

PLACE BRIDGE ACADEMY

7125 Cherry Creek North Drive
Denver, CO 80224

720-424-0968 (Attendance)

720-424-0960 (Main Office)

720-424-0985 (FAX)

PLACE BRIDGE ACADEMY

Bringing the World Together

Student and Family Handbook

2024-2025



ECE - 8th Grade

Disclaimer/ Student and Family Handbook Contract. Please make sure you read, sign, and return this contract, which is found on the last page.



Hello Roadrunners,

Welcome to a new year in a new grade at PBA! We are excited to have you as an important member of our school community.

We hope this handbook helps you understand all of the procedures and expectations at the school. With such a big school, there is a lot to read so please take the time to go through everything and let your teacher or someone at the school know if you have any questions.

The entire PBA staff is here to support you in having the best year you can have. Do not hesitate to reach out to an adult for any reason if you need help with something. As the principal, I am going to ask the staff (and myself) to work hard to support you in your academic and social-emotional learning. I am also going to ask that you come to school each day willing to try your best. You don't have to be perfect, or have the answers to every question. You can take risks, make mistakes, and grow stronger by learning from them. If you are willing to try your hardest, and have an open mind for new learning, great things will happen for you.

This year, we also want to work hard to build a positive school community where everyone strives to support one another. I ask for your help in making PBA the strongest it can be, by showing your B.R.I.D.G.E. values and creating an environment that respects and builds up all members of our school community. When showing respect, make sure you always show it to yourself by not missing any opportunity to strengthen your mind or character.

This is your school, so please remember to speak up and let yourself be heard. We want to hear your amazing thoughts and opinions when you are in class. If you do that, you will use your brilliance to make yourself and the PBA community stronger!

I am grateful for the opportunity to be your principal, and wish you all the best this year.

GO ROADRUNNERS!!!!!!!!!!!!!!

Sincerely,
Nadia Madan Morrow
Principal, Place Bridge Academy

ABOUT PLACE BRIDGE ACADEMY

Place Bridge Academy is proud to be one of the most culturally and linguistically diverse schools in the country. We serve students from all over the world, as well as students from here in Denver. Place Bridge Academy was established in 2008 as a magnet school to provide programming for the Refugee and Newcomer students of Denver Public Schools. Students, grades ECE through 8, come to Place Bridge Academy from all areas of the Denver Public Schools attendance area as well as from our neighborhood boundary. The Place Bridge Academy staff is extremely proud to serve all of our students, and is honored to be part of their academic journeys.

The Bridge Values guide students at Place Bridge Academy:

- **Belonging**
- **Respect**
- **Integrity**
- **Dignity**
- **Generosity**
- **Effort**

Place Bridge Roadrunners pledge:

I am a member of the Place Bridge Academy school community.

I belong here.

I respect others and myself.

I show integrity in my actions.

I am a generous person.

I put forth my best effort everyday.

I am a B.R.I.D.G.E. builder.

I make the world a better place!

GUARDIAN INVOLVEMENT

PBA believes that strong partnerships with our families are important for our students' success. To stay informed, see our Friday Family Newsletter. We regularly update our website and send out information on our Facebook page. Guardians are encouraged to attend back to school nights, guardian/teacher conferences, and other school events. The family and teacher conferences are an opportunity to celebrate progress, set achievable goals, and support the student's learning. **Conferences are highly recommended for all students.**

We host monthly family involvement activities, such as Back to School night, International Night, Coffee with the Principal, etc. If you would like to observe a classroom or meet with a teacher, please call the main office at 720-424-0960 to set a time or email the teacher using this format: first name_last name@dpsk12.net . Teachers are available to meet before or after school.

Any changes to parent contact should be reported to the main office in person or by calling 720-424-0960. Parents will sign permission forms at registration for all field trips, internet usage, and media permits.

SCHOOL CALENDAR AND HOURS OF OPERATION

School begins at 8:10 AM with the first bell at 8:25. When students arrive, they will eat breakfast and remain on campus once dropped off by guardians and upon entering the building.

Students are dismissed at 3:25 PM on all days except Early Release Wednesdays (12:10 PM). Early release Wednesdays occur every other Wednesday and are highlighted in red in the School Year Calendar below.

When students are dismissed, they will:

- Leave the building or report to a supervised activity.
- Be accompanied out of the building.
- Head home immediately, catch the bus or be picked up.



FIRST DAY OF SCHOOL

2024-25 School Year Calendar

JULY 2024							AUGUST 2024							SEPTEMBER 2024							OCTOBER 2024							NOVEMBER 2024							DECEMBER 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6		4	5	6	7	8	9	10	1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
7	8	9	10	11	12	13	11	12	13	14	15	16	17	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
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21	22	23	24	25	26	27	25	26	27	28	29	30	31	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
28	29	30	31				28	29	30	31				29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					

JANUARY 2025							FEBRUARY 2025							MARCH 2025							APRIL 2025							MAY 2025							JUNE 2025							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1							1			1	2	3	4	5						1	2	3	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
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26	27	28	29	30	31		23	24	25	26	27	28	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30							

Planning Day Key

- Teacher-Directed Planning (Classes will release early on June 3; .5 planning day)
- Central-Directed Learning and Development
- Principal/SSP Dept. Leader-Directed Learning and Development
- Family Conference Day
- Early Release Day, 12:10pm

MS/HS WALK-IN REGISTRATION
To be determined and communicated by school

NEW EDUCATOR WELCOME

VACATION/NO CLASSES

HOLIDAY/NO CLASSES

- Labor Day - Sept. 2
- Thanksgiving Day - Nov. 28
- New Year's Day - Jan. 1
- Dr. Martin Luther King Jr. Day - Jan. 20
- Presidents' Day - Feb. 17
- Cesar Chavez Day - March 31
- Memorial Day - May 26
- Juneteenth - June 19

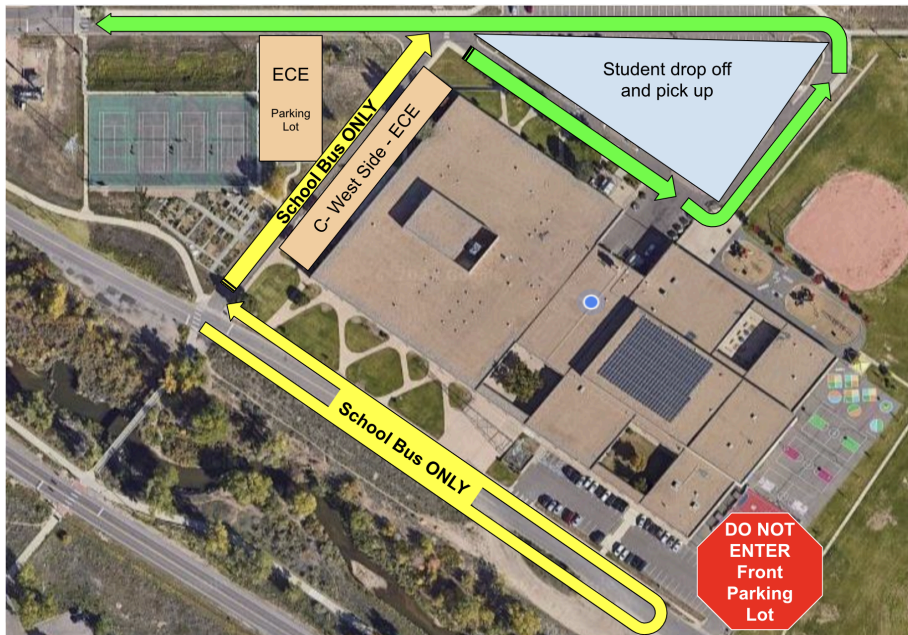
Term Dates
[Full list is available here.](#)

STUDENT REPORT DAYS	
174.5	Total Days
TEACHER REPORT DAYS	
186.0	Total Days

LAST DAY OF SCHOOL

GUARDIAN DROP OFF/PICK UP

- Place Bridge Academy is served by many school buses. Buses use the front (south) side of the school. Parent drop off and pick up is on the north side of the school. (see map below.)
- Guardians or family members who wish to pick up their student prior to dismissal must enter the building and check in at the front desk. Students won't be released from 2:50 until the end of the school day.
- Dismissal is at 3:25 pm



SCHOOL ATTENDANCE POLICY

We have high expectations for student attendance, with a minimum goal of 95%. (5 absent days per school year). Students attend every class, every day. Absent students must make up all missed assignments.

- Teachers take attendance in Infinite Campus during the first 10 minutes of class.
- Automatic phone calls are made when a student is absent from or tardy to class. The classroom teacher will try to reach out as well.
- The Attendance Team reviews attendance data every two weeks to determine students' attendance status.

Reporting An Absence

1. Guardians, please notify the attendance line before 9:10 a.m. 720-424-0968, or request an excused absence in the Parent Portal, when your child will be tardy or absent. **If you need help getting a Portal account, call DPS Department of Technology at 720-423-3888.**
2. Please report all absences within 24 hours of the absence. The message should include:
 - a. Student's name, grade, and ID number
 - b. Time, date, and reason for the absence

We recommend that guardians check their child's attendance and grades on the online Parent Portal.

Excused Absences (with guardian permission) meet the following criteria

- a. Illness, injury, doctor's appointments (3 consecutive absent days require a doctor's note)
- b. Attending to a death in the family
- c. Legal matters
- d. Religious holiday

Extended Absences (more than 10 consecutive days) need principal approval

Habitually Truant Students (ages 7-16):

We follow Colorado State Law for Truancy as attendance at school is required by law.

Habitual Truancy:

- Four or more unexcused absences in a month
- 10 or more unexcused absences in a school year

School Closings Due to Inclement Weather

Denver Public School District makes decisions regarding school closings. DPS winter weather and snow day information on the DPS website. Local news channels and radio stations also have this information.

VISITORS AND GUESTS

All guests are required to sign in at the office and wear a visitors' pass. Failure to get a visitor's pass may result in a trespassing ticket. Per District Policy, visiting a school may be limited, denied or revoked by a school administrator based on student and /or staff safety, efficient school operations, or failure to comply with the policy. Students can't bring visitors on campus, unless they are guardians. Students may not bring babies or younger children with them.

VOLUNTEERS

Guardians are encouraged to volunteer at school. If you are interested in volunteering, email Marisol Chavez at marisol_chavez1@dpsk12.net

BREAKFAST AND LUNCH

Breakfast occurs from 8:10-8:25 AM in the student's assigned classroom. Morning meetings follow. During lunch, students eat in the cafeteria. Lunchtime is divided between time in the cafeteria and recess time on the playground. Inside days occur when weather dictates.

Other than designated breakfast in the classroom for elementary grades, **no food or drink (except water bottles) are allowed in classrooms.** Exceptions with administrative approval (parties, celebrations, etc).

Lunch Application

While lunches are free for students, all families must complete a lunch application. Access the application using the QR code below:



Students are not allowed off campus during lunch. If guardians bring outside lunch for students, they must stay with the student and eat lunch at the front table or outdoors. Students cannot order meal delivery.

PERSONAL ELECTRONIC DEVICES

Classrooms are focused on academics. We want to create an environment dedicated to mutual respect, kindness, and courtesy. We also want to decrease incidents of cyberbullying. We expect guardian support regarding PBA's cell phone policy. We never want to keep a student's cell phone overnight. With permission of the classroom teacher and office staff, students may use the office and classroom telephones in case of emergency. Arrangements for visits to friends after school are not considered to be emergencies.

Here is a reminder of the school wide expectations:

Personal Electronic Device Policy

(Cell phones, headphones/airpods, gaming devices, smart watches, etc.)

Personal electronic devices should not be used at school. This rule takes effect as students enter the building until the last bell and includes all community spaces. Students will turn in their phone at the beginning of the day during breakfast and pick them up at the end of the day.

There will be disciplinary action taken if students use of cell phones disrupts the school environment. This includes cheating, bullying, harassment, unlawful recording or photography, filming a fight, violating other school rules. Taking a picture or video of another student or staff member without their consent is not allowed.

If a student is found to be violating the cell phone policy, the student will be issued a verbal warning and the staff member will review the cell phone policy with the student and guardian. Notice given that students will turn phones in each day moving forward and every future violation results in phones being confiscated from students and guardians must come to school to retrieve the student's phone.

The administration reserves the right to adjust the disciplinary action on a case-by-case basis if needed.

Lost, Stolen, or Damaged Devices

Each user is responsible for their personal devices. PBA takes no responsibility for stolen, lost, or damaged personal devices, including lost or corrupted data on those devices.

School Technology Policies

Students at PBA will have access to technology and teachers will teach responsible use of technology in their classrooms. Students are responsible for the general care of the technology. Devices that are broken or fail to work properly must be reported to the classroom teacher. Students may be responsible for replacement costs in the event the device is broken beyond repair or is lost.

Technology Guidelines

- No food or drink allowed next to technology devices
- No stickers or labels
- No changing of computer settings
- No access to other student's accounts or password sharing.

STUDENT DRESS CODE

We expect that students will follow the dress code below and wear school appropriate attire. The following are prohibited:

- Any attire that causes a distraction or safety concern to the learning environment is not allowed. (Sagging pants, overly revealing clothing)
- Attire that contains images of drugs or alcohol, offensive language or images, profanity, racial slurs, gang affiliation. Also, attire that contains sexually explicit images or language is not allowed.

Dress Code Violations: Students will be asked to change into appropriate attire. Guardians will be contacted if the student needs to go home to change or to bring proper clothing to school.

HEALTH AND MEDICATION

PBA Nurse will notify guardians in the case of an illness or emergency. Students will be released only to individuals listed as emergency contacts in Infinite Campus. Anyone picking up a student must have ID and be at least 18 years of age. The Health Office is open for students with a pass who are ill, injured, or who have a health concern. DPS Policy forbids any medication (prescription or over the counter) to be given to a student without written permission and instruction from the guardian and physician. Medication must be in the original prescription container labeled with the prescribed dosage and is kept locked in the health office. Students need to go to the health office when it is time to take the medication.

STUDENT CONDUCT

At Place Bridge Academy, we believe in the use of Restorative practices that is grounded in a belief that people are profoundly relational, interconnected and inherently good. We believe in the power of cultivating strong relationships with all of our community members and living our BRIDGE values everyday. When conflict arises, we seek to treat these situations as opportunities for growth that can be learned from. We seek to repair the harm that has been caused and make commitments to prevent such situations from arising in the future.

However, there are times when we need to issue consequences to students in alignment with the Denver Public Schools Discipline Matrix (see the document on subsequent pages.)

Students are expected to follow requests of all campus adults, faculty and staff. The DPS Student Code of Conduct, guides all student behavior at school, on school grounds, district transportation, and at school and district activities.

Student Searches: Brief Summary of Policy JIH:

- A principal or school official may conduct a search when the principal/school official has reasonable suspicion that a search will reveal evidence that a student has violated DPS policy or the law
- A principal or school official may search a student (within limits) and/or the student's personal property while on school grounds or during a school sanctioned activity
- A principal or school official may seize any illegal, unauthorized, or contraband materials, including, but not limited to, weapons, illegal drugs, controlled substances, or alcohol
- Full policy can be found in Board Docs Policy JIH: Student Interviews, Interrogations, Searches and Arrests

Investigation of Disciplinary Cases:

School officials will follow due process, in accordance with DPS Policy JK-R, to investigate disciplinary cases. Students can be questioned for any violations of school, school board, DPS Athletic Board of Control Policies and other legal issues that may include the police. In some cases, this can include events that are violations that have occurred off site or at a non-school function. Students have a right to write a statement with their side of the story.

Student Safety

We support student safety daily and in specific instances: Suicide Risk Review, Threat Response, Individualized Supervision Management Plans, and Non-Suicidal Self-Injury. Our trained professionals partner with families and respond to self reports, anonymous tips, observations of concern, law enforcement information, or community charges. Each completed protocol has an Action and Intervention Plan to support the student, school and community, and provide a successful return to learning. Plans provide support for individual students. Parents should contact the school with questions about these processes.

Suicide Risk Review: occurs when a student talks about harming themselves, or a concern that a student has thoughts about hurting themselves.

Threat Response: occurs when a student poses or makes a threat, or a concern that a student may act out violently.

Non-Suicidal Self Injury: occurs when a staff member becomes aware that a student has engaged in self-injury.

Individualized Supervision Management Plan (ISMP) : occurs when a student has been charged or adjudicated for an offense of a sexual nature. The ISMP outlines supervision parameters for the student during the school day and during extracurricular activities on school grounds.

Eighth Grade Continuation Ceremony Requirements

The administration reserves the right to determine continuation ceremony participation on a case-by-case basis.

Suicide Prevention and Response

Suicide is a leading cause of death for youth in Colorado. We serve the Whole Child by working to ensure physical and psychological safety. We provide access to suicide prevention info and community resources. This website <https://988lifeline.org/how-we-can-all-prevent-suicide/> provides warning signs and other information.

What should I do if I have concerns about my child?

Take all concerns seriously! Listen to your child. Acknowledge how they feel and that you care. When risk is imminent, call 911 or take your child to the nearest emergency room. If you are worried about another child, you can call 911 or make a Safe2Tell report by calling 1-877-542-7233 or completing the form [online](#).

What else can I do as a parent?

- Talk with your child about mental health. Be present, listen, and take all concerns seriously.
- Help your child identify trusted adults. Make sure your child knows how to submit a Safe2Tell incident.

The new DPS Discipline Matrix is still in Development.

Student/ Guardian Handbook Disclaimer

This handbook provides you with an overview of PBA policies, rules, guidelines and procedures.

I acknowledge I received a copy of the **PBA** Student/guardian Handbook and understand that it is my responsibility to read and become familiar with its contents.

Student's Name (please print)

Guardian Name (please print)

Student's Signature

Guardian signature

Date

Date

I acknowledge that I have read, understood and will abide by the **PBA** Cell Phone Policy.

Student's Name (please print)

Guardian's Name (please print)

Student's Signature

Guardian's Signature

Date

Date