

Power Technical Early College

2019-2020

Student Handbook

The mission of Power Technical Early College 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.

Rob Daugherty - Principal

LeErica Warren - Assistant Principal

2525 Canada Dr., Colorado Springs, CO 80922

Office: (719) 301-6200 Fax: (719) 219-2884

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



This planner belongs to:

Name: _____

Grade: _____

Table of Contents

Daily Rotation Schedule	3
2018-2019 School Year Calendar	5
Introduction	7
Who was James Irwin?	7
Guidelines for Success	8
Graduation Requirements	9
Grading Scale	10
Attendance Policy	10
Tardy Policy	11
Academic & Behavior Contract	12
Electronics Policy	13
Study Hall Policy	13
Behavior and Conduct	14
Definitions of Behaviors	14
Judicial Committee – JC	16
Student Dress Code	16
PTEC Connect Dress Code	18
General Policies	18
Student Health	18
School Safety	19
Discipline Matrix	20
Detention	24
Weather & Emergency Information	24

Rotation Schedule for 2019-2020

Monday/Wednesdays			Red Day
Start	End	Minutes	Period
7:30	9:00	1:30	1
9:04	10:34	1:30	3
10:34	11:04	0:30	5a lunch
11:08	12:09	1:01	5a class
10:38	11:09	0:31	5b class
11:09	11:39	0:30	5b lunch
11:43	12:09	0:26	5b class
10:38	11:39	1:01	5c class
11:39	12:09	0:30	5c lunch
12:13	1:43	1:30	7
1:47	3:15	1:28	9
3:15	3:45	0:30	Academic Intervention

Tuesday/Thursdays			Black Day
Start	End	Minutes	Period
7:30	9:00	1:30	2
9:04	10:34	1:30	4
10:34	11:04	0:30	5a lunch
11:08	12:09	1:01	5a class
10:38	11:09	0:31	5b class
11:09	11:39	0:30	5b lunch
11:43	12:09	0:26	5b class
10:38	11:39	1:01	5c class
11:39	12:09	0:30	5c lunch
12:13	1:43	1:30	6
1:47	3:15	1:28	8
3:15	3:45	0:30	Academic Intervention

Friday 1:30 Release Schedule			
Start	End	Minutes	Period
7:30	8:02	0:32	1
8:06	8:38	0:32	2
8:42	9:14	0:32	3
9:18	9:50	0:32	4
9:54	10:26	0:32	8
10:30	11:02	0:32	9
11:30	12:14	0:44	5a Class
11:02	11:26	0:24	1st Lunch
11:06	11:26	0:20	5b Class
11:26	11:50	0:24	2nd Lunch
11:54	12:14	0:20	5b Class
11:50	12:14	0:24	3rd Lunch
11:06	11:50	0:44	5c Class
12:18	12:52	0:34	6
12:56	1:30	0:34	7

2 Hour Delay Red Day (M,W) Black Day (T,TH)			
Start	End	Minutes	Period
9:30	10:36	1:06	1 or 2
10:40	11:46	1:06	3 or 4
12:14	12:55	0:41	5a Class
11:46	12:10	0:24	1st Lunch
11:50	12:10	0:20	5b Class
12:10	12:33	0:23	2nd Lunch
12:37	12:55	0:18	5b Class
12:33	12:55	0:22	3rd Lunch
11:50	12:33	0:43	5c Class
12:59	2:05	1:06	6 or 7
2:09	3:15	1:06	8 or 9
3:19	3:45	0:26	Academic Intv.

11:00 Release Schedule Red Day (M, W) Black Day (T, Th)

Start	End	Minutes	Period (Red Day)	Period (Black Day)
7:30	8:09	0:39	1	2
8:13	8:52	0:39	3	4
8:56	9:34	0:38	5	5
9:38	10:17	0:39	7	6
10:21	11:00	0:39	9	8

Final Exam Schedule		
Start	End	
7:30	9:10	Final
9:10	9:20	Break
9:20	11:00	Final

PTEC does not follow the District 49 academic calendar. Please reference <https://jamesirwin.org/power-tech/ptec-monthly-calendar/> for the most up to date information. Additionally, D49 takes days off that PTEC does not and therefore school lunch will need to be a sack lunch from home or the fundraiser lunch would need to be purchase beforehand.

PTEC SCHOOL CALENDAR 2019-2020

JULY - 0						
S	M	T	W	T	F	S
	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	26	27
28	29	30	31			

AUGUST - 16						
S	M	T	W	T	F	S
				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	26	27	28	29	30	31

SEPTEMBER - 20						
S	M	T	W	T	F	S
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	26	27	28
29	30					

OCTOBER - 20						
S	M	T	W	T	F	S
		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	26
27	28	29	30	31		

NOVEMBER - 18						
S	M	T	W	T	F	S
				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	26	27	28	29	30

DECEMBER - 13						
S	M	T	W	T	F	S
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	26	27	28
29	30	31				

Block Schedule:

Red Days = Mon/Wed 1,3,5,7,9
Black Days = Tues/Thurs 2,4,5,6,8

Tentative State Testing Dates

March 16-20 6-8 grade
April 6-9 6-8 grade
April PSAT (9-10th grade)
April SAT (11th grade)

IMPORTANT DATES

July 25 & 26	Staff Orientation
July 29 - August 2	Anita Archer Training for all Staff
August 5 - 8	Staff In-Service
August 8	Back To School Night & Supply Turn In
August 9	* First day for all 6th grade + new 7-10 grade
August 12	* First day of school for all returning students
August 12 - 16	* Early Release (Friday Schedule all week)
August 30	NO DISTRICT LUNCH AVAILABLE
September 2	Labor Day - No School
September 20	Picture Day
Sept. 30 - Oct. 9	NO DISTRICT LUNCH AVAILABLE
October 2	Count Day ALL STUDENTS PRESENT PLEASE
October 11	End of 1st Quarter NO DISTRICT LUNCH AVAILABLE
October 11	Staff Day - No School
October 14	Columbus Day - No School
Oct. 15 - 25	NO DISTRICT LUNCH AVAILABLE
October 17	11:00 Release
October 17	Student Led Parent Teacher Conf. 12:15-6p.m.
October 18	11:00 Release
October 18	Student Led Parent Teacher Conf 11:45-1:45p.m.
November 25	NO DISTRICT LUNCH AVAILABLE
November 25	* Early Release (Friday Schedule) NO DISTRICT LUNCH
November 27-29	Thanksgiving Break - No School
December 16-18	Finals 11:00a.m. dismissal
December 18	End of 2nd Quarter
December 19	Staff Day - No School
Dec 20 - Jan 6	Christmas Break - School Closed
January 6	Staff Day - No School
January 7	Students return
January 20	Martin Luther King Day - School Closed
February 14	NO DISTRICT LUNCH AVAILABLE
February 17	Presidents' Day - School Closed
February 27	11:00 Release
February 27	Student Led Parent Teacher Conf. 3-6p.m.
March 6	End of 3rd Quarter NO DISTRICT LUNCH AVAILABLE
March 16 - 20	NO DISTRICT LUNCH AVAILABLE
March 23 - 27	Spring Break - School Closed
April 3	11:00 Release
April 3	Yearly Registration 11:45 - 3:30p.m.
April 24	Staff Day - No School
April 27	No School
May 8	NO DISTRICT LUNCH AVAILABLE
May 11-15	Senior Finals
May 18 - 21	Finals 11:00a.m. dismissal
May 21	PTEC Graduation 6:00p.m.
May 21	Students Last Day & End 4th Quarter
May 22	Staff Day - No School
May 25	Memorial Day/School Closed

School Hours Mon. - Thurs. 7:30 A.M. - 3:45 P.M.
Friday 7:30 A.M. - 1:30 P.M.
* marks early release at 1:30 P.M.

- School Closed
- Staff Day/No Students
- 11:00 Early Dismissal
- End of Quarter
- 1:30 Release
- NO DISTRICT LUNCH AVAILABLE**
- Admin off

JANUARY - 18						
S	M	T	W	T	F	S
			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
26	27	28	29	30	31	

FEBRUARY - 19						
S	M	T	W	T	F	S
						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	26	27	28	29

MARCH - 17						
S	M	T	W	T	F	S
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	26	27	28
29	30	31				

APRIL - 21						
S	M	T	W	T	F	S
				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	26	27	28	29	30	

MAY - 15						
S	M	T	W	T	F	S
					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	26	27	28	29	30
31						

JUNE - 0						
S	M	T	W	T	F	S
	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	26	27
28	29	30				

High School Testing
10th grade April- ASVAB/Accuplacer

MAPS Testing 6-10 grade

August 19-30
January 7-16
April 28-May 7

Introduction

The Power Technical Early College (PTEC) handbook contains the expectations, policies, and procedures that guide our school. **Students and parents are responsible for knowing and following all school policies and procedures.** The success of a student at PTEC is an expressed agreement on his/her part and the part of the parents or guardians to understand and comply with these policies and procedures. This handbook is meant to be a guide; it is impossible to cover every situation that may arise during the school year. These expectations and policies maintain a community where students honor and respect the rights of others and foster an environment where students can excel in all areas. **(The rules in this handbook are subject to interpretation and modification by the school administration and faculty as needed.)**

Who was James Irwin?

Apollo 15 astronaut, James Irwin, was born March 17, 1930, in Pittsburgh, Pennsylvania, to a working class family. He was an ordinary man who accomplished extraordinary things through persistence. James Irwin overcame obstacles. He adjusted to several family relocations throughout childhood from Pennsylvania to Florida to Oregon to Utah. He barely received an appointment into Annapolis, sneaking in by a fraction of a grade point. Yet he hated the Navy, hated ships, and hated the idea of sitting on a ship for a long period of time. Upon graduation, he was commissioned into the newly established United States Air Force. He didn't like to fly in the beginning. He almost left flight training. In fact, it wasn't until his first solo that he discovered his love for flight. While a flight instructor, his student once crashed their plane resulting in two compound leg fractures, a broken jaw, and temporary memory loss. He not only survived, but became a test fighter pilot in spite of his health impairments.

Although initially passed over for service with the space program, his persistence led to successful graduation from Space School and acceptance into the Astronaut Corps one month prior to the age cutoff. In 1965, Jim, his wife Mary, and their four children, Joy, Jill, Jimmy, and Jan, moved from Edwards Air Force Base to the Air Defense Command in Colorado Springs. In March of 1973, little Joe would join the family via an orphanage in Saigon.

James Irwin was a famous explorer, not only of the surface of the Moon, but also of the surface of the Earth, as he assisted in the search for Noah's Ark. James Irwin is a local and contemporary hero to hold before our student body as a role model. James Irwin emulates the character qualities that lead to success.

He pursued excellence in academics, his profession, his family, and in his community service. Though he died in Glenwood Springs in August 1991, his wife, Mary, son Joe,

an attorney, and his daughters Jill and Jan still reside in Colorado Springs. His daughter Joy lives in Florida and his son Jim lives in Houston, Texas. This biographical information, as well as much more, may be found in James Irwin's autobiography, *To Rule the Night*, which is available in Lighthouse Commons or the front office.

Guidelines for Success

Honesty * Integrity * Respect * Responsibility * Excellence

- I will put honesty first. This includes:
 - Being sincere or genuine; telling the whole truth with compassion;
 - Making the choice to avoid cheating; and,
 - Demonstrating honesty in word and action.
- I will put integrity above all. This includes:
 - An unwavering adherence to morals and ethics despite pressure to compromise;
 - Making a commitment to avoid gossip and speak directly to the person with whom I may have an issue;
 - Upholding agreements and negotiating difficulties;
 - Showing humility and self-control; and,
 - Being honest and compassionate when confronting others.
- I will respect others and myself. This includes:
 - Showing self-respect, including personal boundaries, personal hygiene, and self-worth;
 - Treating others as I wish to be treated; helping others in service by sharing my talents;
 - Demonstrating respect for teachers and the learning environment: active listening, respect for school property, following class rules;
 - Exhibiting respect for authority in school and out of school;
 - Having a win-win attitude; helping others and developing a school and team spirit;
 - Listening carefully to ideas and perspectives different from my own; agreeing to respect others' ideas and beliefs; and,
 - Showing courtesy to others at all times.
- I will act responsibly and accept responsibility. This includes:
 - Being accountable for my actions and choices;
 - Demonstrating leadership: showing responsibility for others and being a role model;
 - Being proactive and not reactive;
 - Beginning with the end in mind; setting and pursuing my goals; and,
 - Being accountable in all situations.
- I will give my best effort and strive for excellence in all I do. This includes:
 - Showing respect for my work;
 - Developing a love for learning;

- Making a personal commitment to constant self-improvement: a decision to see learning as a personal challenge; never quitting;
- Improving my study skills by listening, note-taking and self-advocating;
- Showing perseverance by always going beyond expectations; and,
- Serving others while mastering humility and compassion.

Power Technical Early College Graduation Requirements

Course Requirements	Diploma	Diploma with College Endorsement
Mathematics <i>Minimum requirements include Algebra One, Intermediate Algebra, & Geometry. College endorsement degree requires successful completion of Algebra Two.</i>	6.0 credits	8.0 credits
English <i>All students must complete four years of English and writing. Students choosing to attend PPCC and delay the High School diploma may substitute one year of English with an approved PPCC course or High School articulated course.</i>	8.0 credits	8.0 credits
Science <i>Chemistry is required for College Endorsement.</i>	6.0 credits	6.0 credits
History/Geography	8.0 credits	8.0 credits
Character & Life Skills	6.0 credits	6.0 credits
CTE Courses <i>Approved courses from PPCC may be substituted for 11th and 12th grade CTE courses provided they form a pathway toward certification or degree.</i>	6.0 credits	6.0 credits
Foreign Language	0 credits	2.0 credits
Elective Credits	6 credits	4 credits
Total Credits Required	46 credits	48 credits

1. All course requirements are for high school only (9th grade through 12th grade).
2. Students must earn a minimum of a “C” or better in Algebra One.

See Course Description Book for details on specific course requirements.

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	

Attendance Policy

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 3:45 p.m. Monday – Friday and 7:30 a.m. – 1:30 p.m. on Friday.

Absences

Students are expected to be in attendance at school every school day. Students are expected to be in their assigned classroom seats promptly at the beginning of each class period.

A note from the parent explaining a student's absence does not necessarily excuse that student. In all cases, administration reserves the right to determine whether or not an absence is excused.

Excused Absences

Excused absences are typically those resulting from illnesses, injury, family emergencies, family funerals, or court responsibilities. **Advanced approval from the administration must be obtained at least five (5) days prior for anticipated absences other than emergencies (e.g. vacations, extended holidays, some school activities, etc.).** 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.

In preparation for semester finals, the school needs to be notified by the **last school day in November for 1st Semester and the last school day in April for 2nd Semester**, of any planned absences. If the school does not receive this advance notice, the student may not be allowed to take the final and may receive a zero. The decision of the administration, based on the circumstances of the case, will determine whether the absence is excused or unexcused.

Unexcused Absences

Unexcused absences are those due to reasons not mentioned above. Suspensions are considered unexcused. 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 absences. Exceptions to these rules may be made at the discretion of the administration. PTEC does not sanction any school days as *skip days*. Therefore, students who are absent on a school day that has been identified by students as a skip day must have a doctor's note; otherwise they will be given an unexcused absence. PTEC

expects its parents/guardians to always be truthful when notifying the school of a reason for an absence.

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 written statements from medical sources.

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 at a later date.**

Truancies

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. In addition, any student that accumulated 4 unexcused absences in a month or 10 unexcused absences in an academic year is considered truant.

Chronically Absent

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.

Number of Absences Permitted

When a student has more than eight (8) **excused or unexcused** absences from any class during a semester, PTEC reserves the right to withhold credit for that class. The student may also be put on an attendance contract as a way 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 a mitigating circumstance. **If a student acquires fifteen (15) absences in a class, excused or unexcused, semester credit will not be awarded, and the class must be repeated. This applies to all high school students, grades nine and above.** 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.

Tardy Policy

Punctual attendance at school is expected and required. Tardies are recorded by the teachers for each period of the day. A student will be considered tardy if he/she is not in the classroom when the final bell rings. A tardy will be considered unexcused unless the student has approval with a pass from a teacher or the office staff and provides that pass to the teacher in whose class the tardy occurred. **A note from a parent/guardian does not necessarily excuse the student.** Tardies are only counted for the first **TEN MINUTES** of class time. Unless the student

has a pass excusing the tardy, after ten minutes, the student will receive an **unexcused absence for that class**.

Students who are late to school must sign in at the main office and get a pass before going to class. Students who drive must bring a note from a parent/guardian and sign themselves in, or the parent/guardian must call the main office to excuse the tardiness **before** they arrive.

Due to excessive tardiness, the following is the PTEC policy for unexcused tardies:

- 4 tardies in a quarter, in a single period = 1 hour after school detention.
 - 8 tardies in a quarter, in a single period = 2 hours after school detention.
 - 12 tardies in a quarter, in a single period = 3 hours Saturday detention.
 - 12 tardies in a quarter, in a single period = 1 day in school suspension.
 - 15 tardies in a quarter, in a single period = 1 day out of school suspension
- This policy includes 1st period. The students must be in their classroom by 7:30.

2018-2019 Academic & Behavioral Contract

Power Technical Early College (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 academic requirements and take responsibility for their own learning.**

1. PTEC students are required to be full-time each semester. Students are expected to complete all homework assignments and turn them in on time. They must set aside and expect to spend a minimum of one hour every night to complete their homework and studying their course work in addition to the CTE courses. Academics come before all jobs, socializing, sports, or other extra-curricular activities.
2. Students are expected to:
 - Arrive at class with all necessary materials - textbooks, notebooks, paper, pens/pencils and completed homework
 - Be seated and ready to work when class begins
 - Be active participants in the learning process by listening carefully, taking thorough notes, contributing positively to class discussions and being respectful of the ideas of others
 - Be responsible for their own school work (plagiarism or copying another's work is unacceptable)
 - Make productive use of study halls
3. When absent, students are expected to ascertain what was covered in class during their absence and complete missing assignments within the two days allowed for each day of an excused absence.
4. **Due to the cumulative nature of mathematics, students must have earned a minimum of 70% in all Math by the end of the year in order to meet the prerequisite for the next level.**
5. **The student is ultimately responsible for knowing the high school graduation requirements and for fulfilling those requirements.** Courses and requirements are fully described in the school's course description booklet. Students may make schedule changes during the first **two weeks** of a semester. After that time, students may not change their schedules or withdraw from a class, and must remain in the class until the end of the semester.

Electronics Policy

1. Cell phones and other communication devices may only be used before school, lunch and after school. These devices must be in the student's locker during class and may only be present in class when the teacher has designated their use for educational projects or assignments. The teacher must inform the students a minimum of one day in advance in order to have students bring these devices to class.
2. During passing periods students may use phones to check messages and communicate with family but the phone may not leave the locker. The use of a cell phone for music, videos, or games during passing periods is prohibited.
3. During lunch time, students may use phones and other communication devices for making calls, texting, listening to music, playing games, or viewing videos. All music, games, and videos must be consistent with the school's philosophy. PTEC staff reserves the right to see and hear what students are doing with these devices at any time.
4. The use of social media is prohibited at all times while on the PTEC campus and this includes lunch time. Exceptions are when it is used for a staff monitored educational purpose.
5. Laptops and other computing devices are permitted in class with the permission of the teacher or administrative staff. Students using these devices in class must adhere to the same restrictions that apply to cell phones. The use of these devices for music, videos, and games is prohibited in class and the use of social media is never permitted unless part of a project and monitored by a staff member.

Violation of Electronics Policy

1. The first violation of the electronics policy will result in the device being taken away and stored in the front office until the end of the day. In addition, the infraction will be put into Infinite Campus with a verbal warning.
2. The second electronics violation will also result in the device being removed from the student. A parent will be required to pick the device up at the end of the day. In addition, the infraction will be put into Infinite Campus which will include 1 hr of detention.
3. A third violation of the electronics policy will result in the student not being permitted to have any such device at school for the remainder of the semester. Any student that has been restricted from having a device at school and chooses to bring it anyway will be subject to a minimum of one day of out of school suspension.
4. Any of the above violations that involve the use of social media, inappropriate content, bullying, or any other violations of the code of conduct will be dealt with separately by PTEC administration.

Study Hall Procedures

1. Students will only be allowed to work on homework or read educational materials that pertain to the classes they are taking or the trades if they have any missing work or their grades are less than 85% in any class. If they have zero missing work and their grades are 86% or higher the student may bring a book of their choice to read silently in study hall.
2. Students shall remain silent and work independently during study hall at all times and always bring things to work on.
3. Students are only allowed to leave to speak with other teachers if they have a pass from the teacher they wish to speak with, as well as permission to leave from their study hall teacher.

Behavior and Conduct

Power Technical Early College 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 or 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.

PLEASE 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.

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 the course of a school year" C.R.S. 22-33-106 (1). 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)(1)

Bullying

According to C.R.S 22-32-109.1(VI)(b), Bullying is defined as "Any written or verbal expression, or physical act 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". **Students who feel that they are being bullied should use the strategies taught to them at school to defuse the situation and should inform a faculty member and/or administration immediately.**

Cheating / Plagiarism

In the words of a university professor and professional editor, "Plagiarism is literary burglary.... Whenever you borrow another writer's words or ideas you must acknowledge the borrowing."¹

¹ Wilfred Stone and J.G. Bell, Prose Style: A Handbook for Writers, (New York, NY, 1968) p. 214.

Copying the words or paraphrasing the ideas of another without giving him/her credit is not only a form of cheating, but a way of negating one of the main purposes of education: the ability of an individual to think and write for him or herself. When you repeat someone else's words, phrases, or entire statements, you must place such repetition in quotation marks followed by an appropriate symbol and give the source in a footnote. Similarly, if you paraphrase another person's ideas or conclusions from scientific experiments, you may mention the author within the context of your own sentence and must include the author's whole name and the title of the book or article with the page number in a footnote or bibliography. Such a credit makes it quite clear that the words or ideas belong to someone else. If there is ever any doubt in your mind, check with your teacher.

The school provides extensive orientation and ongoing review of plagiarism. All new students are given an opportunity to develop a full understanding of the meaning of plagiarism and its seriousness in an academic community. Copying homework completed by someone else is plagiarism as well as receiving unauthorized aid.

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;
- Unilateral PDA, including patting, touching or pinching;
- 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.

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.

Judicial Committee (JC) General Information

The Judicial Committee is a body of faculty members and elected students who meet weekly to determine consequences for infractions reported throughout the academic year.

The role of JC is to confront students on their behavior, to help them understand and correct poor behavior, and to determine a consequence that is just and appropriate for the infraction. The JC meets on Tuesday's and Thursday's at 3:50. To expedite the process, the JC may split into two hearing groups in separate rooms. Students waiting to see the JC must wait in the waiting area for their name to be called. The order in which students are seen is usually on a first-come, first-served basis, but may also be determined by the JC.

The JC is a recommending body, in that they recommend a consequence to the Administrator, who may accept or reject the consequence given.

For more severe or sensitive infractions, an Administrative JC meeting may be called. The Administrative JC may consist of the Administrator, any number of the faculty members of the JC, the student's advisor, Department Heads, parents, and the parties in question. Student JC members do not attend Administrative JC meetings.

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 checks will be made throughout the day and again, if necessary, during the start of labs. Please refer to the discipline matrix for students choosing not to adhere to the school dress code. The dress code has been designed to be simple to understand, and follow and should any questions arise about whether or not a garment can be worn to school, please ask the front office before the garment is worn. There are three basic types of dress codes for PTEC: Daily Dress Code, PTEC Connect Dress Code, and Formal Dress Code. Most days, the daily dress code will apply and is designed around student safety and modesty. PTEC Day dress code is similar to the daily dress code, with the exception of some added professionalism. Generally, the daily Dress Code Applies to Tuesday through Friday, and PTEC Connect Dress Code is generally every Monday, and the Formal Dress Code would apply to special functions.

General Dress Code Rules

1. All clothing must be clean, neat, modest and in good repair.
2. Stretch, excessively tight or baggy clothing will not be permitted (loose is not baggy.)
3. Hats (caps, visors, beanies, bandanas, etc.) may only be worn inside of the shop. Exception can be given by PTEC administration.
4. Sunglasses are not to be worn within school building, with the exception of prescription glasses that are polarized to change in light. The only exception will be in cases of safety during some labs with instructor discretion.
5. The wearing of clothing, jewelry, or a style of grooming that is identified with membership in a gang will not be tolerated in school or at any school-sponsored activity.
6. For safety reasons, no loose jewelry will be permitted. Earrings worn during school must be only a stud and may not hang below the earlobes. Girls are permitted two earring studs per ear and boys are permitted one per ear.
7. Tongue rings, barbells, lip rings, or other piercings other than on the ear lobe are not permitted.
8. Gauged or gauging ears is not permitted.
9. No tattoo may be visible at any time.
10. Skinny jeans and pants, whether branded as skinny or not, are never permitted.
11. Pants and jeans are not permitted to have holes in them including new clothing with holes and tears intentionally manufactured into them.
12. Pants may not have elastic bands in the waist or bottom near the ankle and may not be rolled up.
13. Slogans and logos, especially with references to inappropriate language or references, sex, tobacco, marijuana, violence, illegal substances, alcohol, or any advertising inconsistent with the school's philosophy is not permitted on clothing, jackets, or bags.
14. Make-up must look natural. Boys are not permitted to wear make-up or nail polish.
15. Hair is to be clean, neat, and well-groomed. Only natural hair colors are allowed. Long hair must be tied back or covered while working in labs.
16. No wallet chains or hanging chains are permitted.
17. No knives or sharp objects allowed outside of the lab, or work environment.
18. Sweatshirts will not be tied around the waist or carried on the body unless worn properly.
19. Jackets, hoodies, and non PTEC sweatshirts are not allowed to be worn during school hours.
20. Belts or suspenders will be worn to hold pants up. If there are no loops for a belt and the pants are not tight enough in the waist to stay up, those pants may not be worn.

Daily Dress Code

The daily dress code will generally apply to Tuesday through Friday. Students will wear the PTEC logoed T-shirt and blue, black, or dark denim jeans that are to sit on the top of the foot. The shirt must be tucked in at all times with a belt worn through the belt loops of the jeans or suspenders holding up the pants. Socks and shoes are required at all times, with the socks extending above the ankle. Shoes must be closed toe, either work style boots, or athletic shoes that cover the entire foot. Dresses, skirts, ties, scarves, or any other loose hanging clothing is not permitted in the shop.

PTEC logoed T-shirts are available for sale through Advanced Impressions at any time of year. Ask the front office for ordering information. The cost of the shirts are kept as low as possible. However, they are a heavy weight, high quality shirt that should last for many years. All jeans are required to be blue, black or dark only and must be a denim (cotton twill fabric) material.

Spandex or pajama style pants that look like jeans are not permitted. As stated above, all jeans must be in good repair and clean. Jeans with holes, manufactured or not, are not permitted. Low-rise, skinny, or tight pants are not permitted. Jeans must be worn above the waist line and properly secured with a belt at all times. "Sagging" of pants is never allowed. Some examples of acceptable jeans include:

- a) Levi work style jeans, 505s, 550s, 501s, 541s, or boot cut
- b) Wrangler regular fit, boot cut, straight leg, 945 classic fit
- c) Carhartt traditional fit, carpenter, and relaxed fit jeans
- d) Dickies work or carpenter jeans

There are far too many brands and types of jeans to list. Many store brands would also be perfectly acceptable. If you are unsure if a particular type and style is acceptable, please contact the school with a picture prior to purchase.

We recommend that families purchases at least four T-shirts so students have a clean shirt for each day of the week. However, you may purchase as many as you would like.

"PTEC Connect" Dress Code

PTEC Connect days are generally Monday morning, but this dress code may apply during special events or field trips. The "PTEC Connect" dress code consists of a collared and logoed polo shirt, duck (tan) colored work style pants or tan slacks, and closed toed shoes. The polo shirt must be tucked in at all times and a belt must be worn. This dress code is similar to the daily dress code except that everyone is wearing the school polo shirt and tan pants. Tan slacks are an acceptable alternative to the work pants. However, the work pants are typically more durable. The purpose of this dress code is to be at least one step higher than standard jeans since we typically will have the public in the school on these days. The polo shirt will be available to order on mandatory show day or the first day of school. The logo is screen printed on the polo shirt, but there is an option to purchase an embroidered shirt at a higher cost. PTEC Connect Dress is mandatory for high school students and elective for middle school students.

Dances and Formal Events

The dress code for Dances and Formal Events will be distributed prior to the event.

General Policies

Carline Procedures

Students are to be dropped off and picked up on the east side of the school. Please adhere to the guidance provided by the school. Also, please follow all direction given by staff during this time. If you arrive after school starts, students will need to be dropped off at front office under the 2525 on the west side of the building. Please come inside to sign your student in and be prepared to show an ID.

Student Health

Health Requirements & Immunizations

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

1. Diphtheria-Tetanus– 5 doses
2. Polio – 4 doses
3. MMR – 2 doses
4. Chicken pox (varicella) – 2 doses
5. Hepatitis B series – 3 doses
6. 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. 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. This is required under Colorado Law (CRS 25-4-903). Contact the El Paso County Health Department with any questions concerning immunizations.

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 prescription, and/or over the counter medications, must be kept in the school clinic. **Students found with medication on their person 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.**

School Safety

PTEC has taken many precautions to secure our building, implement safety measures, and train our staff to manage challenging situations if they occur. We continue to seek information learned from all tragic events in schools and will continue to take action where necessary to further our measures and efforts. 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, call, 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.

Safety Drills:

PTEC conducts safety drills throughout the academic school year, as required by district policy and state law. PTEC holds student safety as one of our top priorities. To ensure that our students and staff are effectively trained in the appropriate responses to multiple options we do not pre-announce the date or time of the drills to the public. Parents will have limited or no

access to their students and/or the school building during any drill. PTEC Staff will prioritize parents/student reunification at the completion of any drill.

Behavior

Power Technical Early College’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 in order 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.

Discipline Matrix

Offense	Grades 6-12	
Excess Absences/ Truancy	1. Letter sent home Attendance Contract 3. Letter sent home - Truancy Court class	2. Letter sent home - 4. Loss of credit for class
Abusive Language	1. 1 hr after school 3. Saturday Detention 5. 1 day OSS	2. 2 hrs after school 4. 1 day ISS

Alteration of Records	1. 10 Day suspension - recommendation for expulsion
*Arson	1. 10 Day suspension - recommendation for expulsion
*Assault and/or Battery Against an Employee	1. 10 Day suspension - recommendation for expulsion
*Bomb Threats	1. 10 Day suspension - recommendation for expulsion
Breach of Internet Security	1. 10 Day suspension - recommendation for expulsion
**Bullying, Threatening, Harassment or Intimidation	1. Conference -1 Day OSS 2. Conference - 3 Days OSS/ Behavior Contract 3. 4-10 Days OSS/Behavior Remediation Plan - possible expulsion
Bus Misconduct	Discretion of Principal, Dean, Director of Maintenance
Cheating and/or Plagiarism and/or Copying	1. Parent Notification - 2 hrs after school - 75% max on retake 2. Parent Notification - Saturday Detention - 50% max on retake 3. Parent Notification - 1 day ISS - 0% grade 4. Parent Notification - 1 day OSS - 0% grade
Defacing/Destruction of School Property	1. 1 day OSS/restitution 2. 3 days OSS/restitution 3. 3-5 days OSS/restitution - possible expulsion
Detrimental Behavior	1. 1 day OSS 2. 3 days OSS 3. 3-5 days OSS/ restitution - possible expulsion
**Discrimination based on Race, Color, Sex, Religion or Gender	1. Conference - 1 day OSS 2. Conference - 3 days OSS 3. Conference-3-5 days OSS-possible expulsion
Disobedient and/or Defiant	1. 1 hr after school 2. 2 hrs after school 3. Saturday Detention 4. 1 day ISS 5. 1 day OSS
Disorderly Conduct/Disruptive Behavior that poses a threat to the learning environment, health or welfare of others including disrespectful speech	1. Conference-2 hrs detention 2. 1 day OSS 3. 3-5 days OSS 4+. Continued habitual behavior- 5-10 days OSS- possible expulsion
Disrupting Class	1. 1 hr lunch detention 2. 1 hr after school 3. 2 hrs after school 4. Saturday Detention 5. 1 day ISS - habitual behavior 6. 1 day OSS
Disrespect	1. 1 hr after school 2. 2 hrs after school 3. Saturday Detention 4. 1 day ISS - habitual behavior 5. 1 day OSS
*Drugs and/or Alcohol possession or use	1. Conference- 3 days OSS 2. 5 days OSS 3. 10 days OSS- possible expulsion
*Drugs and/or Alcohol Sale or Distribution	1. 10 days OSS-possible expulsion
Eating/Drinking in Class/Gum	1. Verbal Warning 2. 1 hr lunch detention 3. 1 hr after school 4. 2 hrs after school 5. Saturday Detention
Excessive Tardiness	1. 1 hr after school 2. 2 hrs after school 3. Saturday Detention 4. 1 day ISS 5. 1 day OSS
Extortion and/or Threatening Another Student for Property	1. Conference - 1 day OSS 2. Conference - 3 days OSS 3. Conference-3-5 days OSS-possible expulsion

*Fighting and/or battery Fight Instigation	1. Conference - 1 day OSS 2. Conference - 3 days OSS 3. Conference-3-5 days OSS-possible expulsion
Felony charges as reported by the police/district attorney to include, but not limited to: Robbery, Sexual Assault, Aggravated Battery, Etc.	Conference- determination of danger to school, school culture, school personnel and students. Possible suspension and recommendation for expulsion
Forgery	1. Parent Notification - 1 hr After School 2. Parent Notification - 2 hrs After School 3. Saturday Detention 4. 1 day ISS 5. 1 day OSS
Inappropriate Dress/ Not Following Dress Code	1. Warning/Parent notification and change clothes 2. Parent notification and change clothes -1 hr detention 3. Parent notification and change clothes -1 day ISS and PTEC Connect clothes for 1 month 4. Parent notification and change clothes-1 day OSS
Improper use of Cellular Phones and other Electronic Devices	1. Confiscation -student pick up-verbal warning 2. Confiscation -parent pick up -1 hr after school 3. Confiscation - parent pick up-not allowed on school grounds 4+. Confiscation – parent pick up - 1 day OSS
Inappropriate display of affection/ Public display of affection	1. Warning/Parent notification 2. Detention - Conference - Behavior Contract 3. 1 day OSS 4+. 3-5 day OSS
Leaving Class/School Without Permission "Skipping"	1. Detention - Parent Notification 2. 1 day OSS - Conference 3. 3-5 days OSS 4. 5-10 days OSS
Lying	1. 1 hr after school 2. 2 hrs after school 3. Saturday Detention 4. 1 day ISS - habitual behavior 5. 1 day OSS
Note Passing	1. 1 hr lunch detention 2. 1 hr after school 3. 2 hrs after school 4. Saturday Detention 5. 1 day ISS - habitual behavior 6. 1 day OSS
Other Minor Violation	At the discretion of the Administration
Other Violations of the Code of Conduct	At the discretion of the Administration
Possession and/or Use of Tobacco Products or Paraphernalia including "E-Cigarettes"	1. 1 day OSS 2. 3 days OSS 3. 5 days OSS 4. 5-10 days OSS - possible expulsion
Profanity, Foul Language, Obscene Materials or Gestures	1. 1 day ISS 2. 1 day OSS 3. 3-5 days OSS 4. 5-10 days OSS
Reckless Driving	At the discretion of the Administration
Repeated Interference	1. 1 day OSS 2. 2 days OSS 3. 3 days OSS - possible expulsion
Running in the Halls	1. Verbal Warning 2. 1 hr lunch detention 3. 1 hr after school 4. 2 hrs after school 5. Saturday Detention

**Sexual Harassment/Sexual Offenses	1. 3 days OSS/law enforcement option 2. 5 days OSS/law enforcement option 3. 10 days OSS/ law enforcement option--possible expulsion
Shop Misconduct (minor)	1. 3 days suspension from shop 2. 3-5 days suspension from shop 3. 10 days suspension from shop 4. Minimum 30 shop day suspension
Shop Misconduct (major)	At the discretion of the Administration
*Stealing/Theft	1. 1 day OSS/possible refer to SRO/restitution 2. 3-5 days OSS/ possible refer to SRO/restitution 3. 5-10 days OSS/possible refer to SRO-restitution-possible expulsion
*Vandalism	1. 1 Day OSS – restitution 2. 3 days OSS - restitution 3. 3-5 days OSS- restitution - possible expulsion
*Weapons-any device used to harm others or self that does not meet state requirements for mandatory expulsion	1. Conference - 1 day OSS 2. 3-5 days OSS 3. 5-10 days OSS - possible expulsion
*Weapons-dangerous weapons-as used in this policy" dangerous weapon" means: 1. A firearm whether loaded or unloaded 2. A fixed blade knife that measures longer than 3 inches in length or a non-fixed knife with a blade longer than 3 and 1/2 inches. 3. Any object, device, instrument or substance used to inflict bodily injury	10 days OSS – law enforcement notification - possible expulsion
* Offenses that may require law enforcement to be called	
** Offenses that may require referrals for counseling intervention	
Administration may deviate from this matrix at their discretion	
All infractions accrued throughout the school year except attendance violations which are accrued per quarter.	

- 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.

PLEASE 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** (updated January 2009) is used as a discipline guide and is available on the school’s website.

All write-ups on Infinite Campus become part of the student’s permanent record.

Removal from Class:

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.

Detention:

Detention is generally held Tuesday and Thursday from 3:55-4:55. Your student must arrive before 3:55 or they will not be allowed to enter, nor will they receive credit for the detention. The student will be assigned the date that the detention must be served. It is the responsibility of the student and parent to coordinate if the student cannot attend that day. If a detention is skipped, the amount of time that was assigned will be doubled. If a student accrues 4 hours of detention time, they will receive 4 hours of in school suspension. If a student accrues 8 hours of detention time, they will receive 1 day of out of school suspension. Saturday detentions may also be assigned and will need to be served on their given day. Saturday detentions may also be assigned and will need to be served on their given day. Saturday school will not occur every week, but rather on an as needed basis from 7:25-10:30. Students must be picked up no later than 10:35.

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.

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 the school website or the school's answering machine. We will be listed as "James Irwin Charter Schools" in cases of delays and closures. **We do not fall under D49 delays and/or closures.** In all cases of bad weather, parents should exercise their own judgment whether to bring/send their child to school. In cases of bad weather, all first-hour tardies and absences will be excused. **If there is a two-hour delay in classes, students should report no later than 9:30 am.**

Storm Alerts

In the event of severe weather, a Shelter-in-Place directive may be given. In a Shelter-in-Place event, such as a tornado, teachers will provide direction to the students to evacuate to the designated area.