



Pueblo Academy of Arts

**Family Handbook
2022-2023**



PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

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Mission

To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.



PUEBLO
SCHOOL DISTRICT 60
Educating for Purpose and Impact

Pueblo School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Eric DeCesaro, EEO/Affirmative Action/Title IX/Section 504 Compliance Officer for complaints involving employees, and Andrew Burns, Title IX Compliance Officer for complaints involving students. Both individuals can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R).

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

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Welcome to Pueblo Academy of Arts

2022-2023

Pueblo Academy of Arts Vision

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

Mission

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

Pueblo District 60 Mission Statement

To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.

Goals and Objectives

Goal 1: Student Success - Provide quality instruction and educational programming that meets the individual academic, social, and emotional needs of each student.

Goal 2: Community Engagement - Increase the engagement and confidence of internal and external stakeholders via a coherent communications plan, strong partnerships, and transparency.

Goal 3: Safe & Positive Culture - Foster an environment that promotes a safe and positive culture that honors and exemplifies our District Core Values.

Goal 4: Quality Staff - Recruit and retain high-quality staff.

Goal 5: Budget & Sustainable Funding - Submit a balanced budget to the Board that allows for and ensures full implementation of the District Strategic Plan.

Office Personnel

Mr. Farias, Principal
Ms. Foster, Assistant Principal (A-L)
Ms. Montoya, Assistant Principal (M-Z)
Mrs. Carleo, Counselor (A-L)
Ms. Campbell, Counselor (M-Z)
Mrs. Espinoza, Dean of Students
Mrs. Gallegos, Principal Secretary
Mrs. Brown, Attendance Secretary
TBD, Community Advocate
Cpl. Tillman, School Resource Officer
Mr. Lang, School Security Office
TBD, RTI/Assessment Coordinator
TBD, Middle School Engagement Coordinator
Mrs. Madrid, SEL & Culture Coordinator

Contact Information

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

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

General School Administration and Public Relations

Contact.....Mr. Farias, Principal - 549-7436

Contact.....Mrs. Gallegos, Principal Secretary - 549-7437

General Student Conduct, Behavior Management, and Instruction

Contact.....Ms. Foster, Assistant Principal (A-L) - 549-7432

Contact.....Ms. Montoya, Assistant Principal (M-Z) - 549-7434

Academic Progress, Program Changes, and make-up work after 3 days absence

Contact.....Mrs. Carleo, Counselor (A-L) - 549-7435

Contact.....Ms. Campbell, Counselor (M-Z) - 423-3783

Athletic/Activities Director (School Facilities Use)

Contact.....Ms. Foster. , Assistant Principal - 549-7431

Absence Reporting Hotline

Contact.....Mrs.Brown, Attendance Secretary - 549-7433

Attendance Checks & Truancy

Contact.....TBD, Community Advocate - 253-6441 or

Contact.....Mrs. Brown, Attendance Secretary - 549-7433

Emergency Student Contact

Contact.....Mrs. Brown, Attendance Secretary - 549-7433 or

Contact.....Ms. Gallegos, Principal Secretary - 549-7437

Bus Concerns

Contact.....Mrs. Brown - 549-7433 (Building-level concerns)

Contact.....Student Transportation of America 549-7217

Locker Concerns

Contact.....Mrs. Brown - 549-7433

Lunch Concerns

Contact.....TBD, Cafeteria Manager - 549-7873

Immunization Concerns

Contact.....Mrs. Hansen, School RN - 549-7872

Contact.....Mrs. Brown- 549-7433

Absences

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

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

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

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

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

Excused Absences

The following shall be considered excused absences:

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

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

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

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

Unexcused Absences

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

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

A student will be referred for judicial proceedings as required by the Pueblo District 60 Code of Student Conduct. A parent should contact the school when a student is absent.

Make-up work shall be completed for any class in which a student has an absence unless otherwise determined by the building administration. In most cases, make-up work can be accessed via Google Classroom. **It is the responsibility of the student to pick up any make-up assignments, or handouts, permitted on the day he or she returns to class.** There shall be one day allowed for make-up work for each day of absence. Make-up work shall be allowed *during* a school suspension with the goal of providing the student an opportunity to keep up with classes and so the student is able to reintegrate into the educational program of the district following the period of suspension. [See: Board Policy JKD/JKE-R and JH]

Arrival Time on Campus

The length of the school day at Pueblo Academy of Arts is from 8:30 a.m. to 4:20 p.m Monday-Thursday. Students are allowed to enter the building at 8:25 a.m. 6th grade students enter the building by using the front doors, 7th grade students enter using the doors at the end of the end of the 20 Wing (East entry), and 8th grade students enter using the doors at the end of the 30 Wing (West entry). Students are allowed to go to their lockers between 8:25 and 8:30 a.m. to pick up books for the day, put away coats/jackets, hoodies, backpacks, hats, and other belongings. First period begins promptly at 8:30 a.m.

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

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

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

Athletics

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

Interscholastic sports programs will be part of our extra-curricular activities throughout the school year. Parents are responsible for transporting their children to and from athletic events. All district and school-required athletic paperwork and fees must be submitted prior to participation. Once students are cleared through the office, they must have completed five practices to be eligible to participate in the first event. Participants will be competing against other middle schools in the following sports:

Girls

Softball

Wrestling

Basketball

Track

Boys

Wrestling

Basketball

Track

If a student is assigned any part of the day to In-School Suspension (ISS) the student is **INELIGIBLE** to participate in any extracurricular activities for that day, which includes athletic events. Students suspended Out-of-School (OSS) are **INELIGIBLE** to participate in extracurricular activities until reinstated as outlined in the D60 Student Activities Agreement.

Other sports are offered through partners of Pueblo District 60 and are not district sports. Fees and clearing processes are determined by the organizations running the sports.

Students participating in athletics must be eligible by maintaining a passing grade (no F's) in all classes and by being in compliance with attendance and behavior. Grades will be checked weekly on Mondays by the Athletic Director. The first failing grade will result in one week of probation. The second time with a failing grade, the student will be ineligible to participate in that week's competition. Upon the third time with a failing grade during the season, the student will be dismissed from the team.

Bicycles and Skateboards

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

Bus Transportation and Regulations

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

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

Cafeteria (Food & Beverages)

Students may bring a sack lunch from home or eat a lunch provided at school. Food and beverages from outside vendors must be brought to the office and not to classrooms to minimize distractions. If parents bring food, please bring food only for your child. Parents may not bring food for children other than their own. Outside food or drink may be eaten in the office area or in the mentor room. Students are expected to demonstrate good manners while eating and to talk in normal tones. Tables and floors must be left clean. Seats may not be saved. Students must remain seated until given permission to leave a table. **Cell phones are to remain off and away during lunch and recess time.**

Students stop at lockers before the lunch period to retrieve coats and get their home-packed lunches. All pupils must go outside at lunchtime, weather permitting. Lunch recess privileges may be revoked for inappropriate behavior. Students are to return their jackets and lunch boxes to their lockers after the lunch period ends.

After eating lunch, students must remain in the assigned area. When students return to their classes from the cafeteria, they must walk on the right side of the hallway. Students should report directly back to their classes after lunch. The 10-10 rule is in effect during this transition. **No food or beverage will be allowed outside of the cafeteria. No food (other than breakfast) or teacher-provided snacks are allowed in the classroom. Without Admin approval. Only water contained in clear, spill-proof containers are allowed in classrooms.** Parents, please do not allow your child to bring energy drinks or sodas as part of their lunches.

Students are not allowed to call out for food delivery for lunch. Any and all food ordered by a student will be turned away by the main office and the expense of the meal will not be reimbursed by the school.

Universal Meals

Pueblo School District 60 is participating in a Universal Lunch and School Breakfast Program for the current school year at all D60 schools. All students enrolled at D60 schools may participate in the breakfast and lunch program at no charge to them. Snack items and adult meals will be available for sale each day.

Community Eligibility Provision Participating Schools

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

Families should submit a Family Economic Data Survey* in the school office, online at www.pueblod60.org, by visiting <https://www.myschoolapps.com/Home/PickDistrict>, or scan the QR code to the right.

- Families are encouraged to fill out the Family Economic Data Survey*.
- **You only need to submit one application per household, even if your children attend more than one school in Pueblo School District 60.**



***This form may be used only for schools participating in the federal child nutrition programs. All D60 schools are participating in the Community Eligibility Program (CEP), receipt of school meals does not depend on households returning this form. In all schools, this form is also used in connection with other federal, state and local education programs, including determining whether the school district is eligible for state additional funding on the behalf of the student(s). By filling out the form, the parent is ensuring the district will receive the additional state funding to which it is entitled based on the population of students served by the district.**

Families are encouraged to submit an application

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

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

Non-discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](https://www.fns.usda.gov/food/how-to-apply-for-school-meals) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

Cell Phones

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

1st Offense: The device shall be confiscated, secured, and transferred to the appropriate school administrator. Parent/Guardian shall be notified with a written note that requires a parent signature, and the device may be released, by office staff, to the student upon review of this policy.

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

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

4th Offense: The device will be checked in daily with the office and returned at the end of each day for the remainder of the year.

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

Change of Address

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

Counseling Department

School counseling is an important and necessary process for adolescent children. It assists individuals with personal development, career, and academic planning, decision-making, and aids in dealing with behavior issues.

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

To see a counselor at Pueblo Academy of Arts a student stops by the front office to fill out a request on the iPad to see a specific counselor. Counselors receive an email from the student and the reason for their appointment and then they send a pass for the student to come to the office as their schedule allows. Students can make their requests in the main office between class periods; however, students are encouraged to fill out the same form on the Counselor's page located on the Pueblo Academy of Arts public website so they do not miss any class time.***

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

Discipline Procedures

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

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

Administration Authority and Responsibility - The administration has the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of District policies and procedures. Please refer to the Pueblo District 60 Student Conduct and Discipline Code (See pg.17) and Pueblo Academy of Arts Plan.

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

ISS Rules and Regulations

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

Guidelines:

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

Suspension may also be used as required by Pueblo District 60 discipline process. Increased parent involvement and counselor contacts, along with behavior and intervention plans will be included in the discipline process. Parental involvement tends to prevent repeated, or chronic, student behaviors.

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

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

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

Searches

Searches of the person shall be conducted out of the presence of other students and as privately as possible by a person of the same sex as the student being searched. At least one person of the same sex as the student being searched shall witness but not participate in the search. Searches of a student's person and/or personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched shall be notified of the search as soon as reasonably possible. Searches of the person which may require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. School personnel shall not participate in such searches. [See: Board Policy JIH]

Dress-Student Dress Code

Pueblo Academy of Arts Dress Code 2022 - 2023

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

ALL students are required to wear the uniform while on campus and on district transportation.

Allowed	Not Allowed
<u>Bottoms (Pants, Shorts, Skirts, Capris)</u> <ol style="list-style-type: none">1. Must be Khaki/tan.2. All bottoms MUST be solid in color.3. Bottoms include Dickies, polyester, or cotton dress bottoms4. Belts: Entire belt MUST be through loops.5. Shorts/Skirts must be knee-length or longer <u>TOPS</u> <ol style="list-style-type: none">1. MUST be polo shirts with PAA logo (gray or purple ONLY)2. Undershirts may be worn but must be ONLY a single color: black, white, gray, purple. No logos or print on undershirts.3. Approved Letter jackets and the black zip-up school jackets must remain unbuttoned OR unzipped during the day. <u>OTHER</u> <ol style="list-style-type: none">1. Shoes with laces MUST be tied.2. No Flip-Flops, slippers, athletic slide sandals, Crocs, or Heelys.3. Backpacks are encouraged transport Chromebooks to and from school. Backpacks are not to be carried during the school day and will be left in lockers.	<u>Bottoms (Pants, Shorts, Skirts, Capris)</u> <ol style="list-style-type: none">1. NO other color than khaki/tan.2. No Jeans.3. NO spandex fabric or leggings.4. NO sweatpants.5. No Hanging Belts, bandana belts, or hanging chains.6. Bottoms MUST be free from decals, holes/tears, or any decorations.7. No sagging pants/shorts - below the waistline <u>TOPS</u> <ol style="list-style-type: none">1. May NOT have any logo other than the PAA logo.2. MUST not be excessively LARGE or SMALL.3. May NOT be tied or otherwise altered.4. No hoodies, sweaters, or unapproved jackets can be worn in the classroom. No hooded shirts under PAA polo shirts. <u>OTHER</u> <ol style="list-style-type: none">1. No spikes (earrings) or jewelry on the outside of clothing that might be a safety issue, especially hanging necklaces.2. No Headbands (Sweatbands), bandanas, sunglasses, or hats worn in the school building.3. Excessive face makeup or drawings on the face that makes a student unidentifiable or causes a disruption to the school environment.

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

The following list of vendors are supplying approved PAA uniform clothing:

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

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

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

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty unless violations continue.

*Students are allowed to wear Spirit shirts every Thursday instead of their uniform top.

*There will be specific Jean Days throughout the year, which will be announced in advance. On these days students are allowed to wear blue or black denim jeans. Students are invited to wear their blue jeans for \$2. Patterned or colored jeans, as well as sweat pants and leggings or tights, are not permitted. Students must wear jeans that are free from holes and do not show skin. Leggings are permitted under the jeans to prevent skin from showing.

Due Process

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

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

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

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

Fire, Tornado, and Lockdown Drills

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

Grade Appeal Procedure

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

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

Grievance Procedure for Discrimination Complaints

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

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

Pueblo District 60 does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or handicap in admission or access to, or treatment of employment in its educational program or activities. Inquiries may be referred to the Executive Director of Human Resources, 315 West 11th Street, Pueblo, Colorado, 81003, and (719) 549-7162.

Hall Conduct and Passing Between Classes

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

- Always keep to the right when traveling in the halls at any time following the race track format.
- Walkways must remain open to traffic.
- Walk in groups of two or three as you walk down the hallway. Students should be able to stand along the lockers without being touched and students walking down the hallway should remain on the right side of the line in the hallways.
- Don't form groups in the halls to talk; this blocks the students coming behind you.
- There is to be no running in the halls at any time.
- Under no condition are students to be in the halls during class periods without a pass.
- There is to be no shouting. You may talk in a low voice. This will present a quiet, dignified atmosphere in our school.
- Students are not permitted to sit on heat registers.
- Students are not allowed in the halls within the first 10 minutes after the tardy bell rings and 10 minutes prior to the end of the class period. Exceptions will be made for emergency situations.
- No public displays of affection on school grounds.
- Vandalism to school/student property, pushing horseplay, etc. on school grounds.
- Students are expected to only use the drinking fountains/bathrooms located in their grade level hallways. Classes located in the 10 and 50 wing can use the restroom in the 10 wing and the water refill station located at the blockhouse.
- Students will not use the restroom at passing time. They will use the restroom during class, following the 10/10 rule.

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

Honor Roll/Merit Roll

Pueblo Academy of Arts recognizes students with a 4.0 as achieving Academic Excellence. These students are awarded an Academic Letter or Bar for their accomplishments. Principal's Honor Roll includes students with a 3.8 - 3.99 GPA. Students with a GPA of 3.4 - 3.79 are awarded a Merit Roll Certificate. Parents will be notified through the school messenger on the dates and times of awards assemblies.

Infinite Campus

Parent Portal

Using Parent Portal as a Resource for Parents:

All parents have Parent Portal access for their students. This valuable tool will provide you with immediate, up-to-date information about your child's activities at school.

Through the Parent Portal you will be able to:

- see your child's attendance (immediately after it has been entered by the teacher)
- see your child's assignments and grades on completed assignments
- verify your contact information
- verify your child's immunization record
- view and print your child's schedule
- print a "missing assignments" report

Connecting to the Parent Portal

1. From the Pueblo District 60 website www.pueblocitieschools.us, choose the Parents drop-down menu, Technology Links for Parents, and then the Infinite Campus— Parent Portal link.
<https://campus.pueblocitieschools.us/campus/portal/pueblo.jsp> (A "Help" button is available on the Infinite Campus webpage).
2. Enter your Campus Portal Activation Key which you can obtain from the school's attendance secretary.
3. You will then be prompted to create a username and password for accessing the portal.

Infinite Campus app for Parent Portal

Smartphones and IOS Apple devices all have the IC app. If you use this app, it is important to log out of the app after each use to ensure new sessions are loaded each time you view the portal on these devices. Without this important step, it may appear the portal is not being updated and you may not be seeing your child's actual grades.

Connecting to the Student Portal as a Resource for Students

1. From the Pueblo District 60 website (www.pueblocitieschools.us), choose the Students drop-down menu, and then, next select the Infinite Campus link, and then select the Student Portal link.
2. A login page will appear.
 - In the User Name box, enter your Student ID.
 - In the Password box, enter your birth date:
 - MMDDYY (M=month, D=day, Y= year)
 - Example: 122993
3. Through the Student Portal you will be able to:
 - see attendance (immediately after it has been entered by the teacher)
 - see assignments and grades on completed assignments
 - verify your contact information
 - verify immunization record
 - view and print schedule
 - print a "missing assignments" report

Illness at School

Students are to obtain a pass from their teacher prior to reporting to the main office or Nurse's Office when they become ill unless an emergency exists.

- If the illness is prolonged beyond one period, the student may be sent home.
- Before a student is permitted to go home, the main office will contact the parents/guardians.
- Due to security and safety, students need to call from the office and not their cell phones when ill.
- Under no circumstances may a student who is ill leave school without permission of an office person, counselor, or administrator.

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

Immunizations

See the letter and chart on the following pages for immunization requirements.



Dear parents/guardians of students in Colorado kindergarten - 12th grade schools for the 2022-23 school year:

We know you're thinking of all the things you need to do to make sure your student is ready for school. Getting vaccinated is an important part of their school readiness and keeps children from catching and spreading diseases that can make them sick and potentially disrupt in-person learning. We wish you and your student a healthy school year!

Required and recommended vaccines

- Colorado law requires students who attend a public, private, or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases that vaccines can prevent, unless a *Certificate of Exemption* is filed. For more information, visit cdphe.colorado.gov/schoolrequiredvaccines. Your student must be vaccinated against:
 - o Diphtheria, tetanus and pertussis (DTaP, DTP, Tdap).
 - o Hepatitis B (Hep B).
 - o Measles, mumps, and rubella (MMR).
 - o Polio (IPV).
 - o Varicella (chickenpox).
- Colorado follows recommendations set by CDC's Advisory Committee on Immunization Practices. Students must receive their final doses of DTaP, IPV, MMR, and varicella prior to kindergarten entry. Students entering sixth grade must receive one dose of Tdap vaccine prior to entry, even if they are younger than 11-years-old. You can view recommended vaccine schedules at cdc.gov/vaccines/schedules/parents-adults/resources-parents.html.
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease, and human papillomavirus, but are not required for school entry.

Exclusion from school

- Your student may be excluded from school if your school does not have an up-to-date *Certificate of Immunization*, *Certificate of Exemption*, or in-process plan on file for your student.
- If someone gets sick with a vaccine-preventable disease or there is an outbreak at your student's school and your student has not received the vaccine for that disease, they may be excluded from school activities. That could mean lost learning time for them and lost work and wages for you. For example, if your student has not received a MMR vaccine, they may be excluded from school for 21 days after someone gets sick with measles.

Have questions?

Talk with a healthcare provider licensed to give vaccines or your local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at <https://www.cdc.gov/vaccines/parents/FAQs.html>, <https://childvaccineco.org/>, ImmunizeForGood.com, and cdphe.colorado.gov/immunization-education.

Paying for vaccinations

If you need help finding free or low-cost vaccines and providers who give them, go to COVax4Kids.org, contact your LPHA, or call the Mile High Family Health Line at 303-692-2229 or 1-800-688-7777 to ask about Medicaid contact information. You can find your LPHA at cdphe.colorado.gov/find-your-local-public-health-agency.

Vaccination records

- Please take your student's updated *Certificate of Immunization* to school every time they receive a vaccine.
- Need to find your student's vaccine record? It may be available from the Colorado Immunization Information System (CIIS). Visit COVaxRecords.org for more information, including directions for how to use the CIIS Public Portal to view and print your student's vaccine record.

Exemptions

- If your student cannot get vaccines because of medical reasons, you must submit a *Certificate of Medical Exemption* to your school, signed by a health care provider licensed to give vaccines. You only need to submit this certificate once, unless your student's information or school changes. You can get the form at cdphe.colorado.gov/vaccine-exemptions.

- If you choose not to have your student vaccinated according to the current recommended schedule, you must submit a *Certificate of Nonmedical Exemption* to your school. Nonmedical exemptions must be submitted annually at every new school year (July 1st through June 30th of the following year). There are two ways to file a nonmedical exemption.
 - File the *Certificate of Nonmedical Exemption* WITH a signature from an immunizing provider, OR
 - File the *Certificate of Nonmedical Exemption* received upon the completion of our online education module.
- Downloadable certificates and our online education module are available at cdphe.colorado.gov/vaccine-exemptions.

How's your school doing on vaccinations?

Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percent of vaccinated students. Schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department annually. Schools do not control their specific immunization and exemption rates or establish the Vaccinated Children Standard described in §25-4-911, CRS. Schools must include their MMR immunization and exemption rates from the most recently completed school year in this letter. Schools may choose to also include immunization and exemption rates for other school-required vaccines. Additional immunization and exemption rates can be found at COVaxRates.org.

School Name	2021-2022 MMR Immunization Rate REQUIRED IN LETTER	2021-2022 MMR Exemption Rate REQUIRED IN LETTER
<i>Schools may also include the rates for the school-required vaccines shown below in this annual letter to parents/guardians</i>		
Vaccinated Children Standard 95% Immunization Rate for All School-Required Vaccines	2021-2022 DTaP/Tdap Immunization Rate	2021-2022 DTaP/Tdap Exemption Rate
	2021-2022 HepB Immunization Rate	2021-2022 HepB Exemption Rate
	2021-2022 IPV Immunization Rate	2021-2022 IPV Exemption Rate
	2021-2022 Varicella Immunization Rate	2021-2022 Varicella Exemption Rate

**KINDERGARTEN THROUGH 12TH GRADE IMMUNIZATION CHART
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2022-23**

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
	<i>Vaccines must be given no earlier than the MINIMUM INTERVALS & AGES in order to be valid. A 4-day grace period applies in most situations.</i>	
Diphtheria/Tetanus/ Pertussis (DTaP) <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP doses unless dose 4 is given on or after the 4 th birthday. Final dose of DTaP is to be given on or after the 4 th birthday.
Tetanus/Diphtheria/ Pertussis (Tdap) <i>For students 7 years of age or older.</i> <i>One dose of Tdap is required for students in 6th through 12th grades</i>	3 or 4	3 doses of tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) are required, or 4 doses required if 1 st dose of DTaP is given before 1 year of age. Students, ages 7-10 yrs that did not complete a series of pertussis-containing vaccine before their seventh birthday should receive a single dose of Tdap. If needed, they are to complete their series with Td or Tdap. An additional Tdap is required at 6 th grade entry regardless of when the previous dose of Tdap was given and the student is at least 10 years of age.
Polio (IPV) <i>With a combination of OPV & IPV, will need a series of 4 doses.</i>	3 to 4	4 IPV doses unless 3 rd dose is given on or after 4 th birthday. Final dose of IPV is to be given on or after the 4 th birthday.
Measles/Mumps/Rubella (MMR) <i>If 2 live vaccines are not given on the same day, there must be a 28 day interval between the 2 doses.</i>	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 valid doses are required for students entering Kindergarten & through 12 th grade.
Varicella (Chickenpox) <i>If 2 live vaccines are not given on the same day, there must be a 28 day interval between the 2 doses.</i>	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten & through 12 th grade. Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening performed by a healthcare provider.
Hepatitis B <i>Administration of 4 doses is permitted when a combination vaccine containing HepB is used after the birth dose.</i>	3 or 4	The 2 nd dose must be administered at least 4 weeks after the first dose. The 3 rd dose must be administered at least 16 weeks after the 1 st dose, at least 8 weeks after the 2 nd dose, and the final dose must be administered no earlier than 24 weeks of age. <i>Note: there is a 2-dose series for ages 11-15 years that uses a specific adult vaccine.</i>

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

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

Immunization requirements are strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes § 25-4-902. There are three ways to be in compliance with the school immunization law:

1. Student's immunization record shows they are fully immunized with required vaccines. A laboratory report for some vaccines or diseases showing immunity is also acceptable.
2. For students who are not up to date on required vaccines, the school will notify the parent/guardian that the student has 14 days to receive the required vaccine(s).
Parents are to provide a written plan for the remaining vaccines following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not followed, the student shall be excluded from school for non-compliance.
3. Submission of a Certificate of Medical Exemption signed by a healthcare provider, (MD, DO, APN, PA) or a Certificate of Nonmedical Exemption signed by an immunizing healthcare provider or obtained after the completion of CDPHE's online immunization education module. Visit www.colorado.gov/vaccineexemption.

Please refer to the ACIP Immunization Schedule, Table 1, 2 and notes:
cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf

Last Reviewed 2/2022

Incentives

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

Inciting a Fight or Conflict

Unfortunately, some students find it “entertaining” to start a fight by relaying negative communications between individuals or starting rumors. To tell another student that “someone wants to fight you,” or “watch your back” or any other variation of negativity, would be considered an attempt at inciting a fight, and grounds for disciplinary action. If a student hears that an individual wants to fight one of our students he/she must immediately tell an administrator or teacher. The person reporting this information will be kept anonymous.

Leaving During the School Day

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

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

Locks and Lockers

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

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

Each person is assigned a locker.

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

Lost and Found

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

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

Make-up Work for Absences

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

Medication for Students at School

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

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

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

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

Parent's Right to Know

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

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

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

Parent Rights in Education

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

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

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

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

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

Prohibited Items

Problems arise when students bring articles to school which are hazardous to the safety of others or interfere in some way with school procedures. Some of the items which are not allowed, and will be confiscated, are pocket knives, sharp objects, weapons of any kind, earbuds, the use of cell phones between the hours of 8:25 and 4:23, computer games, laser pointers, cards, and items brought to school for resale, such as gum and candy. **Also prohibited are permanent markers of any kind; additionally, the possession of permanent markers with tips ½ inch wide or above by children under the age of 18 is against the law. Leave these items at home. The school is not responsible for such items.**

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

Report Cards

Student-led conferences will be held twice a year. Parents will receive notification of conferences and each student is responsible to assist in the scheduling and presenting of their conference. Students' grades are accessible in real-time on Infinite Campus and parents/guardians are encouraged to access grades through the Parent Portal System. Grade reports can be printed directly from Infinite Campus and parents will be notified at the end of a grading term when final grades have been posted. Report cards are not printed, mailed, or sent home with students. Please contact the front office for assistance with report cards, if needed.

Report of Student Progress

We encourage students and parents to keep in close contact with teachers, counselors as well as the Parent Portal to determine academic progress and/or any issues with a student's grades or academic achievement/progress. Parents/Guardians must obtain the parent portal access information through the main office.

Safe School Procedures

Maintaining a safe school environment is everyone's responsibility. Students are encouraged to report any situation that may appear to be a safety issue. Information can be reported to the Principal, Assistant Principals, Counselors, School Resource Officer, Security Guard, secretaries, or any other faculty member. Safety is a high priority and students may file reports at any time during the school day. Students and parents are encouraged to call Safe2Tell @ 1-877-542-7233 or access safe2tell.org

Please drive carefully when transporting your child to and from school. Each child's life is precious and irreplaceable. Traffic is congested and very heavy in the morning and afternoon. Please be patient and kind to the other family members transporting their children. Also, keep traffic lanes open and be considerate of other parents transporting their children. Please utilize the designated area to drop off and pick up students. **Do not use the bus loading area or the parking lot to drop off and pick up students.**

Schedule Change Process

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

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

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

*Steps 1-3 must have been completed prior to Step 4.

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

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

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

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

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

Student Rights and Responsibilities

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

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

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

Tardies

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

Technology

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

If any book, musical instrument, or technology is lost or damaged, you must pay for the damage.

Books must be returned at the end of the year, at which time they will be examined for damage.

If you are issued a book/technology that is damaged when it is issued to you, call it to the attention of your teacher **immediately** so that you will not be responsible for it later.

If you lose a book, notify your teacher.

Students who use school technology for use other than school-related items may receive a technology violation which will result in the loss of technology privileges.

Telephone Calling by Students

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

Parents are encouraged to contact the main office at 549-7437, or 549-7433 if they need to contact their child.

Please do not text your child as it causes a disruption to the teaching/learning process. Also, student cell phones are turned off during the hours of 8:25-4:20.

Title I Parent Rights

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

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

Town Hall Performance Requirements

Students wanting to audition for events must be in good academic standing (No F's) and have no office referrals. The record will be reset at quarter.

Valuables

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

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

Visitors

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

10/10 Rule

A request to leave class to use the restroom is something that any student may expect to be honored as long as an excessive pattern of absence from instruction does not impact learning. Passes are strongly discouraged during the first 10 and last 10 minutes of each class.

- Parents/guardians who believe that there is a compelling health reason for their student to use the restroom such that this results in excessive absence from class and impacts student learning should work with the principal to determine if home tutoring may be an option that better matches health needs.

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

Notification to Access Benefits

Colorado Department of Education

School Health Services Program

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

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

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

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

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

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

Policies and Regulations (School District 60)

***District Policies and Regulations are available on the District website at:**
www.pueblod60.org/policies or from the school office.

*All District policies and regulations apply
regardless of whether they have been specifically highlighted in this handbook*

*See also the District's **Student Code of Conduct** also available on the District's website at: www.pueblod60.org.*

JJJ: Extracurricular Activity Eligibility

All students meeting eligibility requirements are entitled to participate in extracurricular activities at their school of attendance. Subject to the same eligibility requirements, the district shall allow students enrolled in any school (including charter schools, online education programs, nonpublic schools and home schools) to participate on an equal basis in any activity offered by the district that is not offered at a student's school of attendance. *See complete policy.**

JJJ-R: Rules governing participation in all school-approved extracurricular activities. *See complete regulation.**

JQ: Student Fees, Fines, and Charges

Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the district's educational program except tuition when allowed by law. However, the district may require students to pay textbook fees, fees for expendable materials and other miscellaneous fees as more fully set forth in this policy. *See complete policy.**

JRA/JRC: Student Records/Release of Information on Students

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/ guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records. *See complete policy.**

JRA/JRC-R – Student Records, Notification to Parents and Students of Rights Concerning Student Education Records (Review, Amendment and Hearing Procedures): This regulation contains the procedures to follow when a parent or eligible student seeks to review or challenge the content of student education records. *See complete regulation.**

JRA/JRC-E-1– FERPA Notice: The Family Educational Rights and Privacy Act (FERPA) and Colorado law afford parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within a reasonable time period after the request for access is made (not to exceed 45 days). *See JRA/JRC-R.*
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights. *See JRA/JRC-R.*
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. *See JRA/JRC.*
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.
5. The right to refuse to permit the designation of any or all of the categories of directory information. *See JRA/JRC.*
6. The right to request that information not be provided to military recruiting officers. *See JRA/JRC and JRA/JRC-E-2.*

Issued: June 25, 2013

JS: Suspension/Expulsion of Students

While using district technology or personal technology on district property, in district vehicles and at district-sponsored activities, students shall act in an appropriate manner and in accordance with Board, school, and district policies and procedures, and applicable law. It is the joint responsibility of district and school personnel and students' parent(s)/guardian(s) to educate students about their responsibilities and to establish expectations when students use or access district and personal technology. *See complete policy.**

JS-E: Acceptable Use Agreement. *See complete exhibit.**

JKD/JKE: Student Use of Internet and Electronic Communications

The Board of Education shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. *See complete policy.**

JKE-E: Grounds for Suspension/ Expulsion

The following may be grounds for suspension or expulsion from a public school: 1) Continued willful disobedience or open and persistent defiance of proper authority. 2) Willful destruction or defacing of school property. 3) Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children. 4) Declaration as a habitually disruptive student. 5) The use, possession or sale of a drug or controlled substance on school grounds, in a school vehicle, or at a school activity or sanctioned event. 6) The commission of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would be robbery. 7) Possession of a dangerous weapon. 8) Repeated interference with a school's ability to provide educational opportunities to other students. 9) Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property. 10) Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). 11) Making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school district officials or personnel. *See complete policy.**

JKE-R: Suspension/ Expulsion of Students

Through written policy the Board of Education has delegated to any school principal the power to suspend a student for not more than five or 10 days, depending upon the type of infraction. Pursuant to policy JKD/JKE, the superintendent has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be 10 days or less. *See complete regulation for procedures.**

JEA: Compulsory Attendance

Every child who has attained the age of six years on or before August 1 of each year and is under the age of 17 is required to attend public school with such exceptions as provided by law. It is the parents' responsibility to ensure attendance. *See complete policy.**

JH: Student Absence/Excuses

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. *See complete policy.**

JHB: Truancy

"Habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as "habitually truant." *See complete policy.**

JICA: Student Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. This policy is designed to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance or body type/size *See complete policy.**

JLCB: Immunization of Students

The Board directs the superintendent or designee(s) to annually provide parents/guardians of each student enrolled in the district a copy of the standardized immunization document developed by the Colorado Department of Public Health and Environment. The standardized immunization document includes a list of required and recommended immunizations and the age at which each immunization should be given.

No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Students who do not submit an up-to-date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to regulation JLCB-R.

All information distributed to parents/guardians by the district will inform them of their rights to seek an exemption from immunization requirements.

Adopted: July 16, 1996

Revised: June 25, 2013

LEGAL REFS.: C.R.S. 22-32-140 (annual distribution of standardized immunization document required)

C.R.S. 22-33-106 (grounds for suspension, expulsion and denial of admission)

C.R.S. 25-4-901 et seq. (school entry immunizations)

6 CCR 1009-2 (school immunization requirements)

CROSS REFS.: JF, Admission and Denial of Admission

JLCB-R: Immunization of Students

1. No student may attend school in the district unless the student has presented to the school an up-to-date certificate of immunization or a completed exemption form. [Note: please refer to current standardized immunization documents developed and updated by the Colorado Department of Public Health and Environment for a list of immunization requirements and recommendations.] A student shall be exempted from required immunizations only upon submission of:
 - a. certification from a licensed physician that the student's physical condition is such that immunization would endanger the student's life or health or is otherwise medically contraindicated due to other medical conditions.
 - b. a statement signed by the parent/guardian or the emancipated student that the student adheres to a religious belief whose teachings are opposed to immunizations.
 - c. a statement signed by the parent/guardian or the emancipated student that the student holds a personal belief that is opposed to immunizations.

In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.

2. The district will provide upon request an immunization reporting form. The school nurse is responsible for seeing that required information is included on the form and transferred to an official certificate of immunization as required.
3. If there is a failure to comply with the immunization requirements, the school nurse will personally notify the parent/guardian or emancipated student. Such notification will be accomplished either by telephone or in person. If this is not possible, contact will be by mail. Emancipated Students must be contacted directly rather than through their parents/guardians.

The parent/guardian or emancipated student will be notified of the following:

- a. that up-to-date immunizations are required under Colorado law.
 - b. that within fourteen (14) days of notification, the parent/guardian must submit either an authorization for administration of the immunization by health officials or a valid exemption or documentation to the school showing that the next required immunization has been given and a written plan for completion of all required immunizations.
 - c. that if the required documentation is not submitted within fourteen (14) days of notification or if the student begins but does not continue or complete the written plan, the student will be suspended or expelled.
4. A student who fails to comply shall be suspended by the principal for up to five days and notice of the suspension sent to the Health Department.
 5. If no certificate of immunization is received during the period of suspension, the superintendent will institute proceedings for expulsion.
 6. Any suspension or expulsion under this policy will terminate automatically upon compliance.
 7. Record of any such suspension or expulsion will be contained in the student's health file, with an appropriate explanation, not in the student's disciplinary file.

Any student expelled for failure to comply with the immunization requirements will not be included in calculating the dropout rate, but will be included in the annual report to the State Board of Education.

Students in out-of-home placements

The following procedure shall apply to students in out-of-home placements, as that term is defined by C.R.S. 22-32-138(1)(e).

Unless the district or school is otherwise authorized to deny enrollment to a student in out-of-home placement, the district or school shall enroll the student regardless of whether the district or school has received the student's immunization records. Upon enrolling the student, the school shall notify the student's legal guardian that unless the school receives the student's certificate of immunization or a written authorization for administration of immunizations within fourteen (14) days after the student enrolls, the school shall suspend the student until such time as the school receives the certificate of immunization or authorization.

Approved: July 16, 1996

Revised: March 14, 2006

Revised: June 25, 2013

KFA: Public Conduct on District Property

Persons using or upon school district property, including all district buildings, parking lots, and any district vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the superintendent or designee to be in violation of this policy shall be instructed to leave district property and law enforcement may be contacted. Any person who has engaged or district officials reasonably believe will engage in conduct prohibited by this policy may be excluded from district property.

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations or any activity sponsored or approved by the district.

2. Physical abuse or threat of harm to any person or school district property.
3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district property, at district or school-sponsored functions or in any district vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with the Board's policy on administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.
6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
10. Profanity or verbally abusive language.
11. Violation of any federal, state or municipal law or Board policy.

Adopted: May 28, 2015

Revised: August 23, 2016

LEGAL REFS.: 21 U.S.C. 860 (*crime to distribute or manufacture controlled substances within 1,000 feet of a school*)
 C.R.S. 18-1-901 (3)(e) (*definition of deadly weapon*)
 C.R.S. 18-9-106 (*disorderly conduct*)
 C.R.S. 18-9-108 (*disrupting lawful assembly*)
 C.R.S. 18-9-109 (*interference with staff, faculty or students of educational institutions*)
 C.R.S. 18-9-110 (*public buildings – trespass, interference*)
 C.R.S. 18-9-117 (*unlawful conduct on public property*)
 C.R.S. 18-12-105.5 (*unlawful carrying/possession of weapons on school grounds*)
 C.R.S. 18-12-214 (3)(a) (*person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked*)
 C.R.S. 18-18-407 (2) (*crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles*)
 C.R.S. 22-1-119.3 (3)(c), (d) (*no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event*)
 C.R.S. 25-1.5-106 (12)(b) (*possession or use of medical marijuana in or on school grounds or in a school bus is prohibited*)
 C.R.S. 25-14-103.5 (*boards of education must adopt policies prohibiting tobacco and retail marijuana use on school property*)
 C.R.S. 25-14-301 (*Teen Tobacco Use Prevention Act*)

CROSS REFS.: ADC, Tobacco-Free Schools
 GBEB, Staff Conduct
 GBEC, Alcohol and Drug-Free Workplace
 JICH, Drug and Alcohol Involvement by Students
 JICI, Weapons in School
 KI, Visitors to Schools
 JLCDB, Administration of Medical Marijuana to Qualified Students

NOTE: The exceptions in state law that permit possession of a deadly weapon on school property are that the person:

- a. has legal authority to carry or possess a deadly weapon. C.R.S. 18-12-105.5 (3).
- b. is presenting an authorized public demonstration or exhibition for the school or an organized class. C.R.S. 18-12-105.5 (1).
- c. is carrying out duties for the school district which require the use of a deadly weapon. C.R.S. 18-12-105.5(1).
- d. is participating in an authorized extracurricular activity or on an athletic team. C.R.S. 18-12-105.5 (1).
- e. has possession of the weapon for use in an approved educational program which includes but is not limited to any course designed for the repair and maintenance of weapons. C.R.S. 18-12-105.5 (3)(h).
- f. is a school resource officer or peace officer on duty. C.R.S. 18-12-105.5 (3)(e).

PUEBLO ACADEMY OF ARTS



R - Respect and Responsibility

I - Integrity

S - Speak and Act like a Phoenix

E - 100% Effort