

PLACE BRIDGE ACADEMY

7125 Cherry Creek North Drive

Denver, CO 80224

720-424-0968 (Attendance)

720-424-0960 (Main Office)

720-424-0985 (FAX)

PLACE BRIDGE ACADEMY

Bringing the World Together

Student and Family Handbook

2025-2026



ECE - 8th Grade

Disclaimer/ Student and Family Handbook Contract. Please make sure you read, sign, and return this contract, which is found on the last page.



Hello Roadrunners,

Welcome to a New School Year at Place Bridge Academy!

Dear PBA Students and Families,

Welcome to a brand new school year and a brand new grade! We're so excited to have you back, and whether you're returning or new to Place Bridge Academy, know that you are an important part of our school family.

This handbook was created to help you understand how our school works, from daily routines to expectations for learning and behavior. PBA is a big school with many amazing students and staff, so take your time reading through everything. If something doesn't make sense, please ask your teacher or any adult for help. We're here for you!

At PBA, we believe every student can grow academically and socially when supported and encouraged. This year, your teachers and the entire staff are ready to support you every step of the way. We'll work hard to help you succeed, and we ask that you come to school ready to give your best effort. That doesn't mean you have to be perfect. It means showing up each day with a positive attitude, a willingness to learn, and the courage to make mistakes and grow from them.

One of our biggest goals is to make PBA a positive and safe place for everyone. You can help by showing your **B.R.I.D.G.E.** values: **Belonging, Respect, Integrity, Diversity, Generosity, and Effort** in all you do. When you show these values, you make our community stronger and help create a school where everyone feels seen, supported, and respected. And remember: showing respect includes respecting yourself, by taking every opportunity to grow your mind, your character, and your future.

This is *your* school, and your voice matters. We hope you speak up in class, share your ideas, and stay curious. You have so much to offer, and when you share your brilliance, you help PBA become even better.

We're so proud to have you here. Let's make it a year to remember.

Go Roadrunners!

Sincerely,
Place Bridge Academy Staff

ABOUT PLACE BRIDGE ACADEMY

Place Bridge Academy is proud to be one of the most culturally and linguistically diverse schools in the country. We serve students from all over the world, as well as students from here in Denver. Place Bridge Academy was established in 2008 as a magnet school to provide programming for the Refugee and Newcomer students of Denver Public Schools. Students, grades ECE through 8, come to Place Bridge Academy from all areas of the Denver Public Schools attendance area as well as from our neighborhood boundary. The Place Bridge Academy staff is extremely proud to serve all of our students, and is honored to be part of their academic journeys.

BRIDGE Values

- The Bridge Values guide our community at Place Bridge Academy:
- **B**elonging- We make everyone feel safe, valued and included.
- **R**espect- We are kind to others and our spaces in our thoughts, words, and actions.
- **I**ntegrity- We do the right thing regardless of consequences or praise.
- **D**iversity- We celebrate and honor our similarities and differences.
- **G**enerosity- We are encouraging, supportive and share with others.
- **E**ffort- We work hard, never give up and take pride in our growth.

Place Bridge Roadrunners Pledge:

I am a member of the Place Bridge Academy school community.

I belong here.

I respect others and myself.

I show integrity in my actions.

I celebrate diversity.

I am a generous person.

I put forth my best effort everyday.

I am a B.R.I.D.G.E. builder.

I make the world a better place!

ADMINISTRATIVE STAFF

Principal Nadia Madan Morrow	nmadan@dpsk12.net
Assistant Principal: Elvina Htoo	ethoo@dpsk12.net
Assistant Principal: Esther Mathoka	emathok@dpsk12.net
Assistant Principal: Michael Rowley	mrowley@dpsk12.net
Dean of Culture Francisco Lanchipa Mejia	f_lanchipa-mejia@dpsk12.net
Dean of Culture Lyndsee Landon	lyndsee_landon@dpsk12.net
Dean of Culture RaShad Glover	rashad_glover@dpsk12.net

ADULTS ON CAMPUS

Your child's safety is our top priority. During school hours, any non-staff adult entering the building must enter through the main doors, present a state or government issued ID, sign in at the office and wear a visitor's badge. The badge serves as a visual ID that allows staff to immediately determine if a visitor has permission to be on campus. When leaving the building, non-staff adult visitors must also check out with the main office and turn in their visitor badge

GUARDIAN INVOLVEMENT

PBA believes that strong partnerships with our families are important for our students' success. To stay informed, see our Friday Family Newsletter. We regularly update our website and send out information on our Facebook page. Guardians are encouraged to attend back to school nights, guardian/teacher conferences, and other school events. The family and teacher conferences are an opportunity to celebrate progress, set achievable goals, and support the student's learning. **Conferences are highly recommended for all students.**

We host monthly family involvement activities, such as Back to School night, International Night, Coffee with the Principal, etc. If you would like to observe a classroom or meet with a teacher, please call the main office at 720-424-0960 to set a time or email the teacher using this format: first name_last name@dpsk12.net . Teachers are available to meet before or after school.

Any changes to guardian contact should be reported to the main office in person or by calling 720-424-0960. Guardians will sign permission forms at registration for all field trips, internet usage, and media permits.

SCHOOL CALENDAR AND HOURS OF OPERATION

School doors open at 8:15 AM with the first bell at 8:25. When students arrive, they will eat breakfast and remain on campus once dropped off by bus or guardians and upon entering the building.

Students are dismissed at 3:25 PM on all days.

When students are dismissed, they will:

- Leave the building or report to a supervised activity.
- Be accompanied out of the building.
- Head home immediately, catch the bus or be picked up.



PBA School Year Calendar

2025-26

JULY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
		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 2025

SUN	MON	TUE	WED	THU	FRI	SAT
					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 2025

HISPANIC HERITAGE MONTH
(SEPT. 15 - OCT. 15)

SUN	MON	TUE	WED	THU	FRI	SAT
	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 2025

DISABILITY AWARENESS AND
DYSLEXIA AWARENESS MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
			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 2025

NATIVE AMERICAN HERITAGE MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
						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 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	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			

JANUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				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 2026

BLACK HISTORY MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
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

MARCH 2026

WOMEN'S HISTORY MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
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 2026

ARAB AMERICAN HERITAGE MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
			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 2026

ASIAN AMERICAN & PACIFIC ISLANDER MONTH;
JEWISH HERITAGE MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
						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 2026

LGBTQ+ PRIDE MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
	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				

174.5 Student Contact Days

186 Teacher Contact Days

Denver Public Schools is committed to upholding an inclusive culture where students and team members can show up as their authentic and best selves. Some of these dates are not fixed to a calendar but based on the actual sighting of the moon and therefore there may be some variance by a day. Jewish and Islamic holy days begin and end at sundown on the first and last days listed.

CALENDAR KEY

	HOLIDAYS / NO CLASSES		PLANNING AND PROFESSIONAL LEARNING DAYS
	VACATION / NO CLASSES		CONFERENCE
	FIRST DAY OF SCHOOL (K-12)		FIRST DAY OF SCHOOL (ECE)
	LAST DAY OF SCHOOL (First half of day, early release; second half of day, planning day)		HOLIDAY AND OBSERVANCES
			PBA Non-Student Contact Day (Teacher Planning)

HOLIDAY / NO CLASSES LIST

Labor Day - Sept. 1
Thanksgiving Day - Nov. 27
New Year's Day - Jan. 1
Dr. Martin Luther King, Jr. Day - Jan. 19
President's Day - Feb. 16
Cesar Chavez Day - March 31
Memorial Day - May 25
Juneteenth - June 19

HOLIDAYS AND OBSERVANCES

Days are marked as underlined. The full list of [Holidays and Observances are available here.](#)

PLANNING AND PROFESSIONAL LEARNING DAY KEY

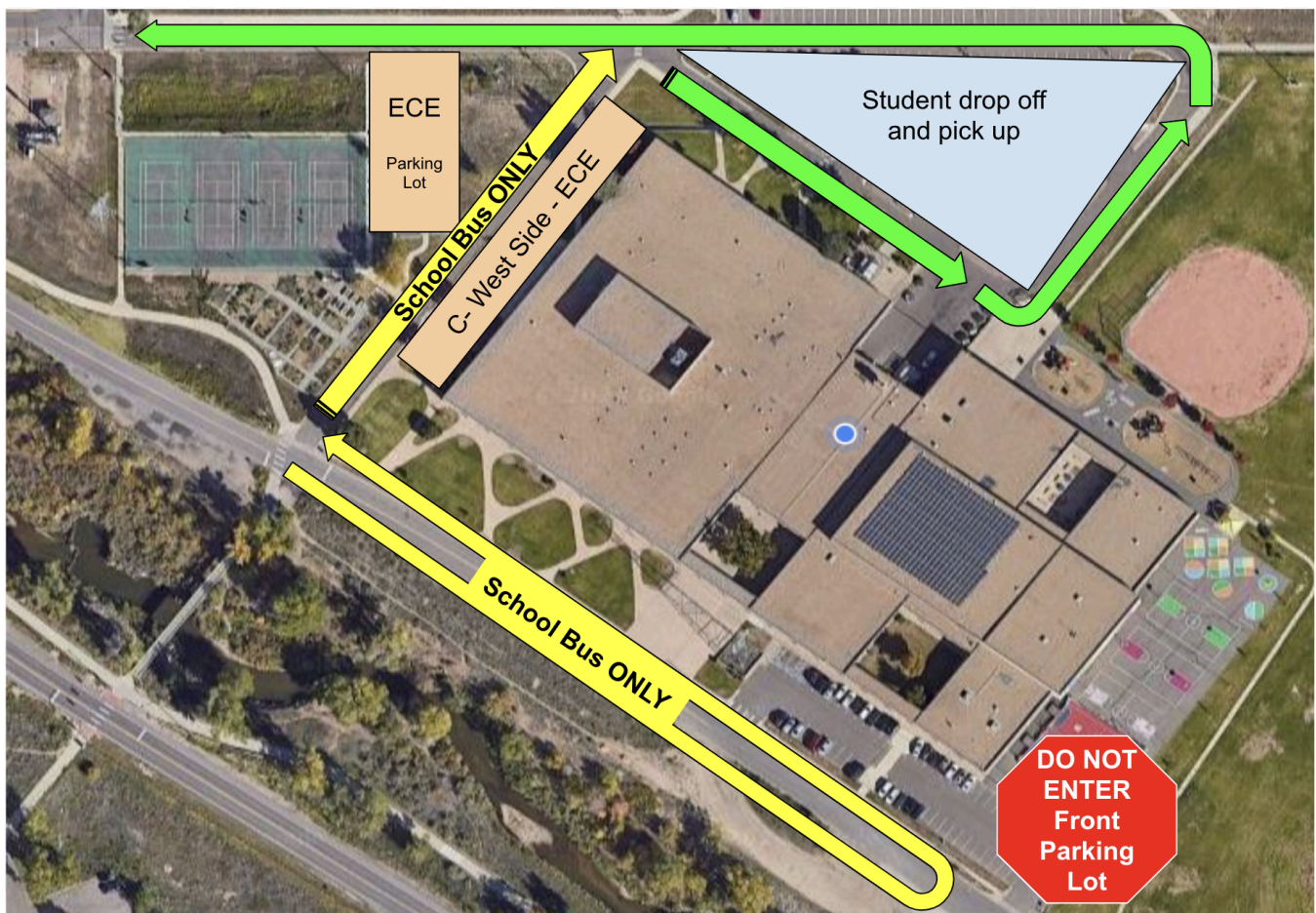
The full list of [Planning and Professional Learning Days are available here.](#)

TERM DATES

The full list of [Term Dates are available here.](#)

GUARDIAN DROP OFF/PICK UP

- Place Bridge Academy is served by many school buses. Buses use the front side of the school. Guardian drop off and pick up is on the north side of the school. **NO GUARDIANS SHOULD DROP OFF IN FRONT OF SCHOOL!** (see map below.)
- Guardians or family members who wish to pick up their student prior to dismissal must enter the building and check in at the front desk. Students won't be released from 2:50 until the end of the school day.
- Dismissal is at 3:25 p.m. Students who have not been picked up by 3:35 p.m. may be referred to the appropriate authorities for their safety.
- Scholars Unlimited (an after school program that the guardian contacts) supports if afterschool childcare is needed.
- We do not provide supervision before 8:15am and students **ARE NOT** allowed on campus before 8:15 am



SCHOOL ATTENDANCE POLICY

We have high expectations for student attendance, with a minimum goal of 95%. (5 absent days per school year). Students attend every class, every day. Absent students must make up all missed assignments.

- Teachers take attendance in Infinite Campus during the first 10 minutes of class.
- Automatic phone calls are made when a student is absent from or tardy to class. The classroom teacher will try to reach out as well.
- The Attendance Team reviews attendance data every two weeks to determine students' attendance status.

Reporting An Absence

1. Guardians, please notify the attendance line before 9:10 a.m. 720-424-0968, or request an excused absence in the Parent Portal, when your child will be tardy or absent. **If you need help getting a Portal account, call DPS Department of Technology at 720-423-3888.**
2. Please report all absences within 24 hours of the absence. The message should include:
 - a. Student's name, grade, and ID number
 - b. Time, date, and reason for the absence

We recommend that guardians check their child's attendance and grades on the online Parent Portal.

Excused Absences (with guardian permission) meet the following criteria

- a. Illness, injury, doctor's appointments (3 consecutive absent days require a doctor's note)
- b. Attending to a death in the family
- c. Legal matters

- d. Religious holiday

Extended Absences (more than 10 consecutive days) need principal approval

Habitually Truant Students (ages 7-16):

We follow Colorado State Law for Truancy as attendance at school is required by law.

Habitual Truancy:

- Four or more unexcused absences in a month
- 10 or more unexcused absences in a school year

School Closings Due to Inclement Weather

Denver Public School District makes decisions regarding school closings. DPS winter weather and snow day information on the DPS website. Local news channels and radio stations also have this information.

VISITORS AND GUESTS

All guests are required to sign in at the office and wear a visitors' pass. Failure to get a visitor's pass may result in a trespassing ticket. Per District Policy, visiting a school may be limited, denied or revoked by a school administrator based on student and /or staff safety, efficient school operations, or failure to comply with the policy. Students can't bring visitors on campus, unless they are guardians. Students may not bring babies or younger children with them.

VOLUNTEERS

Guardians are encouraged to volunteer at school. If you are interested in volunteering, email Marisol Chavez at marisol_chavez1@dpsk12.net

BREAKFAST AND LUNCH

Breakfast occurs from 8:15-8:25 AM in the student's assigned classroom. Morning meetings follow. During lunch, students eat in the cafeteria. Lunchtime is divided between time in the cafeteria and recess time on the playground. Inside days occur when weather dictates.

Other than designated breakfast in the classroom for elementary grades, **no food or drink (except water bottles) are allowed in classrooms.** Exceptions with administrative approval (parties, celebrations, etc).

Lunch Application

While lunches are free for students, all families must complete a lunch application. Access the application using the QR code below:



Students are not allowed off campus during lunch. If guardians bring outside lunch for students, they must stay with the student and eat lunch at the front table or outdoors. Students cannot order meal delivery.

PERSONAL ELECTRONIC DEVICES

Classrooms are focused on academics. We want to create an environment dedicated to mutual respect, kindness, and courtesy.

We also want to decrease incidents of cyberbullying. We expect guardian support regarding PBA's cell phone policy. We never want to keep a student's cell phone overnight. With permission of the classroom teacher and office staff, students may use the office and classroom telephones in case of emergency. Arrangements for visits to friends after school are not considered to be emergencies.

Here is a reminder of the school wide expectations:

Personal Electronic Device Policy

(Cell phones, headphones/airpods, gaming devices, smart watches, etc.)

Personal electronic devices should not be used at school. This rule takes effect as students enter the building until the last bell and includes all community spaces. Students will turn off their cell phones and place them in their backpacks. **CELL PHONES SHOULD NOT BE IN POCKETS!**

There will be disciplinary action taken if a student's cell phone is out and visible throughout the day without permission from school administration. This includes cheating, bullying, harassment, unlawful recording or photography, filming a fight, violating other school rules. Taking a picture or video of another student or staff member without their consent is not allowed.

If a student is found to be violating the cell phone policy, the student cell phone will be taken, and it will require guardian pick up. If it becomes a repeated behavior, a guardian conference will be required to discuss next steps and a potential plan be put in place for the student.

The administration reserves the right to adjust the disciplinary action on a case-by-case basis if needed.

Lost, Stolen, or Damaged Devices

Each user is responsible for their personal devices. PBA takes no responsibility for stolen, lost, or damaged personal devices, including lost or corrupted data on those devices.

School Technology Policies

Students at PBA will have access to technology and teachers will teach responsible use of technology in their classrooms. Students are responsible for the general care of the technology. Devices that are broken or fail to work properly must be reported to the classroom teacher. Students may be responsible for replacement costs in the event the device is broken beyond repair or is lost. If students continually misuse or abuse their school provided technology, they may be placed on a Pen to Paper Plan

Technology Guidelines

- No food or drink allowed next to technology devices
- No stickers or labels
- No changing of computer settings
- No access to other student's accounts or password sharing.

STUDENT DRESS CODE

At Place Bridge Academy, we believe that student dress should support a positive, respectful, and distraction-free learning environment. We expect all students to follow the dress code and wear school-appropriate attire each day.

The following guidelines apply:

Allowed Items:

- Hats, durags, and beanies are permitted indoors and outdoors.
- Clothing that is comfortable, weather-appropriate, and does not interfere with learning.

Not Allowed:

- Ski masks (shiesty masks), bonnets, or bandanas are not permitted.

- Crop tops or any clothing that exposes the stomach or back. (Includes tying shirts up in the back)
- Sagging pants or overly revealing clothing.
- Hoods are not permitted at any time, for safety and security reasons.
- Clothing with images, logos, or language related to:
 - Drugs, alcohol, or weapons
 - Profanity or offensive language
 - Racial slurs or hate speech
 - Gang affiliation or symbols
 - Sexually explicit images or language

DRESS CODE VIOLATIONS

If a student is in violation of the dress code:

- They will be asked to change into appropriate attire.
- If suitable clothing is not available at school, guardians will be contacted to either bring appropriate clothing or take the student home to change.

We encourage students and families to help us maintain a safe, inclusive, and respectful school environment by supporting these expectations.

HEALTH AND MEDICATION

The PBA Nurse will notify guardians in the case of an illness or emergency. Students will be released only to individuals listed as emergency contacts in Infinite Campus. Anyone picking up a student must have ID and be at least 18 years of age. The Health Office is open for students with a pass who are ill, injured, or who have a health concern. DPS Policy forbids any medication (prescription or over the counter) to be given to a student without written permission and instruction from the guardian and physician. Medication must be in the original prescription container labeled with the prescribed dosage and is kept locked in the health office. Students need to go to the health office when it is time to take the medication.

STUDENT CONDUCT

At Place Bridge Academy, we believe in the use of Restorative practices that is grounded in a belief that people are profoundly relational, interconnected and inherently good. We believe in the power of cultivating strong relationships with all of our community members and living our BRIDGE values everyday. When conflict arises, we seek to treat these situations as opportunities for growth that can be learned from. We seek to repair the harm that has been caused and make commitments to prevent such situations from arising in the future.

However, there are times when we need to issue consequences to students in alignment with the Denver Public Schools Discipline Matrix (see the document on subsequent pages.)

Students are expected to follow requests of all campus adults, faculty and staff. The DPS Student Code of Conduct, guides all student behavior at school, on school grounds, district transportation, and at school and district activities.

Student Searches: Brief Summary of Policy JIH:

- A principal or school official may conduct a search when the principal/school official has reasonable suspicion that a search will reveal evidence that a student has violated DPS policy or the law
- A principal or school official may search a student (within limits) and/or the student's personal property while on school grounds or during a school sanctioned activity
- A principal or school official may seize any illegal, unauthorized, or contraband materials, including, but not limited to, weapons, illegal drugs, controlled substances, or alcohol

Full policy can be found in Board Docs Policy JIH: [Student Interviews, Interrogations, Searches and Arrests](#)

Investigation of Disciplinary Cases:

School officials will follow due process, in accordance with DPS Policy JK-R, to investigate disciplinary cases. Students can be questioned for any violations of school, school board, DPS Athletic Board of Control Policies and other legal issues that may include the police. In some cases, this can include events that are violations that have occurred off site or at a non-school function. Students have a right to write a statement with their side of the story.

Suspension and Re-Entry Policy:

Following any suspension, a guardian meeting is required before the student may return to class. This meeting may be held in person or virtually. However, administration reserves the right to require an in-person meeting based on the severity or nature of the behavior.

In some cases, guardians may be asked to attend class with their student for a portion of the school day as part of the re-entry plan. This is done to support student accountability and strengthen the home-school partnership. The goal of the re-entry meeting is to reflect, repair, and ensure the student is ready to re-engage in a positive and productive way.

Student Safety

We support student safety daily and in specific instances: Suicide Risk Review, Threat Response, Individualized Supervision Management Plans, and Non-Suicidal Self-Injury. Our trained professionals partner with families and respond to self reports, anonymous tips, observations of concern, law enforcement information, or community charges. Each completed protocol has an Action and Intervention Plan to support the student, school and community, and provide a successful return to learning. Plans provide support for individual students. Guardians should contact the school with questions about these processes.

Suicide Risk Review: occurs when a student talks about harming themselves, or a concern that a student has thoughts about hurting themselves.

Threat Response: occurs when a student poses or makes a threat, or a concern that a student may act out violently.

Non-Suicidal Self Injury: occurs when a staff member becomes aware that a student has engaged in self-injury.

Individualized Supervision Management Plan (ISMP) : occurs when a student has been charged or adjudicated for an offense of a sexual nature. The ISMP outlines supervision parameters for the student during the school day and during extracurricular activities on school grounds.

Eighth Grade Continuation Ceremony Requirements

The administration reserves the right to determine continuation ceremony participation on a case-by-case basis.

SUICIDE PREVENTION AND RESPONSE

Suicide is a leading cause of death for youth in Colorado. We serve the Whole Child by working to ensure physical and psychological safety. We provide access to suicide prevention info and community resources. This website <https://988lifeline.org/how-we-can-all-prevent-suicide/> provides warning signs and other information.

What should I do if I have concerns about my child?

Take all concerns seriously! Listen to your child. Acknowledge how they feel and that you care. When risk is imminent, call 911 or take your child to the nearest emergency room. If you are worried about another child, you can call 911 or make a Safe2Tell report by calling 1-877-542-7233 or completing the form [online](#).

What else can I do as a guardian?

- Talk with your child about mental health. Be present, listen, and take all concerns seriously.
- Help your child identify trusted adults. Make sure your child knows how to submit a Safe2Tell incident.

TITLE IX: UNDERSTANDING YOUR RIGHTS

At Place Bridge Academy, we are committed to ensuring that every student has a safe and supportive learning environment. One important way we do this is by upholding Title IX protections.

What is Title IX?

Title IX is a federal civil rights law that protects students from discrimination based on sex, including sexual harassment, sexual violence, and gender-based discrimination in any school program or activity that receives federal funding.

Under Title IX, all students, regardless of gender identity or expression, have the right to:

- Attend school in an environment free from sexual harassment or discrimination
- Report instances of sexual harassment, bullying, or discrimination
- Receive support and accommodations when needed
- Participate equally in all school programs and activities

Examples of Title IX Violations may include:

- Unwanted touching or inappropriate comments
- Gender-based teasing or bullying
- Use of racial or homophobic slurs (“N” word, “Gay”)
- Sexual harassment from students or adults

Who Can Help?

If your child experiences or witnesses any behavior that may be a violation of Title IX, please contact one of our Title IX Coordinators:

- Elementary Title IX Coordinator:
Lyndsee Landon
Email: lyndsee_landon@dpsk12.net
- Middle School Title IX Coordinator:
RaShad Glover
Email: rashad_glover@dpsk12.net

All reports are taken seriously and handled with care, sensitivity, and confidentiality. Our school is committed to protecting the rights of all students and ensuring that Place Bridge Academy is a place where Belonging, Respect, and Integrity are more than just values, they are the foundation of how we support and protect one another.

For more information about Title IX policies and procedures, families can also visit the Denver Public Schools Discrimination Prevention & Response Title IX website.

Student/ Guardian Handbook Disclaimer

This handbook provides you with an overview of PBA policies, rules, guidelines and procedures.

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

Student's Name (please print)

Guardian Name (please print)

Student's Signature

Guardian signature

Date

Date

I acknowledge that I have read, understood and will abide by the **PBA** Cell Phone Policy.

Student's Name (please print)

Guardian's Name (please print)

Student's Signature

Guardian's Signature

Date

Date