

Power Technical

2023-2024

Student Handbook

The mission of Power Technical is to prepare students to enter the workforce with the skills necessary to be successful in a trade, while also having the character and work ethic to become the most valuable members in their chosen trade.

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<https://jamesirwin.org/trade-school-ptec/>



This planner belongs to:

Name: _____

Grade: _____

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PTEC Bell Schedule

M-Th 3:15 Release Schedule			
Start	End	Minutes	Period
7:30	8:15	0:45	1
8:19	9:04	0:45	2
9:08	9:53	0:45	3
9:57	10:42	0:45	4
10:42	11:12	0:30	MS Lunch
11:14	11:59	0:45	5a Class
10:46	11:31	0:45	5b Class
11:31	12:01	0:30	HS Lunch
12:03	12:48	0:45	6
12:52	13:37	0:45	7
13:41	14:26	0:45	8
14:30	15:15	0:45	9

2 Hour Delay Schedule			
Start	End	Minutes	Period
9:30	10:03	0:33	1
10:07	10:40	0:33	2
10:44	11:17	0:33	3
11:21	11:54	0:33	4
11:54	12:18	0:24	MS Lunch
12:21	12:48	0:27	5a Class
11:57	12:24	0:27	5b Class
12:24	12:48	0:24	HS Lunch
12:51	13:24	0:33	6
13:28	14:01	0:33	7
14:05	14:38	0:33	8
14:42	15:15	0:33	9

Friday 1:30 Release Schedule			
Start	End	Minutes	Period
7:30	8:04	0:34	1
8:08	8:42	0:34	2
8:46	9:20	0:34	3
9:24	9:58	0:34	4
10:02	10:36	0:34	6
10:40	11:14	0:34	7
11:14	11:40	0:26	MS Lunch
11:43	12:14	0:31	5a Class
11:17	11:48	0:31	5b Class
11:48	12:14	0:26	HS Lunch
12:18	12:52	0:34	8
12:56	13:30	0:34	9

11am Final Exam Schedule			
Start	End	Minutes	
7:30	9:10	1:40	Final
9:10	9:20	0:10	Break
9:20	11:00	1:40	Final

11:30 Release			
Start	End	Minutes	
7:30	7:55	0:25	1
7:57	8:22	0:25	2
8:24	8:49	0:25	3
8:51	9:16	0:25	4
9:18	9:43	0:25	5
9:45	10:10	0:25	6
10:12	10:37	0:25	7
10:39	11:04	0:25	8
11:06	11:31	0:25	9

PTEC SCHOOL CALENDAR

2023-2024 School Year

JULY - 0							Important Dates		JANUARY - 16							
S	M	T	W	T	F	S	July 27-28	New Staff In-Service	S	M	T	W	T	F	S	
						1	July 27 - Aug 8	All Staff In-Service		1	2	3	4	5	6	
2	3	4	5	6	7	8	August 2	Head Start Day / End of Summer Social / Picture Day	7	8	9	10	11	12	13	
9	10	11	12	13	14	15	August 9	First Day of School - New Students ONLY	14	15	16	17	18	19	20	
16	17	18	19	20	21	22	August 10	All Students Return	21	22	23	24	25	26	27	
23	24	25	26	27	28	29	Aug 9-11	1:30 P.M. Release	28	29	30	31				
30	31						August 21-25	NWEA/MAPs - Fall Testing								
AUGUST - 17							September 4	Labor Day - No School	FEBRUARY - 20							
S	M	T	W	T	F	S	September 7	11:30 A.M. Early Release	S	M	T	W	T	F	S	
		1	2	3	4	5	September 8	Trades Pro Day					1	2	3	
6	7	8	9	10	11	12	October 2	Count Day - ALL Students Present Today	4	5	6	7	8	9	10	
13	14	15	16	17	18	19	October 2-6	Spirit Week	11	12	13	14	15	16	17	
20	21	22	23	24	25	26	October 11	Picture Retake	18	19	20	21	22	23	24	
27	28	29	30	31			October 12	End of 1st Quarter, 11:30 A.M. Early Release	25	26	27	28	29			
SEPTEMBER - 20							October 13	Staff Day No School	MARCH - 16							
S	M	T	W	T	F	S	October 16	Columbus Day Observed	S	M	T	W	T	F	S	
					1	2	October 9 - 20	No District Lunch						1	2	
3	4	5	6	7	8	9	October 19-20	11:30 A.M. Early Release	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	October 19	Parent -Teacher Conferences 12:45 - 6 P.M.	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	October 20	Parent-Teacher Conferences 11:45 - 1:45 P.M.	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	October 27	ASVAB	24	25	26	27	28	29	30	
OCTOBER - 20							November 4	Trades Expo	31							
S	M	T	W	T	F	S	November 20-24	Thanksgiving Break - No School	APRIL - 20							
1	2	3	4	5	6	7	November 27-30	NWEA/MAPs - Winter Testing	S	M	T	W	T	F	S	
8	9	10	11	12	13	14	December 15-20	11:00 A.M. Final Exams, Early Release		1	2	3	4	5	6	
15	16	17	18	19	20	21	December 20	End of 2nd Quarter	7	8	9	10	11	12	13	
22	23	24	25	26	27	28	December 21	Staff Day - No Students	14	15	16	17	18	19	20	
29	30	31					Dec 21- Jan 8	Christmas Break - No School	21	22	23	24	25	26	27	
NOVEMBER - 17							January 8	Staff Day - No Students	28	29	30					
S	M	T	W	T	F	S	January 9	Students Return								
			1	2	3	4	January 15	M. L. King Jr. Day - No School	MAY - 17							
5	6	7	8	9	10	11	February 12-16	Spirit Week	S	M	T	W	T	F	S	
12	13	14	15	16	17	18	February 19	Presidents Day - No School				1	2	3	4	
19	20	21	22	23	24	25	February 22	11:30 A.M. Early Release	5	6	7	8	9	10	11	
26	27	28	29	30			February 22	Parent Teacher Conferences 12:15 - 6 P.M.	12	13	14	15	16	17	18	
DECEMBER - 14							March 7	11:30 A.M. Early Release	19	20	21	22	23	24	25	
S	M	T	W	T	F	S	March 8	End of 3rd Quarter	26	27	28	29	30	31		
					1	2	March 18 - 22	NWEA/MAPs - Spring Testing, No District Lunch	JUNE - 0							
3	4	5	6	7	8	9	March 22	24/25 Yearly Registration Due	S	M	T	W	T	F	S	
10	11	12	13	14	15	16	March 25-29	Spring Break - No School							1	
17	18	19	20	21	22	23	April 8-12	CMAS Testing - Middle School Students	2	3	4	5	6	7	8	
24	25	26	27	28	29	30	April 10	PSAT - 9th & 10 grade / SAT - 11th grade	9	10	11	12	13	14	15	
31							April 19	Staff Day - No Students	16	17	18	19	20	21	22	
LEGEND							April 22	No School	23	24	25	26	27	28	29	
	School closed						April 24/Apr29- May 3	Admin Professionals Day / Teacher Appreciation Week	30							
	Staff Day - No Students						May 10 -14	Senior Finals								
	1:30 PM Dismissal						May 16	12:00 P.M. Early Release End of Year BBQ								
	11:30 AM Dismissal						May 17	11:00 A.M. Early Release								
	End of Quarter						May 17-23	11:00 A.M. Early Release - Final Exams 6 -11 grade								
	Finals 11AM Dismissal						May 20	Graduation Practice 1 P.M.								
							May 21	Graduation 4 P.M.								
							May 24	Staff Day No School								
							May 27	Memorial Day - School Closed								
							July TBD	PTEC 4rd Annual Golf Tournament								

11/11/2022

Please Note: School calendars are made a year in advance and may be subject to change. Please check website to see changes made to calendar.

James Irwin Legacy

The late 90s offered parents living in Colorado Springs few serious high school options. Education problems in local districts were epidemic, and parents looking for a safe and vibrant learning environment for their children were conflicted. Yet with the creation of charter school legislation, championed by Colorado State Representative Keith King, robust opportunities for meaningful high school campuses became available. Starting with a series of Interest Meetings, parents began to work on creating a fearless classroom environment with an unapologetic emphasis “in the development of character and academic potential through academically rigorous, content rich educational programs.”

In a flurry of meetings potential parents and students met together to hammer out priorities for establishing such a school, addressing curriculum, budgets, potential locations, with students voting on the school mascot and colors. From the very beginning a high emphasis was placed on the importance of character development, modeled loosely after The Center for Character and Leadership of the United States Air Force Academy.

The invention of a parent lead charter school was a hard sell to most local school districts. Our application was flatly denied by most. As the James Irwin board made their appeal to the school board of Harrison District 2, the vote was deadlocked, with only one vote remaining, that of the president of the school board. That evening he had sat and listened politely to everything we had to offer in the way of an appeal. When it was his time to vote he sat and pondered for no small amount of time.

“And you’re going to name this school after James Irwin?”

And then in amazement to everyone present he began to share about an evening service at his church, and the speaker who came forward and shook his hand, James Benson Irwin, Apollo Lunar Module Pilot for Apollo 15.

“It did not dawn on me until just this moment that this was the same man I met those many years ago. This man, who shared his story with us that evening was a man of quiet respect and dignity. I liked him, I liked him a lot.” And then this board member paused and look deep into the faces of all of us present and continued, “If it is your intention to raise up men and women who can model that kind of character, then you have my vote.”

And on that night, we officially became James Irwin Charter High School.

Since that beginning there have been good and bad times, for our nation, for our city, for our school. But the passion to rescue children is still our mandate. Today we fulfill that charge in three elementary schools, two middle schools, and two high schools.

Guidelines for Success

Power Technical is a school of character. Our mission is to support families in teaching their children to be young men and women of character with strong work ethics. Not only are our teachers’ experts in their field but each one is a charter teacher. We believe that there are five main pillars that all successful people live by and embody.

*Honesty * Integrity * Respect * Responsibility * Excellence*

We ask that each person takes on these five pillars and can say this of themselves:

I will put honesty first.

I will put integrity above all.

I will respect others and myself.

I will act responsibly and accept responsibility.

I will give my best effort and strive for excellence in all I do.

Power Technical Graduation Requirements

Subject Areas	Required Credits for Standard High School Diploma	Required Credits for College Endorsement Diploma
<p>Mathematics All students must complete 3 years of math with Pre-Algebra as the lowest course accepted and a final grade of C- or above. Minimum math options include Pre-Algebra, Algebra I, Geometry, Algebra II, or Math for the Trades for a standard diploma (three of those). A college endorsement diploma requires four years of mathematics with Algebra I as the lowest course in the series. Other math options for higher-level math students and college endorsement include Trig, Calculus, and Mat1140 (PPSC).</p>	6	8
<p>English Successful completion of four years (8 semester credits) is required for all students. At a minimum, students will complete English 9 and English 10 at Power Technical. Credit for 11th and 12th grade English courses may be earned at Power Technical or through approved college courses.</p>	8	8
<p>Science Six semester credits must include two semester credits of Earth Science, two-semester credits of Physics (pre-requisite Alg 1), and two semester credits of a third science for the standard diploma. For college endorsement, the third science must be two-semester credits of chemistry.</p>	6	6
<p>History/Geography Eight semester credits must include four semester credits in World History, two-semester credits in U.S. History, one semester credit in Government, and one semester credit in Economics.</p>	8	8
<p>Character & Life Skills Six-semester credits of high school level character and life skills courses are required for all diplomas.</p>	6	6
<p>World Languages</p>	0	2
<p>CTE Courses Approved courses from PPSC or other schools offering CTE courses may be substituted for PTEC CTE courses. Six-semester credits of high school level CTE courses are required and a final grade of C- or above for all diplomas.</p>	6	6
<p>Electives</p>	6	4
<p>Minimum total number of credits for graduation</p>	46	48

How do I graduate from PTEC?

Diploma with Certifications (After 12th Grade - Workforce Ready or Military), Innovative Learning Program (ILOP) SENIOR YEAR ONLY.

Workforce or Military ready indicates that the student has chosen one of the career paths offered at PTEC (Construction, Machining, Welding, Fundamental of Engineering) , finished the required certifications, and completed the required standard graduation requirements.

ILOP - Students must meet all graduation requirements to be part of this program. They will attend their remaining classes needed for graduation and then can work in a trade with one of our workforce partners. Sign up for the ILOP program must be done through Mrs. Longoria.

Diploma with an associate of applied science degree (AAS). Students remain at PTEC for up to two additional years, AKA years 13 and 14, to receive an AAS tuition-free, through the P-TECH program. All general fees, course fees, and textbooks are the student's responsibility. The COF (Colorado Opportunity Fund) will automatically be applied to the P-TECH AAS degree each semester. A contract will be signed by the student attending and the parent or guardian to make sure all expectations are understood.

P-TECH (Pathways in Technology Early College High Schools) allows students that are least likely to attend college an opportunity to receive an associate degree. It is a federally funded program.

Students may begin working on an approved associate degree as early as their sophomore year at PTEC. Only CE courses that are aligned with the P-TECH program will be available to PTEC students in grades 10-12.

The following is the list of AAS trades pathways at Pikes Peak State College (PPSC) per our PTECH partnership agreement:

- AAS Machining Technology (Advanced Manufacturing Emphasis)
- AAS Machining Technology (Machining Emphasis)
- AAS Architectural Engineer/Construction Management
- AAS Building and Construction Technology (Carpentry Emphasis)
- AAS Building and Construction Technology (Electrical Emphasis)
- AAS Building and Construction Technology (Masonry Emphasis)
- AAS Building and Construction Technology (Plumbing Emphasis)
- AAS Heating, Air Conditioning & Refrigeration Technology
- AAS Computer-Aided Drafting (Robotics and Automation Emphasis)
- AAS Computer Aided Drafting (HVAC Emphasis)
- AAS Computer-Aided Drafting (Mechanical Emphasis)
- AAS Welding

- AAS Diesel Technology
- AAS Automotive Technology
- AAS Collision Technology
- AAS Fire Science Technology
- AAS Fire Science Wildland
- AAS Robotics

PTEC does not have a partnership with PPS for a student to get an AS (Associates of Science) or an AA (Associate of Arts) degree. The P-TECH program only has a partnership for students to receive an AAS (Associates of Applied Science) in the above Trades that is our P-TECH partnership with PPS.

Diploma with college endorsement (Ready for admission to a four-year college after 12th grade).

Students planning to attend a traditional four-year university after high school should consult the school career advisor for the best course of action depending on their major. All students planning to attend a four-year university must follow the PTEC graduation requirements. PTEC does not offer any college classes that are applicable to this diploma type.

Power Technical College/Career Readiness Graduation Requirements

Another component of meeting high school graduation requirements is demonstrating college and career readiness. Every student graduating from high school is required to demonstrate readiness for college and a career in reading, writing, communicating (RWC), and mathematics through an outside testing or certification agency.

Workforce readiness must be demonstrated in at least one area of RWC and one area of mathematics. Each industry certification may count for either one RWC or one mathematics measure.

Menu of Options - The menu below includes the minimum scores for PTEC graduation requirements.

Please be aware that the requirements for post-secondary institutions may vary. It is the student’s responsibility to know and meet those admission requirements.

ACCUPLACER (Next Generation)	
RWC	Mathematics
Reading - 241 OR Writing - 236	AR - 255 OR QAS - 230
ACCUPLACER is a computerized test that assesses reading, writing, math, and computer skills. The results of the assessment, in conjunction with a student's academic background, goals and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels.	
ASVAB	
RWC, AND Mathematics - AFQT SCORE	
31	

The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who take the ASVAB are not required to join the military. It is also used as a general career aptitude test.

SAT

RWC

Mathematics

470

500

The SAT is a national college entrance exam. The highest possible score for each section is 800.

Industry Certificates

RWC

Mathematics

Individualized

Individualized

Industry certificates are credentials recognized by businesses and the industry. They are district determined, measure a student's competency in an occupation, and validate a knowledge base and skills that show mastery in a particular industry. Each industry certification may count for either one RWC or one mathematics measure.

Concurrent Enrollment (CE) Classes

RWC

Mathematics

English 1021, 1031, OR CIS1018

Math 1140

CE classes taken must meet the PTEC requirement of C- or better in the class to show competency in the subject matter.

Schedule Changes

Schedule changes are for High School Students ONLY. During our PTEC Head Start days in August, before school starts, students will pick from the options available, for their electives. High school students ONLY in grades 10-12 may change their CTE pathway. This is the only time in the school year this will be offered. After that, schedules are locked in for the entire school year. Requesting a schedule change does not mean it will be accepted.

Grading Scale

A	=	90-100	4.0
B	=	80-89	3.0
C	=	70-79	2.0
D	=	60-69	1.0
F	=	59 & below	

High School math

Math grades are cumulative for first and second semester. This means students must finish with a C- or better by the end of the second semester to move on to the next course level.

If a student has a D or an F first semester but a C second semester the student can move on to the next course level.

High School CTE

If a student earns a D or F the first semester, they can move to the next semester but must retake the 1st semester final **and** get a C- or better the second semester, in order to receive credit for both semesters. If they do not receive a C- or better in the 2nd semester, they will get NC for the F from the 1st semester or 1 elective credit for the D and will need to retake the entire

class or a different CTE class moving forward. If they earn a D or F in the second semester they may not move on, they can receive 1 elective credit for the D and retake the entire class or take a different CTE class the next year.

If they get a C- or better 1st semester and below a C- in the second semester, they must retake that full class or pick a different pathway.

A senior gets an F the first semester and a D the 2nd semester, the first semester F turns to a D, and they get 2 CTE credits.

High School - all other classes

If a student earns an F in any semester, they must repeat that semester of the class. If the student receives an F in an elective class, they do not need to retake that class, but you should be aware that the student needs six elective credits to graduate.

Middle School

Grades are cumulative for first and second-semester grade. Whether we hold a student back will depend on their end of year progress. If a student fails two or more main content areas, they may be held back, depending on the circumstance. If a student only fails math or English, they will move on but repeat the failed class.

Policy for Personal Protective Equipment and Uniform items

PPE is an acronym for **Personal Protective Equipment**, and is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, physical, electrical, mechanical, or other workplace hazards. Though we are a school, our emphasis on job-ready preparation means the students encounter many of the same hazards present on a real-world job site. We want our students to be well protected from dangers, and view PPE, and students' basic uniform requirements, as an utmost priority to your student's technical education. Please note, personal protective equipment is dependent on your students chosen career path, but may include items such as: gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests, and full body suits. At PTEC, we provide much of the PPE required, however it is the student's responsibility to provide eye and ear protection, as well as their own uniform items. You will find the required PPE specific to your students classes in the syllabi they are given each year.

Our current policy is directed at mitigating the risks to your student and so your student is required to bring PPE to class every day and wear a proper PTEC uniform. However, if the student does not come to their shop class prepared with PPE or proper PTEC uniform (belt, jeans over tongue of shoes with no frays or holes, PTEC shirt tucked in) ready, the student will be given one (1) day grace period (where they will call home to let you know they are given till the next day) after which time they will then be required to purchase the missing equipment or rent a belt, t-shirt, or coveralls, from the school.

Cost of items:

- \$3 for safety goggles and dust masks
- \$1 for Ear Protection

Please note: Cash or check is acceptable at time of purchase; however, we will charge your student's school account if needed.

Attendance Policy

What is the goal for student attendance?

The goal is for every student to be **regularly present** (missing no more than 5 percent of days). This means that each student should miss no more than an average of 1 day per month or 9 days in a school year.

Why? Regular attendance is of utmost importance for academic achievement, school engagement and social acclimation. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. We can't teach them if they are not here.

Remember, a whole year has 365 days. A school year has only 174-177 days. That leaves 188-191 days to spend on family time, visits, holidays, vacations, shopping, household jobs, and other appointments.

- **100% - 95% Attendance(0-9 days absent for school year) -**

- Very good.
- best chance of success

- **94%-90% Attendance(10-17 days absent for school year) -**

- Warning Signs.
- less chance for school success.
- makes it harder for students to make progress

- **89% Attendance or less(18 or more days absent for school year) -**

- Serious concern;
- Students will find it very difficult to make progress.
- May result in court action and school failure.

Regular and punctual attendance at school is expected and required. Schoolwork, both in and out of the classroom, is top priority. Classes begin each day at 7:30 a.m. and end at 3:15 p.m. Monday – Thursday and 7:30 a.m. – 1:30 p.m. on Friday. Once a middle school student reaches 10 absences, they will be put on an attendance contract. A high school student will be put on an attendance contract once they reach eight absences to work toward mitigating further absences. Students will receive a letter, which will become a part of their permanent file. Vacations during the school year will count toward these absences. Extended illness may be an extenuating circumstance but will require doctors' notes and principal approval. If a high school student acquires fifteen (15) absences in a class, excused or unexcused, semester credit will not be awarded, and the class must be repeated. If at the time the student exceeds the allotted number of absences and is passing their class, the transcript will reflect "N/C" for the semester and no credit will be granted. If the student is failing the class, the transcript will reflect a "W/F" for the semester and will negatively impact the student's GPA.

Excused Absences

Excused absences are typically those resulting from illnesses, injury, family emergencies, family funerals, or court responsibilities. An excused absence gives the student the opportunity to make up work that has been missed during the absence. Students will have two (2) days to make up missed work for each excused absence.

Whenever possible, medical/dental appointments should be scheduled after school, on school holidays or during vacation periods.

It is the student's responsibility to communicate in advance with their teachers and obtain all homework assignments. Remember, even if the absence is excused it still counts towards the 15 that would cause your student to lose credit.

Unexcused Absences

Unexcused absences are those due to reasons not mentioned above. Students will not receive credit for work done in class missed as a result of an unexcused absence. Exams and major projects must be made up; however, students will earn a maximum of 75% of the grade received. Staff are not required to provide copies of materials due to an unexcused absence. Exceptions to these rules may be made at the discretion of the administration.

Notification of Absence

The parent/guardian must notify PTEC of a student absence. Until properly reported, the absence is considered unexcused, regardless of its nature. A call, email or note reporting the absence must reach the office the morning of the absence. The note will become part of the student's permanent file. PTEC may require suitable proof of illness, including medical documentation.

If PTEC is not notified the morning of the absence, a parent/guardian will be contacted. If the parent/guardian cannot be contacted and does not report the absence within 24 hours, it will be counted as an unexcused absence and will not be changed to an excused absence later.

Truancies/ Chronically Absent

A student is truant if he/she is absent from school, not in class or another location approved by the teacher or leaves school grounds without parent or school permission. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any school year.

Colorado Department of Education defines Chronic Absenteeism as any student who is absent 10% or more of their school days while enrolled in a public school during the school year. A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether absences are excused or unexcused. This includes all students K-12.

Tardy Policy

Punctual attendance at school is expected and required. Tardies are recorded each period of the day. A student will be considered tardy if he/she is not in the classroom when the final bell rings. Tardies are only counted for the first TEN MINUTES of class time. After ten minutes, the student will receive an unexcused absence for that class.

The following PTEC policy details the consequences for unexcused tardiness:

- 4 tardies in a quarter = 2 hour of detention.
- 8 tardies in a quarter = 1 day in school suspension and attendance/behavior contract.
- 12 tardies in a quarter = 1 day out of school suspension.
- More than 16 tardies in a quarter = 1 day of Saturday detention.

*This policy includes 1st period. Students must be in their classroom by 7:30.

October Count Absence

If the student is out of school for any reason during the October Count window, the parent/guardian will be required to sign the student in and out for each of the remaining days during the window.

Semester Exams

Semester exams are weighted 10%-20% of the total semester grade. Students are required to be at school each period during exams, and students may not leave early. All exams must be completed by 11:00am on the last day of the semester. If a student is not here to take their final, that student will not be allowed to take the final and will receive a 0.

Absences Add Up!



Mark an "X" or write the date in a box each time you miss school, excused or not excused.

When Do Absences Become a Problem?



Chronic Absence

18 or more days

Warning Signs

10 to 17 days

Satisfactory

9 or fewer Absences

On Track										Warning								Chronic Danger!							
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

Behavior and Conduct

Power Technical prides itself on developing character and work ethic in our students. The guiding principles for student character development are the Five Pillars of Character – Honesty, Integrity, Respect, Excellence, and Responsibility. We know that choices have consequences and when choices are made that violate one or more of the school's character pillars, consequences must be given. When a student makes a poor choice, he/she will be counseled on their choice and how it violated one or more of the character pillars.

Students are responsible for knowing and following all classroom rules and expectations for behavior in school and at school activities. It is the responsibility of each student and their parents to know our school's policies and the consequences that will follow if an expectation isn't being met. The rights of all are protected when students exercise responsibility and follow the rules.

NOTE Public School Students have certain rights guaranteed by the Constitution and Colorado law, as well as the United States of America. These rights are not co-extensive with the rights of adults because school is a special setting. The courts have recognized that schools require flexibility to protect students. In 1995, the Colorado state legislature passed a law providing that school officials can discipline students for behavior on or off-campus which "is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or to other children." (C.R.S. 22-33-106(1) (c)). The Colorado School Violence Prevention and Student Discipline Manual is available on the Colorado Department of Education website.

Academic, Electronic & Behavioral Contract

Power Technical (PTEC) is a Career and Technical Education (CTE) school as well as an academically focused school, based on the belief that all students will benefit from an academically rigorous program. PTEC students must fulfill important requirements and take responsibility for their own success, failure to do so will result in your student being put on a contract.

Definitions of Behaviors

Habitually Disruptive

Colorado School Law states students are considered "habitually disruptive" when they have willfully caused a "material and substantial disruption on school grounds, in a school vehicle, or at a school activity or sanctioned event three or more times during a school year" C.R.S. 22-33-106 (II). Students will be deemed "habitually disruptive" on a case-by-case basis and can be expelled per C.R.S 22.33-106 (1) (c.5)(I)

Bullying

Any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance; or against whom federal or state laws prohibit discrimination upon any of the bases described in section 22-32-109(1)(II)(I). This definition is not intended to infringe upon any right guaranteed to any person by the first amendment to the United States Constitution or to prevent the expression of any religious, political, or philosophical views.

Cheating / Plagiarism

Copying or using work, words, or ideas from or by someone else is plagiarism as well as receiving unauthorized aid. When you are unsure, ask your teacher. The consequence for the first infraction is a zero on the assignment or assessment. A zero that results from an incident of cheating or plagiarism will not be dropped from the student's grade *even if* a teacher chooses to drop the lowest grade. Any cell phone or electronic device confiscated during a test may result in the violation being elevated to "Cheating."

Sexual Harassment

Sexual harassment is unwanted, unwelcome sexual behavior and/or comments of a sexual nature. Sexual harassment interferes with school community life. Sexual harassment may include, but is not limited to:

- Verbal or written harassment or abuse.
- Any pressure for sexual activity.
- Intentional brushing against another student's body.

- Any sexually motivated unwelcome touching.
- Sexual comments or jokes; and/or,
- Spreading gossip related to sex, gender, or sexual orientation.

PDA

PDA is public displays of affection are not accepted at PTEC. PDA is seen as anything that can be perceived as romantic, sexual, or emotionally supportive through physical touch.

Harassment

Per C.R.S 18-9-111: A person commits harassment if, with intent to harass, annoy, or alarm another person, he or she: (a) Strikes, shoves, kicks, or otherwise touches a person or subjects him to physical contact; or (b) In a public place directs obscene language or makes an obscene gesture to or at another person; or (c) Follows a person in or about a public place; or (e) Directly or indirectly initiates communication with a person or directs language toward another person, in a manner intended to harass or threaten bodily injury or property damage, or makes any comment, request, suggestion, or proposal; or (f) Makes a telephone call or causes a telephone to ring repeatedly, with no purpose of legitimate conversation; or (g) Makes repeated communications at inconvenient hours that invade the privacy of another and interfere in the use and enjoyment of another's home; or (h) Repeatedly insults, taunts, challenges, or makes communications in offensively coarse language to, another in a manner likely to provoke a violent or disorderly response.

Any person who believes another student or employee of JICS has victimized him/her should report the alleged acts immediately to the principal. Upon receipt of a report, the principal will respect the confidentiality of the complainant and the individual against whom the complaint is filed and take appropriate and immediate action that is consistent with JICS' legal obligations and necessary to investigate.

The school will discipline any individual who retaliates against any person who reports alleged harassment or who retaliates against any person who testifies, assists or participates in an investigation relating to the complaint. The school will take the disciplinary action it deems necessary and appropriate to end the harassment and prevent its recurrence.

Abusive Language

Abusive language is any verbal or written language that is cursing or obscene in nature during class, anywhere on school grounds, or at school-sponsored events. Abusive language may include, but is not limited to, the use of words that emphasize disabilities, preferences, social or cultural differences or sexual orientation in a derogatory manner. Abusive language can occur on any electronic media.

Energy Drinks

Energy drinks are banned at PTEC. Students will be asked to throw away energy drinks if they are opened on campus. If a student tries to chug their drink instead of throwing it away they will receive detention.

Student Dress Code

Most companies require employees to follow a certain dress code depending on the type of work being performed, the customers being served by the company, safety requirements, or a combination of factors. The dress code at PTEC is no different than going to work for a company and is designed for safety, modesty, and professionalism. All students are expected to be in dress code at all times while on campus during school hours, during school events, or off-campus activities. Any modifications to the dress code for special events will be outlined by PTEC administration in a timely manner for students, parents, and guardians to make appropriate adjustments.

Dress Code Rules

- All clothing must be modest and in good repair without holes.
- Shirts permitted: PTEC-logo shirt tucked in, long sleeve PTEC t-shirt, PTEC-logo sweatshirt. Students may wear a long sleeve shirt under their t-shirt.
- Pants permitted: denim jeans or cargo-style work pants with belt.
 - Examples of prohibited pants: skinny pants or jeans, jogger-style bottoms (with elastic-cinched pant legs), sagging pants, etc.
- Pants can only be blue, black, gray, green, and tan/khaki.
- Students may wear coveralls that are a solid color of blue, black, gray, or tan.
- Footwear permitted: athletic-style, close-toed shoes, or work-style boots.
- Jewelry permitted: earrings only in *earlobes* and must dangle below earlobe; no loose jewelry during CTE.
- Make-up must look natural.
- Long hair must be tied back in CTE.
- No wallet chains or hanging chains.
- No knives or sharp objects permitted outside of the shop classes.
- No jackets, hats (caps, visors, beanies, bandanas, etc.), sunglasses, or hoodies permitted in the building.
- CTE teachers may require students to have warm clothing during times of cold or wet weather while outside.

Clothing, jewelry, or style of grooming especially with references to inappropriate language or references to sex, tobacco, marijuana, violence, illegal substances, alcohol, gang membership identification, or any advertising inconsistent with the school's philosophy is not permitted on campus or at school-sponsored activities.

Power Technical Tobacco Free School Policy

Tobacco smoke in the school environment is not conducive to good health. As an educational organization, Power Technical should provide both effective educational programs and a positive example to students concerning the use of tobacco. To promote the general health, welfare, and well-being of students and staff, smoking, chewing, or any other use of any tobacco or nicotine products by staff, students, and members of the public is prohibited on all school property.

Tobacco possession by a person under age 18 or by students is against the law. Possession of any tobacco product by students is prohibited on Power Technical property. For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented, or otherwise used or contracted for by a school including but not limited to the following:

- a) All indoor facilities and interior portions of any building or other structure used for children under the age of eighteen (18) for instruction, educational or library services, as well as for administration, support services, maintenance, or storage.
- b) All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
- c) All vehicles used by the district for transporting students, staff, visitors, or other persons.
- d) At a school sanctioned activity or event.

2. "Tobacco product" means:

- a) Any product or facsimile thereof that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
- b) Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe.
- c) "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product and is prescribed for the person using it.

3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

4. Consequences of any violation of this policy is outlined in James Irwin Power Technical Student Handbook as well as James Irwin Employee Handbook

While PTEC encourages the entrepreneurial spirit we cannot have students selling things at school unless it is a part of a school sanctioned fundraising event.

Student Health

Health Requirements & Immunizations

Colorado's immunization laws for school aged children require the following:

- Diphtheria-Tetanus– 5 doses
- Polio – 4 doses
- MMR – 2 doses
- Chicken pox (varicella) – 2 doses
- Hepatitis B series – 3 doses
- Tdap – 1 dose (starting at age 10-11 or upon entering 6th grade)

State law requires parents to show evidence of immunization ten days after the beginning of the school year. Students who have not been vaccinated or whose parents have not signed a waiver will be denied attendance in accordance with Colorado Revised Statute 25-4-902 until the immunization or waiver is turned in. Parents wishing to waive immunization requirements may do so for personal, medical, or religious reasons. In order to waive these, parents must sign a form and submit a statement to the school office within ten days of the beginning of the school year. It would be best if you filled out the waiver during the Head Start day. This is required under Colorado Law (CRS 25-4-903). Contact the El Paso County Health Department with any questions concerning immunizations. The exemption lasts from July 1 thru June 30 of every year. You must fill out a new waiver.

Prescribed Medications

ALL prescription inhalers and Epi-pens may be kept with the student if the appropriate forms are filled out. These forms are available in the front office. All prescriptions and/or over-the-counter medications must be kept in the school clinic. Students found with medication on them will receive disciplinary action. Medications must be brought in the original bottle or box. Medications, prescription and over-the-counter, that need to be taken at school must be accompanied by a permission slip filled out by the student's physician and parent.

Weather & Emergency Information

As a commuter school, PTEC administrators will decide whether to delay or dismiss early due to bad weather. Tune in to local radio and television stations for pertinent announcements; also, check PTEC's Facebook group or the school's website. We will be listed as "James Irwin Charter Schools" in cases of delays and closures. We do not fall under D49 delays or closures. In all cases of bad weather, parents should exercise their own judgment whether to take their child to school. If there is a two-hour delay, students should be in class by 9:30 am.

*** **NOTE***** PPSC and ILOP students defer to your non-PTEC schedule after notifying the front office at 719-301-6200 or ptecattendance@jamesirwin.org.

School Safety

PTEC has taken many precautions to secure our building, implement safety measures, and train our staff to manage challenging situations. Below are terms that parents and students should know when it comes to school safety.

- Lockout –In a Lockout, the school is closed to all unknown visitors and anyone seeking entrance must show some form of identification. Students are supervised indoors.
- Lockdown—will be called when there is an immediate interior threat. All personnel are directed to remain confined to a room/area with specific instructions to lock all doors and seek cover.

In any real-world situation on campus, the first instinct for parents will be to come to the school to check on their child or take him or her home. However, to ensure the safety of our students, please be patient and remain where you are until the situation has been resolved. Should an emergency response be called for, it's important that emergency vehicles be able to reach the campus quickly and easily. Parents who attempt to come to the school may obstruct emergency vehicles' access and even endanger themselves, or their children.

Lockout and Lockdown situations are highly controlled events where police and school officials are working together and in coordination following predetermined procedures that will best ensure the safety of all involved.

Power Technical's (PTEC) standards for behavior are designed to build character and work ethic for adult working environments, college, and life, not simply to manage behavior while attending school. The standards in this contract will apply to the entire community at school. Staff members, parents, and students are to be positive examples while on campus or at any school-sponsored event.

Honesty, integrity, respect, responsibility, and excellence are the character traits that are valued and expected. These character traits demonstrate respect for authority, self, others, and others' ideas. This includes respectfully confronting someone with whom we have a problem with the goal of finding a solution. Maintaining these traits creates the atmosphere necessary to support academic excellence and workplace safety.

Student infractions will be dealt with promptly to minimize disruptions and uphold expectations. Teachers are responsible for keeping classroom order. PTEC school administration will deal with serious instances of unacceptable behavior in accordance with the school policy, district policy, and applicable school laws.

The following list is an example of unacceptable behaviors. The list is illustrative and should not be considered exhaustive.

- Disruptive conduct or failure to comply with a reasonable request.
- Causing classroom or school activity disruptions.
- Leaving campus during the school day without permission.
- Possession of illegal drugs, alcohol, tobacco, or sexually explicit materials on campus or at school-related events.
- Inappropriate or immodest dress.
- Racial discrimination or abusive language.
- Bullying of staff or students either on-campus or through electronic means will not be tolerated.
- Weapons or dangerous instruments.
- Cheating or Plagiarism
- Intentionally creating an unsafe lab or working environment for self or others. These infractions will generally result in the student being removed from the lab immediately for some period of time.
- If expelled, student may not attend another D49 school or another James Irwin Charter School.
 - Expulsion may be up to one year in length.
 - Student may not attend any school-sponsored activity or be present on the PTEC campus.

Removal from Class:

According to C.R.S 22-32.109.1 (2) (a) (B) allows PTEC to remove students from specific classes for the remainder of the term of the class. This can be done on the third occurrence of a student being removed from a class for causing a disruption.

Personal Searches

The administration or designee may authorize the search of any person/student if there is reasonable cause to suspect the discovery of prohibited items. Such a search will be conducted in the presence of another school official. The parent/guardian of any student searched under this provision shall be informed of the search as soon as reasonably possible. Searches of a student shall be limited to searches of the student and accessories, including clothing, purse, briefcase, backpack, locker or car. See The Colorado School Violence Prevention and Student Discipline Manual, available on the website, for details.

Textbooks

Students are responsible for maintaining their textbooks in good condition. All textbooks should always have a cover on them and be stored away from water bottles and other liquids. Students may not write in or on textbooks. Fees will be charged for damages to textbooks that are in excess of when the book was checked out to them. Textbooks that are damaged to a point where they cannot be used will be charged for the replacement cost. All textbooks are due no later than the end of the school year. Any textbook kept after June 1 will be charged the full replacement cost of the book. Textbook fees are non-refundable.

What is Title IX?

“No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Title IX applies to interactions between Student/Student Employee/Student Employee/Employee Title IX does not include interactions between any person who is not a current student or employee.

To open a case, contact the Title IX Coordinator: Ginger Brining, Executive Administrative Assistant 5525 Astrozon Blvd Colorado Springs, CO 80916.