

b



Parent/Student Handbook
2025 - 2026

Table of Contents

Section I: General Information	6
Mission	6
Vision	6
School Board	6
Statement of Non-Discrimination	6
General Admissions and Enrollment Information	7
Exclusions from Admissions	7
Submission of Applications and Admissions Lottery	7
McKinney-Vento Homeless Education Assistance Act of 2001	8
Student Information	8
Food Allergy Information	8
School Calendar	9
School Day	9
Drop Off and Pick Up Procedures	9
Release of Students from School	9
Procedure for Checking Student out During the School Day	10
Attendance	10
Colorado Compulsory Attendance Law	10
Absence and Tardiness	11
Excused Absences	11
Unexcused Absences	11
Tardiness and Late Arrival	11
Assignment Requests	11
Make-Up Work	12
Withdrawals/Voluntary Withdrawal	12
Involuntary Withdrawal	12
Withdrawal Prior to the End of the Semester	12
Enrollment Prior to the End of Semester	12
School Uniforms and Grooming	13
Uniform Code	13
Students Fees	13
Textbooks and Curriculum Materials	14
Transportation	14
Displaying a Student's Original Work: Artwork, Projects, Photos and Other Products	15
Distribution of Materials or Documents School Materials	15
Pledges of Allegiance and Moment of Silence	15
Recitation of the Declaration of Independence	15
Prayer and Meditation	16
Section II: Academics	16
Grade Placement of New Students	16
Grades K-8 Placement/Home School Programs	16
Promotion and Retention	16
Students with Disabilities	17
Curriculum & Instruction	17
STEAM Program	17
Trilingual Education	17
Fine Arts	18
Physical Education	18

Medical Excuse from PE	18
Recess	18
Playground Guidelines	18
Field Trips	19
Grading & Credit	19
Progress Reports/Report Cards	19
Testing	19
Homework	20
Tutoring	20
Late Work	
SECTION III: BEHAVIOR EXPECTATIONS	21
Freedom from Bullying and Cyber-bullying	21
Freedom from Discrimination, Harassment, and Retaliation	
Statement of Nondiscrimination	22
Student Code of Conduct Purpose	22
Student Code of Conduct	23
Problem Resolution	23
Electronic Device Policy	24
Computer Resources	24
Student Acceptable Use Policy	24
Videotaping of Students	24
SECTION IV: DAILY PROCEDURES/GENERAL INFORMATION	25
Drop off and Pick Up Procedures (Campus Traffic Flow)	25
Walkers and Bicycle Riders	26
Class Schedules	26
Communication	26
School Cancellations and Delayed Openings	27
Morning Announcements: ROCKET TV	27
Yearbook	27
Parent Communication to Teacher	27
Parent/Teacher Conferences	28
Phone Messages	28
Telephone Use	28
Visitor and Volunteer Policy	28
Building Access After-Hours	29
Lost and Found	29
Valuables	29
FOOD at SCHOOL (Cafeteria and Lunch)	29
Food and Nutrition	30
Birthday Treats/Celebrations	30
Classroom Snacks	30
Extracurricular Activities, Clubs, and Organizations	30
OPPORTUNITIES FOR INVOLVEMENT	31
Classroom and School Visitors	31
Curriculum Night ("Meet the Teacher")	31
Spring Open House	31
Parent/Teacher Organization (PTO)	31
Dad's Club (WATCH D.O.G. Dads)	32
Class Parties	32
Homeroom Parent (Moms/Dads)	32
Community Activities/Events	32

Student Extracurricular Activities	32
SECTION V: STUDENT HEALTH AND SAFETY	32
Communicable Diseases	32
Head Lice	33
Immunization Requirements	33
Emergency Medical Treatment	34
Student Illness	34
Administration of Medications	34
Asthma and Anaphylaxis Medication	35
Dyslexia and Related Disorders	35
Fitness Testing	35
Spinal Screening	35
Vision and Hearing Screening	36
Suicide Awareness	36
School Health Advisory Council (SHAC)	36
Emergency Closings	36
Drills: Fire, Tornado, and Other Emergencies	36
Pest Control Information	37
Asbestos Management Plan	37
Investigation of Complaints	37
Investigation of Report	37
Confidentiality	38
Appeal	38
Child Abuse Reporting and Programs	38
Plan for Addressing Sexual Abuse and Other Maltreatment of Children;What is Sexual Abuse of a Child?	38
What is Other Maltreatment of a Child?	38
Reporting Obligation	38
Methods for Increasing Awareness Regarding Sexual Abuse or Other Maltreatment of Children	39
For Staff	39
For Students	39
Personal Counseling	39
Special Programs	39
ESL Services	39
Special Education Services	39
Education Services	40
Section 504 Services	40
Discipline Management Techniques	41
Student Code of Conduct Consequences	42
After School Detention	42
Campus Community Service	42
Conferences, Hearings, and Appeals of Disciplinary Decisions	42
Process for Suspensions Lasting Up To Five Days	42
Prerequisites to Suspension	42
Credit During Suspension	42
Gun-Free Schools Act	43

SECTION VI: IMPORTANT NOTICES FERPA, PARENTAL RIGHTS, AND STUDENT PRIVACY	43
Comprehensive System	43
Cumulative Records	43
Custodian of Records	44
Types of Education Records	44

SECTION I: GENERAL INFORMATION

Mission

The mission of Pioneer Technology Arts Academy (PTAA) is to empower and engage students to reach their full potential as global leaders who will enhance their communities and the world through creativity, collaboration and innovation.

Vision

The vision of PTAA is to be the leader in global education within 10 years. We will be respected and admired by our peers. Our instructional model will be sought after and shared, and we will have pride in ourselves. The best teachers will seek to work with us, and people who work here will love what they do and work hard because they want to. Our students will be admitted to and excel at top universities and colleges here and abroad. Staff, students and the community will feel we have contributed to their lives in a positive way.

When ALL of our students recognize their full potential in life, our vision will be realized. By partnering with our students and their families, we will ensure they are not only accepted to college, but that they complete college and graduate. We are committed to keeping all of our students and our mission will be a success only when our students graduate from college and live lives of choice and empowerment.

School Board

The Board members together are responsible for governance, performance, success, accountability and financial solvency of PTAA School. They are the committed fiduciaries for the students and uphold the public's trust. We are grateful to these volunteers for their service to PTAA and its students.

Statement of Non-Discrimination

Pioneer Technology & Arts Academy ("PTAA") does not discriminate on the basis of race, religion, color, national origin, sex, disability, or age in providing educational services, activities, and programs, including vocational and career technology programs. PTAA complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law. Any questions or concerns about PTAA's compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements: The Title IX Coordinator, for any concerns regarding discrimination is Shannon Houston, 6464 Peterson Road, Colorado Springs, CO 80923, 719-428-4940. The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is Sarah Mitchell, 6464 Peterson Road, Colorado Springs, CO 80923, 719-428-4940.

General Admissions and Enrollment Information

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the School's charter, and who are eligible for admission based on lawful criteria identified in the charter and in state law. The total number of students enrolled in PTAA shall not exceed the number of students approved in the charter or subsequent amendments. Total enrollment may further be limited by PTAA based on occupancy limitations, code compliance and staffing requirements as deemed necessary.

In accordance with state law, PTAA does not discriminate in its admissions policy on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend.

Exclusion from Admission

As authorized by the PTAA charter, any student with a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems within a 12 month period may be excluded from admission and enrollment in PTAA.

Submission of Applications and Admissions Lottery

Students wanting to attend PTAA must submit an application during the School's open enrollment period, which takes place from **December 1st to February 15th each year**, or as otherwise set by the administration. Enrollment forms are available at campus offices and online through the School's website.

If fewer applications than spots available are received, students will be offered admission on a first-come, first-served basis. If PTAA receives more applications than it has spots available in any grade level, it will conduct a random lottery. Each applicant selected during the lottery (until all open seats are filled) will be offered admission. Once all enrollment spots have been filled by the lottery, the lottery will continue, and applicants will be placed on a waiting list in the order in which they are drawn. If a vacancy arises before the commencement of the next school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

If an application is received after the application period has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied.

Families offered an enrollment seat will be sent an acceptance letter and instructions for registering. This notice will be sent **on or no later than March 15th**. Families must complete the registration packet by the **published deadline in order to secure enrollment**. If an enrollment offer is declined or if you do not complete the registration with District 49 by the established deadline, your child's seat will be offered to the next potential student on the waiting list.

Exceptions to Lottery Process: Federal guidelines permit PTAA to exempt from the lottery students who are already attending the School; siblings of students already admitted to or attending PTAA; and children of the School's founders, teachers, and staff, so long as the total number of students allowed under this exemption constitutes only a small percentage of the School's total enrollment.

McKinney-Vento Homeless Education Assistance Act of 2001

• Homeless children and youth are ensured specific educational rights and protections.

A listing of these specific rights may be obtained from PTAA by contacting:

Shubham Pandey, 15720 Hillcrest, Dallas, TX 75248 469-405-896

“Homeless children and youth” as defined and covered by the McKinney-Vento Homeless Education Assistance Act of 2001 means children and youth who

- lack a fixed, regular, and adequate nighttime residence;
- have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings;
- are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations;
- are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations;
- are living in emergency or transitional shelters;
- are abandoned in hospitals, or are awaiting foster care placement.

Parents of students in homeless situations can keep their students in their schools of origin (the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled even if the student is now residing outside the school attendance area or school district) or enroll them in any public school that students living in the same attendance area are eligible to attend.

Student Information

Any student admitted to PTAA must have records, such as a report card and/or transcript from the previous school attended, to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling in the School for the first time must present documentation of immunizations. No later than 30 days after enrolling in the School, the parent and school district in which the student was previously enrolled shall furnish records that verify the identity of the student. These records may include the student’s birth certificate or a copy of the student’s school records from the most recently attended school. Students will not be denied enrollment because they failed to meet this requirement. PTAA will forward a student’s records on request to a school in which a student seeks or intends to enroll without the necessity of the parents’ consent.

Food Allergy Information

The parent of each student enrolled in the School must complete a form provided by PTAA that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to PTAA to enable personnel to take any necessary precautions regarding the child’s safety; and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction. For purposes of this requirement, the term “severe food allergy” means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

PTAA may also require information from a child’s physician if the child has food

allergies.

Food allergy information forms will be maintained in the child's student records and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurse or designees, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

School Calendar

Directors. Holidays may be used as school make-up days for days lost due to bad weather. School activities, important dates, testing, holidays and teacher in service days are posted on the School Calendar on the campus website, under the Homepage (<https://www.ptaacoloradosprings.com/>). Any calendar updates will be communicated through several sources: Campus REMIND 101 texting service, email blasts and Campus ENewsletters. Information on specific classroom activities are available from the classroom teacher.

School Day

Classes begin at 8:00 a.m. and with a staggered dismissal beginning at 3:15 p.m. Students may be dropped off as early as 7:40 a.m. and will go directly to their Homeroom Class. Students staying for tutoring should be picked up promptly after the scheduled time. Students may be enrolled in the before and after-school program provided by Champions, before and after care and summer programs. Applicable fees for activities and/or supervision are between the parent and the provider. These fees vary, and information may be obtained in the school office. Students wanting breakfast may enter the front doors at 7:30 a.m.

Drop-off and Pick-up Procedures

All students must be dropped off and picked up ONLY in the designated areas. Parents may also park in the front parking lot and walk to drop off and pick up their child from the designated areas. The current drop off and pick up maps are available on the school website. All drivers in the driveline must stay in their cars at all times and must avoid use of cell phones in the driveline and use extreme caution and diligence.

Release of Students from School

A student will not be released from school at times other than at the end of the school day except with permission from the campus Administrator(s) and in accordance with campus sign-out procedures. Because class time is important, doctor's appointments or meetings with other professionals should be scheduled at times when the student will not miss instructional time, when possible.

Procedure for Checking Student out During the School Day

- Parent/guardian will enter the front office and request their student to leave the campus.
- Parent/guardian are expected to show a picture ID and sign out the child in the main office.

- Student will meet parent/guardian in the main office.
- Student returning to school must be checked in by a parent/guardian in the office before returning to class.
- Authorization for any person or relative other than the parent or legal guardian to check student out during the school day must be made in writing by the parent/guardian prior to the check out. Authorization may also be made on the enrollment card.
- Any special requests for release time for school must be made to the principal.

ATTENDANCE

Regular attendance is expected of all PTAA students due to the rigor of our curriculum. Consistent school attendance is an essential component of each student's education. Official attendance is taken each day and recorded each instructional period. Tardies and early checkouts are also recorded each day. Absence from school will affect a student's ability to succeed in class; therefore, students and parents should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age, and PTAA policy deals with attendance for course credit and a student's final grade. These items are discussed below.

Colorado Compulsory Attendance Law

The state compulsory attendance law requires that a student between the ages of 6 and 17 must attend school and school-required tutorial sessions, unless the student is otherwise legally exempted or excused. PTAA staff must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, or from required tutorials will be considered "truant" and subject to disciplinary action.

Absence and Tardiness

When a student must be absent from school, parents are asked to call the school each day the student will be absent. Upon returning to school, the student must bring a note, signed by the parent, or a medical excuse signed and dated by a medical provider that describes the reason for the absence. Notes should be submitted to the school registrar, and may be scanned and emailed to PTAA (attendanceCO@ptaaschool.org). If a note is not received 3 school days of the absence, the absence will be recorded as unexcused. Excessive absences are considered truancy under state law.

The School recognizes two kinds of absences: excused and unexcused. Students and parents should read this section carefully to understand the School's expectations. Students and parents should also be aware of the School's policy regarding homework, quizzes, and tests following an absence.

Excused Absences

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;

- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk;
- For students in the conservatorship (custody) of the state;
- Mental health or therapy appointments;
- Court-ordered family visitations or any other court-ordered activity provided it is not practicable to schedule the student's participation in the activity outside of school hours;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. If a student returns to school the same day or attends part of the day prior to a doctor's appointment and then presents a doctor's note verifying the appointment, the absence is excused and the student is counted present.

Students should be picked up and signed out for early dismissal in the office. We cannot call your student from the classroom until you are in the front office signing them out. Absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

For religious holy days, required court appearances, activities related to obtaining citizenship, and services as an election clerk, one day of travel to the site and one day of travel from the site shall also be excused by the School.

The only additional excused absences are for personal illness, death in the immediate family (parent, sibling, grandparent, or member of the immediate household), a school-related absence or an absence approved in advance by the campus Administrator(s) due to extenuating circumstances.

Unexcused Absences

Any absence not listed above or approved in advance by campus Administrator(s) due to extenuating circumstances will be considered an unexcused absence.

Tardiness and Late Arrival

School begins at 8:00 a.m. Students who arrive late must be signed in at the campus office by a parent or guardian. Late arrivals are documented. Any student arriving after the official attendance time of the second period will be marked absent for average daily attendance purposes although the student's presence will be noted for period attendance by the teacher. Please help support your student's positive school skills and habits by ensuring consistent, daily, on-time attendance. Excessive tardies may result in a referral to the office and conference with the principal.

Assignment Requests

Students who are absent two consecutive days or longer may request assignments on the second day. Student assignments should be requested by emailing the classroom teacher no later than 10:00 a.m. on the second day of the child's absence. Parents may pick up assignments in the main office. PTAA teachers will also be well versed and will use Google Classroom making it easier to access assignments virtually.

Make-Up Work

If a student misses class for any reason, a teacher may assign make-up work that incorporates the instructional objectives for the class and that will assist the student in mastering the essential knowledge and skills necessary to meet subject or course requirements. Students are responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. Teachers will provide students and parents with additional information regarding penalties for failure to complete make-up work within the time allotted, and the process for making up tests missed due to absence.

Withdrawals/Voluntary Withdrawal

A student under 18 years of age may be withdrawn from school only by a parent or legal guardian. PTAA requests notice from the parent/legal guardian at least three days in advance so that records and documents may be prepared. Parents may obtain a withdrawal form from the main office. The parent shall also provide the name of the new school in which the student will be enrolled and must sign the withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws.

Withdrawing students and parents are expected to:

- Return all textbooks and checked-out materials and equipment;
- Complete any make-up work assigned;
- Pay any unpaid balance for student fees, if any; and
- Sign a release of student records.

In all cases, withdrawal forms must be appropriately completed and signed before withdrawal is complete.

Involuntary Withdrawal

PTAA may initiate withdrawal of a student under the age of 19 for non-attendance if:

- Student has been absent 10 consecutive school days, and
- Repeated efforts by the school to locate the student have been unsuccessful.
- Enrolled student is a no-show on the first day of classes.

Withdrawal Prior to the End of the Semester

Students who withdraw prior to the end of the semester and before all exams are completed will NOT receive a semester grade or semester credit from a PTAA campus. The grade in progress at the time of withdrawal will be sent to the new school. The student's new school will determine how the grade information sent by PTAA for the current grading period will be processed and credits calculated/awarded.

Enrollment Prior to the End of the Semester

If the previous school has not completed the semester, the withdrawal/transfer grades from the previous school will be used with the grades earned for the remainder of the grading period to determine that grade for the grading period.

School Uniforms and Grooming

Why the school uniform is important:

- Uniforms help to create a positive school ethos (culture or spirit), foster a sense of belonging and school pride;
- Schools with uniforms produce better educational results by eliminating distraction and focusing student attention on learning.
- The uniform is a social leveler – equal dress without regard to background or income reduces negative peer pressure and potential bullying.
- Uniforms have practical advantages for parents and students. Students and parents don't have to spend time deciding what to wear at the start of each school day. The clothes are designed to be comfortable and safe, with no long trailing sleeves, skirts or hoods to catch on dangerous equipment in PE or science lessons.
- Uniforms are more economical for parents than wardrobes subject to fads and the higher price tags that accompany them.

The School's dress standards are designed to teach grooming and hygiene, prevent disruption, minimize safety hazards, while providing flexibility for the parent and student. Students must come to school cleanly and neatly groomed and wearing the clothing prescribed in the Uniform Code. Uniform Dress Code can be found on the school website under the Family Resource Page (<https://sites.google.com/view/ptaacolorado-family-resources/home>).

Uniform Code

PTAA students are expected to dress in a manner that conveys respect for their learning community and communicates a message of personal confidence and pride. The following specific guidelines must be followed:

PTAA formal uniforms should be ordered purchased at the campus including Plaid Ties, Plaid Jumpers and Skirts, Scooters, Light Blue Oxford Button Down dress shirts, navy sweater vests, classic navy blazers, PTAA logo spirit wear including t-shirts (short and long sleeve). **PTAA has a school code that may be used to shop on the French Toast Uniform Website for the Standard Uniforms.** Information about Uniforms can be found on the **campus website under the Family Resource Page** (<https://sites.google.com/view/ptaacolorado-family-resources/home>).

PTAA will periodically review its dress and grooming policies, and make changes as needed.

Student Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. Students are expected to provide their own consumable items, such as pencils, paper, pens, erasers, notebooks, calculators, headsets, etc. Students are required to pay yearly school fees, including:

1. Yearly Art fee of 40.00 and Technology fee of 60.00.
2. Damage fees for Technology Equipment if the damage was caused by student and will be over the amount not covered by the Technology fee.

3. A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials;
4. Field Trip Fees (for entrance tickets and transportation)
5. Membership dues in voluntary student clubs or organizations and admission fees to extracurricular activities;
6. A fee for voluntarily purchased items, such as student publications, pictures, yearbooks, etc.;
7. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school;
8. A fee for items of personal apparel used in extracurricular activities that become the property of the student;
9. A fee for lost, damaged, or overdue library book.

PTAA may waive any fee or deposit if the student and parent are unable to pay. A request for such a waiver must be made in writing to the Principal, and include evidence of inability to pay. Details for the fee waiver are available in the campus office.

Supply lists are posted on the School website in July and made available in the school offices.

Families are responsible for paying all fees associated with extra-curricular programs, including clubs, athletics, fine arts, UIL academics, etc.

Textbooks and Curriculum Materials

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class. Materials must be used by the students as directed by the teacher and treated with care. A student who is issued damaged materials should report the damage to the teacher. Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the student and/or parent pay for the damages. However, a student will be provided textbooks and educational materials for use during the school day. PTAA may reduce or waive the payment requirement if the student is from a low- income family. Release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks.

Transportation

PTAA does not provide regular transportation to and from school, unless required by a student's Individualized Education Plan ("IEP") for a student with disabilities. However, PTAA may provide transportation in school vehicles for educational field trips and participation in athletic and other extracurricular events.

Riding a school vehicle is a privilege. School vehicle drivers have the authority to maintain discipline and require seating charts. When riding a school vehicle, students are held to behavioral standards established in this Handbook and the Student Code of Conduct. Students must:

1. Follow the driver's directions at all times;
2. Enter and leave the vehicle in an orderly manner;

3. Keep feet, books, instrument cases, and other objects out of the aisle;
4. Not deface the vehicle or its equipment;
5. Not put head, hands, arms, legs, or an object out of any window; and
6. Wait for the driver's signal in order to leave or cross in front of the vehicle.

Only designated students are allowed to ride in the vehicle. Students may neither ride the vehicle to a different location nor have friends ride the vehicle to participate in after-school activities.

If a student with a disability is receiving school transportation as a result of an IEP, the Admission Review and Dismissal ("ARD") Committee will have the discretion in determining appropriate disciplinary consequences related to inappropriate behavior in a school vehicle.

Displaying a Student's Original Work: Artwork, Projects, Photos, and Other Products

Teachers may display student work in classrooms or elsewhere on campus as recognition of student achievement. By clicking yes on the photo/video section/form of student enrollment, you are giving parental consent to display student artwork, special projects, photographs taken by students, and other original works on the PTAA website, on any campus or classroom website, in printed materials (including the yearbook), by video, or by any other method of mass communication including displaying or publishing an original video or voice recording.

Distribution of Materials or Documents School Materials

Publications prepared by and for PTAA may be posted or distributed with prior approval by the Administrator(s) and/or teacher. Such items may include school posters, brochures, murals, etc.

Pledges of Allegiance and Moment of Silence

Each school day, students will recite the Pledge of Allegiance to the United States flag. Parents may submit a written request to the Superintendent or designee to excuse their student from reciting a pledge. A one minute "moment of silence" will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, PTAA will provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

Recitation of the Declaration of Independence

Students in social studies classes in grades 3–8 will memorize and recite a portion of the text of the Declaration of Independence during "Celebrate Freedom Week." A student will be exempted from this requirement if a parent provides a written statement requesting that the student be excused, PTAA determines that the student has a conscientious objection to the recitation, or the parent is a representative of a foreign government to whom the United States extends diplomatic immunity.

Prayer and Meditation

Students have a right to individually, silently, and voluntarily pray or meditate in school in a manner that does not disrupt instructional or other school activities.

SECTION II: ACADEMICS

Grade Placement of New Students

Students enrolling in Kindergarten should be five years old on or before September 20 of the current school year. Students new to PTAA in grades 2-4 will be placed initially at the grade level attained at the last school. The principal will then determine the final grade placement based on evaluation of prior performance, results of achievement tests, and results of assessments based on the state essential knowledge and skills for subjects within a grade level.

Grades K-8 Placement/Home School Programs

Students entering PTAA in grades K–8 from home school programs will have work completed in home school settings assessed by school staff to determine the level to which the grade-level and subjects align to Colorado state standards and PTAA courses. The data from documentation and/or assessment will be used in conjunction with the overall assessment of the curriculum used in the home school setting to place the students in the appropriate grade.

Promotion and Retention

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must demonstrate mastery on grade level standards and meet PTAA's requirements for attendance.

Students in grades K–8 will be advanced based on a number of factors, including state test results; reading and math ability; maturity (in lower grades); and class grades.

Decisions are made by a committee of teachers, administrators, and, where applicable, special education staff. Parents are notified at least four weeks before the end of the school year if retention is a possibility.

In addition to the requirements listed above for students in grades 5 and 8, a student may be considered for retention if they have met any of the following criteria:

- failed one or more core subject areas;
- failed one or more state assessments;
- is below level in one or more core subject areas;
- missed more than 10% of instructional days in an academic year.** *The decision must be made by a committee, which consists of the child's core subject area teachers, the counselor, and the Administrator(s).

Students with Disabilities

Upon the recommendation of the Admission, Review, and Dismissal ("ARD") Committee, a student with disabilities who is receiving special education services may be promoted and/or permitted to graduate under the provisions of his or her Individualized Education Program ("IEP").

Curriculum and Instruction

Colorado State Academic Standards require all students to demonstrate the knowledge and skills necessary to read, write, compute, problem solve, think critically, apply technology, and communicate across all subject areas. Colorado State Standards are the basis of curricular planning for each grade level and each content area.

PTAA offers instruction in the standards of the appropriate grade levels in the following required curriculum:

1. A foundation curriculum that includes:
 - a. English language arts and reading (including spelling, handwriting and cursive writing);
 - b. Mathematics;
 - c. Science;
 - d. Social studies; and
2. An enrichment curriculum that includes
 - a. Languages other than English, to the extent possible;
 - b. Health education;
 - c. Physical education ("PE");
 - d. Fine Arts;
 - e. Career and technical education; and
 - f. Technology applications.

STEAM Program

PTAA offers career and technical education programs in both Engineering and Computer Coding, the fastest growing fields within STEM occupations. STEAM is an acronym for Science, Technology, Engineering, Arts and Math education. PTAA focuses on these areas together not only because the skills and knowledge in each discipline are essential for student success, but also because these fields are deeply intertwined in the real world and in how students learn most effectively. STEAM is an interdisciplinary and applied approach that is coupled with hands-on, problem-based learning. Our classes:

- Integrate math, science, technology and arts content and skills.
- Introduce mechanics, electrical circuits, and applied mathematical reasoning that all too often are stumbling blocks for students.
- Initiate complex, strategic problem-solving and higher-order thinking.

PTAA will take steps to ensure that lack of English language skills will not preclude a student from participating in all educational programs.

Trilingual Education

PTAA's intent is to offer English, Spanish, and Mandarin Chinese languages. Spanish and Mandarin Chinese will be taught to provide an understanding of other cultures and a global education. Many of today's students will work for companies that operate and compete in a global marketplace; some may even have opportunities to work overseas themselves. We also recognize that many would be enriched and better prepared to

participate in our democracy by learning more about the diverse cultures found in their own communities. A globalized education gives them a generous amount of exposure to the rest of the world, with a goal of equipping them to take advantage of emerging economic opportunities. Over the next decade, it is estimated the demand for college-educated talent will exceed the growth in supply for most of the developed world.

Fine Arts

Arts Education plays a large role in our STEAM Academy and the overall development and academic success of our students. PTAA is fully arts integrated across all curriculum. Students also have both art and music classes each week as part of the specials rotation.

Physical Education

Students attend physical education as part of the specials rotation. Students should be engaged in moderate to vigorous physical activity for more than half of the class. Physical Education is guided by the Colorado State Standards.

Medical Excuse from PE

Written Excuses for non-participation in PE should be given directly to the PE Teacher. If the excuse is for more than 5 days, a note from the doctor is required.

Recess

Regularly scheduled periods of unstructured activity and play are an important part of cognitive, emotional, physical and social development for children. All classes will take a scheduled recess break during the day. Physical activity is an important part of the school day. Unless there is significant precipitation, threat of violent weather or temperatures too cold to play safely, recess will be held outdoors. Students should bring any needed outerwear.

Playground Guidelines

Students are expected to observe the following safety guidelines in order to ensure safe play for everyone.

Basic Rules of Conduct for Students

- **Everyone can play and participate**
- **Be respectful to other students and teachers at all times**
- **Always play safely and take care of yourself and others**
- **Be KIND. Say kind things and solve conflict peacefully**
- **Show teamwork and good sportsmanship**

Staff members will actively monitor the playground. Students will not be unattended on the playground without adult supervision. Each grade level has specific guidelines for age appropriate safe operation of playground equipment that teachers will review and students are expected to observe.

Field Trips

Each grade level may plan field trips related to the curriculum during the academic year. Parents will be provided advance notice of the trip. A general waiver completed during “Back to School Sign Up” must be on file in order for a child to participate. Field trip guidelines will be available for parent volunteers accompanying classes on trips. **In the interest of safety and to support the academic purposes of the field trips, siblings are not able to accompany parent chaperones on field trips.**

Grading and Credit

All semester grades are recorded as numerical grades and given as submitted by the teacher of record. In determining course credit the following method is used:

90-100 = A

80-89 = B

70-79 = C

69-60 = D

<60 = F

Progress Reports/Report Cards

Students and parents are provided a report card every nine weeks. Interim progress reports and report cards will be posted online for parents to review. Please familiarize yourself with our school calendar and our marking periods. Students who are enrolled in virtual classes will also receive regular progress reports and report cards that will reflect their progress in their courses as of the end of each respective marking period.

For students receiving special education services, progress is reported in the same manner as all students. The student's IEP committee will conduct at least one formal annual review each year to evaluate overall progress.

Testing

District professional staff members administer the CMAS (Colorado Measures of Academic Success), aligned to the Colorado Academic Standards and Common Core State Standards. CMAS provide ongoing measures of student learning at the following grade levels: 3rd: ELA, Math; 4th: ELA, Math, Social Studies; 5th: ELA, Math, Science; 6th: ELA, Math; 7th: ELA, Math, Social Studies; 8th: ELA, Math, Science. **The testing data is plays a critical role in determining if educational goals are being met and if students are on track for high school graduation and prepared for college and career.** Other tests given to assist in student-level, classroom level, campus level decisions about student progress toward mastery of learning goals include: STAR 360 Reading/Math given in the summer before beginning of school year, BOY, MOY and EOY, Grades K-8; DIBELS and benchmark testing for Kinder through 3rd grade. Other tests that may be given as needed for special programs include dyslexia services, talented and gifted services or special education. PTAA maintains a testing calendar that reflects all school assessments administered to students. The calendar will be posted on the school website. Parents are notified of testing windows and dates in advance of testing.

Homework

Homework is a link between school and home that shows what children are studying and develops habits of mind and skills necessary for optimizing learning. PTAA teachers are encouraged to:

- Define a clear purpose for homework assignments
- Develop a regular schedule for homework
- Provide prompt feedback on assigned work to students
- Homework will not be assigned as punishment

Research supports that the most effective homework reflects short, frequent assignments that balance practice of past lessons and the preparation for future lessons, balancing easy and challenging material. **Quality of the assignment is more important than quantity. General time guidelines are used by teachers to design grade level assignments. Both teachers and parents should monitor the time it takes students to complete assignments as this is useful information for the individual student. In addition to daily reading expectations communicated by teacher, students should generally spend the following amount of time on assignments outside of class Monday through Thursday in each grade level:**

- Kindergarten: 10 minutes
- 1st Grade: 10 minutes
- 2nd Grade: 20 minutes
- 3rd Grade: 30 minutes
- 4th Grade: 40 minutes
- 5th Grade: 50 minutes
- 6th Grade: 60 minutes

Students should also engage in daily reading practice. Parents are encouraged to support academic achievement by:

- **Implementing a daily “study time” and designated, quiet study place**
- **Helping students understand and review work covered in class**
- **Monitoring student understanding of lessons**
- **Encouraging your student to learn more on subjects studied**
- **Assuming your student will study most nights**

Tutoring

Teachers will be available to provide tutoring for students who need help beyond instruction in the classroom. Please talk with your child’s teacher to schedule a time for your child. In addition, PTAA may conclude that a Tutor Schedule/Calendar may be an extra support for our students and will communicate with families when this schedule comes in force. The Tutoring Schedule will be posted on school website.

Late Work

PTAA has implemented a no late policy in order to teach students responsibility, time management, and to simulate real world deadlines. **All work submitted by the posted due date will be eligible for full credit. The only late work that will be accepted is late work following an excused absence**, as described in the first section of this Handbook. A reasonable amount of make-up time will be given for these absences. For these absences, students are still strongly encouraged to submit work prior to being absent whenever possible. For absences due to other legitimate reasons such as personal medical events/illness, deaths in immediate family, or any other unforeseen events, staff and teachers will work cooperatively with parents and students to adjust the due dates in advance. **Make-up work will only be accepted with prior approval after the student has returned from the absence.** Students grades K–8 are not allowed to make-up work from unexcused absences. Given the dynamic nature of learning based on best practices under the Teaching- Learning Cycle where teachers are modifying their curriculum to fit learning needs, it is not always possible for teachers to have an exact plan of assignments for future weeks. For this reason, it is not possible to provide students work in advance of other students to facilitate time off.

SECTION III: BEHAVIOR EXPECTATIONS

Freedom from Bullying and Cyber-bullying

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property at a school-sponsored or school-related activity, or in a vehicle operated by PTAA that:

- has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or is sufficiently severe, persistent, and pervasive enough the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Conduct described above is considered bullying if that conduct:

- Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- Interferes with a student's education or substantially disrupts the operation of PTAA.

PTAA also prohibits cyberbullying, which is defined as the use of any electronic communication device to engage in bullying or intimidation

Bullying is not tolerated by PTAA and any student or parent of a student who believes that the student or another student has experienced bullying or that a student has engaged in bullying is encouraged to immediately report the incident. A report may be made orally or in writing, to a teacher, or school administrator. Any school employee

who receives notice that a student has or may have experienced bullying shall immediately notify a campus administrator. A failure to immediately report may impair PTAA's ability to investigate and address the prohibited and/or inappropriate conduct. Retaliation against anyone involved in the reporting process is a violation of the PTAA Charter school policy and is prohibited.

Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

PTAA prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law. PTAA also prohibits dating violence, as defined by this Handbook. Retaliation against anyone involved in the complaint process is a violation of school policy.

What Constitutes Discrimination?

For purposes of this Handbook, discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law and that adversely affects the student.

What is Prohibited Harassment?

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Student Code of Conduct Purpose

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student.

In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. To foster an orderly and distraction-free environment, PTAA has established this Student Code of Conduct ("the Code") in accordance with state law and the PTAA open-enrollment charter.

The Code has been adopted by the Board of Directors, and provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each PTAA campus and/or will be available for review at the campus office. Parents will be notified of any violation that may result in a student being suspended or expelled from PTAA. Students must be familiar with the standards set forth in the Student Code of Conduct, as well as campus and classroom rules.

The Code does not define all types and aspects of student behavior, as PTAA may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code. When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization's expectations, student behavior and consequences. Our campus philosophy of discipline is based on developing strategies and interventions to help students make informed choices to improve their behavior, and to help teachers focus on learning in a well-managed environment.

Student Code of Conduct

Students are to observe the following Student Code of Conduct:

We will show respect for ourselves and others by:

- **Keeping our hands, feet and other objects to ourselves;**
- **Not disrupting learning in the building;**
- **Listening and following directions;**
- **Walking safely in the building; and**
- **Arriving on time with necessary materials.**

Problem Resolution

The philosophy of PTAA educators is that the needs of our students are best served when a cooperative partnership exists among teachers, students and parents. It is our belief that problems or concerns are best resolved at the point nearest to the situation.

Below is a three step process for addressing concerns:

- 1. Teacher and student confer. Most problems can and should be resolved between teacher and student.**
- 2. Teacher and parent confer, with the child included if appropriate.**
- 3. Teacher and parent confer, with the principal or counselor included as appropriate.**

Classroom teachers will communicate with parents to help students develop responsible self-managing behaviors. Repeated offenses and behavior that is disruptive to the learning of others may result in removal from the classroom at the discretion of the principal. By law, each campus has a campus behavior coordinator to act as point of contact for discipline management and to administer consequences for certain student misconduct. The campus behavior coordinator for PTAA is Carlos Lozano, Dean of Students who can be contacted at clozano@ptaa.org or by phone at 719-428-4940.

Electronic Device Policy/NO Cell Phone Policy

Electronic and telecommunication devices are a major source of distraction in the classroom. For this reason, **students are not permitted to possess items such as cell phones, smart watches, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games or ear buds at school**, unless prior permission has been obtained from the Administrator(s).

If a student is permitted to possess an electronic or telecommunications device at school, including a cell phone, **all such devices must be turned off during school hours and turned into homeroom teacher or Dean**. If a School employee observes a student using any electronic or telecommunication device (**including a cell phone**) during the school day or a school-related activity, **the employee will collect the item and turn it into the Administrator(s)'s office**. PTAA will not be responsible for damage to or loss or theft of confiscated items. Students will have one warning and cell phone will be confiscated and returned at the end of the day. After the first warning, students will not be allowed to have the cell phone on the campus and will receive Detention.

Computer Resources

To prepare students for an increasingly computerized society, PTAA has made a substantial investment in computer technology for instructional purposes. **Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents must read and agree to abide by the Student Acceptable Use Policy.**

Student Acceptable Use Policy including but not limited to:

- a. **Attempting to access or circumvent passwords or other security-related information of PTAA or its students or employees, and uploading or creating computer viruses, including such conduct off school property if the conduct causes a substantial disruption to the educational environment.**
- b. Attempting to alter, destroy, or disable PTAA computer equipment, PTAA data, the data of others, or other networks connected to the PTAA system, including conduct occurring off school property if the conduct causes a substantial disruption of the educational environment.
- c. **Using the Internet or other electronic communications to threaten PTAA students, employees, or volunteers, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.**
- d. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
- e. Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

Videotaping of Students

For safety purposes, including the maintenance of order and discipline, audio/visual surveillance cameras are used to monitor student behavior in classrooms, on school

vehicles, and in school common areas. Video recordings may be reviewed routinely to document student misconduct and used by PTAA staff when investigating an incident. Tapes and other video recordings may be available for viewing pursuant to the Family Educational Rights and Privacy Act ("FERPA") at the discretion of the Administration and in such that the viewing will not violate FERPA privacy rights of other students.

SECTION IV: DAILY PROCEDURES AND GENERAL INFORMATION

Drop Off and Pick Up Procedures (Campus Traffic Flow)

Student safety is very important to us which requires attention of every driver and student at all times. Please familiarize yourself with the directed flow of traffic around the school and obey all traffic signs and instructions. Traffic flow map can be found on the school website on the Family Resource Page under Campus Drop off/Pick up (<https://sites.google.com/view/ptaacolorado-family-resources/home>).

Please be a courteous and patient driver and we ask that you do not use your cell phone in the school zone.

Please follow these queue lane guidelines: Back side of Building (West Side Courtyard) is the "Drop Off/Pick Up Area" also known as School Passenger Zone. This is a moving carpool lane. **No Cell phone use is permitted in this Zone.** Drivers should pull forward to drop off and pick up students. Follow any signals given by the Teacher Traffic Guards. Do not leave your car unattended in this line. If you have an extended wait for your child, you will be asked to pull into the "Recall" area and wait for your student. The "Recall" area is noted on the Map. Administration has the right to change the Campus Traffic Flow and Driveline plans at any time.

Morning Entry

Students may not enter the building before 7:45 a.m. except for possible inclement weather or scheduled tutorials or scheduled activities accompanied by a teacher. Throughout the year, PTAA may add a Tutoring Schedule/Calendar which will be communicated to parents and added to the website. If there is a need to drop off children earlier, **Champions provides Before and After Care on the PTAA Campus. Before Care is offered from 6:30 a.m. – 7:45 a.m.**

Teachers are on duty in the classrooms beginning at 7:45 a.m. when students may enter the classroom. Morning announcements begin at 8:00 a.m. All students are expected to be in their seats at that time, or they are counted tardy.

Morning Drop Off 7:40-8:00 AM.

Students may enter (West Side Courtyard) and report to the classroom. PTAA will notify you if this changes.

All school doors will be locked at 8:00 a.m. and will remain locked throughout the school day. Access is permitted through the front door only after 8:00 a.m.

Teachers performing safety patrol during drop off and pick up will be stationed at the

doors used for drop off/pick up. Student and staff safety and security is our top priority. **All visitors are required to present identification and sign in at the front office and wear a visitor badge at all times while on campus.**

Afternoon Pick Up 3:15-3:35 PM. Students will be called from their classrooms beginning at 3:15 and dismissed on the (West Side Courtyard). Families will be assigned one carpool number and **must have a Number Card displayed in their Car front window** so it may be seen by the teacher traffic guards to call your child for pick up.

Dismissal Procedures

Parents should communicate their plan for pickup at dismissal with the teacher. Students who walk home from school should leave campus directly at dismissal when walkers are called. **Students who are not picked up within 10 minutes of dismissal time will be brought to the main office to make a phone call and wait there to be picked up.** If students are left at the school past 4:30, a cash fee will be charged of \$5.00 for each 5 minutes. Parents will need to park in the front parking lot and enter front doors to pick up your child in the office.

Parents should communicate any changes in regular dismissal arrangements on a particular day prior to 2:00 p.m. directly to the teacher, or after 2:00 p.m. directly to the main office to ensure the teacher receives notification.

Tips:

- Have a severe weather plan. Traffic is heavier on these days.
- Staff members will walk students to cars. Please stay in the car at all times.

Before and After Care Program and Extended School Days parents should check with Champions Program leader to determine which door to use for pickup.

Walkers and Bicycle Riders

Students and all pedestrians must obey driveline/walker staff. **Cross only at the designated intersections, and observe bicycle safety rules. Bicycles must be parked in the racks provided in the front of the school and must have locks.** The school is not responsible for bicycle damage or theft. For the safety of our students, Kindergarten students may not ride their bikes. **Kindergarten and First grade students must have a signed permission slip before they are allowed to walk with a sibling.**

Class Schedules

Classes in grades K through 8th grade begin at 8:00 a.m. and staggered dismissal begins at 3:00 p.m.

Kindergarten through Third Graders have one teacher in a self-contained class except for specials (World Languages, Art, Music and P.E.). **Fourth Grade and Fifth Grade** students will have 7 class period rotations and lunch with a specialized teacher for each subject (ELAR, Math, Science, Social Studies, STEAM, World Languages):

Spanish and Mandarin, Art, Music and P.E.). Middle School students will have 7 class period rotations and lunch with specialized teachers for each subject including core classes and elective specials.

COMMUNICATIONS

Campus Communications

PTAA uses several print and electronic tools to keep our learning community (students and families) informed about the activities and events available and all important news. There is no reason to go uninformed! The following communication tools will be utilized:

- PTAA/Colorado Springs Website: (www.ptaa.org)
- **PTAA/CO: (Texting Service)**. Remind is a one-way communication text to alert you about activities on campus, inclement weather closures, school closings, events, etc. Information will be provided during Back to School Event on how to sign up for this service. Teachers will also have REMIND texting site for two way communication.
- PTAA E-News: This is a group email used to distribute timely and “just in time” information to families.
- **PTAA/Colorado Springs Facebook Site:** (<https://www.facebook.com/ptaacoloradosprings>). This is a great way to keep attuned to the happenings at the campus including pictures and videos.
- PTAA Rockets eBulletin: includes campus information, extracurricular activities, reminders of volunteer commitments and news about PTAA faculty/staff and students. Please contact the office if you would like to include items in the newsletter. Articles can be submitted by email to shouston@ptaa.org.

School Cancellations and Delayed Openings

In the event of severe weather or other emergency conditions that result in school closing or delayed opening, PTAA will post information on its website, Facebook site and REMIND text system. (Most Severe weather days, we will follow D49 closure, but some calls will be decided by PTAA Administration.)

Morning Announcements: “ROCKET/TV”

We have daily announcements provided by students produced in our AV/Green Room. Campus administrators and students collaborate to provide announcements which include the Pledge of Allegiance, a moment of silence, celebrating student birthdays, lunch choice and other information about activities in our school. We will even have “special guest appearances” from time to time.

Yearbook

The PTAA yearbook is published each school year with student class pictures, teacher pictures as well as candid shots taken throughout the year. Teachers and parents are encouraged to take pictures throughout the year at class and school events and submit them to the PTO Yearbook Coordinator (smitchell@ptaa.org).

Parent Communication to Teacher

Teachers may be contacted through email or through the teacher's REMIND. Teachers will be available to meet with parents during their daily scheduled conference time, email or phone calls in a timely manner, generally at the end of the instructional day (24 hours). **Parents, please do not contact teachers on their personal phone numbers.**

Parent Teacher Conferences

Our staff welcomes opportunity to conference with parents about their child's educational progress and educational program. Teachers may be contacted by sending an email. In order to protect instructional time, conferences should be scheduled during conference periods or after school hours. Impromptu conferences interrupt instruction time in progress that is critical to our students' success. **Please do not try and confer with the teacher during the period of 7:40-8:00 a.m. or while the teacher is responsible for safe dismissal of the students during dismissal.**

Teachers will be available for individual conferences for all families during fall and spring parent/teacher conferences. Parents will be invited to sign up for a conference time with the teacher. Conferences may be scheduled on an as needed basis during the remainder of the school year, except during the last week of each grading period.

To schedule an appointment with the principal, please contact Mrs. Houston via her email (shouston@ptaa.org).

Phone Messages

Decisions about afternoon transportation, appointments, and other information for students should be made before students come to school in the morning. Phone messages for students will be placed in the teachers' boxes, but the office cannot guarantee messages will be picked up by a particular time.

Telephone Use

The office phone is for emergencies only. If a student is ill or injured, the school nurse or office staff will contact parents. And if it is necessary, students may call their parents from the front office.

Visitor and Volunteer Policy

PTAA encourages parents and family members to regularly visit the school and become involved in student activities. The impact that positive parental involvement has on the learning and development of students is immeasurable. With that in mind, the following policies must be adhered to so that a safe, secure, and productive learning environment can be ensured for all.

- **Visitors MUST sign in at the main office whenever they are on campus. A valid ID must be provided to scan through the RAPTOR system.** They will be provided with a visitor ID that must be worn while on campus. **Visitors are not permitted to make unscheduled or drop-in visits to classrooms.**

- **When visiting campus to meet with teaching staff or administration, visitors must have a pre-arranged time set up with the teacher(s) in question except for urgent matters.** Times are best arranged via email. An email directory is located on our website. With few exceptions, conferences are scheduled during teacher/team planning time, and/or immediately before or after school. **Under no circumstances can a teacher be interrupted while providing instruction before, during, or after the school day to meet with a parent.**

- Visitors to campus must be the parent, guardians, or other adult family members with permission of the parent/guardian. **Students' friends, younger siblings, and other non-related individuals cannot visit the campus during school hours.**

- **Frequent Volunteers MUST go through a background check conducted by the PTAA Network office.** Once the check is cleared, volunteers are notified and may begin helping on campus. Until this clearance is obtained, they are not to be involved in any educational or extra-curricular activities.

Additionally, the Administrator(s) may take the following actions whenever there is a school visitor:

- Establish an electronic database for the purpose of storing information concerning visitors. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose. Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by PTAA.

Building Access After Hours

Access to the building is not available after hours, on weekends or during vacations, with the exception of official extra-curricular activities and planned events. To schedule a school sponsored activity requesting use of the school facilities, contact the main office at 719-428-4940.

Lost and Found

Please label your child's property (e.g. navy blazers, tie, coats, jackets, sweaters gloves, backpacks, lunch boxes) Lost items which are turned in will be placed in the school's lost and found located in the front office. Items not claimed by the end of each semester will be donated to charity. PTAA is not responsible for items lost/found on the school property.

Valuables

Students should not bring valuables to school. **(This includes cell phones and other electronic devices)** If a student brings a valuable item to school as part of a demonstration for a class project, the students should receive prior approval from the teacher and permission from the parent.

FOOD AT SCHOOL

Cafeteria and Lunch

Students will have a 25 minute period for eating lunch each day. Students have the option of bringing a lunch from home or choosing a school hot lunch. A daily menu can be found on the school website, “Family Resource Page” link, click on Lunch Menu. A price list and nutritional information is also **available on the D49 Food Services website.**

Students should be expected to remain seated and talk quietly at their assigned tables during lunch period. Cafeteria monitors will ensure a safe and orderly environment and assist students as needed. Students are expected to clean up around the area where they are seated, disposing of all trash properly at the end of their lunch period. **Students should follow any instructions given by faculty members supervising the cafeteria.**

Basic Rules of Conduct for Students during Lunch:

- **Remain seated at tables.**
- **Be respectful of other students and teachers at all times.**
- **Keep hands and feet to yourself and keep others safe.**
- **Use good table manners and eat only from your tray.**
- **Use quiet voices and speak in a conversational tone.**

Food and Nutrition

Learning communities are in a strong position to influence children’s lifelong dietary habits. PTAA in partnership with parents, should work hard to convey the importance of good nutrition and developing good eating habits and healthy lifestyles. Nutritious meals and food can also improve student concentration, academic success and overall health.

PTAA contracts with District 49 for food services to offer nutritionally balanced lunches. Guidelines set by the Colorado Department of Agriculture (“CDA”) and United States Department of Agriculture (“USDA”) are followed to meet the nutritional needs of all students. Menus may be obtained at the school office.

Free and reduced-price lunches are available based on financial need. Information about a student’s participation is confidential. Applications are available with the registration packet. Students must apply for meal assistance each school year.

Students are not permitted to leave campus for lunch. Food delivery services are not permitted for students. Students and adults may not bring in or give away food to other students during lunch times.

Birthday Treats/Celebrations

We celebrate every child’s birthday with special recognition on the morning announcements and in the classroom. Because of food allergies and nutritional guidelines, parents are asked not to bring edible birthday treats to distribute to other

students in the class. Please do not distribute invitations to parties at school unless all students in the class are invited.

Classroom Snacks

Teachers may schedule brief classroom snacks in the morning or afternoon, not to interfere with instructional time. Students should provide their own snack which must be in accordance with FMNV policy and follow guidelines for any food allergy as informed

Extracurricular Activities, Clubs, and Organizations

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege and not a right. Eligibility for participation in many school-related activities is governed by state law and rules of the University Interscholastic League (“UIL”), a statewide association overseeing interscholastic competition between public schools. Additional information regarding extracurricular activities, clubs, and organizations may be obtained from the Administrator(s).

Participation in these activities may result in events that occur off-campus. When PTAA arranges transportation for these events, students are required to use the transportation provided by PTAA to and from the event. Exceptions may only be made with approval from the activity’s coach or sponsor.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation of organization rules is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

OPPORTUNITIES FOR INVOLVEMENT

Classroom and School Visitors

In the interest of student and staff safety, the main entrance to the building will be the only point of access to the school after 8:00 a.m. on school days. Students and staff are not allowed to open the other doors for visitors. Visitors to the school must use the front entrance, register at the office, and wear a visitor badge at all times in the building.

Curriculum Night (“Meet the Teacher”)

At the beginning of each academic year, Curriculum Night is generally used as opportunity to meet your child’s teacher(s), receive information on classroom and grade level expectations, and learn about the upcoming class events. In addition, parents can volunteer to assist with events and activities for their child’s class. Curriculum night is designed for parents only.

Open House

PTAA will host a Spring House for families to visit the campus and see all the special work students have been working on throughout the year.

Parent/Teacher Organization (PTO)

Parent Groups are partners in our children's education. As a community of parents, citizens, groups, districts, businesses, places of worship, organizations, it is our collective duty to help our children learn, grow and become responsible contributing citizens. During meetings, activities are planned to supplement the school's academic schedule, **funds are appropriated to enhance the school's budget, and ways to make the school year more enjoyable.** Parents are encouraged to sign up for PTO at Orientation and "Meet the Teacher."

Class Parties

During the school year, classes will have three parties. Room parents will coordinate the parties with the Teacher. One party is typically held prior to dismissal for the winter holidays.

Room Moms/Dads

These parents help organize parties throughout the school year, as well as recruit volunteers to work for the class during events like STEAM Fair, Fall "Fam Jam" or Spring Fling, Multi-Cultural Day/Night and Field Day. Many additional parents are needed to help with parties and other events.

Community Activities

Information for Organizations like Cub Scouts/Boy Scouts, Girl Scouts and other Community Organizations and Extra Curricular Club activities will be communicated through the administrative office through EBulletin, Facebook, Remind 101 and website.

Student Extracurricular Activities

Participation in school-sponsored extracurricular activities before or after school is a great way to develop interests, receive recognition, as well as build relationships with other students. Staff will develop extracurricular opportunities for students based on the interest level of students and staff. (Clubs may include Martial Arts, Landsharks, Dance, Hip Hop, Robotics Club, Chess Club, Basketball, Volleyball, etc.). PTAA will also offer extracurricular sports and Dance lessons, depending on student interest. The principal, in cooperation with the sponsor, coach or other person in charge of an extracurricular activity may regulate the dress/grooming of students who participate in the activity.

SECTION V: STUDENT HEALTH AND SAFETY

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. **Parents of students with a communicable or contagious disease should notify the front office/health room and Administration so that other students who might have been exposed to the disease can be alerted.** School authorities will report those students who are suspected of having a reportable condition. Any student excluded from school attendance for reason of communicable disease may be readmitted by one or more of the following methods, as determined by the local health authority:

- Certificate of the attending physician, advanced practice nurse or designee, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-infectiousness in a school setting;
- Submitting a permit for readmission issued by a local health authority; or
- Meeting readmission criteria as established by the commissioner of health.

Please, contact the school nurse or designee if you have questions or if you are concerned about whether a child should stay home.

Head Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse or designee will contact the student's parent to pick the child up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse or designee to discuss the treatment used. The nurse or designee can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return. Once the child is free from lice, he or she may return to school.

Immunization Requirements

The State of Colorado requires that every child in the state be immunized against vaccine preventable diseases caused by infectious agents in accordance with an established immunization schedule.

For specific immunization requirements, please, contact the school nurse or designee or visit: <https://cdphe.colorado.gov/schoolrequiredvaccines>

Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

Exclusions from Immunization Requirements

Exclusions from immunization requirements are allowable on an individual basis for medical reasons, reasons of conscience (including a religious belief), and active duty with the armed forces of the United States.

To claim exclusion for medical reasons, the student must present a statement signed by the student's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim an exclusion for reasons of conscience, including a religious belief, a signed

Colorado Department of State Health Services (“CDSHS”) The form must be submitted to the Superintendent within 90 days from the date it is notarized. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Students, who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, PTAA staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization.

Therefore, **parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date** (name of doctor, emergency phone numbers, allergies, etc.). Please contact the campus registrar to update any information.

Student Illness

When your child is ill, please, contact the school to let us know he or she will not be attending that day. Students must be fever-free without the use of fever-reducing medication and must be free of vomiting/diarrhea without the use of diarrhea suppressing medication for at least 24 hours before returning to school. If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse or designee. If the nurse or designee determines that the child should go home, the nurse or designee will contact the parent.

Administration of Medication

Medication should be administered at home whenever possible. If necessary, medication can be administered at school by the school nurse or designee under the following circumstances:

1. Nonprescription medication brought to school must be submitted to PTAA by a parent along with a written request. The medication must also be in the original and properly labeled container.
2. Prescription medications administered during school hours must be prescribed by a physician or advanced nurse or designee practitioner (“ANP”) and filled by a pharmacist licensed in the State of Colorado.
3. Prescription medications must be submitted in a labeled container showing the student’s name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies or unlabeled containers will NOT be administered.
4. If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if required by the students Individualized Education Program (“IEP”) or Section 504 plan for a student with disabilities.
5. Only the amount of medication needed should be delivered to PTAA, i.e. enough medication to last one day, one week, etc. In cases of prolonged need, send in the

amount for a clearly specified period. Extra medication will not be sent home with the student.

6. In certain emergency situations PTAA may administer a nonprescription medication to a student but only in accordance with the guidelines developed by the School's medical advisor and when the parent has previously provided written consent for emergency treatment.

Changes to daily medications require written instruction from the physician or ANP and written permission from the parent. Parents are responsible for advising PTAA that a medication has been discontinued.

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life-threatening conditions, and students with those conditions are entitled to possess and self-administer prescription medication while on PTAA property or at school-related events.

Student possession and self-administration of asthma or anaphylaxis medication at school requires the student to demonstrate his or her ability to self-administer the medication to the student's physician or other licensed health care provider and the school nurse or designee, if available. Requirements also include written authorization from the student's parent and physician or other licensed health care provider on file in the school office indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication. Medication in a student's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

Dyslexia and Related Disorders

From time to time, students may be tested and, when appropriate, treated for dyslexia and related disorders in accordance with programs, rules and standards approved by the state. Parents will be notified should PTAA determine a need to identify or assess their student for dyslexia and related disorders.

Fitness Testing

According to requirements under state law, PTAA will annually assess the physical fitness of students. PTAA is not required to assess a student for whom, as a result of disability or other condition identified by rule or law, the assessment exam is inappropriate.

Spinal Screening

All children in grades 6–9 must be screened for abnormal spinal curvature before the end of the school year. The screening requirement for students entering grade six or nine may be met if the child has been screened for spinal deformities during the previous year.

A parent who declines participation in the spinal screening provided by PTAA must submit to the Superintendent or designee documentation of a professional examination which includes the results of a forward-bend test. This documentation must be submitted to PTAA during the year the student is scheduled for screening or, if the professional exam is obtained during the following summer, at the beginning of the

following school year.

Exemption: A student is exempt from screening if the screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or member. To qualify for the exemption, the student's parent, managing conservator, or guardian must submit to the Superintendent or designee on or before the day of the screening procedure an affidavit stating the objections to screening.

Vision and Hearing Screenings

Students will be screened for possible vision and hearing problems. Students in certain grade levels identified by state regulations shall be screened for vision and hearing problems.

Exemption: A student is exempt from screening requirements if screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or a member. To qualify for the exemption, the individual or, if the individual is a minor, the minor's parent, managing conservator, or guardian, must submit to the Superintendent or designee on or before the day of admission an affidavit stating the objections to screening.

Suicide Awareness

PTAA is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access

<https://cdphe.colorado.gov/suicide-prevention/youth-and-young-adult-suicide-prevention> or contact the school administrator or counselor for more information related to suicide prevention services available in your area.

School Health Advisory Council (SHAC)

The PTAA School Health Advisory Council holds quarterly meetings. The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness. If you are interested in serving on this committee, contact the Superintendent.

Emergency Closings

Generally, PTAA dismisses classes for weather-related events on the same days as surrounding local independent school districts. PTAA may also need to close during certain emergency situations beyond the control of school officials. Any emergency closures will be posted on the PTAA REMIND school wide text site and by email blast and Facebook site.

Drills: Fire, Tornado, and Other Emergencies

Students, teachers, and other staff will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of school staff quickly, quietly, and in an orderly manner. Order rather than speed shall be stressed. Defined

instructions for vacating each room will be posted in each room, and students will be instructed in these procedures.

Pest Control Information

PTAA periodically applies pesticides inside school buildings and on school grounds. Except in an emergency, signs will be posted 24 hours before application. Students may not reenter a treated area inside a building or use an area on school grounds for at least 12 hours following application. Parents who want to be notified prior to pesticide application may contact the Superintendent or designee.

Asbestos Management Plan

All school facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act (“AHERA”) inspector. An Asbestos Management Plan has been created for the School in accordance with federal regulations. Parents may view the Asbestos Management Plan at the campus office.

Investigation of Complaints

After receiving a complaint of prohibited discrimination or harassment, PTAA may, but need not, require the student to prepare a written report. Oral complaints will be reduced to written form. Upon receipt of a complaint, the appropriate Compliance Coordinator or other authorized School official shall promptly authorize and undertake an investigation. Following completion of the investigation, the Compliance Coordinator or other authorized School official will prepare a written decision regarding the complaint, including a determination of whether prohibited discrimination or harassment occurred.

When appropriate, PTAA may take interim action to avoid additional opportunities for discrimination or harassment. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations. If the results of the investigation establish that prohibited discrimination or harassment occurred, PTAA shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the discrimination or harassment and prevent its recurrence.

PTAA may take disciplinary action based on the results of an investigation, even if the School concludes that the conduct did not rise to the level of harassment prohibited by law or policy.

Investigation of Report

The Administrator(s) shall determine whether the allegations in the report, if proven, would constitute prohibited harassment, and if so proceed under that policy instead. The Administrator(s) shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent hazing and/or bullying during the course of an investigation, if appropriate.

The Administrator(s) shall prepare a written report of the investigation, including a determination of whether hazing and/or bullying occurred. If the results of an investigation indicated that hazing and/or bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to

address the conduct in accordance with the Student Code of Conduct. PTAA may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of hazing and/or bullying under this policy.

Confidentiality

To the greatest extent possible, PTAA shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the **PTAA grievance procedure**.

Child Abuse Reporting and Programs

PTAA provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. The School also provides training to its teachers and students in preventing and addressing incidents of sexual abuse and other maltreatment of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse or maltreatment. Assistance, interventions and counseling options are also available.

The School's administration shall cooperate with law enforcement investigations of child abuse, including investigations by the Colorado Department of Protective and Family Services. School officials may not refuse to permit an investigator to interview a student who is alleged to be a victim of abuse or neglect at school. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student's parent, if necessary.

Plan for Addressing Sexual Abuse and Other Maltreatment of Children

What is Sexual Abuse of a Child?

Family Code defines "sexual abuse" as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as, in certain circumstances, failure to make a reasonable effort to prevent sexual conduct harmful to a child.

What is Other Maltreatment of a Child?

Under Colorado State law, "other maltreatment" of a child includes "abuse" or "neglect," as defined by Colorado Family Code section CRS 18-6-401.

Reporting Obligation

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Colorado Department of Human Services ("CDHS"). Reports may be made by contacting one of the following:

- **Colorado Abuse Hotline:** 1-844-CO-4-KIDS or, in non-emergency situations only;

- <https://cdhs.colorado.gov/our-services/child-and-family-services/child-welfare>
- Your local police department; or Call 911 for emergency situations.

Methods for Increasing Awareness Regarding Sexual Abuse or Other Maltreatment of Children

For Staff:

PTAA annually trains staff in all content areas addressed in the plan. Training is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration.

Personal Counseling

PTAA Administration is available to assist students with a wide range of personal concerns, including social, family, or emotional issues, and substance abuse. The Administrator and Dean of Students may also provide information about community resources to address these concerns. A student who wishes to meet with Administration should set an appointment through the School Secretary.

SPECIAL PROGRAMS

ESL Services

PTAA offers English as a Second Language (“ESL”) services for English language learners who are limited to their English proficiency. The program is designed to assist students identified as having Limited English Proficiency with development in language – listening, speaking, reading, and writing. The goal of this program is to provide additional English language assistance to students, enabling them to become academically successful in all classes. Students are assessed with state- approved Oral Language Proficiency and Norm-Referenced Test to qualify for placement in the program. If the test results indicate either limited oral or limited cognitive academic English ability, the student (with parent approval) is provided additional English language support.

Special Education Services

PTAA has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5 to 21 years of age and who fall within the school’s jurisdiction. If you know or suspect that your student has a disability, please contact the Administrator(s) for information about available programs, assessments, and services. Special education services are specifically designed to meet the unique needs of students with disabilities. Each student who receives special education services has an Individual Education Plan (“IEP”), which is developed by the student’s ARD Committee. The ARD Committee considers the student’s disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum.

All special education services are provided in the least restrictive environment, which may be special education settings, general education settings, or a combination of both. All students receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities

on the same basis as students who are not disabled.

Education Services

If a student is experiencing learning difficulties, the parent may contact Cari Cantwell, Special Populations Coordinator (ccantwell@ptaa.org) to learn about PTAA's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention ("RtI"). The implementation of RtI has the potential to have a positive impact on PTAA's ability to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services by presenting a written request to [name, title], or an administrative employee. PTAA must, within 15 school days of receiving the request, either (1) give the parent an opportunity to give written consent for the evaluation or (2) refuse to provide the evaluation and provide the parent with written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with PTAA. Additionally, the parent will receive a copy of the Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities. If consent for evaluation is obtained, PTAA must complete the evaluation and report within 45 school days of the date PTAA receives the written consent. PTAA must give a copy of the evaluation report to the parent.

Section 504 Services

PTAA provides a free appropriate public education to each qualified student with a disability, regardless of the nature or severity of the student's disability. A "student with a disability" is one who has a physical or mental impairment that substantially limits one or more of the student's major life activities, has a record of having such impairment, or is regarded as having such impairment. A student with a disability is "qualified" if he or she is between the ages of 3 and 21, inclusive.

An appropriate education is the provision of regular or special education and related services that are (1) designed to meet the student's individual educational needs as adequately as the needs of students who do not have disabilities are met; and (2) based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

Qualified students with disabilities will be placed in the regular educational environment, unless PTAA demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, PTAA will comply with all legal requirements regarding least restrictive environment and comparable facilities for students with disabilities. In providing or arranging for nonacademic and extracurricular services and activities, PTAA will ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a student must be determined, as

a result of an evaluation, to have a “physical or mental impairment” that substantially limits one or more major life activities. If a student has or is suspected of having a disability, or requires special services, parents or teachers should contact the Administrator(s) for information concerning available programs, assessments, and services.

Discipline Management Techniques

Disciplinary techniques are designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of misbehavior, the student’s attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Behavioral contracts.
- Cooling-off time or “time-out.”
- Verbal correction, oral or written.
- Rewards for positive behavior.
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Sending the student to the office or other assigned area.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- In-school suspension, as specified in the suspension section of the Code.
- Out-of-school suspension, as specified in the suspension section of the Code.
- School-assessed and school-administered probation (final warning contracts).
- Withdrawal of privileges, such as participation in extracurricular activities, field trips, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Withdrawal or restriction of bus privileges.
- Expulsion from PTAA, as specified in the expulsion section of the Code.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Penalties identified in individual student organizations’ extracurricular standards of behavior.
- Other strategies and consequences as determined by school officials.

PTAA will NOT administer corporal punishment upon a student for misconduct.

Student Code of Conduct Consequences

After School Detention

The following rules apply to students assigned to after school detention:

1. Students will bring materials to work on. Classroom materials may also be sent by a teacher.
2. Students will not be permitted to go to their lockers during detention; all materials must be brought to the detention room when reporting.
3. Sleeping is not permitted.
4. Students will follow all rules concerning classroom behavior.

Campus Community Service

As a consequence for unacceptable conduct, students may be assigned Campus Community Service duty. Tasks and Sign Off of time completed must be administered by a Staff Member and turned into the Front office. Copies will be kept in the student file.

Conferences, Hearings, and Appeals of Disciplinary Decisions

All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by applicable state and federal law, and PTAA policy.

Process for Suspensions Lasting Up To Five Days

In addition to the above list of Code of Conduct violations, the Administrator(s) has authority to suspend a student for a period of up to five school days for any of the following additional reasons:

- the need to further investigate an incident,
- a recommendation to expel the student, or
- an emergency constituting endangerment to health or safety.

Prerequisites to Suspension

Prior to suspending a student for up to five days, the Administrator(s) must attempt to hold an informal conference with the student to:

- notify the student of the accusations against him/her,
- allow the student to relate his or her version of the incident, and
- determine whether the student's conduct warrants suspension.

Credit During Suspension

A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

Gun-Free Schools Act

In accordance with the Gun-Free Schools Act, PTAA shall expel, from the student's regular program for a period of one year, any student who is determined to have

brought a firearm, as defined by federal law, to school. The Administrator(s) may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program on a case-by-case basis and in accordance with legal requirements.

For the purposes of this section, "firearm" means:

1. Any weapon – including a starter gun – which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon;
2. Any firearm muffler or firearm silencer;
3. Any destructive device. "Destructive device" means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon – other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes – by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

SECTION VI: IMPORTANT NOTICES FERPA, PARENTAL RIGHTS, AND STUDENT PRIVACY

A. COMPREHENSIVE SYSTEM

The Superintendent or PEIMS Coordinator will develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

B. CUMULATIVE RECORD

A cumulative record shall be maintained for each student from entrance into PIONEER TECHNOLOGY & ARTS ACADEMY (PTAA) ("the School") until withdrawal or a student's graduation from the School.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for non-enrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent.

C. CUSTODIAN OF RECORDS

The PEIMS Coordinator is the custodian of all records for currently enrolled students, and for students who have withdrawn.

D. TYPES OF EDUCATION RECORDS

For the purposes of this policy, the term “educational records” means those records, files, documents, and other materials that contain information directly related to a student and are maintained by the School or by a person acting for the School, including:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student’s testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.
5. Health services record, including:
 - a. The results of any tuberculin tests required by the School.
 - b. The findings of screening or health appraisal programs conducted or provided by the school.