



# **PLACE BRIDGE ACADEMY**

*Bringing the World Together*

## ***Scholar and Family Handbook***

***2021-2022***

***Kindergarten - 8th Grade***

720-424-0968 (Attendance)  
720-424-0960 (Main Office)  
720-424-0985 (FAX)



**7125 Cherry Creek North Drive  
Denver, CO 80224**

## **Table of Contents**

### **Letter From the Principal**

#### **Overview**

1. Vision
2. Mission
3. History
4. Bridge Values
5. Beliefs
6. Code of Conduct
7. Daily Schedule
8. School Calendar
9. Celebrations
10. Breakfast and Lunch
11. Faculty and Staff

#### **Campus Policies**

1. Attendance
2. Arrival and Dismissal
3. Visitors/Volunteers
4. Dress Code
5. Electronic Device Usage
6. Deliveries to Scholars
7. Medication
8. Field Trips
9. Contact Information

#### **Academic Policies**

1. Academic Effort
2. Homework
3. Grading Policy
4. Conferences
5. Promotion Requirements
6. English Language Learners

#### **Culture Policy**

1. Bridge Expectations
2. Behavior Tiers
3. Habitually Disruptive Scholars
4. Black Excellence Plan



**7125 Cherry Creek North Drive  
Denver, CO 80224**

**Facilities and Resources**

1. School Closings
2. Emergency Procedures
3. After School Programming
4. Responsibility for Personal Property
5. Health and Wellness Policy
6. School Supplies

**Athletics and Extracurricular Activities**

1. Academics and Eligibility and Participation

**Disclaimer/ Scholar and and Family Handbook Contract**



## Letter From The Principal

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,  
Mr. Schutz

**VISION STATEMENT:**

Competent, confident, and caring students ready to pursue their dreams.

**Mission Statement**

Place Bridge Academy exists to support the social, emotional, linguistic, and educational needs of the whole child to create lifelong learners and cultivate a world view in a diverse American society.

**History of Place**

"Another day, another chance" was the philosophy of Albert L. "Bo" Place, for whom this building is named. He served the Denver Public Schools for thirty-five years until his untimely death on January 5th, 1969. He served the schools as a teacher, coach, and administrator. He was principal at four elementary schools: Ellsworth, Stevens, Barnum, and Perry. He was also the principal at two junior high schools: Kepner and Rishel.

**Bridge Values** guide students at Place Bridge Academy:

- **Belonging**
- **Respect**
- **Integrity**
- **Dignity**
- **Gratitude**
- **Effort**

**Beliefs:**

1. Students, staff and parents will feel empowered, safe, included, accepted and have the opportunity to be successful.
2. All who enter our building will demonstrate dignity, kindness, and respect in their interactions and build healthy relationships that are free from negative judgement.
3. Students will encourage, perform by example, and give support to be positive leaders in our school and community.
4. Every student will have the opportunity to thrive towards their own personal success.
5. The PBA Way empowers teachers to take a no-nonsense, yet nurturing, approach to managing our classrooms; one that promotes the academic success of all students.

**Key Components of the PBA Way**

- Build the life-altering relationships with students that are needed to motivate them to excel academically
- Utilize PBIS and Restorative Practices that will immediately begin transforming classroom culture
- Overcome cultural differences that may hinder effectiveness with students
- Gain the vital support needed from students' family members



### **Code of Conduct**

At Place Bridge Academy our goal is to give you the best possible educational experience to all students while exposing you to all that a comprehensive public school can offer. We are excited to provide a school where everyone can fulfill their hopes and dreams of Elementary and Middle School. The Place Bridge campus consists of ECE - 8th grade, a unique program and it is imperative that the students, parents/guardians entering our school know and agree to our common expectations. The rules, policies, and expectations below are in place for your success and safety and the success and safety for all the students on the Place Bridge Academy campus.

**Students are expected to follow directives of all campus adults' faculty and staff, regardless of their particular enrollment.** A universal student code of conduct, inspired by Denver Public Schools' policies JK and JK-R, will serve as the foundation for all student behavior at Place Bridge Academy

### **STUDENT RESPONSIBILITIES**

**As a Place Bridge Roadrunner I pledge:**

#### **B.R.I.D.G.E 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!

#### **AUTHORITY OF SCHOOL PERSONNEL**

Every student is under the jurisdiction of all **Place Bridge Academy**: teachers, guest teachers, instructional aides, support staff, lunch staff, and office staff. All PBA adults are responsible for monitoring student behavior and safety. Designated staff may apply/assign appropriate interventions and consequences.

#### **SCOPE OF SCHOOL RULES**

All school rules and standards for student behavior as specified in this handbook and the DPS Student Code of Conduct are in effect on school grounds, on school transportation, and at any school sponsored activities or event.

#### **CLASSROOM RULES**

Each classroom may have additional rules and expectations that each student will be required to know and follow. A copy of the classroom plan will be shared with students and parents.

**I am a Place Bridge Academy Scholar.**



**7125 Cherry Creek North Drive  
 Denver, CO 80224**

**Daily Schedule**

**Kinder**

Subject	Start Time	End Time
Morning Meeting		
Literacy		
Lunch		
Specials		
Math		
Science/Social Studies		
ELD		

**1st Grade**

Subject	Start Time	End Time
Morning Meeting		
Literacy		
Lunch		
Specials		
Math		
Science/Social Studies		
ELD		



**7125 Cherry Creek North Drive  
 Denver, CO 80224**

**2nd Grade**

Subject	Start Time	End Time
Morning Meeting		
Literacy		
Lunch		
Specials		
Math		
Science/Social Studies		
ELD		

**3rd Grade**

Subject	Start Time	End Time
Morning Meeting		
Math		
ELD		
Lunch		
Literacy		
Science/Social Studies		
Specials		





**7125 Cherry Creek North Drive  
 Denver, CO 80224**

**4th Grade**

Subject	Start Time	End Time
Morning Meeting		
Math		
ELD		
Science/Social Studies		
Lunch		
Literacy		
Specials		

**5th Grade**

Subject	Start Time	End Time
Morning Meeting		
Math		
ELD		
Science/Social Studies		
Lunch		
Literacy		
Specials		



**7125 Cherry Creek North Drive  
Denver, CO 80224**

**Newcomer Grades 3-5**

Subject	Start Time	End Time
Morning Meeting		
Math		
ELD		
Science/Social Studies		
Lunch		
Literacy		
Specials		

**Middle School Periods:**

**Monday**

Period	Time Start	Time End
Period 1		
Lunch		
Period 2		
Period 3		

**Tuesday:**

Period	Time Start	Time End
Period 4		
Lunch		
Period 5		
Period 6		

**WEDNESDAY: Asynchronous Learning, no students**



**7125 Cherry Creek North Drive  
 Denver, CO 80224**

**Thursday**

Period	Time Start	Time End
Period 1		
Lunch		
Period 2		
Period 3		

**Friday**

Period	Time Start	Time End
Period 4		
Lunch		
Period 5		
Period 6		



7125 Cherry Creek North Drive  
Denver, CO 80224

## 2021-2022 School Calendar



FIRST DAY  
OF SCHOOL

### Place Bridge Academy 2021-22 School Year Calendar



#### NON-STUDENT CONTACT DAYS

**Planning, assessment, and professional days (no classes for students; 10.5 days total) + 1 day for Floating Accelerated Learning Planning (Principal Determined)**

Aug. 16-20, September 27; Oct. 18; Jan. 3; Feb. 22; April 4; June 3 (half day).

#### 6 half days of Centrally-offered professional learning day

Aug. 17, Sept. 27, Oct. 18, Jan. 3, Feb. 22, April 4

Non-student contact days breakdown: Minimum of 4.0 full self-directed teacher planning days to be distributed in meaningful increments; 2.5 full professional development days to be directed by the principal, including data culture/analysis; 1 family conference day; 1 Accelerated Learning Day.

Notes: Centrally-offered professional learning will largely be organized by cohort, with some district-wide required offerings. For the remainder of the day, the SLT will determine which portions are principal-directed or teacher-directed.

PL days cannot be repurposed/moved as all days now have central and school-based PL (this includes using days as exchange days for family conferences or any other event)

The second half of the day is to be school directed. No other district/regional professional learning should be scheduled during this time to conflict with how the SLT has determined the time is to be spent.

#### PLACE BRIDGE ACADEMY EARLY RELEASE DAYS

Sept. 1, 15, 29, Oct. 13, 27, Nov. 10, Dec. 1, 15, Jan. 12, 26, Feb. 9, 23, Mar. 9, 23, Apr. 6, 18, May. 4, 18,

#### EARLY RELEASE DAY

Classes will release early on June 3.

#### FAMILY CONFERENCE DAY

Oct. 15 (full day, no classes for students). Schools may modify the daily schedule for family conferences to meet the needs of the school community. SLT may determine if a second Family Conference Day in the spring is needed (but may not decrease overall student contact time).

#### LEADERSHIP WEEK DATES

Information Forthcoming

#### MS/HS WALK-IN REGISTRATION

Aug. 12, 13

#### VACATION/NO CLASSES

#### HOLIDAY/NO CLASSES

Labor Day - Sept. 6

Thanksgiving Day - Nov. 25

Christmas Day - Dec. 25

New Year's Day - Jan. 1

Dr. Martin Luther King Jr. Day - Jan. 17

Presidents' Day - Feb. 21

Cesar Chavez Day - March 31

Memorial Day - May 30

#### SEMESTER DATES

**1** BEGINS Aug. 23

ENDS Dec. 17

**2** BEGINS Jan. 4

ENDS June 3

#### STUDENT REPORT DAYS

**1** 76

**2** 98.5

174.5

This school year will have one Floating Accelerated Learning Planning Day to be determined by the school principal. This Non-Student Contact Day reduces the total Student Report Days by one.

173.5 Total Days

#### TEACHER REPORT DAYS

**1** 84

**2** 102

186

Total Days

#### END OF TERM -- TO BE FOLLOWED BY REPORT CARDS

Trimester End of Term Dates: November 19, March 4, June 3

Semester End of Term Dates: December 17, June 3

Quarter End of Term Dates: October 14, December 17, March 16, June 3

The calendar for the 2021-22 school year is adopted by the Board of Education subject to the provision that if for any reason the school district must close schools for more than the time provided by the statutes, the adopted 2021-22 calendar may be amended by the Board of Education to provide enough additional school days on Saturdays, during vacation, or at the end of the present calendar to meet legal requirements as required by the statutes.



### **School- Wide Awards**

#### **Academic Recognition**

Place Bridge Academy High Honors: Given to scholars who receive Advanced (4's and A's in all classes)

#### **Honor Roll**

Given to students who receive Proficient or above (4's/3's and A's/ B's) in all classes

**Bridge Value Recognition** - One scholar per grade

#### **Bridge Excellence in Scholarship Award**

Given to one scholar who lives the **BRIDGE** value on a daily basis and who exhibits extraordinary community leadership.

#### **Attendance Awards**

Perfect Attendance Award: Given to scholars with perfect attendance at the end of each quarter.

### **Breakfast and Lunch:**

#### **Free/Reduced**

All students who qualify for free/reduced lunch must complete a lunch application. Pick up an application from the main office during registration or on the DPS website.

Breakfast occurs from 8:55 - 9:15 AM. Morning meetings will occur immediately at 9:20 AM.

During normal school days breakfast will be served **in the classroom**.

During lunch scholars have the opportunity to eat their meals only in the cafeteria/classroom. No food is allowed outside of the classroom/cafeteria. This includes but is not limited to outside, hallways, gymnasium or auditorium. Students entering the cafeteria will spend the first half of lunch eating in the cafeteria. 20 minutes after lunch has begun, students will have the option to transition to outside for recess or stay in the cafeteria. If a student chooses to go outside for the second half of lunch they must stay outside. Students can go to lunch time tutoring as long as they have pre-arranged it with the teacher beforehand and have a visible pass. On inclement weather days scholars will be allowed to have recess in the gym instead of outside.

**Scholars are not allowed off campus during lunch,** unless checked out by a parent or guardian in the main office.

#### **Recess:**

- Scholars are allowed to play basketball, soccer and other outdoor activities
- Scholars will play in their own cohorts
- No tackling
- No physical rough play
- When the whistle blows scholars stop what they are doing and line up to enter the building for class.



**All Breakfast will be served in the classroom until further notice.**

**Scholars will be able to walk around outside the building with their class until further notice.**



**7125 Cherry Creek North Drive  
Denver, CO 80224**

### **Scholar Attendance Policy**

#### **Attendance:**

Place Bridge has high expectations for all scholars and strives to meet the minimum goal of 95% attendance for all scholars (this is fewer than 5 days per school year). It is the expectation that students attend every class, every day. Daily participation in class is critical to scholar learning and growth. If a student must miss school for an appointment, the parent or guardian must notify the main office. Students are responsible for making up all missed assignments or tests by an agreed upon date.

### **In House Procedures**

1. Teachers will take accurate attendance in the infinite campus by 9:15 A.M.
2. MS teachers must complete attendance during the first 5 minutes of each class.
3. Automatic phone calls will be made to the phone number on record to inform parents /guardians when a student misses a class.
4. Scholars are responsible for making up any missed work.
5. Parents should check their child's attendance and grades through the online Parent Portal.
6. The Place Bridge Attendance team will review attendance data every 15 school days to determine scholars habitually truant.

### **Reporting Absence**

1. Parents/Guardians are expected to notify the attendance line at before 9:10 a.m. 720-423-0968 (option 2) when their child will be tardy or absent from school. It is a requisite that parents report all absences to the school within 24 hours of the absence. When reporting the absence to the main office, the following information is necessary for school records:
  - a. Student's name
  - b. Student's grade
  - c. Time and date of absence
  - d. Reason for the absence

### **Excused,Unexcused Absence Policy**

#### **Excused Absences:**

An excused absence will be an absence with permission of the parent/guardian and school principal.

Such absences should comply with state law and include those that are the result of the following:

- a. Illness or injury (doctor's appointments fall into this category)
- b. Attending to a death in the family
- c. Legal matters
- d. Observing a religious holiday
- e. Students will be provided make-up work for any excused absence and they will receive full credit for their work. It is the responsibility of the student to make the necessary arrangements to complete missing assignments.



**7125 Cherry Creek North Drive  
Denver, CO 80224**

### **Unexcused Absences**

All scholars are expected to be at school on time and ready to learn at 9:00 AM.

- a. We expect students to attend every class.
- b. A student is considered absent or tardy when the bell that indicates the beginning of class rings and the scholar is not in the classroom.
- c. Absences not properly reported by the parent/guardian are unexcused.
- d. Scholars have the responsibility to check in with the teacher if they are late to class, so that they can be marked as tardy and not be marked absent.
- e. Two unexcused absences will result in lunch detention. An unexcused absence means a student out of class without permission from the parent/guardian or school administration.
- f. Scholars have the responsibility to make-up unexcused absences during school, as lunch detention.

### **Notification of Absences:**

When a scholar is truant from school, or from assigned classes, the Attendance Clerk will make a reasonable effort to notify families by phone.

### **Academic Outcome:**

Scholars excused and unexcused absences are responsible for missing work and are expected to make it up upon return to school. Teachers are required to provide opportunities for scholars to make up missed work.

### **Tardiness:**

Scholars are required to be in class on time. If a scholar is not in the classroom when the bell indicates that class has started. The expectations are that scholars need to be on time to every class. Excessive tardiness will result in parents being notified of this problem and a plan will be implemented to correct the problem. In an event that prevents a scholar from being on time, families may call the attendance line (303) 423-0968 or send a signed note, which may excuse the tardy.

### **Attendance Incentive:**

PBA will recognize and celebrate scholars with perfect attendance and grade levels with the highest attendance rating.

### **Habitually Truant Scholars:**

Truancy is an absence from school without permission of the scholar's family or school. Scholars who achieved the age of 7 but are under 16 years of age, who have four or more unexcused absences from school or class on four or more days in a month period, or 10 or more unexcused absences from school or from class on 10 or more different days in a school year, are considered to be "habitually truant" under state law.

### **Steps for habitually truant school scholars**

Once a scholar has been determined "habitually truant" Place Bridge Academy school staff will notify the scholars family of scholars unexcused absences and classification.

1. The attendance team will develop a plan to assist the scholar to remain in school. The team and family will review and evaluate the reasons for the scholars' truancy.
2. The attendance team will notify the scholars family and a (letter #1) of the unexcused absences and that the scholar is classified as habitually truant. The attendance team, scholar and family will develop a plan to remedy the truancy.





**7125 Cherry Creek North Drive  
Denver, CO 80224**

3. In the case that the scholar continues to be habitually truant, the school will notify the family in a (second letter) of the continued truancy.

4. Further unexcused absences will result in consideration for:

- Retention
- Referral to social services or law-enforcement agencies
- Disenrollment at Place Bridge academy for a semester or school year.

#### **COMMUNICATIONS**

- PBA invites all parents and guardians to call or visit the school as needed.
- We use an automated calling system to send recorded messages to students' homes every day to alert parents of student absences.
- We use this same system to send recorded messages to students' homes from time to time.
- All students have a weekly advisory period. Advisement teachers will contact you quarterly to alert you of your students' progress.
- PBA will be sending home a weekly e-news every Thursday to update parents on information and important dates.
- Information will be provided through our website, ([pba.dpsk12.org/](http://pba.dpsk12.org/)) (Facebook) and School deets app.

#### **PARENT/GUARDIAN INVOLVEMENT**

The success of any student is impacted by parent involvement. At PBA we welcome all parents and guardians into the school to check on student progress, observe classrooms, or meet with teachers. **(For safety reasons during the pandemic no visitors will be allowed in the school building).**

When it is necessary to meet with a teacher, contact the teacher and arrange a mutual agreed upon time. Teachers may not leave classrooms during instruction. Parents can contact their student's teachers by calling the main office at 720-424-0960 or via email at [first\\_lastname@dpsk12.org](mailto:first_lastname@dpsk12.org).

1. Parents/Guardians need to have access to the online Parent Portal to monitor their child's grades and attendance. Contact the main office for more information on Parent Portal or to access Parent Portal at 720-424-0968.
2. The parent will ensure that their student is attending school at least 95% of the time.
3. **If your child is going to be absent for all or part of the day for any reason, call the attendance line at 720-424-0968.** The Attendance Secretary will also accept a written excuse from the parent on the day the student returns.
4. Students are responsible for getting and completing all work missed due to an absence.
5. Accurate contact information is needed to contact parents. If contact information changes after registration, please contact the school office at 720-424-0968
6. Parents are encouraged to attend back to school nights, parent/teacher conferences, and other school events.



**7125 Cherry Creek North Drive  
Denver, CO 80224**

### **Arrival and Dismissal:**

A goal at PBA is for scholars to feel welcomed and during arrival is the opportunity to set the tone for a positive day. For the safety and security of our scholars, Place Bridge will operate the following entry procedures.

Students will:

- Enter the school building through the assigned door number daily building beginning at 8:55 A.M.
- Have a health screen upon entering the building.
- Use the hand sanitizer station and get a bagged breakfast
- Transition directly to the advisement class
- Actively engage in morning activities (socializing, breakfast, ect) from 8:55 - 9:15 AM
- Remain on campus once dropped off by parents and upon entering the building.

### **Dismissal:**

We are committed to ensuring that our scholars are safe upon dismissal from school. Place Bridge expects families to support our dismissal procedures.

Scholars will:

- Immediately transition out of the building or in a supervised activity.
- Kinder - 2nd will be escorted to predetermined dismissal area
- Exit assigned cohort area.
- 3rd-8th grade scholars will be escorted to their predetermined area outside of the building.
- All scholars are required to wait in the dismissal line until picked up by family members or the bus arrives.
- All scholars will be required to go home immediately, catch the bus or be picked up.
- An announcement will be made at approximately 4:15 PM each day notifying scholars they must be in a supervised activity or outside of the school building.

**Parents/guardians or family members who wish to pick up their scholar prior to dismissal must enter the building and check in at the front desk.**

### **AFTER SCHOOL PARENT PICK UP**

Parents who wish to pick up their children must go to the north side of the school. Students will be picked up at the blue Place Bridge arch.

### **VISITORS AND GUESTS:**

**(For safety reasons during the pandemic no visitors will be allowed in the school building).**

**Parents and guardians are welcome at Place Bridge Academy.** All guests are required to sign in at the office and wear a visitors' pass. Please arrange classroom visits in advance and limit them to 10 minutes unless otherwise authorized by the school administration. If a parent decides to visit a classroom without prior arrangements, they will be accompanied by an administrator. As per District Policy, visiting a school is a privilege, not a right, which may be limited, denied or revoked by a school administrator or designee based on considerations of student and /or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy. Scholars are not to bring visitors on campus, unless they are parents or guardians, or a prospective student who has



**7125 Cherry Creek North Drive  
Denver, CO 80224**

been previously approved to “shadow” a PBA student. Scholars may not bring babies or children with them to school as visitors. If visitors come on to school grounds without a pass they may be issued a trespassing ticket by our Campus Safety Officer or referral to (DPD).

#### **VOLUNTEERS**

Parents are welcome and encouraged to volunteer at Place Bridge Academy. Most teachers begin scheduling parent volunteers the third or fourth week of school to allow for classroom rituals and routines to be established. If you are interested in volunteering, speak with Akudo Nwokeukwu in the PBA office.



**7125 Cherry Creek North Drive  
Denver, CO 80224**

### **Student Dress Code:**

Place Bridge believes in High Expectations for all scholars, and seeks to set a scholarly tone in our school. The dress code policy for our school asks that all scholars rely on our core value of Integrity, and dress accordingly as professional students. School personnel reserve the right to ask a scholar to adhere to the dress code or change clothing. If a scholar refuses to follow dress code a parent will be contacted and asked to bring appropriate clothing. We ask that all parents scholars keep in mind that school is a place of education, and we ask that scholars use their integrity to dress appropriately for an educational setting. Keep the following in mind as you purchase clothes for school.

In addition, there are a couple of specific things that need to be avoided at school.

- Headgear of any kind that covers the head in such a way that students are unrecognizable on camera, e.g. baseball caps with the front facing forward, are not allowed. (Other hats that do not hide a student's identity are permitted, e.g. baseball caps worn backwards, berets, etc. are all fine)
- Any attire that causes a distraction or safety concern to the learning environment is not allowed. (Sagging pants, no open toe shoes)
- Attire that contains images of drugs or alcohol is not allowed.
- Attire that contains sexually explicit images or language is not allowed.
- Attire that contains offensive language or images, such as profanity or racial slurs, is not allowed.

### **Dress Code Violations:**

- Scholars will be asked to change into appropriate attire.
- Parents/Guardians will be contacted in the event the scholar needs to go home to change into appropriate attire and return to school or to bring the scholar appropriate attire.

**Students are expected to follow directives of all campus adults' faculty and staff, regardless of their particular enrollment.** A universal student code of conduct, rooted in Denver Public Schools' policies JK and JK-R, will serve as the foundation for all scholar behavior at Place Bridge Academy.

Assistance with the purchase of uniform items is available for those in need. Please contact the school social worker for more information. Students who come to school without a school uniform are expected to borrow one for that day, or go home to change. All parental/guardian support in helping your child dress accordingly is appreciated.

### **Electronic Device Usage/Phone Policy :**

The use of cell phones or handheld devices distracts scholars and disrupts the learning environment. Scholars may use the Place Bridge Academy telephone to make necessary phone calls with permission from staff.

**Scholars may not use cell phones during the school day.** Use of phones between 9:00 and 4:10 may result in the phone being confiscated. Earbuds and headphones similarly are **NOT** allowed. As above, confiscated phones will be returned to the student's parent or guardian. Repeat offenses may result in further discipline. It is suggested that cell phones be locked up in students' hall lockers. PBA assumes no responsibility for lost, damaged, or stolen cell phones.

Scholars are NOT allowed to use computers without permission or supervision. Scholars are allowed to use the internet unless the parent/guardian and student have signed the yearly internet authorization agreement.



**7125 Cherry Creek North Drive  
Denver, CO 80224**

**Deliveries to scholars:**

Lunch/property may be left at the main office by a family member. Staff will ensure that the items are delivered to the scholar in a manner that does not disrupt the learning environment. **If lunch is being brought to school please make sure to bring a healthy lunch for your scholar; no fast food.** Additionally, scholars may not order lunch to school.

**Health and Medication:**

PBA staff will notify parents/guardians in the case of an illness or emergency involving their child. Scholars will be released during the school day only to individuals listed on the emergency contact cards.

**Notify the school immediately if there is a change in your emergency contact numbers.**

The Health Office is open for scholars who are ill, injured, or who have a health concern. Except for emergencies, a scholar must have a pass from a teacher to go to the health office. District Policy forbids any medication to be given to a student without written permission and instruction from the parent and physician. This includes all prescription medications, as well as over the counter medicines. If a student has a health issue that requires prescribed medication during the school day, he/she must bring the medication to the health office as soon as they arrive at **Place Bridge Academy**. All medication must be in the original prescription container labeled with the prescribed dosage and is kept locked in the health office. It is the student's responsibility to go to the health office when it is time to take the medication.

**Field Trips:**

PBA scholars have many opportunities to attend field trips that support their academics. Here is an overview of the expectations for the field trip.

1. **Permission:** All scholars will need a completed permission slip before the day of the trip. Only scholars with a written permission may attend the field trip. Verbal permission over the phone will not be accepted.
2. **Lunches:** If a scholar receives a free lunch from PBA, they will receive a bagged lunch on the day of the field trip. Scholars are welcome to bring their own lunch but should inform the teacher before the day of the trip.
3. **Volunteers:** We encourage families to volunteer as much as possible during field trips. It is expected that families represent PBA in a respectful manner at all times while on the field trip. The expectation is that you support the teacher in the management of the class during the trip. All volunteers must sign a liability waiver and a volunteer rule and regulations page.

**Contact Information:**

Each scholar must have an updated copy of contact information in the main office. Family members must notify the main office within 48 hours of change of information: address or phone number. Infinite Campus must be updated as often as possible to provide the most accurate information pertaining to the scholars' family contacts, phone numbers, addresses, and additional information.



**7125 Cherry Creek North Drive  
Denver, CO 80224**

**Academic Policies:**

**Academic Effort:**

Place Bridge Academy strives to provide an environment of academic excellence that will prepare scholars for success in their educational endeavors. The school expects that each scholar will give their best effort daily with all classwork and homework.

**Homework:**

**Homework at PBA**

**K-2**

If your child is in primary grade (ECE-2nd) you can expect homework in math and/or literacy for 20 minutes each day 4 days a week.

If your child is in the intermediate grades (3rd-5th), you can expect homework in reading and math. You can expect about 20-30 of reading nightly and math work that should take approximately 20-30 minutes everyday.

**Middle School**

If your child is in middle school you can expect about 60-80 minutes a night in the content areas (math, literacy, social studies, science).

From your Specials teachers, you can expect to practice 3x a week for about 15 minutes and scholars will need to demonstrate their growth in class.

**Conferences:**

The family and teacher conferences are an opportunity for families, scholars and teachers to review learning and to celebrate progress. This is an opportunity to set achievable goals for the upcoming academic cycle and for the family to learn how to best support the scholars' learning. **Place Bridge Academy Family/Teacher conferences are highly recommended for all scholars who are receiving a below passing grade in any subject and are strongly encouraged for all scholars to attend.**

**Promotion Requirements:**

**Eighth Grade Continuation Ceremony Requirements**

Place Bridge Academy has a continuation ceremony celebration intended for 8th grade students as they complete their middle school experience, and matriculate to high school. Although every 8th grade student at PBA has the opportunity to participate in the ceremony, participation is a privilege. Therefore, students must meet minimum requirements in order to participate.



**7125 Cherry Creek North Drive  
Denver, CO 80224**

**In order to participate in the Continuation ceremony, students must:**

1. Maintain a satisfactory attendance record.
2. Maintain a satisfactory behavior record.
3. Pass 7/8 of their classes in the second semester. Students may not have more than one failing grade in an academic class as of the date of continuation.
4. Document, with their advisement teacher, at least:
  - a. 2.5 hours of community service
  - b. 5 hours of school service
  - c. 1 special event attended

Students may also be recognized with Honors or Distinct Honors during the ceremony:

**Honors Requirements**

- Have a GPA between 3.0 - 3.49 GPA
- Documentation of 5 hours of community service
- Documentation of 10 hours of school service
- Documentation of 2 special events attended

**Distinct Honors Requirements**

- Have a GPA of 3.5 or higher
- Documentation of 7.5 hours of community service
- Documentation of 15 hours of school service
- Documentation of 3 special events attended

Students may also be recognized for the following special awards during the ceremony:

- Perfect attendance
- Best example of each of the SIX PBS Core Values:
  - **Belonging**
  - **Respect**
  - **Integrity**
  - **Dignity**
  - **Gratitude**
  - **Effort**



**7125 Cherry Creek North Drive  
Denver, CO 80224**

**English Language Learners:**

The English language Acquisition (ELA) is designed to teach scholars who speak languages other than English how to understand, speak, read and write in English. The program is also designed to support other scholars whose language skills are hindering their academic performance because other than English is spoken in the home. While scholars are learning English, they are also learning math, science and social studies. Teachers in the ELA Program are specially trained to teach children who are learning English.

**Culture Policy:**

Behavioral barriers are a normal part of the classroom. However, when students exhibit behavior barriers that may influence their peers' ability to engage in learning or impact their own ability to self-regulate, additional support beyond the classroom teacher may be necessary.

**Bridge Expectations:****General Expectations**

- Scholars put forth their best effort in all classes.
- Scholars arrive on time to all classes.
- Scholars solicit and make-up work in a timely manner.
- Scholars show respect by using appropriate language.
- Scholars leave campus immediately following dismissal unless they are participating in an approved after-school activity (i.e. athletics, clubs, etc.).

**Hallway Expectations**

- Scholars are expected to always walk in the building.
- Scholars are expected to walk on the right side of the hall.
- Scholars respect classes in progress by speaking quietly.
- Scholars keep hands and feet to themselves.
- Scholars always have a pass to be in the hall without an adult.
- 0-2 voice levels while in the hallways.
  - Level 0 = Voices Off
  - Level 1 = Whisper Voices
  - Level 2 = Professional Speaking Tones
  - Level 3 = Speaking to an Audience
  - Level 4 = Outside Voices

**Hall Passes**

- Only one scholar per pass
- Voice level 0-2 during class time
- One way passes will be given and signed by an adult
- All staff will check passes of scholars in the hallways
- No passes first 10 or last 10 minutes of class
- Pass breaks during instruction is highly discouraged
- Scholars should go to the facilities nearest their classroom
- Scholars will sign in and sign out of class on Restroom sign out sheet





**7125 Cherry Creek North Drive  
Denver, CO 80224**

#### **Bathroom Expectations**

- Scholars will use bathroom facilities appropriately.
- Scholars will follow classroom-based bathroom procedures.
- Scholars will use quiet voices in the bathroom.
- Scholars will hang lanyard on restroom door as occupied

#### **Office Expectations**

- Scholars will come to the office with a hall pass.
- Scholars who need to be in the office will sit quietly.
- Scholars will come to the health office with a pass, with the exception of emergencies.

#### **Unacceptable Behaviors:**

The following are some examples of unacceptable student behavior at Place Bridge Academy

- Possession of weapons
- Profanity
- Involvement with, possession of, or use of drugs or alcohol
- Gangs or graffiti materials or activities
- Intimidation of other students or staff
- Theft
- Any violent or aggressive behavior
- Vandalism
- Verbal or sexual harassment
- Class Disruption
- Smoking or vaping
- Disrespectful behavior in school or surrounding areas
- Possession of Toy Weapons/facsimiles

#### **Dangerous Weapons Policy**

No student shall be present on the school campus with a weapon, including a firearm, explosive, knife, any dangerous or illegal instrument, or any instrument represented as one of the above items or that reasonably appear to be a weapon. No student shall interfere with normal activities, occupancy, or use of any building or portion of campus by exhibiting, using, or threatening to exhibit or use any weapon or any item that is represented as or that reasonably appears to be a weapon. Denver Public Schools Policy JKR.

#### **Unauthorized Areas**

School grounds are “off limits” after school hours or when school is not in session, unless authorized by a school official. Scholars are not allowed to leave school grounds after arrival in the morning, until school is dismissed in the afternoon unless picked up by a parent and signed out in the main office.



**7125 Cherry Creek North Drive  
Denver, CO 80224**

### **School Property**

Scholars are expected to respect school property and the property of others. Willfully defacing property, real or personal will result in a disciplinary action from the Denver Public Schools Policy JKR. **Place Bridge Academy reserves the right to ask any student responsible for destruction of school property to replace the property monetarily or physically. Graffiti materials including permanent markers are prohibited.**

### **Substance Use Policy**

PBA expects all scholars to maintain our high culture of excellence, which includes meeting all city, district, and school policies. Any scholar suspected or found to be under the influence in possession or use of illegal substances (drugs, alcohol or weapons, including pocket knives) school leader reserves the right to determine next steps, which may include under the Denver Public Schools Policy JKR and the jurisdiction of the police and immediate expulsion.

The following are the consequences for substance use:

- 1<sup>st</sup> offense One week lunch detention  
Two hours of community service
- 2<sup>nd</sup> offense Two days of ISS  
Four hours of community service
- 3<sup>rd</sup> offense Student will be withdrawn from PBA for semester  
8th graders will not continue

### **Gang or Gang -Like Behavior**

Place Bridge Academy has a zero tolerance approach for anything potentially or accidentally associated with gangs and/or gang behaviors. Gang types of dress, colors, and behaviors are not permitted anywhere on campus. No bandana material, regardless of color, may be worn. Therefore, in compliance with district policy, any overt acts, graffiti/tagging or gang-related dress will not be tolerated. Denver Public Schools Policy JKR.

### **Authority of School Personnel**

Every scholar is under the jurisdiction of all campus personnel: teachers, guest teachers, instructional aides, support staff, lunch staff and office staff. All PBA adults are responsible for monitoring scholar behavior and safety. Designated staff may assign appropriate consequences.

### **Scope of School Rules**

All school rules and standards for scholar behavior as specified in this handbook and the DPS Student Code of conduct are in effect on school grounds, on school transportation, and at any school sponsored activities or event.

### **Classroom Rules**

Each classroom may have additional rules and expectations that each scholar will be required to know and follow.



**7125 Cherry Creek North Drive  
Denver, CO 80224**

### **Student/Staff Rights**

A school official who has a reasonable suspicion that a search will turn up evidence that a scholar has violated school policy or the law may conduct a search. When reasonable grounds for a search exist, school personnel may search a scholar and/or the scholar's personal property (backpacks, briefcases, lunchboxes or other similar containers, electronically recorded information including cell phones, iPods, and cameras, purses, wallets, and clothing) while on school premises or during a school activity and may seize any illegal, unauthorized or contraband materials as defined by this policy. School district property, including any room, closet, locker, desk, computer equipment, books, etc. may also be searched. In bringing any motorized vehicle on school property, a student shall be deemed to have consented to search of that vehicle by school officials. Upon request, any scholar shall make his/her motor vehicle available for search. Parents/Guardians will be notified in the event that a search is conducted.

### **Investigation of Disciplinary Cases:**

School officials will follow due process of the law, in accordance with DPS Policy JK-R, in investigation of disciplinary cases. Scholars 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. Scholars have a right to write a statement with their side of the story.

### **My Side of the Story:**

All scholars will be expected, asked and offered an opportunity to share their side of the story if an incident occurs. Scholars will be asked to give a written and verbal account of the story in their own words.

### **PBA Restorative Philosophy**

PBA operates from a philosophy called Restorative Practices. The Restorative Practices process promotes building relationships and strengthening community bonds, while supporting scholar growth toward self-discipline, accepting responsibility, and appreciating the rights of others. Our goal is to maintain an environment where scholars grow and thrive intellectually, socially, and emotionally. This restorative philosophy also guides our interventions.

The Restorative Philosophy at PBA challenges the idea that suspensions are an effective disciplinary tool; therefore, suspensions are only implemented when absolutely necessary. Instead, PBA prefers to utilize inclusionary techniques that seek to help students identify how misbehavior impacts their education, as well as the education of their classmates. Below are tools used during this practice:

- Behavior Plans
- Restorative Conversations
- Conferences
- Lunch Interventions
- Community Service (on school grounds)

### **Restorative Practices:**

Restorative practices offer the opportunity for scholars to learn, grow and build community in situations that require discipline. Every situation can be addressed by the scholars themselves when they take responsibility for their actions and partake in a process to help them identify their role in a situation and the opportunity to repair or resolve the conflict.



**7125 Cherry Creek North Drive  
Denver, CO 80224**

**Four questions guide the process of restorative justice:**

1. What happened and what was the harm? (Violation)
2. What is the responsibility of each person involved? (Ownership)
3. What needs to be done to repair the harm? (Resolution)
4. What do I need to demonstrate in order to join the rest of my class? (Reintegration)

It's important to remember that as adults in a school, it is our responsibility to help teach and guide our scholars not only academically, but in all facets of life. A lot of love and support is needed to nourish a happy and healthy scholar. We can help them meet those needs with little effort, for example, empathic listening. Sitting and truly listening to a scholar may cost 10-30 minutes of an already packed day; but making a scholar feel valued is priceless, and the payout lasts a lifetime.

**Violation of School Rules**

The goals of behavioral interventions are:

- To keep the school environment as a safe and productive place for all scholar to learn
- To support unwanted behavior with the lowest possible level of intervention and offer the scholar an opportunity to learn from mistakes
- To redirect the scholar towards academic success
- To have the scholar return to the learning environment as a valuable member of the school community
- To implement the appropriate intervention for the type of unwanted behavior

Place Bridge Academy follows the Denver Public Schools Discipline Policy JK. Scholar discipline may follow the progression of less severe punishment for the first infraction with increases in punishment for each subsequent offense. Any severe disruption or offense may result in a more severe penalty based on the nature of the incident. This Code of Conduct is not meant to include all possible infractions. Scholars who do not meet the behavior expectations are subject to the following consequences.

**Behavioral Referrals**

Any scholar that has violated classroom/school rules will be subject to various interventions by the classroom teacher or staff member. Scholars who continue misbehavior will receive a behavioral referral that will be sent to the Deans. Behavioral referrals will result in appropriate action/intervention as deemed necessary.

**Restorative Practices**

RP may be an alternative to other traditional school processes. RP is a process that involves victims, offenders, and community members of a specific incident of wrongdoing to collectively identify and address harms, needs, and obligations in order to put things as right as possible" (Restorative Solutions, 2008). RP conferences will be discussed with interested parties beforehand and will be facilitated by a school leader or staff member.

**After School Restoration**

Any scholar kept after-school - on any day by any staff member for lack of incomplete schoolwork, non-adherence to school rules, classroom rules, or any general behavioral infraction that interferes with the educational process. Teachers, instructional aides, guest teachers or school leaders may assign and manage after school restoration. Scholars will remain with a staff member during the restoration. Restoration takes precedence over all other school activities. Parents/guardians will be notified of the restoration.



**7125 Cherry Creek North Drive  
Denver, CO 80224**

### **Lunch/Recess Restoration**

Any scholar may be assigned a lunch/recess restoration by teachers, instructional aides, counselors, school leaders for non-compliance of any school rule, classroom rule, or any behavioral infraction that interferes with the educational process. Scholars will be kept in a separate area of the cafeteria or playground during lunch period. During this time, scholars may eat lunch, do class work, or simply sit quietly.

### **In School Suspension**

The school leader may assign ISS to a scholar for offenses indicated in the DPS JKR. The offenses are tier 2 or reoccurring tier 1 behaviors. Teachers of scholars placed in the ISS Room will be notified via email. Teachers will provide classwork and missing assignments if applicable for scholars in In School Suspension as soon as possible no later than the end of day from the time of notification. School Leaders will determine if a scholar will be assigned to ISS and teachers will be notified.

### **Out-of-School Suspension**

The school leader may suspend a scholar from school for offenses indicated in the Denver Public Schools Policy JKR. These offenses are usually of a very serious nature. Scholars are not allowed on school grounds or at school events during suspension. Please refer to the Denver Public Schools Policy JKR. for specifics.

### **Re-Entry after suspension:**

- Parent/ Scholar meeting with the DOS at time of re-entry
- Teacher will meet with parent, scholar and DOS as deemed appropriate
- Teacher will welcome the scholar back into the learning environment
- Independent or makeup work will be given to the scholar to complete while suspended
- Review of packet completed by scholars by school leader or other staff member
- Behavior Contract initiated as needed

Students with three or more days of OSS (Out-of-School Suspension) will spend one day in ISS prior to returning to the classroom setting to get reacclimated to the learning environment.

### **Behavioral Contracts**

Behavioral contracts are signed with scholars and guardians for those scholars who have had several behavior incidents and/or those scholars who have been suspended out of school. Violation of the terms of behavior contracts may result in further discipline.

### **Expulsion**

The school leader may recommend expulsion for documented disciplinary infractions. The authority to expel belongs solely to the Denver Public Schools Expulsion office. Parents and scholars are allowed a hearing for expulsion.

### **How PBA Defines Cheating:**

- Changing the answers on an exam for re-grade.
- Misrepresenting a family or personal situation to get an extension.
- Using prohibited resources during a test or other academic work; including notes, books, calculators, phones, photos, computers, websites, tweets, social media or any other aids during a quiz or exam when not allowed by the instructor.
- Forging a faculty member's signature on a permission form.
- Falsifying data or claiming to have done research/work you did not do.



**7125 Cherry Creek North Drive  
Denver, CO 80224**

- Claiming the work of others as your own by deliberately not citing them.
- Assisting another student in doing any of the above.

### **Discipline**

At PBA, the penalties for academic dishonesty (either committing it yourself or helping another person commit it) are:

- **1<sup>st</sup> offense:** fail the assignment while forfeiting the chance to make up the points, a conference with your teacher(s) to help you understand the severity of the offence, two days of lunch detention and a call home to parents/guardians (after the student-teacher conference). All incidents will be documented in Infinite Campus.
- **2<sup>nd</sup> offense:** fail the assignment while forfeiting the chance to make up the points, a conference with parents, teachers, administration and the student, a week of lunch detention and every coach and/or club leader will be notified in writing. All incidents will be documented in Infinite Campus.
- **3<sup>rd</sup> offense:** fail the assignment while forfeiting the chance to make up the points, a second conference with parents and PBA personnel; notifying coaches/club leaders, completion of an online ethics course that the student will work on during lunch detention (lunch detention will continue until the course is completed). All incidents will be documented in Infinite Campus.

If a clear pattern of cheating emerges, consequences will continue to escalate. Such consequences are failing a course or district level discipline. If you believe you have been unfairly accused of academic dishonesty, you can request a meeting with your teacher and school leader to make your case and find a resolution.

### **PBA Middle School Cell Phone Policy**

Use of cell phones and other electronic devices (i.e. iPods /MP3 players, Gameboys, tablets, smart watches, etc.) are **NOT** permitted at school. If brought to school, they should be OFF and out of sight. You can store your electronic device in your backpack or with the following staff members: Washington, Salters, Robbins and Office Staff.

- **1st offense:** The first time a phone is seen (even in a pocket), staff will ask for the phone and keep it until the end of the day. Teachers may give the phone to a school leader until the end of the day. The Dean will log phone use in Concern Form and return the phone to the student.
- **2nd offense:** For the second offense, the phone will be taken and the student will need to communicate with a parent/guardian to come to the school to pick it up. The parent will conference with the Dean or a member of Leadership then get a phone back.
- **Habitual:** A cell phone plan will be made with Dean.

### **Searches**

Scholars' personal items, such as a purse, book bag, backpack, locker, car, etc., may be searched whenever a school leader has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. We will be contacting Parents/Guardians.

### **Food**

Any food including but not limited to meals, snacks, candy is **NOT** allowed to be eaten in the classroom. Teachers may host a party or event in which food may be allowed. The event of the party must be approved by a school leader.

### **School Technology Policies**

Students at PBA will have access to technology to serve as one of their primary tools of learning. The policies and procedures contained in this document apply to all Chromebooks, laptops and other devices used at PBA. The supplied





**7125 Cherry Creek North Drive  
Denver, CO 80224**

devices are an educational tool not intended for gaming, social networking or high end computing. 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 in turn.

#### **Technology Prohibited Guidelines**

- No food or drink allowed next to technology devices
- All technology must remain free of writing, drawing stickers or labels on it
- Changing of computer settings- wiping the operating system
- Accessing other scholar's accounts, files and/or email.
- Password sharing.
- Vandalism. Any malicious attempt to harm or destroy hardware (taking keyboard keys out, scratching device screen, etc.), software or data, including, but not limited to changing or using hardware to run other operating systems such as Linux will not be allowed.

#### **Discipline for Technology Misuse**

Scholars who are using Technology inappropriately and not completing their schoolwork or disrupting others will receive community service. Repeated issues with Chromebooks will result in a referral to the school leader for disciplinary action.

#### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection are not appropriate for the school environment. Scholars will be warned once and subsequent violations will warrant parent meeting and disciplinary action.

#### **CYBERBULLYING**

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, text messages, digital pictures or images, or Web site postings including blogs (i.e. Facebook).

Scholars or staff who feel that they have been the victim of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a staff member. All reports of harassment in cyberspace will be investigated fully. Discipline for this type of unwanted behavior may include, but are not limited to, the loss of computer privileges, confiscation of cell phones, restorative practice, suspension, or expulsion from school. Law enforcement may also be contacted and involved.

#### **HARASSMENT**

##### **General Statement of Policy per Denver Public Schools:**

Harassment, a form of discrimination in violation of federal and state law, is specifically prohibited. Every student within the School District shall have the opportunity to learn in an environment free from harassment as defined by this policy. Complaints of harassment will be promptly investigated by the District Procedures. Retaliation against any person filing a grievance, participating in or cooperating with an investigation is prohibited. The school leader shall notify the DPR official and investigate all allegations of discrimination/harassment, which state a claim under this policy in a prompt and equitable manner. The investigation shall determine whether reasonable cause exists to believe that the alleged conduct occurred and whether such conduct constitutes discrimination/harassment. If a violation of this policy is found, the school leader shall appropriately discipline any student, teacher, administrators, or other school personnel who is found to have violated this policy, provide appropriate victim assistance, and/or take other appropriate action reasonably calculated to end the discrimination/harassment.



**7125 Cherry Creek North Drive  
Denver, CO 80224**

## **BULLYING**

### **Per Denver Public Schools:**

**DEFINITION:** Bullying is defined “as any written or verbal expression, or physical act or gesture, or pattern thereof that is intended to cause distress upon one or more student in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events.” CRS 22-32-109.1 (2)(a)(X)

**INTERVENTIONS/CONSEQUENCES:** Scholars who engage in any act of bullying are subject to appropriate disciplinary action in accordance with District Policy JK (VI) pertaining to discipline procedures and may include suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying shall be taken into consideration when disciplinary decisions are made.

### **Off Campus Violation:**

Scholars leaving off campus without permission will receive an automatic 2 days of lunch detention and parent phone call. Second offense will result in a parent conference and 2 days after school detention. Increased disciplinary action for continued off campus violation

### **Profanity/Foul Language:**

Scholars and staff will use polite language and avoid profanity at all times. Staff is empowered to immediately correct the scholar from inappropriate language, reminding the scholar of our core values (Help Me Strengthen Our Culture). Scholars directing foul language at a person to cause harm will have a restorative conversation and receive a referral with appropriate discipline. Staff members call the main office for support. If a scholar is using foul language, staff will redirect scholars and offer the opportunity to use appropriate language in a school setting.

### **Walking out of class:**

Scholars are expected to be in class and not leave without the permission of the teacher. Scholars are not allowed to leave within the first or last ten minutes of class. The appropriate consequence will be given when scholars walk out of class without permission. Walking out of class without permission is unacceptable (for safety reasons). Scholars can be subject to disciplinary action which may include lunch or after school detention. The teacher will call the parent/guardian and document this in the conference tab. Scholars will immediately be required to repay the time away from class without permission.

### **PBA Reset Form**

The reset form may be used for students who have been disruptive to the learning environment.

#### **Any of the following behaviors will result in teacher assigned interventions/discipline:**

- Inappropriate use of language
- Classroom defiance (talking out of turn, refusal to follow directions, etc.)
- Littering/leaving a mess
- Inappropriate use of electronics in class
- Safety Infraction (throwing objects, hands to self, horseplay, etc.)
- Having Food and drinks during class
- Academic dishonesty
- Not following classroom rules
- Tardy
- Minor physical aggression with another student (pushing, tripping, slapping, etc.)





**7125 Cherry Creek North Drive  
Denver, CO 80224**

#### **Facilities and Resources:**

##### **School Closings Due to Inclement Weather**

Denver Public School District makes decisions regarding school closings. It is a good idea to decide in advance how to best keep up with the changes, what childcare arrangements are needed, and how to adjust if schools are closed due to inclement weather.

Detailed DPS winter weather and snow day information, including information on how families can find out if school is closed, can be found on the transportation website or on the DPS website. Families can also check our school website as well as our Facebook page. Local news channels and radio stations also have this information.

#### **Emergency Procedures:**

When the fire alarm sounds, everyone must evacuate the building. Instructions are posted throughout the building. Should it ever be necessary to unexpectedly evacuate the Place Bridge Campus, students, parents/guardians and staff will be directed to meet at Cook Park or George Washington High School.

#### **Responsibility for Personal Property:**

##### **Money and Valuables**

Scholars should not bring money and valuables to school, except money to buy lunch. If money is required for other reasons such as field trips, scholars and families will be notified. The school does not assume responsibility for money, property or valuables, either lost or stolen.

#### **Health and Wellness**

If you need to see the nurse, you should first obtain a pass from your teacher and then proceed to the nurse's office. When the nurse is not available, please report to the main office. The nurse needs to know about students with special needs or problems, especially students who:

- have chronic illness, such as asthma or diabetes
- have been injured or hospitalized
- have excessive absences
- may be pregnant
- are taking medication, especially those using inhalers
- have a serious illness

**School Supplies- Please see the lists on the school website.**

#### **Athletics and Extracurricular Activities:**

##### **Fall**

Cross Country-Coed  
Football-Male  
Volleyball-Female  
Soccer-Male  
Tennis-Male  
Softball -Female

##### **Winter**

Basketball-Male  
Basketball-Female  
Wrestling-Male

##### **Spring**

Baseball-Male  
Soccer-Female  
Tennis-Female



### **Academics, Eligibility and Participation**

Scholars must have a current Physical, Signed Parent/Guardian Permission/Emergency Information Form and have paid the \$60 “Pay to Play” fee prior to their first practice. Scholarships are available for the \$60 “Pay to Play” fee for students who qualify for free and reduced lunch. It is also recommended proof of purchased medical insurance be provided, as well. Physicals are available at the Place Bridge Academy Clinic at no charge. Please see the Athletic Director for more information.

All athletes must be enrolled and must not have failed more than one class the previous semester. By CHSAA rules, athletic eligibility is determined by semester and weekly grades. Once a student is declared eligible at the start of a sports season, his/her grades will be checked on a weekly basis. Any athlete failing more than one class for that week will become ineligible until his/her grades are passing.



**7125 Cherry Creek North Drive  
Denver, CO 80224**

**Student/Parent Handbook Disclaimer**

This handbook is intended to provide you with an overview of PBA policies, rules, guidelines and procedures, for the purpose of understanding and performing within the school. This information is provided as a matter of information only and is subject to change, be cancelled completely or in part, at any time, with or without notice, at the discretion of the school administration. The policies approved by the administration, as well as agreements with staff, form the basis for this information. Failure to comply with the policies and procedures of **PBA** may result in disciplinary action. (Detention, in school suspension, out of school suspension and expulsion, etc.)

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

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Parent's Name (please print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I acknowledge that I have read, understood and will abide by the **PBA** Cell Phone Policy. (see page 19)

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Parent's Name (please print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date