

Prescott Elementary 2021-2022 FAMILY HANDBOOK

**1151 White Street
Dubuque, Iowa 52001
Phone: 563-552-4200
Fax: 563-552-4201
Vicki Sullivan, Principal**

SCHOOL HOURS

- **Grades K-5:**
 - **8:30 a.m. (9:30 a.m. on Fridays)**
 - **Students arrive no earlier than this**
 - **Students begin entering the building**
 - **Breakfast begins**
 - **8:45 a.m. Day begins (9:45 a.m. on Fridays)**
 - **Students are considered late if they are not in their seats at this time**
 - **3:25 p.m. Day ends**

- **4-year old Morning Preschool**
 - **8:30 a.m. (9:30 a.m. on Fridays) Students and their adults arrive no earlier**
 - **8:45 a.m. Day begins (9:45 a.m. on Fridays). Arriving after this time is considered late.**
 - **11:20 a.m. Morning preschool ends**

- **4-year old Afternoon Preschool**
 - **12:45 p.m. Students and their adults may arrive no earlier**
 - **12:50 p.m. Day begins. Arriving after this time is considered late.**
 - **3:25 p.m. Afternoon preschool ends**

PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

It is my pleasure to welcome new and returning families to the 2021-2022 school year at Prescott Elementary!

The pages of this family handbook contain basic information about our school's policies and procedures. I suggest that parents/guardians and students review and discuss the information together. If you have any questions after reading the information outlined in this handbook, please call the school office to talk with me.

In addition, the Dubuque Community Schools also provides a handbook of all common procedures across the district. It is critical to your child's success that home and school have a mutual understanding of the procedures so that every child can have a successful school experience. Please spend time reviewing both handbooks. The DCSD handbook can be found online at

<https://www.dbqschools.org/parents/documents/parent-student-handbook/>.

Know that all members of the Prescott Staff look forward to partnering with you to make this school year a success for your child. I look forward to meeting and getting to know each of you.

Sincerely,
Vicki Sullivan, Prescott Principal

ACCESSIBILITY

Prescott School is fully accessible. There are accessible parking spots outside the main entrance to the school on White Street. An automated door opener is also available at the main entrance. An elevator assures access to the second floor of our building. The staff will be happy to assist anyone with mobility concerns.

ARRIVAL

Students should arrive on campus no earlier than 8:30 a.m. Staff will begin outdoor supervision at 8:30am. Beginning at 8:30 a.m., K-5 students will enter the playground through the Central Ave. or White St. gates and proceed directly into the cafeteria. Parents/guardians are asked to wait outside the playground area in the morning. This helps us to monitor the safety of the children more easily. The tardy bell rings at 8:45a.m. This allows a 15-minute window of time for arrival that supports a calm start to the school day.

Preschool students MUST be accompanied by an adult (age 18 or older) to school and will meet at our main entrance each morning beginning at 8:30 a.m. Preschoolers are not allowed to be brought to school by older siblings unless the sibling is age 18 or older. Adults remain with their preschoolers until a PreK staff member is present. Adult to adult hand-off of children is a requirement of our accreditation for the preschool children.

ATTENDANCE and TARDINESS

We have targeted improved school attendance as one of our main goals for this school year. Please read the attendance policies carefully and make every effort to have your child at school on time every day.

Regular attendance is critical to student success. Students are expected to be at school every day unless they are ill. *If your child is not going to be in school, please call the office at 552-4200 before 8:30 a.m. to report the absence.* If you do not call to report the absence, the office will attempt to contact you. If we are unable to reach you, your child will be reported as truant. If you are unable to call school, please send a note regarding your child's absence on the day your child returns.

According to Iowa Code, the parent, guardian, legal or actual custodian of a child who is of compulsory age is accountable for the child's school attendance. If your child develops a pattern of excessive absences, you will be contacted to meet with us to assist you in creating a plan to assure that your child attends school on a regular basis. In addition to being at school every day, parents/guardians should also make every effort to assure that their children arrive at school between 8:30 a.m. and 8:45 a.m. Children are considered tardy if they are not in their seats at 8:45 a.m. Children who arrive late to school miss valuable instructional time and cause a disruption to their own learning and the learning of their classmates. **Please make every effort to have your child at school no later than 8:45 a.m.**

BEFORE SCHOOL PROGRAMS

Monday through Thursday:

- Students are welcome to attend our 7:30 a.m. Rise and Shine Club. There is no cost for this option.

Fridays

- Due to the late arrival on Fridays, there is no Rise and Shine Club scheduled that day. However, if you have a specific need for a consistent 7:30 a.m. Friday arrival time for your child, you may register them to attend a quiet reading and homework help session supervised by Prescott paraprofessionals. Students arriving after 7:45 a.m. will not be able to participate in that day's Friday Morning Care Session and parents/guardians will be called. You may register for Friday Morning Care at our orientation day on Aug. 20. There is no cost for this option.

BIRTHDAYS:

Each child at Prescott will receive a special card and a school memento on his/her birthday unless a parent/guardian or child requests not to participate in this tradition. We will not have other birthday celebrations and ask that parents honor the request not to send treats or gift bags to pass out to the children. Please save these traditions for celebrations at home or in your neighborhood. Please do not have flowers/balloons delivered to school. It is our hope that this celebration procedure honors all students in an equitable manner, maximizes student learning time, and encourages healthier eating habits.

BULLYING AND HARASSMENT

Bullying and harassment will not be tolerated. Students are specifically taught the skills to identify and report incidences of bullying and harassment. Should the staff be made aware of an incident, they will address the situation immediately. If there is a repeat of an incident, parents will be contacted. Please encourage your child to report any incident of bullying, discrimination, or harassment to any Prescott School staff member. There is a DCSD policy regarding Bullying and Harassment and the procedures are outlined in that policy. You can locate the policy on the DCSD website.

CLOTHING

We greatly appreciate your help in maintaining a focus on teaching and learning by having students attend school with the four Bs covered: back, belly, breasts, and buttocks. We encourage a shoe that covers the foot. Tennis shoes work well as do sandals with a strap around the heel. Students will be outside every day. Please be sure that your child has appropriate attire to keep him/her warm. Wearing of hats and wearing hoods pulled up are not allowed inside the building.

COMMUNICATION

There are a variety of ways to keep updated on what is happening at Prescott:

- Log on to our school's website at www.prescott.dbqschools.org. It includes the school calendar, lunch menu, student work and pictures of school events.
- Check out the DCSD website at www.dbqschools.org
- Monitor your ParentSquare account by turning on alerts in your settings
- Follow Prescott Elementary School on Facebook
- Follow your child's class on SeeSaw
- Check your child's communication folder regularly (It's a sturdy purple folder 😊). Also, monitor the student agenda that will be in the folder. The idea is that this folder will come back and forth to school daily.
- Call, email, text, or come to the office

DISMISSAL

Every parent/guardian completes a sheet that gives the teacher clear directions indicating the parents'/guardians' plan for end of the day dismissal. Students will only be released to walk home if the parents'/guardians have signed the dismissal paper stating that they give permission for the child(ren) to walk home without an adult. Without written permission to walk home, children will be kept at school to be picked up by a designated adult. Students who will be picked up by someone either walking or in a vehicle, will be dismissed through the main door on White Street. If walking, parents are asked to wait in one of three designated areas. At the 3:25 p.m. bell, teachers will walk the students out the main door. Children will stand with their teacher until a parent, guardian, or other authorized person arrives. Staff members will bring the child to you. For safety, we ask that only staff and students are in the front porch area.

PARENTS PICKING STUDENTS UP IN THE DROP-OFF/PICK-UP LANE

If you are picking your child up in a vehicle, you may remain in your car in the drop-off lane, and we will assist your child to your car. **You will not be able to leave your car in the drop-off and pick-up lane unattended.** If you want to talk with your child's teacher, it will be necessary for you to park in a parking stall or on the street.

If you are late to pick-up your child, please come to the main office. Children who are not picked up by 3:35 p.m. will be brought inside to await their parents'/guardians' arrival. Please make every effort to pick up your child on time. The end of the working day for the school staff aligns with the end of the student day.

RELEASE OF STUDENTS BEFORE SCHEDULED DISMISSAL TIME

Students who leave early from school lose valuable instructional time and disrupt the learning environment for the other students. We ask that you make every effort to schedule appointments after school. If it is necessary for your child to leave school early, **please send a note with your child in the morning stating the reason for the early dismissal as well as the time that you will pick up your child.** It is disruptive to the classroom to call for a child during the school day for unexpected dismissals. Please make every effort to limit the unexpected early dismissals.

DISCIPLINE

Every child's behavior should reflect self-respect and consideration for the rights, feelings, and property of others. Students are taught the common language of The Prescott Pledge:

"I promise to be respectful, responsible and resourceful to make my home, school, and community a better place."

Students are taught to demonstrate behaviors that fulfill this pledge. When students do not demonstrate behaviors that align with the Prescott Pledge, staff members will teach the children the expected behavior and clearly label why their behavior was unacceptable. Instruction in social skills occurs at the individual, classroom, and school level. If the inappropriate behavior becomes a pattern, staff will contact parents to discuss the situation.

When a child has difficulty behaving appropriately in the school setting, school staff will meet with the parents to develop a plan to help to teach the student to behave more appropriately. Prescott is fortunate to have an entire team who can help students to develop behaviors that lead to school success and life success. Our teachers, guidance counselor, instructional coaches and other support staff will work collaboratively with you to develop a plan that will assist your child in improving his/her behavior. If you have any concerns regarding your child's behavior, you may contact any of our school staff members to discuss your concerns.

DISCRIMINATION AND HARRASSMENT Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationships, and sense of self-worth. Therefore, the Dubuque Community School District will not tolerate discrimination or harassment in its educational program based on a person's protected status, such as age, color, creed, disability, gender, marital status, national origin, physical attributes, race, religion, sexual orientation, or socioeconomic status. –DCSD School Board Policy #1001

At Prescott School we actively work toward creating an environment in which every child, family, and staff member feels safe and valued. If you have concerns regarding your child's welfare at school, please call the classroom teacher or the principal. The Dubuque Community School District forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint or cooperating in a harassment investigation. Our school will investigate all complaints thoroughly and promptly.

EMERGENCY STUDENT INFORMATION

It is very important that you keep your child's emergency information updated in Infinite Campus. Report all changes in your address and phone numbers when they occur. In addition to telling us where you can be reached in case of emergency, your emergency information also lets us know to whom your child may be released. If you want your child to go home with someone other than yourself, that person's name must be listed on the emergency form. You can update your own information at any time by entering your changes into Infinite Campus through your account.

*****Please make sure that your emergency contacts are prepared to provide identification when they pick up your child.*****

FEES

Book rental fee for the 2021-2022 school year: \$85 for students in grades K-5. Please make checks payable to Prescott School. As part of online registration in August, parents/guardians are asked to provide income verification by completing the online CEP form each August. If income guidelines are met, this form is used to determine eligibility of the P-EBT program, provides fee waiver benefits, and helps the district receive certain federal funding.

MEALS

Due to a Federal program, there is NO FEE for ANY student to eat lunch or breakfast at school. The program does not cover milk-only purchases. If your student needs milk-only they will be charged \$.55.

BREAKFAST

Breakfast will be available every school day at 8:30 a.m. Students who choose to eat breakfast may arrive on campus no earlier than 8:30 a.m., enter the playground, and then enter the building using the playground door that opens to our cafeteria. Staff members will provide supervision outside and inside from 8:30-8:45 a.m. Mon.-Thu. and from 9:30-9:45 a.m. every Friday.

LUNCH

There are always two options for the main entrée for lunch. Students select and order their meal upon arrival each day.

SNACK

Students also benefit from a grant that allows us to offer a fresh fruit or vegetable snack daily.

FIELDWORK

Taking students into the community for a variety of learning experiences is powerful. During online registration in August, you will be asked to give permission for your child to go on these trips out of the school building. Each time fieldwork is planned, the teachers will send home a letter with specific information relating to the trip. If you have not given consent as part of the online registration process your child will not be able to participate. Please consider fieldwork as a critical component of the educational program. Fieldwork should not be withheld as a punishment any more than attending class should be withheld.

FRIDAY LATE ARRIVALS

Each Friday, the student day will begin one hour later than the typical start of the day. Breakfast will begin at 9:30, the entry bell will be at 9:30 and the tardy bell will be at 9:45. The morning preschool class on Fridays will be from 9:45-11:20. This time has been scheduled to provide ongoing professional learning for the staff. It will include learning new instructional strategies, collaborative planning among teachers, and analyzing data and student work. There will be NO RISE AND SHINE CLUB on Fridays. There is a reading and homework supervision session for families who have a specific need to drop their child off between 7:30 a.m. and 7:45 am. throughout the school year. Your child should be a consistent attender so we can staff appropriately.

HEALTH INFORMATION

Parents/guardians are often confronted with this decision when their child complains of not feeling well. The guidelines shown here may be helpful. It will not cover every medical condition and does not take the place of seeking medical attention. Please consult your doctor for specific medical advice.

- **FEVER – 100.4 degrees or higher** A fever is a sign of illness. A child with a temperature of 100.4 degrees or higher should not attend school.
- **SORE THROAT / COLDS / COUGH** Minor cold symptoms are common and usually don't interfere with school attendance. A persistent, frequent cough and/or constant nasal drainage may affect your child's performance at school, and he/she may be more comfortable at home.
- **RASH** A rash may cover the entire body or only one area. A child that has a rash that is draining, has open areas or is causing the child to itch excessively should not attend school. A rash accompanied with other symptoms such as a fever, headache, sore throat, irritability, vomiting, etc.... should not attend school.
- **VOMITING / DIARRHEA** A child who is vomiting and/or is having frequent diarrhea stools should not attend school. If there is cramping/abdominal pain with diarrhea, the student may be more comfortable at home.
- **All the above conditions may put other students at risk of infection.**
 - In the event your child will be absent from school, please notify the school by calling in to provide simple explanation. This will prevent worry about the safety of your child.
 - Unnecessary school absences may affect a child's attitude, work habits and progress. Unnecessary school absences should be avoided.

MEDICATION

No medication can be administered at school without a signed release form from your child's physician. If your child must take medication at school, the parent should bring the medication and the signed release to our school nurse's office in the original container labeled and dated from the pharmacist. Releases are available from the school nurse or your child's doctor. **Children are not permitted to carry any type of medication to and from school.** DO NOT send medication with your child.

HEAD LICE

If your child has head lice, please contact our school nurse to discuss appropriate treatment. We follow the protocol and procedures established by the Dubuque Community Schools when addressing head lice. If you have questions regarding these protocols or need treatment supplies, please speak to the school nurse.

HOLIDAYS

We strive to be respectful of the diversity of our students and staff. Various holidays are discussed and taught, but not celebrated here at school. Celebrations are left for home. We ask that no treats or gift bags be sent to school on holidays unless you are contacted by a teacher.

HOMEWORK

The amount of homework that your child has varies with the age of the child. Homework provides extra practice opportunities to help your child to master the concepts that he/she has been learning in class. Your child's homework assignments will be listed in the child's classroom agenda that was provided to each child by their teacher. Please help your child to learn to be responsible for returning this planner each day. Your classroom teacher will explain how the planner will be used as a communication tool between home and school. Reading at home is a critical aspect of the homework for ALL students. EVERY STUDENT at Prescott is expected to read at home each night. The amount of reading expected varies by grade level. Students who cannot yet read independently should be read to by an adult.

LEISURE SERVICES AFTER-SCHOOL PROGRAM

Leisure services offers an after-school program for students in grades 1-5. The program provides opportunities for involvement in arts, crafts, games, sports, and other leisure activities. The program is held in the Neighborhood Resource Center here at Prescott. The program cost varies depending on your income. Monday through Friday, the hours of the program are 3:25 p.m.-6:00 p.m. Questions regarding this program should be directed to the City of Dubuque Leisure Services Department at 589-4263.

LEARNING CELEBRATIONS

When health and safety protocols allow, your child's class may host a learning celebration. We welcome your family to attend these celebrations. Information will come directly from the classroom teacher.

PARKING

Please **do not** park along the student drop-off/pick-up lane at ANY TIME during the day. This lane is our fire lane, providing access to emergency personnel should it become necessary. Keeping this lane open assures a safer environment for all.

PERSONAL PROPERTY

Students are discouraged from bringing personal items such as toys and other extra items to school unless specifically designated to do so by the teacher. The school cannot assume the responsibility for loss, theft, or damage to such items. These items can be easily lost or stolen and are better left at home.

PHYSICAL EDUCATION

Physical education is an integral part of the instructional program. All children will be required to participate in gym unless a doctor's release is presented. All children must have athletic/tennis shoes to participate in gym class. Please be sure that your child wears appropriate gym shoes on her/his scheduled gym day.

RECESS

Students have an outdoor recess every day that the weather permits. (If the wind chill drops below zero, children are kept in.) It is important that all children come to school dressed appropriately for the weather. Children will be expected to go outside for recess unless they have a doctor's release that requires that they stay in. If the child is well enough to be at school, we assume that the child can participate in all school activities.

RISE AND SHINE CLUB

Students in kindergarten through fifth grade are welcome to attend the Rise and Shine Club Monday through Thursday from 7:30-8:30. THERE WILL BE NO CLASSES ON FRIDAYS due to the late arrival on Fridays. Classes in art, music and PE are offered for each grade level. These classes are free, and no registration is required. Students spend about five weeks in one area (example, art) and then rotate to

another area (example, PE). Classes are cancelled on two-hour late arrival mornings. Students should arrive no earlier than 7:30 a.m. and no later than 7:45 a.m. Students arriving after 7:45 a.m. will not be able to participate in that day's classes and parents/guardians will be called.

SCHOOL HOURS

The school office is open from 7:30 a.m. until 4:00 p.m. If you contact the school after school hours, you may leave a voice message. The school phone number is 552-4200. Your child's teacher will notify you of his/her number so that you can leave messages directly in the teacher's voice mail.

SAFETY AND SECURITY

We want to provide the safest learning environment possible for every child in our school. The following procedures are in place:

- Relationships matter. When we know one another, the environment is safer for everyone. Nurturing positive and healthy relationships among students, staff and families is a priority.
- All doors are locked during school hours. All visitors are asked to use the main door on White Street. We have a security system that requires all parents and visitors to have their state issued ID or driver's license scanned before entering. Once an ID has been scanned, it is on record, and does not need to be scanned on future visits. Visitors should not enter any other door and those without a picture ID will be escorted directly into the main office. Visitors must wear a picture ID at all times.
- Safety drills are held multiple times per year for Fire, Severe Weather, Bus Evacuation and Intruders. Families and students will be notified of these drills in advance. Please contact the office with your questions.

STUDENT AGENDAS & HOME/SCHOOL COMMUNICATION FOLDERS

Children in grades 2-5 are provided with a student agenda. This agenda provides you with an opportunity to stay connected with your child's classroom teachers. Homework assignments and important messages will be listed in your child's agenda. It will be important that you check your child's agenda daily. You may also write a note in the agenda and send it to your child's teacher. Teachers will check agendas daily.

A purple Home/School Communication Folder is provided to each student. One pocket is for papers you can remove from the folder and keep at home. The other pocket is for documents to return to school. We will send things to you via this system and invite you to do the same. Checking the folder daily is a helpful routine.

TELEPHONES

All classroom teachers have their own direct telephone numbers. Please use the teacher's number to leave a message in the teacher's voice mail. The teacher will contact you as soon as possible. **DO NOT** leave information in a teacher's voice mail that concerns a change in dismissal procedures for your child in case the teacher does not have the opportunity to listen to messages before dismissal. If you are calling to give directions for what your child is to do after school, please call the school office.

TREATS and PARTIES

Because of the Dubuque Community School District Wellness Policy, students with allergies, and other health issues, we ask that parents **DO NOT send any treats to school** with their child **UNLESS** they have been contacted by a teacher and asked to provide a specific item. This practice extends to ANY type of celebration.

VIOLENCE

Verbal or physical violence is not tolerated at our school. Please remind and reinforce this policy with your child. Parents/Guardians will be contacted if their child is involved in acts of aggression toward other students or staff.

VOLUNTEERS

We welcome volunteers to join us in providing the best education possible. Volunteers are valuable resources for our school. If you would like to volunteer, we can find a task that fits your interest and time availability. It is the policy of Dubuque Community School that **all volunteers** complete a screening packet and receive approval before beginning their volunteer experience. If you are interested in volunteering, please be sure to complete your screening packet right away so that your volunteering opportunities are not limited. Parents who wish to accompany children on fieldwork must complete a volunteer packet, also. Any parent who volunteers to drive for a field experience must be able to provide a valid driver's license and proof of insurance on the day of the fieldwork.

WEAPONS

If a child brings a weapon to school, INCLUDING a toy representation, the weapon will be seized and the principal and/or superintendent will determine the consequences. Depending on the situation, the police may be contacted.

WEATHER-RELATED SCHOOL CLOSING and SCHEDULE CHANGES

When severe weather creates hazardous conditions, the regular school schedule may need to be altered to assure student safety. The directive to close school or to change school hours is made by the Superintendent of Schools. Please monitor ParentSquare or the district website for weather-related announcements. Be sure to have a plan in place about how you will handle an unexpected early dismissal and/or late arrival. If you are unable to be reached, we will call your child's emergency contacts. You may also call the district weather hotline at 563-552-3035 for delays and cancellations. **THERE IS NO BREAKFAST SERVED** when there is a delay greater than one hour.