



# **Pueblo Academy of Arts**

**2018-2019  
Family Handbook**

# Welcome to Pueblo Academy of Arts **2018-2019**

## **Pueblo Academy of Arts Vision:**

At Pueblo Academy of Arts, we believe all students can achieve excellence.

## **Mission:**

Our vision will be accomplished by cultivating a safe student-centered learning environment that fosters academic achievement, creativity, character development, a passion for learning, and a sense of belonging through teamwork, high expectations, meaningful and challenging academic instruction, continuous improvement, and a commitment to our school values.

## **Values:**

Respect

Integrity

Speak, Act, Dress Like a Phoenix

100% Effort

Teamwork

## **Pueblo City Schools Mission Statement**

The mission of Pueblo City Schools—a *unique educational community strengthened by its diversity, culture and traditions*—is to guarantee a **“world-class education that prepares graduates to succeed in a global society.”** This will be accomplished in a safe, secure environment through innovative state-of-the-art technologies, superior curricula, and highly skilled educators driven by active partnerships with students, families and communities.

## **Goals and Objectives**

**Goal 1:** To increase the levels of achievement for all students

**Goal 2:** To increase accountability at all levels

**Goal 3:** To increase the District's overall efficiency and effectiveness

**Goal 4:** To increase the level of effective communication and collaboration with internal and external stakeholders

**Goal 5:** To increase the quality of all teaching, learning and working environments

**School days are busy days for everyone. If you wish to see a teacher, counselor, administrator, or any member of the school staff, please call and make an appointment.** Teachers may be called directly or through the main office at 549-7437 or 549-7433. Teachers will check voicemail and return phone calls either during their plan time or afterschool. Appointments will ensure prompt attention and avoid delays and class interruptions.

## **Office Personnel**

Ms. Holcomb, Principal

Ms Spinuzzi, Assistant Principal

TBA, Assistant Principal

Mrs. Carleo, Counselor

Ms. VanDeMark, Counselor

Ms. Palumbo, Principal Secretary

Mrs. Vigil, Attendance Secretary

Mr. Torrez, Community Advocate

Cpl. Tillman, School Resource Officer

Mr. Espinoza, School Security Officer

**Contact Information:**

When you needs a specific answer, the following information may assist you. You may also check our website for additional information.

General matters of school administration and public relations

Contact.....Ms. Holcomb - 549-7436

Progress in class, program changes, and **make-up work after 3 days absence**

Contact.....Counselor Mrs. Carleo 549-7435 or Ms. VanDeMark 549-7841

General behavior problems or disciplinary action

Contact.....Ms. Spinuzzi - 549-7432

Contact.....TBA - 549-7434

Questions regarding athletics or eligibility

Contact.....Ms. Spinuzzi - 5497432

Reporting an absence or checking on absences

Contact.....Attendance Secretary- 549-7433

Attendance/Truancy issues

Contact.....Attendance Secretary– 549-7433 or Mr. Torrez - 253-6441

When a parent or guardian needs to contact a student **in an emergency**

Contact..... Principal Secretary- 549-7437 or Attendance Secretary - 549-7433

Information pertaining to school calendar, time of events, or use of school

Contact.....Principal Secretary - 549-7437

Bus Concerns

Contact.....Attendance Secretary - 549-7433, building level

Contact.....549-7217, district level

Locker Concerns

Contact.....Attendance Secretary - 549-7433

Lunch Concerns

Contact.....Mrs. Sartor, Cafeteria mgr. - 549-7873

Immunization Concerns

Contact.....Attendance Secretary - 549-7433

Mr. McDonald, School RN

**Counseling Department**

Guidance counseling is an important and necessary process for adolescent children. It assists individuals with personal development, career and life-style planning, decision-making, and aids in dealing with behavior problems.

It is the aim of the counseling department to bridge the space between home and school, between parents and teachers, between students and teachers, and to assist the student and his/her parents with any situation within the realm of school counseling.

To see the counselor at Pueblo Academy of Arts, a request slip system is used. A student stops by the counseling office, fills out a counselor request slip, and places it on the clip outside the counselor’s door. The counselor then sends a pass for the student to come to the office. Students are encouraged to stop by to fill out the request slip between class periods.

Parents are urged to call the school for information or for a teacher, counselor, or administrator conference at any time. Call the individual directly or the main office to schedule a conference.

## **Absences**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent absences.

**According to state law, it is the obligation of parents to insure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.**

Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For at least these reasons, the Board of Education believes that a student must satisfy two basic requirements in order to earn full class credit:

1. Satisfy all academic requirements; and
2. Exhibit good attendance habits as stated in this policy.

To excuse a student, a parent shall notify the school on the day of the absence via telephone, written notification, or through other verifiable documentation as required by the school administration. Please call [549-7433](tel:549-7433) or [549-7437](tel:549-7437), before 9:00 AM, to report an absence. Parents may also send a note to the attendance secretary explaining the absence. Notification will prevent miscommunication during the school year. Please leave a message with your name, your relationship to the student, the student's name, and the reason for the absence. Due to the high volume of calls, your student's absence will be recorded in Infinite Campus, but not all phone calls will be returned. Please check Infinite Campus to check on absence documentation.

**Excused Absences** - The following shall be considered excused absences:

A student who is temporarily ill or injured or whose absence is approved by the administration of the school on a prearranged basis is excused. Prearranged absences shall be approved for appointments or circumstances of a **serious nature only**, which cannot be taken care of outside of school hours, or for an out-of-town educational experience that is pre-arranged **so long as the student is in good standing**. Prearranged absences for out of town educational experiences, not to exceed 5 school days, shall be considered for students who meet the following criteria:

- Student is in good academic standing. The student must be passing all classes with a minimum grade of C.
- Student has no unexcused absences or unexcused tardies.
- Student has 5 or fewer excused absences in a semester or 9 or fewer excused absences for the school year.

A student who is absent for an extended period due to physical, mental, or emotional disability will be excused when under a doctor's care. **A medical doctor's written excuse is necessary for absences exceeding three (3) days.**

A student attending any school-sponsored activity or activities of an educational nature with advance approval by the administration will be excused.

**Unexcused Absences** - An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered in the student's record. An attempt will be made to notify the parents or guardian of the student receiving an unexcused absence through our automated school messaging system.

In accordance with law, the district may impose academic penalties that relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. Students and parents or guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

A student will be referred for judicial proceedings as required by the Pueblo City Schools Code of Student Conduct. A parent should contact the school when a student is absent.

Make-up work shall be provided for any class for which a student has an excused absence unless otherwise determined by the building administration. **It is the responsibility of the student to pick up any make-up assignments permitted on the day he or she returns to class.** Make-up work shall be allowed following a suspension with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school.

If you are going to be absent for **three days or more** and would like your homework assignments, have your parent or guardian call 549-7433. In order to meet your request, please give one day to get all of the assignments. Also, please check Google classroom for assignments.

### **Arrival Time on Campus**

The length of the school day at Pueblo Academy of Arts is from 8:30 a.m. to 4:20 p.m Monday-Thursday. Students are allowed to enter the building at 8:25 a.m. when the first bell rings through the front doors only. At this time students are allowed to go to their lockers to pick up books for the day, put away coats/jackets, hoodies, backpacks, hats, and other belongings. First period begins at 8:30 a.m.

**The campus is not open until 8:15 a.m. and students should not arrive at school any earlier than this. There will be no outside supervision prior to 8:15.** The only exception to this would be if a student is requested to report to school early by a teacher or staff member. To do this, the student must have an early morning pass from the teacher or staff member making such a request. When this occurs, the student must enter the campus through the front door with his/her pass.

The same general rule applies to students on campus after school. Students are not to be on campus after 4:30 p.m. unless they are under the direct supervision of a faculty or staff member. There will be no outside supervision after 4:30 pm.

Students staying after school for team practices or club meetings should be under the direct supervision of their coach or club sponsor and are required to report to the afterschool location immediately after the bell rings and students have gone to their lockers. Students are not allowed to go outside or leave campus and then return back to school to participate in afterschool meetings or tutoring.

### **Athletic Programs and Eligibility**

The value of participating in extracurricular activities has been well documented. Participants earn better grades, have better attendance, and have a greater chance for success in later life than non-participants.

One of the values of middle school activities is that students must meet certain standards in order to maintain the privileges of competition.

Interscholastic sports programs will be part of our extra-curricular activities throughout the school year. Parents are responsible for transporting their children to and from athletic events. Participants will be competing against other middle schools in the district in the following sports:

<u>GIRLS</u>	<u>BOYS</u>
Softball	Wrestling
Basketball	Basketball
Track/Cross Country	Track/Cross Country
Soccer	Soccer
Volleyball, Cheer	Football
Cheer	Cheer

Students participating in any extra-curricular activity must be eligible to participate. A 2.0/70% or the equivalent (with no failing (i.e. "F" grades) grades) shall be the minimum grade point average acceptable to participate. Grades will be checked by the Athletic Director on Monday. Athletes and coaches will be notified of their probation. Probation is for one week. If the athlete fails to improve grades he/she will be ineligible for the following week and will remain ineligible until grades improve to required average. After two (2) weeks of ineligibility, the athlete will be dismissed from the team without a refund of the participation fee.

If a PAA student is interested in joining a particular club, contact the faculty advisor or listen to the announcements at the beginning or at the end of school for time and place of the club meeting. Students and guardians can get information about the clubs and their advisors from the counselors.

**For the protection of students at every stage of interscholastic athletic participation, students are to have submitted an affidavit of physical fitness from a doctor prior to trying out for any extracurricular athletic activity.** This clearance is essential in assuring that students are prepared for the physical demands necessary to try out. All athletic forms are on the district website, which can be downloaded.

- Click on departments
- Click on athletics
- Click on forms

A link will also be available on Pueblo Academy of Arts web page.

### **Town Hall Performances**

Students wanting to perform for events must be in good academic standing and have no office referrals. The record will be reset at semester.

### **Bicycles and Skateboards**

Bicycles must be locked in the bicycle rack during the school day. All bicycles brought to school must be secured with a lock and chain. Skateboards must be kept in the student's locker during the school day. Students are not allowed to ride bicycles or skateboards on the school grounds **at any time**. The school assumes no liability for loss or damage of skateboards, bicycles, or bicycle parts.

### **Bus Transportation and Regulations**

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Students will be allowed off the bus only at school, home, and locations requested, in writing, by the parents. **The bus driver is in complete charge of the bus and its occupants at all times.** Students riding the bus **must** comply with the requests of the driver and students must follow bus rules provided.

**The principal or assistant principal may deny student transportation if his/her conduct warrants such action, in which case the parents become responsible for seeing that the child arrives and is picked-up from school.**

### **Cafeteria**

Students may bring a sack lunch from home or eat a lunch provided at school. Students are expected to demonstrate good manners while eating and to talk in normal tones. Tables and floors must be left clean. Seats may not be saved. Students must remain seated until given permission to leave a table. **The only beverage permitted is water in a non-glass, clear container. Cell phones are to remain off during lunch and recess time.**

Students may go to the restroom before going outside for lunch recess. Students stop at lockers before lunch to put away books and pick up coats and lunches. All pupils must go outside at lunch time, weather permitting. Lunch recess privileges may be revoked for inappropriate behavior.

After eating lunch, students must remain in the assigned area. When students return to their classes from the cafeteria, they must walk on the right side of the hallway. **No food or beverage other than water will be allowed outside of the cafeteria. No food (other than breakfast) or teacher-provided snacks are allowed in the classroom.**

**Students are not allowed to call out for food delivery for lunch. The calls are disruptive to the learning process in the classroom, delivery takes up office staff time and attention, and the process does not always fit into the time the students are assigned for lunch.**

## Universal Meals

Pueblo City Schools is participating in a Universal Lunch and School Breakfast Program for the current school year 2018-2019. If your children attend one of the schools listed below, breakfast and lunch will be available to them at no charge. All students enrolled at these schools may participate in the breakfast and lunch program at no charge to them. Snack items and adult meals will be available for sale each day.

## Community Eligibility Provision Participating Schools

Pueblo Academy of Arts students will be served breakfast and lunch at no cost. Families should complete a combined application to provide vital data for school funding.

Families should submit a Combination Application for Free or Reduced Price Meals and Family Economic Data Survey\* in the school office or online at [www.pueblocitieschools.us](http://www.pueblocitieschools.us).

- Families are encouraged to **fill out the combination application for free or reduced price school meals and Family Economic Data Survey\***.
- **You only need to submit one application per household, even if your children attend more than one school in Pueblo City Schools.**

\*This form may be used only for schools participating in the federal child nutrition programs. In schools participating in the Community Eligibility Program (CEP), receipt of school meals does not depend on households returning this form. In non-CEP schools, this form will be used to determine eligibility for school meals. **In all schools, this form will also be used in connection with other federal, state and local education programs, including determining whether the school district is eligible for state additional funding on the behalf of the student(s). By filling out the form, the parent is ensuring the district will receive the additional state funding to which it is entitled based on the population of students served by the district.**

## Families are encouraged to submit an application

Studies have shown that children who are not hungry perform better in school. By providing lunch to all children at no charge, we are hoping to create a better learning environment for our students.

The school breakfasts and lunches that we serve follow U.S. Department of Agriculture guidelines for healthy school meals. The School Breakfast and Lunch Programs cannot succeed without your support; please encourage your children to participate in the school meal programs.

**Non-discrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;(2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## Cell Phones

The PCS Board of Education recognizes that cell phones can play a vital communication role during emergency situations. However, ordinary use of cell phones in school situations can be disruptive to the educational environment and is not acceptable. **Cell phones must be turned off and be kept out of sight during 8:25-4:20 of the school day.** Per School Board policy (JICJ/JICC), under all circumstances students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. Pueblo City Schools, aka-Pueblo School District 60, shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible of investigation of such incidents. Students are not allowed to charge their phones while at school. Consequences for violations of this policy are as follows:

**1<sup>st</sup> 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, by office staff, to the student upon review of this policy.

**2<sup>nd</sup> Offense:** The device shall be confiscated, secured and transferred to the appropriate school administrator. The parent/guardian shall be notified and the device may be released to the parent/guardian upon review of this policy with the parent/guardian.

**3<sup>rd</sup> Offense:** The offense shall be considered disruptive behavior and defiance of authority. The device shall be confiscated, secured and transferred to the appropriate school administrator. The parent/guardian shall be notified. The electronic device shall remain secured **until the end of the school year.** The student will lose the privilege of bringing the electronic device to school.

If a student refuses to give the device to staff, this will be considered defiance of authority and the principal/assistant principal will be contacted.

Parents are encouraged to contact the main office at 549-7437, or 549-7433 if they need to contact their child. **Please do not text your child as it causes a disruption to the teaching/learning process. Also, student cell phones are turned off during the hours of 8:25-4:20.**

### **Change of Address**

If students are planning to move out of the Pueblo Academy of Arts area, parents should make arrangements with the counselor. Also, any change of address or telephone number should be reported to the attendance secretary, at 549-7433.

### **Discipline Procedures**

**Teacher Authority and Responsibility** - The teacher has the authority and responsibility to maintain discipline in the classroom consistent with district and school policy. Fair policies will be established, announced, and consistently enforced. When a problem occurs, a teacher may:

- Confer with the student.
- Confer with the student and parent.
- Use appropriate classroom discipline, which may include, but is not limited to: removal from the group, withholding privileges, and conference after school hours.
- Discipline problems that need further attention can be referred directly to the counselor, assistant principal, or principal.
- Teacher will contact the parent within 24 hours of incident.

**Administration Authority and Responsibility** - The administration has the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of District policies and procedures. Please refer to the Pueblo City Schools Student Conduct and Discipline Code and Pueblo Academy of Arts Plan.

Alternatives to Suspension may be included in the discipline process. This may include Detention or In School Suspension.



## ISS RULES AND REGULATIONS

Students may be assigned In School Suspension (ISS) for unacceptable behaviors that may include, but are not limited to, excessive tardiness, insubordination, disrespect, foul language, physical contact, or any infraction deemed appropriate by the administrator. Students may be assigned for the entire day or a portion of the day. In School Suspension is an intermediary step prior to Out of School Suspension, but not always a required step prior to Out of School Suspension.

### Guidelines:

1. In order to maintain a safe and orderly environment, ISS is designed to isolate the students from the rest of the student body.
2. Lunch will be served at a time other than the regular lunch periods.
3. If a student serves any part of the day in ISS, the student is INELIGIBLE to participate in any extracurricular activities on that day (this includes athletic events).
4. REFUSAL to attend the assigned ISS or REMOVAL from the ISS will result in an OUT OF SCHOOL SUSPENSION.
5. A student assigned to ISS will NOT be allowed to attend a class or classes in order to take tests, participate in projects, etc. until the ISS has been completed. However, students are allowed to complete and makeup any missed class or homework.

Suspension may be also be used as required by Pueblo City Schools discipline process. Increased parent involvement and counselor contacts, along with behavior and intervention plans will be included in the discipline process. Parental involvement tends to prevent repeatable student behaviors.

The administration will maintain records of student referrals for disciplinary action. Records of suspension will be maintained at the school and district administration.

Habitually disruptive- Pursuant to C.R.S. 22-33-106, grounds for suspension, expulsion and denial of admission:

- Continued willful disobedience or open and persistent defiance of authority.
- Willful destruction or defacing of school property.
- Behavior on or off school grounds that is detrimental to the welfare or safety of other pupils or of school personnel, including behavior that creates a threat of physical harm to the child or to other children

**Dress-Student Dress Code**

Pueblo Academy of Arts Dress Code  
2018-2019

Pueblo Academy of Arts believes that coming to school each day “Dressed for Success” supports the vision of College and Career Ready Students. The PAA dress code addresses the need for success, safety, and modesty, which helps to support a World Class Learning Environment.

**ALL students are required to wear the uniform while on campus.**

<b>Allowed</b>	<b>Not Allowed</b>
<p><b><u>Bottoms (Pants, Shorts, Skirts, Capris)</u></b></p> <ol style="list-style-type: none"><li>1. Must be Khaki/tan.</li><li>2. All bottoms MUST be solid in color.</li><li>3. Bottoms include Dickies, polyester or cotton dress bottoms</li><li>4. Belts: Entire belt MUST be through loops.</li><li>5. Shorts/Skirts must be knee-length or longer</li></ol> <p style="text-align: center;"><b><u>TOPS</u></b></p> <ol style="list-style-type: none"><li>1. MUST be polo shirts with PAA logo (gray or purple ONLY)</li><li>2. Undershirts may be worn but must be <b>ONLY</b> a single color: black, white, gray, purple. No logos or print on undershirts.</li><li>3. Shirts MUST be tucked in at all times, not rolled.</li><li>4. Letter jackets must remain unbuttoned during the day.</li></ol> <p style="text-align: center;"><b><u>OTHER</u></b></p> <ol style="list-style-type: none"><li>1. Shoes with laces MUST be tied.</li><li>2. No Flip-Flops, slippers, athletic slide sandals.</li></ol>	<p><b><u>Bottoms (Pants, Shorts, Skirts, Capris)</u></b></p> <ol style="list-style-type: none"><li>1. NO other color than khaki/tan.</li><li>2. No Jeans.</li><li>3. NO spandex fabric or leggings.</li><li>4. NO sweatpants.</li><li>5. No Hanging Belts, bandana belts, or hanging chains.</li><li>6. Bottoms MUST be free from decals, holes/tears, or any decorations.</li><li>7. No sagging pants/shorts - below the waistline</li></ol> <p style="text-align: center;"><b><u>TOPS</u></b></p> <ol style="list-style-type: none"><li>1. May NOT have any logo other than the PAA logo.</li><li>2. MUST not be excessively LARGE or SMALL.</li><li>3. May NOT be tied or otherwise altered.</li><li>4. No hoodies, sweaters, or non-letter jackets can be worn in the classroom. No hooded shirts under PAA polo shirts.</li></ol> <p style="text-align: center;"><b><u>OTHER</u></b></p> <ol style="list-style-type: none"><li>1. No spikes (earrings) or jewelry on the outside of clothing that might be a safety issue, especially hanging necklaces.</li><li>2. No Headbands (Sweatbands), bandanas, sunglasses, or hats worn in the school building.</li></ol>

As part of our World Class Learning Environment, students will Dress for Success on approved days. Attire may include dress shirts, ties, dress pants, knee-length skirts/dresses. Shoulders must be covered and shoes must be appropriate. Remember that we are Dressing For Success.

**The following list of vendors will be supplying approved clothing:**

Embroidery Plus  
501 West Street  
Pueblo, CO 81003  
719-542-0234

The Spirit Store  
4231 N. Elizabeth  
Pueblo, CO 81008  
719-543-2222

**PAA Administration has the final say to determine whether a student is violating the dress code.**

**Any student deemed in violation of the 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 unless violations continue.**

## **Due Process**

Due process is a procedure to ensure a student is treated fairly when involved in a disciplinary situation that might result in suspension or recommendation for a disciplinary adjustment transfer. The minimum constitutional requirements of due process mandate the student be given:

- Oral or written notice of the charges against him/her
- Explanation of the evidence school authorities have
- An opportunity to present his/her side of the story
- Length of time the student will be excluded from school

Parent(s), legal guardian(s), or legal custodian(s) shall be notified immediately that a student has been suspended, the grounds of the suspension, the period of the suspension, and the time and place to meet with the administration to review the suspension. No student shall be readmitted to a school until such a meeting has taken place, or until, in the discretion of the administration, the parent(s), legal guardian(s), or legal custodian(s) have substantially agreed to review the suspension with the administration.

Recommendations for disciplinary adjustment transfer may be appealed to the Director of Student Intervention Services. If a parent(s), legal guardian(s), or legal custodian(s) is not satisfied with the decision of that office, the matter may be appealed to the Director of Student Intervention Services within two school days. The Director of Student Intervention Services shall affirm, modify, or reverse the decision within two school days.

## **Fire and Lockdown Drills**

Drills are held to prepare all students and teachers to leave the building or secure themselves in the building as quickly as possible should any emergency arise. **Absolute silence is to be maintained at all times** in leaving or entering the building to prevent confusion. Teachers will guide and instruct their students during the drill. During a fire drill, all individuals must leave the building, and teachers will take roll to verify their rosters.

## **Grade Appeal Procedure**

Student grades are based on classroom work, homework, unit tests, semester assessments and quarterly assessments. If a parent and/or student has a concern about a grade they should follow this procedure:

- 41 The student should discuss the grade with the teacher.
- 51 Parent/guardian should discuss the grade with the teacher and/or counselor. The counselor will assist in arranging for a parent conference.
- 61 If the parent/guardian is not satisfied with the above two steps, he/she may arrange for a conference with his/her child's assistant principal and the teacher.
- 71 Parent/Guardian may arrange for a conference with the principal.

## **Grievance Procedure for Discrimination Complaints**

Student complaints alleging discrimination on the basis of race, color, religion, national origin, sex, or handicap must be filed in writing. All complaints will be handled in a prompt and equitable manner. The procedure to follow is listed below:

1. Timely resolution of the student complaints is dependent upon prompt reporting of the alleged discrimination. Students should file a written complaint within five school days of the time the student has first-hand knowledge of the alleged discrimination.
2. Acceptance of the written complaints filed after the five-day limit will be at the discretion of the principal on a case-by-case basis.
3. The complaint shall be filed with the assistant principal at the high school and middle school levels and with the principal at the elementary school level (step 5).
4. The principal or principal's designee will render a written decision within fifteen (15) school days from the date the complaint was filed.
5. If the complaint is not resolved at the level of the principal, the student may appeal to the Executive Director of Human Resources at the Administrative Services Center in writing within five (5) days of the principal's decision.
6. The Executive Director of Human Resources shall render a written decision within fifteen (15) school days from the date of the filing of the appeal.

Pueblo City Schools does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or handicap in admission or access to, or treatment of employment in its educational program or activities. Inquiries

may be referred to the Executive Director of Human Resources, 315 West 11th Street, Pueblo, Colorado, 81003, and (719) 549-7162.

### **Hall Conduct and Passing Between Classes**

There will be a three-minute passing time between each class period. To ensure efficient and safe transitions, certain traffic guidelines have been established.

- Always keep to the right when traveling in the halls at any time.
- Walkways must remain open to traffic.
- Don't form groups in the halls to talk; this blocks the students coming behind you.
- There is to be no running in the halls at any time.
- Under no condition are students to be in the halls during class periods without a pass/planner.
- There is to be no shouting. You may talk in a low voice. This will present a quiet, dignified atmosphere in our school.
- Students are not permitted to sit on heat registers.
- Students are not allowed in the halls within the first 10 minutes after the tardy bell rings and 10 minutes prior to the end of the class period. Exceptions will be made for emergency situations.
- No public displays of affection on school grounds.

Students who arrive to class tardy cause a disruption and loss of teaching/learning time. It is the teacher's responsibility to preserve the teaching/learning time by beginning class on time. It is the student's responsibility to get to class within the three-minute passing period. A student is considered tardy when he/she is not in their assigned classroom or assigned instructional area when the tardy bell rings. Students may be excused if he/she has a hall pass or note from the previous teacher, the office, counselors, or administrators.

### **Honor Roll/Merit Roll**

Pueblo Academy of Arts has an Academic Honor Roll for students who achieve a 3.5 or above grade point average. Students with a GPA of 3.0-3.4 are awarded a Merit Roll Certificate. Parents will be notified through the school messenger on the dates and times of awards assemblies.

### **Illness at School**

- 41 Students are to obtain a pass from their teacher prior to reporting to the main office when they become ill, unless an emergency exists.
- 51 If the illness is prolonged beyond one period, the student may be sent home.
- 61 Before a student is permitted to go home, the main office will contact the parents/guardians.
- 71 Due to security and safety, students need to call from the office and not their cell phones when ill.
- 81 Under no circumstances may a student who is ill leave school without permission of an office person, counselor, or administrator.

It is not intended that the school health service replace the medical service rendered by the family physician in the diagnosis and treatment of diseases.

### **Immunization Requirements**

See the immunizations letter and chart on the next page.



## K - 12<sup>th</sup> Grade School Required Immunizations - 2018-19 School Year

Dear parents and guardians of students in Colorado kindergarten - 12<sup>th</sup> grade schools:

- Colorado law requires students who attend a public, private or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent. Your student must be vaccinated against:
  - diphtheria, tetanus & pertussis (DTaP, DTP, Tdap)
  - polio (IPV)
  - measles, mumps, rubella (MMR)
  - hepatitis B (HepB)
  - varicella (chickenpox)

Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

- Colorado rule requires students entering kindergarten to receive their final doses of DTaP, IPV, MMR and varicella. Students must receive one dose of Tdap vaccine for 6<sup>th</sup> grade entry, even if they are under 11 years of age.
- The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). You can view parent-friendly versions of the current ACIP vaccine schedules for children 0 - 6 years of age at [www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf](http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf) and preteens/teens 7 - 18 years of age at [www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf](http://www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf).
- Please take your student's updated vaccine record to school every time he or she receives a vaccine.
- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You can get the form at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).
- If you choose not to get your student vaccinated according to the current ACIP schedule for religious or personal belief reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted every year. You can either submit the state health department's non-medical form (online or paper copy) for inclusion in the Colorado Immunization Information System (CIIS), provide a paper copy of the state health department's non-medical exemption form to your student's school, or submit a signed non-medical statement of exemption to your student's school. Such a statement should include the following information: student's full name, age or date of birth, date the exemption was submitted, the vaccines declined, and which type of non-medical exemption is being taken (personal belief or religious). If you choose to include your student's information in CIIS, you may opt your student out of CIIS at any time. Your student's school may ask you to also provide them with a paper copy of the non-medical exemption if you submit online. You can get online and downloadable versions of the state health department's non-medical exemption form at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).
- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percentage of vaccinated children. Schools must report vaccination and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Vaccination and exemption rates will be posted on the state health department website in Spring 2018.
- You may want to talk to a health care provider licensed to give vaccines or a local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at [www.ImmunizeForGood.com](http://www.ImmunizeForGood.com) and [www.colorado.gov/cdphe/immunization-education](http://www.colorado.gov/cdphe/immunization-education).
- If you need help finding a health care provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at [www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency](http://www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency).
- Please share Page 2 of this letter with your student's health care provider as it provides helpful information about vaccines required for school entry per Colorado law.

Sincerely,

Colorado Immunization Branch | Colorado Department of Public Health & Environment  
303-692-2700 | [cdphe.dcdimmunization@state.co.us](mailto:cdphe.dcdimmunization@state.co.us)

**KINDERGARTEN THROUGH 12<sup>TH</sup> GRADE IMMUNIZATION CHART  
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2018-19**

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
		<i>Vaccines must follow MINIMUM INTERVALS &amp; AGES to be valid. A 4 day grace period applies in most situations.</i>
<b>Diphtheria/Tetanus/ Pertussis (DTaP)</b> <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP unless dose 4 given is given on or after the 4 <sup>th</sup> b-day. Final dose of DTaP given no sooner than 4 years of age.
<b>Tetanus/Diphtheria/ Pertussis</b> <i>For students 7 years of age or older who did not have a full series of DTaP.</i>	3 or 4	3 doses tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) is required, or 4 doses required if 1 <sup>st</sup> dose of DTaP is given before 1 year of age. 1 dose of Tdap given if DTaP series not completed and student is at least 7 yrs of age. <b>Tdap is required at 6<sup>th</sup> grade entry through 12<sup>th</sup> grade.</b>
<b>Polio (IPV)</b> <i>With combination of OPV &amp; IPV, need series of 4 doses</i>	3 to 4	4 IPV unless 3 <sup>rd</sup> dose is given on or after 4 <sup>th</sup> birthday. Students who were compliant with 3 or 4 doses (4 weeks minimum intervals between doses) prior to August 7, 2009 have met the requirement.
<b>Measles/Mumps/Rubella (MMR)</b> <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 <sup>st</sup> dose is not valid if administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for students entering Kindergarten & through 12 <sup>th</sup> grade.
<b>Varicella (Chickenpox)</b> <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 <sup>st</sup> dose is not valid if administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for students entering Kindergarten & through 12 <sup>th</sup> grade. <b>Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening performed by a health care provider.</b>
<b>Hepatitis B</b> <i>Dosing must follow minimum intervals between doses and last dose must be administered at or over 24 wks of age.</i>	3	The 2 <sup>nd</sup> dose administered at least 4 weeks after the first dose. The 3 <sup>rd</sup> dose must be administered at least 16 weeks after the 1 <sup>st</sup> dose, at least 8 weeks after the 2 <sup>nd</sup> dose, and the final dose must be administered no sooner than 24 weeks of age. <b>Note: there is a specific 2-dose series is for ages 11-15 years only using adult vaccine.</b>

**RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST  
VACCINE-PREVENTABLE DISEASE**

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age) <i>Vaccines administered ≤ 4 days before the minimum age are valid</i>
<b>Influenza (Flu)</b>	1 to 2	2 doses initially if under 9 yrs of age with a minimum interval of 28 days between doses, then 1 dose annually, thereafter. (Recommended for all children 6 months of age and older).
<b>Meningococcal Meningitis</b> <u>MenACWY</u> <u>MenB</u>	2 doses Series	Adolescents 11-18 years of age (11-12, 16-18) Adolescents 16-18 years of age
<b>Human Papillomavirus (9vHPV)</b>	2 to 3	Adolescents 11-18 years of age Series initiation age 9-14 - two doses 6-12 mo apart Series initiation 15+ - three doses 0, 1-2 and 6 mo
<b>Hepatitis A (Hep A)</b>	2	All children 1 year of age and older

**Immunization requirements are strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Section 25-4-902, C.R.S. There are three ways to be in compliance with the school immunization law:**

1. Student's immunization record shows they are fully immunized with required vaccines. A laboratory report for some vaccines or diseases showing immunity is also acceptable.
2. For the student who is not up to date on required vaccines, the school will notify the parent/guardian that the student has 14 days to receive the required vaccine(s) or to make an appointment to receive the required vaccine(s). Parents are to provide a written plan for the remaining vaccines following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not followed, the student shall be excluded from school for non-compliance.
3. Submission of a Medical Exemption form signed by a health care provider or a Non-Medical exemption (religious or personal) submitted by a parent/guardian or emancipated student go to [www.colorado.gov/vaccinexemption](http://www.colorado.gov/vaccinexemption).

*Last Reviewed January 2018*



## **Incentives**

Quarterly Incentives may be offered during the school year for students who receive no F's and no behavior referrals for each quarter. In addition, a special reception for 8th grade students will take place at the end of the year for 8th grade students who earn a GPA for 3.0 or above during their 8th grade year.

## **Leaving During the School Day**

Students are not permitted to leave the school building at any time during the school day for any reason, without clearance through the office. THIS INCLUDES LEAVING SCHOOL AT LUNCH TIME. Pueblo Academy of Arts observes a "CLOSED CAMPUS" policy.

Students are urged to make medical or dental appointments outside of school hours, whenever possible. **Parents or their designee MUST sign out the student in the main office as a safety precaution. Students will not be called to the office until their parent or designee arrives to the office.**

## **Locks and Lockers**

Lockers are assigned for the storage and protection of your belongings. Should you ever have a problem with your locker, notify your teacher or the security officer immediately. If you follow the rules below, you should have no trouble with your lock and locker. **Lost/Missing locks have a replacement cost of \$7.00.**

Only district-issued combination locks are permitted on hall lockers and gym lockers.

Each person is assigned a locker.

1. **Only one person should use each locker. Sharing lockers presents a security/safety risk and students found sharing lockers could lose locker privileges for the remainder of the year.**
2. **YOUR COMBINATION SHOULD NOT BE GIVEN TO ANYONE.**
3. Locks should not be set. (If it is set, anyone can open it).
4. Lockers should be kept neat.
5. Lockers are considered to be District property and may be checked/searched at any time with reasonable information and/or reason for a search.

## **Lost and Found**

Be certain to mark your belongings with your full name. Should you lose a book or personal belonging, it is wise to check with your teachers and friends. However, if you are unable to locate the item, check in the Phoenix Room where "Lost and Found" is located.

**Remember, the Pueblo Academy of Arts staff cannot assume the responsibility for looking after your belongings.** Keep your locker locked and avoid giving your combination to others. This will help prevent the loss of time and belongings. Should you find an article belonging to someone else, turn it in to the main office/ Lost and Found.

## **Make-up Work for Absences**

Students will be allowed to make up work missed due to absences, and he/she will receive full credit if the work is turned in within the same number of days absent. For example, if a student is absent for 2 days, the student has 2 days to turn in the assignment and receive full credit. The majority of student work can be found in Google Classroom.

## **Medication for Students at School**

The following guidelines for administering medicine to students at school are taken directly from School Board Policy. If your son or daughter needs to take medication at school, please take note of the following practice. Parents or students may pick up the necessary forms to be filled out in the main office of the school. Any questions may be directed to the school nurse, 549-7827.

**The responsibility for dispensing medication lies with the parent, legal guardian, or legal custodian of the student.** If, under exceptional circumstances, a student is required to take medication during school hours and the parent, legal guardian, or legal custodian cannot be at school to administer the medication, the school nurse or designee, on behalf of the District, may agree to administer the medication, and shall administer the medication in compliance with the regulations established by the District.

The use of medication in school is discouraged; however, requests for the dispensation of medication may be honored at the discretion of the District. Please be aware of the following requirements:

1. Written instructions signed by the parent(s), legal guardian(s), or legal custodian(s) and physician shall be required and include:
  - Student's name, address, and school
  - Parent(s)/legal guardian(s) or custodian(s) name, telephone/emergency numbers
  - Name of medication
  - Purpose of medication
  - Time medication is to be administered
  - The dosage
  - Special instructions or possible side effects
  - Termination date of medication
  - Physician's name, address, telephone number, signature, and date
2. The parent, guardian, or legal custodian shall be required to deliver a waiver claim to the District prior to dispensation of medication.
3. The principal shall inform the appropriate personnel that a particular student is taking medication, and shall keep a record of the dispensation of the medication.
4. The record of the dispensation of the medication shall be attached to the student health record at the end of the school year.
5. The medication shall be kept in a practical, secure location within the school building.



To the parent/guardian of students that have/had an IEP or IFSP

## **Notification to Access Benefits**

### **Colorado Department of Education**

### **School Health Services Program**

The Department of Health and Human Services sponsors a program allowing our district to seek reimbursement for health-related services provided to children with Medicaid health insurance. This program helps our district to maximize federal funds for support of additional health services in our schools.

The Colorado Department of Education and the District will request parental permission to provide health related services to each child and to release and exchange medical and other confidential information, as necessary, to the Department of Health Care Policy and Financing (Medicaid), whether directly or through a contracted billing agency, for health services provided to each child after the date of this notification. Information released may include personally identifiable information, records, or information about the services which may be provided to each child. The purpose of the disclosure is to access the child's public benefits to receive Medicaid reimbursement for said services.

The District, the Department of Health Care Policy and Financing, and the contracted billing agency, if any, require my permission to send claims to Medicaid and receive payment from Medicaid for health related services as set forth in my child's IEP or IFSP.

Medicaid reimbursement for health related services provided by the district and the Colorado Department of Education will not affect any other Medicaid services for which a child is eligible. Each child will receive the services listed in the IEP regardless of whether or not a child is enrolled in public benefits. If a parent refuses to allow access to the Department of Health Care Policy and Financing, it does not relieve the District of its responsibility to ensure that all required services are provided to the child at no cost to the parent.

The granting of consent is voluntary and may be revoked at any time. If a parent later revokes consent, that revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked).

The District and the Colorado Department of Education will operate under the guidelines of the Family Educational Rights and Privacy Act (FERPA) to ensure confidentiality regarding each child's treatment and provision of health related services.

## **Schedule Change Process**

**Drop/Add Period is the first 5 days of the beginning of any class.**

**After the Drop/Add Period, the following procedure must be followed to change a schedule:**

1. Student and teacher must meet one-on-one to discuss the issue.
2. Teacher and student must discuss issue with parent.
3. Explore all options prior to schedule change.
4. Parent will contact counselor to schedule a conference. Steps 1-3 must have been completed prior to Step 4.

**It is important to know that a student's entire schedule may have to change to keep class sizes small. Also, one student's schedule change impacts many other students and teachers.**

**Reasons for a Schedule Change: The following are considered justifiable reasons for a schedule change:**

1. To correct computer error
2. To correct class imbalance
3. To meet student's academic needs
4. To support college preparedness
5. To implement ILP, IEP, or 504

**The following are not considered justifiable reasons for a schedule change:**

1. Preference of a different teacher
2. Preference of a different hour, term, or lunch
3. Preference to be with friends in a class
4. Change of mind about taking the course
5. Failure or fear of failure

## **Parent's Right to Know**

As a parent of a student at Pueblo Academy of Arts, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

- Whether the Colorado Department of Education has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraeducators provide services to your child and, if they do, their qualifications.

Please contact the office if you would like to receive any of this information.

## **Parent Rights in Education**

Parents have rights under the Family Educational Rights and Privacy Act (FERPA).

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. School may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR-99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

## **Prohibited Items**

Problems arise when students bring articles to school which are hazards to the safety of others or interfere in some way with school procedure. Some of the items which are undesirable and will be confiscated are pocket knives, sharp objects, weapons of any kind, IPODs/MP3s, the use of cell phones between the hours of 8:25 and 4:20, computer games, laser pointers, cards, and items brought for resale, such as gum and candy. **Also prohibited are permanent markers of any kind; additionally, the possession of permanent markers with tips ½ inch wide or above by children under the age of 18 is against the law. Leave these items at home. The school is not responsible for such items.**

\*Students are not allowed to bring drinks into school other than water. **Also, due to the high number of students with allergies and medical conditions, students are not allowed to bring perfume or spray aerosols of any kind.**

## **Report Cards**

Student-led conferences will be held twice a year. Parents will receive notification of conferences and each student is responsible to assist in the scheduling and presenting of their conference. Report cards will be printed and filed into each student's data binder; however, parents are encouraged to access grade through the Parent Portal System. Please contact the front office for assistance.

## **Report of Student Progress**

We encourage students and parents to keep in close contact with teachers, counselors as well as the Parent Portal to determine academic progress and/or any issues with a student's grades or academic achievement/progress.

## **Safe School Procedures**

Maintaining a safe school environment is everyone's responsibility. Students are encouraged to report any situation that may appear to be a safety issue. Information can be reported to the Principal, Assistant Principals, Counselors, School Resource Officer, Security Guard, secretaries, or any other faculty member. Safety is a high priority and students may file reports at any time during the school day.

Please drive carefully when transporting your child to and from school. Each child's life is precious and irreplaceable. Traffic is congested and very heavy in the morning and afternoon. Please be patient and kind to the

other family members transporting their children. Also, keep traffic lanes open and be considerate of other parents transporting their children. Please utilize the designated area to drop-off and pick-up students. **Do not use the bus loading area or the parking lot to drop-off and pick-up students.**

### **Student Rights and Responsibilities**

The staff at Pueblo Academy of Arts realizes that each student has rights and responsibilities. Students are reminded that their rights can only be maintained by accepting responsibility for their actions. Consequently, rights and responsibilities go hand in hand.

**Responsibilities** - All students are responsible for abiding by the rules and regulations of Pueblo Academy of Arts. Students who can recognize the value of self-discipline need not feel threatened by rules that are necessary to protect the school/community. Students who have not discovered the importance of self-discipline will be subject to the disciplinary actions. Disciplinary actions and consequences will be assigned to students in relationship to degree and frequency of violation of school rules and regulations during the school year.

### **Student Tips -**

- ✓ Attend school --- come to school daily. Attend all classes. Be punctual. Stay in the classroom unless given permission to leave. Remain on the school grounds at all times during school hours.
- ✓ Be aware of the safety needs of yourself and others. Walk (do not run) at all times. Refrain from rowdy behavior (no pushing or shoving). Leave dangerous and non-educational items at home. Refrain from fighting, making threats, and other forms of violence.
- ✓ Respect the property of others and of the school. Keep the school clean; this includes the halls and restrooms! Refrain from marking school property. Leave others' property alone. Eat only in areas designed for that purpose.
- ✓ Show respect and consideration; be cooperative and friendly toward other students, staff, and visitors. Help substitute teachers and guests in the building. Respect others' rights to comfort. Always follow classroom rules. Dress appropriately - exhibit cleanliness, neatness, and good grooming. Use appropriate language in class and halls.
- ✓ Show self-respect. Use your time wisely. Complete all assignments and bring necessary materials to class. Be honest. Do not bring to school, use, or have in your possession drugs, tobacco, alcohol, or smoking materials. You will receive an automatic suspension and a ticket.

### **Tardies**

Students are expected to be on time for every class. Students are considered tardy to school after 8:30 a.m. and must report to the main office and get a pass before going to class. It is the student's responsibility to get to class within the three-minute passing period. A student is considered tardy when he/she is not in their assigned classroom or assigned instructional area when the tardy bell rings. Hourly hall sweeps will occur.

### **Telephone Calling by Students**

Office telephones are available for pupils' use as students are not allowed to use their cell phones during the school day. Students must obtain a hall pass from the teacher prior to coming to the office. Students must always check with office personnel to use the office phones at any time.

### **Textbooks & Technology**

Many of the teachers will issue textbooks/computers for student use during the school year. It is important that students take good care of these items since **you are responsible for them and will be expected to pay for any damaged or lost books/technology.** Remember--

- 41 They are school property provided by the taxpayers for your use, and you are responsible for them.
- 51 If they are lost, damaged, excessively soiled, or worn beyond normal use you must pay for the damage.
- 61 Books must be returned at the end of the year, at which time they will be examined for damage.
- 71 If you are issued a book/technology that is damaged when it is issued to you, call it to the attention of your teacher **immediately** so that you will not be blamed for it later.
- 81 If you lose a book, notify your teacher.
- 91 Students who use school technology for use other than school-related items may receive a technology violation which will result in the loss of technology privileges.

## **Title I Parent Rights**

Parents have rights in the Title I Program. These rights include the following:

1. Parents have the right to know if teachers are highly qualified and what their credentials are.
2. Parents have the right to know the qualifications of para-pros and educational aides.
3. Parents have the right to know if their student is being taught by a non-qualified teacher through special permission due to unusual circumstances.

## **Valuables**

You are asked not to bring large amounts of money or items of great value to school. **If you do so, you bring them at your own risk**, but we ask that you take the following precautions:

- ❖ Items for use in class, authorized by a teacher, or any large amount of money for use after school, should be left in the main office for safekeeping until class time or after school.
- ❖ Mark your personal items.
- ❖ Be sure your full name is written, **in ink**, in all your books and notebooks.

## **Visitors**

**Due to legal & liable issues, student visitors are not permitted.** All adult visitors should telephone before coming to the school, and visitors **must** report directly to the main office when entering the building. All visitors shall be issued a "visitor" badge in the main office. Parents wishing to observe a classroom must have a conference with a building administrator prior to the visit. School board policies require that a parent conference precede a classroom observation by a parent.

# PUEBLO ACADEMY OF ARTS



**R**- Respect and Responsibility

**I**-Integrity

**S**-Speak and Act like a Phoenix

**E**-100% Effort