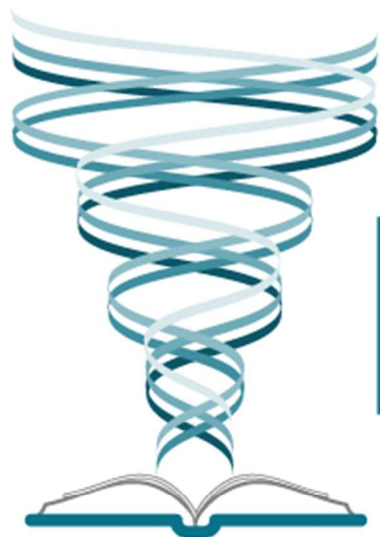


*PUEBLO SCHOOL FOR ARTS AND SCIENCES
NETWORK*

Student-Parent Handbook
2021-2022



PSAS

Charter Network

Pueblo School for Arts and Sciences

Leads the Way in Education

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Pueblo School for Arts and Sciences

Providing Paideia and Arts-Based Education

Our Philosophy:

The Pueblo School for Arts and Sciences operates on the Paideia philosophy which states that, “The best education for the best is the best education for all.” Our Paideia philosophy promotes rigorous educational goals and utilizes effective and innovative teaching techniques. PSAS is a school in which students are encouraged to develop to their fullest potential. The PSAS community shares a commitment to learning as a lifelong process. That means *always*, with all of the excitement and empowerment that is brought about by lifelong learning.

Paideia:

Paideia is a Greek term which, when translated, means the “upbringing of a child.” As an educational model, Paideia consists of three different modes of instruction:

1. Didactic: direct delivery of information that requires active student involvement; lectures and discussions that are strengthening student’s knowledge
2. Coaching: skill development in small groups of cooperative learning/peer coaching, process review and tutorials
3. Seminar: critical thinking, understanding ideas, and improving communication

Students will learn and develop meaning through Project Based Learning. This may include a combination of content areas including: Music, Art, Technology and Physical Fitness. Students will demonstrate their learning through a variety of modes. These learning opportunities engage students in real world authentic learning that brings together success skills and key knowledge and understanding in meaningful ways.

Our Mission:

PSAS will provide an integrated K-8 curriculum based on Paideia principles and anchored in the arts and sciences for the success of all students.

Our Vision:

Our vision is to be an exemplary educational community which teaches skills and provides opportunities, inspiring respectful, creative, competent, productive, lifelong learners.

Equal Education Opportunity:

PSAS commits to the provisions of equal educational opportunities for all students, free from limitations based upon race, sex, religion, national origin, age and/or disability.

Further, no student shall, on the basis of gender, be excluded from participating in, be denied the benefits of, or be subject to discrimination under any educational program or activity conducted by PSAS.

More specifically, as prescribed by legal requirements, PSAS shall treat all students without discrimination on the basis of sex as this pertains to access to and participation in course offerings, athletics, counseling, employment assistance and extracurricular activities.

The concept of equal opportunity shall serve as a guide for PSAS in making decisions relating to school facilities, employment, selection of educational material, equipment, curriculum, activities and regulations affecting students.

Any student shall have a ready means of resolving any claim of discrimination on the basis of race, sex, religion, national origin or background, age, marital status or disability in the programs or activities of PSAS.

In the event a student believes that there has been a violation of any one of their basic civil rights or administrative regulations, they shall initiate the grievance procedure approved by the PSAS Board of Directors.

Admission Policy and Required Documentation:

Required:

1. Completed PSAS Online enrollment
2. Copy of birth certificate - entering kindergartners must be five years old by August 1st prior to the start of school.
3. Copy of up to date, current immunization or signed waiver
4. Previous academic records, i.e. report cards, state assessments, IEP, 504, RTI, and ALP plans.
5. Homeschooled children will require official documentation of last grade completed before being assigned to a classroom. PSAS may choose to assess the child with “Ed Performance” or other assessment tools provided and administered by the school to complete the student application and place the student in the appropriate grade level
6. Administration has the privilege of changing class lists within the first month to ensure the best possible educational environment for all entities.

Immunization Records:

Children entering kindergarten and all other new students **MUST** have an updated immunization record indicating the required immunizations have been completed. Sixth grade students are also required to have an updated TDAP before entering school in the fall. If you have any medical, religious, or personal exemptions, please refer to the Colorado State regulations. If you need to request a waiver, see the Front Office Secretary.

Student Information Card:

Notify the school of all changes of address, phones or emergency contacts immediately! All adults should be prepared to show photo identification when picking up students from our school.

It is important that we can reach parents or emergency contacts in the event of an emergency. In case of emergency, a call will first be made to **911** and then to parents or emergency contacts.

Standard of Conduct

The Pueblo School for Arts and Sciences is committed to academic achievement, personal growth, and responsibility. The following principles reflect this commitment:

The 4 R's

Respect yourself: Take pride in your work. Be responsible for making the most of your educational opportunities. Arrive prepared for school by addressing personal needs and academic requirements. Have all materials before class begins, complete homework ahead of time and complete class assignments to the best of your ability.

Respect others: Support others as they work, giving their best. Distraction or interference with their educational opportunities is unacceptable. Follow individual classroom guidelines and be prompt in attendance. Maintain a safe environment.

Respect your environment: Making the environment better than you find it is a visible demonstration of a person's commitment to himself/herself and others. That includes personal property and school property, as well as physical environments related to all campus functions. Demonstrate pride in small ways, such as using designated trash containers and lending a hand where you can.

Responsibility: Every individual is responsible for his/her own actions and the results of those actions. Each person can be a leader and is responsible for his/her own future. Self-empowerment is a basic need and right. As a leader, encourage others to accept responsibility for themselves.

Schedules:

At Pueblo School for Arts and Sciences (PSAS), school begins promptly at 8 AM. Please refer to our school calendar or our website (www.psas.ws) for any non-school days.

Arrival/Login Time/:

Students should not be on the school grounds earlier than 7:45 AM. Teachers begin duty at 7:45 AM. Prior to 7:45 AM, there will not be adult supervision. Students should not be in the building before 7:55 AM or after 3:30 PM unless they have been given permission from staff or are accompanied by an adult who signed in at the office. Students and families should never be in a classroom without staff supervision.

Daily Bell Schedule:

Jones Campus and Fulton Heights Campus:

8:00 AM School Start time.

3:15 PM School dismissal – Students must be picked up no later than 3:30 PM

e-Learning Academy

8:00 AM Login for School Start time

2:45 PM Classes end

Pueblo Classical Academy

8:00 AM School Start time

3:57 PM School dismissal – Students must be picked up no later than 4:15 PM

Dismissal Time:

Parents are encouraged to establish routines with their children as to where they will meet. Waiting at or near your vehicle is suggested. Students will only be allowed to be picked up by their parents, guardians or care providers, as noted on the school enrollment form. The administrator on your campus or campus secretary must be notified in advance or someone different has permission to pick up your child.

School Policies**Academic Policy:**

Responsibility of teachers: The teacher will provide rigorous, relevant, and engaging assignments, based on the Colorado State Standards. He or she will assess students' proficiency in the Standards and differentiate instruction based on those results. The teacher will provide students with additional support, or other appropriate interventions, to ensure that they have opportunities to succeed academically. Additionally, teachers will maintain current records of student class work, homework, and mastery levels of Colorado State Standards.

Responsibility of students: PSAS students are expected to maintain consistent effort and good grades. Assignments are to be complete, on time, and properly written. Proper grammar, neatness, and spelling accuracy are standard expectations. Sloppy, careless, and thoughtless content will not be accepted. Such work will be returned to the student for revision. Specific student responsibilities include:

- All assignments must be turned in on time by the end of each week.
- Students are responsible for making up homework missed due to absence
- If a student is unable to finish his or her assignments, his or her parents should inform the teacher, in writing, stating the reason it was not completed. Consistent failure to complete assignments will result in initiation of an intervention plan and a possible lowering of the final grade or retention.

Responsibility of parents: If it is necessary for a student to take an assignment home, parents should provide necessary materials and a quiet study environment. They should encourage students with an effective combination of support, discipline, and praise. Teachers should be informed if the student finds it difficult to complete the work. Parents are requested to access classroom websites, parent portals through PowerSchool, and the PSAS website to keep current on school notices and activities on a regular basis.

Academic Deficiency:

Students are expected to fully participate in the PSAS program. This includes all classes and performances. Students who demonstrate non-compliance will be provided the following levels of support.

Level 1: Teacher meets with student to discuss what is occurring and what needs to occur. Students are provided a window of opportunity to make specific changes. Documentation will be made by a teacher in PowerSchool.

Level 2: Teachers meet with student and parent to create a plan of action for the student to improve performance.

Level 3: Administration meets with teachers, student, and parents. Students will be placed on a Student Success Contract and must attend after school tutoring and homework class if applicable. Grades will be monitored weekly by assistant principal/principal during the probation period. The probation period will run minimally

for nine weeks and may last longer pending student progress.

Level 4: Administration meets with parents to determine the best solution for student's success.

Attendance Philosophy:

Regular, timely attendance is essential to the development and maintenance of a sound educational environment. It is a significant factor in a student's ability to succeed in school. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No factor interferes with a student's progress more quickly than frequent tardiness or absences. According to State Law, it is the obligation of the parent/guardian to ensure that every child of compulsory attendance age (six to seventeen years old) in their care and supervision attends school.

To ensure regular and punctual attendance, PSAS will monitor all student absences and keep separate daily accountings of excused absences, unexcused absences, excused tardies and unexcused tardies, and early releases.

Attendance Policy:

A student's attendance at school/online indicates his or her desire to gain an education. Both students and parents must be committed to excellent attendance and a minimum number of absences. Student success depends on this commitment as heavily as it does on curriculum and instruction. It is, therefore, necessary that he or she accept the policies, rules, and regulations designed for a sound educational school system and expected at PSAS.

If a student is absent more than a half a day from school, they cannot attend school functions on that day. Attendance and tardies may affect receiving student recognition awards.

Excused absences: Excused absences include doctor's appointments, illness, funerals, or religious holidays. *Parents must email the e-Learning Coordinator by 8:00 am to notify the school of an excused absence.* The Director and the PSAS Student Support Team reserves the right to require written notices from doctors for excessive absences.

Unexcused absences and tardies: Students are admitted into the building or online at the campus's designated start time. Students are to be in their seats/online and ready to begin work when the tardy bell rings. Excused tardies include doctor and dentist appointments, and the teacher or E-Learning Coordinator must be provided with a written doctor's excuse or other acceptable professional documentation. Four tardies (excused and unexcused combined), regardless of the reason, will constitute an unexcused absence.

A child who is "habitually truant" means a child having four unexcused absences from school in any one month or ten unexcused absences from school during any school year. (CRS-22-33-107(3)(a)).

Remote learning or e-Learning Attendance Practices:

The PSAS eLearning Academy and any online learning option provided by PSAS will abide by the CDE requirements for online attendance tracking, truancy processes and chronic absenteeism guidelines. With online tracking of attendance, we will use student/teacher interaction documentation. Our analytics can confirm student login times, website usage, while our LMS can track student engagement. The combination of student activity and course engagement will

be used to measure student attendance. For asynchronous class work, student engagement and work completion (measured by student grades) will help to complete the full data set for student attendance. Non-attendance of students can be communicated through our PowerSchool program. Parents have the option to receive email and text alerts if their child is marked absent. If a student begins a pattern of absences, we may also make direct phone calls to parents, along with the use of the PowerSchool options.

Students will have student level access to PowerSchool which will show their grades and attendance, along with student access to our LMS. The PSAS eLearning Academy will report attendance as required to CSI and to CDE.

Online learning offers flexibility regarding when and where students complete coursework. Nevertheless, they are held fully accountable for meeting all state mandated attendance requirements. Attendance is recorded daily by PSAS staff either through synchronous activities, via login times (tracked by our online platforms) and website usage (tracked by GoGuardian), or by student work products. This ensures the school is properly calculating and adequately monitoring that students complete the statutory requirement for minimum hours. These hours are accumulated through a variety of methods including:

- Completion of lessons assigned through the learning management system as documented with student login and lesson participation;
- Completion of assignments provided through external sites with access and login only available through direct links;
- Attendance at a synchronous live session;
- In person testing such as CMAS, PARCC, CoAlt, or other required state exams; and/or Online assessments such as NWEA MAPS accessed through the student's account.

Attendance Monitoring Policy:

Step One: Students who reach 6 total absences will have a letter sent home through email and/or mailed to the home informing parents that the student has reached 6 absences.

Step Two: If a student reaches 12 absences the parent/guardian will be required to attend a meeting with the Coordinator and, if needed, classroom teacher or other student support staff. At this meeting an attendance contract will be drawn up outlining the expectations from that point forward.

Step Three: If a student reaches 15 absences, truancy court proceedings will begin.

Makeup Work Due to Suspensions:

The student will be provided the opportunity to make up all assignments and examinations provided that he or she corrects the inappropriate behavior, meets with the teachers, and makes arrangements to complete the work.

Checking Out of School:

All students leaving the campus during the school day, including After School Program, must be checked out with a teacher or E-Learning Coordinator by a parent or guardian. This is considered an absence from school and will be treated as an absence or tardy.

Release of Student during the School Day:

Students will be released to parents/guardians. If someone other than a parent/guardian will be picking up the student the teacher or E-Learning Coordinator must be notified. A photo ID may be required from any person picking up students at the front office. Release of a child to his or her parents or legal guardians cannot be denied unless **legal documents** are submitted to the office and placed in the student file for the child's protection.

Early Dismissal from School:

If a parent needs to pick up a child before school is released, an electronic checkout system is used with the teacher or E-Learning Coordinator to document time and the person to whom the child is being released. *Students are not allowed to sign themselves in or out at any time, whether arriving late or leaving early.*

Early Release from the Regular Academic Day and After School Program:

Whenever possible, all outside appointments should be scheduled outside of the student contact day. This includes dental, medical, counseling appointments, etc.

Field Trips:

Essential learning occurs both in and out of the traditional classroom. PSAS teachers use off-campus experiences to expand and enhance student learning. Many of these field trip opportunities are closely aligned with Colorado Content Standards. Our teachers carefully plan pre-field trip and post-field trip lessons to deepen student understanding and help them make applications to the "real world" around them. In order to gain maximum benefit from field trip experiences and following activities, we require all students to stay the full day with their teachers. Parents are not allowed to check students out early on these days, or to take them home from the field trip site without arrangements with the homeroom teacher and prior written notification to the office.

Students may be excluded from a field trip due to multiple discipline infractions, misbehavior at a prior field trip, or for being significantly behind in their academic schoolwork. If a student is excluded from a field trip it is the parent/guardian responsibility to keep the child at home.

Chaperone Guidelines

Unless there is a special (rare), prearranged circumstance we only allow one adult member from each household to attend the trip. This gives many families the opportunity to attend when the number of participants is limited. Even if other family members are willing to pay to enter the venue, they will not be able to attend the tour/ event/ presentation.

Field trips are educational experiences, and the activities are age appropriate for those students involved. For this reason, siblings (younger or older) cannot attend the trip also.

Chaperones are attending the trip to help supervise the students. Please make sure you are watching all of the students assigned to your group. This includes supervising the students during lunch, bathroom breaks, etc. Chaperones should make sure their group of students is being respectful to people and property. If there is an issue with someone's behavior, please let your child's teacher know as soon as possible.

All chaperones are pre-arranged through a sign-up and notification. Please do not show up the day of the trip without previously arranging it with your child's teacher.

We count on chaperones, and the trip might have to be cancelled if we do not have enough. If you have signed up to be a chaperone and you are scheduled to go on a trip, please make sure you let your child's teacher know if you are unable to attend as soon as possible. We are often left in the lurch if chaperones simply do not show up.

Chaperones need to bring a sack lunch. Buying lunch at the venue or leaving for lunch is not usually possible.

Chaperones are not able to ride the bus. Carpooling is often possible and can usually be arranged.

With the cost of tickets sometimes high, chaperones may be asked to pay their own admission into the attraction. They will be informed beforehand if this is the case and their spot will still be reserved with the group but not paid for.

It is school policy that when children attend field trips (and ride the bus to the trip) that they return on the bus also. If a situation arises where you must take them with you, the parent is responsible for arrangements with the homeroom teacher and prior written notification to the office. Other students cannot be released to a chaperone that is not a legal guardian.

Most field trips are curriculum based. If a student misses a field trip they are required to complete a make-up assignment to receive credit for the content covered during the trip.

Exiting PSAS during the Academic Year:

The process to exit PSAS will include notifying the office of the student's last day and where the student will be transferring. PSAS will send all student records to Pueblo City Schools administrative office, or to the appropriate Pueblo City School that the student will be attending. All future requests for records should be made to PCS 60 Administrative building.

PowerSchool is our electronic Student Information System (grade recorder) at PSAS.

Families are able to view their child's grades, required assignments, and teacher comments through a "Parent Portal" using the internet or Google app. In addition, any late or missing assignments are tracked on this student information system. After your child is enrolled and accepted at PSAS, a password and username will be assigned to you as parents/guardians, either during parent orientation or during an individual meeting with our Principal. This system allows you continuous access to PowerSchool and your child's current grades.

Families are asked to give teachers up to one week to make grade changes or input new grades throughout the academic year.

School-wide Grade Scale:

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% and below

Retention, Assignment, and Promotion Policy:

Student work, curriculum assessments, school-wide assessments, state assessments, and evidence of daily work from all content areas will be used to determine grade level abilities. In addition, staff may use the Light's Retention Scale as a part of a recommendation to retain a student. A team meeting, including family members and staff, will discuss a possible retention after all documentation is reviewed. The Principal will make the final recommendation on all retention. Parents have the right to refuse the team's recommendation for retention, which may result in a student being "Assigned" to the next grade, rather than "Promoted."

Advancement of Students with Significant Reading Deficiencies: The READ Act provides guidance for deciding to advance students with significant reading deficiencies. It also requires that parents can choose retention as an intervention strategy for students who are significantly below grade level. Parents have the decision-making authority for advancement decisions for grades K-3 until 2016-17. Beginning in 2016-17, for students completing third grade, the director can make the final decision for advancement.

Closed Campus:

PSAS is a closed campus for K-8. Students must have Teacher or E-Learning Coordinator permission to leave campus. This applies to the time of arrival on campus before the first bell rings. Students who leave without permission or fail to meet the scheduled time requirements for school attendance will be considered truant and face disciplinary action.

Guidelines for collecting homework assignments:

Students who are ill for extended periods of time may request that homework be collected from appropriate teachers. When it is determined that it will be necessary to be absent for three or more days, arrangements can be made immediately by contacting the office. For absences of one or two days or for prearranged absences, students are asked to contact individual teachers if they wish to request homework or to have a classmate secure the information. Students will have one day to make up work for each day of excused absence.

Plagiarism

According to *Merriam-Webster*, plagiarism is defined as "to steal and pass off (the ideas or words—

of another) as one's own; use (another's production) without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source.”

"Plagiarism." *Merriam-Webster.com*. Merriam-Webster, 2015. Web. 7 March 2016.

Plagiarism and/or cheating at PSAS includes, but is not limited to the following: failure to give credit to an author or source through appropriate references or punctuation when information is paraphrased from its original form or quoted directly; copying and pasting another student's assignment or discussion post; copying another student's test or quiz answers; permitting another student to submit one's work in place of his/her own.

Consequences:

First Offense:

- Call to parent
- Documentation in Infinite Campus
- Zero for assignment
- Alternate reflection assignment

Second Offense:

- Parent meeting with teacher and administration
- Documentation in Infinite Campus
- Zero on assignment

Moving Up in Course Level

Students who would like to move up to the next course level in a subject will need a teacher recommendation and body of evidence that may include, but is not limited to: grade/coursework in current level, and work samples.

Intervention Class Expectations

Students prescribed an intervention are required to attend face-to-face sessions. If a student chooses not to attend the intervention session, possible consequences may include, but are not limited to: parent conferences with teacher and/or administrator, truancy referral, and/or possible loss of school of choice.

Deadlines

Trimester deadlines will be every four weeks, and semester deadlines will be every six weeks. Students will receive 90% credit of grade achieved for work submitted after the deadline. Deadlines will be communicated in the grade book, but students are expected to follow their weekly pacing guides.

Electronic Devices and Other Student Items:

Any student owned electronic device is considered inappropriate to the educational environment and may not be used during school hours, including After School Program, unless required for educational accommodations or purposes required by the teacher. In order to maintain a sound educational environment for learning, **PSAS students are not to have cell phones on them during the school day, nor are they allowed to use them in the building.**

If a student is found to be in possession of a cell phone, or using their phone during the instructional day, it will be taken from them and turned in to the front desk. This includes After School Program classes. Parents will be notified with a phone call regarding the student's unacceptable use of their cell phone. **The cell phone must be picked up by the parent. The**

phone will not be returned to the student.

PSAS staff will not be responsible for any stolen or broken items that are confiscated from students.

Skateboards, roller blades, bicycles and skating shoes may not be used on school grounds during the school day, before school, and after school until 4:00pm. Disciplinary action may be taken at the discretion of administration.

Use of Tobacco, Drugs, or Alcohol:

The possession or use of tobacco products, alcohol, or drugs by students within or on school properties or during online school classes, or within the visual proximity of the school, or under the school's jurisdiction during school hours, or while participating in a school sponsored event, is prohibited (Tobacco use by students: CRS-18-13-121; CRS 22-32-109(1)(bb); CRS 25-14-103.5.) (Drug and Alcohol use by students: CRS 18-18-102(3)(5); CRS 18-18407(2); CRS22-1-11-; CRS 22-33-106(1)(d).) This campus is a drug free, alcohol free, and tobacco free zone. Violation of this rule will result in disciplinary action.

Weapons:

Use or possession of a dangerous weapon on school property or during online school classes is prohibited. Expulsion will be mandatory in accordance with state and federal law. (CRS 22-33-106(d)(I); (Pueblo City Ordinance 11-1-705).

- **PSAS adheres to all statutes related to a safe school, including: 18-18-407, CRS (Drug sales within or upon the grounds of any school), 18-12-105.5(1) CRS (Weapons prohibited at school). Carrying, possessing, and introducing any weapons, contraband or items that have the same effect as to cause alarm. Weapons may be, but are not limited to: (CRS 22-33-106) knives, guns (firearm, spring or air propelled) real or facsimile, projectiles, real or facsimile, or any item that promotes dangerous behavior.**
- **Contraband is any material or device considered by the administration to represent a threat to the orderly operation of The Pueblo School for Arts and Sciences. Such items may include projectiles, sticks, or pins when their use causes alarm and may be considered a danger.**

Secret Societies and Gang Activity:

PSAS prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs that advocate drug/alcohol use, violence, or disruptive behavior on school premises or during online school classes, in school vehicles, and at school-related activities.

Public Displays of Affection:

We encourage all students to act in an age-appropriate manner in school, on school property or during online school classes and at school-sponsored events. Appropriate behavior is expected when students are representing PSAS off school grounds. Companionship and friendship is encouraged. However, any public display of excessive affection, or behavior that becomes offensive to others, may result in disciplinary action. Furthermore, any visible marks associated with prior acts of intimacy may not be revealed at school or any school related events. While at school, students are not allowed to hold hands, kiss, extensively hug, sit on laps, or inappropriately touch one another.

Personal Searches:

Whenever a school administrator has reasonable suspicion that a student is concealing materials, possession of which is prohibited by school policies or regulations, the Director, or Director's designee, may search the student's person and/or the student's personal possessions. School property (lockers, desks, etc.) is subject to search by school officials at any time. The basic search may consist of requiring the student to empty pockets, to reveal contents of wallets, purses, backpacks, and books, and/or to remove shoes and coats.

Vandalism and destruction of School Property:

Students are to respect PSAS property. Students caught destroying PSAS property, both through willful vandalism or lack of proper care, will receive disciplinary action and may incur fines for repair or replacement.

Family Involvement:

We encourage our parents to visit our school. Families are welcomed to be part of PSAS. To keep disruptions to a minimum, we request that all visits are purposeful. We have both legal and ethical obligations to all students to maintain a productive and safe learning environment. We ask that parents who wish to volunteer or visit in a classroom make prior contact (at least one day ahead of time) with the teacher. Any adult who creates a disruption in a classroom or the school may be restricted from being in our school.

Family Involvement and Volunteer Opportunities:

Every PSAS family is encouraged by our official PSAS Charter to volunteer a minimum of eighteen hours per academic year. There are many ways to support PSAS. Some of these include:

- Volunteer work as approved by teachers or staff
- Attending class performances or special events
- Field trip chaperone
- Classroom assistance
- Making copies for teachers
- Tutoring
- Site Council representative
- School musical support (costumes, music, props, stage set-up, etc.)
- Empty Bowls (preparation, servers, food, organizers, etc.)
- School celebrations/school events
- PTO
- Fundraising activities
- Organization/coordination of activities

Families will sign in and out at the front office when volunteering their time at PSAS.. All volunteers must dress appropriately to volunteer at the school. Please refer to the PSAS Student Handbook section on "Dress Guidelines" for guidance.

Visitors:

For the safety of all children, all visitors, parents, and volunteers are required to check in at the front office and secure a pass. Student visitors from other schools are allowed on school grounds with prior permission from administration for instructional or program needs only.

Parents are always welcome, but to keep disruptions at a minimal, we request that all visits are purposeful:

- Volunteer work as approved by teachers or staff
- Audience for class performances or special events
- Scheduled meetings with teachers or staff

Parents wanting to visit with a teacher regarding their child or wanting to observe in the classroom must make arrangements with the teacher at least one day prior to the visit. This will help to alleviate unexpected interruptions that may distract the learning process for all students. Early morning visits are discouraged due to teachers having to cover for duty, finalizing preparations for the school day, etc. An early morning non-arranged “pop in” visit can negatively impact the effectiveness of the morning. Messages for teachers can be emailed to the teacher, a voice mail left, or a message can be left with the front office.

Teachers will not admit any visitor to their classrooms without a visitor badge. Loitering on school property by any person not affiliated with the school is prohibited and will be reported to authorities.

School Sponsored Events:

PSAS students may be excluded from school sponsored events under the following guidelines:

- If a student is absent for more than half of the school day on the day of the event. To include student performances, competitions or events.
- If a student has been suspended out of school.
- Decisions made by administration based on a student's behavior or performance in school.
- Any exceptions must be approved prior to the event by administration.

Students who have withdrawn from PSAS are no longer members of the student body and are not allowed to participate in school events with their former peers.

Administering Medicines to Students:

Medications are rarely necessary for pupils during the school day. They are justified only in chronic health conditions or short-term acute health conditions. If, under exceptional circumstances, a student is required to take oral medication during school hours and the family cannot be at school to administer medications, only a Pueblo City Schools’ nurse or the nurse’s designee will administer the medication in compliance with the following regulations:

- Written orders from the student’s physician must be on file in the school stating:
- Student’s full name
- Name of drug
- Dosage
- Purpose of the medication
- Time of day medication is to be given
- Anticipated number of days it needs to be given in school
- Possible side effects
- The medication must be brought to school in its original container appropriately labeled by the pharmacy or physician. An individual record will be kept of such prescription medication administered by school personnel.
- Medication will be stored in a clean, locked and dedicated cabinet or container. Any exceptions (asthma inhalers, etc.) to this provision must be specifically stated by the physician on a written form.
- Unless these requirements can be met, medications cannot be administered at school.

Medication Distribution:

PSAS does not have a full-time nurse on campus. Select, trained personnel at PSAS are authorized to dispense medication by physician’s orders only. An official form must be picked up at the office and taken to the student’s physician for signature and directions. Personnel cannot dispense any type of ointments, pain killers, or cough drops.

Birthdays and Holiday Gifts:

On special days (birthdays or other holidays), deliveries of flowers, balloon bouquets, and so on for PSAS students are not accepted by our front office. Please make alternative plans to present your student with these special gifts.

Messages and Deliveries to Students during Instructional Day:

All transportation arrangements for your child should be made before the school day. We do our best not to interrupt classes during instructional time, but the front office staff will deliver or relay messages to the student's homeroom teacher via email. The teacher will relay the message to a student or send the student to the office to retrieve lunches, instruments, or classwork at a convenient and conducive time for the classroom environment. If a student knows that a parent/guardian is going to drop something off at school for them, we ask that the student gain permission from their teacher to check with the front office for the status of the item(s).

Name Changes or Custody Changes:

If a child's name or custodial arrangements are legally changed, it is the responsibility of the legal guardian to notify the school and provide legal documentation of any changes. A student's name will remain in our records according to either the birth certificate or current legal document on record.

In the case of a legal custody change, it is also the duty of the parent/legal guardian to notify the school and provide a copy of the official, signed court document that outlines the changes. PSAS must be provided this documentation before we can acknowledge or make any changes in our files or procedures.

Conferences:

Conferences are held twice a year –one during the first semester and the other during the second semester. Conferences are mandatory for parents. Plan to attend to discuss your child's progress. Student-led Conferences enable your child to go over the work they have completed, show pride in their work, and have time to boast about their creativity. Due to the amount of conferences and time available to schedule them, PSAS cannot accommodate more than one conference per child.

Student Privacy

Students shall use PSAS technology and the internet in an appropriate, responsible, ethical and legal manner. Students are responsible for exercising good judgment when utilizing PSAS technology and should be wary of unknown solicitations, pop-up boxes. Students may not share or loan accounts or passwords. Use of Pueblo School for Arts and Sciences technology and the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Use of Pueblo School for Arts and Sciences technology and the Internet is a privilege, not a right. Violations of this policy may result in the loss of the privilege to use these tools, as well as disciplinary action and/or referral to law enforcement. Pueblo School for Arts and Sciences may deny, revoke or suspend access to technology or close accounts at any time and without notice.

Internet use:

Accessing, transmitting, or downloading pornography, obscene depictions, or other harmful materials through inappropriate sites and sending messages through computer folders is not

permitted (refer to complete internet policy on the PSAS website: www.psas.ws). Students and parents are required to read and sign the “Application for Student Internet Access” annually.

Cyberbullying:

Consistent with the PSAS policies, it is also a violation of school policy for any student, parent, faculty or staff to engage in online behavior or conduct using any form of technology in a manner that is believed to be threatening, demeaning, abusive or that would otherwise be viewed as harassing. Cyberbullying includes, but is not limited to, behavior that utilizes computers, iPads, cell phones, instant messaging, e-mail, chat rooms or social networking sites such as Facebook and Twitter to harass, threaten or intimidate another person.

Disciplinary action may be taken by PSAS administration or possibly by law enforcement depending on the infraction.

Student Dress Guidelines:

Good grooming and proper dress are essential in establishing an appropriate, safe, school environment. Clothing should be clean, neat and comfortable. Students who come to school in person or online dressed inappropriately may be provided appropriate clothing or required to change clothes. The following guidelines should be observed in school or online.

Shirts, Blouses, Sweaters, and Sweatshirts

- All shirts, blouses, and dresses will be at least three fingers wide on the shoulder.
- Low-cut, suggestive, see-through, or revealing clothing, including bare midriffs and exposed bra straps are not allowed.
- Shirts, blouses, sweaters and sweatshirts will be sized appropriately and off-the-shoulder styles are not allowed.

Pants, Shorts, Skirts and Skorts

- Shorts, skirts, skorts, and dresses will be no shorter than extended fingertips.
- Sagging pants are not allowed. Pants must be worn no lower than the point of the hip.
- Pajamas are not allowed.

Shoes (when in person)

- Appropriate shoes or boots, at the discretion of administration, must be worn.
- Flip-flop sandals are not allowed for safety purposes.
- House slippers are not allowed.

Miscellaneous Dress Code Guidelines

- Overly tight attire such as bike shorts, leggings, and spandex are not acceptable. Leggings are acceptable only if the bottom is covered by an over garment or long shirt.
- Students may not wear costumes or other clothing that attract negative attention and detract from learning.
- Clothing or accessories which depict vulgar or indecent slogans, pictures of violence, gang or drug-related images, alcoholic beverages or tobacco advertisements, sexism and racism are not allowed.
- Low-cut, suggestive, sexually provocative, revealing clothing and accessories are not allowed.
- Sunglasses may not be worn on camera or in the building when in person.
- Belts must fit, be worn properly and be tucked in through belt loops.
- Chains hanging from clothing are not allowed.
- Headgear, including hats, scarves, and bandanas, is not allowed when on camera and when in person.
- The only **facial** piercings that may be worn are clear piercing spacers – for safety purposes, no hoop or dangling jewelry may be worn on the face other than in the ear lobe. Band-Aids cannot cover a piercing.

- Administration shall determine if any item not specified by the dress code is detrimental to learning or creates a safety concern, and such issues will be dealt with individually.

CROWN Act

PSAS will not discriminate on the basis of one's race including hair texture, hair type, or a protective hairstyle commonly or historically associated with race, such as braids, Locs, twists, tight coils or curls, cornrows, Bantu knots, Afros and headwraps.

Staff Protection:

PSAS is committed to providing a safe working environment for all employees. We do not tolerate any form of violence or abuse including, but not limited to, actions, words or insults towards our staff. Specific procedures may be initiated to protect PSAS employees in alleged instances of:

- Assault (verbal and/or physical)
- Disorderly conduct
- Harassment or intimidation
- Knowingly making a false allegation of child abuse
- Knowingly making a false allegation of an alleged offense
- Any alleged offense under the "Colorado Criminal Code"
- The use of profane language
- The use of threatening language
- Verbal or written insults by a student, another employee, parent or a community member towards any PSAS employee.

The procedures written below are applicable on or off school grounds, during online classes or events, in person events, and in electronic, oral or written communication.

An employee who believes s/he has been a victim of any of the above may immediately contact the Director or designee to report the incident. When notified of an alleged incident, the Director shall immediately communicate with necessary authorities and shall conduct an investigation.

If the alleged perpetrator is a student, the Director or designee shall initiate disciplinary action as appropriate. If the allegation involves a parent or community member, the Director or designee may report the incident to the appropriate local law enforcement agency who will determine the appropriateness of filing criminal charges. Any parent or community member considered by the Director or designee to be in violation of this policy may be instructed to leave the property, have no or restricted access to the school facility, and/or denied access to the PSAS's electronic communication systems.

Student Discipline

Discipline Policy and Procedures:

When minor disruptions occur, PSAS procedures are as follows:

- A warning will be given to the student
- The student will be asked to leave the online classroom and complete a problem solving sheet with the teacher or e-Learning coordinator
- The student will lose a privilege to be determined by the teacher

- Parent will be contacted

More serious behaviors that will require formal documentation include, but are not limited to the following:

- Stealing-cheating
- Habitual disruption
- Profane, obscene, or vulgar language or gestures
- Bullying
- Insubordination
- Threatening behavior

Behaviors requiring immediate administrative action

- Any act that could cause imminent physical harm to self or others
- Distribution, sale, or use of controlled substances (tobacco/ drugs/ alcohol)
- Sexual harassment
- Extortion, coercion or blackmail

Disciplinary Action

- When inappropriate behavior occurs that requires formal documentation, the staff member who witnesses the incident will complete a Discipline Referral. The staff member will send one copy home with the student to be signed by the parent and returned to the staff member or Principal. An electronic copy will be emailed to the Principal.
- Administration will determine appropriate disciplinary action, which may include, but is not limited to the following: community service, detention, In-School-Suspension (in person), Out-of-School Suspension, or Expulsion.
- A Student Support Team meeting may be convened to create a plan that will provide success for all.

Please refer to the student discipline matrix.

Process:

If a behavior violation occurs, due process is afforded all students as follows:

- A student is sent out from class (when in person) or removed from the online classroom and sent to the e-Learning coordinator for disciplinary action. The e-Learning coordinator will start due process by determining severity and act accordingly. If indicated, appropriate law enforcement or appropriate authorities will be notified. Every effort will be made to contact parents.

Due Process Provisions:


- The student shall be advised of the specific charges and a description of the known facts. The student shall be given the opportunity to tell his/her story and to admit or deny the charges.
- If the student denies the charges, the school official shall explain the facts, which form the basis of the investigation and give the student the opportunity to present his/her version of the incident or behavior.
- Following the investigation, the decision regarding the appropriate school action shall be made by administration. The student and parent/guardian shall be given notification of the consequences resulting from the incident.
- In accordance with the state mandate, some cases may be referred or reported to CSI.

The e-Learning coordinator will meet with parents and students after suspension to discuss the discipline policies and a re-entry plan with specific procedures that the student needs to follow in order to return to PSAS.

Expulsion will be considered as a last resort.

PBIS (Positive Behavior Intervention System)

- Tier 1: Creating a growth mindset culture, Circle ups (Whole class mediations to create understanding and healing), and clear and concise expectations and norms)
- Tier 2: Small group academic and behavior interventions, and Mediations (problem solving strategy to create healing between all parties involved)
- Tier 3: RTI (Response to Intervention) and BIP (Behavior Intervention Plans)



PSAS Discipline/ Referral Levels

Level 1- Minor Incident: Teacher handled and teacher documented

- Inappropriate language - Disrespect/ non-compliance
- Cheating -Teasing/ name calling- disruption- leaving class/ running off- inappropriate use of material or technology - Tardy/ attendance - theft- vandalism- other (chewing gum, breaking cafeteria rules, out of seat, ect...)

Level 2- 2nd/ 3rd Minor incident: Teacher handled, referred and recorded in Powerschool

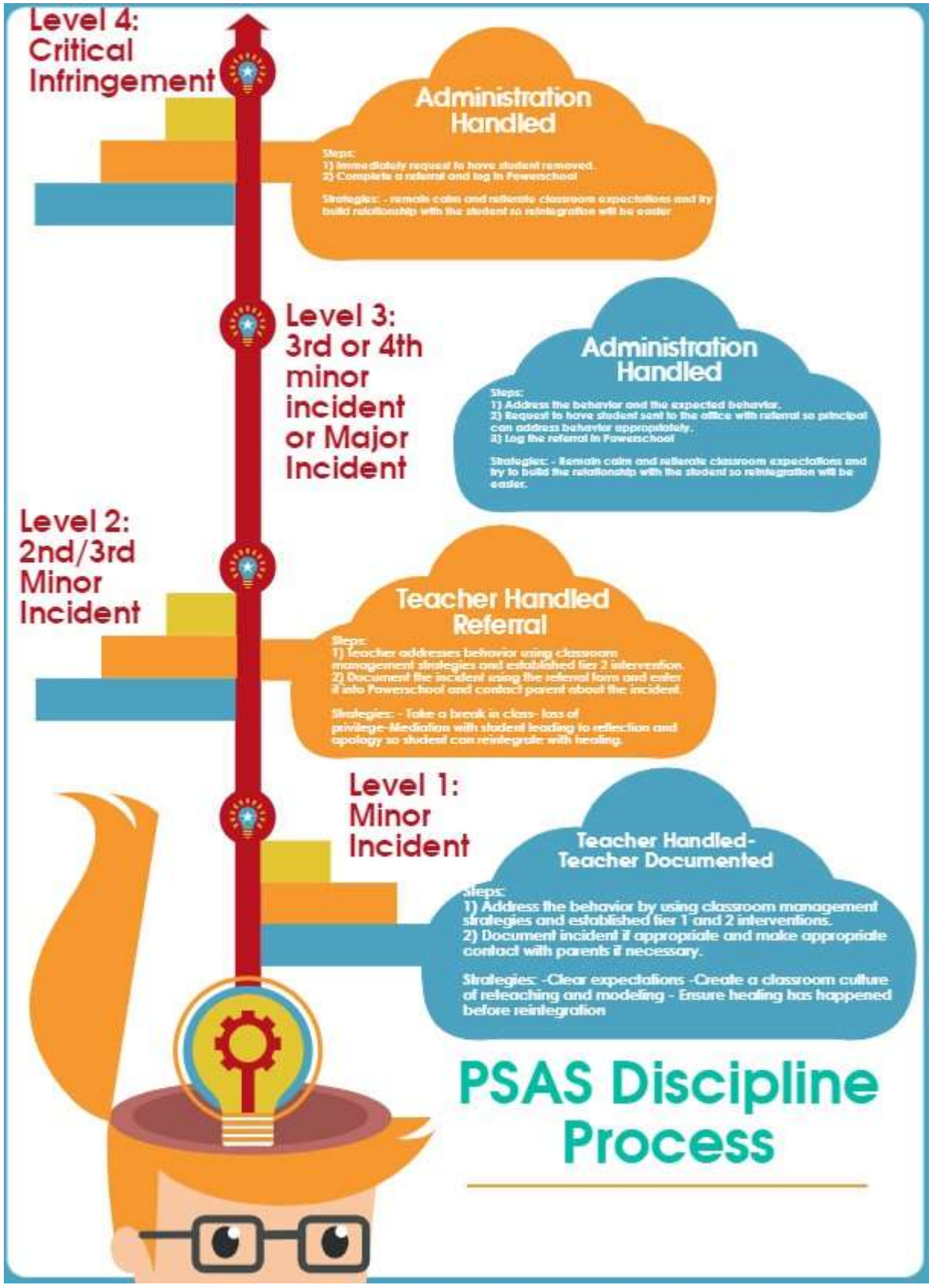
- Inappropriate language - Disrespect/ non-compliance
- Cheating -Teasing/ name calling- disruption- leaving class/ running off- inappropriate use of material or technology - Tardy/ attendance - theft- vandalism- other (chewing gum, breaking cafeteria rules, out of seat, ect...)

Level 3- 3rd or 4th Minor incident or Major Incident: Referred and recorded in Powerschool by Administrator

- Multiple minor incidents as recorded above
- Direct inappropriate language/ gestures - Fighting/ physical aggression - Overt defiance/ non-compliance - Harassment/ Bullying- Property destruction - Internet misuse/ cyber bullying - Skipping class/ leaving school campus- Inappropriate display of affection- Referencing in conversation, writing or pictures to weapons or acts of violence - Theft- Forgery- Cheating (middle school)- insubordination- other...

Level 4- Critical Infringement: Referred and recorded in Powerschool by Administrator

- Gang affiliation- Drug use/possession - Alcohol use/possession - Weapon use/possession - Arson - Assault/ Threats against staff or other students - Bomb threat - Robbery - Violation of Criminal Law- Sexual Harassment



Middle School Eligibility for Participation in Intramural and District Events:

We encourage our students to participate in various opportunities outside of PSAS, including sports. PSAS students may participate in Pueblo City Schools sports through their “home” school, the school they would attend based on their address. PSAS students may also participate in PSAS Intramural sports. Students are expected to complete the Eligibility Information Form and turn it in to his/her homeroom teacher.

Snack Guidelines for Pueblo School for Arts and Sciences: (in-person)

Snacks are an important part of each child’s daily nutrition. Daily snacks help ensure that children receive the nutrition they need to learn, play, and grow. Organized, structured, and supervised programs that provide healthy snacks allow children to think and behave better, and help them make the grade! Daily snacks may be offered in our primary (K-2) classrooms to provide students with a much needed nutrition boost for their long days.

Parents are encouraged to bring healthy snacks for the class. Some ideas are:

- Raw vegetables with low-fat dressing or yogurt dip
- Fresh fruit and 100% fruit juice
- Frozen 100% fruit juice or low-fat yogurt pops
- Dried fruit (raisins, banana chips, etc.)
- Trail mix
- Dry roasted peanuts, tree nuts, or soy nuts (not coconut or palm nuts)
- Low-fat/low-sodium meats (jerky)
- Low-fat and low-sugar popcorn
- Low-fat cheese sticks
- Party mix or individual items in the mix (such as cereals, nuts, pretzels, etc.)
- Low-sodium crackers
- Baked corn chips, potato chips
- Low-fat/ low-sugar granola bars
- Low-fat yogurt
- Fruit parfaits made with low-fat yogurt, trail mix and/or fresh fruit
- Low-fat and skim milk/dairy products
- Water

Parents are also encouraged to keep portion size in mind for snacks:

- One ounce for baked chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit or jerky
- Two ounces for cereal bars, granola bars, bagels, etc.
- Four ounces for parfaits, yogurt, milk products, juices

Snacks that are discouraged are:

- Carbonated and/or caffeinated beverages
- High sugar and/or high fat content foods such as candy, cakes, cookies, brownies, doughnuts, whole fat ice cream, desserts and pastries
- This does not apply to individual snacks brought from home by a single student, but only for snacks that will be shared with the entire class.

Expected Behaviors in the Lunchroom: (in-person)

- Walk at all times
- Speak with quiet voices
- Talk with the students at your table only
- Do not “cut” or save places in the lunch line

- Raise your hand to get permission to leave table for any reason
- The “popping” of containers (plastic bags, milk cartons, etc.) or the creation of other unnecessary loud sounds is not permitted
- All lunch litter must be disposed of in waste baskets
- Keep tables, chairs and floor clean
- Tables will be dismissed one at a time by the supervising staff
- Food and drink are taken from the lunchroom only with supervisor approval
- Soda and fast foods are not allowed in the lunchroom
- Glass bottles or containers are not allowed in the cafeteria or any other area of the school.

Playground Rules: (in-person)

- Come to school dressed appropriately for the weather or students may not be permitted to go outside
- In case of very cold (<20°F) or inclement weather, students will remain inside
- Show respect to all others
- Follow directions of staff
- Only school playground supplies and equipment may be used for games played at school unless specifically authorized by the supervising teacher and Director. Playing tag, chasing, or running *on the equipment* is not allowed
- Play safely and responsibly in the designated areas. Only K-6 grades may use the playground area. The slide may only be used by sliding feet first on the seat of the student. Hanging upside down or climbing on top of hanging bars is not permitted
- Non-contact sports allowed
- Obtain supervising teacher’s permission before leaving play areas
- No playing in the restrooms or around buildings
- No leaving school grounds to recover a ball or other objects that go over the fence or into the street
- All students are to be in clear view of the supervising teachers at all times
- Respect our school environment and equipment—do not litter!
- Use playground equipment only for intended use.

Family Process for Solving Conflicts:

Research emphatically states that increased student success depends on the mutual cooperation of the student, families and school. PSAS staff is committed to a quality partnership with all of our families. Clear, honest, positive and **open communication between families, students, and staff are essential in resolving issues among our school’s stakeholders.**



Procedure to Follow in Resolving Conflicts:

- **Always discuss the concern directly with the teacher involved.** Ask for clarification and seek more information. Keep in mind that PSAS is an educational setting and many specific laws and regulations must be followed by our teachers, who serve many diverse students and their families.
- It is **never** appropriate to confront a staff member regarding a student in the presence of students. If an issue needs to be discussed regarding a student, contact the teacher and make an appointment, so that the staff member can meet without distractions. This allows the family member and staff member to fully participate in a productive discussion

and reach a mutual, positive understanding that will appropriately support the learning of the student.

- If the issue is not resolved, the family may speak with the Principal about the concern.
- If the family remains unsatisfied with results, they may make an appointment to visit with the Director. The Director may make recommendations to the family for resolution. **In the case of all disciplinary matters, the Director has the final determination.**
- If the family chooses not to support the decision made by the Director, they have the option to withdraw their student from PSAS.
- Families are expected to work with PSAS staff to remedy any conflicts between students. **Adults should never confront students** (other than their own) with concerns or matters of discipline. **This will not be tolerated at PSAS.**
- Parents and community members are welcomed and encouraged to be involved in our school activities. It is our legal responsibility to create and maintain a safe learning environment for all students and staff. Any adult who creates a disturbance or potentially unsafe situation at our school may be asked to leave and could lose the privilege of being in our school.
- PSAS has a dedicated Board of Directors, who volunteer their time and talents to benefit the PSAS community. Families have the right to share concerns and celebrations with our PSAS Board of Directors by contacting the president and scheduling a time when the board meets. The names and contact information of Board members, as well as meeting dates can be found online at the PSAS website: www.psask8.org

Title IX Policy and Procedure for Sexual Harassment

Pueblo School of Arts and Sciences (the “School”) is committed to providing a safe and inclusive learning and working environment for its community members. Sexual Harassment is strictly prohibited in all of the School’s Educational Programs and Activities. The following policy and procedure is designed to ensure an adequate and appropriate response to allegations of Sexual Harassment in the School’s Educational Program and Activities, as described herein.

The Title IX Coordinator for the School is: Rosann Holmes
The Title IX Coordinator may be contacted at the following:
1850 E Platteville Blvd
Pueblo West, Co 81007
719-404-2680 ext 298
rholmes@psas.ws

For more information on our Title IX policy or to find the exact procedures for filing a grievance, please visit <https://www.psask12.org/title-ix>