

WELCOME TO PRESTON MIDDLE SCHOOL



Parent & Student Handbook

Phone: 970.488.7300

Attendance: 970.490.3059

Fax: 970.488.7307

<https://pre.psdschools.org/>

We create the conditions to Make the World a Better Place

We would like to welcome you to the Preston Middle School community. The Preston community prepares students to become successful, contributing members in a changing world. We have built an incredible culture that supports students' opportunities to pursue their passions. We take great pride in our world-class academics, developmental responsiveness, and providing extracurricular options for ALL students. The staff provides a tremendous number of options for student exploration and discovery. These experiences not only allow our middle school students to enjoy success, it also prepares them for high school and post-secondary choices. Preston is truly special, providing our students, staff, and parents a place to *Make the World Better!* We look forward to partnering with you.

Amy Schmer, Principal
Bill Saint, Assistant Principal
Josh Drozdowski, Assistant Principal
Dusti Sanger, Dean of Students



Academics

Learning Culture

We believe it takes a true partnership among students, parents, staff, and the community to create the quality learning environment we have at Preston—an environment which stresses relationships, relevancy, and rigor. All programs, core academics, and electives such as music, art, drama, and athletics are important and are considered a significant aspect of our learning environment.

Instructional & Enrichment Programs

Preston students may participate in chamber orchestra, select choirs, jazz band, writing club, Math Counts, drama productions, outdoor club, Robotics, Science Olympiad, and more. We believe in students being actively involved in their school. The Preston WEB (Where Everyone Belongs) program offers leadership opportunities in many areas.

Opportunities for Parents

Parents serve on Preston Parent Organization (PPO), sponsor fundraising events and activity nights, and take an active role in our learning community. The Preston School Accountability Committee (SAC) is a great opportunity for Preston parents/guardians, community members, and staff to collaborate, engage in rich discussions, advise, and make recommendations to Preston's building leader, Amy Schmer. The SAC makes recommendations to the principal about the school's priorities for spending school monies, and assessing and prioritizing needs. In addition, the SAC discusses school progress and the School Unified Improvement Plan. The SAC meets quarterly and one member of the Preston SAC serves as the Preston representative for the District Advisory Board.

Daily Schedule

Daily schedules rotate between Purple and Teal Days.

Student Schedule

Lunch Schedule

Period 1 - 8:05 - 9:24

A Lunch 11:32 - 12:02

Period 2 - 9:29 - 10:48

B Lunch 12:17 - 12:47

Period 3 - 10:52 - 11:32

C Lunch 1:00 - 1:30

Period 4 - 11:37 - 1:30

Period 5 - 1:35 - 2:55

Athletics

PSD Athletic Mission

To pursue excellence daily through character and education-based activities that:

- 1) are not defined by the score board or rating sheet
- 2) demonstrate a commitment to respect, the spirit of fair play, and the ideals of sportsmanship
- 3) are aligned with the mission, values and policies of PSD and the CHSAA
- 4) are led by coaches/sponsors that are committed to such ideals
- 5) are participated in by students with an understanding of their role in representing PSD, their school, their team, and their community.

The middle school athletic program, like the high school athletic program, shall serve as an extension of the classroom. The PSD middle school athletic program exists to promote participation in a wide variety of education-based athletic programs. It is important to recognize the unique developmental needs of the middle level student, to promote activities that build student success through active participation, increased skill building, and positive sportsmanship. Participation

- Emphasize participation over win/loss records.
- Provide opportunities for everyone to participate.
- Balance competition with cooperation.
- Encourage lifelong participation in activities.
- Emphasize having fun.

Students have the opportunity to participate in the following athletic programs. Please note the numbers indicate the grade-levels that may participate.

Fall	Winter	Spring
Cross Country 6,7,8	Boys Basketball 7, 8	Golf 6,7,8
Football 7, 8	Girls Basketball 7, 8	Softball 7, 8
Volleyball 7, 8	Wrestling 7, 8	Track 6,7,8
Tennis 7, 8		

In order to practice or participate, student athletes must:

- have a current physical on file in the front office PRIOR to practice
- register online through [SportsEngine](#), if new to SportsEngine click on the link to [SportsEngine](#), then create a LOGIN and PASSWORD (*To learn about how to easily navigate SportsEngine, hover over the HOME tab, click FOR PARENTS, then scroll down and click on Download Guide*)
- pay \$120 fee, [SchoolPay](#), before the first practice

Students who have not paid their sports fee or completed the online registration through [SportsEngine](#) will not be eligible to participate. **Fee is waived for free/reduced lunch students after the **Permission to Share** form has been completed.*

Attendance Guidelines / Expectations

Illness and Emergency Absences: It is vital that students be at school. If a student is absent for any reason, parents are asked to call the attendance line at 490-3059. You may leave a message anytime, day, or night. When calling in an absence, please leave the date, name of student, ID#, and reason for absence.

Early Dismissal: If a student must leave school for an appointment, he/she must check out at the Preston Attendance office with a parent/guardian or authorized adult present. The student must have a written note from the parent/guardian or authorized adult to the attendance office at the beginning of school. A dismissal slip from the attendance office will be given to the student for the classroom. Upon returning, the student should check-in at the front office.

Pre-Arranged Absences: When a parent/guardian knows in advance that a student will be absent, we request that an email be sent to the attendance office with the dates and reason for the absence. Please communicate pre-arranged absences to Hannah Kipper, Attendance Secretary, at 970-488-7303 or email her @ hkipper@psdschools.org . Students are responsible for checking with their teachers for the learning that will be missed during their absences.

School Tardiness: Punctuality is a valuable life skill. Preston students are expected to be on time. Any student who is late upon arrival at school in the morning must report to the Preston office to receive a class entry pass. A student must have a signed written note or phone call from the parent/guardian indicating the tardy is for an appropriate reason.

Classroom Tardiness: Being “prompt” to class is one of Preston’s school-wide expectations and life-long skills. The teacher’s responsibility is to speak to the tardy behavior. Additional administrative support will occur if tardies continue after classroom interventions have been implemented.

1st Offense – 1st Warning

2nd Offense – 2nd Warning

3rd Offense – Teacher contacts parents

4th Offense – Classroom intervention

Bikes, Scooters & Skateboards

For students with bikes, bike racks are available in the front (east) of the building in addition to the back (west) of the building. Students should regularly use a bike lock. Skateboards may be ridden to school and home and stored in the designated areas. Walk all bikes, scooters, and skateboards; it is not permitted to ride bikes, scooters, and skateboards during school hours.

Cell Phones

Cell phones can be a distraction to the learning environment and must be turned off and put away securely inside personal backpacks/bags in student assigned lockers. If there is an instructional purpose for the use of cellphones, teachers will set the expectations around use of the cell phone in the classroom. Preston Middle School is not responsible for lost or damaged cell phones.

Communication with Staff

Please help us promote self-advocacy by encouraging your child to seek out the teacher with whom they have a question or concern. The goal is for teachers to return school calls and emails within two school days. Email addresses and phone numbers for all teachers are available on Preston’s website: <https://pre.pedschools.org/directory>.

We encourage our staff, students, and parent community to engage in *Healthy Goals of Dialogue*.

“The relationship among the adults in the schoolhouse has more impact on the quality and character of the school – and on the accomplishments of youngsters – than any other factor.”

- Author Roland Barth

Counselors

Students may see a counselor to discuss issues, ask questions about areas of concern such as class selection, academic problems, personal concerns, student activities and clubs, solving conflicts, or other issues as they arise. Appointments are encouraged before and after school and at lunch.

8 th Grade Counselor:	Rebecca (Becci) Kirby	rkirby@psdschools.org	970-488-7291
7 th Grade Counselor:	Julie Baker	julieb@psdschools.org	970-488-7311
MTSS Coordinator & Counselor: Stephanie Pitner		spitner@psdschools.org	970-488-7313
Registrar:	Rebecca Chavez	rechavez@psdschools.org	970-488-7309

Dress Code & Guidelines

At Preston Middle School, we follow the Poudre School District dress code which can be found in the Student Rights and Code of Conduct, <https://www.psdschools.org/about-us/board-leadership/superintendent/student-conduct> . Preston students are asked to dress so that their clothes cover their torso and do not reveal personal garments. Shoes must be worn at all times. If a student does not meet the dress code, an adult will have a respectful conversation with the student to address the issue of appropriate clothing at school. If the student continues to violate the dress code, there may be disciplinary consequences.

Health Office / Medication Policy

All medications--whether prescription, over-the-counter, long-term or short-term --require a PSD Authorization and Release to Administer Medication Form signed by both the prescribing practitioner and the parent/guardian. The form must be renewed yearly; forms are available on Poudre School District's Health Services webpage. All medications must be in the original bottle/container/package, whether prescription or over-the-counter. All medications will be kept in a locked cabinet in the health office. Students may go down to the health office when medication is needed. Students may carry asthma inhalers or epinephrine injectors once a PSD Carry and Self-Administer Prescribed Medicine--Asthma-Allergy Form is completed and on file in the health office. Please contact the Preston Health Tech, Sheri Dvorak, with any questions at 970-488-7308 or at sdvorak@psdschools.org

Lost & Found

All students are advised not to bring valuables, electronic equipment, sports equipment, jewelry, or other personal items to school. If students do choose to bring items from home, it is not the school's responsibility for the loss or damage of these items. Periodically, unclaimed items are donated to charity. Due to public health standards, unclaimed lunch bags are thrown away. Lost and Found items are placed in Lost and Found in the cafeteria. Phones, electronics, & jewelry are turned into the front office.

Office Hours & Access

The Preston main office is open each day, Monday through Friday, from 7:30 AM to 3:00 PM. All doors, including the front doors to our school are locked throughout the school day, except for a brief window before and after school for students to enter and exit the building. This year we will use the door buzzer at the front door during the school day to unlock the door for students, parents, and/or visitors. If you arrive and the doors are locked, please push the button on the outside intercom system on the purple wall to the right of the front doors and wait for a response.

We also ask parents and/or visitors that visit or drop off anything during the school day to park in the parking lot. Please do not park anywhere in the front fire lane for any length of time at any point in time. We appreciate your patience and support as we continue to ensure safety for our Preston community.

PAWS/Positive Behavior Intervention

Preston School-Wide Expectations

Pumas stand on their **PAWS**:

Make **Positive Choices**: a constructive or quality decision; a decision that leads to good

Display an appropriate **Attitude**: A way of thinking reflected in your behavior

Show **Work Ethic**: the belief that hard work matters and is worthwhile

Contribute to a **Sense of Community**: a feeling of belonging with others

Situation:	To Demonstrate PAWS:
Assemblies	• Sit in designated area • Be polite and courteous; be silent when the speaker addresses the audience • Respect others' space • Use appropriate language, tone, and voice level • Appropriately applaud the activity upon completion or during positive recognition • Ask permission to leave designated area • Enter and exit in an orderly fashion
Backpacks	• Bring appropriate items for school only • Respect others' belongings
Cafeteria	• Use appropriate language, tone, and voice level • Respect others' space and possessions; keep hands, feet, and objects to yourself • Patiently wait your turn in line and know your student ID# • Be polite to all peers, Preston staff and visitors; use manners • Clean up after yourself; recycle when appropriate • Report accidents and spills immediately to supervisors
Cell Phones	• Turn cell phones off and put them away during the school day • Care for and secure your device/cell phone during the school day • Access cell phones during passing periods if needed • Only use cell phones for an academic purpose when instructed to do so by a teacher
Classroom	• Follow the teacher's expectations • Participate in class activities appropriately • Work hard to complete all assignments • Demonstrate a growth mindset • Work with and respect your classmates and teacher
Dress	• Dress so that clothing covers your torso and does not reveal personal garments • Wear shoes at all times • Wear clothes appropriate for a school setting - refrain from wearing weekend clothes
Hallways	• Respect others' space and belongings • Use appropriate language, tone, and voice level • Leave items of value at home
Laptops	• Charge your laptop fully each night • Carry/transport laptops in the closed position • Place laptop on desk or provided shelf space (not on the floor) when it is not in use • Take care with the screen (do not lay screens flat at 180 degrees) • Keep your laptop clean; no stickers on the laptops • See the Media Center as soon as possible if there is a problem with your device

Media Center	• Use appropriate language, tone, and voice level • Respect others' space • Respect materials used and loaned to you; return materials on time • Log off computers when finished • Access only appropriate websites • Keep gum, food, and drink away from the computers • Print only necessary items
Restrooms	• Respect the privacy of all • Clean up after yourself; wash your hands • Respect school property; report damaged property or accidents • Use appropriate language, tone, and voice level • Use restrooms during passing periods when possible, or access restrooms with a pass during class time
School-Sponsored Events (Athletic events, Activity Nights, Competitions)	• Respect and welcome guests, spectators, and others teams at sporting events or other competitions • Demonstrate good sportsmanship and teamwork • Use appropriate language, tone, and voice level for the event • Respect others' space and possessions; keep hands, feet, and objects to yourself • Bring only appropriate and/or allowed items • Plan for transportation home from events • Follow all school-day expectations

Safety

Safety is everyone's responsibility in the Preston community. When we work together—honoring our differences and respecting each other—we contribute to the ongoing positive legacy of our special Preston culture. To ensure the safety of all Preston community members, you are encouraged to report information regarding the following: threats to self or others, weapons, and drugs or alcohol possession or usage on campus. Please realize that by reporting unsafe behavior to a teacher, counselor, administrator, school resource officer, staff member, parent, or other adult in the community, you are participating in helping all of us to be safe. As a school, we are dedicated to working through issues and problems with our community members and not simply getting people into trouble. Mature choices and the appropriate help may contribute to saving lives and assisting others to get the necessary support to change behaviors to lead a healthy life. Students can use the [Safe2Tell](#) program to report issues of concern; It is a red button on the homepage of Preston's website.

Standards Based Teaching, Learning & Reporting

Assessment and Grading:

What a student knows and is able to do will be evaluated using some of the following types of learning activities and assessments:

Formative: These assessments are part of the instructional process and provide information needed to adjust teaching and learning while they are happening. Quizzes and in-class activities are included in this category and may be considered when determining students' achievement grades.

Summative: These assessments are given periodically to determine what students know and are able to do at a particular point in time. End of unit tests and projects are included in this category and they form the primary basis for achievement grades. State and district standardized tests (PARCC, CMAS, and MAPS) are also considered summative assessments, but they are not considered when determining individual student grades.

Work Habits: Preparation, positive classroom behavior, participation, and productivity are behaviors that are critical for success in school. These work habits will be taught, evaluated, and reported. However, this criteria will not be included in students' achievement grades. Preston uses the PSD middle school rubric to assess students' work habits.

Student Drop Off & Pick Up

To maintain student safety, students arriving by car should be dropped off on the east side of the building, not in the bus circle in the back. Students may enter the building at 7:45 A.M. and head to their classrooms. Staff supervision begins at 7:45 A.M.

If it is necessary for you to take your student during the school day, please follow the early dismissal procedure outlined here:

- 1) Send your student to school with a note requesting the specific time that you would like him/her to meet you in the front office.
- 2) Have your student drop this note by the main office first thing in the morning in exchange for an early dismissal pass.
- 3) Have your student give this early dismissal pass to the teacher they have during the period that they will be leaving school. Your student may need to remind their teacher when it is time for them to be dismissed from class.

Meet and sign your student out in the breezeway at your requested dismissal time.

****This process reduces calls into the classroom interrupting instruction.**

****Your student will be waiting for you in the front office at the designated time.**

School bus pickup is on the west side of the building with parent pickup in the front of the building (east) or along Corbett Drive. All students who stay at school beyond 2:55 PM will be expected to be in a school sponsored or school-sanctioned activity or working with a staff member. Students not in a school-sponsored or school-sanctioned activity will be asked to leave campus. <https://pre.psdschools.org/node/862>

Student Laptop and Power Adaptor Success

Please [click here](#) to read and learn more about how we will partner with students and families to successfully care for PSD student laptops and power adaptors.

Synergy (ParentVUE/StudentVUE)

Parents/Students will go to www.psdschools.org to access the ParentVUE/StudentVUE portal. Then, login with your username and password. If you are a new student to the district, your activation only occurs upon the initial setup. Your username and password is created at that time. Please [click here to view a ParentVUE tutorial](#). We suggest that students and parents check ParentVUE/StudentVUE regularly to monitor progress, and students may contact the teacher if they have questions regarding their grades. Please contact Rebecca Chavez, Registrar, with questions at 970-488-7309 or at rechavez@psdschools.org.

Visitor Information

Maintaining the safety of our school is of the highest priority. Preston operates as a closed campus. This means that our students may not leave the grounds from the time they arrive in the morning until dismissal unless they have parent permission, and they have been properly checked out in the breezeway.