



*Pueblo Academy  
of Arts*

**2016-2017  
Family Handbook**

# Welcome to Pueblo Academy of Arts 2016-2017

## 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  
Accountability  
Commitment  
Fairness  
Integrity  
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. Appointments will ensure prompt attention and avoid delays and class interruptions.

## Office Personnel

TBD, Principal  
Elly Naill, Assistant Principal  
Traci Spinuzzi, Assistant Principal  
Carrie Glidden-Lewis, Counselor (Last names A-L)  
Marla Carleo, Counselor (Last names M-Z)  
Marisa Duarte, Principal Secretary  
Darlene Martinez, Attendance Secretary  
Curtis Pacheco, Community Advocate  
Brent Tillman, School Resource Officer  
Robert Espinoza, School Security Officer

### **What to Do When a Problem Arises:**

When you are confronted by a problem that needs a specific answer, the following information may assist you.

General matters of school administration and public relations

Contact.....TBD - 549-7437

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

Contact.....Counselor or Teacher - 549-7433

General behavior problems or disciplinary action

Contact.....Ms. Naill- 549-7434 or Ms. Spinuzzi- 549-7432

Reporting an absence when you want to be excused from school, etc.

Contact.....Mrs. Martinez- 549-7433

Attendance/Truancy issues

Contact.....Mrs. Martinez– 549-7433 or Curtis Pacheco 253-6441

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

Contact.....Ms. Duarte - 549-7437 or Mrs. Martinez- 549-7433

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

Contact.....Ms. Duarte - 549-7437

Parent Teacher Organization (P.T.O.)

Contact.....Ms. Duarte - 549-7437

Bus Concerns

Contact.....Mrs. Martinez - 549-7433, building level

Contact.....Bob Lawson- 549-7206, district level

Locker Concerns

Contact.....Mrs. Martinez - 549-7433

Lunch Concerns

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

Immunization Concerns

Contact.....Mrs. Martinez – 549-7433 or Ms. Duarte - 549-7437

### **Counseling Department**

**Students with last names ending in A-L-Contact Mrs. Glidden-Lewis 549-7841**

**Students with last names ending in M-Z-Contact Mrs. Carleo 549-7435**

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.

The counselor will become familiar with you by calling you for individual counseling sessions as well as group counseling sessions. Parents are invited to call and/or come to the school to meet our counselors.

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.

**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 prearranged **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 and place your call before 10:00 a.m. to ensure that work is ready by the end of the day.

### **Arrival Time on Campus**

The length of the school day at Pueblo Academy of Arts is from 8:20 a.m. to 3:50 p.m. with the exception of Friday, which is 8:20 a.m. to 1:20 p.m. Students are allowed to enter the building at 8:20 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 8:25 a.m.

**The campus is not open until 8:10 a.m. and students should not arrive at school any earlier than this.** 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 4:00 p.m. unless they are under the direct supervision of a faculty or staff member.

Students staying after school for team practices or club meetings should be under the direct supervision of their coach or club sponsor.

### **Athletic Programs and Eligibility**

The value of participating in extra-curricular 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.

Inter-scholastic sports programs will be part of our extra-curricular activities throughout the school year. This program is for all students. Participants will be competing against other middle schools in the district in the following sports:

#### GIRLS

Softball  
Basketball  
Track/Cross Country  
Soccer  
Volleyball

#### BOYS

Wrestling  
Basketball  
Track/Cross Country  
Soccer  
Football

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) 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 you are interested in joining a particular club, contact the faculty advisor or listen to the announcements at the beginning of school for time and place of the club meeting. You 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 extra curricular 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.

### **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.

Students must follow bus rules provided by First Student.

**The assistant principal or designee may deny student transportation if his/her conduct warrants such action, in which case the parents become responsible for seeing that the child arrives at 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 container.**

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.

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.**

**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.**

### **Cell Phones**

The Board of Education recognizes that cell phones and pagers can play a vital communication role during emergency situations. However, ordinary use of cell phones and pagers 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 8:20 a.m.- 3:50 p.m.(Monday-Thurs) and 8:20 a.m.-1:25 p.m. (Friday) 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. 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 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 office will be contacted.

## **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 Mrs. Martinez, 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.

Alternative to Suspension may be included in the 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 admissions:

- 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**

### **Standardized Dress**

Pueblo Academy of Arts Dress Code is established to provide "World Class" learning environment:

#### **Shirts/Tops –**

**Polo Shirts** – Short sleeve purple and silver (grey) are the only colors that will be accepted, and must be embroidered with the official Pueblo Academy of Arts logo. No plain tops or logos other than the official Pueblo Academy of Arts logo will be allowed. The shirts can not be oversized and may not be longer than the top of the legs. Black, white, purple, and silver (grey) undershirts may be worn under the polo. Undershirts must be solid in color – no designs, no writing, and they must not show below the polo.

#### **Pants/ Shorts/Skirts-**

**Pants/Capris** – Khaki and black pants/capris are the only bottom garments that are accepted. Pants must be solid colored and free from decals, rhinestones, holes/tears, chains, writing or any other decorations. No denim jeans, leggings, or athletic pants will be accepted.

**Shorts** - Khaki and black shorts are the only bottom garments that are accepted. Shorts must be solid colored and free from decals, rhinestones, holes/tears, chains, writing or any other decorations. Shorts cannot be shorter than the top of the knee when standing. No denim jeans or athletic shorts will be accepted.

**Skirts** - Khaki and black skirts are the only bottom garments that are accepted. Skirts must be solid colored and free from decals, rhinestones, holes/tears, chains, writing or any other decorations. Skirts cannot be shorter than the top of the knee when standing. Leggings can be worn under a skirt. Leggings must be black, white, purple, or silver (grey). No denim skirts.

Keep in mind the following expectations:

**Shirts will be tucked in.**

Uniform shirts cannot be altered.

Jewelry and accessories must be appropriate for a school environment.

Belts cannot hang down.

Coats are not allowed in the classrooms.

Torn pants/skirts/shorts/shirts/hoodies are also not allowed.

Sagging and oversized pants/skirts/shorts/shirts/hoodies will not be allowed.

Shirts can not be tied in the back. They must be tucked into bottom garment.

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

Embroidery Plus  
501 West St.  
Pueblo, CO 81003  
542-0234

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

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have to express themselves through dress and appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

**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.**

District personnel shall have the responsibility of protecting the health and safety of students and maintaining proper and appropriate conditions conducive to learning.

The purpose of the student dress code is to require students to come to school properly attired to participate in the educational process.

The superintendent/vice president or designee through the principal shall enforce regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or others in the school.
- Interfere with school work, create a disorder or disrupt the educational process.
- Cause excessive wear or damage to school property.

When student dress, hair, or adornment distracts teachers and students from the instructional and educational process, or poses a threat to the health, safety, and welfare of the other students or any person, the unnecessary attention becomes a disruption subject to this policy.

One step toward creating a safer, more peaceful campus is to enforce behavior and dress codes consistently and fairly. The following guidelines provide reasonable measure to address student conduct and dress that will improve the overall school environment. Most importantly, this policy offers students and parents the opportunity to keep school attire simple and inexpensive. Students should take personal and social pride in keeping their school free

from disruption and disorder. Students shall display a cooperative and respectful attitude toward other students and teachers at all times and shall meet the expectation guidelines for school attire.

Pueblo Academy of Arts students are expected to adhere to the Pueblo City Schools Student Dress Policy and the Pueblo Academy of Arts Dress Code. The School District Policy is further interpreted by the staff and faculty at Pueblo Academy of Arts to include the following expectations:

1. Walking shorts, skirts, skorts, Capri's, Bermuda shorts, or other similar clothing are to be finger tip-length or longer.
2. Sunglasses and/or hats are not to be worn in the building. The school principal must approve prescribed corrective eyewear that resembles sunglasses.
3. Spandex is not appropriate for the school setting and is not permitted.
4. Jeans that lace up the leg are not permitted.
5. Polo shirts and t-shirts must not be longer than the wrist.
6. Pants are to be worn at the waistline. The bottom of the pants should not touch the floor. Hemlines are to have a finished edge. No pajama pants
7. Coats and jackets are to be secured in personal lockers, not worn in the classroom. Trench coats are not permitted on school grounds.
8. Shawls, sweaters, sweatshirts or other attire longer than the natural wrist are not permitted.
9. Jewelry that creates a safety hazard, such as jewelry with sharp edges, large hoop earrings, chains, leashes, dog/cat collars, studs, spikes, and safety pins are not allowed.
10. Unnatural hair color(s), which is not of a natural tint or is disruptive, is not permitted. A spiked Mohawk or other style that draws attention to the individual and/or disrupts the educational setting is not permitted.
11. Makeup that is extravagant and/or disruptive is not permitted.
12. During school, students are not to wear caps, headbands, bandanas, hairnets, picks, or combs.
13. Suspenders, overalls, and other over the shoulder attire are to be worn appropriately.
14. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments are not permitted that are or contain advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons.
  - Are of a sexual nature.
  - By the virtue of color, arrangement, trademark, or other attribute denote membership in gangs, which advocate drug use, violence, or disruptive behavior.
  - Are obscene, profane, vulgar, lewd, legally libelous, or satanic.
  - Threaten the safety and welfare of any person.
  - Promote any activity prohibited by the student code of conduct.
  - Otherwise disrupt the teaching and learning process.
  - Display the numbers 5, 8, 13, 14, and 69. Other numbers maybe restricted at the discretion of the administration.

A safety dress code prescribed for classes such as shop, home economics, physical education and certain science classes shall be followed. Footwear shall be worn at all times; however; **flip-flops, slippers and soft-soled shoes are a safety hazard in crowded hallways and are not allowed.** Clothing normally worn when participating in school-sponsored extra curricular or sports activities may be worn to school when approved by the principal or assistant principal.

Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

### **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:

1. The student should discuss the grade with the teacher.
2. Parent should discuss the grade with the teacher and/or counselor. The counselor will assist in arranging for a parent conference.
3. If the parent 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.
4. Parent 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.
- 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.

### Honor Roll

Pueblo Academy of Arts has an Academic Honor Roll for students who achieve a 3.5 or above grade point average. Parents will be notified through the school messenger on the dates and times of awards assemblies.

### Illness at School

1. Students are to obtain a pass from their teacher prior to reporting to the main office when they become ill, unless an emergency exists.
2. If the illness is prolonged beyond one period, the student may be sent home.
3. Before a student is permitted to go home, the main office will contact the parents/guardians.
4. Due to security and safety, students need to call from the office and not their cell phones when ill.
5. 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

The following immunizations are **required by the State of Colorado** for all students attending public schools in the state:

1. **Diphtheria, Tetanus, and Pertussis (Whooping Cough) - 4 doses:** This is usually given as a series of three in infancy with a booster given later in life (often at the time of entrance into school).
2. **Oral Polio - 4 doses:** Usually given in a series of three during infancy with a booster later in life.
3. **Measles, Mumps, Rubella, and Hepatitis:** **All seventh graders are required to be immunized with two doses of MMR (measles, mumps, and rubella) AND the Hepatitis B vaccine (series of three shots) by the first day of school** unless exempted for medical, religious, or personal reasons.
4. Any questions may be directed to Mrs. Martinez, 549-7433, or the assistant principal.

**It is the parent's/student's responsibility to turn in to the school a complete written immunization record from the doctor/health department.**

### 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. If it is necessary to leave school for a doctor's or dentist's appointment you should bring a note from home stating the name of the person you are to see, the time and date of the appointment, and the name of the responsible adult picking you up from school. This should be approved in the office before first period. You will be given a dismissal notice from class for the appointed time. **Parents or their designee MUST sign out the student in the main office as a safety precaution.**

## **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 counselor 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. Academic teams may establish when students may go to their lockers.

## **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 counseling office where "Lost and Found" is located.

**Remember, the Pueblo Academy of Arts staff cannot assume the responsibility for looking after your belongings.** Keeping 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 as per state law.

## **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 Mrs. Martinez, 549-7433, or Ms. Naill, Assistant Principal, 549-7434.

**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.

### **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 conflict.
2. Teacher and student must discuss conflict with parent.
3. Explore all options prior to schedule change.
4. Contact counselor to schedule a conference.

**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 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, cell phones, pagers, 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.**

### **Report Cards**

You will be given a report card showing your grades at the end of each nine-week grade period and end of the year. Since these cards are official school records, they must be handled carefully. Parents may also access grades through the Parent Portal System. Please contact Ms. Duarte for assistance.

### **Report of Student Progress**

School-wide parent conferences will be scheduled during the school year. Parents/Guardians will be notified of the details through a written notice at a later date. Quarter grades and mid-term reports will be sent home with students. A more consistent check on classroom grades may be necessary for some students. We encourage students and parents to keep in close contact with teachers, counselors as well as the Parent Portal to determine academic 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 Ms. Naill, Ms. Spinuzzi, Mrs. Carleo, Mrs. Glidden-Lewis, 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 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! 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.

### **Tardies**

You are expected to be on time for every class. You are considered tardy to school after 8:25 a.m. You must report to the main office and get a pass before going to class. Hourly hall sweeps will occur. Consequences for tardiness will continue throughout the school year; records will not be reset at the end of each nine-week period. Both unexcused daily tardies and hourly tardies are counted in the computation of truancy, so be on time!

### **Telephone Calling by Students**

Office telephones are available for pupils' use in **emergencies only!** You must obtain a hall pass from your teacher prior to coming to the office. You must always check with office personnel to use the office phones at any time.

**Classroom telephones are for teacher use only.**

### **Textbooks & Technology**

Many of your teachers will issue textbooks/computers for you to use during the school year. It is important that you 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.** You must be sure that your name and room number are written inside the cover.

Remember--

1. They are school property provided by the taxpayers for your use, and you are responsible for them.
2. If they are lost, damaged, excessively soiled, or worn beyond normal use you must pay for the damage.
3. Books must be returned at the end of the year, at which time they will be examined for damage.
4. 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.
5. If you lose a book, notify your teacher.

### **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, if possible.
- ❖ 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.

## Student Success Plan Commitment Form 2016-2017 School Year

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Pueblo Academy of Arts is a Colorado Innovation School of Choice. When students and families choose to attend Pueblo Academy of Arts, they understand and support the expectations listed below. Every student is provided the opportunity to receive a quality education in Pueblo City Schools. To facilitate this opportunity, our school is committed to providing a positive learning environment that emphasizes rigorous academic coursework focused on standards, regular attendance, and an orderly and safe environment. It is recognized that parents/guardians and students must share the responsibility and accountability in meeting these goals.

Therefore, my child and I will accept responsibility and be held accountable for following the goals and rules outlined below.

**Please initial ALL items below: P=Parent Initials, S=Student Initials**

P	S	
		<b>Student will</b> , with parent support, maintain a grade point average of 3.0 or higher each quarter in attendance at Pueblo Academy of Arts.
		<b>Student will</b> , with parent support, attend extended day and/or <u>Saturday School</u> if grade point average is below 3.0 in any quarter.
		<b>Student will</b> , with parent support, maintain an attendance rate of 95% or better throughout the entire school year.
		<b>Student will</b> , with parent monitoring and support, complete a minimum of 95% of assignments in each class.
		<b>Student will</b> , with parent support, attend the <u>Extended Day Tutoring Program</u> when assigned by teachers for missing assignments and or academic assistance.
		<b>Student and parent will</b> attend all Parent Teacher Conferences.
		<b>Parents will</b> monitor student progress by logging into the Infinite Campus Parent Portal System on a regular basis.
		<b>Student will</b> monitor his/her own progress by logging in weekly to the Infinite Campus Student Portal.
		<b>Student will</b> work to maintain an incident free behavior record.
		<b>Student will</b> wear the required school uniform daily.
		<b>Parent/Guardian will</b> commit to 2 hours of volunteer work per quarter / 8 hours per school year.

Signing this success plan signifies that I agree to the items listed above and understand that my success plan will be reviewed each nine week period to monitor student progress. I (student) am expected to review my progress weekly with a school official. I (parent) am expected to review progress quarterly with a school official. When success plan is reviewed, non-adherence to the items listed above, will result in automatic ineligibility to return to Pueblo Academy of Arts for the following school year.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
School Signature

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



January 2016

Dear Parents of Kindergarten-12th Grade Students in Colorado Schools (School Year 2016-17):

Immunizations are an important part of our children's and the community's health. Colorado law requires students attending a public, private or parochial school to be immunized against certain vaccine-preventable diseases. The purpose of this letter is to remind parents about the need for back-to-school immunizations and to provide immunization information. The chart on page 2 shows which vaccines are **required** for school attendance, along with **recommended** vaccines which provide more protection against vaccine-preventable disease. There are no changes to the vaccines required from the previous school year. It is helpful to share this letter with your child's healthcare provider or your local public health agency (LPHA) where your child receives immunizations.

Colorado follows the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices schedule. This schedule is approved by the American Academy of Pediatrics, the American Academy of Family Physicians and the American College of Obstetricians and Gynecologists. This is the immunization schedule which will best protect your child from vaccine-preventable diseases and is the national standard for health care providers who vaccinate your children. *Please note: In Spring 2016, it is anticipated the Colorado Board of Health will approve a recommendation that will require all students to receive their final doses of DTaP, Polio, MMR and Varicella (chicken pox) vaccine before kindergarten entry and one dose of Tdap vaccine before 6th grade entry.*

Starting **July 1, 2016**, parents/guardians seeking non-medical (religious or personal belief) exemptions for children in kindergarten-12<sup>th</sup> grade must submit non-medical exemption forms annually. Medical exemptions only need to be submitted once and require the signature of your child's doctor or advanced practice nurse. To submit a non-medical or medical exemption, go to [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption) and follow the instructions. Children with an exemption may be kept out of school during a disease outbreak.

Parents may have questions or want more information about children's immunizations and vaccine safety. Resources for parents about the safety and importance of vaccines are available at: [www.ImmunizeForGood.com](http://www.ImmunizeForGood.com) and [www.colorado.gov/cdphe/immunization-education](http://www.colorado.gov/cdphe/immunization-education).

Colorado law requires schools to provide school-level immunization and exemption information to the Colorado Department of Public Health and Environment (CDPHE) by December 1, 2016. Immunization and exemption rates for each school will be posted on the CDPHE website as soon as they are verified. Many parents, especially those with children who can't be vaccinated due to a medical issue, may want to know which schools are best protected against vaccine preventable disease.

Please discuss your child's vaccination needs with your child's healthcare provider or LPHA and bring your child's updated immunization records to school each time your child receives an immunization. To find your LPHA or learn about free or low cost vaccines, call the Family Health Line at 1-303-692-2229 or 1-800-688-7777. **For questions about school immunization requirements, please contact your school.**

Sincerely,

Jamie D'Amico, RN, MSN, CNS  
CDPHE Immunization Branch - Schools and Community Coordinator  
303-692-2957 | [jamie.damico@state.co.us](mailto:jamie.damico@state.co.us)  
[www.coloradoimmunizations.com](http://www.coloradoimmunizations.com)



MINIMUM NUMBER OF DOSES REQUIRED FOR CERTIFICATE OF IMMUNIZATION Kindergarten through 12<sup>th</sup> grade: 2016-17 SY - Required for School Attendance

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>Diphtheria/Tetanus/Pertussis</b> <i>DTaP or DT only licensed through 6 yrs of age. (Tdap can be given as early as 7)</i>	5 to 6	5 DTaP or DT (if dose 4 was administered on or after the 4 <sup>th</sup> birthday, the requirement is met). The final dose of DTaP must be given no sooner than 4 years of age. Tdap is required at 6 <sup>th</sup> grade entry and through 12 <sup>th</sup>
<b>Tetanus/Diphtheria/Pertussis</b> <i>For students 7 years of age or older who did not have full series of DTaP or DT</i>	3 or 4	3 or 4 appropriately spaced tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap). Intervals between doses include 4 wks between first 2 (or 3) doses and 6 mos between last 2 doses. (Note: If 1 <sup>st</sup> dose is given before 1 year of age, the student will need 4 doses).
<b>Polio (IPV)</b>	3 to 4	4 IPV (or 3 doses if 3 <sup>rd</sup> dose is given on or after 4 <sup>th</sup> birthday). Students who were compliant with 3 or 4 doses prior to August 7, 2010 have met the requirement if at least 4 weeks between doses.
<b>Measles/Mumps/Rubella (MMR)</b>	2	The 1 <sup>st</sup> dose cannot be administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for students entering Kindergarten. (2 doses are required through 12 <sup>th</sup> grade).
<b>Varicella (Chickenpox)</b>	2	The 1 <sup>st</sup> dose cannot be administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for students entering Kindergarten. (2 doses are required through 12 <sup>th</sup> grade). <i>Note: no vaccine required if there is documentation of chickenpox disease by a health care provider.</i>
<b>Hepatitis B</b>	3	The 2 <sup>nd</sup> dose must be 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 and at least 8 weeks after the 2 <sup>nd</sup> dose. The final dose must be administered no sooner than 24 weeks of age. <i>Note: there is a specific 2-dose series is for ages 11-15 years only.</i>

RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-PREVENTABLE DISEASE

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
<b>Influenza (Flu)</b>	1 to 2	<i>Vaccines administered ≤ 4 days before the minimum age are valid</i> 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 children 6 months of age and older.
<b>Meningococcal Meningitis (MCV)</b>	1 to 2	Adolescents 11-18 years of age
<b>Human Papillomavirus (HPV)</b>	3	Adolescents 11-18 years of age
<b>Hepatitis A (Hep A)</b>	2	All children 1 year of age and older

Immunization requirements will be strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes 25-4-902. 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 test showing immunity is also acceptable.
2. For the student who is catching up on receiving required immunizations, the school will notify the parent/guardian that the student has 14 days to receive the required immunization(s) or to provide written documentation of the plan to receive the next required immunization(s) following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not completed, the student shall be excluded from school for non-compliance.
3. Valid medical exemption signed by a healthcare provider or non-medical exemption (religious or personal) submitted by a parent/guardian.

PUEBLO CITY SCHOOLS  
**PUEBLO ACADEMY OF ARTS**  
**RISLEY INTERNATIONAL ACADEMY OF INNOVATION**  
**RONCALLI STEM ACADEMY**

Current as of May 24, 2016

**2016 – 2017 INNOVATION INSTRUCTIONAL CALENDAR: Middle School**

August 2016	September 2016	October 2016	November 2016																																																																																																																																																																																						
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**IMPORTANT DATES TO REMEMBER**

Teachers Begin.....August 2  
 Classes Begin.....August 10  
 Innovation Days.....August 2, 3, 4, 8; January 2  
 Teacher Work Days..... August 5, 9; October 17;  
 January 16; June 8  
 Principal Led Professional Dev./Bldg. Meetings .....August 24;  
 October 31; November 1; February 17  
 Labor Day ..... September 5  
 Fall Break.....October 24, 25, 26, 27, 28  
 Thanksgiving ..... November 21, 22, 23, 24, 25  
 Winter Vacation..... December 19, 20, 21, 22, 23, 26, 27,  
 28, 29, 30  
 Holiday..... February 20  
 Spring Vacation.....March 20, 21, 22, 23, 24, 25  
 Holiday..... May 5, 26  
 Memorial Day ..... May 29  
 Classes End ..... June 7  
 Teachers' Last Day ..... June 8

**SEMESTER / NINE WEEKS**

1st Semester Begins ..... August 10  
 1st Grade Period Ends ..... October 14  
 2nd Grade Period Begins ..... October 18  
 2nd Grade Period/1st Semester Ends..... January 13  
 3rd Grade Period/2nd Semester Begins..... January 17  
 3rd Grade Period Ends ..... March 31  
 4th Grade Period Begins ..... April 4  
 4th Grade Period/Second Semester Ends..... June 7

**KEY**

- All Students Begin / End
- ★ Teachers Begin / End
- Holiday
- \* Grade Period End
- ] Semester Ends
- △ Principal Led Professional Development/Building Meetings (full day) – *Students Excused*
- Teacher Work Day (full day) – *Students Excused*
- △ Innovation Day (full day) – *Students Excused*

**PUPIL CONTACT DAYS**

August .....	15	February .....	18
September.....	21	March .....	18
October.....	14	April .....	19
November .....	16	May.....	20
December.....	12	June.....	5
January.....	20	July.....	0
		<b>Total .....</b>	<b>178</b>

**DAYS PER SEMESTER**

1st Grade Period.....	46	3rd Grade Period.....	47
2nd Grade Period.....	41	4th Grade Period.....	44
1st Semester.....	87	2nd Semester.....	91
		<b>Total .....</b>	<b>178</b>



**MISSION STATEMENT**

**Pueblo City Schools – World-Class**

Our mission in 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.

Pueblo City Schools does not discriminate on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, religion, or other status protected by law in admission or access to, or treatment and employment in, its programs and activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities, programs and employment. The following individual has been designated to handle inquiries regarding the non-discrimination policies: EEO/Affirmative Action/Title IX/Section 504 Compliance Officer, 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100.

# PUEBLO CITY SCHOOLS

315 W. 11th Street  
Pueblo, Colorado 81003

## BOARD OF EDUCATION

Phyllis Sanchez ..... President  
Patricia Milner, Ph.D. .... Vice President  
Barbara Clementi ..... Board Member  
Robert Gonzales ..... Board Member  
Frank Latino ..... Board Member

## Non-Voting Members

TBA ..... Treasurer  
Geri Patrone ..... Secretary/Assistant Treasurer

## SUPERINTENDENT OF SCHOOLS

TBA



## MISSION STATEMENT

### *Pueblo City Schools – World-Class*

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Si tiene alguna pregunta sobre esta información, por favor llame a la escuela de su niño.

# *PUEBLO ACADEMY OF ARTS*

## **RISE OF THE PHOENIX**

***R**- Respect and Responsibility*

***I**-Integrity*

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

***E**-100% Effort*