



STUDENT HANDBOOK

2024-2025
School Year

LANGUAGE ASSISTANCE?

The District has language assistance services available for parents and families upon request. To request services, please contact your school principal or call 720-554-5046 for Interpretation and Translation Office Support.

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PRAIRIE MIDDLE SCHOOL SCHOOL DAY

Our school day begins at 8:50 a.m. and ends at 3:45 p.m. The building will open at 8:00 a.m. for students who would like breakfast. For breakfast, students will be required to enter the recess doors. Students will not be able to wait inside the building prior to 8:00 a.m. as there is minimal personnel available to adequately supervise students until that time. At 8:40 a.m. the academic hallways will be opened. After 9:00 a.m. the doors will be locked, and students must enter the building through the main entrance on the west side of the school.

SCHOOL CLOSURE / DELAYED START

Cherry Creek School District communicates school closure and delay information through ConnectEd, major television networks and radio stations, as well as our District and school websites (www.cherrycreekschools.org). When a school is closed, all afterschool and evening activities are postponed or cancelled. On delayed schedule, morning buses will run approximately 1 ½ hour later than usual. In the case of inclement weather, activity buses may be cancelled. It is recommended that families have a plan for such emergency situations.

ANNOUNCEMENTS

General information, such as the school calendar, upcoming events, lunch menu and other information will be posted on our website:

www.cherrycreekschools.org/prairie

Daily student announcements will be made during the school day as well as displayed on monitors placed throughout the building.

VISITORS AND DELIVERIES

Messages and Deliveries

In the event that a student leaves items at home and they are delivered to school by a parent, it is the responsibility of the student to pick up such items outside the Security Office.

Lunch Deliveries

Food delivery services (DoorDash, Grubhub, etc.) are not allowed due to safety concerns. Guardians are allowed to drop off food for their student during their student's lunch time at the main entrance security office. If food is delivered by the guardian after a student's lunch time it will be held in the security office until the end of the school day.

Visitors

Parents are welcomed and encouraged to visit the building and classrooms; please make arrangements with your child's teacher and the Dean in advance. Visitors must enter through the west entrance by the flagpole. Upon arrival, all visitors must present a picture ID at the Security Office. Visitors are scanned through a networked national database and then issued a visitor badge to wear for the duration of the visit. Please be mindful that classroom visits are not intended to be conferences with teachers. At any time, parents may set up an appointment with a teacher.

Other student visitors (siblings, relatives, friends, etc.) are not allowed to visit or shadow during the school day. Visits by high school students will not be allowed unless students obtain prior permission from the teacher they are visiting, and visits must occur after school hours.

ACADEMIC INFORMATION

Grades and Grading

Grades are maintained through the PowerSchool system. Grades are determined using the following scale:

A = 90-100%	F = 59% and below
B = 80-89%	I = Incomplete
C = 70-79%	S = Satisfactory
D = 60-69%	U = Unsatisfactory

Report Cards

Prairie Middle School's year is based on two semesters, with each semester comprised of two quarters. Each quarter (four per year) report cards are available via PowerSchool at my.cherrycreekschools.org and final grade date will be communicated to parents. Parents are encouraged to check PowerSchool frequently for grade updates. All report cards will only be available electronically.

Student Recognition

We celebrate student success in many ways. Students are recognized for Honor Roll (grade point average of 3.5 or above), Academic Growth (GPA increase), Positive Referrals, Student of the Month, and participation in activities and athletics.

Homework and Academic Support

Homework is a necessary extension of the learning process. It is completed independently, outside of class, and not under the direct supervision of the teacher. Teachers commit to providing homework that is relevant and meaningful to the academic development of our students. With this in mind, we expect students to complete all assignments. This not only helps with academic development, but also the important academic behaviors that are essential for success beyond middle school. One hour a night of homework is considered typical for middle school students.

Academic support is available for all students at PMS. Teachers provide support for students during specified

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times or by appointment. If a student needs additional help with understanding the lesson, making up missing assignments, or making up a test, they should talk with the teacher and set up a designated time. Academic support is also available after school in the library.

Academic Technology

PowerSchool and Schoology are two web-based programs that are valuable tools in students' academic success. Students and parents will each be given user identification and log in information for these sites. Sites may be accessed via the parent portal at <https://my.cherrycreekschools.org>.

PowerSchool is used to maintain student grades and attendance and is updated by teachers weekly. For larger assignments, it may take teachers several days to complete grading before scores are entered into PowerSchool.

PowerSchool parent portal does offer an option to sign up to have grade progress reports emailed to parents on a regular basis. If you have questions regarding PowerSchool, please call 720-747-3122 for assistance.

Schoology is an extension of the classroom used by many of our teachers. You can access updated class calendars, course information, assignments, and additional resources.

ATTENDANCE GUIDELINES

Colorado State Law requires that all students must attend school until the age of 17. The Cherry Creek District Calendar provides four vacation periods: Fall break, Thanksgiving vacation, Winter break, and Spring break. We ask parents to please arrange their vacations to correspond with these times.

If the frequency of excused absences becomes excessive, students may be referred to the dean for attendance interventions. Sanctions may include an attendance contract, required medical excuses, referral to the District Student Attendance Review Board, and ultimately referred to truancy court.

Consequently, we ask that students and their parents help in accepting the responsibility for the 1056 hours (approximately 176 days) of school attendance required by law for each student per year.

Attendance Line

When a student is absent from school, the parent/guardian should call the **Attendance Line 720-747-3010** prior to 10:00 a.m. on the morning of absence. These calls may only be made by a parent or guardian. The following information should be given: the date, name of the person calling and relationship to the student, student's name, grade, reason for absence or tardy, and the length of the absence, if known. Please spell the student's first and last name.

If your student is not called in on the day of absence or is truant from a class, you will be notified by an automated phone message through ConnectEd and the absence will

be recorded as unexcused. Prairie Middle School also uses the application "Talking Points". You can download this in your phone's app store, and sign up for Prairie Middle School. This app lets you communicate with your child's teacher.

Students who are absent for a full day are not eligible to participate in athletics/activities after school on that day.

Appointments/Pre-Arranged Absences

If a student is to be dismissed early from school, the student must bring a parent signed note to the Attendance Office. The student will be issued a pass to leave class at the appropriate time and meet the parent at the Attendance Office.

Parents may request a pre-arranged absence when it is known in advance that a student will be out. Arrangements for this type of absence must be made by telephone or written note to the Attendance Office at least two days before the absence requested.

Excused Absences

According to CCSD School Board Policy JH, the school is the excusing body in a pupil absence, which are defined as:

- A temporary illness or injury. An administrator may request a doctor's note if there are many such absences.
- Absence for an extended period of time due to physical, mental, or emotional disability
- Observance of an established religious holiday
- Death of an immediate family member
- Mandatory court appearance
- Absence while attending an approved school sponsored activity
- Absences which have been pre-approved by an administrator at the request of the parent or guardian

Unexcused Absences/Truancy

All absences not described in the previous list are considered unexcused. Absences due to such occurrences as oversleeping or truancy are unexcused.

Students who are absent from the classroom or school grounds without permission will be considered truant and subject to disciplinary action.

Tardy Policy

Students must attend all classes on time to receive necessary learning. Tardiness disrupts the learning process and interferes with the opportunity for students to learn. Tardy students must check in at the Security Office upon arrival at school. This is not applicable to a late bus arrival.

- 1st tardy - Warning by classroom teacher
- Upon every 5 tardies students will receive a lunch detention
- Excessive tardies will result in parent collaboration meeting with the outcome of an attendance contract

ABSENCES

It is important that students make up work that is missed when they are absent. Students should check Schoology and PowerSchool for assignments, notes, or important information given following an absence. Students should see their teachers when returning to school for work to be made up. If students need to make up work before or after school, arrangements must be made with their teachers. Please contact your child's teachers, check Schoology and PowerSchool for missed assignments.

CCSD STUDENT BEHAVIOR POLICIES

Student Behavior (CCSD Policy JIC)

Students are expected to know and follow the conduct code of the Cherry Creek School District, which is supported by state laws. Violation of these policies will lead to disciplinary action and consequences established by the Cherry Creek School District, state law, and building policy. Rules and regulations apply to students in attendance at school, as well as any school-sponsored activity, including all school district properties. All of the information contained here is a brief summary of district policy.

The entire text of any school district policy and/or regulation is available upon request from the school or from the district administration office located at 4700 S. Yosemite Street, Greenwood Village, CO 80111. Additionally, all district policies may be accessed via the Cherry Creek School District web site located at: <http://www.cherrycreekschools.org/StudentConduct>

Discipline and Consequences

If a student's behavior is contrary to the expectations or against school/district policy, they will be subject to disciplinary action. These disciplinary actions may include the loss of privileges, detention (after-school, lunch), out-of-school suspension, and expulsion. In situations where a student faces one of these disciplinary actions, they have a right to due process.

Suspension

Out of school suspension requires that students are not permitted to be on any Cherry Creek School District campus for the duration of the suspension. Suspended students may not participate in after school activities on days suspended.

Certain Colorado statutes govern the grounds for suspension and will be discussed with the parents. A re-entry conference will be scheduled to include the student, parent, Dean, and Special Education case manager (if applicable). The purpose of this conference is to plan strategies to avoid a repeat of behavior and further loss of instructional time. A behavior contract may be developed at that time. Students are expected to make up school work and may receive credit for that work.

School Resource Officer

Prairie works closely with local authorities to maintain a safe and secure learning environment. The Aurora Police Department assigns a school resource officer (SRO) to assist the staff with legal issues, complaints, questions, and concerns. A school resource officer is just that, a resource. In addition to helping with school safety and crime prevention, the officer is also a resource to students and staff.

DRESS CODE

CCSD Middle Schools promote a positive dress code where students are encouraged to wear clothing that is comfortable and appropriate for an educational environment.

CCSD Policy JICAB is intended to help students prepare for appropriate dress for post-secondary options. It is designed to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Clothing, accessories, paraphernalia, or body adornments **may not**:

- Be profane, obscene, lewd, suggestive, libelous, or vulgar
- Denote gang involvement
- Promote the use of drugs, tobacco, alcohol, or weapons
- Intimidate or threaten any individual or group
- Expose certain body parts (i.e. genitals, buttocks, midribs, and chest area)
- Disrupt the learning environment
- Promote any activity prohibited by the student code of conduct

Additional Clothing Guidelines include:

- Clothing shall be sufficient to conceal all undergarments at all times (undergarments are any garments that are traditionally worn under the exterior layer of clothing).
- Shoes must be worn at all times.
- Accessories that could be considered dangerous or could be used as a weapon may not be worn at school.
- Any item that obscures the face or ears (except as a religious observation or a protective face covering) may not be worn at school.

If clothing or accessories are inappropriate, disruptive, or outside the expectations, students will be asked to change; parents will be contacted and/or other disciplinary consequences may take place.

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Student Fines

Students will be expected to pay for the repair or replacement of any instructional material or equipment checked out to them including computers, books, class materials, lab equipment, lockers, musical instruments, athletic uniforms or technology.

Computer

Each student has been issued a district laptop to be used for academic purposes. This computer is to stay with the student throughout the day. Students are expected to bring their computer to school, charged, every day. Students are responsible for lost devices, and damage to the device. If this happens, fines will be assessed accordingly.

Student ID Cards

Students are issued a student ID card for use when checking out library books, using the lunch credit system and riding school buses. If you lose your student ID, they may go to the bookkeeper and pay \$5 to get a new one.

Lost and Found

Lost and Found is located in the cafeteria. Small items such as jewelry, electronics, and glasses are housed in the Dean's office and the security desk. Unclaimed items are donated monthly to charity.

Student Concerns, Complaints, and Grievances

The CCSD Board of Education, administration, and staff shall honor students' rights of inquiry, and rights to express matters of concern through existing processes of communication, which do not infringe upon the rights of others. Therefore, students shall have adequate opportunity to communicate matters of concern to the faculty and administration, and shall have ample opportunity to discuss these matters with the appropriate persons.

[6th Grade Incident Report](#)

[7th Grade Incident Report](#)

[8th Grade Incident Report](#)

CAFETERIA INFORMATION

Student lunch times are 30 minutes long. Students may buy lunch from the cafeteria or bring lunch from home. Breakfast is also served in the cafeteria each school day from 8:00-8:40 a.m. To access school meal prices, menus and nutrition guidelines, apply for free or reduced price meals, or put money in a cafeteria account, please go to the student nutrition services website: <http://ccsdcafe.org>. Students are issued an identification number for a cafeteria account, and may keep money in the account for daily use. Students should keep track of their balance and replenish when it becomes low. Students should not give

their PIN to other students. Students may also pay for meals using cash.

Cafeteria Rules

During mealtime at Prairie, students:

1. May only eat their food in the cafeteria. There will be no food allowed outside.
2. Will clean up after themselves, and make sure to throw their trash away.
3. Will stay seated during meals until they are Dismissed.
4. May bring appropriate technology to the cafeteria. Technology use will follow school rules of appropriate use.
5. May not go into the academic halls during breakfast or lunch without a pass from their teacher to leave the cafeteria.
6. Will clean their area when finished eating and will wait to be dismissed.
7. Students may not order lunch to be delivered by outside vendors.

While at recess, students will remain in designated areas. Students re-enter the building through the north/gym area doorways when the bell rings. During inclement weather days (raining, snowing or temperature below freezing), students will remain inside the building.

LIBRARY

All libraries in the Cherry Creek School District are linked to an online catalog system. Students may borrow items from any of the Cherry Creek schools, including the high schools. The library also has computers available for student use providing the student has current internet permissions.

During the school day, including lunchtime, students may use the library only if they have a pass signed by their teacher. Students are required to show their Prairie picture ID/library card when borrowing items from the library.

COUNSELING

School counselors can help with academic, personal/ social and college/career concerns. Students may meet with their counselor either by request or by referral from their teacher, administrator, or parents.

Schedule Repair

Schedule repairs are made to support the academic or medical needs of students and only when space in a class permits. Repairs will only occur during the first week of the quarter and are not guaranteed.

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PRAIRIE MIDDLE SCHOOL CELL PHONE GUIDELINES

Prairie Middle School Cell Phone Guidelines

Students are only allowed to use their cellphones before school, during lunch, and after school. Students' phones must remain in their pocket, or backpack throughout the day. If a student's phone become visible, please see the "technology consequences" graphic below.

Students are not allowed to use wireless headphones in the school building. If a teacher allows students to listen to music during class, it will be with wired headphones and the student's computer only.

Electronic Communication Devices (ECD)

Students are expected to use all electronic communication devices (ECD) appropriately in the educational setting and in accordance with applicable CCSD Board Policies JICJ and JS.

Students are responsible for ethical and responsible use of electronic devices at school. Electronic devices may be used in the cafeteria before school or during lunch as long as they are being used responsibly and respectfully.

Students assume responsibility for the safe keeping of their devices at all times. The school and district are not responsible for the loss of personal property brought to school.

Telephones

Telephones are available for all students to use with permission. These are located in the offices.

Student Email

Each student is given an Outlook® email account. It is intended to be used for school related business. Each teacher also has an Outlook email account. These are not private email accounts and all content is governed by school and District policies.

Electronic Ethics

Because electronic information can be easily manipulated and reproduced, respect for the work and personal expression of others is especially important in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and copyright violations are grounds for legal action.

Student Laptops and Wireless Connectivity

Students may access the District's wireless network at school using their own personal electronic communication devices. Permission to access the District's wireless network in no way obligates parents to provide ECDs for their students. Access to the district wireless network is allowed for applications and activities of an academic nature.

In accordance with CCSD Board Policy JICJ, neither the school district nor Prairie Middle School are responsible for damaged, misplaced or stolen student personal

electronic communication devices. Neither the District nor Prairie Middle School is able to provide ECD repair or technical support beyond connectivity.

Acceptable ECD Wireless Access Guidelines

Internet access will go through the Cherry Creek School District filter that is designed to block sites that are inappropriate for the educational environment. Students are expected to follow and adhere to all district Board of Education policies and regulations, as well as terms and conditions of the district's Internet Acceptable Use Agreement, when accessing the Internet through the District's wireless network with their personal electronic communication devices. A student's inappropriate use of a personal electronic communication device will be subject to consequences under applicable Board of Education policy and/ or law.

HEALTH SERVICES

Illnesses and Accidents

A registered nurse is on duty during the school day. Our health clinic is located by Student Services. Unless it is an emergency, students will need a pass from their teacher to be admitted to the health clinic. The nurse will evaluate the nature of the student's health concern and make contact with parents/guardians to determine if it is necessary for the student to go home or to be taken to receive medical treatment. When students are ill at school, they must go through the health clinic to contact parents/guardians and go home.

Medication

1. Prescription medication may only be taken at school if it is brought to the health clinic in its original container accompanied by a "Permission to give Prescription/Homeopathic Medication at School" form. This form is available in the health clinic and must be signed by both the student's physician and a parent/guardian.
2. If a student needs an occasional over-the-counter (OTC) medicine at school, such as Tylenol, the student can receive the OTC medicine in the health clinic. A completed "Parent Permission to Give Occasional Over-The-Counter Medication" form must be completed online by the parent/guardian prior to OTC medicine administration in the health clinic.
3. Students are not allowed to carry any medicine at school, with the exception of students with asthma and/or life threatening allergies. Students with asthma and/or life threatening allergies are allowed to carry rescue medication if the student, the physician, the parents/guardians and the school nurse agree that the student is able to do so responsibly. Otherwise, asthma and/or life threatening allergy rescue medicine can be kept in the health

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clinic with the proper medical documentation from the student's physician.

School Immunization Law (CCSD Policy JKD-1-E-#9)

Colorado School Immunization Law requires that all students must be in compliance with their immunizations in order to attend school. Students who are not in compliance may be withheld from class. An updated copy of their immunizations is stored in each student's school health file. If a medical exemption is required, it must be signed and dated by a physician. If a student has a personal or religious exemption, a form must be signed and dated by a parent/ guardian each school year. Please feel free to contact the health clinic regarding any health-related questions/concerns: Phone: 720-747-3016, Fax: 720-747-3185.

Safe-2-Tell Reporting

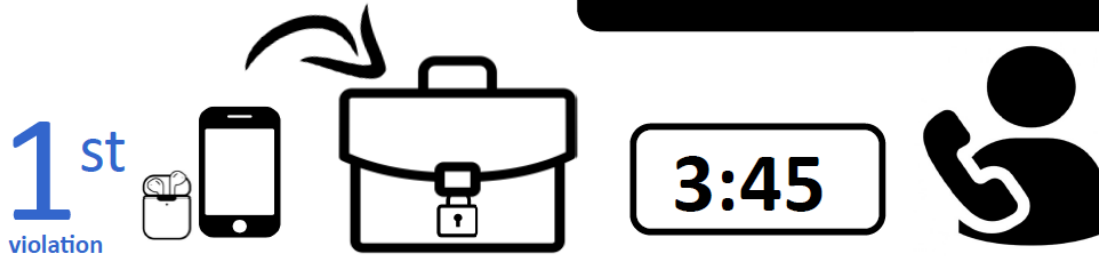
Safe-2-Tell is an anonymous way to report anything that concerns or threatens you, your friends, your family or your community. Safe-2-Tell is operated by the Colorado State Patrol.



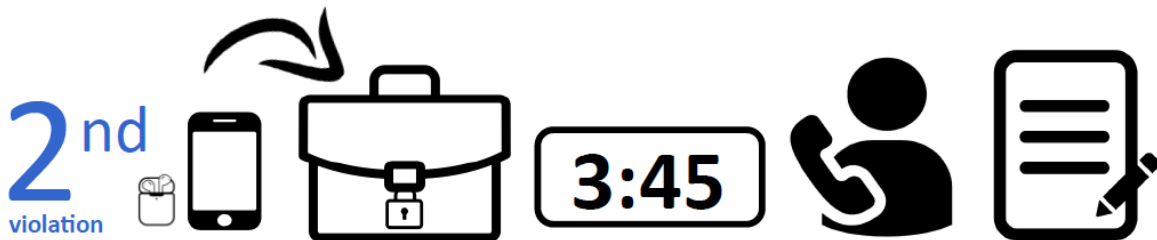
QUESTIONS/CONTACT INFORMATION

Main Phone 720-747-3000
6th Grade Office 720-747-3066
7th Grade Office 720-747-3030
8th Grade Office 720-747-3040
Attendance Office 720-747-3010
Clinic/Nurse's Office 720-747-3016

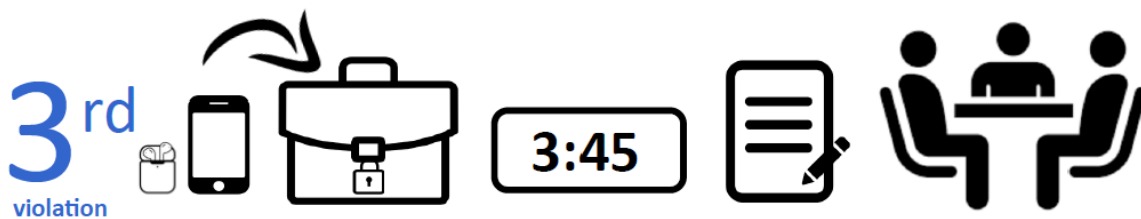
Technology Consequences



Devices are placed in a **locked bag** in the **grade level office** until **3:45**.
Parents/guardians are **contacted**.



Student receives all **step 1 consequences** AND student receives a **referral**
and dean **consequence**.



Student receives all **step 2 consequences** AND parent/guardian **meeting**
with dean required.

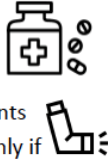


Student receives all **step 2 consequences** AND **each following day**
devices are placed in a **locked bag** in the grade level office before school
and **remain there** until after school.

Drug Policy



The school nurse can keep and dispense some over the counter and prescription medications with parent/guardian permission. Students may carry medication or inhalers only if approved by the nurse.



Drugs are **not allowed** at school or on campus. Possessing, sharing, selling, buying, and/or using drugs on campus can result in suspension or expulsion. Prohibited drugs include:

- Cigarettes
- Vapes
- Marijuana
- Alcohol
- All other drugs & medications



Weapons Policy

Weapons are **not allowed** at school or on campus. Possessing weapons on campus can result in suspension or expulsion. Prohibited weapons include:

- Guns
- Knives
- Pocket knives
- Brass Knuckles
- Any item intended or used to hurt others
- Fake or toy weapons



Conduct Policy



It is important that students are at school each day and in each class on time so that they can learn safely.



Some activities are **not allowed** because they interfere with learning. These activities can result in serious disciplinary consequences:

- Verbal or physical fighting
- Bullying or harassing others
- Rough housing/Play fighting
- Using derogatory or offensive language
- Leaving class without a pass or being in the wrong place
- Skipping/ditching class
- Leaving Prairie's campus (going to OHS, IST, getting food, etc.)
- Being tardy to class



If a student needs help with a problem or conflict, they should speak to an adult immediately.

Dress Code

Students must wear clothing that covers their:



- Chest
- Midriff
- Butt
- Underwear



Some clothing is **not allowed** at school. Students may not wear clothing with:



- Drug/alcohol imagery
- Sexual imagery
- Violent imagery
- Profane/offensive language or messages



Students may be asked to change clothes and call home if they violate the dress code policy.

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