to cover meal costs each day. All lunch purchases and records are handled by our Food Service team. Student accounts allow students to purchase meals or drinks. Parents are notified via a note of email when the account needs funds. Please be sure provisions are made for students to pay for your help with supervising your child’s table.) Parents—When visiting your children, please ONLY share food you have brought in with your OWN CHILD. This will avoid hurt feelings and also alleviate the possibility of children ingesting food that could aggravate food allergies. Your cooperation and understanding is appreciated!

### **Cell Phone and Associated Personal Technology Guideline:**

In an effort to provide the most effective learning spaces possible, the following guidelines are in effect concerning personal cell phones and associated personal technology devices (CP/PTD) at the elementary school level:

- CP/PTDs are defined as any device designed for personal communication, digital information transfer, or electronic gaming/play.
- CP/PTDs are not allowed to be in use by elementary school students during the school day. The school day is defined as anytime the student is on campus property on a day in which school is in session.
- CP/PTDs are to be kept in backpacks out of sight and are to be powered off.
- Should the need arise for a student to contact parents during the school day the main office phone or the classroom phone should be used for such a call.
- Should the need arise for parents to contact their child, the main office phone should be used for such a call.
- CP/PTDs may be used by the student only at the request of the classroom teacher or other staff member.
- CP/PTDs used to monitor identified student health needs such as blood sugar levels are allowed and must be approved by the principal.

**Classroom Volunteers and Visitations:** Parents and interested persons are encouraged to volunteer in our school and are always welcome. We ask that you follow a few general guidelines to avoid disrupting valuable instructional time. All visitors must sign in with the office first to obtain a visitor's badge, with the exception of attendance at school parties, plays, or functions and arranged parent/ teacher conferences. An adult must accompany children not enrolled in our school.

**Classes:** Each classroom will have a unique weekly schedule which will include P.E., Music, 21<sup>st</sup> Literacy (Reading, Science Enrichment, and Computer Safety and Skills), Art, Spanish in addition to the Core Content Subjects. Strings is offered on a sign up basis to 5<sup>th</sup> grade students.

**Cold Weather Policy:** We consider it important for children to have an opportunity to play outdoors during the day. If a child is to remain inside for health reasons, we must have a note. In case of unfavorable weather, please be assured we will use discretion as to whether the children will have outdoor recess. Blue Valley policy states that 20 degrees F actual or wind chill is the cut-off for indoor recess during cold weather & 100 degrees heat index for hot weather. Please dress children appropriately – hats, coats, gloves – for cold weather.

**Communications:** Regular communication will be sent home to parents from the office, primarily in electronic forms. Please keep your email address up to date with the school office. You will receive the Weekly Howl on Friday each week from Mrs. Sperry which is our primary source for sharing all-school information. Your child's classroom teacher will also send classroom updates and information. The PSE school website is updated regularly with new information. The address is [www.bluevalleyk12.org/pse](http://www.bluevalleyk12.org/pse).

**Dismissal of Students During School Hours:** We strongly encourage that you make medical, dental and other important appointments outside of the school day. However, if a child must be picked up at other than the usual time, parents must come to the office to sign the student out. If you plan to have someone other than a parent pick your child during the school day, we will need advance notice from the legal parent.

**Dress Code and Grooming:** Students are expected to dress neatly and appropriately in a manner that contributes to a positive, healthy environment. In instances where attire may be disruptive or distract from the goal of education, the principal may recommend modifications. Parents will be contacted in these instances. Specifically, we discourage students from wearing midriff tops, t-shirts with unacceptable logos or slogans; “off the shoulder” shirts or clothing that is excessively torn or dirty. Generally, hats are for outdoor wear only. Tennis shoes should be worn on days when students have physical education classes.

**Emergency Dismissal:** Should school need to be cancelled due to inclement weather or an emergency, announcements will be made on all major television, radio stations and voice mail. School closing announcements are usually made before 6:30 am. In the rare case of severe weather or an emergency situation necessitating school closure midday, we will hold students for parent pick-up. You or the person you indicated as an alternate contact will be contacted at the number you provide. Please be sure to keep all numbers updated with the office and your child’s teacher. Days canceled due to weather will be made up at the end of the year (see District Calendar on the Blue Valley website). In the case of severe weather (i.e. tornado warning), where we are required to keep all students in a shelter at school, students will only be dismissed to the parent/legal guardian when we have received the “all clear” notification that severe weather no longer requires students to be sheltered.

### **Emergency Safety Interventions:**

Emergency Safety Intervention (ESI) is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an ESI. Although these situations are infrequent, they do occur from time to time in a school setting. If you would like more information the Blue Valley Board of Education Policy 3522, Administrative Guideline and Request for Investigation of ESI can be found at [www.bluevalleyk12.org/ESI](http://www.bluevalleyk12.org/ESI).

**Emergency Situations:** Prairie Star Elementary has a Crisis Response Team to deal with emergency situations that might occur during school hours. This team has a specific plan for most situations that could occur. However, the team may ask for your assistance if unique situations arise.

**Family Educational Rights and Privacy Act (FERPA):** Notice for Directory Information: The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Blue Valley School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Blue Valley School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Blue Valley School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.\*

If you do not want the Blue Valley School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1<sup>st</sup>. The Blue Valley School District has designated the following information as directory information:

- Student's name
- Address and Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level

\*These laws are: Section 9528 of the ESEA (20 U.S.C. 7908) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

**Fire and Tornado Drills:** Safety drills will be conducted as required by State Law. Drill procedures will be explained to all students and posted in all classrooms, with copies placed in substitute folders indicating the route taken for each procedure. A weather monitor will keep us posted as to the status of the storm. If the school is taking cover during a tornado drill, students will not be released to parents until we receive notice that weather is safe for travel. Parents who arrive at school will be asked to take cover with students and staff.

**Performance Reporting:** Our school year is divided into nine-week reporting periods. Students will receive a report card at the end of each nine weeks. We schedule two Parent Teacher Conferences yearly in October and February. Families will be able to view updated grades online several times each quarter as well using Parent Vue-- <https://bvpo.bluevalleyk12.org/>

**Parent Teacher Organization:** Prairie Star Elementary has an active PTO which brings an incredible amount of support and enhancement to our community of learning. Please join the PTO and become involved in your child's school!

**Safety:** At Prairie Star Elementary, we will continuously strive to keep our school safe for each child. You can help! Throughout the school year, please emphasize the following to your children:

- Do not bring dangerous objects to school
- Do not approach strangers or any vehicles; report suspicious incidents to the office
- Cross streets at corners or crosswalks only.
- Go directly home after school dismisses.
- A note is required if the student is going home via different transportation means

**School Parties:** Room parties are planned by the PTO Room Parents in conjunction with the classroom teachers. They are held for the following: Fall Harvest Party/Parade, Winter Celebration, and Valentine's Day.

**Student Expectations/Discipline Plan:** We believe children learn best in a safe and orderly environment. We will be working with your child on making our school safe and enjoyable with your help. Children will be treated as individuals and, as such, a variety of interventions may be used to address situations throughout the school year. Our goal is to keep parents informed and involved in their child’s social and emotional development. We can only be successful with your involvement and support in all disciplinary matters with your child. Students at PSE are expected to put forth their best effort and be responsible for their behavior and learning.

**Telephone:** Students are not allowed to use the telephone without permission from the teacher. The teacher will approve the use of the telephone only in cases of emergency. Before coming to school, students should get permission from their parents for any after school activities. Last minute changes in after-school plans may result in miscommunication and “lost” children. Please make arrangements in advance for transportation to special functions. Student cell phones should not be brought to school unless necessary. Phones need to remain off and in the student’s backpack during school hours.