

Prairie Hills ELEMENTARY SCHOOL



Student and Parent Handbook 2024-2025

Prairie Hills Elementary School
13801 Garfield Place
Office phone #720-972-8780
Attendance Line: Phone #720-972-8833
Visit our website: [link](#)

Meadowlark Families,

We are thrilled to welcome you to the 2024-2025 academic year at Prairie Hills Elementary! As we embark on this journey together, we would like to introduce you to our school handbook, which serves as a valuable resource for our entire community.

The purpose of the handbook is to provide students, parents, and staff members with important information about our school policies, procedures, expectations, and support systems. It outlines the guidelines and principles that govern our daily activities, ensuring a safe, inclusive, and conducive learning environment for all.

Within this handbook, you will find essential details on various aspects of school life. We strongly encourage all students, parents, and guardians to familiarize themselves with the content of this handbook. It will help establish clear expectations, foster effective communication, and ensure a smooth and successful educational experience for everyone involved.

Please note that the information in this handbook is subject to change, and any updates or revisions will be communicated promptly through official channels, including our school website, newsletters, and other school-wide communications.

At Prairie Hills, we believe in the importance of strong partnerships. Throughout the school year, we look forward to many opportunities to collaborate and communicate. Please stop by to say hello, join our many community events sponsored by our dedicated PTO and explore a variety of ways to volunteer. You can also expect a monthly newsletter (Meadowlark Messenger), as well as monthly newsletters from your child's classroom as well as school messengers with important updates. See our communication section of the handbook to find out more.

Our vision statement, "Prairie Hills Elementary: Together Building Bright Futures: Nurturing, Innovating, Thriving!" reflects our commitment to fostering a supportive and forward-thinking educational environment. We are here to support you and provide the best possible educational experience for your child.

Thank you for entrusting us with your child's education, and we look forward to a fantastic year ahead!

Sincerely,

Stephanie Auday, Principal

Ryanne Kleingarn, Assistant Principal

SCHOOL INFORMATION

Important Phone Numbers

Main Office (Hours 7:30 a.m. - 3:30 p.m.): 720-972-8780

Fax Line: 720-972-8800

Attendance Line (available 24 hours a day): 720-972-8833

*Please call before 7:20 a.m. if your student will be absent or tardy.

BASE Program: 720-972-8791

Cafeteria: 720-972-8793

Library: 720-972-8794

School Hours

Kindergarten – Grade 5

First Bell 7:50 a.m. Tardy Bell 7:55 a.m.

Monday - Friday: 7:50 a.m. – 2:35 p.m.

Delayed Start 8:50 a.m. (end time remains the same)

If you arrive after 7:55 a.m., you are considered tardy.

Please ensure that your child knows the daily plan for pick up. If someone is responsible for meeting them, please remind them to be on school grounds no later than 2:35 p.m. at the designated pick up location.

Staff is present to assist with the supervision of our students starting at 7:40 a.m. Staff will be available to assist with dismissal procedures at the end of each day for a period of 5 – 10 minutes. If it is prior to the end of the school day, please make sure to bring your driver's license to pick up your child. Anyone other than the designated parent/guardian must be listed on a Student Authorization Pick Up Form and bring their driver's license to pick up your child.

Breakfast is served in our cafeteria daily from 7:35 a.m. to 7:50 a.m. Breakfast students can enter the doors on the north (main entrance) of the school at 7:35 a.m.

B.A.S.E. HOURS

Before School 6:30 a.m. – 7:50 a.m.

After School 2:35 p.m. – 6:00 p.m.

Delayed Start 7:30 a.m.

Attendance - Reporting Absences

Attendance Line: 720-972-8833

In support of [District Policy 5020: Student Attendance](#).

Absences must be reported on the school's attendance line, even if the teacher has been informed of the absence. The school's attendance line may be called at any time to report an absence or tardy. Regular and punctual daily attendance is a critical factor in a student's ability to attain the maximum benefit from the educational process. According to state law, every child who has attained the age of six (6) years by August 1 of each year and is under the age of 17 years, except as otherwise allowed by state law, shall attend school. 2.1 The law states that when a student has four (4) unexcused absences in one calendar month or ten (10) unexcused absences in a school year, the student is considered habitually truant. 2.2 Parents, guardians and students are all responsible for making sure students are at school daily, on time and ready to learn.

****Vacations or non-emergency activities should be scheduled for days or times when students are not in school. Opportunities for vacations are built into our district calendar (example: Oct. 14th to the 18th fall break). Reasonable requests for absences to be excused due to vacation or for other non-emergency reasons will be approved if the student has a 95% or higher attendance rate over the prior two (2) grading periods, and if the student is otherwise meeting academic performance expectations as determined by school administration.**

Before and After School Enrichment (BASE)

The **Before, After School and School Enrichment (BASE)** Program is designed to provide safe, quality, affordable group care in the school setting; whereby each individual child is enriched with various experiences conducive to their academic, social, and physical development.

The BASE Program serves elementary students beginning at 5 years of age. Students in the BASE Program engage in a wide variety of activities and choices, providing students with opportunities to create, learn and grow through arts, physical activity and academic enrichment activities during out of school time. BASE activities allow students opportunities critical to their social-emotional development.

Space is limited and the BASE Program frequently has a list of families waiting for an opportunity to enroll in BASE. For more information about our school's BASE program, contact the BASE Site Director at 720-972-8791 or [link](#). For more information about the District's BASE Programs, please visit the following [link](#).

Bicycles and Scooters

Students riding a bike or scooter to school must take it directly to the specified bike rack area and leave it there until the student is ready to return home. For safety reasons, students are not permitted to ride their bike/scooter on school grounds. They must walk their bike/scooter to the designated bike rack area once they arrive at school. A lock is required to be used to secure bikes and scooters to the bike rack. Bicycles and scooters will not be guarded by the school at any time, so it is the student's responsibility to lock the bike/scooter up safely.

Birthdays and Celebrations

In support of the District's Policy on School Wellness, we strive to help our students make healthy lifestyle choices. Simple steps can help children continue making healthier choices as adults. In addition to healthier lunch choices and increased physical activity during our school day, we have implemented a "Non-food birthday treats" policy. Classroom teachers will share their non-food birthday celebration information with parents. We appreciate your support in this matter!

Birthday Invitations

We understand that school is the easiest place to distribute birthday invitations; however, doing so can cause many hurt feelings which disrupt the learning environment. Please have students pass out any party invitations after school is dismissed.

Cell Phones/Personal Electronic Devices

Outlined in [District Policy 5030](#), this policy is designed to ensure the safety and well-being of all students and staff members, while also promoting responsible use of technology within our school community.

Here are some key points from the policy:

1. Permitted Use: Cell phones and electronic devices are permitted for academic purposes but must be in the "off" or "silent" position and stored out of sight in academic settings unless otherwise permitted by the instructor or building administrator. At Prairie Hills this means that when students enter school grounds their cell phones are in their backpacks and once in the classroom are stored in their cubbies at all times. Smart watches need to be silenced once students enter school grounds. Smart watches are not to be used for text, email or applications during school hours.
2. Typical progression of interventions for violations of this policy, except as otherwise noted in District Policy shall be addressed as follows:

1st offense The device shall be confiscated, secured and transferred to the appropriate school administrator. Parent/guardian shall be notified and the device may be released to the student upon review of this policy with the student.

2nd offense The device shall be confiscated, secured and transferred to the appropriate school administrator. The parent shall be notified and the device may be released only to the parent/guardian, upon review of this policy with the parent/guardian.

3rd offense Third offense shall be considered disruptive behavior and defiance of authority, and may result in a minimum of one day of suspension to be served in or out of school at the discretion of school administration. Subsequent violations may result in increasing suspensions of up to three (3) days. The device shall be confiscated, secured and transferred to the appropriate school administrator. The parent shall be notified and the device may be released only to the parent/guardian, upon review of this policy with the parent/guardian. At the discretion of school administration, this may also result in the student losing the privilege of bringing the phone to school.

Communication

Monthly Meadowlark Messenger- school update via email messenger and also on the PHE webpage [link](#)

We try to send all communication home in Friday Folders each week, but on occasion, it may be necessary to send home other notes and memos. Please check with your child each day to see if there are any additional notes that came home that day.

Infinite Campus Parent Portal is our tool for parents and students to access instant, online, timely and secure student information: attendance, discipline, and report cards.

Students will not be allowed to use the office phone to make after school social arrangements.

Students will be allowed to use the phone only in the following situations:

- When requested by their teacher
- When requested by an administrator
- When requested by the health aide, nurse or office staff

School office staff will only deliver emergency messages to students. Please assist us by making arrangements for after school pick-up and daycare prior to your child leaving for school in the morning. Response to parent phone calls/emails will be made within one business day.

Communication with your student's teacher

Although teachers have telephones located in their classrooms, they have been directed to keep their ringers turned off during instructional time. If you want to reach your child's teacher, you may do the following:

- Call the classroom teacher and leave a voicemail. Teachers have been asked to check voicemail before and after school, and over their lunch break.
- You may call the office, and they will deliver messages to your student's teacher at the end of the day.
- You may call the classroom teacher before or after school.

You may also reach your student's teacher via email. Your student's teacher will provide you with the teacher's email address, and you may email them at your convenience. You may expect to hear back from them within one business day.

Early Departure/Late Arrival

Students who must leave school during regular school hours must be signed out through the office by a parent or legal guardian. A student may not be dismissed from their classroom until someone has signed the student out. Students cannot be released to leave school alone. Students are involved in instruction until the end of the school day.

We request that you do not pick your students up early unless it is extremely necessary. Students who arrive late to school must check in at the office. If the student arrives after 7:55 a.m., a parent/guardian must sign them in at the front desk.

Field Trips

Field trips to nearby points of interest may be scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources within the community. Parents will receive notice of scheduled field trips well in advance.

Parents must sign a permission form for all field trips. Students without a permission slip will not be allowed to accompany their class on the field trip.

Inclement Weather/School Closure

Information on emergency school closures due to severe overnight storms or other emergency situations is available on local television stations. Please listen for announcements concerning Adams 12 Five Star Schools. Information on closures may also be obtained by calling the District information number at 720-972-4000, then press 7 for school closure information or check the District website: www.adams12.org. Please note that school is rarely canceled.

Indoor Recess will be called if:

- snow, rain or sleet is falling
- temperature with the wind chill is 20 degrees or less
- playground conditions are poor (mud, snow or standing water)

Students must be prepared for all types of weather. They should bring warm coats, gloves or mittens, hats, weatherproof footwear and an extra pair of shoes for PE.

Lost and Found/Valuables at School

If your child misplaces an item, we encourage you to look in the lost and found by the main office. Often it is difficult to identify what they have lost. Please label coats, jackets, mittens, etc. Remaining articles are donated to a local charity several times a year.

We highly discourage students from bringing valuables and toys to school. Items having value for one individual usually have an attractive appeal for others and unfortunately sometimes disappear. The school cannot be responsible for these items. Teachers may have a special celebration which allows students to bring in a favorite game, stuffed animal, etc. but please remember, at no time is it appropriate for students to bring toy guns, toy knives, or toy weapons of any kind.

Pets on School Property

In an effort to keep our school feeling safe for all students and families and in accordance with District Policy, only service animals and therapy dogs are permitted on school property. District Policy requires prior authorization from the principal to have a therapy dog on school property. We ask that all other pets remain off school grounds during school hours. We appreciate your cooperation with this request.

Physical Education

Students will be provided opportunities to engage in physical education (P.E.) classes. If a student is unable to participate in P.E., the student must present to the principal or principal's designee a statement from a licensed health care practitioner stating the reason for the student's inability to participate. A licensed health care practitioner means a physician (MD, DO), nurse practitioner or physician assistant who has prescriptive authority and is licensed to practice in Colorado.

Reporting Student Progress

Your student's progress will be reported at individual parent conferences at least twice a year. Report cards are posted at the end of each grading period. Academic progress can also be found via the Infinite Campus Parent Portal.

Safety Information

Your child's safety is of utmost importance to us. It is imperative that students are dropped off no earlier than 7:40 a.m. and picked up at 2:35 p.m. Adult supervision is only available 10 minutes before and after these times.

Student Safety- Please help us keep students safe:

Our Hug and Go Lane is a great option for a safe drop-off and pick-up each day, away from the street traffic.

Please remember:

- There is no parking in the Hug and Go Lane at any time. If your child hasn't arrived, we ask that you circle around and re-enter to allow a smooth traffic flow.
- Please be patient, it is ONE LANE to support the crosswalk safety within the parking lot.
- Students may only enter and exit on the passenger side of the vehicle.

Parking:

- We have a large number of spaces and a simple enter and exit for all parents that would like to park, a great option away from the street traffic.
- If you utilize the PHE Parking Lot, please use the crosswalk at the top of the lot (south, closest to building entrance) to ensure safety and a smoother flow in our Hug and Go Lane.
- Students are not permitted to cross through the crosswalk in the parking lot on their own, they must be with an adult and utilize the crosswalk. To support safety and a clear line of sight, the streets closest to the school are designated as no parking. There is also NO PARKING within 15 feet of all crosswalks
- With the adjusted flow of traffic, we would like to increase the number of adults to support our crosswalks. If you would be interested in volunteering 1 or more times per week (morning or afternoon) or have any questions about this volunteer opportunity, please call the office 720-972-8780. All volunteers will be provided district training. Thank you for considering!

- Remind your child to use sidewalks and crosswalks.
- Drop off and pick up of students is along the curb only, so they don't have to cross traffic other than at the crosswalk. Hug and Go lanes are located on the north side of the school.
- Avoid picking up or dropping off students in the parking lots.
- Avoid parking within 15 feet of school crosswalks.
- Parents should encourage children to adhere to all safety rules established for pedestrians. This emphasis on safety is also a concern of the school's staff, and is an important part of the instructional program.
- Students are expected to go directly to and from school. They are to respect the rights and property of all people in the neighborhood.

School Security System

In our ongoing efforts to provide the safest and most secure environment for our students, an additional security measure has been installed, which requires the following safety measures.

- ALL exterior doors will be locked at all times.
- Please do not open the door or hold the door open for others.
- In order to enter the building, you will need to press the button located inside the vestibule at the main entrance.
- An office member will release the doors, allowing access to the building.
- Once entering the building, ALL visitors must check in at the office, show ID, and obtain a visitor pass.
- If you would like to wait with your child before school or wait for your child after school, you will need to wait outside.

Visitor/Parent Check-In

District Policy requires that all parents and visitors must present a drivers license/I.D. at the front desk and sign in at the office upon entering the building. Your license will be scanned through our Raptor system and a visitor's badge/sticker will be provided. You will be asked to wear a visitor's badge/sticker at all times.

If you would like to spend time with a teacher, please call and make arrangements prior to visiting. Also, if anyone other than a parent or legal guardian will be visiting the school (such as a grandparent) you must call the office ahead of time to let us know.

NOTICE OF NONDISCRIMINATION

The District is committed to nondiscrimination in relation to race, color, sex (including pregnancy, childbirth, and related medical conditions), age, religion, creed, national origin (including ethnicity), ancestry, genetic information (including family medical history), marital status, family composition, sexual orientation, transgender identity, gender identity, gender expression, or disability (“Protected Classes”), in its educational programs or activities, operations, and employment applications and decisions. Harassment, if it rises to the level described in state law, is a prohibited form of discrimination.

A report of discrimination or harassment may be made to any District employee, including the District’s Title IX/Nondiscrimination Coordinator or designated assistant principal in each school building. Reports may be made in person, in writing, over the phone, by email or via the District’s website. The District’s nondiscrimination policies, grievance procedures, and online complaint form are available on the District’s Nondiscrimination and Title IX web pages on the District’s website, <https://www.adams12.org/>.

The District’s Title IX/Non-Discrimination Coordinator is responsible for coordinating, monitoring, and documenting District compliance with District Policies 4140 (Equal Employment Opportunity), 8400 (Nondiscrimination), and 8410 (Sex-Based Discrimination and Harassment). Inquiries about these policies may be referred to the District’s Title IX/Nondiscrimination Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both.

The District’s Title IX/Nondiscrimination Coordinator is:

Megan Brooks
Title IX/Nondiscrimination Coordinator
Adams 12 Five Star Schools
1500 E 128th Ave, Thornton, CO 80241
TitleIX-Nondiscrimination-Coordinator@adams12.org
(720) 972-4179

INFORMATION AVAILABLE ON DISTRICT WEBSITE

STUDENT CODE OF CONDUCT

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy on the District's [website](#).

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code
- bullying and harassment

COMMONLY REQUESTED INFORMATION

A summary of commonly requested information is available on the District's [website](#). For the most complete information, please refer to the latest version of each District policy (if applicable), available [here](#).

“Commonly requested” information includes topics such as:

- complaints or grievances
- consolidated billing
- service animals on District property
- student transportation
- video and audio monitoring
- visitors to schools

STUDENT HEALTH INFORMATION

Information about student health and wellness, including immunizations, health screenings, and when to keep your child home from school, is available on the District's [website](#).

LEGAL NOTIFICATIONS

The District's legal notifications/annual notices are available on the District's [website](#).

These notices include information concerning:

- nondiscrimination (including Title IX)
- rights under the Family Educational Rights and Privacy Act (FERPA)
- directory information under FERPA
- rights under the Protection of Pupil Rights Amendment (PPRA)
- other opt-out provisions