

Metropolitan Arts Academy

Student Handbook 2026-2027

Dear Arts Academy families,

Please take some time to read over the information in our student handbook. The information in our handbook is intended to inform you of many of our school policies, procedures and expectations. The Westminster Public Schools Rights and Responsibilities Handbook outlines Westminster Public School's policies and procedures. Please sign the last page and return it to school.

At Metropolitan Arts Academy, we want every child to have a successful educational experience. We also want students to feel good about themselves as learners. Our beliefs about how children learn are based on current research and we have positive expectations for all students to succeed.

The staff engages in collaborative dialogue and teamwork. We use data to inform our instructional decisions and we individualize instruction to meet the varied needs of every child. Our reading, writing and math programs are exciting, challenging and build upon the strengths of our students. It is our goal to develop students to become self-directed workers, independent thinkers, and collaborative problem solvers.

We believe that the education of children is a partnership between home and school. Our staff has a strong commitment to excellence and we invite parents to work together with us to achieve excellence. We strongly encourage parents to regularly help their child with homework, talk with them about what they are learning, learn about Empower, read books to them and listen to them read. We also ask parents to continuously emphasize to their children the importance of good work and study habits. We have an expectation that parents or guardians volunteer, attend evening school activities and we encourage active involvement at all levels.

If you have any questions, feel free to contact me during the school year. You can phone me through the school office phone number (303-428-1884) or stop in at the main office to schedule an appointment. You can also email me at ctrujillo@westminsterpublicschools.org

Sincerely,
Claudette Trujillo
Principal, Metropolitan Arts Academy

SCHOOL CONTACT INFORMATION

Principal:	Claudette Trujillo
Assistant Principal:	Alison Mund
Secretary:	Alma Diaz
Phone:	(303) 428-1884

WebPages: <https://www.met.wps.org>

Metropolitan Arts Academy

2341 Sherrelwood Drive

Denver, CO 80221

Office Hours

The Metropolitan Arts Academy office is open Monday from 8:00a.m.-2:00 p.m. and Tuesday through Friday from 8:00 a.m.-4:00 p.m. The main office phone number is 303-428-1884.

Please call this number to excuse your child from school as well.

STUDENT HOURS

Students should plan to arrive at school between 8:00 and 8:10 a.m. There will not be supervision before 8:00am. Students are tardy after 8:15 a.m. Students arriving after 8:15 a.m. must check in at the front office with their parents/ guardians. **Parents/ guardians must sign in their tardy students or call the main office to utilize our drop and go option.**

Please complete early pick up by 1:25 pm on early release days and by 3:25 pm on regular days or you will need to wait until the bell rings.

Tuesday-Friday Regular Schedule (K-8)

Classes begin: 8:10 a.m.

Classes end: 3:40 p.m.

Monday Early Release Schedule (K-8)

Classes begin: 8:10 a.m.

Classes end: 1:40 p.m.

Preschool

(Parents must sign students in and out daily and provide identification)

Monday

Classes begin: 8:30 a.m

Classes end: 1:00 p.m

Tuesday-Friday

Classes begin: 8:30

Classes end: 3:00

School Fees and Charges

Innovation FEE SCHEDULE

For scholarship opportunities or payment plan inquiries, please contact your school's principal.

Fee Type	Cost	Free & Reduced	Additional Notes
PK-8 SCHOOL			
Technology Use Charge	\$40		To assist with the cost of technology equipment & services.
Innovation Charge	\$20		To assist with the cost of specialty curriculum and resources
Photo ID/Replacement	\$5		To offset some of the cost of producing the ID.
Preschool Tuition	Please contact your school for preschool tuition rates.		
Instructional Materials Charge	\$50	\$25	To assist with the cost of consumable supplies. (Fee applied to grades 6-8)
Planner Fee/Replacement	\$5		To assist with organization. (Fee applied to grades 4-8)

What is the MyWPS Chromebook Protection Plan?

This plan is being offered directly from Westminster Public Schools. This coverage will protect you from paying the full cost of repairs or replacement of your student's Chromebook due to accidental damage. If desired, the Chromebook Protection plan must be purchased when the student takes possession of their Chromebook. The plan begins when payment is made, and ends on the last day of school. The plan is non-refundable and does not rollover from year-to-year if left unused.

What is covered?

Accidental damage such as drops, falls, liquid spills, electrical surges, or theft (copy of police report will be required).

What is **NOT** covered?

This plan does NOT cover intentional damages or lost devices. Students are responsible for full replacement cost of devices intentionally damaged and devices that are not returned.

What is the cost of the Chromebook Protection Plan?

The cost to enroll is \$50.00 per school year. The first incident will be covered with the cost of enrollment. A 50% deductible will be charged for the second incident. Full replacement costs will be charged for the third incident and so-on for the remainder of the year.

How much do replacement Chromebooks and Chromebook Accessories cost?

Item Description	1 st Incident (Fully Covered)	2 nd Incident (50% Replacement Cost)	3 rd Incident or Without Protection Plan (Full Replacement Cost)
HP Chromebook 11 (G8, G9)	\$0.00	\$137.00	\$275.00
Chromebook Charging Cable	\$0.00	\$25.00	\$50.00

Our Shared Vision:

To help each student foster personal and academic potential through the lenses of inquiry, creative expression, service to others, and a commitment to excellence.

Our Shared Mission:

At Metropolitan Arts Academy, we CREATE!

Courageous Responsible Empathetic Achieving Trust Excellent

Curriculum and Instruction

As an Academy of the creative arts, our culture will focus on learners joyfully exploring the foundations of music, theatre, dance, and visual art. In order to promote a culture of inclusivity, the Academy will begin each day with an inclusive all-school morning meeting which will include learners, staff, and teachers. At these meetings, students, staff and achievements will be celebrated with a daily commitment to our academy's focus and vision. This will also allow for school-wide creative projects based in social-emotional learning. Additionally, each classroom teacher will facilitate a connection circle, which allows for opportunities for students to collaborate; this practice also aligns to effective restorative practice as a means of proactive community-building. The arts will be utilized as means during connection circles to articulate students' commitments to values, social-emotional learning, and exploration of diverse artistic expression.

As part of the Academy's model of instructional delivery, an arts integration approach will be utilized. Quality components of such an approach include integrating an arts focus into any content through standards which align and designing lessons in which arts and core standards could be assessed, often simultaneously. The model of instruction will include both traditional in-class time as well as independent study time, which may include pre-professional external learning opportunities.

For our youngest learners (PK-2), the Academy will seek to provide those at the "novice" stage the opportunity to joyfully explore the foundations of music, theatre, dance, and visual art. At this time, students will be encouraged to utilize their senses as they are provided with the opportunity for exploration and to generate an excitement for the unknown against the backdrop of each discipline. While exploration will take place in all of the arts, every learner will begin to learn and practice the foundations of each: piano, percussion, ballet, speaking, dramatic play, and visual expression.

At the early intermediate levels (3-4), learners will begin to express passion and interests in specific areas of the arts. This "apprentice" stage will be a point, which will allow the deepening of content as learning experiences and artistic skills are honed to

their choices and strengths. Students would advance in piano and percussion while connections are made to other instruments, such as guitar and wind instruments. Students would continue in ballet and begin to articulate connections to other dance mediums as they explore contemporary forms. Students would work in more advanced visual styles as they create works of art and would also put on formal stage productions.

At the late intermediate levels (4-5), learners will move from the apprentice level to that of the journeyman; here, learners will begin to refine their specializations based on their interest and love of specific art forms as they have learned to explore and practice foundations. They will continue to have access to advancing competencies in the arts while also being encouraged to follow their passions and showcase their strengths. Additionally, students will be encouraged to seek out interdisciplinary opportunities in the arts.

In the middle school level (6-8), learners have mastered the foundations of each of the arts and are now ready to realize their creative autonomy. Here, they will be asked to apply their artistic skills in diverse and unique ways -- students will build a portfolio of their work, which will be showcased and highlighted at the end of their academic experience at the Academy. At this stage students will explore the humanities deeply, including philosophy, advanced artistic theory, advanced music theory, and will be able to specialize in artistic mediums and experiences relating to them. Students will have the opportunity to partner and practice with a professional artist in the medium of their choice.

The cornerstone of the Academy will be the WPS Competency Based System. CBS provides a framework for personalized learning by instructing students' at their performance level, and by allowing flexibility for individualized pacing. Also, by using student ability in specific subjects to academically group students, instead of the traditional age-based practices, CBS decreases the need for differentiated instruction and accelerates students through proficiency scales and to deeper levels of understanding. In our Competency-Based system, we have clearly defined what students should know and be able to do throughout their educational journey. Students will move from one level to the next in English language arts, math, science, and social studies by demonstrating that they have mastered content knowledge at one level before moving to the next higher level. This year your child will be in a performance level for English language arts (reading/writing), math, science, social studies, art, music, dance, and drama. More information on the level of your child will be communicated to you throughout the year.

As part of our instructional model, a project-based learning approach, which synthesizes a focus on the arts integration, will be utilized. Based on PBLWorks, which utilizes a “gold standard” for high-quality learning projects, students will utilize problem-solving, sustained inquiry, authenticity, student voice and choice, reflection, critique and revision, and public product/performance to ensure rigorous opportunities for constructivist and measurable learning. Project-based learning provides opportunities to meld creativity and arts integration while ensuring that students meet and exceed learning proficiencies.

A humanities “arts across the curriculum” approach would be utilized at the Academy to teach core content areas (literacy, social studies, math, science) and enrich creative core areas (visual, publishing, and performance).

Your child will receive instruction in the measurement topics of his/her assigned content level in math, language arts, science, social studies, music, art, drama, and dance. As your child understands and can demonstrate that they know everything in that performance level, they will move to the next level. Instruction for your child will be guided by our measurement topics by performance level.

Admission & Acceptance

Metropolitan Arts Academy is an application based school. The Met will utilize a comprehensive application that scores students across a distribution of attendance, behavior, performance and artistic interest and ability. Artistic expression, projects, and endeavors will be the focal points and priorities of the Academy. A parent interview may be conducted as well. Additionally, students wishing to attend the Arts Academy, must have an interest in the creative arts.

All students who live in the district will be required to complete an “intent to return” form each year to hold their spot.

All students who live out of our district boundary will be required to complete an intent to return form and an out of district choice form annually to hold their position.

Required

- **Completed Application and Online Registration if accepted**
- **State Certified Birth Certificate (students must be 5 years old by October 1st to attend kindergarten)**
- **Current Immunizations (5 DTP, 4 Polio, 3 HEP, 1 HIB, 2 MMR, 2 Varicella for kindergarten and 1st grade (or history of chickenpox)**
- **Proof of Residency (Utility Bill, Lease, or Driver's License)**
 - **Optional: Social Security Card**

- It is very important that we have two emergency contact phone numbers and addresses, in the event the parents are unable to be reached.
- Grades 1-8 we will need the previous school name and address to request records.
- Please also complete either the paper or online free/reduced lunch form. We do provide free breakfast and lunch for preschool through 5th grade, but need this form to be completed.
 - Middle school students are provided with free breakfast, but have to pay for their lunch using their online payment system.
 - [MySchoolBucks](#) (Please click this link to access the site)

General School Information

Westminster Public Schools

RESPONSIBILITIES AND RIGHTS CODE OF CONDUCT HANDBOOK

Every parent of a Westminster Public school will have access to a copy of the Responsibilities Rights and Code of Conduct Handbook to read during registration; they can access it online or ask for a paper copy from the office. This handbook includes information regarding access to student records, discipline policies and procedures and information regarding discipline of students. Please take time to read the handbook. All parents will be asked to sign the last page of this handbook during school registration. By signing this form, you indicate that you have read and understood the rights and responsibilities of your child. If you do not have a copy of the Responsibilities and Rights Code of Conduct handbook and would like one, stop in the office to get your handbook. The handbook can also be accessed online at <https://www.westminsterpublicschools.org>

Attendance and Absence Reporting Policy

Students enrolled in Metropolitan Arts Academy are required to attend classes, unless excused for good reason in accordance with Colorado Compulsory Attendance Law and approved by the principal. Regular school attendance and being on time is essential for the student to attain the maximum benefit from school. **Metropolitan Arts Academy allows 8 absences per school year.** Families are required to sign an attendance contract agreeing to a maximum of 8 days of absence per year. Parents make notification of an absence to the school but only the school Principal or his/her designee may excuse the absence. All excusals are determined by the school Principal after notification by parents is given to the school.

Definitions and Consequences for Absences

Absences: are defined as the non-attendance of the student for a period of time longer than one hour during the school day.

Excused Absences: The principal shall grant a maximum of 8 absences in compliance with Compulsory Attendance Law for the following reasons:

- Absences caused by illness, injury, or physical, mental and/or emotional disability, or non-emergency medical/dental appointments.
- Religious appointments
- Family emergencies or hardships
- Absence required by a legal authority
- Family vacations and educational experiences not sponsored by the district need to be pre-arranged with the office one week prior to the absence.
- All absences may not exceed 8 total for the school year
- Excusals of absences are at the discretion of the school principal or his/her designee after notification of the absence has been given to the school.

Unexcused Absences: are absences for reasons other than those listed under Excused Absences.

Consequences: The parents/guardian will receive a letter from the school after the student has reached 5 absences, whether excused or not. The school social worker or District Attendance Manager may visit the home if necessary. A parent meeting will be scheduled at 8 absences. More than 8 absences may result in the denial of admission or discontinued admission.

“Colorado Law (CRS 22-33-104) requires every child who has attained the age of six years and is under the age of sixteen to attend public school for at least one thousand and fifty six hours if a secondary school pupil or nine hundred sixty-eight hours if an elementary school pupil during each school year.”

To help keep the school informed, it is the parent’s responsibility to notify the school office about the students’ absences by the start of the school day. The attendance phone line is available 24 hours a day.

“Tardies” are Costly

When students come to school late, they miss out on the essential information and directions the teacher gives to set the stage for the day of learning. When parents/guardians allow their child to be tardy frequently, it subtly gives the child the message that promptness is not important and responsibility to be on time is not valued. Students need the message that school is important and you must be to school on time.

School Safety Plans and Precautions

In order to be as vigilant as possible regarding the safety of our students and staff, we have implemented and are enforcing a strict school security procedure. As part of our school security plan, we require all adults who enter the building to check in with the office, be approved for a reason in the building and receive a visitors badge once signed in. To get a visitors badge, you will be asked to give us an identification card (driver's license or other picture identification). When you are ready to leave the school, you will return the visitors badge to the front office and sign out. If you are just coming into the office to ask a question or to meet your child go straight to the office. All adults who want to go down to classrooms or anywhere else in the building, will be required to sign the visitor's log, adhere to our safety protocol, and receive a visitor badge after having the reason for the visit approved by the principal. Prior notice (24-48 hours) to visit these locations are required so teachers can be informed of parents coming to the classroom to assist. All volunteers must be background checked and approved by our district office. This includes field trips and classroom parties. Please complete background screening well in advance to be able to volunteer for events.

Thank you for helping us ensure the safety of students and staff at Metropolitan Arts Academy.

WPS is pleased to provide an Alert-Now communication tool that allows us to contact you about important events or with emergency information through an automated phone call. Make sure that we have your current phone numbers (home, work, and cell) and email address as we use the information in this database to contact you. Be sure we know which phone number you would like to receive the message on. Using the communication tool, we will be able to reach all our families in 20 minutes or less.

Safety and Security Policy:

Here are a few of the ways we are working to ensure that Metropolitan Arts Academy continues to be a safe and secure place for your child:

- All school doors are to remain locked
- Classroom doors will be locked when the teacher is not in the classroom. Students will not be allowed to return to the classroom for their belongings without an adult.
- All school visitors wishing to move beyond the front office will be required to sign in and have a school visitor's pass, with prior approval by the classroom teacher (even if they are regulars).
- Please "hug and go" outside of the students' designated entrance. All students will enter the school with their teacher.
- Parents who arrive early to pick up their children must sign their children out. We ask that after 1:25 on Mondays and 3:25 Tuesday through Fridays, you wait for dismissal to get your students.

- Only people listed on the emergency contact sheet can sign out a child and they will need to show an ID in the main office.
- Staff members will always have a walkie-talkie when students are outside and can be reached at any time.
- **Fire Drills are practiced once per month**
- **Tornado Drills are practiced twice per year**
- **Lockdown and Secure Drills are practiced at least twice during the year**
- Students are reminded frequently, throughout the year of school rules/safety

We appreciate your help as we strive to provide a learning environment that is safe and secure for all students and staff.

School Visitation

Parents are encouraged and welcome to visit The Metropolitan Arts Academy. Please make an appointment with your child's teacher if you want to volunteer in the classroom (24-48 hours' notice preferred). Check in with the office staff when you arrive at school. There is a parent sign-in sheet for you to fill out and we have a visitor badge that we will give you to wear while you are at school. For the safety of all students and staff, we constantly are on the watch for strangers on our school property or in the school building. All volunteers or visitors who will interact with children must be approved through our district's background screening prior to starting. This includes classroom parties, field trips, etc. A volunteer form must be completed and approved yearly.

Student Illness

We believe that students should be in school every day. However, we know that students do, from time to time, get sick. The following guidelines will help you decide if you should send your child to school:

- **Rashes**-students should be kept at home unless a doctor's note is provided that states the rash is not contagious
- **Vomiting and Diarrhea**-students should be kept home until symptom-free
- **Fever**-students with high fever (over 100 degrees) should be kept home
- **Common Cold**-students should be kept home if they have a fever, have lots of nasal discharge or a persistent cough
- **Pink Eye**-students should be kept at home and treated until your physician diagnoses the infection as not contagious
- **Persistent Cough**-students should remain at home if the cough is very persistent and painful to the student

Health Clinic

The office staff assists students in the School Health Clinic. In the clinic, minimal first aid is administered to students who become sick or injured at school, administer prescribed

medications (will doctor written approval) and maintain health records. The office staff will determine if a student needs to go home due to sickness or injury. If your child needs to go home, you will be contacted as soon as possible. We do not have the facilities to keep sick or injured students at school for extended periods of time.

Keep Your Emergency Information Current

The office must have accurate emergency information for your child on file. This is a primary means of communication between home and school should an illness, accident, or emergency arise. If you need to change a work, home or contact phone number, call the office immediately. Any office staff member can take this information and get your information updated in our system.

Emergency Health Situations at School

If a student is seriously injured or becomes severely sick at school and requires care beyond the facilities of the school, an attempt will be made to contact you immediately. Depending on the situation, a phone call may be placed to emergency medical personnel (911) for emergency treatment and/or transportation to a medical facility.

Medications

For all medications, please remember, it is our policy to have a district Medication Administration Form ([English Form](#)/[Spanish Form](#)) and a permission slip filled out by the parent/guardian and **doctor** (include your child's name, amount of dosage to be given, time medication is supposed to be given, and name of medication to be given) and the original container for any medication that is needed to be taken here at school.

Also, it is important to have the right medication for your child. We cannot give adult doses to your child. Please make sure any medication that is brought in is for the right age of your child. We are unable to dispense cough syrup or cough drops without a prescription. **Students are not allowed to keep medications with them at school. The only exception is a "self carry" form on file for inhalers and epi-pens.**

****ALL PRESCRIPTION MEDICATIONS NEED TO HAVE THE PRESCRIPTION LABEL ON THE BOTTLE OR CONTAINER****

Withdrawing from School

In the event you need to withdraw your student, please contact the office to fill out a withdrawal form. It is always helpful if the parent can include where the student will be attending school next. When the office receives a request of records from the new school, the office will forward all records over to them via mail. Verbal withdrawals may be accepted by the principal or school secretary in the event this is needed.

Parking Lot Safety

It is very important that you follow all posted traffic signs around our school. There are signs posted regarding the speed limit and signs posted indicating no parking. Follow the one way signs in both parking lots and in the loop. The loop is reserved for the school bus. Please pay careful attention to the driveways across the street and **do not block them.**

Always drive slowly, do not park or stop anywhere near the crosswalks, and stop for children who are crossing the street. Please avoid making u-turns in front of the school.

Remember that when driving, it is very important to be watchful and aware of what is around you. Take special care to slow down when you see pedestrians. Please drop off students at the sidewalk **and not in the middle of the street or crosswalk.**

Please remind your children to always walk on the sidewalks or the side of the road when sidewalks are not available. Students should be reminded frequently to always cross in the crosswalks and to obey all traffic rules. It is also important to tell your children that they should walk straight home when school is dismissed.

Thank you for helping to ensure the safety of our students.

Morning and Afternoon School Supervision

Adult supervision will begin at 8:00 a.m. in the school crosswalks and at the various doors.. As students arrive at school, they need to go to their assigned door. Doors open at 8:05 and students will go directly to classrooms. Please ensure that students do not arrive at school before 8:00 a.m. Parents will be contacted if their child consistently arrives too early to school. This presents a major safety concern, as there is no supervision.

Supervision is also provided at dismissal time from 1:35 p.m.-1:40 p.m. on Mondays and 3:35 p.m. to 3:40 p.m. Tuesday-Friday. Students not picked up 5 minutes after the dismissal bell will be lined up in the front of the school and parents will be contacted. A plan (and a backup plan) to pick up your child in a timely manner should always be in place. Kindergarten students will be signed out at 1:35 on Mondays and 3:35 by a parent/guardian. Adults must be **18 years of age** to sign out as a kindergarten or preschool student. Preschool students will be signed in at 8:30 a.m. and signed out at 1:00 p.m. on Mondays and 3:00 on Tuesday through Friday. All PK and Kindergarten parents/guardians need to show ID each day.

If your child is picked up late more than two times during the school year, a \$15.00 late fee will be charged on the third late pick up, plus \$5.00 for every additional minute after the designated pick up time. When arriving late in the morning or late for pick up in the afternoon, an adult will need to sign them in or out in the office.

Students are not allowed to wait on campus for adults or older siblings to pick them up at a later time.

After School Plans

In order to ensure the safety of our children, it is important to remind our children of our expectations for what we want them to do after school. It is school policy that all students are to leave the school grounds at the end of the school day. It is also important that students know if they are supposed to walk home or wait for someone to pick them up from school. If you are picking your child up from school, please make sure that you are here on time. If your child is in an after school activity, please be aware of the ending time of the activity. There may be times when we do not have supervision outside following an after school activity. Parents need to be waiting in the parking lot at the end of an after school activity to take their child(ren) home. Students will not be allowed to participate in after school activities if they are not picked up on time.

Please talk to your child and make sure they know what you want them to do after school. Remind them that they should not bring a friend home after school, if they have been told by you that it is okay to have the friend come to your house. If your child does come home with a child from school, and you are not aware that this child has permission from his/her parent/guardian to be at your house, please call the school office immediately (303-428-1884). This will help us to quickly reunite a student, who is possibly missing, back to his/her family. The school will not allow children to make after school plans with other children; these must always be arranged by parents/guardians the day before.

Parents will need to wait in the front or west side of the school for their students. Please remain outside of the field gates and along the fence. The school playground is closed during school hours.

Prohibited Items

Students are not allowed to chew gum or chew on seeds during school hours. Portable radios, Ipods, CD players, electronic games, toys, cameras, trading cards, etc. are not allowed at school.

No Toys at School

Students are **not** to bring play items to school because we cannot be responsible for lost or stolen personal belongings.

This includes: footballs, soccer balls, basketballs, etc./ games/trading cards/toy cell phones/ make-up/gum/ electronic devices-i.e. Game Boys/Nintendo/Ipods

Students know that if they get caught with these items, the items will be confiscated and will not be retrievable until the end of the school year by the parent/guardian.

Cell Phones and Smart Watches

Students are permitted to bring a cell phone or smart watch to school, but they must be powered off during the school day once they enter school grounds and stored in their backpack. Students may turn their phones/watches on after the end of the school day after they leave school grounds. Phones/watches that are turned on or not stored in backpacks will be taken by staff. A referral will also be written up on students turning on phones/watches once on school property.

- **First Violation:** Device secured by staff; documented warning; returned at end of school day.
- **Second Violation:** Device confiscated; parent/guardian notified; device returned only to parent/guardian.
- **Third Violation:** Device confiscated; mandatory parent/guardian conference required for return.
- **Subsequent Violations:** Additional disciplinary measures consistent with the Student Code of Conduct, including possible restriction on bringing devices to school.

Phones may not be shared with other students either. Metropolitan Arts Academy cannot be responsible for lost or stolen personal belongings.

Telephone Use

Students may use a school phone with adult permission only. Students will not be allowed to call home asking to go to a friend's house. These types of arrangements will need to be made the night before. In an emergency, you may call the front office and your child will be pulled out of class to take a phone call.

Personal Communication Device (PCD):

Any privately owned electronic device capable of sending or receiving voice, text, image, or video communications; connecting to wireless networks; accessing the internet; or running applications independent of district-issued systems.

This includes, but is not limited to: cell phones, smartwatches, smart glasses, tablets, e-readers, handheld gaming devices with communication capability, wearable technology, and any future or emerging technology with similar communication or connectivity functions.

Accessories connected to such devices (including earbuds, headphones, or similar peripherals) are governed by this policy.

Students may not access, display, activate, power on, or use Personal Communication Devices at any time during the school day.

All Personal Communication Devices must be powered off and stored in the designated classroom storage system or other school identified location (i.e., backpacks, lockers, pouches) at the start of the day.

Devices may not be kept on the student's person (i.e., in pockets, or worn as accessories) during the school day.

Personal Communication Devices may not be used throughout the school day on school grounds, including classrooms, hallways, locker rooms, and restrooms, or during recess and lunch.

This policy applies to all students while on school premises during the school day, including during field trips, assemblies, and school-sponsored activities

Airpods/WirelessHeadphones

Smartwatches, wireless earbuds, headphones connected to a personal device, smart glasses, and similar technology are prohibited during the school day unless explicitly authorized under an approved exception.

Smart devices capable of messaging, calling, or internet access must be powered off and stored in accordance with this policy.

Any exceptions to this policy needs to be approved by the principal. Please see <https://www.wps.org/student-life/cellphones-students/student-policy> for additional information

Gum

Students are not allowed to chew gum or chew on seeds during school hours.

Bikes/ Scooters/ Skateboards/ Roller Skates/Shoes with Wheels

Students are allowed to ride to school using a bike/scooter/skateboard/shoes with wheels on in-line skates. Students are not allowed to ride bikes/scooters/skateboards/in-line skates/shoes with wheels on school grounds. Bikes must be pushed and in-line skates/roller skates/ shoes with wheels must be taken off when students arrive at school. We provide a bike rack and encourage all bikes to be securely locked. All skateboards/scooters need to also be securable at the bike racks; they may not be brought into school. The school or district cannot be responsible for lost

or stolen personal belongings of students. We also encourage all students to wear helmets and other protective gear when riding bikes/scooters/skateboards or in-line skates to school.

Searches of Desks and Student Storage Areas

School desks and storage areas are school property, which the school has made available for student use for educational purposes. School officials have the right to inspect the desks and storage areas as deemed necessary. Student backpacks will be searched when there is reasonable suspicion that the search will result in the discovery of:

- Substances prohibited by district/school policy and/or prohibited by state law
- Any material or item which presents a danger of physical harm to others
- Materials not properly in the possession of the student (stolen items)

Lost and Found

Items that are found should be turned into the office. Coats, backpacks, lunch boxes, and clothing will be kept in the main office. Money, keys, glasses, wallets, purses, jewelry, and other valuable items will be kept in the front office. If you or your child loses something, stop in the front office. We will only keep lost and found items in the Lost and Found for 2-3 weeks. Every month, items in the Lost and Found will be bagged and sent to the Have a Heart Foundation. Have a Heart operates a clothing bank for the WPS community. If you or your child are missing clothing, please come to school and look through our Lost and Found. Check in at the office and they will send you to the Lost and Found that is located in the baskets by the gym.

Dresscode

Be sure your child is dressed in uniform every day unless it is a designated spirit or no uniform day for grades K-8, but appropriately for school (uniforms Monday-Friday.) Preschoolers are not required to wear uniforms. School policy states clothing **not** suitable includes:

- Short shorts or mini skirts (middle thigh length is appropriate length for shorts/skirts)
- Midriff shirts (belly must not be shown)
- Halter/tube/Tank tops or dresses/spaghetti straps
- See-through clothing
- Clothing with suggestive pictures or words
- Clothing with alcohol, drug, gang, weapon or other inappropriate messages
- Any other clothing and jewelry that disrupts our learning environment

- Jewelry that disrupts the learning environment of the classroom will be brought to the attention of parents/guardians and case by case decisions will be made by the principal.
- Ripped jeans **are not allowed**, please do not wear these at all.
- Slippers are not allowed

No sagging of pants will be allowed. Pants are to be worn appropriately, which means pants should be belted at the waist, buttoned, and not sagging off the hips. Underwear should not be visible. Students may be directed to call home to change or have a belt brought to school if pants cannot be kept on hips. Improvised belts may be assigned to students if needed. If dress is deemed inappropriate by school staff, parents will be contacted and students will be required to change clothes.

Our school uniform consists of black pants, shorts or skirts and a black polo (collared) shirt. There should be no logos, aside from Metropolitan Arts Academy gear, on uniforms. It is expected that all students are in uniform Monday-Friday unless permission is granted from the main office. Failure to comply with our school uniform policy will result in a discipline referral and additional consequences for repeated non-compliance.

Gray polo shirts, hoodies and sweaters without logos are an option for Middle School students only.

Other Prohibited Items:

- Hazardous apparel or jewelry or other items such as spiked belts, spiked wristbands, spiked rings, spiked earrings, etc. which are likely to injure the wearer or someone else.
- Sunglasses and hats can be worn outside, but not inside the school. Caps should not be worn at school.
- Bandanas and do-rags are prohibited at all times
- Steel-toed footwear
- Any other clothing or items that are considered gang sensitive
- Items that cause disruption to the classroom or playground
- No food delivery services such as DoorDash may be used by students or families for food delivery to the school
- If you are bringing fast food, Starbucks, ect. to school for your student at lunchtime, this will need to be eaten with you either outside or in the main office.
- In the morning students are not allowed to bring in sodas, coffee, smoothies, ect. into the classroom. These need to be finished prior to entering the building.

Label all belongings for easy identification. If any of your child's belongings are misplaced, a lost and found basket is located in the office.

The way a student dresses has an impact on his/her attitude and behavior at school. Clothing should be safe and not cause distractions to others. We suggest that students avoid wearing open-toed sandals/shoes to prevent toe injuries. All students are not to wear headgear on school grounds during the school day. The only exception to this rule would be on a schoolwide “Hat Day” or “Crazy Hair Day” or other school sponsored events. The administration and staff maintain the authority to determine appropriate clothing for school. Students who fail to dress appropriately will be required to change or will be sent home for a change of clothing. **Repeat dress code violations will result in an office referral and possible school suspension.**

All student's levels 6-12 are required to have a Student ID VISIBLE at all times while on school and district property.

Fair Weather and Appropriate Dress for Colder Conditions

Dressing for the weather is very important. We have outside recess scheduled during the school day. If the temperature drops below 20 degrees (wind chill factor included) or conditions are icy or too wet, recess will be held inside. We do not have supervision for students to remain inside due to weather if the classroom goes outside for recess.

When the weather is cool, please remember to send with your child coats, hats, gloves and boots.

Parties & Events

We have a monthly birthday bash, where all students' birthdays are celebrated school-wide and in their individual classrooms. We ask that you honor these days to bring treats and arrange in advance with your child's teacher. Birthday treats outside of assigned days **will not be permitted**. All treats must be pre-packed store bought treats that are sealed. **Our school is peanut free**, please keep in mind we have students with food allergies and we need to keep them safe. This is another reason to arrange in advance with the teacher and supply food that has listed ingredients. Administration reserves the right to refuse food being brought to a classroom for any reason. All food and drink sent for parties must be purchased and sealed from the store. No homemade items will be allowed.

- Parent volunteers are welcome to join the Birthday Bash if they have been pre-arranged with the classroom teacher.
- Volunteers must have an active and approved background check form on file. We encourage parents to complete this well in advance to ensure they are eligible to participate in volunteer opportunities.
- All snack items should be delivered to the main office by 10:00 a.m. on the day of the Birthday Bash.
- Please do not send large balloons, flowers, or other gifts for students.

- We are unable to interrupt learning to deliver these items.

Personal Birthday Party Invitations

- If parents would like to hand out birthday invitations for personal parties, this must be done before or after school, outside the school premises.
- This policy helps us maintain an uninterrupted and inclusive learning environment for all students.

By following these guidelines, we can ensure that our Birthday Bash celebrations are enjoyable and safe for everyone involved. Thank you for your cooperation and support in making these events special for our students.

Birthday Bash Parties for 2026-2027

August 28th
September 25th
October 30th
November 20th
December 18th
January 22nd
February 26th
March 19th
April 23rd
May 14th

School Breakfast & Lunch Program

Our school provides a free breakfast to all students. Breakfast is offered for free to our students in their classrooms during the community morning meeting after the bell rings. We also provide a free lunch program for students in preschool through 5th grade. Please complete the Free and Reduced Lunch Application each year so we can receive these services. Students may not bring additional food items when accepting the free lunch program. We encourage families who pack their students lunch to provide nutritional food and only send single servings. No sharing of food is allowed. We also have an afternoon Fruit & Vegetable Snack for our students. If your child has any food allergies, be sure to report these to the office and plan appropriately for your child's meals while at school.

Dance

All primary students will participate in dance classes. All intermediate and middle school students may select dance as their elective option. A student with a temporary or chronic illness, which would be adversely affected by exercise or climatic conditions, can be excused from dance classes. If your child has an illness, please provide written documentation to excuse your child from the class.

Communication With Families

Monthly Newsletter

One of our main communication devices with families is our office Newsletter (SMORE) and Calendar. Please take some time to read the Newsletter. Inside the Newsletter, you will find updates and reminders of important school events and information about school activities and information. We will also communicate important district information through the Newsletter.

There will be times when it is necessary to send home additional school information. These school bulletins will contain important information that could not wait for the next Newsletter. The calendar will be sent home on a monthly basis, making note of events that are coming up that month.

All teaching staff are expected to send monthly SMORE newsletters to parents as well.

School Website

The school has a website, <https://met.wps.org/>

We try to keep this site up to date as much as possible. On the website, you will find information about upcoming events, special announcements, school and staff information and a calendar of events. Check us out on the web.

We also have a Facebook page that is routinely updated. Like our page on Facebook: <https://www.facebook.com/MetropolitanArtsAcademy/> Event calendar is managed on facebook events.

Robo Calls & School Signage

You will receive an automated call from our school on weekdays and weekends. These calls are to inform you of important things happening at Metropolitan Arts Academy. If you are not receiving these calls on your phone and would like this information sent to you, please speak with our office staff.

Thursday Folders

Every Thursday, your child will bring home a pocket folder that includes your child's weekly school work, communication from the teacher, and communication from the school. We hope that every Thursday, you will spend some time reviewing the information in this folder. It is also a great opportunity to sit down with your child and

review their schoolwork from the week. After reviewing all the information in the Thursday Folder, please sign the Teacher-Parent Communication Log provided by the teacher. There is space in the log to write comments or questions you have to your child's teacher. Send the empty Thursday Folder back to school with your child on Friday. We hope that you will find the Thursday Folder helpful. We believe that the Thursday Folders will help ensure that important communication and student work get home consistently.

Parent Teacher Conferences

Parent/Teacher conferences are scheduled two times a year for parents and teachers to sit down to talk about the progress of their student/s and time to meet with other parents and learn skills to help at home with schoolwork. If a parent would like to schedule a conference with a teacher at any time during the school year, the parents should not hesitate to call or email the teacher to arrange for an appointment. In many cases, students will be encouraged to attend the parent/teacher conferences and parent training events.

We need You! Opportunities to be Involved

The following are opportunities our parents may choose to get involved with. These groups and committees will help you better understand our school and our school district. As a reminder, all families are required to complete 10 hours of volunteer time each year.

- **PLT/PTO (Parent Leadership Team/Parent Teacher Organization)**

- The purpose of the Parent Leadership Team at Metropolitan Arts Academy is to promote the welfare of students by acting as advocates for them. PLT will link home and school by increasing skills parents need to nurture their children effectively, and by joining the teachers in a united effort to promote excellence in academics. The PLT also includes our PTO Team and our Building Advisory and Accountability Committee (BAAC). The PLT purchases materials, supplies and equipment that benefit children. This team is very active in the students' education and encourages all parents to participate in some manner. We meet once a month. This will be communicated on our Facebook page.

DAAC (District Accountability Advisory Committee)

- The purpose of the District Accountability Advisory Committee is to monitor the District's accountability process and to review and certify each school's accountability plan. The DAAC also serves in an advisory

capacity for the Board of Education. Members are appointed by the Board of Education each year and the committee meets monthly.

Westminster Education Foundation

The Westminster Education Foundation is a not-for-profit charitable organization established for the express purpose of providing support for the students, faculty and citizens of the District. It is a legally separate entity created to secure and distribute contributions from individuals and organizations to programs and activities of Westminster Public Schools. Persons interested in supporting the Foundation may call the Westminster Education Foundation office at (720) 542- 4592.

Board of Education

The Westminster Public School Board of Education meets twice a month at 5:00 p.m. in the lecture hall of Westminster High School. Calendar and agendas can be found on the district website.

More Parent Involvement Opportunities

- Attend evening school activities:
 - Parent/Teacher Conferences
 - Music Programs
 - Art Programs
 - Back-to-School Night
 - Parent Math and Literacy Nights
 - Award Presentations

School Closures and Storm Delay Schedules

Should inclement weather or emergency situations result in the closing of district schools, or in an adjustment to school start or dismissal times, the information will be posted on the district website and conveyed to a number of radio and TV states for broadcasting.

Website-Any weather-related schedule changes will be posted to a link on the district's website www.westminsterpublicschools.org by 5:00 a.m. You may want to bookmark this address for easy access.

Television and Radio Stations-Whenever normal schedules have to be adjusted, due to weather or emergency conditions, this information will be given as early as possible to the television and radio stations listed below for announcement.

Robo Call from School-The school will also send out an automated call from the school to the primary number you have listed in your registration.

Television Channels-

2-WB2 4-KCNC 7-KMGH 9-KUSA Fox31

FM Radio-

KBCO-97.3 KBPI-106.7 KKHK-99.5 KOSI-101.1 KXKL-105.1 KYGO-98.5

AM Radio-

KDKO-1510 KHOW630 KOA-850 KTLK-760 KJME 1390 (Spanish)

School Closure-When early morning weather and road conditions, or other emergency situations are deemed hazardous, the district will announce closure of schools through the media previously listed.

- In the event of a closure, before and after school programs at the school will be canceled and closed for the day.
- All activities scheduled in district facilities will be canceled
- In-district sport events and team practices are postponed. If a league event is scheduled in another district, the host district determines whether it is postponed.

Delayed Start- When early morning conditions are not deemed serious enough to close school, but are likely to cause delays, school start times may be delayed. This information will be available on the district website (www.westminsterpublicschools.org) and local TV and radio stations as soon as feasible. Delayed start schedules are as follows:

- School will be delayed 2 hours.
- Special Programs: On delayed start days, to ensure the safety of our students, the following bus routes would be canceled for the day:
 - Special Education transportation (handicapped busses)
 - All field trips for the day
 - Afternoon dismissal times will be the same as usual for schools unless otherwise announced.

Late Dismissal-In case of dangerous weather warnings, a school may hold students past their dismissal time for safety reasons. This information will be posted on the district website and sent to the radio and TV stations listed, as soon as possible. An automated call from the school will also be sent to the primary number listed in your registration packet.

Under no circumstance will a student be released to a person WITHOUT proper identification.

IMPORTANT- Parents are urged to formulate contingency plans for their children in the event of an emergency. Arrangements should be made for the child(ren) to go to a neighbor's house, or to have access to the home and directions for contacting parents. In no case will an elementary school child be released to a person without proper identification and clearance from the school office.

Be Courteous and Kind

Show respect for everyone's rights and treat others, as you would like to be treated. This includes phone conversations with staff as well. We do have a district civility policy-Public conduct on school property.

The District is committed to providing a safe and orderly school environment where District employees may work in a productive and positive environment to provide students with quality educational services without disruption or interference. Responsible and respectful behavior by students, District employees, parents, volunteers and visitors to the District is essential to achieving this goal.

To this end, the District's Board of Education has adopted the following Code of Conduct ("Code"). The restrictions on public conduct on school property and at school functions contained in this Code are not intended to limit freedom of speech or peaceful assembly. The purpose of this Code is to maintain public order, to encourage productive and civil communication and to protect the rights of all students, District employees, volunteers and school visitors.

This Code applies to all students, District employees, parents, Board of Education members, and any other persons or visitors when on District property, attending a District function or while using District provided transportation.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. Persons using or upon District property for any purpose shall not engage in:

1. Any physically or verbally abusive speech or conduct directed toward District employees, students, volunteers, parents or visitors.
2. Profanity or verbally abusive language.
3. Any conduct that obstructs, disrupts or interferes with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
4. Physical abuse or threat of harm to any person.
5. Threat of damage or damage to any District property regardless of the location, or property of a visitor to the school when such property is located on District-controlled premises.
6. Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
7. Unlawful use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on District property, at school sponsored functions, in any school vehicle transporting students or within 1,000 feet of the perimeter of the school grounds. Persons known to be under the influence of liquor shall not be permitted to enter the school building or grounds.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
10. Any conduct constituting a breach of any federal, state or city law or duly adopted policy and/or regulation of the Board.

Any member of the public who violates this policy shall be directed to leave the property of the District. If he/she refuses to leave, he/she shall be subject to ejection. If necessary, local law enforcement authorities will be contacted to assist in removing the person. The District reserves its right to pursue a civil or criminal legal action against any person violating this policy.

Give Your Full Attention During All Assemblies & Performances

During an assembly, you are expected to give your full attention to whatever program is being presented, to listen quietly and to show appreciation by hand clapping only (unless an adult leads a cheer). Dismissal directions will be given at the conclusion of the program. Remember to keep the fire aisles free at the center of the gym and on the sides. Model appropriate performance etiquette at all times.

As an arts school, it is imperative that both the students and adults model exceptional audience behavior.

- Please wait until completion of songs or scenes to exit the performance space. natural breaks occur during performance.

Listen to Directions During a Fire Drill/Building Evacuation or Tornado Drill

Fire drills are held every month. When you hear our fire alarm, you need to follow your teacher's directions to exit the building. You will be asked to leave all your personal belongings in the classroom and leave the building with your class. Your safety is our concern. Once outside or in a designated safety area, you are to face the building, wait for roll call and listen to the teacher's directions. During the occasional tornado drills, listen to all instructions given by your teacher.

When we are conducting drills, we will place a sign on the door to notify all visitors.

School-Wide Voice Levels

0	SILENT No talking	
1	WHISPER One person barely hears you	
2	PARTNER Your partner hears you	
3	GROUP Everyone can hear you	
4	PRESENTING Everyone hears your confident voice	
5	OUTSIDE Playground- not inside	

If you get Hurt or Injured at School

When you get hurt or injured on the playground, report immediately to the building aide or teacher on duty. If you can't ask a friend to get help for you. The building aides and school secretary are trained in first aid and CPR. Parents may expect a call from the office if their student has a fever, is vomiting, has a head injury, or otherwise substantially injured.

Know and Follow All Recess Rules

Student safety is important to us!

Playground Rules

Playground equipment and balls are provided for students' enjoyment at recess.

Safety rules and procedures for proper care of equipment will be enforced.

The following activities are prohibited:

- Throwing rocks, gravel, snowballs, etc. at any time
- Sitting on fences and climbing fences
- Sliding on ice or snow
- Pulling on other people's clothes
- Running on the blacktop
- Play "Red Rover" and "Crack the Whip" and tag type games
- Wrestling
- Giving piggyback rides or lifting other children
- Swinging other students around
- Kicking, hitting, tripping or karate kicking

Swings:

- No pushing or jumping from swings. Wait in line on the sides of the swings for your turn by counting out loud to 60. Do not run in and out of the swings. Do not lean back, sit double or swing sideways or twist the swings.

Students must stop playing immediately when the whistle blows and line up to go inside.

Equipment:

- No climbing on top of the equipment
- No chasing

All equipment will be brought outside by the supervisors-all equipment should be returned to the supervisors or carrier provided. Students should report any missing balls.

- Any toys or playground equipment brought from home, for Show and Tell, must be left in the classroom during recess.
- Shoes must be left on at all times
- No food, candy or gum is allowed on recess

Lunchtime Rules

- Listen to adult directions
- Inside voice levels-level 1 or 2
- Stay seated at all times with feet on the floor
- No sharing food from school or home lunch
- Only send individual servings of food to school (not entire chip bag)
- No bringing in any extra food if eating a school lunch
- Raise hand and ask permission to leave table
- **No peanuts or peanut products allowed on school grounds. This includes food and candy.**

Student Behavior Expectations – Restroom

- Use the restroom and return quickly to class
- You must have a bathroom pass (the classroom teacher is responsible for this)
- Respect the privacy of others – use quiet voices and be sure to have only one person in a stall at a time
- Do not attempt to climb over the stalls or peek in on others
- Be sure to throw all trash away
- Wash your hands when you are finished
- Use the restroom equipment and supplies as they were meant to be used
- Do not allow students to bring writing utensils to the restroom

Positive Behavior Support (PBS)

The Met is participating in the Positive Behavior Support Program (PBS). The rationale for PBS is to directly teach the positive behaviors that we expect from our students. As part of our school-wide Positive Behavioral Support work, we have established a common vision/approach to discipline that includes the creation of:

- A clear set of positive behavioral expectations
- Clear procedures for teaching expected behavior
- Specific procedures for encouraging expected behaviors
- Strategies for discouraging problem behaviors
- A system for on-going monitoring and evaluation of our discipline data

We have established a systematic reward system to recognize students. These expectations align with our school-wide behavior plan.

Please help us by talking with your child about the behavior expectations and encourage them to display these positive behaviors at home and at school.

Enrichment Activities for Students

The following activities are set up for students of The Met to develop other interests and to assist with individual academic needs.

- **Student Leadership**-Available to all Middle school students. Students apply for this and are accepted by the Principal/sponsor. This is a leadership and advocacy group for the school community and arts in education.
- **Orchestra**-Orchestra is offered after the school day for intermediate and middle school students.
- **Band**-Band is offered during the school day for students 3-8. Primary music classes focus on foundations of music and music theory.
- **Variety of After-School Activities**-We are working on developing many after school options for our students that will be Tuesday through Friday. Once these are up and running, we will send notification home to families. Some of these do have a cost to attend.

Tips for Being Successful at Metropolitan Arts Academy!

1. **Attend every day and arrive on time!**
2. **Be prepared! Not only with the materials you need, but be prepared to learn.**
3. **Pay attention to your teachers. They are here to help you learn.**
4. **Understand and follow all classroom and school rules.**
5. **SMILE! We want you to learn and have fun**

Thank you for being a part of The Metropolitan Arts Academy community and working with us to create a quality learning environment for our students!

Please sign and return the form below.

Metropolitan Arts Academy
Rights and Responsibilities Family Handbook

I, _____ have read, understand and will abide by the

(Student Signature)

(Date)

I, _____ have read, understand and will abide by the
(Print name of Parent/Guardian)

rules and expectations/policies and procedures as explained in the Metropolitan Arts Academy Family Handbook.

(Parent/Guardian Signature)

(Date)