THE PRAIRIE SCHOOL

Family Handbook
2026-2027

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

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

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

THE PRAIRIE 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.

THE PRAIRIE SCHOOL

Main Line: (262) 752-2500
Attendance Line: (262) 752-2541

Department/Office	Contact	Phone Number
PS Head	Susan Holum	(262) 752-2575
PS Office	Lisa Yunker	(262) 752-2573
MS Head/ Director of Compass	Kathy Boero	(262) 752-2550
MS Office/Registrar	Kim Forsman	(262) 752-2551
US Head	Mari Grobschmidt	(262) 752-2659
US Office	Caitlin Charo	(262) 752-2626
US Assistant Head	Liza Davis	(262) 752-2634
School Nurse	Julianne Smith	(262) 752-2660
School Psychologist	Mike Boticki, Ph.D.	(262) 752-2662
Stay & Play Program Director	Tricia Peterson	(262) 752-2590
Athletic Director	Jason Atanasoff	(262) 752-2600
Athletic Office	Kayla Zeno	(262) 752-2602
Director of College Counseling	Adam Stout	(262) 752-2629
Director of College Counseling	Molly Lofquist Johnson	(262) 752-2524
SRC Director	Ali Gasser	(262) 752-2677
Head of School	Dr. Nat Coffman	(262) 752-2504
Exec. Asst. to HOS	Kristi Barrett	(262) 752-2501
Asst. HOS-Finance & Operations	Steve Joost	(262) 752-2511
Controller	Tara Nelson	(262) 752-2507
Director of Facilities	Chad Marek	(262)-752-2512
Director of Admission	Shay Borzynski	(262) 752-2577
Director of Philanthropy	Callie Atanasoff	(262) 752-2531
Director of Communication	Brendan O'Brien	(262) 752-2523
Director of Campus Safety	Corey Brandt	(262) 752-2513
Director of Food Service	Melissa Gallert	(262) 752-2672
Director of Human Resources	Lisa Koleske	(262) 752-2515
Director of Technology	Klay Shannon	(262) 752-2676

Department Leads

Performing Arts Chair	Fletcher Paulsen	(262) 752-2653

Visual Arts Chair	Vicki Schmitz	(262) 752-2564
Compass Specialist	Valerie Sprunger	(262) 752-2578
English Chair	Matt Peterson	(262) 752-2654
Math Co-Chair	Brianna Kunstman	(262) 752-2561
Physical Education Chair	Jason Atanasoff	(262) 752-2604
Science Chair	Jean Weaver	(262) 752-2649
Social Studies Chair	Christine Henke-Mueller	(262) 752-2579
World Language Chair	Hannah Lane	(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.

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 models 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:

- Parents must be familiar with and support the School's mission, policies, goals, expectations, practices and procedures.
- Parents must recognize that an effective partnership between home and school is characterized by civility, mutual respect, clearly defined responsibilities and boundaries.
- Parents must share a commitment to collaboration with the School and must maintain open lines of communication with the School.

- Parents must provide a home environment that promotes civility, respect, positive learning attitudes and habits.
- 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.
- Parents must seek and value the School's perspective of their child.
- 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."*
- Parents must share with the School any religious, cultural, medical or personal information necessary to support the effective education of their child.
- 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.
- 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.
- 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.

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 pools 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 pools. Once a class is filled, no additional places will be added. Wait pools are established by the Admission Office.

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 he/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. Students who are expected to meet with the Disciplinary Council will be asked to not be on campus nor participate in or attend any school-sponsored activities until after the Disciplinary Council convenes and the corrective actions have been communicated. 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 vaping device or other nicotine delivery system such as JUUL or nicotine pouches to 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.
- Violation of Prairie's Acceptable Use of Technology Policy.

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:

<u>30 days past due:</u>

- 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.

<u>60 days past due:</u>

- 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, 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 1st 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, #7, #8, and #9. 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, #4, #5, and #7. Doors will stay locked during pickup. 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.

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.

Cell Phones/Electronic Communication

In Primary School and Middle School, students do not need a cell phone at school. If they bring a cell phone, the phone must be turned off and left in the student's locker from the time they enter school in the morning until they are dismissed in the afternoon. Students in Primary and Middle School may not wear Apple Watches, Gizmo Watches or similar devices during the school day.

In Upper School, phones should not be out during any class, school meeting, or in the dining room, unless otherwise instructed. US students' phones are collected and stored for the day.

In Primary and Middle School phones will be confiscated and stored in the division office. In Upper School phones being used inappropriately will be confiscated and stored in the division office.

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 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, math specialists, a comfort dog, and academic support teachers in the areas of reading and math. 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 in-class support and skill levels above the grade level with differentiation to increase challenge by providing 1-1, small group, and in-class support to optimally challenge the student.
- 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 (See also Appendix G)

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 students 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	7:00 a.m. - 5:30 p.m.

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 Praire 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 the School 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

Grandparents 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 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 and participate in special activities.

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 students. 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 3:41 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.

Prairie Connects (Parent Organization)

Prairie Connects exists to bring parents together to foster a welcoming and connected school community through opportunities to gather, serve, and care. Together, we create a stronger Prairie where relationships grow, service makes an impact, and every family belongs.

We host a variety of events throughout the year that bring parents and families together, fostering connections in fun, low-stakes settings. Fall Fest, Parent Socials, and the annual Gingerbread Bash are just a few examples of ways we gather.

To align with Prairie's mission, Prairie Connects offers service opportunities to parents and families alike. By serving the Prairie community and the community at large, we demonstrate what it looks like to make a difference.

Supporting one another is at the heart of our Prairie community. Through resources provided by Prairie Connects, parents can offer hospitality to each other and find common interests within the community.

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 income 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. Students in the Upper School must maintain a 2.5 GPA in core academic classes each year (including both their cumulative GPA and their GPA for each specific academic year) to maintain their scholarship eligibility. 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 $2,500,000 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 and School Counselor

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 vital members 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 and Vaping

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 later time.

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 early school 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 an excellent, enriching, active daily program. A program overview is made available each winter on the school's website: www.prairieschool.com/summer. For more information, contact the Summer School Director at (262) 752-2590.

Summer Reading and Math

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. Summer math is required for all students enrolled in grades 9-12.

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 have the option to 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, PACT 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, 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

Per Prairie's 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) 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 5, is critical to a student's overall performance and skill growth. We ask that families plan vacations outside of the school year. Absences from class cause a loss of invaluable instructional time from the many hands-on activities and classroom discussions that cannot be re-created. If families choose to take students out of school for personal reasons (vacations, sporting events, weddings, funerals, etc), teachers will not provide work to do outside of class. The spiraling curriculum is circular in nature and students will have other opportunities to strengthen and build missed skills as they are revisited in the curriculum.

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 and to communicate absences.

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 faculty member and Upper School students for children in grades ES – Grade 5 from 7:30-8:15 a.m. in Stay & Play rooms near Door #7 and on the playground. Outdoor activity will be prioritized during Early Day. Please make sure children are dressed appropriately. Students should enter Door #7. 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 8) after school. When school is in session for a full day, the program operates from 3:30-6:00 p.m. Parents are asked to respect the 6:00 p.m. dismissal time and to pick up their child promptly. Families will be charged for every minute past 6:00 p.m.

The Stay & Play program includes supervised time for homework, stories, crafts, outdoor play, and snacks. Students do not need to register for this program except on days when classes are not in session. Parents should communicate after school plans with their child’s classroom teachers.

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 second week of spring break and during faculty in-service days. Please refer to the calendar posted on Prairie's website. For these days 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 - 5

- Navy blue or khaki Bermuda shorts
- Navy blue or khaki pants
- Solid color navy or red leggings
- Prairie plaid uniform jumpers ("classic navy large plaid") with optional navy blue, white, light

blue, or red tights or leggings underneath
- Navy blue, khaki, or red polo dresses
- Navy blue, khaki, or Prairie plaid skorts ("classic navy large plaid") with optional navy blue, white, light blue, or red tights or leggings underneath
- Navy blue, white, light blue, or red collared shirts
- 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)
Casual day happens every Friday unless otherwise noted. Neat and clean dress standards should be maintained. "Neat and clean" includes tasteful sweatshirts, blue jeans (no rips or fraying), warm-up suits, and shorts of an appropriate length, weather permitting. Students may not wear clothing that distracts attention from learning.

Articles of clothing or accessories (water bottles, folders, etc) that display obscene or inappropriate messaging are not allowed. Slogans, images, or other messages aligned with or advocating for an individual political candidate or any type of political movement aligned with a specific candidate, messages either for or against a candidate or party are all not appropriate school attire. Clothing and/or accessories may not portray a message that conflicts with the school's inclusivity statement, disrupt the community's values and standards, or display offensive or discriminatory imagery.

Smartwatches
ES and PS students may not wear Apple Watches, Gizmowatches, or similar devices during the school day. Please see Prairie's "Away for the School Day" policy for more details.

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.

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. 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
- Grade 5 - 50 minutes

Generally, homework is given Monday through Thursday. Classroom teachers will share homework schedules and expectations.

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, in-person 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 throughout 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 or any change in after school plans **must be phoned in to the Primary School Office**. We will contact the teacher and student to notify them of the plans.

ACADEMIC GUIDELINES

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

MIDDLE SCHOOL (MS) DAILY LIFE

Advisory Program

The MS advisory program functions as an advocacy program for the adolescent child. Each student has an assigned academic advisor 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. Leadership skill development and digital citizenship are also components of the MS advisory program. Students participate in homeroom activities that are designed to initiate and facilitate discussion of various character issues. 6th grade students are placed only with other 6th grade students in advisory groups. 7th and 8th grade students are typically placed in small groups together in advisory groups, staying with the same advisor for two years.

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

In Middle School, if an absence is due to personal reasons (vacations, sporting events, weddings, funerals, etc.) an Advanced Absence Slip needs to be picked up at the Middle School Office, filled out prior to the absence by the student, and taken by the student to each subject area teacher to be filled out accordingly. It should be clearly understood that even though assignments are expected to be completed during an extended absence, this does not make up for the discussions, labs, and collaborative learning that is missed when a student is absent from school. It is also worth noting that the teachers do not have the time or resources to individually recreate lessons.

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. We recommend rolling backpacks for physical health and comfort.

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. Students in 7th grade attend an overnight outdoor education trip to Trees for Tomorrow in Eagle River, WI. Students in 8th grade attend a trip to Washington D.C. during the last week of October. Mandatory parent meetings, one planned during MS Back-to-School Night and another in early September, will be held and communicated accordingly.

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 upholding 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.

Navy blue or tan Bermuda (long) shorts and uniform skorts are appropriate from the opening of the school year until cooler weather arrives (mid October), and from May until the end of the academic year. Non-uniform shorts may be worn for physical education. A Prairie plaid skirt or skort (girls) and/or navy blue or tan slacks are appropriate year-round.

Shirts must be collared and worn under sweatshirts or hoodies. Long or short-sleeved polo shirts, sweaters, socks, and leggings may be white, navy blue, light blue, or red. Sweatshirts should be plain red, navy, or those that have the Prairie School logo only. The Prairie plaid skirts/skorts ("classic navy large plaid") may be found at Land's End. Blue or tan uniform pants and shorts may be purchased at your preferred retailer.

Blazer Dress Days (Wednesdays beginning on Grandparents' & Special Friends Day through May 2025)

- Navy blue blazer, white or light blue collared dress shirt, khaki pants, navy blue, khaki, or Prairie plaid skirt or skort with optional solid blue, red, or white leggings underneath (girls). Prairie-issued school tie (required for boys, optional for others) from the MS Office. Families will be billed $25 per tie in FACTS. Closed-toe and closed-heel shoes.

Casual Dress Days

- Casual day happens every Friday unless otherwise noted. Neat and clean dress standards should be maintained. "Neat and clean" includes tasteful sweatshirts, blue jeans (no rips or fraying), warm-up suits, and shorts of an appropriate length, weather permitting. Students may not wear clothing that distracts attention from learning. Articles of clothing or accessories (water bottles, folders, etc) that display obscene or inappropriate messaging are not allowed. Slogans, images, or other messages aligned with or advocating for an individual political candidate or any type of political movement aligned with a specific candidate, messages either for or against a candidate or party are all not appropriate school attire. Clothing and/or accessories may not portray a message that conflicts with the school's inclusivity statement, disrupt the community's values and standards, or display offensive or discriminatory imagery.

Costume/Spirit Days

- Costumes may be worn only for school-approved days or events, and must follow regular dress day standards. Costumes may be worn on approved days as long as they do not include a mask that covers the student's entire face, or objectify or ridicule the student wearing the costume or another individual or group. They cannot portray a message that conflicts with the school's inclusivity statement, disrupt the community's values and standards, or display offensive or discriminatory imagery.

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.

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. Every Monday, 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 an their willingness to help their child fulfill show commitments.

Personal Technologies

"Away for the School Day" is the expectation that cell phones and smart watches 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. In both Primary and Middle School, cell phones and smart watches must be turned off and left in the student's locker from arrival until dismissal at 3:41 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 3-14 (Early School through grade 8) 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 3:41 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/Culture of Reading

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 a book of choice for a minimum of 30 minutes per day. 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 Card

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 fall 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

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
    - Slogans, images, or other messages aligned with, or advocating for, an individual political candidate or elected official, or any type of political movement aligned with a specific candidate/official, or messages either for or against a candidate,

official, or party, are not appropriate school attire
    - 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

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
    - Include a costume mask that covers a student's entire face

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

- Students will be asked in private to put on their own alternative clothing.
- Students will be privately provided with temporary school clothing.
- 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.

With the exception of senior lunch privileges, students are not permitted to leave the school building or access their vehicles during school hours without prior approval from the Upper School Office. Students are also not permitted to be in their cars during the school day, including flex, free periods, or during lunch.

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.

Gambling

Students and families will not place wagers on school-sponsored events, including athletic

competitions, academic contests, or extracurricular activities. This applies to both official betting and informal wagers between individuals.

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 and Honor Code

The Honor Committee – an elected ground of students from Grades 10-12, trained and supervised by a faculty advisor – is dedicated to supporting the ideals of the Honor Code and The Prairie School community, particularly by helping students think more deeply about and reflect upon the importance of integrity, honesty, and decision-making in their schoolwork. Students who have violated the Honor Code are often asked to appear before and talk to the Honor Committee about that violation, how it happened, and what it means for our school community.

The Honor Committee is neither an investigative group nor an academic punitive group. It does not gather evidence or hand down findings about Honor Code violations, and it does not make recommendations about consequences that relate to grades, assignments, or disciplinary punishment; all those decisions belong to our teachers. Instead, the Honor Committee represents the cooperative spirit of our community. It helps students to think about what may have happened in their classes, the decisions they have made, and how they might repair any ruptures within the community, and how they can reaffirm their own integrity. The Honor Code, simply put, is a way that students can work together to help each other be their best selves and reflect upon how all our decisions and goals are connected. *See Appendix A.*

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.

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.

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 Procedures and Technology Guidelines

To support student learning and a focused school environment, Upper School students are expected to keep phones and smart devices away for the day during school hours. The school's implementation of this phone policy noted below complies with applicable state laws.

Students will:

check in their phone with their advisor upon arriving on campus each morning by 8:30 a.m. turn off their phone and place them in their specified slot in their advisor's labeled container pick up their phones at the end of the day from their advisor's bin which will be placed for phone pick-up in the Upper School Commons

Advisors will:

monitor that each advisee has checked in their phone by 8:30 a.m. transfer their container to the secure storage cabinet by the Upper School Office no later than the end of Morning Meeting be able to pick up their bins from the commons after school; the office will help return them to the rooms too

Additional Information:

- Classes held in different areas of campus or a course attending a field trip during the school day still require each student to check their phone in with their advisor before 8:30 a.m.
- If a student will not be bringing a phone to school, we ask the parents/guardians to please communicate that update with the advisor and the Upper School Office.
- Seniors going off campus for lunch will be able to check out their phone as they sign out for lunch and return their phone upon signing back in
- Students who arrive after 8:30 a.m. will check in their phone at the US Office when they sign in and phones will be placed in the appropriate containers

- Students who leave during the day for an appointment or for early release will pick-up their phone at the Upper School Office when they sign out
- Parents and guardians who need to communicate information with their student during the school day should contact the Upper School Office at 262-752-2626
- Students who need to communicate with parents or guardians will be able to ask to use one of the Upper School Office phones during the school day
- Coaches who need to communicate updates to athletes will provide that information to the Upper School Office and the Upper School Office will communicate the message to the athletes. Coaches are encouraged to also send the information to athletes via email.
- Students with medical exemptions and school health plans will be allowed to keep their phone on their person.

Ipads and Tablets
All personal ipads and tablets are to be left at home.

Smart Watches
All smartwatches are expected to be set to school-more or school-time when on campus.

Personal Device Statement

To support consistency in instruction, to maintain compatibility with classroom resources, and to ensure a secure learning environment, the use of personal computers on campus is discouraged. Students are expected to use their school-issued Chromebooks for all school-related activities especially during class. Teachers may require students to use their school-issued Chromebooks. School-issued Chromebooks provide standardized access to instructional tools, approved software, and security measures that help protect student data, maintain academic integrity, and network resources.

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 Off 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.

Student-Operated Businesses

Students should not be operating businesses at school (i.e. selling food or other items to classmates).

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 deliver a note to 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 April 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). Teachers or advisors may also assign a student to ASSH to provide time for the student to catch up from multiple absences. Although attendance is required, it does not guarantee full credit for the completed work. ASSH meets Monday-Thursday after school from 3:45-4:30 p.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, college counseling courses are taught periodically throughout all four Upper School years. 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. Off campus privileges may be reinstated if their academic performance is satisfactory. See also Senior Off Campus for Lunch.

Study Hall Expectations

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

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.

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 core GPA of 2.0 or less (core classes are the five academic disciplines).
- 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 spring.

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. Deadline to add or drop a course are set by the Upper School Office.

Occasionally, mismatches are not evident in the beginning of the course. All transitions to a higher leveled yearlong course must be adjusted by midterm with additional makeup work likely. Students have up to three school days to drop the class after semester grades are finalized without affecting his/her transcript, but after that, 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. Sophomores may take one AP course unless their academic trajectory requires them to take two.

Juniors and seniors have the opportunity to take Malone Schools Online Network (MSON) courses in lieu of Prairie courses (but cannot replace a required Prairie course) or in addition to a full Prairie course load. MSON classes are live-time courses with peers from around the country in subjects that high schools cannot typically offer. The MSON course catalog and registration process are separate from this curriculum guide and regular course registration. MSON courses are weighted with an additional point (1.0).

Students may take an Advanced Placement (AP) exam for AP courses not offered as part of Prairie's curriculum. Fees incurred by these exams are at the family's expense. Students must consult College Counseling prior to November 1st..

Periodically, US students may take classes online or during the summer, 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.

Grade	Regular Course	AP & MSON Courses
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:

- 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%

- 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%

- 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%

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

C- 70 – 72%
D+ 67 – 69%
D 63 – 66%
D- 60 – 62%

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

F Below 60%

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.

Class Rank, College Profiles, and College Placement

Prairie is committed to a rigorous, college-preparatory curriculum that challenges every student to achieve their highest potential. Because our student body is highly selective and exceptionally high-achieving, traditional linear class ranking systems do not accurately reflect individual student merit. Minor decimal differences in Grade Point Average (GPA) can result in arbitrary rankings that misrepresent a student's true academic capability and intellectual depth.

To ensure that all students are evaluated holistically and fairly by institutions of higher education, Prairie does not calculate, track, maintain, or report class rankings based on student GPAs. This means that no student will be assigned a specific numerical rank within their class or grade level. This policy applies to all internal school records, external reporting, and official student transcripts.

In lieu of class rankings, the College Counseling Office provides a comprehensive School Profile to all colleges, universities, and scholarship organizations to which our students apply. This profile includes:

- Detailed information about our school's grading scale and rigorous curriculum.
- Distinctive Prairie programs.
- GPA distribution charts.
- Aggregated standardized testing data and Advanced Placement (AP) performance metrics.
- Historic college application and enrollment figures.

This school profile and their transcript allow admissions officers to evaluate each student's academic performance within the context of our school's rigorous environment, without the limitations of a singular number or class rank.

Parents and students should note that under Wis. Stat. § 118.58, some public university automatic admission programs like "The Wisconsin Guarantee" require the reporting of a specific percentage-based class rank (top 5% or 10%). Because Prairie is a fully independent institution that does not participate in any government programs, including state-mandated ranking programs, our students are not eligible for the rank-based admissions paths under the Wisconsin Guarantee. All applicants to the University of Wisconsin System and other universities will be evaluated through the traditional, highly competitive, holistic admissions pool where we have found great success. Traditionally, more than 20% of each Prairie graduating class has been admitted to UW-Madison.

Graduation Requirements

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

Academics

A student must accumulate a minimum of 22.75 academic credits (22.50 for the Class of 2028 and beyond), 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 biology, chemistry, and physics); 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; Health and Fitness .75 credit*; Public Speaking .25 credit. (**Class of 2028 and beyond will be required to have a minimum of .50 credits in Health and Fitness.)*

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.

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 US Office (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 the end 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. Hours do not roll over to the following year.

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.

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.

Leadership Education Program

In the fall, US students spend 4 days at camp either in northern Wisconsin or Michigan to develop leadership, cooperation, situational analysis, and problem-solving skills. Each year the students are presented with different challenges in slightly varied settings. 9th through 11th grade students attend Camp Manito-wish and 12th grade students attend Camp Lookout.

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 camping and canoeing, respectively. The seniors experience further develops their leadership abilities. Each group has a skilled leader and possibly a Prairie faculty member who also participates in the 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.

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.

Report Cards/Comments/PowerSchool

The school year is divided into two semesters of approximately equal length and a short interim in January (J-Term) that falls between semesters. 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.

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

The Honor Code

The students, faculty, and administration of The Prairie School collectively value the school's identity as an academic and social environment upheld by the pillars of honesty, integrity, accountability, mutual respect, and shared trust. In order to maintain such an environment, Prairie students are required to endorse and abide by the following Honor Code:

> I pledge to uphold the pillars of honesty, integrity, accountability, mutual respect, and shared trust that support The Prairie School community, following these rules that guide and govern all students:
>
> - *We respect our own integrity and the integrity of our work*, as well as that of our friends, our classmates, and our teachers.
> - *We follow the rules of our classes* and their assignments, including rules about what resources and assistance may or may not be used for particular classwork.
> - *We ask questions beforehand* if we are unsure whether particular kinds of outside assistance – including help from friends or from online resources – are allowed.
> - *We always avoid dishonest activities*, which may cast doubt on whether our work is fully our own – including cheating, plagiarism, sharing answers, or using online tools (like the use of AI) beyond what each teacher allows.
> - *We never place peers in compromising situations*, where they may break the Honor Code, even from good intentions.

Honor Code Support

The Honor Code works best when we all – students, teachers, and administrators – work together to support and share its goals and expectations. Students, for example, are encouraged to foster integrity by talking openly about the principles of the Honor Code. To achieve this goal, students will:

- Participate actively in discussions and activities related to the Honor Code
- Address peers about possible violations of the Honor Code
- Reach out to the faculty for assistance in addressing or better understanding matters related to the Honor Code or issues of academic honesty and integrity

Faculty and administration will also do their part to foster a culture of honesty, integrity, and openness. To make sure that all members of our community understand the Honor Code and its goals, teachers will:

- Offer general statements about plagiarism, academic honesty, and the use of online and AI tools in their syllabi.
- Clearly define what types of outside assistance, sharing, or group-work are or are not allowed for particular assignments, particularly when those expectations deviate from the statements in the syllabus.

- Report any violation of the Honor Code that requires an academic consequence (e.g., grade penalties, retaken tests, resubmitted assignments) to the Honor Committee faculty advisor.
- Be available to answer questions about their classwork on the Honor Code.

The Honor Committee

The Honor Committee – an elected ground of students from Grades 10-12, trained and supervised by a faculty advisor – is dedicated to supporting the ideals of the Honor Code and The Prairie School community, particularly by helping students think more deeply about and reflect upon the importance of integrity, honesty, and decision-making in their schoolwork. Students who have violated the Honor Code are asked to appear before and talk to the Honor Committee about that violation, how it occurred, and what such violations mean for our school community. (Please see "Proceedings for Grade 9," below, for an exception to this rule.)

The Honor Committee is neither an investigative group nor an academic punitive group. It does not gather evidence or hand down findings about Honor Code violations, and it does not make recommendations about consequences that relate to grades, assignments, or disciplinary punishment; all those decisions belong to our teachers and administrators. Instead, the Honor Committee represents the cooperative spirit of our community. It helps students to think about what may have happened in their classes, the decisions they have made, and how they might repair any ruptures within the community, and how they can reaffirm their own integrity. The Honor Code, simply put, is a way that students can work together to help each other be their best selves and reflect upon how all our decisions and goals are connected.

Honor Committee Makeup and Responsibilities

The Honor Committee is a student group, composed of elected representatives from grades 10-12, supervised by a faculty advisor. The Honor Committee is responsible for the active management, growth, and development of personal and community integrity and the Honor Code at The Prairie School. The Honor Committee and its faculty advisor meets to:

- Train new Upper School students with respect to our Honor Code
- Develop a thoughtful understanding the purpose, vision, and procedures of the committee
- Meet with students to discuss violations of Honor Code in a fashion that is open, community-oriented, confidential, and timely
- Recommend consequences for such violations, which ideally focus on reflection, self-evaluation, and the values of our community.

The Honor Committee meetings are run by the student members themselves, led by one of two co-chairs, who are selected by the faculty advisor. Honor Committee meetings are called as needed, and its topics and conversations are held in strict confidence.

Honor Committee Procedures

Reporting Violations

Members of the faculty and staff of The Prairie School will consult the Honor Committee faculty advisor about any infringement of the Honor Code, in or out of their Upper School classes. The faculty advisor then gathers all needed information about the violation and advises the teacher or staff member as needed. The Honor Committee and its advisor, however, generally assume that the teacher is the best judge of whether or not the Honor Code has been violated.

The Honor Committee faculty advisor then makes sure that the teacher has spoken with the student involved and shares that information with the student's academic advisor. The student's advisor will then contact the parents or guardians by phone to talk about what had occurred, about the Honor Code in general, and about how the Honor Committee will then proceed.

In some circumstances, the Upper School Head may amend the process at his/her discretion further to best meet student needs.

Proceedings for Grade 9

A first Honor Code incident by a 9th grader likely results in an Honor Warning (also known as a "Teachable Moment"). The teacher whose coursework was compromised first notifies the Honor Committee's faculty advisor to review the concern. The student, the advisor, and the teacher then hold a meeting to discuss the violation. The Honor Committee faculty advisor may be invited to join the meeting. An academic penalty may be determined by the teacher and administration and a record of the Honor Warning is kept with the Honor Committee's faculty advisor. The student's advisor communicates with parents/guardians the outcome of the meeting and next steps. This Honor Warning can only occur once; a second occurrence results in a meeting with the Honor Committee.

Proceedings for Grades 10-12 (and for repeat offenses in Grade 9)

Honor Code violations by Grades 10-12 students results in a meeting with the Honor Committee. As noted above, the teacher whose coursework was compromised first notifies the Honor Committee's faculty advisor to discuss the concern. Then the student's advisor is notified, and the advisor talks with his or her advisee, and they agree on a time frame for the student to talk with his or her parents or guardians.

After this, the advisor contacts home to review the issue with parents/guardians, discussing how the Honor Committee process, and answers any questions. A key part of this contact with the parents/guardians involves simply describing the Honor Committee, its community-oriented goals, and how it works with students. The advisor should also be able to give a time frame for the Honor Committee meeting.

On the day of the Honor Committee meeting, the advisor accompanies the student as their advocate and support. Following the Honor Committee meeting, the advisor communicates with home about the outcome of the meeting and any consequences that the committee recommends.

The Honor Committee Meeting

The Honor Committee meeting is a time when students talk with students, as students, about honor violations, as well as decisions that students may have made, factors that contributed to those decisions, and how things might have been approached differently. The Honor Committee meeting is an open conversation, but is run by one of the committee co-chairs.

Honor Committee meetings are not organized around the interrogation of students; committee members are not trying to gather or evaluate evidence, pitting a teacher's version of events against a student's version. Instead, the committee begins by trusting findings and expertise of the teachers, even as it asks students to share their memories of what happened. This conversation and committee questions often focus on reflection, openness, critical thinking, and the consideration of other people's perspectives. As the meeting ends, students may ask questions before they and their advisor return to their room or class.

Committee Recommendations and Consequences

After the meeting, the committee – on a subsequent day, if time allows – gathers to draft recommended consequences for the student. The meeting report, including consequences are typed up by the meeting's attending co-chair, reviewed by the Honor Committee faculty advisor, and presented to the Upper School Head, who can then approve, amend, or send back the report and its suggested consequences. Honor Committee consequences never influence the student's class grades or class assignments. Those types of academic penalties are determined by the teacher and administration. Honor Committee recommendations and consequences focus instead on the integrity of the student, the class, and the community, often asking students to do work that helps them to reflect on their decisions or the principles of the school as a whole.

Repeated Honor Code infractions, however, do result in more substantial recommended consequences. And a pattern of Honor Code infractions may be forwarded directly to the Upper School Head and/or the Disciplinary Committee for review and action.

A student may appeal the Honor Committee's recommendation to the Upper School Head within three (3) days of notification. However, the recommendations related to any given incident remain in place during the appeal process.

Honor Committee Rules and Expectations

Election to the Honor Committee

The Honor Committee consists of twelve students, grades 10-12, elected by the student body. A faculty member, appointed by the Upper School Head and Assistant Head, advises the Honor Committee. Committee elections are coordinated by the faculty advisor and are held each spring, within two weeks of student government elections. The faculty advisor should appoint a committee chair or two co-chairs from the senior membership, as well as a vice-chair, who acts as a recorder for all committee meetings with students.

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 the grades 9-11, the student's advisor, and one additional Upper School faculty member. Before the election, the Upper School faculty and administration will be given a chance to review the list of candidates and express any reservations.

Committee Member Conduct

Honor Committee members support and represent the ideals embodied in the Honor Code. A committee member who cannot support, uphold, or maintain these ideals, either through personal conduct or an inability to fulfill his or her committee duties, may be removed by the Upper School Head. The Upper School Head may also remove a member from the Honor Committee based upon academic concerns or behavioral misconduct. An Honor Committee member who is being investigated for an honor violation may play no part in the committee's deliberations.

There are no new elections to replace students who are removed from the Honor Committee, but the Upper School Head may choose to select a replacement, if additional members are needed for the effective functioning of the committee. This selection process, however, will draw upon the result of the previous year's spring elections and student government representatives.

Committee Confidentiality

All proceedings of the Honor Committee will maintain strict confidentiality. All paperwork distributed at meetings will be collected by the faculty advisor, unless they are needed by the co-chairs to draft a committee recommendation. Students will be trained in the role they must play in maintaining confidentiality, and any violation of these expectations will likely result (at the discretion of the Upper School Head) in removal from the Honor Committee.

Honor Committee Expectations and Procedures

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 Honor Committee meeting).
- Inform their parents/guardians of the meeting in the time frame agreed upon with his or her advisor.
- Answer all questions at the committee meeting truthfully and completely.
- Review and sign any report and recommendation made by the committee, acknowledging that he or she had received, read, and understood the report. (Students may meet with the Upper School Head if they feel the report contains inaccurate information about the meeting.)
- Students will complete their required consequences, including any ASSH days, within one week of receiving the report. Any written material must be submitted to the faculty advisor.

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

- Be notified by the student's advisor following an Honor Warning meeting.
- Be notified in advance of their student's pending interview with the Honor Committee by his or her advisor.
- Receive communication from the student's advisor following the Honor Committee meeting.
- Support the student and support the School throughout the process.

- Not contact any members of the Honor Committee during the process. (Questions and concerns should be directed to the student's teacher following the process, the faculty advisor and/or the Upper School Head.)
- Not be allowed to attend the Honor Committee meeting.
- Understand that the school does not proceed in the same way as the legal system in terms of standards, sequence or philosophy.
- Read the Family Handbook before a requested meeting to understand the Honor Code, the Honor Committee, and its goals and process.

An *advisor* of a student called before the Honor Committee will:

- Be notified of their student's Honor Code violation by the Honor Committee faculty advisor.
- Communicate with the advisee directly and the student's parent(s) or guardian(s) by phone before the Honor Committee meeting to answer any questions.
- Refrain from commenting on the case itself or predicting the recommendation of the Honor Committee.
- Attend the interview with their advisee as an advocate.
- Communicate with the advisee and the student's parent(s) or guardian(s) after the meeting to communicate the outcome of the process, answer any further questions, and offer support once decisions are made.

The Prairie School Honor Code was created by students in 1997 and revised in 2016. The current version of the Honor Code was adopted and endorsed by The Prairie School Honor Committee in August 2024.

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:

A. There should be a minimal amount of movement away from seats during the games.
B. The concession stand is open during JV and Varsity games. Concession sales close after halftime of the Varsity game.
C. 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:

D. Cheer for the team, not against individual opponents.
E. 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. 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:

- Final Clearance Incomplete. Please electronically submit the missing information. Submissions received after the due date may delay eligibility to start practice.
- 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:

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

- 5th through 8th grade Girls' and Boys' Basketball

The winter season runs from November through mid-March with practices held twice a wee 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:

- 5th through 8th grade Co-ed Track

- 6th-8th grade Girls' Soccer
- 5th - 8th 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 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 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 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

Winter

- Basketball (Girls' and Boys')
- Boys' Swim & Dive

Spring

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

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 before the first practice and will be considered ineligible to participate in practice or competition until they are submitted:

- 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:

- Final Clearance Incomplete. Please electronically submit the missing information. Submissions received after the due date may delay eligibility to start practice.

- 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 may be brought together to discuss behavior using a restorative 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 harasses 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. Additionally, if a student brings any vaping device or other nicotine delivery system such as JUUL or nicotine pouches to school or any school-sponsored events, **this is considered a disciplinary matter and will be reviewed by the Disciplinary Council.**

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 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 diseases poses a significant health risk to others or that renders them unable to adequately perform their jobs or pursue their studies.

The determination of whether a communicable disease poses a significant health risk to others shall be made by the Racine 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

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

Reporting

- 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.
- 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

- 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.
- 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.
- The School Nurse is also authorized to make the determination based on the Wisconsin Division of Health Services Communicable Disease Guidelines.
- 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.
- 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

The School's goal is to develop scholars, artists, athletes, and leaders through meaningful educator-student relationships, collaboration, and human values so that Prairie graduates can make the world a better place. Digital citizenship is foundational in all divisional levels, and AI citizenship is intentionally incorporated as students receive school-issued devices. AI *usage* is thoughtfully introduced late in Upper School, once students have built strong foundations in all academic areas, as well as in critical thinking and problem-solving.

Education is about people, not programs. Technology is welcome only when it strengthens learning. Learning thrives when students are fully present—focused on their work, connected to their peers, and engaged with their teachers. Therefore, in support of the School's mission, student use of AI is restricted in both Primary School and Middle School and used with caution and intentionality in the Junior and Senior years of Upper School.

Based on Prairie's focus on student-teacher relationships and the expertise of our faculty, we trust and expect faculty to know our students and to identify when a student's work is created or enhanced by AI. If a student is suspected of using AI, the school will follow the procedures outlined in the Family Handbook for academic dishonesty, including but not limited to requiring the student to redo the assignment in a supervised setting, with an academic penalty assessed by the teacher.

Prairie's goal is to cultivate a learning environment where all members of the community inspire one another to explore, thrive, and add value individually and in collaboration. The following AI guidelines are created with that end in mind.

Primary/Middle School

- Students will not use AI for any classroom activities, including but not limited to:
    - Complete homework or classroom assignments
    - Complete tests, quizzes, or assessments
    - Generate stories, essays, or other written work
    - Solve math problems or provide answers without showing written work
    - Create presentations intended to demonstrate student learning
    - Circumvent teacher expectations or academic honesty policies
- Students will learn about AI's impact on society through AI citizenship instruction
    - Surrogate friendships

- Impact on brain and learning
- Misinformation: critically evaluating accuracy
- Privacy
- Environmental impacts

Upper School - 9th and 10th (to be included in all course syllabi)

- Students in 9th and 10th grade will not use AI, with the exception of students enrolled in AP Computer Science Principles*. Teachers will provide clear and direct instruction for writing and research assignments to support skill development through in-class writing and coaching with the subject area teacher.
- If there is any uncertainty about whether a resource qualifies as an AI tool, students are expected to consult their teacher before using it.
- Because of the invasive nature of AI, students may not use AI to "check" their work. Applications and platforms that offer improved expression, computation, or analysis misrepresent student understanding and undermine assessment.
- Students will only turn in and claim work that is in their own words without alteration.

Upper School - 11th and 12th (to be included in all course syllabi)

- Any use of AI for classroom activities will be communicated to students in writing and accompanied by clear guidelines, supervision, and delineated guardrails.
- If a teacher, in consultation with the Dept. Chair and Division Head, has decided student use of AI will be beneficial, students must forthrightly acknowledge the support in the document/artifact and provide a copy of their chat log.
- Failure to cite its use will be considered plagiarism and handled accordingly.
- If there is any uncertainty about whether a resource qualifies as an AI tool, students are expected to consult their teacher before using it.
- Because of the invasive nature of AI, students may not use AI to "check" their work. Applications and platforms that offer improved expression, computation, or analysis misrepresent student understanding and undermine assessment.
- Students will only turn in and claim work that is in their own words without alteration.
- 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.

Faculty

- Because the ease of unauthorized student use of AI threatens to undermine learning and assessment, it is essential that teachers develop tasks, checks for understanding, and assessments that inherently reward students for deep and authentic learning.
- Teachers will provide specific instructional tools other than/in addition to technology for each learning activity, unless the use of technology is the most effective instructional tool for the assignment.
- Teachers of 11th and 12th grade students will seek approval from their Department Chairs and Division Head for use of AI in the classroom or for assignments. Rationale for how the use of AI enhances student learning will be part of the discussion.
- As models of responsible users of AI, any time a faculty member employs AI to design, edit, or polish instructional materials, this augmentation must be acknowledged in the document/artifact.
- Teachers may use AI to support administrative tasks. However, generated responses should not be used in place of direct, personal communication with students, parents/guardians, and outside institutions like colleges and universities, i.e., marking-period comments, letters of recommendation, and emails and newsletters to families.
- Teachers may not enter any person’s personal information or confidential school information into AI tools.

Appendix G: TPS Technology Acceptable Use Agreement

INTERNET/NETWORK/ONLINE ACCOUNTS

I understand that The Prairie School provides electronic resources, including Internet access and storage space for students' work, as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards. I agree to the following responsibilities and restrictions:

1. I will use all school electronic resources and accounts for educational use only and not for any personal, commercial, or illegal purposes.
2. I will not share my password with any other user, nor attempt to learn or use anyone else's password.
3. I will not share any personal or confidential information about myself or others.
4. I will not sign into any web-based account that is not mine, impersonate someone else in any way online, nor will I access, open, alter, or destroy the files of another user.
5. I will not make statements in any online forum that harass, intimidate, threaten, insult, libel, or ridicule students, faculty, or other staff members of the school community, make statements that are falsely attributed to others, or use obscene language.
6. I will not attempt to access, upload, or transmit material that attacks ethnic, religious, or racial groups, or material that is pornographic or explicitly sexual.
7. I will not make or share fake or misleading pictures, videos, audio, documents, messages, or any other content that pretends to be created, said, written, or approved by any student, teacher, administrator, or other member of the school community, whether it was made with AI or any other technology.
8. I will not damage or tamper with school hardware, software, or network settings, vandalize or destroy data, introduce computer viruses to our environment, or attempt to gain access to restricted information or networks.
9. I will not use or create for others any program to interfere with, change, or interact with security settings, systems, or devices that are the property of The Prairie School.
10. I will not block, intercept, or interfere with any email or electronic communications by teachers and administrators to parents or others.
11. I understand that my use of The School's equipment is not private and that The School reserves the right to monitor student use to ensure compliance with these guidelines. Violations may lead to revocation of computer access and/or other disciplinary measures up to and including expulsion from the school.
12. I understand that the prohibited conduct described above also applies to off-campus use with private equipment if it has the effect of seriously interfering with the educational process, and that such off-campus violations will also lead to disciplinary measures.

CHROMEBOOKS

I understand that The Prairie School will issue me a Chromebook that is to be used for all coursework that requires a device.

1. I will follow all school rules while using the device on campus and at home.
2. It is my responsibility to bring my device to school each day, fully charged.
3. I will not use my device during class unless expressly instructed to do so by a teacher, and I will immediately comply with a directive to turn my device off, to put my device away, or to turn my device over to a teacher or administrator.
4. I understand that my device may be confiscated at any time and that a teacher or administrator may view the contents of my device, including but not limited to texts, emails, or social media postings, if it appears that I may have used my device in violation of school rules or this Agreement.

5. I understand that it is my responsibility to bring my device to the Tech Desk for service or repair at any time it is damaged.

CELL PHONES

I understand that the limited use of personal devices on campus and accessing The School's network is allowed, given the strict adherence to the network and device responsibilities and restrictions listed above. Additionally, I agree to the following rules specific to a personal device I bring to school:

- In the Middle School, all students will follow the "Away for the Day" policy:
    a. When the MS students arrive on campus in the morning, all cell phones and smartwatches should be turned off and placed in lockers for the day. Phone calls home may be made at the Middle School Office at any time.
    b. At 3:45, students may pick up their phones and/or smartwatches from their locker and use them to check on after-school plans.
    c. If a student does not comply with the "Away for the Day" policy, the phone or smartwatch will be kept in the MS Office and a parent will be called. The device will be released only to a parent when the parent arrives at school.

- In the Upper School, "Away for the Day" will now be enacted as well:
    a. Students will drop off their phones in their designated Advisor receptacle before 8:25am.
    b. Students who miss the drop-off time will need to drop it off at the office.
    c. Seniors leaving campus should pick up their phones when signing out and return them to the office when signing in before heading to their 7th-hour class.

Print Student's Name: _____ Grade: _____

Student's Signature: _____ Date: _____

PARENTS:

I have read, understood, and discussed this Acceptable Use Agreement with my son or daughter. I permit them to use electronic resources, understanding that their access and use of personal devices on school grounds are conditional upon adherence to this agreement. Although students are supervised when using school resources, and their use of school resources is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent's Name:_____ Date: _____

Parent's Signature: _____