

# Prairie View Elementary & Middle School

## 2019-2020 SCHOOL YEAR

Kari Sampson, Principal | Nicole Rittenour, Assistant Principal

<b>First Day of School</b>	Tuesday, September 3, 2019	
<b>School Website</b>	<p>To help conserve paper, most information will be provided through our school website. Be sure to bookmark our website and check it frequently! If your work or home email changes, please let the office know as soon as possible.</p> <p><b>School:</b> <a href="http://www.isd728.org/PrairieView">www.isd728.org/PrairieView</a> or <a href="http://www.isd728.org/PVEMS">www.isd728.org/PVEMS</a></p> <p><b>District:</b> <a href="http://www.isd728.org">www.isd728.org</a></p>	
<b>School Calendar</b>	All K-8th grade students will follow ISD 728's Elementary Calendar.	
<b>School Times</b>	<ul style="list-style-type: none"> <li>● School starts at 8:15 A.M. and ends at 2:55 P.M.</li> <li>● Supervision for students begins at 7:50 AM in the main entrance.</li> <li>● The first bell rings at 8:00 AM; at this time students should go to their classrooms.</li> </ul>	
<b>Address</b>	12220 80 <sup>th</sup> St. N.E. Otsego, MN 55330	
<b>Important Numbers</b>	Office: 763-274-6270	Vision Transportation: 763-441-4420
	Office Fax: 763-274-6271	Community Education: 763-241-3520
	Health Services: 763-274-6272	District Office: 763-241-3400
	<b>Absence Reporting Line:</b> <i>(please report your student's absence no later than 8am)</i> <b>763-241-3555</b>	
<b>Attendance</b>	<p>If your child will be absent or arrive late, please call the absence reporting line. You may call 24 hours a day and leave a message. If your child is not at school, and the school has not received notice of absence, the school will call or email the parent or guardian.</p> <p>When reporting an absence, please include the following information:</p> <ul style="list-style-type: none"> <li>● Child's name</li> <li>● Date of absence</li> <li>● Reason for absence</li> <li>● Name of person reporting the absence</li> </ul>	
<b>Safety Procedures</b>	Blue Notes	In order to better support effective communication, we are requesting that parents send a note with their child to request a <i>blue note</i> for parent pick up from school. <u>A blue note is only required for middle school students if they are leaving early for the day.</u> If a change occurs during the school day and a parent must call the school, please contact the office by 2 PM. (If your 1st-5th grade child exits the main entrance daily, please see the office for an everyday dismissal form to receive a bag tag.)

<b>Safety Procedures</b>	Pick Up/ Drop Off	<p>We are requesting that all parents observe the following expectations:</p> <ul style="list-style-type: none"> <li>▪ Put student and staff safety first when driving on or near school grounds.</li> <li>▪ Drive vehicles to the farthest open slot around the circle to allow more parents to pick up/drop off their children.</li> <li>▪ Pick up and drop off students within the designated area only.</li> <li>▪ Be aware of students and staff members who are in the crosswalk areas at all times.</li> <li>▪ Do not drive through the crosswalk area when students/parents/staff are crossing.</li> <li>▪ Park in the lot if entering the building. (Do not park in the pick up/drop off area.)</li> </ul> <p><b>We discourage parents from walking into the building to pick up their children at the end of the day; however, students must have an adult walk with them from the building to the parking lot.</b></p> <ul style="list-style-type: none"> <li>▪ Observe all posted traffic signs and traffic laws.</li> </ul>
	Visitors	<p>Visitors are welcome! During the school day, all visitors entering the school will only be able to do so through the main entrance via a secured video intercom system. If the main door is locked, please use the intercom system to request access to the building.</p> <p>All visitors must sign-in at the main office and secure a sticker, which must be worn while in the building. Please remember to sign out when leaving the building.</p>
	Drills	<p>We will conduct the following safety drills during the school year:</p> <p><u>Fire</u> (5 drills- The first drill is announced and occurs during the first week of school.)</p> <p><u>Lock-down</u> (5 drills- The first drill is announced and occurs during the first week of school.)</p> <p><u>Severe Weather</u> (1 drill- in the spring)</p> <p><u>Bus</u> (2 drills- one in the fall and one in the spring)</p>
<b>Student Handbook</b>	The PVEMS student handbooks are available on our website and are updated as needed.	
<b>Student Field Trips</b>	If the cost of our school field trips presents a hardship for families, parents should communicate with their child's teacher. We would like all students to attend these valuable learning experiences!	
<b>Parent Portal</b>	Parents can access their child's grades through the parent portal. If you have not yet registered for this important communication, please call 763-241-3548 for your unique username and password. The Parent Portal can be accessed through the district webpage or the school webpage.	
<b>Hawk Pride Student Expectations</b>	<ul style="list-style-type: none"> <li>● Respectful</li> <li>● Responsible</li> <li>● Ready</li> </ul>	