

Prairie Heights
Middle School
Student/Family Handbook
2025-2026



Jessica Cooney
Principal

Karen Pullen
Assistant Principal

Robert Williams
Assistant Principal

Jason Young
Dean of Students

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School District Mission and Vision

MISSION

Engage, Empower, Inspire

District 6 engages every student in a personalized, well rounded and excellent education, preparing students to be college and career ready..

VISION

District 6 engages, empowers, and inspires today's students in partnership with families and communities to succeed in tomorrow's world.

Important Numbers

Weld County School District 6
District Administration
1025 9th Avenue, Greeley, Colorado 80631
(970)348-6000
www.greeleyschools.org

Prairie Heights Middle School
3737 65th Ave
Evans, CO 80634
(970)348-3600

District 6 Transportation	970-348-6800
PHMS Attendance Line	970-348-3600
PHMS Kitchen Line	970-348-3629
PHMS Health Office	970-348-3626
PHMS Family Advocate	970-348-3618
Direct Line for Principal-Jessica Cooney	970-348-3609
Direct Line for Assistant Principal- Karen Pullen	970-348-3616
Direct Line for Assistant Principal-Robert Williams	970-348-3610
Direct Line for Dean of Students-Jason Young	970-348-3611

Student Arrival and Dismissal

Arrival:

Students should not arrive at school before 8:15 a.m. Students will be allowed in the building starting at 8:20 a.m. Supervision of students in front of the school will start at 8:15. Students being dropped off by families and/or walking will enter through the main front doors. Students riding buses will enter through grade level doors in the back of the building. On arrival, students will get breakfast and move directly to their SDL classrooms.

Arrival Procedures:

- Administrators will greet students at their grade level door
- Students must immediately report to SDL room once they enter the building
- Students will be expected to work quietly on iXL or Monday activities.
- Bathrooms are closed during this time unless given a pass
- Breakfast: students will be greeted at the door with a grab and go breakfast station. Students will get breakfast and head immediately to their classroom.

Dismissal:

Students will be dismissed at 4:00 p.m. Students getting picked up will leave through the front doors or 8th grade door. Students riding buses will exit the south doors located closest to their grade level cohort towards the parking lot. Students must use the crosswalk to get to their rides.

Students will not be allowed to enter vehicles parked on 65th Avenue. Cars parked on 65th Avenue may be ticketed by Evans Police Department.

Student Absences (Excused and Unexcused)

Significant learning is provided daily for all students in every district classroom. This educational opportunity is the result of in-class participation and quality classroom instruction. The benefits of this experience cannot be fully replaced. Consequently, regular and punctual attendance is an important criterion for success in school and absences are detrimental to effective learning.

Each student in the district is required to attend school daily as established by the calendar determined annually by the Board and in compliance with state law. Unauthorized absences shall be subject to disciplinary action as outlined in accompanying procedures. A cooperative effort between the student, parent, district and the community regarding attendance fosters a positive educational experience.

Therefore, the following goals and guidelines have been developed to establish good attendance habits at an early age. These habits will positively transfer with the students and their parents/guardians as students progress through the district's educational program and beyond the scholastic setting.

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a *serious nature only* which cannot be taken care of outside of school hours. Approval for a pre-arranged absence(s) may necessitate a parent conference.
2. A student who is absent for an extended period due to physical, mental or emotional disability. Medical documentation may be required.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

Attendance Plan and Attendance Court: When a student has reached four absences from school in any month or ten absences during any school year, the school shall either require a meeting or other form of communication between the student's parent guardian and appropriate school personnel to review and evaluate the reasons for the student being habitually absent from school.

An attendance plan may be developed for the student with the goal of assisting the student to remain in school. When practicable, the student's parent/guardian may participate with school personnel in the development of the plan. The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

When the district is aware that criteria exist to designate a student as habitually truant, the district shall refer the students and his or her parent/guardian to the Weld County Judicial System, Youth and Family Connections and/or the Weld County District Attorney's Juvenile Diversion Unit.

Unexcused absences: An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Additionally, an unexcused absence shall be recorded if a student leaves a school or leaves a class without permission of the teacher or school administrator. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose academic penalties which relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for an unexcused absence.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 during any calendar year or school year.

Tardiness: Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties shall be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy.

Tardy Procedures:

- After the 3rd tardy marked in one class, teachers will call home.
- After the 5th tardy marked in one class, an administrator will call home, lunch detention assigned.
- Beyond that, there will be a formal meeting with an administrator and parent/guardian to create a support plan for arriving to class on time.

Grading Philosophy

Gradient Learning's grading policy prioritizes the development of Cognitive Skills that students need for success in college and career. Because these are lifelong skills, Cognitive Skills cut across subjects, courses, and grade levels. Students are graded on a 4 point rubric. 4- exceeds expectations, 3- meets expectations, 2-approaching expectations, 1- does not meet expectations.

Assessing Cognitive Skills in Projects

Students in Gradient Learning develop Cognitive Skills by working on Real-World Projects. Teachers give feedback to students as they work through the Checkpoints of a Project and assess each Project based on the 4-5 Cognitive Skills (on average) the student has demonstrated in that Project.

The Cognitive Skills Rubric specifies grade-level and interdisciplinary expectations for each Cognitive Skill. Students progress through the year and through the grade levels along a continuum, demonstrating competency in a Cognitive Skill as appropriate for their level of development, with the goal of becoming college- and career ready. Each Cognitive Skill is assessed multiple times during the year in different subjects so that students, teachers, and families can track growth.

Aligned to the emphasis on growth mindset, no grades are finalized in Gradient Learning until the end of the academic year. This allows for students to demonstrate growth over a longer period of time without being held accountable at arbitrary points during the school year, such as a quarter or semester.

Code of Conduct

District 6 expects all students to behave appropriately for an educational environment and follow school rules. All schools are expected to establish behavior guidelines as defined in the school's positive behavior intervention and support (PBIS) plan. Any behavior which disrupts the learning environment, and/or is detrimental to the safety and welfare of other students or staff is subject to disciplinary action.

The principal or designee may apply disciplinary consequences including suspension or a recommendation for expulsion for any student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event.

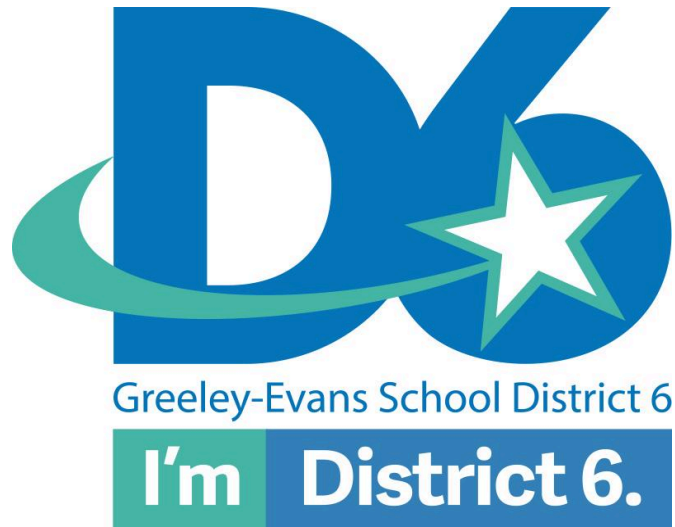
Consequences for inappropriate behavior are contained in the following chart which is used in all schools. The school's responses to inappropriate behaviors are subject to change by the direction of Weld County District 6 Board of Education. Prior to the imposition of a consequence, the student will be informed of the behavior for which the consequence is being imposed and will have some opportunity to explain his/her side of the story.

If a student is assigned an out of school suspension, they will not be allowed to be a spectator at athletic events for the remainder of that sporting season. If a student is assigned an in school suspension, they will not be allowed to be a spectator at a sporting event for that week of suspension.

Students using the Internet must abide by the provision of the District 6 Technology User Agreement and Colorado Revised Statute 18-5.5-101 and 18.5.5-102 (also Title 17, USC Section 102). Copies are available upon request. For students identified as disabled and on an Individual Education Plan, please refer to policy/procedure JK*-2.

Please note that any infraction marked with an asterisk (*) may involve a school police resource officer or local law enforcement agency. CCS means community/campus service and suspension can be in-school (ISS) or out-of-school (OSS).

Response to Behaviors



Greeley-Evans School District 6 developed a level system to help identify and provide appropriate interventions to address student misconduct. While every attempt will be made to maximize the time that students are engaged in the learning process, schools should select interventions that support students and maintain an orderly and safe learning environment.

Discipline of students with disabilities: Schools should review and be familiar with the district’s policies before undertaking discipline of students with disabilities (IEP or 504 plans). For additional guidance please contact the Office of Special Education (970) 348-6103.

Title IX: If the incident has any indication of sexual harassment (see policy AC-R2 for specific definitions) or discrimination/harassment against athletes, SOGI (Sexual Orientation and gender identity) or student who are pregnant, call your Title IX Coordinator before moving forward with disciplinary actions (970) 348-6104. [Title IX Rules & Regulations Website](#)

PK-2 Suspensions/Expulsions: Suspensions for students in PK-2 and expulsions for students 12 and under need to include Assistant Superintendent in the conversations, and document alternative behavioral and disciplinary interventions ([BOE policy JKD/JKE](#)).

	Level	Descriptions	Minimum	Maximum
STAFF	Level 1	<p>Level 1 violations will generally be addressed by the staff member supervising the student when the violation occurs. The staff member’s response should teach the correct, alternative behavior so that the student can learn from their mistake and demonstrate safe and respectful behaviors in the future.</p> <ul style="list-style-type: none"> Staff member and student contact parent/guardian and documents in the Contact Log into Infinite Campus (IC) (Teachers/Admin will support with documentation in IC if needed) 	Redirect & Reteach	Restorative Action

STAFF & ADMIN	Level 2	<p>Level 2 violations will generally result in interventions or disciplinary responses that involve the school administration. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.</p> <ul style="list-style-type: none"> • Staff member and student contact parent/guardian and documents in the Contact Log into Infinite Campus • Building administration will communicate disciplinary outcomes with involved staff. 	Redirect & Reteach	Restorative Action or up to 2 days ISS
STAFF, ADMIN, & PARENT	Level 3	<p>Level 3 violations will generally result in interventions or disciplinary responses that involve the school administration. These actions aim to correct behavior by stressing the seriousness of the behavior and may result in removal (half-day up to five days) from the school environment as well as education opportunities around the behavior.</p> <ul style="list-style-type: none"> • Building administrator contacts parent/guardian and documents in the Contact Log/Behavior Log in Infinite Campus • Building administration will communicate disciplinary outcomes with involved staff. 	1/2 day OSS	5 day OSS
STAFF, ADMIN, PARENT, & S/S	Level 4	<p>Level 4 violations will generally result in interventions or disciplinary responses that involve the school administration and/or Department of Safety and Security. These actions aim to correct behavior by stressing the seriousness of the behavior and may result in removal (half-day up to 365 days) from the school environment, education opportunities around the behavior and/or district-level behavior interventions.</p> <ul style="list-style-type: none"> • Building administration contacts parent/guardian and documents in the Contact Log/Behavior Log in Infinite Campus • Building administration will communicate disciplinary outcomes with involved staff. 	½ day OSS	10-day OSS Potential referral for expulsion
STAFF, ADMIN, PARENT, & S/S	Level 5	<p>Level 5 discipline infractions have the potential for a referral for expulsion. The school will consult with the Department of Safety and Security and seek a 10-day suspension and refer the student for expulsion.</p> <ul style="list-style-type: none"> • Building administration contact parent/guardian and document in the Contact Log/Behavior Log in Infinite Campus • Building administration will communicate disciplinary outcomes with involved staff. 	10-day OSS	Potential referral for expulsion

Prairie Heights School-Wide PBIS Approach

(Positive Behavioral Interventions and Supports)

PBIS is an approach to enhancing the environment of schools to educate all students with clearly defined outcomes that relate to academic and social behavior and practices that support student success. PBIS is built on positive strategies for achieving important social and learning outcomes while preventing problem behavior in order to increase student achievement.

Students will earn HAWKS RISE Tickets by demonstrating positive behavior throughout the school day. We will draw RISE tickets weekly for prizes.

Student Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to encourage school pride and unity, and thereby help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety.

The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom, to the educational process, to the environment or to the maintenance of a safe and orderly school, that presents health or safety concerns, or that contains lettering or symbols that are obscene or profane. Any student deemed in violation of the student dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

Non-negotiable universal student dress code expectations

1. Any clothing item or accessory that causes a disruption to school safety, personal safety and/or the learning environment may result in discretionary intervention by school administrators.
2. Tattoos, clothing or accessories that display drugs, sexual innuendos, inappropriate language, alcohol, tobacco products, violence, weapons or gang connotations are not permitted. Tattoos displaying any of these must be covered at all times.
3. No hats permitted inside of the school building during the school day. If “hoodies” are worn, the hood may not be worn inside of the school. (Religious headwear exceptions)
4. Sunglasses or dark glasses, absent a verified medical condition, are not to be worn or displayed inside of the school building.
5. Trench coats are not permitted anywhere on school property.
6. Soled shoes or sandals must be worn at all times. (For example, no “bedroom” slippers or similar footwear)
7. No exposed undergarments, Inappropriately sheer, tight or low cut clothing that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, breasts or cleavage is not permitted.
8. No shaved or notched eyebrows. (Absent a verified medical condition)
9. No red or blue belts or shoelaces.
10. No clothing or belt buckles that display the numbers 13, 14, 18, 31, 41 or 81.
11. No solid red or solid blue shirts. (Other than designated school uniforms)
12. No red or blue “Dickies” or “Southpole” brand pants, shorts or shirts.
13. No red or blue bandana or any color bandana that is draped on clothing or hanging out of a pocket.
14. Masks are allowed only for medical purposes. Masks must follow all dress code guidelines.

Exceptions:

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

Prairie Heights Middle School Dress Code

Bottoms:

- Pants, shorts, or skirts need to be a base color of **solid** black, gray, green, or khaki.
- Pants can not have rips in them that are above the knee. Solid black leggings may be worn underneath.
- Shorts and skirts must be mid-thigh or longer.



Tops:

- Shirts must have a base color of **solid** green, gray or black.
- Shirts can be long sleeve, short sleeve, or ¾ sleeve. No tank tops or low cut shirts.
- Although collar shirts are recommended, they are not required.
- Students may wear school spirit gear any day of the week.
- Shirts may have designs that meet D6 dress code specifications.



Outerwear:

- Hooded sweatshirts will be allowed to be worn in the building.
- Sweatshirts need to have a base color of **solid** green, gray or black.
- Sweatshirts may have designs that meet D6 dress code specifications.
- Spirit sweatshirts purchased through clubs and athletics are permitted.



Uniform Policy:

- Our uniform policy will be enforced daily, students who choose to not follow it will be given a warning and a loaner uniform item.
- Disciplinary action will result after 2 warnings.
- District 6 Dress Code expectations will also be enforced.
- Prairie Heights spirit gear can be purchased at Gojo Sports or at PHMS.

Bullying Prevention and Education

Bullying behavior can have a negative effect on the school climate and can lead to more serious behaviors affecting the health, safety, and welfare of students. The Board supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior.

The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable. Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture.

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a connection to school or any district curricular or non-curricular activity or event. A student who engages in any act of bullying is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern of the bullying behavior, if any, shall be considered when disciplinary decisions are made.

Teachers who observe or become aware of bullying shall take appropriate steps to intervene and/or report such behavior to the school principal. Parents and students who become aware of bullying are encouraged to report it to the school principal. School principals shall take appropriate steps to educate students about ways to prevent bullying.

Personal Property

Weld County School District 6 is not responsible for lost or stolen personal electronic items that are brought to school. It is highly recommended that these devices not be brought to school.

Student Use of the Internet

Weld County School District 6 encourages students to use the Internet and electronic communications, such as e-mail, to help them with their schoolwork. Using the school computers and the Internet is a privilege, not a right. Students have no expectation of privacy when using the school's computers.

Students shall use district computers and computer systems in a responsible, efficient, ethical, and legal manner. Students are expected to follow these rules:

- use the internet only when the teacher has given permission.
- tell the teacher immediately if they unintentionally access inappropriate material while using the Internet or electronic communications.
- never log in with someone else's name and password.
- never give others personal information while using the Internet or electronic communications unless specifically approved by the teacher or counselor.
- never arrange face-to-face meetings with persons met on the Internet or through electronic communications.

- not use the internet or electronic devices to bully, harass, threaten, demean, or promote violence or hatred against another person or group of persons.
- not vandalize technology equipment or the district network. This will result in cancellation of privileges and may result in school disciplinary action and/or legal action.
- only use licensed software provided by the school and not load any personal software onto the computer.

Student Email

Greeley-Evans School District 6 will provide a free email account for every student unless parents complete an opt-out form. Students will receive training on appropriate use of email before teachers provide them with their usernames and passwords. Training will include: dealing with potential bullying, handling email from unknown senders, general email etiquette, and informing students that email messages leave a permanent digital record.

Resources can be accessed at <http://www.common sense media.org>

Acceptable use of email falls under the policy governing student use of the Internet and electronic communications. Policy JS states that no student shall access, create, transmit, retransmit, or forward material or information:

1. That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
2. That contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion.
3. That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies.
4. That uses inappropriate or profane language likely to be offensive to others in the school community.
5. That is knowingly false or could be construed as intending to purposely damage another person's reputation.
6. That contains personal information about themselves or others, including information protected by confidentiality laws.
7. Using another individual's Internet or electronic communications account without written permission from that individual.
8. That impersonates another or transmits through an anonymous remailer proxy.

Student Use of Cell Phones and Other Electronic Communication Devices

For purposes of this policy, "personal technology device" (PTD) includes any privately-owned portable technology device, including but not limited to cell phones, pagers, tablets, laptops, cameras, audio and/or video recorders and players, and all other hand-held electronic communication and data storage devices.

Personal technology devices can be a significant distraction in class taking attention away from learning and disrupting the focus needed for academic success. District 6 has a policy that outlines the appropriate use of personal technology devices to minimize distractions and support student success in a focused learning environment.

Personal electronic devices are prohibited from being used on the school premises during the school day which includes passing periods and lunch.

PTDs must be stored in backpacks, pockets, or in a designated space provided by the staff.

Students' use of PTDs with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms, or any other location where such use could violate another person's reasonable expectation of privacy.

Students shall not use PTDs to engage in, promote or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law.

Violation of this policy or any other district, school or classroom rule or regulation on student use of PTDs may result in disciplinary measures and/or temporary confiscation of the PTD. Confiscated devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel. If the building principal or designee believes a student's possession or use of a PTD may involve a violation of the law, the building principal or designee may also refer the matter to law enforcement.

The district shall not be responsible for loss, theft or destruction of PTDs brought onto school or district property or while the student is attending district or school-sponsored activities or events. Please refer to Board policies JICJ, JIC, JIH, JK, and JS for more information regarding District 6 policies and procedures regarding the use of PTD at school or during school activities.

Middle School Athletics/Activities/Extended Day Opportunities 2025-2026

Athletics

Schools offer a variety of competitive athletic opportunities which include competition within the school district and surrounding areas. These offerings are open to all 6th, 7th and 8th graders and include:

- Football
- Swimming
- Cross Country
- Volleyball
- Boys and Girls Basketball
- Wrestling
- Boys and Girls Soccer
- Track and Field
- ESports

Students must remain eligible by earning passing grades and practice 10 days before participating in competitions. All students must have a physical, parent permission, and pay a participation fee of \$35 per sport with a max of \$70 per student per year. (This fee can be waived due to free or reduced lunch qualifications.) See athletic handbook.

Activities & Extended Day Opportunities

Sources of Strength

League of United Latin American Citizens (LULAC)

National Junior Honor Society

Student Council

Extended Day Learning Program

21st Century Program

End of Year Field Trips

Each grade level will participate in an end of the year field trip. In order to attend this field trip, students must meet the following criteria:

- Students cannot have below 70% in more than one class.
- Students may not attend if they have had an in school or out of school suspension during 4th quarter.
- Students unable to ride the bus due to a suspension at the time of the field trip are unable to attend the field trip.
- Students must have 90% attendance during 4th quarter.
- An application will be provided through the principal's office for families who cannot pay the fees associated with the field trip.
- Once tickets have been purchased, if a student/family decides to forgo participation in the field trip, they may not be issued a refund.

Critical Dates Calendar for Students and Families