



Poudre Community Academy Policy Handbook

Student and Family Policies



Poudre Community Academy Policies

ZERO TOLERANCE POLICY

PCA has zero tolerance for the following actions:

Possession of drugs - Students may not bring any unauthorized drug on campus as defined by Poudre School District Code of Conduct.

Participating in and/or encouraging violence toward any PCA community member - On or off campus

Theft - Any theft or attempted theft of private or school property

Those that violate these policies can be removed from Poudre Community Academy for the remainder of the semester at which time they will be required to return to their school of residence.

PCA is a CLOSED campus. and students are not permitted to leave campus during school hours, nor can they have unapproved visitors. Once a student leaves campus they are not permitted to return to campus that day and will be marked unexcused absent. **This includes leaving campus after being dropped off for school, on-school property.** If prior arrangements need to be made for appointments, etc., please contact the office at 970-490-3178.

PCA Attendance Policy

1. Students are expected to be on campus from 8:40am until 3:40pm on Monday, Tuesday and Friday. They should be here from 9:15am until 3:40pm on Wednesday and Thursday.
2. PCA is a CLOSED campus. Leaving without permission is considered an unexcused absence and is open to other disciplinary action.
3. Tardies and absences can have a negative impact on the academic success of each student. As you make the commitment for academic progress while attending PCA you are also making the commitment to good attendance habits.
 - It is the student's responsibility to get and complete any make-up work when they are absent.
 - Deadlines for make-up work as outlined in the Student Code of Conduct will be followed and is the responsibility of the student.
 - Make-up work for unexcused absences may be given lower credit per District policy.
4. Students are required to bring a doctor's note to excuse any absences after they have accumulated 5 excused days for any quarter.
5. Excused absences must be called in within 48 hours to the attendance line at 970-490-3178.
 - Excused absences can include court, illness, doctor or dental appointments, illness or death in the family, prearranged family vacation, approved school activities, and prearranged college visits.
 - Unexcused absences can include oversleeping, studying, skiing, vacation that was not prearranged, visiting another school, etc.
 - All prearranged trips need to be approved in writing by a Co-Principal. The student will be responsible for all make-up work per District policy.
 - The Co-Principals have final authorization as to what absences are excused or unexcused.
6. Students being called in to leave early for appointments will be required to bring in documentation to verify the validity of such appointments. Lying will lead to removal from PCA.



Excessive Absence Policy

Students that exceed too many excused absences in a quarter may be dropped from their classes for the remainder of the quarter and placed in credit recovery after school from 3:40pm - 6:30pm Monday - Thursday

PCA Policies

School Hours & Transportation

Classes at PCA begin at 8:40am and end each day at 3:40pm on Monday, Tuesday and Friday. Classes begin at 9:15am and end at 3:40pm on Wednesday and Thursday. Transportation can be arranged through the district. Please speak to PCA admin to arrange.

Check-out Policy

When a student needs to leave school for any reason, they will need to be physically signed out by someone listed in their emergency contact information. Students can be released to catch the bus or walk home with a phone call from a parent/guardian only. Students, regardless of age, are not permitted to sign themselves out of school. All students must have their parent/guardian contact the school for their dismissal. **Students being called in to leave early for appointments will be required to bring in documentation to verify the validity of such appointments. Lying will lead to removal from PCA.**

Academic Progress

Each student is expected to make every effort to succeed while in this program. Students that do not meet this standard may have their enrollment with this program terminated and will be required to return to their home school.

- **MAPS/CMAS/PSAT/SAT Testing** - As part of our community, the requirement is that all students required to take these standardized tests will do so and perform to the best of their abilities.

Exam Policy

In addition to district and state tests many students will be required to complete a pre-test and post-test in their classes. These assessments are designed to assist the staff in guiding instruction and to allow us to monitor academic growth.

Student Code of Conduct

The Student Code of Conduct is available online for your review. You can access this at www.psdschools.org under Student Conduct. Students must acknowledge they have received it prior to opening StudentVue.

Cell Phone Policy

Students are to have cell phones **TURNED IN TO THE CELL PHONE STORAGE BOXES IN CLASS** but may use them during lunch and at passing time. PCA phones are also available when necessary. If a phone becomes an issue, the staff reserves the right to confiscate the device for the remainder of the period or school day. Refusal to turn over the phone will be a disciplinary issue.

Dress Code

PCA follows Poudre School District's dress code. No drug, alcohol, tobacco, or sexual/gang related connotations. Staff discretion will be used.

Student Parking

Students that drive must provide the office with the required documentation and must park in the designated area. Pursuant to Policy JLIE-All vehicles and the parking lot area is off limits during the school day including lunch.



Tobacco-Free and Marijuana-Free District

In order to promote the general health, welfare and well-being of students and staff, use of any tobacco product and use of marijuana by students and members of the public is prohibited on all District property and at all District or school-sanctioned activities or events off District property. Possession of marijuana by students and members of the public is prohibited on all District property, and possession of any tobacco product by students is also prohibited on all District property.

Any student that is witnessed possessing or using any tobacco/marijuana product will be referred to the administration. This includes before or after school and within the general area of the school.

Students Sent Home/Removed from Program

Any student determined to be a safety problem or creating a disruption to the educational environment may be sent home for the day. Repeated violations may result in removal from program prior to the end of the term. Students dismissed from PCA will be referred back to their home school or GED program.

PCA Field Trip/Off-Campus Instruction Permission

During the school year PCA students will be traveling off campus for a variety of activities. For these various activities students may travel by Poudre School District van or bus, use City of Fort Collins Transfort bus system, or will walk as a group. During these activities students will not be permitted to leave the group and will be expected to abide by the Poudre School District.

Code of Conduct - If a student violates these policies, consequences will be enforced, including the possibility of losing field trip privileges. To regain these privileges, the student and parent/guardian will be required to meet with Co-Principals.

Visitor Policy

All PCA school visits are subject to District Policy KI and to approval by the Co-Principals or the principal's designee, who may impose conditions to help ensure that the school's educational climate and safety are not compromised.

- Requests to observe classrooms or other areas of the school where education-related activities are in progress must be made at least two (2) school days in advance, and such observations shall be limited to one hour on the day of the week that is approved. Such visits will be limited to one per week.
- School volunteers are separately subject to District Policy KJ and Regulation KJ.R.
- Poudre School District utilizes a visitor and volunteer check-in system called **Raptor**. Details can be found at <https://www.psdschools.org/schools/PSD-safety-security/School-Visitor-Check-In> **Please be prepared to verify your identity when requesting to visit any indoor area beyond the front office.**

**The staff maintains the right to modify, add, or delete policies as called for. Parents/Guardians will be notified by mail (please keep your address and contact information updated with the school).*



Graduation Policies

Valedictorian/Salutatorian

PCA will recognize a Valedictorian and Salutatorian with each graduating class. Determination of class rankings will be made at the conclusion of Quarter 3.

Graduation Ceremony

Participating in the graduation ceremony is a *privilege* and not a right. This is a very special event and will be treated with the dignity and respect that it deserves. In order to walk in graduation students must have completed **ALL** graduation requirements prior to the ceremony. Students participating in graduation must follow the dress code in order to participate. This information will be shared with graduates during Senior meetings.

Graduation Speeches

Each year we will have up to 2 student speakers at the graduation ceremony. The Valedictorian and a Graduate selected by the Senior class will each give a speech. If the Valedictorian chooses not to speak then the Salutatorian will be given the opportunity. Speeches must be typed and submitted to the Co-Principals for approval before the stated deadline. Speeches must be school appropriate and avoid anything that may cause controversy or be received as distasteful.

PCA Norms

<u>Clear Communication</u> Ask for What you Need No Drama Front Load Row Your Own Boat No Yelling No Profanity	<u>Integrity</u> No Stealing No Talking behind backs Own Your Stuff Don't Start Rumors	<u>Respect</u> No Vandalism No Gangs Boundaries (Physical/Emotional) Accept Norms
<u>Achieve</u> Hard Working/Do Your Best Be Sober Persistent Be Present	<u>Leadership</u> Take Healthy Risks Maturity Recycle Represent Encourage/Support Peers Tolerate Others No Cliques	<u>6P's</u> Polite Prompt Prepared Produce Participate PMA (Positive Mental Attitude)