

**Prairieland Elementary School  
1300 East Raab Road  
Normal, Illinois 61761**



**History:** On November 4, 1997, the taxpayers of McLean County Unit District No. 5 passed a \$26 million dollar referendum, which included the construction of a new elementary school, later named Prairieland. Construction lasted fourteen months, cost more than \$5 million, and was completed in August of 1999. We are located at 1300 East Raab Road in north Normal, Illinois. The building is defined as a “quad,” meaning there are generally four classrooms at each grade level. Enrollment figures fluctuate between 575 - 600 students. The attendance areas served by Prairieland are 710 W. Orlando, Carriage Hills, Pheasant Ridge, Beacon Hill, Tramore, Pinehurst, Pine Meadows, Aspen Trails, Kelly Glen, Wintergreen and Ironwood. Prairieland houses Kindergarten through Fifth grade students, as well as the Early Intervention and Specialized Supports special education programs.

**Mission:** *To enable each child to achieve personal excellence.*

In order to fulfill our mission, Prairieland staff will work together with parents and the community to provide a safe and nurturing environment. Children will learn to access, use, and apply information through educational experiences that promote excitement and enthusiasm for learning. We will develop and continuously strengthen educational programs to help each child grow academically, physically, emotionally, and socially in order to prepare them to be responsible, respectful, life-long learners.

Principal: **Mr. Tim Arnold**      [arnoldt@unit5.org](mailto:arnoldt@unit5.org)

**Prairieland Parent/Teacher Organization Officers:**

President:	Sarah Breeden
Vice-President:	Lisa Albaugh
Treasurer:	Patty Natoli
Secretary:	Kristin Anderson

**How to contact us:**

Office: 309.888.6838  
Attendance: 309.862.5057  
Fax: 309.862.5068  
[www.unit5.org/prairieland](http://www.unit5.org/prairieland)

**Before/After School Programs:** Prairieland has both a before and after school program that is run through the Town of Normal Parks and Recreation Department. To register, contact the Parks and Recreation Department at 454-9540.

**Daily Schedule:**

8:25 AM	Opening Bell
8:30 AM	School Begins/Tardy Bell
11:00 AM	Lunch (2 <sup>nd</sup> , 5 <sup>th</sup> )
11:30 AM	Lunch (Kind, 3 <sup>rd</sup> )
12:00 PM	Lunch (1 <sup>st</sup> , 4 <sup>th</sup> )
3:15 PM	End of school day

**Visitors:** We enjoy having visitors in our building for a variety of reasons. We require that all visitors enter the building through the main entrance by the flagpole. All other doors are locked during the school day. All visitors must sign in at the office and wear a "Visitor's Badge" while in the building.

**Volunteers:** In order to ensure the safety of all students, Unit 5 requires a background check for the following volunteer groups: tutors, mentors, classroom assistants, office/clerical assistants, media center/library assistant, chaperones, and extracurricular assistants/workers. Please check with the office staff or your child's teacher for additional details.

**Safety:** Staff supervision of students begins at 8:10 a.m. In order for students to be safely supervised they are not allowed to arrive at school before 8:10 a.m. Likewise, students must be picked up after school by 3:30 p.m. Students enrolled in the Normal Parks & Rec before/after school program may arrive as designated by NPR staff.

**Recess:** It is always beneficial for students to have an opportunity to exercise and play during noon recess and we try to have children outside for play as much as possible. We use a temperature of 20 degrees and above as a guideline for deciding whether students should be inside or outside for playtime. We also take other factors into consideration (wind chill, moisture, etc.) when making this decision.

During inclement weather, students will either have noon recess activities in the gym or in their classrooms and will be monitored by noon supervisors. Rules will be reviewed and posted by the classroom teacher. Classroom activities on inside days typically include quiet games to be played while seated. Students are not to leave their classrooms without permission from a supervisor or teacher.

When the weather is fair and the temperature is above 20 degrees, the students will have noon recess outside. It is important that students dress appropriately for colder weather. During their time playing outside, students are expected to follow playground safety rules. It is recommended that students play games and sports with other students of their same age or grade level.

Children who cannot go outside due to health reasons must bring a note from home to the office. These students will be assigned to areas inside the building for quiet study or reading. This type of note will suffice for a period not to exceed 3 days. For more than 3 days, a note signed by a doctor is needed.

**(Recess cont.)** Teachers who require students to stay inside during recess time will directly supervise these students.

**School-wide Guidelines for Discipline:** We believe that one of the most essential ingredients for a positive learning environment is appropriate student behavior. We also believe that responsibility for appropriate behavior rests primarily with the student. We know students benefit when both the parent/guardian(s) and school staff work cooperatively towards fostering student responsibility for appropriate behavior.

In an effort to consistently maintain high standards for student conduct, our staff uses a building-wide behavior management plan. Everyone works to make the program positive and provide opportunities for students to develop appropriate habits, which should help them be successful in life.

It should be noted that the vast majority of our students exhibit appropriate student conduct each and every day. These students make use of the excellent educational opportunities that Prairieland Elementary School provides.

Listed below are our school-wide behavior expectations that serve as the basis for Prairieland's behavior management plan.

**Guidelines for student behavior:** (Reproduced and adapted with permission from the Love & Logic Institute.)

1. You may engage in behavior that does not jeopardize the safety or learning of yourself or others. Unkind words or actions have no place at Prairieland.
2. You may engage in any behavior which does not create a problem for you or anyone else in the world.
3. If you find yourself with a problem, you may solve it by any means which does not cause a problem for anyone else in the world.

**Everyone at Prairieland is expected to always...**

- 1. Be Considerate**
- 2. Be Cooperative**
- 3. Be Careful**

Several specific behaviors are included within each of the three expectations. Staff will provide specific instruction for these behaviors so all children will know how to exhibit the behaviors across all school settings. The behaviors include, but are not limited to:

***Be Considerate***

- Use kind words and actions
- Respond appropriately
- Use appropriate voice for setting

***Be Cooperative***

- Follow directions upon first request
- Show respect towards others
- Use good manners

***Be Careful***

- Use appropriate walking speed for setting
- Respect others' personal space
- Leave things better than when you found them

**Professional Approach to Disciplinary Considerations:** Every effort will be made to approach student discipline in a supportive and logical manner at Prairieland. Natural consequences can be powerful teaching tools for all individuals and will be sought out by staff whenever possible and practical. Children should learn and grow as a result of the consequences of their own actions. When determining what course of action to take, the staff will consider the following factors:

- 1) The precipitating events.
- 2) The child's intentions.
- 3) The personality and temperament of the child.
- 4) What actually happened.
- 5) The damage or hurt caused by the misbehavior or rule violation.

(Reproduced and adapted with permission from the Love & Logic Institute.)

The following sequential system of consequences is intended to provide examples of the types of consequences students may experience for inappropriate behavior. Typically, low-level behaviors will be addressed with Level 1 or 2 type consequences. If a student continues to misbehave, the types of consequences increase in seriousness. However, a predetermined sequential system is not applicable to all infractions. There are behaviors that require consequences so severe that one or more levels must be skipped. Staff experience and discretion will also be used.

Examples of possible consequences in sequential order:

- |          |   |
|----------|---|
| Level 1: | Verbal warning, restating of expectations, and/or conference between staff and student  |
| Level 2: | Loss of recess time, possible natural consequences, and/or documented parent contact  |
| Level 3: | After-school detention (parents are responsible for having their child picked up at the designated time), possible natural consequences, documented parent phone contact, and/or loss of classroom privileges |

## Prairieland Elementary School

Level 4: Sent to Principal's office; parent contact, parent conference scheduled, loss of class time/activities, possible natural consequences, development of an individual behavioral plan, and/or in-school suspension

Level 5: Out of school suspension, expulsion

**Lunch Cards:** The cost of a student lunch is \$1.65 and an adult lunch is \$2.15. Parents wishing to eat lunch with their children must notify the school office by 9:00 AM. White or chocolate milk may be purchased for \$0.40. All students are expected to eat lunch, unless otherwise directed by their parents. Prairieland uses a point of sale system allowing parents to put money in to a debit account to pay for their child's lunch. Details of this plan are included in this handbook.

**Lunchroom Procedures:** Students eating **hot lunch** will enter the lunchroom and get in one of two serving lines. Students must have their lunch card ready, with their name and room code written on the back. After picking up their lunch, the students will return to the assigned table for their grade. After lunch, students will be dismissed by table. They are responsible to clear the table and adjacent floor area of their litter and dispose of it in the trash barrels. Silverware should be dropped in the bucket of soapy water that is near the trash barrels and trays stacked properly in the dish room window.

Students eating **cold lunch** will get their lunch out of the box assigned to their classroom. They may purchase milk or go directly to the tables assigned for their grade. After lunch they will be dismissed by table. They should clear their table and adjacent floor area of all litter and dispose of it in the trash barrels.

**Peanut allergies:** Several tables are designated as being "Peanut Free" tables. These tables are clearly marked with signs. Only students who have a peanut allergy and/or students who purchase a hot lunch may sit at these tables.

### Lunch Room Rules

1. Walk at all times in the lunchroom and do not pass others who are walking.
2. Stand in the lunch line keeping your hands to yourself.
3. Once seated, remain seated and raise your hand if you need assistance.
4. Talk in a classroom voice to those at your table.
5. Keep your hands and feet to yourself.
6. Eat only your own food – no sharing.
7. Pick up after yourself. You are responsible for all of your own garbage.
8. All food, including candy, is to be eaten in the lunchroom.

9. The good table manners used at home are also to be used in the school lunchroom.

**Bicycle Riders:** Parents should use their discretion whether or not their children are ready to ride their bikes to and from school. Kindergarten students should not ride bicycles to school. All bikes should be parked and locked to one of the provided bike racks. Students must walk their bicycles on school grounds. Riders should practice all established bicycle safety rules. The use of helmets is encouraged. Neither Prairieland nor Unit Five are responsible for lost or stolen bicycles.

**Recreational Items and Electronic Equipment:** Toys and electronic equipment may interfere with the educational process are not permitted in the school or on the school grounds, without special permission from either the teacher or principal. This includes, but not limited to: toys, "heelies," skateboards, baseball bats, hardballs, frisbees, hand-held video games, radios, tape/CD players, iPods, cameras, video equipment, and other electronic devices.

**Lost and Found:** Lost and found items will be displayed in the front foyer of the school. Students should look on the lost and found table for lost clothing, lunchboxes, etc. and should check in the office for smaller lost items. The school CANNOT be responsible for lost items. Marking everything brought or worn to school will make it easier to locate the owner of lost items. Items not claimed by the end of the school year will be donated to a local charitable organization.

**Parties:** Several parties are planned each year in combination with the teacher and the Room Parents. Those parties include Halloween, Winter, and Valentine's Day. Parents are asked to volunteer and donate party goods/food for each party. Parents may sign up to volunteer at the beginning of the year to help out.

Students may bring birthday treats to school to share with all students in their class at a time that is established by and convenient for the teacher. This observance must be kept to a minimum and the teacher must be notified ahead of time. Invitations for parties at home are not distributed at school unless the entire class is included. There should not be any surprise parties at school without the approval of the teacher involved or the principal.

**School Pictures and Yearbooks:** Parents will be notified in the fall as to the day when student pictures will be taken. Pictures will be taken of every child for their cumulative folder. A packet of pictures may be purchased by the parents from one of the choices accompanying the announcement of picture day. All picture packets need to be prepaid.

Yearbooks are sold annually at registration. Costs may vary from year to year.

**Fundraising Activities:** There may be fundraising activities that will take place during each school year. A specific purpose is attached to each activity. It is our intent to identify the purpose of each fundraiser before the event takes place. Different organizations within the school may be sponsors of these fundraisers, such as P.I.E.C.E., student council, and the school itself. Prairieland has a tradition of being very supportive of charity organizations, particularly those serving children.

All fundraising activities are voluntary in nature and no child will be required to participate.

## Prairieland Elementary School

**Telephone:** School telephones are for business use only. In emergency situations, the office staff will determine if a student may use the phone. Prior permission must be given by a member of the office staff before a student may use the telephone. Students are not to use the phone to make arrangements to go home with other students. Students will be called to the telephone only in case of emergency.

**Cell phones:** Student use of cell phones on school grounds is not permitted. It is understood that some parents of students who walk to school may choose to give their child either a two-way radio or cell phone for safety reasons. In those instances, students are to keep cell phones in their backpack and out of sight during the school day and/or while on school grounds. Students must have cell phones turned off while on school grounds.

### **Clubs:**

Cougar Council  
Safety Patrol  
Cougar Chess Club  
Cougar Craft Club  
Garden Club  
Cooking Club  
Drama Club  
Cougar Chorus  
Robotics Club  
Rock Climbing Club



**Going “green” at Prairieland:** The Prairieland community seeks out ways to live responsibly on our planet. Beginning with the 2009-10 school year, we will implement an electronic newsletter for families who would prefer that method of communication. We will also continue recycling efforts that are currently in place and eliminate distribution of flyers from outside organizations. We will still have a limited number of flyers available in the rack inside the main entrance and Unit 5 will make an effort to post additional information from outside organizations on the internet. We welcome your suggestions to help us reduce, reuse, and recycle so our children’s children will experience the true beauty of a healthy Planet Earth.