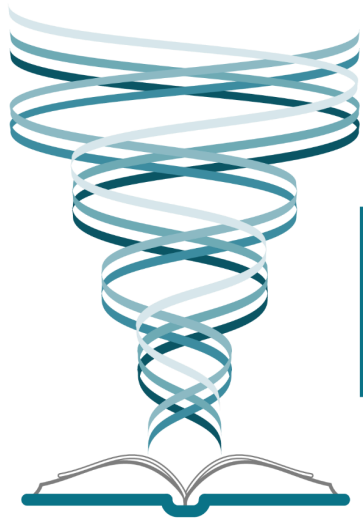


**All-Campus Student-Parent
Handbook**
2024-2025



PSAS

Charter Network

Pueblo School for Arts and Sciences

Leads the Way in Education

Table of Contents

Philosophy (Paideia), Mission, Vision	3
Equal Education Opportunity	3
Admission Policy and Procedures	4
Required Documentation	4
Immunization Records	4
Student Information Card	4
Standard of Conduct	4
Schedules	5
Arrival Time	5
Daily Bell Schedule	5
Dismissal Time	5
Inclement Weather	5
School Policies: Academic Policy and Procedures	5
Attendance Philosophy/Attendance Policy	6
Makeup Work Due to Suspension	7
Checking Out of School	7
Release of Student	7
Early Dismissal from School	7
Field Trips	8
Chaperone Guidelines	8
Exiting PSAS Requirements	9
PowerSchool Program	9
Grading Scale	9
Retention, Assignment, and Promotion Policy	9
Closed Campus	9
Guidelines for Requesting Homework Assignments	9
Electronic Devices and Other Student Items	10
Use of Vapes/Tobacco/Drugs/Alcohol	11
Weapons	11
Secret Societies/Gang Activity	11
Public Displays of Affection	11
Personal Searches	11
Vandalism and destruction of school property	12
Family Involvement/Volunteer Opportunities	12
Visitors	12
School Sponsored Events	13
Administering Medicines to Students	13
Birthdays and Holiday Gifts	14
Messages and Deliveries to students during instructional day	14
Name Change or Custody Changes	14
Conferences	14
Student Privacy/Internet Use/Cyberbullying	14
Student Dress Guidelines	20
Staff Protection	21
Middle School Eligibility for Participation in Events	21
Snack Guidelines	22
Lunchroom Policies	22
Playground Rules	23
Playground Usage (After School Program)	23
Family Process to Solving Conflicts	24
Title IX Policy.....	24

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-12 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 October 1st
3. Copy of up to date, current immunization or signed waiver
4. Previous academic records, i.e. report cards, state assessments, IEP, 504, RTI/MTSS, and ALP plans.
5. Homeschooled students will require official documentation of last grade completed before being assigned to a classroom. PSAS may choose to assess the student 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:

Students 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 Updates:

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 are able to 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 and have implemented: The positive behavioral interventions and supports (PBIS), which is a schoolwide systems approach aimed at establishing positive student culture and individualized behavior supports necessary to create a safe and effective learning environment for all students (Sugai & Horner, 2009).

All Campus Schedule:

Arrival Time:

Students are not to be dropped off prior to 7:30 AM. Teachers begin duty at 7:30 AM. Prior to 7:30 AM, there will not be adult supervision. Students should not be in the building before 7:40 PM or after 3:45 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:

7:30 AM Drop-off

7:40 AM 1st Bell

7:45 AM Tardy

3:45 PM Dismissal Bell - Students must be picked up no later than 4:00 PM

Dismissal Time:

Parents are encouraged to establish routines with their student(s) as to where they will meet. Unless you have parked your vehicle in available parking lots, all drivers are to remain in your vehicle. Follow the specific building's drop-off/pick-up procedures. Students will only be allowed to be picked up by their parents, guardians or care providers, as noted on the school enrollment form. Anyone picking up a student must provide a photo ID. The office must be notified in advance if there are any changes or if someone different has permission to pick up a student.

Please refer to our school calendar, student messaging system, or our website (www.psask12.org) for any non-school days and inclement weather updates.

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
- Make-up work (due to absence) will be accepted one day per absences
- If a student is unable to finish his or her assignments, his or her parents/guardians 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.
- Access/ track/ monitor grades and assignments.

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. Parents are required to access classroom websites, parent portal through PowerSchool, and the PSAS website to keep current on school notices and activities on a regular basis. Parents should collaborate and communicate with staff through the Student Messaging System or phone to ensure the success of their student(s). Parents are required to update any changes to their contact information.

Academic Deficiency:

Students are expected to fully participate in the PSAS program. Students who demonstrate non-compliance will be provided the following levels of support.

Step 1: Teacher meets with the student and provides a window of opportunity to make specific changes. Parent(s) will be notified of concerns via the Student Messaging System, email, or phone call.

Step 2: If changes are not observed in step 1, the teacher meets with the parent and student to discuss a plan of action to improve performance. Documentation will be made by a teacher in PowerSchool. Students are provided a short window of opportunity to make specific changes and document the effectiveness.

Step 3: If changes were not observed in step 2, begin the Multi-Tiered System of Support (MTSS) process. Administration meets with the teachers, student, parent(s), and key stakeholders to develop a plan. This plan may be for attendance, behavior, academics, and/or social emotional concerns impacting school performance. The plan will be monitored by the team and adjustments made as needed to best support the student.

*Friday school may be required if students are failing classes.

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 student of compulsory attendance age (six to seventeen years old) in their care and supervision attends school.

Attendance Policy:

A student's attendance at school indicates his or her desire to gain an education. Both students and parents must commit to excellent attendance and a minimal 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 as expected at PSAS.

If a student is absent more than a half of a day from school, they cannot attend any school functions on that day including but not limited to field trips, and/or after school activities. Attendance and tardies may affect receiving student recognition awards.

Excused Absences: Excused absences include doctor's appointments, illness, funerals, or religious holidays. *Parents must call the front office by 9:00 am to notify the school of an excused absence.* The Director, Principal, Counselor and Front Office Secretary reserves the right to require written notices from doctors for excessive absences.

Unexcused absences and tardies: Students are admitted into the building at 7:40 a.m. The tardy bell rings at 7:45 a.m. Students are to be in their seats and ready to begin work at 7:45 a.m. If a student arrives after school begins, they must go to the office to get a tardy slip. Excused tardies include doctor and dentist appointments, and the front office 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. This includes early pick-up at the end of the day.

A student who is "habitually truant" means a student 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)).

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 either the Counselor or Principal 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 during the time of the suspension. If school work is not available at the time of the suspension an extension will be provided based on the day the work is received.

Checking Out of School:

- Students must be checked out at the front office by a parent/guardian or adult on the approved list.
- A photo ID may be required.
- This is considered an absence from school and will be treated as an absence or tardy.
- Students participating in after school programming must be picked up at the designated location and picked up promptly.

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 front office must be notified. A photo ID may be required from any person picking up students at the front office. Release of a student 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 student's protection.

Early Dismissal from School:

If a parent needs to pick up a student before school is released, an electronic checkout system is used at the front office to document time and the person to whom the student is being released. ***Students are not allowed to sign themselves in or out at any time, whether arriving late or leaving early.*** After 8:00 AM the parent/guardian must come in to sign the student in late.

To support overall safety and reduce loss of instructional time, PSAS highly discourages parents to sign students out between 3:15 PM and 3:45 PM, except in an emergency. We do not pull students out of the classroom until the parent is in the building and waiting for the student. We need all students in the classroom from 7:45 AM to 3:45 PM daily.

Field Trips:

Essential learning occurs both in and out of the 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 wishing to take their student home from the field trip must notify the office and teacher in writing prior to the field trip, then sign their student out from the teacher when leaving from the field trip location. Parents may be required to chaperon or student's may be excluded from a field trip due to multiple discipline infractions, misbehavior at a prior field trip, or having extensive missing assignments. If a student is excluded from a field trip it is the parent/guardian responsibility to keep the student at home. If a student misses a curriculum-based field trip they are required to complete a make-up assignment. All chaperones will have a background check.

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.
A chaperone may not bring other children or pets on the field trip.
Chaperones are attending the trip to help supervise the students. Please make sure you are watching all of the students assigned to your group during activities, lunch, and 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 student'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 student'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 student's teacher know if you are unable to attend as soon as possible.
Chaperones need to bring a sack lunch. Leaving for lunch is not permitted.
Chaperones are not able to ride the bus.
Chaperones may be asked to pay their own admission cost. Payment and process will be communicated by the field trip sponsor.
It is school policy that when students 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 must make prior arrangements in writing to the homeroom teacher and the office. Other students cannot be released to a chaperone that is not a legal guardian.

Exiting PSAS during the Academic Year:

The process to exit PSAS will include notifying the office of the student's last day, informing them where the student will be transferring, and submitting the PSAS online withdrawal form (<https://www.psask12.org>). The receiving 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 Program and PSAS Grades:

PowerSchool is our electronic student information system (grade recorder) at PSAS.

Families are able to view their student's grades, required assignments, and teacher comments through a "Parent Portal."

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

High School Shadowing:

Students will need to be in good standing (attendance/behavior/academics) to get approval to be excused to shadow at a local high school. Permission form must be signed by the parent/guardian and school administrator.

School-wide Grade Scale:

3rd - 11th Grade

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% and below

Proficiency levels for K-2

M = Mastery

P = Proficient

PP = Partially Proficient

D = Developing

NI = Not Introduced

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 appeal the team's recommendation for retention, which may result in a student being retained or "Assigned" to the next grade, rather than "Promoted."

Closed Campus:

PSAS is a closed campus for K-12th Grade. All students must remain on campus throughout the school day.

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 by contacting the office. For absences of one or two days or for prearranged absences, students are asked to contact individual teachers (in addition to the office) if they wish to request homework. Students will have one day to make up work for each day of excused absence. Same day requests may not be able to be fulfilled.

Electronic Devices and Other Student Items:

PSAS staff are not responsible for any electronic devices that are lost, stolen, or broken.

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.

Cell Phones: PSAS students are not to have cell phones on them during the school day, nor are they allowed to use them in the building.

- Portable electronic devices, including cell phones, are considered personal effects in a student's possession and thereby subject to the rules and regulations governing searchers of such items. Students are allowed to bring their cellphones to school. However, upon arriving at school the phone needs to be turned off and stored in their backpack until the end of the school day at which time the student may turn on the cell phone and exit the building.
- The Network assumes no responsibility for loss or damage to personal property of students including cell phones and other portable devices. If confiscated by school personnel, parents will need to pick the device up from the main office, reasonable care will be taken of the item until its retrieval.
- Portable devices should not be turned on or used in any way during school hours to include lunch, recess, passing period etc.
- Portable electronic devices (1) that produce any audible sound, whether through a speaker, earphones, buzzer, or other means, and cellular phones that produce a ring tone or vibrating alert (2) that are visible (3) that are otherwise used (without specific permission from school personnel), is a violation of the preceding paragraph and will be confiscated. The device may be retrieved by the student's parent or guardian from a building administrator.
- Students are required to turn portable electronic devices, including cell phones, over to school personnel when requested. Students who refuse to do so may be removed from class or other school activities, and have committed insubordination, resulting in disciplinary action.
- Use of a camera or the camera feature on a cell phone or other portable device for any use constitutes an invasion of any person's reasonable expectation of privacy is strictly prohibited. Any device used for such purposes shall be confiscated by school personnel, school disciplinary action will be taken, and law enforcement authorities will be notified.
- The principal may establish and school personnel may enforce additional guidelines limiting or prohibiting the possession and/or use of portable electronic devices as appropriate to each campus.
- Students are prohibited from posting images, videos, or recordings of staff or students on any public or private social media platforms, to include suspension, recommendation for expulsion, and law enforcement involvement.
- Student's violating this policy will be subject to disciplinary action,
- It is understood that in certain instances there is educational value in utilizing electronic devices in classrooms when such devices aid in extending, enhancing, and/or reinforcing the students' learning process. Approval of these devices will be at the discretion of the classroom teacher or building administrator unless the use of such devices is provided to support a student's Individualized Education Plan, 504, or Health Care Plan.

PSAS staff is not responsible for any lost, stolen or broken items that are confiscated or that students/brought from home.

Skateboards, roller blades, bicycles and skating shoes may not be used on school grounds during the school day, before school, and after school until 4:30pm. Disciplinary action may be taken at the discretion of administration.

Use of Vapes, Tobacco, Drugs, or Alcohol:

The possession or use of tobacco products, alcohol, or drugs by students within or on school properties, 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 which may include a suspension, potential recommendation for expulsion, and law enforcement involvement.

Weapons:

Use or possession of a dangerous weapon on school property 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, 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 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(s) is concealing materials, possession of which is prohibited by school policies or regulations, the Director, or Director's designee or administration, may search the student's person and/or the student's personal possessions, including student assigned school lockers, and objects stored in lockers. 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.

*Friday school may be required as disciplinary action

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.

Volunteer Opportunities:

Every PSAS family, by our official PSAS Charter, should 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
 - Scholastic Book Fair

Families will sign in and out at the front office when volunteering their time at PSAS. Our electronic check in system tracks all volunteer hours. 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 students, all visitors, parents, and volunteers are required to check in at the front office with a photo id, 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 to a minimum, 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

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.
- 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.
- Will not be administered at school unless these requirements are met.
- Will be picked up by the parent/guardian at the end of the year.

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, cough drops, or sunscreen.

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. If deliveries are made to the school, the items will be held at the front office until the end of the day. 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 student 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 student'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 their cumulative file.

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 student's progress. Student-led Conferences enable your student to go over the work they have completed, show pride in their work, and have time to boast about their creativity.

Internet Usage and Safety Policy (E1)

To promote educational excellence, the Pueblo School for Arts and Sciences Charter School Network (PSAS) provides its students and staff with access to the school's network, servers, computers, hardware, software, communication systems, and other technology devices that have the ability to connect to the internet.

The Internet and electronic communications are fluid environments in which students and staff may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, PSAS shall take reasonable steps to protect students from accessing material and information via school technology that is obscene, pornographic or otherwise harmful to minors. Students shall take responsibility for their own use of technology – whether personally owned (hereafter referred to as “personal technology”) or provided by the

school— to avoid contact with material or information that may be harmful to minors. Personal technology includes but is not limited to computers, cell phones, smartphones, and other digital devices. While using PSAS technology or personal technology on PSAS property, in PSAS vehicles and at PSAS-sponsored activities, staff and students shall act in an appropriate manner and in accordance with Board, school, and PSAS policies and procedures, and applicable law. It is the joint responsibility of PSAS and school personnel and students' parent(s)/guardian(s) to educate students about their responsibilities and to establish expectations when students use or access PSAS and personal technology.

It is the policy of PSAS to (a) prevent user access over its computer network to, or transmission of, inappropriate material via the internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (Pub. L. No. 106-554 and 47 USC 254(h)).

Definition of Terms

1. Minor: The term minor means any individual who has not attained the age of 17 years.
2. Technology Protection Measure: The term Technology Protection Measure means a specific technology that blocks or filters Internet access to certain visual or written depictions of disallowed materials.
3. Obscene: This term is fully defined in section 1460 of title 18, United States Code. The term obscene can be subjective but in general refers to depictions or descriptions of sexual or illegal activities.
4. Child pornography: This term is fully defined in section 2256 of title 18, United States Code. Child pornography generally refers to any depiction of a person under age 18 engaging in both explicit and implicit sexual conduct.
5. Harmful to minors: This term means any picture, image, graphic image file, or other depiction that appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents an actual or simulated sexual act or sexual conduct or exhibition of the genitals; taken as a whole lacks serious literary, artistic, political, or scientific value to minors.

No Expectation of Privacy

PSAS technology is intended to be used only for educational purposes. PSAS reserves the right to monitor, inspect, copy, review, and store (at any time and without prior notice) all usage of PSAS technology, including computers and computer systems, all Internet and electronic communications and materials, and information transmitted or received. PSAS staff may review files and communications to maintain system integrity and ensure that students and staff are using PSAS technology responsibly. Students and staff shall have no expectation of privacy when using PSAS technology, the Internet or electronic communications, and should not expect that files stored on, or sent via, PSAS or its vendors' servers and networks will be private. All

material and information accessed and received through PSAS technology shall remain the property of PSAS.

Access to Inappropriate Material

To the extent practical, technology protection measures (also known as “Internet Filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. These Internet safety filters work to filter inappropriate materials when staff or students are connected to PSAS issued devices both when connected to the PSAS network and when connected to personal networks.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the PSAS online computer network when using electronic mail, chat rooms, instant messaging, and together forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking,” and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Acceptable and Unacceptable Use of Technology

Students and staff shall use PSAS technology in a responsible, efficient, ethical and legal manner. Activities that are permitted and encouraged include:

- school work
- original creation and presentation of academic work
- research on topics being studied in school
- research for opportunities outside of school related to community service, employment, or further education

Because technology and its use are constantly evolving, every unacceptable use of PSAS technology or personal technology cannot be specifically described in this policy. Examples of unacceptable uses include, but are not limited to, those listed immediately below and in subsequent sections of this policy. Staff and students shall not use PSAS technology or personal technology to:

- harass, threaten, demean, bully or promote violence or hatred against another person or group of persons, or to promote or advocate the destruction of property,

- including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- knowingly or recklessly transmit or post false or defamatory information about a person or organization
 - transmit personal information about others, including home addresses, phone numbers, images, or other personal information protected by confidentiality laws
 - violate the privacy of others by taking or transmitting unauthorized photographs or videos
 - disclose, use or disseminate personal information regarding minors without authorization from the appropriate administrator
 - transmit or post information that, if acted upon, could cause damage or disrupt the educational programs or operations of PSAS,
 - disrupt school operations (including obtrusive ringing or buzzing of devices during instructional time or other school-sponsored activities)
 - commit plagiarism, represent the work of others as one's own, use copyrighted ©, registered ® and/or trademarked ™ materials without attribution, or assist others to do any of the preceding
 - attempt to cheat on homework, quizzes, or tests, or to assist others in cheating
 - access fee services without specific permission from a supervising staff member
 - use PSAS technology for purposes not related to PSAS education objectives, including financial gain, advertising, entertainment, commercial transactions or political purposes
 - transmit or post criminal speech or speech in the course of committing a crime, including threats to individuals or groups, instructions on breaking into computer systems or networks, child pornography, drug dealing, purchase of alcohol, gang activities, etc.
 - illegally transmit or store copyrighted material and material protected by trade secret
 - perform any activity that violates Board policy, a school rule, or a local, state or federal law.
 - Students using personal technology at school shall not:
 - connect or attempt to connect personal technology to the PSAS network for purposes other than to store or retrieve education-related data or make appropriate use of PSAS technology, or
 - connect or attempt to connect personal technology to the PSAS network.

Security

Students or staff who believe they have discovered a security problem while using PSAS technology must immediately notify a supervising staff member. Students must not demonstrate or describe the problem to other students. Logging on to PSAS technology, the Internet or electronic communications as the PSAS's system administrator or as a staff member is prohibited. Students shall not:

- attempt to discover or use another person's password or any other identifier

- reveal or offer to reveal their personally-assigned access credentials to another person
- impersonate another user or conceal their identity on PSAS technology
- attempt to gain unauthorized access to PSAS technology or other systems
- attempt to read, alter, delete or copy data, files or electronic communications of another user

Any user identified as a security risk, or as having a history of problems with other computer systems or technology may have their access to the Internet, electronic communications and PSAS technology restricted or suspended.

Vandalism

Vandalism may result in restriction or cancellation of technology privileges, school disciplinary action, including suspension or expulsion, and/or legal action. Vandalism includes any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt:

- any network within PSAS or any network connected to the Internet
- any form of electronic communication on any network or system
- the data of another person
- authorized access and use by another person
- PSAS technology, including PSAS software, hardware, systems or services
- any other system accessible by PSAS or personal technology

Vandalism also includes, but is not limited to:

- deploying or using network devices and cables, not pre-approved by PSAS's information technology department
- installing or attempting to install software or content onto PSAS technology
- attempting to bypass Internet filters
- using applications or services that consume abnormally significant network bandwidth without approval
- loading, creating or attempting to create computer viruses or other malware
- Reckless behavior which results in any of the consequences above may also be regarded as vandalism.

Asset Responsibility

Staff and students are each responsible for the protection and care of technology systems assigned for their use including systems assigned to them temporarily, such as during the school day, or semi-permanently such as in 1 to 1 school technology programs. This responsibility extends to all locations, and whether the technology item is presently in their physical possession or not. Employees, or the parent/guardian of the student, will be held financially accountable to repair or replace any system lost or damaged while assigned for their use. This includes but is not limited to loss, theft, vandalism, accidental damage. Repair or replacement will be accomplished by PSAS, and will be assessed at the same costs normally experienced by PSAS. General and reasonable wear and tear from extended use is to be expected. Minor scratches and other

cosmetic concerns that do not affect the operation, use, or security of the device, other than that resulting from vandalism, will not be financially assessed to the employees, or parent/guardian.

Unauthorized content

Staff members and students are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed. PSAS email and online collaboration tools may be provided to students for PSAS and school-related communications. Students shall monitor their PSAS email and other communication accounts as directed by their teachers and school administrators. PSAS email users shall not:

- use PSAS accounts for personal communications or encourage personal communications to be sent to these accounts
- use a PSAS email address as an identifier for purposes not related to legitimate school activities
- use or provide personal email accounts of any type for PSAS communications
- give the impression that they are representing, giving opinions, or otherwise making statements on behalf of PSAS unless expressly authorized to do so
- use email in any manner that could reasonably be expected to cause strain on any computing facilities or interfere with others' use of email or email systems, including forwarding chain letters or sending large numbers of unsolicited or unnecessary messages

Personal Devices

Personal devices are not permitted to connect to PSAS networks. Guest access is granted through the IT office for outside vendors and other educational parties to connect to the PSAS network. The Informational Technology Director or designee assigns all guest accounts and supervises any guest access to the network.

Access Restriction and Warranties

Failure to follow the use procedures contained in this policy may result in the loss of these essential tools and restitution for costs associated with damages, and may result in school disciplinary action, including suspension or expulsion, and/or legal action. PSAS may deny, revoke or suspend access to PSAS technology or close accounts at any time. Students and parents/guardians shall be required to sign the PSAS's acceptable use agreement. PSAS makes no warranties of any kind, whether express or implied, related to the use of PSAS technology, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by PSAS of the content, nor does PSAS make any guarantee as to the accuracy or quality of information received. PSAS shall not be responsible for any damages, losses or costs a student suffers in using PSAS technology, the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

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 parents will be required to provide a change of clothes; if unable to do so - student will not return to class and will complete work in ISS.

As an arts and sciences school based in Paideia principles, PSAS honors individual expression and encourages all students to express their most genuine selves. Students should dress for the day- meaning clothes should be appropriate for the activity happening during each school day. PSAS is committed to not discriminating based on race, sex, gender, religion, ethnicity, or other identifiers. This commitment includes not discrimination against students who express their culture through clothing, hairstyles, or accessories. PSAS also is deeply committed to the CROWN Act and will not discriminate on the basis of one's race including hair texture, hair type, or protective hairstyle commonly or historically associated with race, such as braids, Locs, twists, tight coils or curls, cornrows, Bantu knots, Afros and headwraps.

The following guidelines should be observed in school or when visible in online learning environments.

1. Shirts must be long enough to naturally touch the top of the lower garment when arms are raised, and/or be tucked in.
2. Shirts must cover the shoulders (three inches wide at the shoulder)
3. All attire should be sized to fit without exposing undergarments, buttocks, stomachs, or chest.
4. Shorts and skirts must be appropriate length- not exposing undergarments or buttocks.
5. Shoes must be worn at all times and be safe and appropriate for the school day or school activity. Students must have gym-safe shoes for their PE courses

The following items are expressly not allowed during school hours or at PSAS associated events:

1. Flip-flops, slides, and house slippers (for safety reasons)
2. Clothing or accessories which depict vulgar or indecent slogans, pictures of violence, gang or drug related images, alcoholic beverages or tobacco or marijuana advertisements, sexism, and/or racism are not allowed.
3. Clothing or accessories which are sexually suggestive or are intended for an adult consumer.
4. No mesh or transparent clothing
5. No bandanas, chains hanging from clothes, spiked clothing

The following items are only allowed for specific, approved PSAS activities or with written approval by the administration.

1. Sunglasses indoors
2. Hats
3. Pajamas
4. Costumes

The following items are allowed only as allowed under the law and with parental permission:

- Colorado Body Art Act 25-4-2103 stipulates that any body modification on a minor must have parental or guardian consent. To that end, piercings and other body modifications are only allowed with permission from a parent or guardian

Miscellaneous Dress Code Guidelines

- 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.

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, events, and in electronic, oral or written communication.

An employee who believes she/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. If the student were to return to campus following a suspension, a re-entry meeting will be scheduled with administration to establish a plan to ensure the safety of all parties involved.

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:

Snacks are an important part of each student’s daily nutrition. Daily snacks help ensure that students receive the nutrition they need to learn, play, and grow. Organized, structured, and supervised programs that provide healthy snacks allow students 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. Please be mindful of all allergies at your student’s grade level. 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 *
- 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:

- 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
 - Energy drinks are not allowed
 - Fast food is not to be delivered to the school by a food delivery service
 - Lunches or other forgotten items must be delivered 10 minutes prior to the students designated lunch time
 - Glass bottles or containers are not allowed in the cafeteria or any other area of the school.
- *Carbonated or colored drinks may be banned if inappropriate use is observed.**

Playground Rules:

- Come to school dressed appropriately for the weather or students may not be permitted to go outside
- In case of very cold (<30°F) or inclement weather, students may 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-5 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.

*As campuses update/add equipment, students are expected to adhere to the amended playground rules,

Playground Usage (After School Program Program):

Visitors to PSAS campus must always check in at the front office while school is in session, including our After School Program. PSAS is in session from 7:45 AM to 4:30 PM. Therefore, please be aware that only PSAS students and faculty will have access to the playground equipment from 7:45 AM - 4:30 PM.

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.psask12.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. If you have any questions or concerns regarding Title IX contact:

Rosann Walker (719) 404-2680 ext. 298
1850 E Platteville Blvd.
Pueblo West, CO
rwalker@psas.ws