



PARKER PERFORMING  
ARTS SCHOOL

Parent/Student Handbook

2018-2019

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# Parker Performing Arts School Vision

Parker Performing Arts School will prepare students for future success through rigorous and innovative academic instruction and meaningful engagement in the performing arts.

# Parker Performing Arts School Mission

Parker Performing Arts School will equip students with the creative and critical thinking skills that are vital for success in the innovative environment of the future. To that end, our students will engage in daily performing arts training from passionate and experienced artists, and will have regular performance and recital opportunities. Our students will excel academically through a data-driven, blended learning environment that includes teacher-led and technology-infused instruction.

# Parker Performing Arts School Student Code of Conduct

*As a PPA student, I will SHINE in all I do. I will demonstrate strength, humility, integrity, nobility, and empathy in all my conduct and speech so that our community shines as performers and people.*

Students at Parker Performing Arts School are expected to abide by the characteristics of S.H.I.N.E.

Students are expected to exhibit:

STRENGTH  
HUMILITY  
INTEGRITY  
NOBILITY  
EMPATHY

Strength is defined as having moral power, firmness or courage. Strength is shown by standing up for your values and for others. Having the strength to walk away or step in--whatever is needed.

Humility is defined as the condition of having a modest opinion or estimate of one's own importance.

Integrity is defined as doing the right thing even when no one is looking.

Nobility is defined as the action behind character. It means you are walking the walk and not just talking the talk.

Empathy is defined as putting yourself in someone else's shoes in order to understand his or her point of view.

## Parker Performing Arts Parental Support Agreement

At Parker Performing Arts School, our mission states that we will "equip students with the creative and critical thinking skills that are vital for success in the innovative environment of the future." In order to accomplish this goal, we need the full cooperation of parents, families and our students. We ask that all parties actively participate in school as a parent, as is reasonable for you, given your work and other commitments, and be an active and positive member of our community. Only by your cooperation as a committed parent can you show your child how much school matters for your child, for you, and for your family.

You have made a careful and thoughtful choice to enroll your child at Parker Performing Arts School. With such a personal decision you are trusting us to care for your child and deliver a content-rich education that fosters character, critical thinking, creativity, and the love of learning.

As such, the administration would like to clearly set forth its expectations of you, as a parent that has committed to the program of education at Parker Performing Arts School:

- A. Support of the school's Mission and Vision, principles, and rules; and thoroughly read and abide by the Parker Performing Arts School policies and procedures.
- B. To enhance your student's academic growth, read all information sent home via your child or through email and other web-based communications such as Infinite Campus for attendance and grades. This information comes in paper and electronic form and is often available through the school website.
- C. Work diligently to have your child at school, on time, each day, unless your child is ill.
- D. Support your student's academic pursuits by providing a suitable time and place to do homework and communicate with your student's teacher(s) as needed.
- E. Ensure that your student adheres to the student uniform policy noted in the Parent-Student Handbook.
- F. Ensure that your student attends school during the funding count time frame and state mandated testing days.
- G. Participate actively in the school as a parent and attend all school activities that apply to your child's education including Curriculum Nights, parent/teacher conferences, assemblies, and student performances.
- H. Support PPA through the year as you are able.
- I. Participate in parent volunteer opportunities within the school, making significant effort to volunteer the designated 30 hours per year or more including lunchroom jobs, traffic management, and classroom support.
- J. Pay any fees or other financial obligations in a timely manner or work out appropriate arrangements to do so.

- K. Seek to handle all conflicts at the most direct / lowest possible level. See the Parker Performing Arts School Conflict and Discipline Resolution Procedure included in this handbook for further information.

## Founding Principles of Parker Performing Arts School

Parker Performing Arts School was founded by a small group of parents who valued education and wanted to provide an experience for children which values the performing arts, academic rigor, individualized learning, and 21st century skills. The following principles characterize our school and form the basis of the establishment and continued operation of Parker Performing Arts.

### Performing Arts:

- Daily performing arts training from passionate and experienced teaching artists for every student in a variety of disciplines
- Regular performance and recitals opportunities offered to students to showcase their growth and skills
- Digital portfolios to provide a growth mindset for students as they acquire new skills

### Academic Standards:

- Academic rigor and achievement
- High academic standards with goals for continuous improvement
- Challenges at all academic levels
- Mastery of curriculum and standards
- Blended learning environment
- 21st-Century Skills

### Curriculum:

- Curriculum based on Colorado State Standards (Common Core Standards)
- Emphasis on mathematics and literacy (especially in lower grades)

### Instructional Methods:

- Blended learning environment
- Emphasis on creativity, critical thinking, and collaboration
- Differentiated instruction to meet individual student needs
- Emphasis of academic/practice time
- Instruction driven by textbook, novel, or primary source driven
- Assignment of frequent homework
- Emphasis of content and basic skills
- Use of interventions for students who need it

### Assessments:

- Assessments designed around curriculum

- Frequent communication with parents about student performance
- Annual administration of standardized tests (STAR, CMAS, PARCC) with results reported to parents

#### Environment:

- Structured, safe, and supervised learning environment
- Enforcement of discipline in the classroom and throughout the school
- Enforcement of a uniform policy and dress code

#### Operations:

- Meaningful parent participation
- Non-tenured, “at will” teaching staff
- Utilization of fiscal responsibility and appropriate planning in the school’s governance and administration

## Our Story

Parker Performing Arts School started as a passion project for all of our founding members and founding volunteers. PPA was first conceptualized in the fall of 2012 when a group of parents and Douglas County community members had the idea to open a performing arts based charter school. This dedicated group worked tirelessly to make the performing arts accessible to all students.

The PPA founders held their first community in the fall of 2012 to garner interest and support for the school. By December 2014, PPA has received over 830 intent to enroll from interested students and parents. Their enthusiasm to keep the arts in education brought about a clear focus for the school. Countless hours of research and preparation has made the school what it is today.

PPA officially became a non-profit organization in May 2014 and formed its first Board of Directors. Vision and mission statements were carefully crafted by the Board of Directors to articulate the priorities and goals of PPA. The vision and mission of PPA still remains the same with the intention to teach 21st century skills to prepare students for success in college and career through an arts based education with technology integration.

In the spring of 2015, the PPA Board of Directors submitted their charter application to the Douglas County School District for approval. After a rigorous approval process, the DCSD Board of Education unanimously approved Parker Performing Arts School to open in the fall of 2016 at their June 2 Board meeting in 2015. PPA received praise during the approval process with the charter application described as “exemplary”.

The PPA Board of Directors hired its founding school Principal, Jennifer Burgess, in the spring of 2016. Shortly after, construction began on the PPA facility in May 2016 and PPA opened its doors to 850 students in September 2016. PPA was the largest charter school opening in Douglas County School District. PPA’s unique education philosophy of providing a performing arts program that allows students to meaningfully engage in

music, theatre and dance on a daily basis in conjunction with a blended learning environment that includes one-to-one iPad use is unlike any other school in Colorado.

The founders of PPA are proud to pave the way of integrating the arts in the traditional school day. The students of PPA are receiving an invaluable arts education that will allow them to excel in all aspects of adulthood.

Congratulations on your decision to come to Parker Performing Arts School, we are so happy to have you as a part of our family.

With gratitude,  
The Parker Performing Arts School Founders

## Calendar

Parker Performing Arts School follows the Douglas County School District Conventional Calendar in most cases. Please see our school calendar posted on the [website](#) for more information.

## Contact Information

Phone: 720-709-7400  
Fax: 720-709-7401  
Email: [office@parkerperformingarts.org](mailto:office@parkerperformingarts.org)

## School Hours

### Hours of Student Attendance Grades 1-4\*

8:00 a.m.	Drop off begins. Doors open for students.
8:20 a.m.	School begins. Late arrivals will be marked as tardy and affect attendance records.
3:30 pm	Dismissal-carpool. You may not enter the lot before 3:27 pm.

**\*Drop off all of your children with your oldest student. Pick up your children with your youngest student.**

### Hours of Attendance Grades 5-8\*

7:40 a.m.	Drop off begins. Doors open for students.
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8:00 a.m.	School begins. Late arrivals will be marked as tardy and affect attendance records.
3:15 p.m.	Dismissal-carpool. You may not enter the lot before 3:00 pm. You may not park on a public street and must keep moving until 3:00 pm.

**\*Drop off all of your children with your oldest student. Pick up your children with your youngest student.**

### Hours of Attendance Kindergarten\*

8:00 a.m.	Doors open for AM and full day students
8:20 a.m.	AM and full day starts
11:35 a.m.	AM Dismissal
3:30 p.m.	Full day Dismissal-carpool

**\*Drop off all of your children with your oldest student. Pick up your children with your youngest student.**

## Elementary Schedule

# Elementary Recess and Lunch Schedule 2018-2019

Activity	K	1	2	3	4
Academic AM Recess	9:40-9:55	9:25-9:40	9:25-9:40	9:55-10:10	9:55-10:10
Arts AM Recess		9:10-9:25	9:10-9:25	10:10-10:25	10:10-10:25
Lunch	11:55-12:20	11:10-11:30	11:25-11:45	11:45-12:05	12:00-12:20

Lunch Recess	12:20-12:40	11:30-11:45	11:10-11:25	12:05-12:20	11:45-12:00
Academic PM Recess	2:30-2:50	1:20-1:35	1:20-1:35	1:55-2:10	1:55-2:10
Arts PM Recess		1:00-1:15	1:00-1:15	2:15-2:30	2:15-2:30

## Middle School Bell Schedule

<b>MIDDLE SCHOOL SCHEDULE 2018-2019</b>	
<b>MONDAY, TUESDAY AND FRIDAY</b>	
TIME	PERIOD
8:00-8:51	Period 1
8:55-9:41	Period 2
9:45-11:05	Period 3
10:30 - 10:47 10:47 - 11:05	5-6 Outside / 7-8 Inside Lunch
11:09-11:55	Period 4
11:59-12:45	Period 5
12:49-1:35	Period 6
1:39-2:25	Period 7
2:29-3:15	Period 8
<b>WEDNESDAY SCHEDULE = ODD PERIODS</b>	
TIME	PERIOD
8:00-9:40	Period 1
9:45-10:30	Period 3
10:30 - 10:47 10:47 - 11:05	5th-6th Inside/7th-8th Outside Lunch
11:10-11:55	Period 3
12:00-1:35	Period 5
1:40-3:15	Period 7

## THURSDAY SCHEDULE = EVEN PERIODS

TIME	PERIOD
8:00-9:40	Period 2
9:45-10:30	Period 4
10:30 - 10:47 10:47 - 11:05	5th-6th Inside/7th-8th Outside Lunch
11:10-11:55	Period 4
12:00-1:35	Period 6
1:40-3:15	Period 8

## Tardies

- Attendance is taken promptly at 8:00 (5-8)/ 8:20 (K-4)
- Parents need to sign in their child at the PPA office if arriving anytime after 8:20 A.M.
- Students will be issued a tardy slip in the office to show to their teacher when arriving late to class.
- A tardy is considered excused if a student is at an appointment and the parent informs the office of the appointment. Parents are urged to inform the office in advance of scheduled appointments.
- **Middle school students who accumulate 3 unexcused tardy slips or more in any month may be issued a detention. Additional detentions may result for every 3 unexcused tardies.**
- Students who accumulate 6 unexcused tardy slips or more will require a parent meeting with the Assistant Principal for being consistently late to school. Late arrival to class affects the learning and performance process for all students.

## Schedule of Events

Please see [Parker Performing Arts Events Calendar](#) on our website for all current events.

## Grade Reporting

Grades are reported at the end of each quarter through Infinite Campus. The Infinite Campus Portal allows parents and students to view assignments, attendance, grades, a student's schedule, teacher comments, contact information, emergency contact information.

Parents and students can access the Infinite Campus Portal quickly on a mobile device or a computer to stay informed about attendance and grades.

Given the easy access of this online tool, teachers can enter grades as often as suits their grade level and content. In order to communicate student progress most accurately to students, parents, and the administration, teachers should have their grade book updated by 4:00 PM on Thursdays.

## Report Card Schedule

Report cards are available for parents to print from Infinite Campus five (5) business days after the end of the quarter.

## Dress of Choice Days

Elementary and middle school students who received no dress code infractions in the previous month will receive a Dress of Choice day on the first Friday of the month. Parents and students should refer to the Dress of Choice Day Guidelines. Students who do not follow the Dress of Choice Day Guidelines will be sent to office to call parents for a change of clothes. Dress of Choice Days can be found on the [Parker Performing Arts School Calendar of Events](#).

## Inclement Weather Policies

Inclement weather or emergencies could cause school closures, delayed start, or early dismissal.

### School Closures:

Parker Performing Arts will follow all Douglas County School District CLOSURES.

### Delayed Start:

All grade levels at Parker Performing Arts Schools will follow the Douglas County School District 90-minute delayed start.

- Doors for middle school will open at 9:10 a.m.
- Doors for elementary school will open at 9:30 a.m.
- There will be NO AM Kindergarten on Delayed Start days

Please be aware that students dropped off before 9:10 a.m. need to be dressed appropriately to wait in the elements until the door is opened at 9:10 a.m.

### Early School Dismissal:

Parker Performing Arts School will follow the Early Dismissal Schedule for all students.

- Dismissals could occur at 11:00 a.m., 1:00 p.m., or 2:10 p.m.
- Please work out a procedure and discuss it with your children so that they can be prepared and at ease should an early dismissal be required.

- Please remember that children may be released only to those people whose names are on the carpool list, the emergency contacts in the Infinite Campus Portal, or who have written permission from the parent/guardian.
- All after-school activities will be canceled.

In case of emergency or severe weather conditions:

- Tune in to the radio or television stations listed below for information on changes in school schedules. Stations will be contacted no later than 6:30 a.m. for school closures and as soon as possible for early dismissals.
- Visit [www.dcsdk12.org](http://www.dcsdk12.org) for emergency closure information.
- Social media (Facebook, school website, and school app, etc.) will also be updated with school closure information.
- Call the DCSD weather hotline at 303-387-7669 (SNOW). The message is updated before 6:00 a.m.

AM Radio  
KOA (850)

CW2	Channel 2
CBS4	Channel 4
7NEWS	Channel 7
9NEWS	Channel 9
FOX	Channel 3

Television

## Operations and Policies

### Attendance

According to our mission, Parker Performing Arts School seeks to provide a rigorous academic and performing arts program to students. Teachers are expected to plan content-rich, academically rigorous lessons for each period of the day, and therefore, attendance at school is critical. NO student will be allowed to participate in after school or extracurricular activities if the student has not attended school on the day of the activity.

Parker Performing Arts School Absence Policy will be strictly enforced. After 10 days of absence, either excused or unexcused, we will send an attendance warning letter with a record of absences. This warning may trigger an attendance conference with assistant principal or attendance contract designed to end excessive absences. A student may be referred for legal proceedings if truancy persists.

### Student Absences Due to Illness:

- Parents **must** call Parker Performing Arts School at 720-709-7400, email [attendance@parkerperformingarts.org](mailto:attendance@parkerperformingarts.org), or complete the form in the PPA App to report a child's absence. Parents must compose the message with the student's name, grade level and teacher, and the reason for the absence.
- If the child will be absent for a planned period of time for medical reasons, the parent needs to call only on the first day of the absence, specifying the exact dates of the absence and the date that the student will return to school.
- If a child has a communicable illness, parents should inform the Parker Performing Arts School office. Parents of other students will be notified when their children have been exposed to a communicable illness in the classroom if necessary.

### Extended Absences Not Due to Illness:

- Any absence beyond five (5) days must be pre-approved by administration two weeks prior to the beginning of the absence.
- Parents **must** call Parker Performing Arts School at 720-709-7400, email [attendance@parkerperformingarts.org](mailto:attendance@parkerperformingarts.org), or complete the form in the PPA App to report a child's absence. Parents must compose the message with the student's name, grade level and teacher, and the reason for the absence.
- If the child will be absent for a planned period of time for medical reasons, the parent needs to call only on the first day of the absence, specifying the exact dates of the absence and the date that the student will return to school.
- Because Parker Performing Arts School emphasizes classroom instruction within the context of a sequential and rigorous curriculum, regular attendance is a necessary component for success.
- Although the student can make up the assignments, the benefit of a knowledgeable teacher teaching a class cannot be replaced by makeup work.
- It is up to each teacher's discretion on whether or not he/she will give assignments in advance for absences due to vacation.
- Any student who is absent for ten (10) consecutive school days or 10 days total in one school year for any reason (unexcused) other than a documented medical reason may be considered withdrawn from Parker Performing Arts School.

### Student Absences Due to Emergencies:

Due to the individual nature of student absences due to emergencies, these will be handled by the administration on a case-by-case basis.

### Late Work Policy:

Work is considered to be on time if it is turned in at the beginning of class during the period in which it is due. Work turned in after the beginning of class during class is considered to be late even if the work is turned in during the same class period. Teachers will issue an Infinite Campus Message communicating to the parent

that an assignment is missing, however, the student is responsible for diligence and honesty in his or her work and should not rely on an Infinite Campus Message should a teacher, due to the volume of assignments collected, not realize that an assignment is missing.

Late work will be graded using the following criteria:

- Work turned in on the due date, but after the beginning of class will be considered one day late. It will receive a 10% reduction of the earned grade. (Highest grade possible: 90%).
- Work turned in the day after the due date will receive a 10% reduction for each day the work is turned in late up to 50%.
- Work turned in after the 5th day following the due date will receive a grade of "0."
- No work will be accepted after the scheduled Infinite Campus posting date for each quarter.
- No student work can be accepted after the last day of school.

### Late Work Due to Absence:

Students who are absent are expected to complete assignments in a timely basis. Students who are absent should complete makeup work in two days for every day they student is absent.

Sample Schedule for One Absence:

The schedule for turning in work due to absence is as follows:

<u>Return Day</u>	<u>Work Due</u>
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

Sample Schedule for Two Absences:

The schedule for turning in work due to absence is as follows:

<u>Return Day</u>	<u>Work Due</u>
Monday	Friday
Tuesday	Monday
Wednesday	Tuesday
Thursday	Wednesday
Friday	Thursday

## Arrival and Dismissal Procedures:

In cooperation with the Town of Parker, Parker Performing Arts School will comply with the following arrival and dismissal procedures.

- All students should be unpacked and in their seats for attendance by 8:00 a.m. (5-8) or 8:20 a.m. (K-4).
- All students will be off campus by 4:00 p.m.
  
- Each family will receive a carpool number on a designated color from the office during Meet and Greet. This number allows you to pick up your student from the carpool line.
- Anyone needing to pick up your student must have a carpool number and/or be listed as a household member or emergency contact in Infinite Campus.
  - If your child needs to be picked up prior to dismissal by someone other than a parent or guardian, please submit written authorization to the office.

## Arrival and Dismissal Procedures:

- Drop off and pick up is a Parker Performing Arts School procedure and should only occur on Parker Performing Arts School property.
- Students who walk must have permission on the Dismissal Authorization Form, must use the crosswalks, and must leave the Compark business area upon dismissal.
- School personnel and parent volunteers will be directing traffic flow on Parker Performing Arts School property. Please be respectful and cooperative and follow their directions.
- Do not drop off or pick up children on Compark Boulevard.
- Do not drop off or pick up children on Chambers Road.
- By code, no parking, stopping, or standing is allowed in any of the surrounding businesses on Chambers Road and Compark Boulevard.

*For the safety of our students and a courtesy to members of the Parker Performing Arts School community, please:*

- Never back up during carpool.
- **Do not use a phone or hands-free device while in carpool.**
- Do not cut in front of cars that are already lined up for carpool. This includes times when a driver forgets about the left turn times or does not notice the line. Please drive to the end of the line and enter it in a safe and legal manner.
- Do not turn left from the school onto Compark Boulevard. This is unsafe. Please turn right and circle around back to Chambers Road.
- Do not turn left from Compark Boulevard into any Parker Performing Arts School lot during morning or afternoon carline. This is unsafe. Please turn right into the lot from Compark Boulevard.
- Once your students are loaded, turn on your left turn signal when ready to exit carline. Wait for a traffic volunteer to assist your safe exit.

### Dismissal Procedure:

- At regularly scheduled dismissal times, students may be released only to people whose names are listed in Infinite Campus Portal and/or holds the student's carpool number.
- In the case of an emergency school closure, students may be released to those whose names are listed in the Infinite Campus Portal and/or holds the student's carpool number.
- If your child needs to be picked up prior to dismissal by someone other than a parent or guardian, please submit written authorization to the office.
- In case of illness, students may be released only to people whose names are listed on the emergency contact in the Infinite Campus Portal.
- If a student is to go someplace after school other than home or the usual sitter, parents/guardians needs to send a signed written notice to the office requesting a change in the normal dismissal procedure. Neither the teacher nor the office may accept a child's word on the requested change.
- Students are in class until their dismissal time. Early pick-up of students, when necessary, **must be completed before 2:45 p.m.** Remember these minutes are accounted for in your attendance record. Parents or those authorized by a parent must sign out the child in the Parker Performing Arts office. For a speedier process, please have your child pick up an early dismissal slip from the office upon arrival.
  - For the safety and security of all students, persons picking up students must wait in the office for the student.
  - Please do not go directly to the classroom to pick up a student.

### Before and After School Student Supervision:

- Students may not enter the building prior to 7:40 a.m. unless registered in advance to attend Champions or a pre-arranged before school activity.
- Please note there is no supervision for students who arrive before the school doors open at 7:40 a.m., and students who arrive early must be responsible for their own conduct.
- Students must be picked up by 4:00 p.m. unless registered for an after-school activity or registered in advance to attend Spotlight.
- Parents whose children are not picked up by 4:00 p.m. will be escorted to Spotlight After School Care. Parents will be expected to pay the drop-in fee for Spotlight if they do not pick up their child by 4:00 p.m.
- Unsupervised students may not stay with siblings who are attending before or after-school activities.

### Lunch/Recess:

- Lunch and recess time for grades K-4 will follow the schedule below:

Grades	Times
K	AM Recess: 9:00-9:20 Lunch: 11:55-12:20 Lunch Recess: 12:20-12:40 PM Recess: 2:15-2:35

1	AM Recess: 9:25-9:40 Lunch: 11:10-11:30 Lunch Recess: 11:30-11:45 PM Recess: 1:20-1:35
2	AM Recess: 9:45-10:00 Lunch: 11:25-11:45 Lunch Recess: 11:10-11:25 PM Recess: 1:40-1:55
3	AM Recess: 10:00-10:15 Lunch: 11:45-12:05 Lunch Recess: 12:05-12:20 PM Recess: 1:55-2:10
4	AM Recess: 10:15-10:30* Lunch 12:00-12:20 Lunch Recess: 11:45-12:00 PM Recess: 2:35-2:50*

\*if needed

- Lunch and recess time for grades 5-8 will follow the schedule below:

Grades	Times
5/6	Lunch: 10:47-11:05 Recess: 10:30-10:47
7/8	Lunch: 10:30-10:47 Recess: 10:47-11:05

- Hot lunches are provided by Douglas County School District
- Any day your child does not order a prepared lunch, he/she will need to bring a sack lunch.
- If a child forgets his/her lunch, he/she will be provided a lunch and parents will be billed.

### Student Phone Usage:

- The school telephone is a business telephone. Students will not be allowed to receive phone calls during the school day. If you need to contact your student, please leave a message with the office, and they will relay the information to your student.

### Cell Phone Usage:

- It is the expectation that students not use phones at anytime during the school day.
- Upon entrance in any class middle school students will place their phones in a clear plastic storage component on the classroom wall. At the end of class, students will collect their phones as they exit.

This restriction may be preempted by the existence of a District Health Plan or under extraordinary circumstances known and approved by the Parker Performing Arts School administration.

- Violations of the Cell Phone Usage policy may result in the phone being confiscated at any time and possibly provided to the administrative office at the teacher's discretion.
- Parents may be required to pick up confiscated phones in the office and meet with an administrator.
- Unauthorized image capture and/or transmission of images are strictly forbidden on school grounds or during school-sponsored activities.

## Field Trips

Field trips are designed to complement our instructional program and a way for students to experience the world around them. Teachers at each grade level are responsible for planning and supervising field trips and communicating details with families.

Students should plan to dress in their uniform unless instructed differently by the organizing teacher.

Parents who wish to volunteer in the classroom or on field trips cannot sign up until their required traffic shifts are completed.

### Permission Slips and Fees:

- Field trips fees and permission slips will be processed through Cheddar Up.
- Transportation fees are calculated and added to the cost of all field trips. Due to this calculation, we are not able to refund ANY field trip fees--no exceptions.
- All field trip fees and permission slips are due three (3) days prior to the trip.

## School Supplies

All students will be required to purchase Edukits through the annual student fee. Additional supplies may be required depending on student schedules. Refer to individual class syllabi for details.

Supplies may need to be replenished throughout the school year.

## Lockers

Students in grades 5-8 will be issued individual lockers.

Locks must be provided by the student in grades 6-8. Fifth (5th) graders will NOT need a lock. It is recommended that students provide the dial face master lock. Key locks are not permitted.

It is the responsibility of the student to maintain order and neatness in the hall locker.

Lockers are the property of the school and may be inspected at any time by school officials without notification or permission.

Tampering with a lock or locker belonging to another student is prohibited and consequences will be of a serious nature.

## Backpacks/Book Bags

Students may use backpacks or book bags to and from school, but upon arrival to school will need to empty and store their backpacks/book bags in their lockers or designated areas.

Backpacks on wheels are not permitted for any students, as they rarely fit in designated storage areas.

## Recess

Recess will be held daily for grades K-8 just before or just after the students' lunch time.

Recess may also be scheduled on an individual classroom basis.

Outdoor recess will be held every day unless it is raining, snowing, excessively cold (below 20 degrees), or the playground is too snowy or muddy or deemed otherwise unsafe. When outdoor recess is unavailable, students will be provided an indoor recess. Students should come to school with the appropriate coats, hats, and gloves for the highly-variable Colorado weather.

## Playground Rules and Guidelines

All games should be played with a concern for others using the playground.

The playground equipment is to be used properly. If there are questions regarding use, consult with a teacher or other playground supervisor.

Shoes must be worn at all times.

Fighting or pretending to fight is not permitted.

Toy weapons of any kind are not allowed on school grounds.

Playground games involving physical contact of any kind are not permitted.

Absolutely no throwing rocks, wood chips, snow, and dirt.

Students must ask permission from the playground supervisors to re-enter the building during recess times.

## Lost and Found

Lost clothing, books, and school supplies will be placed in the Lost and Found bin located near the cafeteria.

Please check this space often. The contents of the Lost and Found bins are donated to charity on the last day of each month.

## Book Fines

While we utilize technology for most of our learning tools, we occasionally issue books to students. Books fines are collected for books that are lost or damaged. This encourages student responsibility of belongings. When books are issued to students, they are required to inspect the books they have been assigned and note any damage. At the end of the year, the books assigned will be examined. If they show more than normal wear and tear, students will be asked to pay an additional amount to cover the cost of repairing or refurbishing the book.

## Parents and Other School Visitors

All school visitors and volunteers, including parents, must enter through the front doors located on the southside of the building and sign in to the Help Counter on the iPad at the front desk. All school visitors must provide a valid ID to the front desk and wear a nametag while in the building or on school grounds between the hours of 7:30 a.m.-4:00 p.m. All visitors must then also check out using the Help Counter before exiting the building.

## Items Dropped Off at the Office

When school work, instruments, lunches and other items are brought to the office after the school day has started, the items will NOT be delivered to students. There will be a table in the hallway for students to find their items and a table in the lunchroom for dropped off lunches. This is to minimize distractions and interruptions in the classroom as instruction time is so valuable.

## Animals in School

All visitors must receive approval from an administrator before bringing any animal onto the school grounds. This policy is the result of concerns raised about safety in the school and on school grounds. We also have students severely allergic to certain animals.

## Birthday Parties

Students may not bring a treat or balloons to be handed out to classes on a birthday. Birthday invitations must not be passed out during the school day or at school. Please use the school directory in order to share your invitations. Holiday gifts and birthday gifts may not be handed out at school unless they are part of an organized, teacher-endorsed school activity.

## Middle School Eligibility

Middle School students participating in school-sponsored, non-classroom activities, e.g. school play, school-wide musical, must meet the eligibility requirements listed below:

- Students must not have more than 3 points in order to participate.
- Points are determined by the grades posted in academic classes:
  - D=1 point
  - F=2 points

Ineligibility is reported by the teachers every Thursday. The ineligibility period is one entire week from Monday through the following Monday.

# Academics

## K-4 Grading Scale

Parker Performing Arts School posts K-4 grades on a number scale rather than a letter grade scale based on percentages. The two types of grading scales do not correlate in terms of letter grades equaling the number scale. For example, an F does not equal a 1, nor does a B equal a 3. Elementary students will receive grades according to the mastery level in which learning objectives are met. The points will then correlate to a number grade, ranging from 1-4. Students will receive points in the arts based off of the STAR (Showmanship, Technique, Attitude, and Rehearsal) rubric, which are also converted to an overall grade of 1-4. For your convenience, I've outline the academic and artistic grading scale below.

### Grade Mark Legend

4: Distinguished: Advanced understanding of learning goals. Student demonstrates a deeper level understanding of learning and independently exceeds grade level expectations.

3: Proficient: Meets learning goals. Student performance demonstrates an understanding of the knowledge and skills expected at this grade level. Student demonstrates consistent application of skills. Student works independently to achieve learning goals.

2: Basic: Partially meeting learning goals. Student performance demonstrates a partial understanding of the knowledge and skills expected at this grade level. Student is progressing in understanding, however, the skills are not yet mastered.

1: Emerging: Not meeting learning goals. Student performance does not represent an understanding of the knowledge or skills expected at this grade level. Student is working below grade level expectations. Student needs continued support.

Grading Scale: 95% and above= 4  
80%-94%= 3  
70%-79%= 2  
69% and below= 1

Our goal is to communicate your student's progress towards mastery of standards at each grade level. This grading system allows parents and students to better understand student strengths and deficits as it relates to specific areas of content.

## K-4 Performing Arts Rubric

Students will receive points in the arts based off of the STAR (Showmanship, Technique, Attitude, and Rehearsal) rubric, which are also converted to an overall grade of 1-4.

**Grade Mark Legend**

4: Distinguished: Advanced understanding of learning goals. Student demonstrates a deeper level understanding of learning and independently exceeds grade level expectations.

3: Proficient: Meets learning goals. Student performance demonstrates an understanding of the knowledge and skills expected at this grade level. Student demonstrates consistent application of skills. Student works independently to achieve learning goals.

2: Basic: Partially meeting learning goals. Student performance demonstrates a partial understanding of the knowledge and skills expected at this grade level. Student is progressing in understanding, however, the skills are not yet mastered.

1: Emerging: Not meeting learning goals. Student performance does not represent an understanding of the knowledge or skills expected at this grade level. Student is working below grade level expectations. Student needs continued support.

Grading Scale: 95% and above= 4  
80%-94%= 3  
70%-79%= 2  
69% and below= 1

## 5-8 Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

## Report cards

- Report cards will be issued to all grades on a quarterly basis.
- Grades for K-4 students will be reported a number with a correlating competency. See the above grading scale.
- Grades for 5-8 students will be reported as a percent with the correlating letter grade. See the above grading scale.
- Grades will be updated in Infinite Campus.
- Given the easy access of this online tool, teachers can enter grades as often as suits their grade level and content. In order to communicate student progress most accurately to students, parents, the administration, and teachers strive to have their gradebook completely updated a three week intervals.
- Final report cards for students with outstanding fines will be withheld until the fine is paid.

## Understanding Grades in Infinite Campus

- There are five (5) ways an assignment is graded, the student's grade will be entered into Infinite Campus. A zero in the grade box means the student's score is a zero.
- The assignment can be flagged as late for a student whose work was turned in late. The teacher then will enter the grade with the appropriate late work reduction.
- An assignment can also be marked as received. Assignments marked as "turned in" will be marked with a "T."
- An assignment can be flagged as missing; this will automatically act as a zero and affect the student's grade accordingly.
- If the box is blank, the assignment's grade has not been entered in Infinite Campus. The blank grade box does not affect the student's grade.

## Mathematics Placement and Advancement

For policies concerning math placement and advancement, please visit the [Douglas County Website](#).

## Grade Retention Policies

All grade retention policies come from the [Douglas County School District](#).

In the elementary schools, students progress from grade to grade usually spending one year at each level. However, some children will benefit from progressing more slowly, and staying another year in the same grade. Other children may need to progress more rapidly by accelerating more than one grade. Such cases will be discussed with the parent(s) or guardian in advance. The final decision to promote, retain or accelerate a child shall rest with the building principal in collaboration with the child's parent(s) or guardian, and if necessary with the superintendent (or his/her designee).

### Retention for Students in 5-8

A student must meet the following criteria to advance to the next grade level:

1. Maintain a cumulative grade point average of 1.5 for the school year in grades seven and eight.
2. Pass at least 12 of the 14 semesters of coursework taken.
3. Pass at least one semester each of mathematics, science, social studies, and English. A student must meet the middle school promotion criteria to advance from a District middle school to a District senior high school.

A student must meet the middle school promotion criteria to advance from a District middle school to a District senior high school.

Special circumstances may be considered by the building principal. The final decision to promote or retain a child shall rest with the building principal.

Students who do not meet the above criteria may attend a District (or other state accredited) summer school program for remediation and then be reconsidered for promotion.

## Advancement/Promotion beyond Next Higher Grade Level

All grade advancement/promotion policies come from the [Douglas County School District](#).

### Elementary (K-4)

In the elementary schools, students progress from grade to grade usually spending one year at each level. However, some children will benefit from progressing more slowly, and staying another year in the same grade. Other children may need to progress more rapidly by accelerating more than one grade. Such cases will be discussed with the parent(s) or guardian in advance. The final decision to promote, retain or accelerate a child shall rest with the building principal in collaboration with the child's parent(s) or guardian, and if necessary with the superintendent (or his/her designee).

### Middle School (5-8)

A student must meet the following criteria to advance to the next grade level:

4. Maintain a cumulative grade point average of 1.5 for the school year in grades seven and eight.
5. Pass at least 12 of the 14 semesters of coursework taken.
6. Pass at least one semester each of mathematics, science, social studies, and English. A student must meet the middle school promotion criteria to advance from a District middle school to a District senior high school.

A student must meet the middle school promotion criteria to advance from a District middle school to a District senior high school.

Special circumstances may be considered by the building principal. The final decision to promote or retain a child shall rest with the building principal.

Students who do not meet the above criteria may attend a District (or other state accredited) summer school program for remediation and then be reconsidered for promotion.

## Colorado Open Records Act

The Colorado Open Records Act declares in its general purpose that all public records shall be open for the inspection by the public. Those who wish to inspect or obtain copies of records may request records in the form of written communication with the registrar in the Parker Performing Arts School office. Parents or guardians who wish to obtain copies of their student's records must complete a Douglas County School District Request to [Inspect and Review Student Records by Parent/Guardian/Eligible Student Form](#). This form is available on the Douglas County School District website and in the appendix of this handbook.

# Student Health

## Health Immunizations

The Colorado Board of Health requires proper documentation be presented to the registrar at Parker Performing Arts for each student enrolled.

Children will be denied admission to any Colorado public school if he/she is not properly immunized or exempted.

## Medications Administered at School

If possible, try to schedule administration of medications at home.

If this is not possible, fill out the Parent/Guardian Authorization to Administer Medication at School form.

Submit this form to the Parker Performing Arts office staff with all proper signatures. **This form is required for prescription and over-the-counter medications.**

All medications must be in the original containers with the time and dosage amount clearly marked.

**No student may self-administer any medication. This includes any cold medicine, cough drops, or pain medication (e.g. Tylenol, ibuprofen, etc.).**

## Health Restrictions

If your student experiences a concussion and has a doctor's note, DCSD Concussion Management Protocol procedures will be followed.

If your child needs to be excused from dance or tumbling participation for one to two days, please put your request in writing.

Any student who has to be excused for more than two dance classes will be required to have a doctor's written statement on file in the office.

# Parker Performing Arts Dress Code

**ALL STUDENTS MUST PURCHASE THE OFFICIAL UNIFORM FROM OUR OFFICIAL UNIFORM COMPANY, AND ALL STUDENTS MUST BE FULLY UNIFORMED EVERY DAY.**

## Parker Performing Arts School Official Uniform Policy

In order to fulfill the Mission and Vision of Parker Performing Arts School, students are required to wear school uniforms. The school learning culture is significantly influenced by student attire. The intention of the school uniform is to promote learning, promote school unity and pride, to reduce peer pressure from clothing trends and styles, and to reduce disruption and disciplinary problems.

Our policy is intended to provide options in attire, to be conservative and modest, to minimize distractions, to be simple and easy to understand, and to maintain standards with as minimal financial impact on families as possible.

Parents are expected to regularly review the uniform policy with their student(s). Parents are expected to rigorously uphold and comply with the school uniform policy for and with their student(s), and strictly adhere to the complete uniform policy as a choice and condition of continual enrollment Parker Performing Arts School.

The uniform policy has three major parts: general information, personal appearance and grooming, and required and optional clothing.

## General Information

Uniforms may ONLY be purchased from our designated uniform vendor, *Uniform Consignment*, and must be the "Classroom School Uniform" brand. New uniforms may be purchased during in person events or on the PPA website. Gently worn and previously owned uniforms will also be available to purchase or sell back to Uniform Consignment during in person events. Gently worn and previously owned uniforms from other charter schools may be sold to Uniform Consignment for cash or credit toward purchase of PPA uniforms.

PPA has day to day uniform requirements for the majority of school days, and also a formal uniform designed to be worn on formal dress day as well as performances and other occasions.

PPA official uniform colors are black for all bottoms, and either black, heather gray, red, ballet pink, or white for all tops.

### **Formal Uniform Day:**

PPA will have a formal uniform day on the first Thursday of every month, and on other special occasions as dictated by the school principal. Formal uniform attire is outlined below.

### **Dress of Choice Day:**

PPA will have a Dress of Choice Day on the Friday following formal day of every month, and on other special occasions as dictated by the school principal. Dress of Choice clothing must be in good condition, free of holes and tears, be modest and conservative, and be neat in appearance. Shorts, skorts, skirts, and scooters are should meet the knee length requirement. The policies for shoes, hair accessories, and personal grooming are enforced exactly as stated below. Pajamas, midriff shirts, tank top shirts, spaghetti strap shirts, halter top shirts, or similar shirts are not acceptable attire. Clothing with inappropriate words, messaging, pictures, or symbols are not considered acceptable dress of choice attire. Hats may only be worn when designated by the school principal.

### **Exceptions to Uniform Policy:**

The school principal may allow exceptions to the uniform policy on a case by case basis in extenuating circumstances defined by PPA as either medical, legal, religious, or other personal hardship. The school principal may authorize additional exceptions or allow alternate options to the uniform policy such as:

- PPA Spirit Days
- Individual rewards or prizes to students

- Support of charitable causes
- Support of local professional sports, collegiate sports, or collegiate spirit days

Special performing arts costumes or costume makeup may be approved by the school principal to support performing arts programming and events.

## Personal Appearance and Grooming

### Hair Styles and Accessories:

- All hair must be one (1) single natural hair color.
- Hair should be clean and groomed.
- There are no hair length restrictions for boys or girls, however, when participating in dancing or acrobatics and tumbling, hair must be pulled back and tied, safe, and out of the child's face.
- All hairstyles should be simple and conservative. Distracting hairstyles, including head shavings or mohawks, are not allowed.
- Headbands, hair ties, bows, barrettes, and other hair accessories are permitted in the color(s) of your choice.
- Students may wear a maximum of up to two (2) hair accessories. For safety in our school and also to prevent distraction in the learning environment, students should refrain from wearing any large or lengthy hair accessories that could injure or be hazardous to any child.
- Hair extensions, hair insertions, feathers, streamers, ribbon, or other decoration in hair are not allowed. (religious or cultural exceptions can be approved on a case by case basis).

### Personal Grooming For All Boys and Girls:

- Regular bathing or showering is required
- Regular laundering of uniforms is required
- One (1) small stud earring per ear only
- One (1) standard wrist watch may be worn if size and features will not injure or be hazardous to any child
- Nail polish in any one (1) solid color of choice for all nails, and no decorations or bling are allowed
- No temporary or permanent tattoos, including writing or drawing in ink on skin (religious or cultural exceptions can be approved on a case by case basis)

## Required and Optional Clothing

### General Clothing Information:

- All shirts must be tucked in at all times.
- All uniforms must be in good condition, and free of holes and tears.
- All shorts, skirts, skorts, and scooters should be knee length.
- All formal uniform white shirts for girls and boys, V-neck sweaters, sweater vests, cardigans, official PPA sweatshirts, or official PPA jackets must have an embroidered PPA logo.
- Only approved uniform shirts may be worn under sweaters, vests, cardigans, PPA sweatshirts, or PPA jackets.
- No hats are allowed.

## Required/Optional Uniform Items

### General Clothing Information:

- All shirts must be tucked in at all times.
- All uniforms must be in good condition, and free of holes and tears.
- All shorts, skirts, skorts, and scooters should be knee length.
- All formal uniform white shirts for girls and boys, V-neck sweaters, sweater vests, cardigans, official PPA sweatshirts, or official PPA jackets must have an embroidered PPA logo.
- Only approved uniform shirts may be worn under sweaters, vests, cardigans, PPA sweatshirts, or PPA jackets.
- No hats are allowed.

Items designated “*Classroom School Uniform*” must be purchased through appointed uniform vendor ONLY, other items may be either purchased through uniform vendor or any other local retailer option(s).

### Formal Uniform Boys Grades K-8 (must be pressed/ironed and clean) Required

- *Classroom School Uniform* black uniform pants
- *Classroom School Uniform* white long sleeve Oxford button up shirt with PPA embroidered logo
- Black crew size socks
- Solid black shoes with black soles, black shoe laces if applicable, any approved style (see below)

### Formal Uniform Girls Grades K-8 (must be pressed/ironed and clean) Required

- *Classroom School Uniform* black uniform skirt, or scooter, or skort
- *Classroom School Uniform* white long sleeve Oxford (5<sup>th</sup>-8<sup>th</sup>) or Peter Pan (K-4<sup>th</sup>) button up shirt with PPA embroidered logo During inclement weather, students may wear PPA sweater or cardigan over formal shirt.
- White knee high socks only. Tights and/or leggings maybe worn during inclement weather
- Solid black shoes with black soles, black shoe laces if applicable, any approved style (see below)

### Day to Day Uniforms Boys Grades

#### K-8 Required

- *Classroom School Uniform* black pants, shorts, or athletic pants or athletic shorts
- Tucked in *Classroom School Uniform* short or long sleeve uniform polo shirts; black, heather gray, red, ballet pink, or white

#### Optional

- *Classroom School Uniform* button up cardigan, V-neck sweater, or sweater vest with PPA embroidered logo; black, heather gray, or red

### Day to Day Uniforms Girls Grades

#### K-8 Required

- *Classroom School Uniform* black pants, shorts, skirts, jumper, scooters, skorts, or athletic pants or athletic shorts
- Tucked in *Classroom School Uniform* short or long sleeve uniform polo shirts; black, heather gray, red,

ballet pink, or white

**Optional**

- *Classroom School Uniform* button up cardigan, V-neck sweater, or sweater vest with PPA embroidered logo; black, heather gray, or red

**Grades 5-8 Boys and Girls Dance**

**Students Only Required**

- (Dance students only) *Students will need to order dance attire from the classroom teacher to include leotards.*

## Student Choice Items

**Belts:**

Belts are not allowed for students in grades K-4. Belts are optional for students in grades 5-8. If worn, belts must be plain solid black belts and may not have any decorative elements including “bling”, wording, or images. Belt buckles must be plain and free of any wording, messaging, pictures, or symbols are allowed.

**Socks, Tights, Leggings:**

- Socks must be worn to school every day.
- All socks must be a plain and free from lace, frill, or other extra design elements; solid colors only, black, slate gray, or white.
- Boys must wear crew size socks with every outfit combination every day; black, slate gray, or white (black socks are required on formal days).
- Girls must wear either crew size socks, or knee high socks (required white knee high socks on formal day), or tights, or pantyhose, with every outfit combination every day; black, slate gray, or white.
- Alternatively, girls wearing skirts, skorts, scooters, or shorts may wear full length leggings, but leggings must also be accompanied by crew size socks. For safety reasons in tumbling classes, girls K-4 are encouraged to only wear footless tights; black, slate gray, traditional light ballet pink, or white leggings.

**Shoes:**

PPA believes that families should purchase shoes that benefit the child’s long term health, rather than to have a policy forcing them to buy a particular brand, color (except formal uniform with black shoes and black soles), or type of shoe. Any shoes may be worn day to day as long as the following guidelines are met.

- All shoes must be low top, closed toe shoes, and free from custom decor.
- Some theater and dance classes may require specific types of shoes to be worn for dance. Specific information will be provided to families if this is the case.
- Shoes must be factory made, and “off the shelf”.
- “Bling”, spikes of any kind, large & multiple buckles, long shoe laces, wheels of any kind, or shoes with any other feature that could injure or be hazardous to any child are not allowed.
- High tops, high heels or heels of any kind, wheelies, sandals, flip flops, slippers, Crocs, or similar shoes are not allowed.
- Inappropriate words, messaging, pictures, or symbols are not allowed on shoes.
- If boots are worn to school due to weather conditions, they must be removed and kept in classroom cubbies or lockers during school hours (except at recess).

**Jackets and Outerwear:**

- Jackets or coats or hoodies are not allowed to be worn during the school day in classes. When jackets or coats are worn to school, they must be removed and kept in classroom cubbies or lockers during school hours (except at recess). If there are systemic HVAC heating or cooling problems in the school, exceptions will be made.
- Uniform V-neck sweaters, sweater vests, and cardigans with the PPA logo are approved to wear during classes.
- Approved school jackets or sweatshirts with the PPA logo are approved to wear during classes. Please note that all students are required to wear an unaltered uniform short sleeve or long sleeve polo shirt underneath approved school jackets or sweatshirts with the PPA logo.

**Backpacks, Bags, Purses:**

- Backpacks, bags, or purses should be kept in student’s classroom cubbies or lockers during the school day. Middle school students may take their backpack to their 8th period classes for dismissal.
- Backpacks, bags, or large purses made of hard materials, or with wheels of any type including luggage like bags are not allowed (they do not fit in cubbies or lockers).
- Inappropriate words, messaging, pictures, or symbols are not allowed on backpacks, bags, or purses.
- Exceptions can be made on a case by case basis for documented medical conditions requiring students to carry a bag of some kind.

## Violations

Compliance with this uniform policy is a condition of continued enrollment at Parker Performing Arts School. Students found “bending the rules” or students in direct violation of the uniform policy as determined by school administration will face school disciplinary actions as defined in the Parent/Student Handbook.

## Policy History and Amendments

The PPA Board of Directors will review the uniform policy at least one time annually during school summer break, and will consider any additions, alternatives, or changes in the policy at any other time.

## Communication

Together, we enable our students to reach their potential as both responsible young people and successful learners and performers.

Each week the principal will update the parent community with school-wide information, Governing Board updates, and occasional community information. Please keep your email address up to date in Infinite Campus and notify the PPA Registrar with any changes [registrar@parkerperformingarts.org](mailto:registrar@parkerperformingarts.org)

The following tools will be used to foster communication between the school and families:

- Email--personal communication between staff and families
- Infinite Campus--for grades and attendance

- SchoolBzz--all school updates (daily, weekly, emergency, etc...)
- Website--general information (board updates, school calendars, handbooks. policy)

## Governing Board/Parent Communication

The Governing Board will include information for parents in the principal's weekly update as needed. All parents are invited to attend Governing Board meetings. The agendas will be posted on the bulletin board at the entrance of the school at least 24 hours prior to meetings. Public meetings are generally held the second Tuesday of each month at 6:00 p.m. at PPA in Room 140. Working meetings are generally held the fourth Tuesday of each month at 6:00 p.m. in the PPA Conference Room.

## Governing Board Meetings

### Public Comment at Governing Board Meetings

Everyone is welcome to speak at Board meetings. However, the Board must maintain a balance between the Public's right to speak, Colorado Open Meeting Laws, Board policies and the need to expedite business and provide accurate and timely information.

This guideline is to help set expectations around public comment at PPA Governing Board meetings. ~~Although~~ **T**he Board encourages everyone to attend its open meetings, Board meetings are to conduct the business of the school. Board meetings are not "public meetings," but meetings held in public, and accordingly public participation shall be controlled so the Board can proceed with its agenda within a reasonable time.

The Board will only take action on items listed on the agenda. For other matters, the Board will receive comments only, and may, at its discretion, refer the matter or calendar the issue for future discussion.

Those wishing to provide public comment may sign up on the PPA website.

The Board may choose to respond to public comments during this open forum, but is not required to do so.

### The Public Comment Portion of the Agenda

- The first (regular) PPA Board meeting of the month contains time for Public Comment. Comments must be submitted ahead of time via the school website
- When providing Public Comment, please identify yourself and your relation to PPA.
- Comments in the Public Comment time should not mention individuals by name unless they are in the room.

- The Board will likely not act in the meeting where comments are made. However, one can expect the Board to explain what next steps (if any) will be taken regarding Public Comments during the New/Old business portion of the meeting.

PPA Board Policy (Public Attendance at Board Meetings) can be found on the PPA website.

## Volunteer Commitment

Because parent involvement is integral to the success of this school, PPA expects that each family serve 30 volunteer hours for each two-adult family or 15 hours for each single-adult family each academic year. Volunteers must record their hours online using the HelpCounter system located at the PPA front desk. PPA will track these hours and coordinate volunteer efforts.

## Parker Performing Arts Parent Community Association

The Parker Performing Arts Parent Community Association is dedicated to fostering a spirit of community and supporting the school's vision and mission. The PCA promotes communication and cooperation among parents, teachers and the school community to benefit the overall success of our students. All PPA parents and staff are members of the PCA and are encouraged to attend meetings and events.

In order to foster a spirit of community, the PCA has created events and teams to bring our community together. Parents can earn their volunteer hours by serving on these PCA Teams.

### PPA Parent Community Association Teams

#### PCA Executive Team

President and Vice Presidents

Treasurer

Communication Director

Secretary

Volunteer Coordinators

Room Parent Coordinators

Elementary and Middle School Representatives

#### Bakers and Chefs

#### Back to School

Directory

Meet and Greet

New Family Tea

Tissues and Tears

#### New Family Welcome

#### Hospitality

First Friday Concert Series

Dads Club

Spirit Nights

Moms' Night Out

Scholastic Book Fair

Helping Families in Need

Teacher Appreciation

Room Parents

Community Events:

    Movie Under the Stars

    Fall Community Event

    Spring Community Dance

    Picnic for Parents

    Summer Kick-Off

PPA at the Park

Just to name a few! We are passionate about matching our volunteers to their areas of interest. Login to your HelpCounter account to sign-up to serve on any of these teams.

Please feel free to contact the Parent Community Association with questions and concerns at [pca@parkerperformingarts.org](mailto:pca@parkerperformingarts.org).

## Parker Performing Arts School Accountability Committee (PPA SAC)

In a series of legislation, the Colorado Department of Education mandated the formation of School Accountability Committees. The PPA Accountability Committee is composed of volunteers who administer and evaluate the annual survey; review the school budget; review and analyze test scores; and review the school safety plan. The Governing Board liaison of the PPA Accountability Committee reports all findings and recommendations to the school's Governing Board. Members serve for two-year terms.

# General Discipline Guidelines

The Parker Performing Arts School Discipline Policy is based on the principle of supporting a positive learning environment for all students. The objective of maintaining discipline is to ensure a learning environment that is positive, free of disruption, and safe for all students. Good conduct is expected of all students.

**Bully or threatening behaviors of any kind will not be tolerated.**  
**Positive reinforcements and negative consequences are employed in an effort to teach the students good behavior.**

The classroom teacher is responsible for establishing classroom management that fosters appropriate student behavior.

## Rewards for Good Behavior

Students who exhibit the qualities of SHINE (strength, humility, integrity, nobility, and empathy) may receive rewards. Students will be recognized at a SHINE Assembly quarterly.

In order to receive SHINE recognition, staff and teachers may nominate students who have demonstrated exceptional behavior that is above the norm and, in doing so exhibited one of the SHINE traits in action.

## Behavior Consequences for Grades K-4

PPA will use restorative justice practices whenever possible to seek resolution to conflicts. Students will be expected to follow their specific class and school agreements. If these agreements are broken, students will conference with teachers or administration in order to resolve the conflict or situation. Any situation may be resolved in the following ways:

- Conference with teacher
- Peer mediation
- Think sheets
- Loss of classroom privileges (group work, recess, etc...)
- Lunch detention
- Conference with administrator

## Behavior Consequences for Grades 5-8

PPA will use restorative justice practices whenever possible to seek resolution to conflicts. Students will be expected to follow their specific class and school agreements. If these agreements are broken, students will conference with teachers or administration in order to resolve the conflict or situation. Any situation may be resolved in the following ways:

- Conference with teacher
- Classroom based consequence
- Peer mediation
- Loss of privileges (group work, after school activity, recess, etc...)
- Lunch detention
- After school detention
- Conference with administrator

If conflicts are not resolved, or in times of more serious incidences, the following may occur:

### Suspension

A suspension occurs at the discretion of administrators or when dictated by Colorado State law. For a suspension, students will spend a minimum of one school day at home with parents, or alternatively may receive an in-school suspension. An administrator will contact the parents when a child has been suspended. The parents and student are required to have a conference with the administrator before the student is allowed to return to school. A behavior contract may be required at this time.

### Expulsion

An expulsion occurs when dictated by Colorado State law or when one single event is deemed by Parker Performing Arts School administration or Governing Board to warrant expulsion.

It is a violation of Colorado law for any person to carry, bring, or have in such person's possession a "deadly weapon" [as defined in CRS 18-1-901(3)(e)] in or on the real estate and all improvements erected thereon of Parker Performing Arts School unless exempted by law. Any student who carries, brings, or has in such student's possession a "deadly weapon" in violation of Colorado law shall be subject to mandatory expulsion.

## Behavior Consequences for Grades 5-8

### Detention

- After school detention may be issued by a teacher or administrator as a behavioral consequence.
- Detention will be held from 3:15-4:00 P.M. Wednesday and Thursday.

- Detentions will be issued by administration for repeatedly violating the school dress policy.
- Detentions will be issued by teachers for each tardy exceeding three tardies per quarter.
- Detentions may be issued by administration or teachers for other behavioral infractions.
- Students who miss detention as a result of an excused absence will need to serve detention the day they return to school.
- Students who show up to detention late will not be allowed to serve detention that day. Those students will be asked to report to detention the following day. Parents will be contacted about the new detention date.
- Students who intentionally miss their detention date will be issued another detention along with the previously issued detention. Parents will be contacted about the new detention dates the student will need to serve.
- Other students and siblings not serving detention will be allowed to wait for the other student in a designated location.
- Any notice for detention will be provided via email to the parent at least one day prior to detention. It is the responsibility of the student and parent to make any necessary arrangements regarding transportation, etc. as a result of the detention. If a student is unable to attend the scheduled detention, the parent must notify the teacher or administrator who issued the detention prior to the noon (12:00 PM) on the scheduled detention day.

### In-School Suspension

In-school suspensions are issued at the discretion of an administrator. The parent and student are required to have a conference with the assistant principal or principal. A behavior contract may be required at this time. Students will spend the day in the office and will be expected to complete assigned work.

### Out-of-School Suspension

A suspension occurs at the discretion of an administrator or when dictated by Colorado State law. For a suspension, students will spend a minimum of one school day at home with parents. The administrator will contact parents when a suspension is issued. The parents and student are required to have a conference with the Assistant Principal or Principal prior to returning to school. A behavior contract may be required at this time.

### Expulsion

An expulsion occurs when dictated by Colorado State law or when one single event is deemed by Parker Performing Arts School administration or Governing Board to warrant expulsion.

It is a violation of Colorado law for any person to carry, bring, or have in such person's possession a "deadly weapon" [as defined in CRS 18-1-901(3)(e)] in or on the real estate and all improvements erected thereon of Parker Performing Arts School unless exempted by law. Any student who carries, brings, or has in such student's possession a "deadly weapon" in violation of Colorado law shall be subject to mandatory expulsion.

# Conflict and Discipline Resolution

## Introduction

It is the intent of Parker Performing Arts School to foster the relationship with parents it serves. This is one of the school's most important values. Parker Performing Arts School has a desire to support and assist its parental community, and strives to serve with fairness, kindness, and compassion to the greatest degree possible. However, it is inevitable that conflicts will arise, and how both sides handle conflict plays a major role in defining the culture of our school. Resolving conflicts with civility allows the Parker Performing Arts School administration and parents to model behaviors that we seek to instill in our students. The Conflict Resolution Policy provides the information required to negotiate the conflict resolution process.

## Procedure

The procedures that implement this policy strive to accomplish the following goals:

- Require that attempts for resolution be started at the lowest possible level before being escalated.
- Define the frames for the filing of a complaint if related to a specific incident.
- Define time frames for a response once a complaint is filed.
- Provide a clear process for appealing a decision to the next level of review. Require that the request for a review be in writing.
- Provide general guidelines for the grounds upon which a person might base an appeal.

It is our intent that both parties will come to an understanding that is consistent with the PPA principles and policies, and the conflict is resolved with fairness.

While parental behavior is outside the control of the PPA Board, we ask our parent community to consider the following with regard to conflict resolution:

1. If you have an issue, please address at the appropriate level. For example, if you have a classroom issue or an issue with a behavior, talk first with the teacher.
2. While we seek to support and assist individual families, please recognize that all decisions must factor in the impact of other students and staff.
  - a. Conflicts regarding discrimination or harassment will be heard in accordance with the Douglas County School District Nondiscrimination/Equal Opportunity policy. This policy can be found [here](#).
  - b. Conflicts regarding classroom grades will only be heard by appeal at the School Administration Level. The principal is the final authority on grades assigned within his/her school. Further appeals will not be heard at the Board level.

- c. Conflicts regarding student discipline may only be appealed if there is a clear violation of policy or illegal actions by administration have occurred. Conflicts regarding student discipline will only be heard by appeal up to the Principal level. The Principal is the final authority on student discipline. Further appeals will not be heard at the Board level, except that an expulsion or a suspension in excess of ten (10) days will be subject to applicable laws regarding review.
  - d. Expulsion hearings will be conducted in accordance with the PPA Parent/Student Handbook, [DCSD policies](#), and state statutes.
3. Please be civil. We ask our staff and administration to treat you with respect and courtesy, so please return that same respect and courtesy. If we disagree, let's show our students how to handle conflict well.
4. Please understand that privacy laws or other confidential requirements may expressly prohibit the administration from telling you about discipline measure taken against other students. We recognize that the limitation on full and open communication can be frustrating for both parents and administrators.
5. Failure to meet timelines state in this Conflict Resolution Policy will result in your appeal being denied, unless and extension has been coordinated in advance. If an appeal has been denied for not adhering to the timelines in this policy, it may not be taken to a higher level.

We appreciate your willingness to follow the above guidelines when dealing with school conflict. In doing so, you are making an important contribution to our school's culture. Future PPA families will benefit from your willingness to resolve conflict in a respectful and productive manner.

## Process

We sincerely hope to partner with you when resolving issues but recognize that there may be times in which you disagree with a classroom or administrative decision, and we want to afford you a clearly defined and understandable appeals process. If at any time you have a concern over the attitude, professionalism, ethics, or your treatment by a staff member at PPA that concern then becomes an unresolved conflict and must be addressed as a completely separate incident--apart from any initial issue. In order to satisfactorily address each conflict and to avoid convoluting the issues, you must address them separately in writing, beginning with the appropriate complaint form (explained in the following procedures). The PPA staff, principals, and Board will not entertain complaints about staff members that have not been formally addressed using the appropriate forms and appeals procedures. PPA will continue to be very sensitive to issues related to the treatment of students and/or their parents, and this resolution process is intended to provide you with a well-defined means of describing and bringing forth concerns.

While the following procedures designate appropriate timelines and steps for raising concerns and receiving feedback, if your concern involves danger to a student, staff member, or other member of our community, or if there is an urgent need for immediate resolution to the matter, please make that issue known to a PPA staff member and request that the PPA principal immediately be notified in order to expedite the process. If such a request is not granted, you and our staff must adhere to the guidelines presented in these procedures. Failure to adhere to these requirements may result in denial of all appeals.

## Classroom Level Procedure

If you have a concern or conflict, you should set up a meeting with the classroom teacher or appropriate individual with the goal of resolving the matter informally. Communication is essential to resolving concerns and conflicts. It is important that the classroom teacher or appropriate individual understands your concern so they may fully address it and resolve it. It is important to determine how the concern violates policy and to identify your suggested remedy. PPA desires your input with respect to concerns and conflicts. It is our goal to respond to your concern in a timely manner; the classroom teacher or appropriate individual will provide you with their decision within five working days of being notified that there is a concern. This may occur over the phone, face-to-face, or via email.

## Supervisor Level Procedure

If discussions during the Classroom Level Procedure do not resolve the concern or complaint to both parties' mutual satisfaction, PPA requests that you:

1. Submit a Supervisor Level Conflict Resolution Request Form within five (5) working days of the classroom level decision.
2. Describe the concern in writing to include the justification and your suggested remedy for that concern.
  - a. The supervisor will review the concern/complaint.
  - b. You will be contacted within 48 hours of receiving the appeal to confirm receipt of appeal submission. Both parties will meet a mutually agreed upon time to ensure the school administrator understands the situation fully. The meeting may include the staff member who provided the decisions at the Classroom Level (unless the staff member opts not to attend). Within five (5) working days of the meeting, the Classroom Level appropriate supervisor will communicate to you his/her written decision. This decision will include the findings, conclusions, and recommendations of the supervisor.

## Principal Level Procedure

If discussions during the Supervisor Level Procedure do not resolve the concern or complaint to both parties' mutual satisfaction, PPA requests that you:

1. Submit a School Administrative Level Conflict Resolution Request Form within five (5) working days of the supervisor level decision.
2. Describe the concern in writing to include the justification and your suggested remedy for that concern.
  - a. The Principal will review the concern/complaint.
  - b. You will be contacted within 48 hours of receiving the appeal to confirm receipt of appeal submission. Both parties will meet a mutually agreed upon time to ensure the Principal understands the situation fully. The meeting may include the staff member who provided the decisions at the Classroom Level (unless the staff member opts not to attend), and the Supervisor Level meetings. Within five (5) working days of the meeting, the Principal will

communicate to you his/her written decision. This decision will include the findings, conclusions, and recommendations of the Principal

c. .

Any decisions regarding student grades are considered final at this stage and not subject to appeal. Further student grade appeals will not be heard at the Board Level.

### Board Level Procedure

If discussions during the Administrative Level Procedure do not resolve the concern or complaint to both parties' mutual satisfaction, PPA requests that you:

1. Submit a written appeal to the PPA Board of Directors using the Board Level Conflict Resolution Form.
2. Describe the concern in writing along with the justification and your suggested remedy for the concern.
  - a. The written appeal should include the Classroom and School Administrative Level decisions.
  - b. The appeal is limited to the topic (s) you have addressed in your previous complaints at the Classroom and School Administrator Levels.
  - c. If the appeal is received more than seven working days before the next scheduled Board Meeting, the appeal will be added to the next scheduled meeting agenda, and the Board will vote on the appeal during that Board Meeting.
  - d. You are welcome to attend the Board Meeting in case the Board has questions regarding your appeal, but you are not required to attend.
  - e. If you are in attendance, you will be made aware of the Board's decision, it will be noted in the official meeting minutes, and no further communication will be sent.
  - f. If you are not in attendance, the Board will vote, the decision will be noted in the official meeting minutes, and the Board Secretary will contact you in writing within five (5) working days to provide you with their decision.