

BANNING LEWIS RANCH ACADEMY HANDBOOK

TABLE OF CONTENTS

BANNING LEWIS RANCH ACADEMY WELCOMES YOU!	2
GENERAL EXPECTATIONS	5
GENERAL OFFICE POLICIES	6
WEATHER AND EMERGENCY INFORMATION	7
STUDENT LIFE	8
DRESS CODE POLICY	11
ACADEMICS	15
STUDENT ATTENDANCE	18
STUDENT HEALTH	21
FALCON DISTRICT 49 CODE OF CONDUCT	25
SIGNATURES REQUIRED	27
APPENDICES	28
A. Severe Allergy Procedures	29
B. Student Discipline Policy and Procedure	34
C. Wellness Policy Guidelines for Parents	58

BANNING LEWIS RANCH ACADEMY WELCOMES YOU!

Vision Statement:

“We are champions of tradition and innovative education. “

Mission Statement

“The mission of BLRA is to create a safe, positive environment that fosters intellectual curiosity and a thirst for discovery where students and staff succeed through exceptional programs.”

We will accomplish our mission by:

- Providing a world-class education through a curriculum that exposes students to diverse cultures with a balance in fine arts, technology, character development and extra-curricular activities.
- Establishing an engaged school community committed to the lifelong success of students in a global environment.
- Embracing traditional values as the cornerstone of a distinguished education.

Design: We offer an extended school day and academic year to allow for true mastery rather than cursory coverage of the curriculum.

Curriculum: Our content-rich curriculum converges high tech with the humanities, combining the rigors of a classical education with the relevance required by contemporary culture. Our interdisciplinary program instills in students a captivating conceptual understanding and chronological picture of history, as well as an awareness of the interrelationships between different domains of knowledge.

Technology: To master true computer literacy, students require hands-on access to computers as a tool for authentic learning. Banning Lewis Ranch Academy equips each classroom with a classroom set of computers along with a laptop for each teacher.

Assessment: The barometers that gauge Banning Lewis Ranch Academy’s success include higher student standardized test scores, marked progress in the quality of performance-based assessments, and enhanced motivation, satisfaction, and morale on the part of students, teachers, and parents.

Teachers: Banning Lewis Ranch Academy hires, trains, and is committed to retaining star teachers and talented leaders in educational management. All teachers are highly qualified, experienced individuals who have a strong sense of purpose, and a willingness to challenge themselves as lifelong learners, as they would challenge their students. They compel all students to excel by concentrating on engaging every child in learning and by holding students to high standards.

Parents: Because every child needs stability, continuity and a champion who believes in his or her human potential, Banning Lewis Ranch Academy works to foster a close connection between home and school. Specifically, Banning Lewis Ranch Academy works with parents and other adults with positive influence to improve attendance, to assist with homework, and to intercede at the first hint of difficulty.

On behalf of the Banning Lewis Ranch Academy community, welcome! We are a growing community committed to providing high quality education and care. The Banning Lewis Ranch Academy Handbook is

designed to help students and parents become a part of the BLRA community and to integrate into our culture of caring and success. We are all responsible for knowing the contents of the handbook and for working hard to find our place at BLRA. Although this handbook does not cover every situation or question, it is designed to be your guide through the most common situations.

Contact Information:

Banning Lewis Ranch Academy

7094 Cottonwood Tree Dr.

Colorado Springs, CO 80927

Phone: 719-570-0075 Fax: 719-522-2900

Website: www.blracademy.org

Access individual contact information at our website: <https://www.blracademy.org/blpa-staff>

GENERAL EXPECTATIONS

General Safety Expectations:

As a community of learners, it is the duty of each individual to do her/his part in keeping our school safe. The school staff requires all visitors coming to the building report directly to the front desk to present identification, sign in, and receive a visitor badge.

Entry to the school should be gained through the front doors after 8 AM daily.

Traffic laws and postings are expected to be observed by all drivers. Crossing guards are on duty between 7:30 – 8:00 in the AM and 3:30 – 4:00 in the PM. All walkers are expected to obey crossing laws by utilizing the controlled crossing areas.

Students are not to be left unsupervised at the school under any circumstance. School personnel will supervise students between 7:45 AM and 3:45 PM daily. Tutoring and student activities will be supervised by a school sponsor. Students not participating in a school sponsored activity are the responsibility of the parent and must not be left at the school.

Appropriate attire must be worn by students to the school during cold weather days. Students are expected to have covered legs and jackets when the temperature reaches below freezing marks. Students are expected to remain in appropriate attire throughout the school day. Please refer to the Banning Lewis Academy dress code policy for details.

Communication:

At Banning Lewis Ranch Academy, we believe that communication is paramount to the success of our students, and we believe that parents are essential in the communication process. Therefore, we ask that all members of the learning community adhere to the following guidelines:

- Keep up-to-date with our communication:
 - Check the school website (www.blracademy.org) and app at least weekly for updated information
 - Check PowerSchool frequently to stay apprised of your student's grades
 - Read the school marquis sign each day for important announcements
 - Read every BLRA update and newsletters
 - Check your student's planner daily for important assignments and information
 - Check class Schoology pages weekly
- Treat our Board, faculty and staff with respect – This includes at school events, emails, telephone conversations, and in the classrooms during and outside of school hours. Our students are held to a high standard in this regard, and they truly need to see this modeled by all adults in their lives.
- Respect our learning community – Enrolling your student at BLRA indicates your commitment to supporting and respecting the rules as outlined in this handbook. Cooperative relationships provide the win-win support that all of our students need to be able to focus on their education.

Banning Lewis Ranch Academy maintains an open door policy concerning communication with parents, students, staff and our community. At the same time, however, all concerns should follow the proper line of contact to address an issue.

1. The teacher, activity director or personnel responsible
2. The assistant principal and/or principal
3. The Accel Schools RVP
4. BLRA School Board
5. Falcon School District 49

Volunteerism:

It is an expectation that by enrolling your child at BLRA each family will commit to 2 hours of volunteer service per month. Volunteer service can be completed at the school or at home through a variety of activities that help support the learning community. In addition, monetary donations can be made in lieu of service hours (\$10 = 1 hour.)

Background checks are required and will be conducted for any adult/volunteer who will be in any type of supervisory role with children at Banning Lewis Academy, at a school function, or on a school sponsored trip to include chaperoning on a field trip.

GENERAL OFFICE POLICIES

Financial Obligations:

All financial obligations must be met, or some satisfactory arrangement made with the school office, before a student can register for the following year or receive report cards.

Telephone:

Telephones in the offices and classrooms are for business purposes. Except for emergencies, students may not use the office phones.

Messages:

A message system will take messages before and after school or during times of high volume use in the school office. Messages are important to the BLRA staff and calls will be returned as soon as possible.

Copy machines:

Use of all copy machines is restricted to faculty, staff, and trained volunteers.

School Property:

The BLRA community is expected to show pride in BLRA by taking care of school facilities, equipment, materials and books, and by keeping the grounds and building free of litter.

Security Camera Use:

Banning Lewis Ranch Academy utilizes video cameras in classrooms, hallways, the cafeteria, playground areas, and other areas within our school for safety of our students. The cameras aid in observation purposes should the need arise on behalf of the school. Since the cameras are to be used first and foremost for safety purposes, Banning Lewis Ranch Academy reserves the exclusive rights to the footage. In certain disciplinary or safety situations, the faculty may request that an administrator view the camera footage.

Use of School Name:

At no time may any member of the BLPA community use the school name, seal, crest, emblem, mascot or logo for any promotional activity, in published or printed material, or in a contractual manner, without permission granted by the board of directors.

WEATHER AND EMERGENCY INFORMATION

Cancellations:

Because of our broad geographical student base, BLRA school delays or school cancellations will be determined by the administration. BLRA will delay or close in conjunction with D49 weather or safety related delays and closures. If D-49 calls a delay on a date that is scheduled for a BLRA early release day, then BLPA will be closed.

In all cases of inclement weather, please access the website, local radio or local television stations for pertinent announcements. In these cases, parents should exercise their own judgment whether to have their child attend school. All parent confirmed weather-related tardies and absences will be excused.

Emergency Drills:

Students must learn all emergency procedures and instructions given by the BLRA staff. BLRA will conduct needed drills to ensure that the school community will respond to an emergency safely and effectively. Teachers will instruct students regarding the posted procedures for their classroom and the school building, including specific instructions for safe primary and secondary exits. The response to all drills is to be prompt, quiet, orderly and disciplined. Full cooperation is necessary for the proper execution of these drills, and students are to remember that their welfare is our sole purpose for practicing them.

STUDENT LIFE

Student Planner:

A student planner will be purchased by each 4-5 grade student. The student planner is to be used as an educational and organizational aid. If lost, a replacement may be purchased. Students are responsible to carry their planner to all classes and use it to record class assignments.

Backpacks:

Students are allowed to use backpacks and book bags at school.

Conduct in the Classroom:

Individual teachers handle all matters of classroom discipline. In the cases of repeated misconduct or disruption, parents or guardians will be notified. Severe misconduct will be referred to the office. Student office referrals can result in an in-school suspension, out of school suspension, or expulsion.

Conduct in the Cafeteria:

All students are expected to eat lunch on site. Lunch is to be eaten with a minimum of noise and activity. All trash is to be thrown away in the proper receptacle. It is the responsibility of each student to make sure that the cafeteria and other areas of the campus remain free from litter. Glass containers are not allowed.

Food and Water:

As a general rule food and drinks are not allowed in the hallways, classrooms, or library, while approved snacks and water may be allowed in designated areas for nutrition break. Students are encouraged to bring water bottles that may be refilled throughout the day in order to stay hydrated. Students may not bring energy drinks and drinks high in sugar... soda etc.)

Food Allergies:

Parents are responsible to inform the office and their student's teachers of any food allergies their child might have.

Gum:

Gum is not allowed.

Conduct at Assemblies:

Assemblies will be scheduled and posted on the monthly calendar. Assemblies are part of student life at BLRA, so it is important that attendees are attentive, quiet and respectful at all times.

Conduct at BLRA Social Events:

The following apply to other BLRA-sponsored social events:

- Chaperones are required to be present at school events. All parent chaperones must be approved by the school prior to the event.
- The parent/guardian and Law Enforcement will be called immediately if there is any evidence of inappropriate behavior, possession or use of drugs, alcohol or tobacco at any BLRA event.

Conduct at Athletic Events:

BLRA athletes, family members and other guests are to be responsible for their actions and are required to follow the same rules of conduct as BLRA students are. Any player who is guilty of misconduct during an event may be suspended from the sport that is being played at the time of the incident. The BLRA

community will not engage in derogatory cheers directed toward the rival team or engage in the use of devices intended to discredit or distract rival players.

Lost and Found:

The school cannot be responsible for lost or stolen property, but an effort is made to assist students in the recovery of their missing property. A “lost and found” will be maintained by the school. Any found items should be turned in at the office. Unclaimed items will be turned over to benevolent organizations at the end of each quarter. Students are strongly encouraged to leave valuable items, including cash, at home.

Signs and Posters:

All BLRA event signs and posters must be approved by the administration and should be removed by the end of the school day following the event or activity.

Solicitation:

Students are not allowed to sell any items at school. Fundraisers are conducted by PTO, Student Council, National Honor Society, and approved organized events.

Electronics:

Cell phones, cameras, MP3 players, portable CD/DVD players, smart watches, and video games in any form are not allowed at school or school related events. Teachers will confiscate is any of these devices if seen or heard.

Tablets and e-readers are permitted for the sole purpose of reading required material(s) for class. If students are using tablets or e-readers for any other purpose, their privileges will be revoked for the remainder of the school year. An electronic reader agreement must be signed and on file with the main office before a student will be permitted to use the device.

Toys:

Toys, game cards, or collectable cards are not allowed at school.

Literature:

There are to be no comic books, magazines or unapproved books brought to school for personal use as determined by grade level teachers. Teachers may allow prescribed books and magazines for special class assignments with permission from the administration.

Field Trips:

A form provided by the school is to be completed by the parent/guardian granting permission for the student to participate in any scheduled field trip. Students who fail to submit the proper form will not be allowed to participate. Students and/or adult chaperones may be denied participation by the school if they fail to meet academic and/or behavioral requirements. CBI Background checks for adult chaperones must be conducted prior to attending a field trip.

Clubs:

Student clubs may be permitted by the BLRA community after a written proposal is submitted to and approved by the administration.

School Photos:

At the beginning of the year, there will be an opportunity for all students to have their pictures taken. Notice will be given prior to picture day. Students will follow the dress code for school pictures.

Hall Pass Policy:

Each student must have a pass when outside the classroom after classes have begun. If a student is without a hall pass, it shall be grounds for disciplinary consequences depending on the circumstances.

Leaving Campus During the Day:

- Students may not leave campus during school hours unless a parent or guardian checks them out at the office and accompanies them.
- A student who leaves campus for special school activities will be given a permission slip to be signed by the parent or guardian.
- Students who become ill during the day must report to the office so that a parent or guardian may be contacted.

DRESS CODE POLICY

BLA's Dress Code policy has been established to help facilitate the education of our students, to ensure their safety, and to allow for parity among them. This policy will be reviewed and updated as deemed necessary by the administration and BLA Board. The BLA staff, with support of the BLA Board, reserves the right to deny, at its discretion, any item that is noticeable different in style, color, or fabric. Any checking will be done visually and parents will be notified of non-conformance. Students are to present a neat appearance and to include appropriate sizing for the individual. Students must wear their shirts and blouses tucked inside their pants, skirts or shorts. No clothing item may not have holes or tears.

1. *Shirts, Blouses, Sweaters, Sweater Vests and Cardigans*

All shirts and blouses, worn in the classroom must be one of the following:

- Polo Shirt (Long or Short Sleeve)
- Oxford Shirt with pocket
- Girls Blouse with Peter Pan collar

Approved shirt, blouse, sweater, sweater vests and cardigan colors for each grade level include:

- K – 5 Colors: White, Navy Blue, Light Blue, Red (Bright fire engine red)

A dress code compliant shirt or blouse must be worn under a sweater, sweater vest, or cardigan. Turtlenecks or mock turtlenecks in school appropriate colors may be worn under an approved uniform item.

BLA embroidering the approved BLA logo on shirts is optional.

2. *Blazers and Windbreakers*

Blazers and Sport Jackets (professional dress) are allowed in the approved uniform shirt colors and must be worn with appropriate dress code compliant shirt or blouse.

Windbreakers will be allowed but shall not be distracting to the learning environment.

- K – 5 Colors: Navy, Burgundy, Forest Green, Gray and Black

3. *Sweatshirts, Hoodies, and Spirit Wear*

Sweatshirts or hoodies may be worn over dress code compliant shirt or blouse but shall not be distracting to the learning environment.

- K – 5 Colors: Navy, Burgundy, Forest Green, Gray and Black

Spirit Wear Sweatshirts and Hoodies may be worn over dress code compliant shirt or blouse if it is either

- (a) purchased online at <http://wildorchidembroidery.com/> or
- (b) purchased online at <http://coachsassistant.gtmsportswear.com/BLA> or
- (c) identified as an official Banning Lewis Academy team, club, or activity

4. *Footwear*

Shoes must be worn at all times. Open-toed footwear, footwear with lights/wheels, slippers, sandals, high heels and mules are not permitted. Shoelaces shall be tied at all times. Girls may wear boots when conservative in style. It is recommended that students wear soft sole shoes in order to protect their feet when participating in recess or other activities requiring running. Gym shoes must be worn when participating in athletic activities in the gym. Students without proper shoes may be restricted from participating in Physical Education classes or extracurricular activities. P.E. grade may be affected by lack of participation.

Snow boots or Rain boots may be worn to school, but uniform approved shoes must be worn once inside the classroom.

5. Socks, Tights and Leggings

Students are required to wear socks or tights. Tights and Leggings are not to be worn as pants and may not include sparkles, prints, patterns, etc. Leggings may also be worn with socks under jumpers and skirts.

- Socks, tights and leggings must be
 - navy blue, white, ash grey, black or
 - matched to either the top or bottom of the dress code compliant clothing worn that day (i.e. if a red shirt is worn, then red socks, tights or leggings may be worn).
- Only single solid color socks, tights and leggings are to be worn.

6. Pants, Shorts, Capris, Jumpers, Skirts

Pants, shorts or capris must have belt loops and must have a flat or pleated front (no painter's pants, cargo pants, or denim etc.). Pants do include twill joggers. Legs need to be fully covered on days the temperature is below 32 degrees during the school day.

- K – 5 Colors: Navy, Khaki, Black

Jumpers, Polo Dresses and Skirts are allowed for girls in the following colors:

- K - 5 Colors:
 - Navy, Khaki, Black
 - Plaid colors/patterns are approved only if purchased from the French Toast (www.frenchtoast.com) Banning Lewis approved list (source code: QS5PMBG)
- The hemline in jumpers, polo dresses skirts and shorts must be long enough to extend beyond the student's fingertips when the hand is extended down the thigh.
- Girls are required to wear shorts underneath jumpers, polo dresses, or skirts.

7. Accessories

Ties and Scarves

- Ties are allowed to be worn with button down shirts. Ties must be conservative in style and not distracting to the learning environment.
- Scarves of all styles are not allowed to be worn while in school.

Hairstyle

- Hairstyle and color must be neat and conservative.
- Hair may only be dyed/temporarily dyed in naturally occurring colors.
- Students may not have a Mohawk haircut or any hair style that contains pictures or messages..

Make-up

- Students in grades K – 5 may not wear make-up.

Belts

- Students with pants, capris or shorts must wear a belt. Belts are optional for kindergarten students.
- Buckles shall be plain and belts should be in basic colors (black, brown, or navy).
- No belts with prints, designs, beaded/gemstones will be allowed.

Tattoos

- Tattoos must not be visible during the school day. Students may not display tattoos or temporary tattoos of any kind to include writing on any part of the skin that is visible.

Jewelry and Body Piercings

- All jewelry must be conservative, non-offensive and not distracting to the learning environment.
- Boys/Girls may wear one earring per ear grades K – 5. No other visible piercings are allowed.
- For safety reasons, hoop-style earrings larger than a dime and dangling earrings are not allowed.

8. *Miscellaneous*

Items not covered above, but considered inappropriate, unsafe, or a distraction from the learning environment are subject to review by the administration and teachers.

9. *General Expectations*

Students are to present a neat and conservative appearance.

- They must wear their shirts and blouses tucked inside their pants, capris, skirts or shorts.
- Clothing may not have holes or tears.
- Items not covered above, but considered inappropriate, unsafe, or a distraction from the learning environment are subject to review by the administration and teachers.

The BLA staff, with support of the BLA Board, reserves the right to deny, at its discretion, any item that is noticeably different in style, color, or fabric. Any checking will be done visually and parents will be notified of non-conformance.

10. *Exceptions*

- Banning Lewis Ranch Academy respects the diversity of its students. Administration may make exceptions to this policy based on religious or medical grounds.
- Outer wear that is worn for warmth to and from school and outside at recess that is not considered a uniform item or spirit wear will not be worn in the classroom. No hats are to be worn in the classroom or in the school building during school hours.

School Administration will on occasion allow dress code alternative days such as Dress for Success, Spirit Days, or Jeans Days. At all times appearance must be clean, neat and conservative in nature.

Enforcement:

1. The first line of uniform enforcement takes place in the student's home. Parents may be called to address a uniform concern prior to the following steps being taken.
2. Classroom teachers will be the second line of enforcement. Teachers will look for uniform policy violations at the beginning of the day and communication to families.
3. Any staff member may report a uniform violation to the student's teacher.
4. After the first violation all further violations will be reported to parents and require a parental response.
5. The office staff will track all violations.

6. The administration is provided latitude in assigning consequences. The administration need not employ all the consequences in a given group before selecting one from another group in disciplining any student.

Consequences for Non-Compliance, per School Semester (only steps 1-3 apply to Kindergarten-3rd grade)

1. First violation – Verbal warning. Student remains in the classroom.
2. Second violation – Student is pulled from the classroom. Office staff notifies parents of violation. Student returns to the classroom.
3. Third violation – Student is pulled from the classroom. Office staff notifies parents of violation and asks them to bring appropriate uniform attire to school immediately. Parent and student meet with the administrator; or his designee, and sign a Uniform Violation Report and a Uniform Agreement as part of the student’s Uniform Remediation Program. Student returns to the classroom properly attired if possible but will serve a lunch detention for the uniform violation.
4. Fourth violation – Student is pulled from the classroom. Office staff notifies parents of violation and asks them to bring appropriate uniform attire to school immediately. Parent and student meet with the administrator, or his designee, and sign a Uniform Violation Report. Student returns to the classroom properly attired if possible but will serve an after school detention for the uniform violation. If parent is unavailable, parent must accompany student to school the following day to complete the UVR.
5. Fifth violation – Student is pulled from the classroom. Office staff notifies parents of violation and asks them to bring appropriate uniform attire to school immediately. Parents are informed that the student will serve the rest of the day in an in school suspension for the uniform violation. Parent and student meet with the administrator, or his designee, and sign a Uniform Violation Report. If parent is unavailable, parent must accompany student to school the following day to complete the UVR.
6. Sixth violation – Student is pulled from the classroom. Office staff notifies parents of the violation and asks them to pick up student who is being sent home for an, out of school suspension for the uniform violation. Parent and student meet with the administrator, or his designee, and sign a UVR.

ACADEMICS

Our Curriculum:

Banning Lewis Ranch Academy uses the best available age-appropriate, research-based materials in the classroom. Our curriculum is designed to teach mastery of essential skills in each subject area and to foster critical thinking.

Course Schedule Changes:

The principal, or designee, and instructors must approve all classroom or course schedule changes. Requested changes must be submitted in writing. Forms are available in the front office.

Make-Up Work:

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be 2 days allowed for make-up work for each day of absence up to 10 days if the assigned work was issued during the absence. If assigned work was given prior to the absence, students are expected to turn in the work upon their return to the next time class meets. All missed exams will be taken within two occurrences of class meeting upon returning from an absence. Any exceptions for these guidelines would need to come from a school administrator prior to the excused absence.

Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and as an incentive to attend school. However, this work will receive only partial credit, which is the consequence for an unexcused absence.

Late Homework:

BLRA students are expected to turn in all class work and homework. It is expected that class work and homework will be turned in at the time designated by the teacher. All work turned in the following school day after it was due will receive a 25% grade deduction. Work received two days after will receive a 50% deduction. All work received three days or after will be marked as a "0" in the teacher's grade book. This does not apply to work assigned during excused absences.

Grading System:

The academic year is divided into four quarters. Each quarter is approximately ten weeks in length. A letter grading system is used in all classrooms except Kindergarten, 1st Grade, and 2nd Grade Specials. Kindergarten, 1st, and 2nd Grade report cards are "standards based". Grades are based on class work, homework, class participation, quizzes and tests. A student's attendance in school and/or tardiness may also affect their grade.

BLRA Grading Scale for Core subjects 3rd – 5th Grade and Specials

A = 90-100% (90-92 = A-, 93-96 = A, 97-100 = A+)
B = 80-89% (80-82 = B-, 83-86 = B, 87-89 = B+)
C = 70-79% (70-72 = C-, 73-76 = C, 77-79 = C+)
D = 60-69% (60-62 = D-, 63-66 = D, 67-69 = D+)
F = Below 60%

Honor Roll

All 3rd-5th students are eligible for Maroon or Gold Honor Roll status based on quarterly academic performance. Honor Roll status is determined on a student's quarterly GPA.

- Maroon Honor Roll: Quarterly GPA of 3.5-3.74
- Gold Honor Roll: Quarterly GPA of 3.75-4.00

Report Cards/Progress Reports:

- Report cards will be at the end of each quarter.
- Report cards will not be issued for students having outstanding fines.
- Students not completing course work by the end of a grading period will receive an "I" for incomplete. An incomplete will become an "F" if those issues surrounding the incomplete are not resolved with the student's teacher(s) within three school days after the quarter ends. In those rare cases where a student is under the care of a physician for a serious illness, additional weeks will then be granted to complete all course work, including tests and semester exams, as determined by the student's teacher and the HOS/Principal. If the work is not completed in the determined length of time, the grade becomes an "F".
- Progress reports may be issued at the mid-point of each quarter. Parent/Teacher conferences may serve as the progress report for designated quarters.
- Student progress can be monitored online by each parent daily by utilizing their Power School access code.

Promotion/Probation/Retention:

Banning Lewis Ranch Academy has established and maintains high standards for all students by establishing clear academic expectations, monitoring student achievement and communicating student progress to parents/guardians in a continuous and systematic manner. Banning Lewis Ranch Academy does not practice social promotion but rather places and promotes students according to each student's instructional level.

Student Retention is based on a myriad of factors and will ultimately be a team decision including teachers, administration, and parents. Data used in the student retention process include but are not limited to, Light's Retention Scale, school level benchmark data in math and reading, state level testing, and progress toward READ plan goals.

Individuals with Disabilities Education Act (IDEA)

Students who are identified disabled under the IDEA will be promoted or retained in accordance with the IEP Team recommendations, as documented in the IEP.

Plagiarism/Cheating:

Students at Banning Lewis Ranch Academy are expected to maintain academic integrity. Any violation in any combination of classes of the academic integrity expectations are to be taken seriously. Plagiarism is defined by Webster's dictionary as "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source" whether this is intentional or not. Methods of plagiarizing include, but are not limited to, not giving the author credit for his/her ideas by 1. Copying and pasting information found from an outside source 2. Rewriting information found word for word 3. Paraphrasing or rewording information found from a source. In order to avoid plagiarism, all students are encouraged to cite every source used from research as there is no conflict with over-citing. Cheating is also taken very seriously at BLRA. We hold all students to high expectations and expect them to meet them on their own merit. Cheating can include, but is not limited to, 1. Copying answers from another student (whether it is on tests or homework assignments) 2. Using or creating reference notes to use

during a test 3. Someone else completes an assignment for the student 4. Turning in the same assignment for two separate students each claiming it as their own. Any intent to cheat will be followed up by and handled by the classroom teacher and administration.

STUDENT ATTENDANCE

One criterion of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Each year the Board establishes the school attendance period by adopting a school calendar. Students are expected to be in attendance in accordance with the Banning Lewis Ranch Academy adopted calendar. A 95% attendance rate is expected to meet promotion requirements. Students who do not finish out the year according to the school's calendar will need to fill out a withdrawal form and may receive an incomplete or a failing grade for that quarter. Circumstances that arise that obligate a student to finish the school year early will need an approved pre-arranged absence form on file with the administration. Excused absences will be approved. See Excused Absences below.

Parents/guardians will be expected to take the responsibility for determining whether it is safe to send their child to school due to severe weather.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For these reasons the Board believes that a student must satisfy two basic requirements in order to earn full class credit: 1) satisfy all academic requirements, and 2) exhibit good attendance habits as stated in this policy.

Excused Absences:

The following shall be considered excused absences:

1. Absences because of temporary illness or injury
2. A student who is absent for an extended period due to physical, mental, or emotional disability
3. A student who is pursuing a work-study program under the supervision of the school
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration
5. Absences by those who are in the custody of court /law enforcement authorities
6. Those determined by school administration to be excusable, such as doctor's appointments or juvenile court appearances

At the administration's discretion, absences may require suitable proof regarding the above exceptions, including written statements from medical sources and agencies.

Unexcused Absences:

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence will be notified orally or in writing by BLRA of the unexcused absence whenever possible.

In accordance with the law, the school may impose academic penalties which relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. Student and parents/guardians may petition the administration of Banning Lewis Ranch Academy for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

After an accumulation of 4 unexcused absences, secondary students will be placed on an attendance contract that will include parent input when possible. Students earning more than 4 unexcused absences per month or 10 unexcused absences during any school year may be referred for truancy. Elementary and middle school students may be considered for retention.

Any student who has been absent from class for 6 consecutive weeks or more in any one school year, except for reasons of expulsion, excused long term illness, or death is considered withdrawn and shall be reported as such on all required reporting to the Colorado Department of Education (CDE) by the school's administration. However, if the student is in attendance at the end of the school year, or enrolled in another school (including non-BLRA online programs) or home study program, such student is considered to have transferred and shall be reported as such on all required reporting to the CDE.

Tardiness:

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins (after 8:00am and/or after switching classes throughout the day). Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his/her next class. Teachers shall honor passes presented in accordance with this policy.

Early dismissal from school will be approached in the same manner as tardiness. Students are expected to be in school until dismissal time, which is 3:30 PM on regularly scheduled school days. Early dismissal is detrimental to the learning process for both the student leaving and the students who are disrupted by the interruption. Unavoidable situations will be honored, but excessive early dismissal will be documented as a tardy in the attendance record. Tardy penalties shall be imposed.

4 unexcused tardies will result in a lunch detention

8 unexcused tardies will result in a after school detention and parents notified

9+ unexcused tardies will placed on an attendance contract and parents notified

If unexcused tardies continue after 9, further administrative action can be taken.

Truancy:

If a student is absent without a signed parental excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitual truant" shall be defined as a student of compulsory attendance age who has 4 unexcused occurrences of absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

In order to reduce the incidents of truancy, parents of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school.

Parents shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school monitors individual unexcused absences with the online student information system. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

When a student is declared habitually truant, the school shall require a meeting between the student's parent/guardian and appropriate school personnel to review and evaluate the reasons for the student being habitually truant. Such meeting shall be held no later than 10 school days after the student's fourth unexcused absence.

Penalties:

A student and his/her parent or guardian shall be given notification of his/her first truancy offense. The student may be subject to disciplinary action which includes detention and/or suspension. Additional trancies shall be grounds for detention, suspension, and/or referral to truancy court. No credit shall be permitted for any student for any class or portion of a class during which time the student was truant.

Withdrawal from School:

If a parent decides to withdraw their student from school for any reason, the student must follow the checkout procedure and complete a withdrawal form. All outstanding fines must be paid prior to the student's departure.

STUDENT HEALTH

General Health Room Procedures

The Colorado Department of Education is pushing for increased seat time. A student entering the health room will be allowed to remain there for a maximum of 15 minutes. After 15 minutes, a decision will be made to send the student back to class or to send the student home. If the student is being sent home, a telephone call will be placed and a resolution/decision shall be made within 30 minutes as to how the student will be picked up by a parent/guardian or emergency contact person. Once the resolution/ decision is made, it shall be adhered to unless the situation escalates requiring immediate medical attention. The parent/guardian or emergency contact must keep BLRA’s principal or their designee updated with their status as to their arrival at BLRA. Please be sure to provide the school with necessary emergency contact telephone numbers and update information if it changes during the school year.

Illness

There are three main reasons to keep sick children at home

- 1.) The child doesn’t feel well enough to take part in normal activities
- 2.) The child needs more care than teacher and staff can give, and still care for the other children.
- 3.) The illness is on the list and staying home is recommended.

SYMPTOMS	CHILD MUST BE AT HOME?
DIARRHEA frequent, loose or watery stools compared to child’s normal ones that are not caused by food or medicine	Yes - if child looks or acts sick; if child has diarrhea w/fever and isn’t acting normally; if child has diarrhea w/vomiting; if child has diarrhea that overflows the diaper or the toilet.
FEVER of over 100°F with behavior change or other illness	Yes , when the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc. *Student must be symptom free for at least 24 hours, without medication, before returning to school.
“FLU-LIKE” SYMPTOMS Fever over 100°F with a cough or sore throat, tiredness, body aches, chills, headache, vomiting and diarrhea	Yes <ul style="list-style-type: none"> • confirmed flu: until the MD/PA note has cleared the student to return to school. • unconfirmed flu: for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever; and the student can participate in normal activities.
COUGHING <u>Note:</u> Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment	Yes - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary
MILD RESPIRATORY OR COLD SYMPTOMS stuffy nose with clear drainage, sneezing, mild cough	No - may attend if able to take part in school activities *Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.
RASH WITH FEVER <u>Note:</u> Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor	Yes - call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated. *Student must be symptom free for at least 24 hours, without medication, before returning to school.
VOMITING Throwing up two or more times in the past 24 hrs	Yes - until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration.

ILLNESS	CHILD MUST BE AT HOME?
CHICKEN POX	Yes - until blisters have dried and crusted (usually 6 days)
CONJUNCTIVITIS (PINK EYE) pink color of eye <i>and</i> thick yellow/green discharge	No (bacterial or viral) - children don't need to stay home unless the child has a fever or behavioral changes. Call the doctor for diagnosis and possible treatment.
CROUP (SEE COUGHING)	Seek medical advice <u>Note:</u> May not need to stay home unless child is not well enough to take part in usual activities
FIFTH'S DISEASE	No - child is no longer contagious once rash appears
HAND FOOT AND MOUTH DISEASE (Coxsackie virus)	No - unless the child has mouth sores, is drooling and isn't able to take part in usual activities
HEAD LICE OR SCABIES	Yes - from end of the school day until after first treatment.
HEPATITIS A	Yes - until 1 week after the start of the illness and when able to take part in usual activities
HERPES	No , unless - the child has open sores that cannot be covered or is drooling uncontrollably
IMPETIGO	Yes - for 24 hours after starting antibiotics
RINGWORM	Yes - from end of school until after starting treatment. Keep area covered
ROSEOLA	Yes – if the child has a fever and rash, call the doctor
RSV (Respiratory Syncytial Virus)	Staying home isn't necessary, but is recommended when a child in not well enough to take part in usual activities and/or is experiencing acute respiratory symptoms. Call the doctor. RSV spreads quickly through classrooms
STREP THROAT	Yes - for 24 hours after starting antibiotics and the child is able to take part in usual activities
VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella, Pertussis (Whooping Cough)	Yes – the doctor says the child is no longer contagious
YEAST INFECTIONS including thrush or Candida diaper rash	No - follow good hand washing and hygiene practices

Communicable Diseases/Extended Illness

Any student having a communicable disease will be dealt with on a case-by-case basis in accordance with guidelines for that disease by both state and local health departments, including the Center for Disease Control, Colorado Department of Health, and El Paso County Health Department. If a student has a reportable communicable disease (as noted on the CDPHE list of Communicable Reportable Conditions.) students will not be allowed to return to school until the school receives a doctor's notification that there is no risk of infecting others.

Medications Policy

Please be aware that Colorado State Law mandates our medication policy. If your student must take medication during the school hours, you must provide the following information before it can be administered to your student:

- A written health care provider’s order (including drug name, dose, time to be given, route, duration of time to be given, and a doctor’s signature. The physician may fax this order to the school. PLEASE NOTE: The pharmacy label applied to the medication bottle will NOT suffice for a health care providers order.
- Written permission from a parent or legal guardian. A form that may be completed by both the health care provider and parent is available in the health room.
- Your student’s medication must be in the original pharmacy container, complete with the pharmacy label. Your student’s medication cannot be given if it comes in a plastic bag, envelope, unmarked bottle etc.

All medications must be kept in the health room during school hours. Our medication policy applies to ALL medications, including all prescription medication, over the counter medications (Tylenol, ibuprofen, cough syrup, decongestants, etc.), supplements, and homeopathic medications. The only exceptions to this policy are cough drops, which require only a written permission from a parent. And, self-carry contracts for specific medications/devices such as epi-pens or inhalers, which do not need to be kept in the health room, but still require an MD order and parent signature. Parents must make prior arrangements with the school’s registered nurse for self-carry contracts.

Immunizations

Contact the El Paso County Health Department for any questions with immunizations. State law requires parents to show evidence of immunization prior to or on the first day of the school year. Students who have not been vaccinated or whose parents have not signed a waiver will be denied admittance in accordance with Colorado Revised Statute 25-4-902. Parents wishing to waive immunization requirements may do so for personal, medical, or religious reasons. In order to waive Colorado Revised Statute 25-4-902, parents must sign a statement to the school office prior to the beginning of the school year. This is required under Colorado Law (CRS 35-4-903). Colorado’s law (Board of Health rule 6 CCR 1009-2) for school-aged children requires the following:

VACCINE	NUMBER OF DOSES	GRADES K-12 (4-18 YRS OF AGE)
Diphtheria/Tetanus/Pertussis (DTaP)	4 to 5	5 DTaP unless dose 4 given on or after the 4 th b-day. Final dose no sooner than 4 years of age.
Tetanus/Diphtheria/Pertussis (Tdap)	1 (if DTaP series is complete)	Tdap is required for 6 th grade entry
Polio (IPV)	3 to 4	4 IPV unless 3 rd dose is given on or after 4 th b-day. (4 weeks minimum intervals)
Measles/Mumps/Rubella (MMR)	2	The 1 st dose is not valid if administered more than 4 days before the 1 st b-day.
Varicella (chickenpox)	2	The 1 st dose is not valid if administered more than 4 days before the 1 st b-day
Hepatitis B	3	The 2 nd dose must be at least 4 weeks after the first dose. The 3 rd dose must be at least 16 weeks after the 1 st and 8 weeks after the 2 nd dose, and the final dose must be after 24 weeks of age.

Health Room Personnel

Registered Nurse: The registered nurse covers more than one school and will supervise the health assistant and provide additional consultation as needed. RN’s may only be in the building to provide health services mandated by the state of Colorado such as immunizations, special education assessments, IEP meetings, and in health education programs. They coordinate the mandated yearly vision and hearing screenings, and they are available to teachers, parents, and students when there is a specific health concern that requires assistance and the development of a health care plan. Nurses also strive to provide health education programs in the classroom as often as possible.

Health Assistant: A health assistant will be in the health office every day. Health Assistants are not nurses. They have received training in: Basic First Aid, CPR, and medication administration only. Trained school staff provides first aid and care to sick and injured students when the health assistant is not in the building.

Personal Care Items

The following items may be applied to your child if needed: Vaseline (for chapped lips), lotion (for dry skin), saline drops/eye wash (for irritated eyes). Please inform your school nurse if you **do not** want these items applied to your child.

School-Based Health Center

District 49 offers a school-based health center at Falcon Elementary School. Peak Vista Community Health Centers provides basic healthcare to district students and their siblings, 21 years old and younger.

Severe Allergy Safe School Policy

Although Banning Lewis Ranch Academy cannot guarantee an allergen free environment, reasonable precautions are taken to minimize the risk of developing severe reaction to allergens occurring in the school environment for both student and staff. Some individuals have or are in a high-risk group for developing sensitivity to certain allergens. Sensitivity reactions can range from mild skin irritation to an emergency and anaphylaxis. School procedures address practices to minimize exposure to individual allergens, recognizing the allergic reactions and responding to the allergic reactions. A safe environment for students and staff recognizes individual differences and an adoption of realistic practices will be promoted.

If you have any questions regarding these health room guidelines, please call the health office at Banning Lewis Ranch Academy (719) 570-0075. Medication forms are located on <https://www.d49.org/Page/486>.

FALCON DISTRICT 49 CODE OF CONDUCT

In cases not covered in this manual, please refer to Falcon School District 49's Student Conduct and Discipline Code. Banning Lewis Preparatory Academy is proud to be a part of Falcon School District 49 and adheres to their policies and procedures where it is appropriate to do so per our charter contract. A policy booklet may be obtained by calling Falcon School District 49 at 719-494-8901 or by accessing the school district website at www.d49.org.

CODE OF CONDUCT (File: JICDA)

In accordance with applicable law and Board policy concerning student suspensions, expulsions and other disciplinary interventions, the principal or designee may suspend or recommend an expulsion hearing for a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored or district-sponsored activity or event and off district property when the conduct has nexus to school or any district curricular or non-curricular event. However; the principal or designee should also consider appropriate and consistent consequences that hold students accountable, while minimizing their time away from instruction. Restorative interventions (e.g., circles, conferences, etc.) may be used in conjunction with the restorative discipline matrix's consequences to allow students to verbalize the harm they caused, as a mechanism to mitigate future behavior. Restorative practices (RP) are not a panacea for every student's disruptive behavior, but should be considered strongly when addressing student conduct and discipline incidents. Finally, the principal or designee should address the support needs of the harmed party(ies); avoid the temptation to overfocus on the intended consequences for the student who caused harm.

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the district's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or building regulations.
11. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm in accordance with state law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.

19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee or Accel Schools employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare, safety, or morals of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority, including refusal to obey a member of the district staff.

This is not an exhaustive list of activities that could result in consequences (suspension, expulsion, restorative intervention, etc.) for students. Following any period of suspension or expulsion, the principal or designee will ensure that a restorative approach is employed to reintegrate students into the school environment. The student, parent(s), and/or guardian(s) should conference to discuss behavioral expectations (codified in a signed behavior contract) and the student should be made aware of social-emotional support resources; any harmed party(ies) should also be made aware of the student's return.

- Adopted: May 19, 1994
- Revised: August 3, 1998
- Revised: September 3, 1998
- Revised: September 2, 1999
- Revised: August 14, 2003 (emergency)
- Revised: September 4, 2003
- Revised: July 8, 2010
- Revised: July 21, 2011
- Revised: July 27, 2012
- Revised: September 12, 2013
- Revised: June 9, 2016

SIGNATURES REQUIRED

BLPA requires students and parents to acknowledge that they have read and discussed this document. BLPA students and parents are required to sign and turn in to the office the attached BLPA Handbook and Self-Discipline Guide Parent and Student Acknowledgement and Agreement form.

Please feel free to ask any questions you may have concerning this guide. The space at the bottom of the Parent and Student Acknowledgement form is provided for that purpose. Please include an email address or phone number so we may contact you.

Copies of this handbook shall be made available to any member of the public upon request.

Banning Lewis Preparatory Academy Parent and Student Handbook Acknowledgement and Agreement

We have read and discussed the BLPA Handbook and the BLPA Self-Discipline Guide. We agree to uphold these policies and do our best to follow the guidance they provide.

Please print parent/guardian name(s) and relationship to student(s):

Name _____ Relationship _____

Name _____ Relationship _____

(Please note that additional adults may sign and date on the back if needed)

Parent/Guardian Signature(s)

X - _____ Date _____ X- _____ Date _____

Please print student name(s):

Name _____ Name _____

Name _____ Name _____

(Please note that additional students may sign and date on the back if needed)

Student Signature(s)

X - _____ Date _____ X- _____ Date _____

X - _____ Date _____ X- _____ Date _____

Questions (optional)

APPENDICES

A. Severe Allergy Procedures	30
B. Student Discipline Policy and Procedure	36
C. Wellness Policy Guidelines for Parents	60

APPENDIX A. SEVERE ALLERGY PROCEDURE

Minimizing Exposure to Food Allergens:

Parent(s)/Guardian(s) are encouraged to discuss severe food allergies with their students and stress the importance of not sharing food at school. Students with severe allergies can choose to bring their own lunch, or eat our hot lunch that is catered. Menus for the school hot lunch will be prepared for alternatives if there is an item of concern to their student's food allergies. Because nuts tend to be the most common severe food allergy, BLRA offers a "nut" safe table in the lunch room where students with nut allergies can sit and invite friends with nut safe lunches to sit with them. Nutrition services and lunch room staff will maintain procedures to not allow cross contamination of peanut oils or products at this table. Parents need to arrange this with BLRA's nutrition services. No snacks brought to school will be served to students unless they are in an unopened, store bought container that has all ingredients clearly labeled. Parent/guardians of students with severe food allergies need to provide alternative safe snacks for their students when snacks will be brought to the classroom.

The Parent or Guardian will:

- Notify the school and health room in writing of the student's severe food allergy upon registration
- Provide an allergy alert bracelet or necklace for the student indicating severe food allergy.
- Provide the school with a "Severe Allergy Care Plan" signed by a physician before the student starts school
- Provide the school with Physician's orders for necessary rescue medications for before the student starts school
- Provide necessary rescue medications in a proper pharmacy labeled container before the student starts school
- Communicate with the school administration; school nutrition services, and/or school nurse how to minimize risk of severe food allergy during lunch

The Student will:

- Wear allergy bracelet or necklace at school (if provided by parent).
- Inform teacher when experiencing allergic symptoms.
- Not share snacks with other students.

The School Nurse or Health Assistant will:

- Maintain confidential health records regarding the student's severe allergy.
- Notify the student's teacher(s) in writing of the severe allergy and provide the student's teacher with a copy of the student's health care plan.
- Provide medication training and delegation for rescue medications to staff as needed.
- Provide a letter to parents of the classroom when there is a severe food allergy.
- Provide information regarding severe food allergies to staff.
- Provide yearly staff training on the use of an Epi-Pen.
- Maintain current rescue medications and health care plan throughout the year.
- Provide first aid and treatment for severe allergic reaction from the health room.
- Notify parent/guardian in the event of a severe allergic reaction.

Nutrition Services will:

- Provide nut-safe tables at lunch time for all students with severe food allergies whose parents choose to have them sit there with others who have nut safe lunches.

- Be aware of severe food allergy concerns in the building.
- Meal caterers will not use nut oil products in school meals.

The Student’s Classroom Staff:

- Will read provided health care plan regarding the student’s severe food allergy and be familiar with procedures.
- Ensure a food allergy safe environment by not allowing students to share any food.
- Provide reminders to parents when an out of school classroom snack is going to be at school so that parents can provide an alternative safe snack that can be available for the student(s) with severe food allergies.
- Communicate with the school nurse and health assistant regarding any severe food allergy concerns.

Recognizing an Allergic Reaction

Typical mild allergic reactions can be:

- Itching, skin rash, hives, or welts anywhere on the body
- Eye irritation
- Sneezing, nasal drip or congestion
- Any known unique symptoms of the student should be identified and provided by parent/guardian on “Severe Allergy Care Plan”

Typical severe allergic reactions can be:

- Swelling of any body part, including lips, tongue, throat or gums
- Throat or chest tightness or pain
- Labored breathing or violent cough
- Fainting/unconsciousness or seizure
- Crying; may report “funny feeling” or “tingling”
- Any unique symptoms of the student that have been identified

Responding to an Allergic Reaction

Parent will provide Benadryl (diphenhydramine) oral medication with physician’s medication order and directions for administration for mild reaction. Parent will provide properly dated and pharmacy labeled epinephrine injection (e.g.: EpiPen auto injector) with physician’s medication order and directions for administration for severe reaction. Parents will replace outdated medicine when contacted.

Mild allergic reaction. Nurse or staff delegated by Nurse will:

- Have student rinse mouth with water
- Take student to the health room for observation and administration of medication(s).
- Call parent or parent designee (see emergency contact information form and students health care plan).
- Record administration of medication and treatment in health room daily log.
- Continue to monitor student for resolution of allergy, until parents come, or until severe allergic reaction procedures need to be used.

Severe allergic reaction. Nurse or staff delegated by Nurse will:

- Administer epinephrine injection in upper leg.
- Call 911; inform EMS of reason and time that epinephrine injection has been given.
- Call parent of parent designee (see emergency contact information form and students health care plan).
- Call school nurse.
- Call student physician to inform them of the emergency condition.
- Record administration of medicine in student's health record.
- Send used Epi-pen and a copy of the student's care plan to the hospital with patient.

Availability:

- In the rare instance that none of the three people that have been delegated to give rescue medications or the nurse are available at school, call EMS (911), parent or parent designee, school nurse, and student's physician.

Field Trips:

- Teacher will notify parent and the health room as many days as possible prior to the field trip and discuss environment of field trip and potential severe allergy exposure.
- Parent/guardian must sign school's field trip and potential form.
- Teacher will notify school nurse at least 7 days before and/or as many days as possible prior to field trip to be trained and delegated to give rescue medication.
- Teacher will carry and be trained and delegated to give rescue medications by the school nurse in case of an emergency during field trip.

Note: Information regarding severe allergies is available from the school nurse.

Banning Lewis Ranch Academy Severe Latex Allergy Procedure

Minimizing Exposure to Latex

The Parent or Guardian will:

- Notify the school and health room in writing of the student's severe latex allergy before the beginning of the school year
- Provide an allergy alert bracelet or necklace for the student indicating severe latex allergy (if provided by parent)
- Provide the school with a "Severe Allergy Care Plan" signed by a physician before the student starts school
- Provide the school with Physician's orders for necessary rescue medications for before the student starts school
- Provide necessary rescue medications in a proper pharmacy labeled container before the student starts school
- Provide latex free school supplies (e.g.: glue, markers, erasers) or provide vinyl gloves for use with these products that may contain latex

The Student will:

- Wear allergy bracelet or necklace at school (if provided by parent)
- Inform teacher when experiencing allergic symptoms
- Be aware of possible latex products in the environment and do his/her best to avoid them and notify the classroom teacher

The School Nurse or Health Assistant will:

- Inform the faculty in writing of the life threatening latex allergy, and provide a master list of possible latex sources
- Evaluate and monitor student's school and environment for latex (special attention to gym, science, and art classes)
- Provide non-latex gloves, barriers, and alternative products in health office
- Inform all parents and students that latex balloons are not allowed in the school. Safe alternatives (Mylar) may be substituted

The Student's Classroom Staff:

- Will read provided health care plan regarding the student's severe latex allergy
- Ensure a latex allergy safe environment by removing any school supplies used by students that may contain latex
- Communicate with the school nurse and health assistant regarding any severe latex allergy concerns

Recognizing an Allergic Reaction

Typical mild allergic reactions can be:

- Itching, skin rash, hives, or welts anywhere on the body
- Eye irritation
- Sneezing, nasal drip or congestion
- Any known unique symptoms of the student should be identified and provided by parent/guardian on "Severe Allergy Care Plan"

Typical severe allergic reactions can be:

- Swelling of any body part, including lips, tongue, throat or gums
- Throat or chest tightness or pain
- Labored breathing or violent cough
- Fainting/unconsciousness or seizure.
- Crying; may report "funny feeling" or "tingling".
- Any unique symptoms of the student that have been identified

Responding to an Allergic Reaction

Parent will provide Benadryl (diphenhydramine) oral medication with physician's medication order and directions for administration for mild reaction. Parent will provide properly dated and pharmacy labeled epinephrine injection (e.g.: EpiPen auto injector) with physician's medication order and directions for administration for severe reaction. Parents will replace outdated medicine as needed.

Mild allergic reaction. Nurse or staff delegated by Nurse will:

- Remove avenue of latex exposure (e.g.: latex glove, latex balloon)
- Remove student from area of exposure
- Take student to the health room for observation and administration of medication(s)
- Call parent or parent designee (see emergency contact information form and students health care plan)

- Record administration of medication and treatment in health room daily log
- Continue to monitor student for resolution of allergy, until parents come, or until severe allergic reaction procedures need to be used

Severe allergic reaction. Nurse or staff delegated by Nurse will:

- Administer epinephrine injection in upper leg.
- Call 911, information EMS of reason and time that epinephrine injection has been given
- Call parent of parent designee (see emergency contact information form and students health care plan)
- Call school nurse
- Call student physician to inform them of the emergency condition
- Record administration of medicine in student's health record
- Send used Epi-pen and a copy of the student's care plan to the hospital with patient

Availability

- In the rare instance that none of the three people that have been delegated to give rescue medications or the nurse are available at school, call EMS (911), parent or parent designee, school nurse, and student's physician.

Field Trips

- Teacher will notify parent and the health room as many days as possible prior to the field trip and discuss environment of field trip and potential severe allergy exposure.
- Parent/guardian must sign school's field trip and potential form.
- Teacher will notify school nurse at least 7 days before and/or as many days as possible prior to field trip to be trained and delegated to give rescue medication
- Teacher will carry and be trained and delegated to give rescue medications by the school nurse in case of an emergency during field trip.

Note: Information regarding severe allergies is available from the school nurse.

APPENDIX B. STUDENT DISCIPLINE POLICY & PROCEDURE

Falcon School District 49 Policies

In cases not covered in this manual, please refer to Falcon School District 49's Student Conduct and Discipline Code. Banning Lewis Ranch Academy is proud to be a part of Falcon School District 49 and adheres to their policies and procedures where it is appropriate to do so per our charter contract. A policy booklet may be obtained by calling Falcon School District 49 at 719-494-8901 or by accessing the school district website at www.d49.org.

SECRET SOCIETIES/GANG ACTIVITY

The school administration and the Banning Lewis Ranch Academy School Board desires to keep the school and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence, or disruptive behavior. The principal or designee shall maintain continual, visible supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.

Banning Lewis Ranch Academy shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort. Banning Lewis Ranch Academy administration shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources which may help students.

Gang Symbols

Banning Lewis Ranch Academy school board prohibits the presence on school premises, in school vehicles, and at school-related activities of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in gangs which advocate drug use, violence, or disruptive behavior. This policy shall be applied at the principal's discretion after consultation with the school board as the need for it arises.

TOBACCO-FREE SCHOOLS

Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a school district should provide both effective educational programs and a positive example to students concerning the use of tobacco.

In order to promote the general health, welfare, and well-being of students and staff, smoking, chewing, or any other use of any tobacco products by staff, students, and members of the public is banned from all school property. For purposes of this policy, the following definitions apply:

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

- a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare, or early childhood development services, as well as for administration, support services, maintenance, or storage.
- b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
- c. All vehicles used by the district for transporting students, staff, visitors, or other persons.

2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both. "Tobacco" includes cloves or any other product packaged for smoking.

3. "Use" means lighting, chewing, inhaling, or smoking any tobacco product. Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy. This policy will be published in the student handbooks, posted on bulletin boards, and announced in staff meetings.

Any member of the general public considered to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges, and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

DRUG AND ALCOHOL USE BY STUDENTS

Banning Lewis Ranch Academy shall promote a healthy environment for students by providing education, support, and decision-making skills in regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community, and its agencies.

It shall be a violation and considered to be behavior which is detrimental to the welfare, safety, or morals of other students or school personnel for any student to possess, use, sell, distribute, or procure or to be under the influence of alcohol, drugs, or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin, or other chemical substances not taken in accordance with the Board policy and regulations on administering medicines to students. This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle, or taking part in any school-sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with state law.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs that are available.

Information provided to students and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

The school shall provide all students and parents/guardians with a copy of this policy and its accompanying procedures on an annual basis. Procedures covered in this policy are covered in the student handbook.

Procedure

In accordance with the accompanying policy, the following procedures are established for disciplining students for alcohol- or drug-related misconduct.

Use

1. When a student is suspected of use, the person having the suspicion should notify the school staff. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or another member of the administration will conduct a check of the suspected student and collect data.

a. If information is not sufficient to warrant further action, the principal or designee may have a personal conference with the student expressing awareness and concern.

b. If information warrants, the parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.

2. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated. While waiting for the parent/guardian or further medical aid, the student will not be left alone but placed in a quiet situation where they will remain under observation.

Possession

Students who possess alcohol, drugs, other controlled substances, or drug-containing paraphernalia in violation of school policy will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband must notify the principal or designee immediately.

2. A staff member who has reasonable cause to believe that a student possesses alcohol, any controlled substance, or drug-containing paraphernalia in violation of school policy will request that the student accompany him to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.

3. The principal or designee will attempt to obtain evidence by requesting it directly from the student or through search procedures as outlined in school policy.

4. The principal or designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated, and initialed by the individual who originally obtained the materials and by the principal or designee. The evidence then will be secured.
5. The principal or designee will call appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
6. When there is evidence of a student possessing illegal drugs, the student will be suspended and the parent/guardian notified.

First Offense for Use and/or Possession

1. The student will receive 10 days out-of-school suspension, and a parent/ guardian conference will be scheduled prior to re-admittance.
2. Parent/guardian and student will be provided information concerning voluntary drug and alcohol treatment programs.
3. The principal or designee will attempt to develop with the parent/guardian and the student a procedure that will outline the responsibilities of the parent/guardian, the student, and the school in an effort to keep any further offenses from occurring.

Second Offense for Use and/or Possession

1. The student will be recommended for expulsion.
2. Information concerning voluntary drug or alcohol treatment programs will be given to the student and the parent/guardian. The principal or designee will require evidence of the student's enrollment and/or participation in a voluntary program prior to the student's re-admittance to school.
3. Appropriate law enforcement officials will be notified.

Distribution

Students who sell, give, or exchange alcohol, drugs, other controlled substances, or drug-containing paraphernalia in violation of school policy will be handled in the following manner:

1. If an employee witnesses an act in which alcohol, drugs, other controlled substances, or drug-containing paraphernalia are being transferred from one student to another, the staff member will immediately attempt to detain the student and request that the student accompany the staff member to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.
2. The principal or designee will attempt to obtain evidence by requesting it directly from the student or through search procedures in accordance with school policy.
3. Any student who distributes, trades, exchanges, or sells controlled substances will be expelled.

These procedures will supplement and complement authority conferred elsewhere by school policy and will not be deemed to limit or suspend such other authority.

VANDALISM

In cases where students willfully destroy school property, it shall be the responsibility of the parent and student to pay for the damages. The school shall either contract for repairs and bill the parents for the amount of the repairs, or repairs shall be made by school staff with a record of time and materials used and parents billed accordingly. When an item must be replaced, the school shall secure the item and bill the parents for the cost. Payments shall be made to Banning Lewis Ranch Academy. A receipt shall be issued at the time payment is received in the central office.

Students who willfully or maliciously destroy school property through vandalism or arson or who create a hazard to the safety of other people on school property may be referred to law enforcement authorities. Vandalism includes the knowing and unauthorized use, alteration, damage, or destruction of any computer, computer system, software, program, or computerized data. Students who are caught vandalizing school property may be suspended and/or expelled.

VIOLENT AND AGGRESSIVE BEHAVIOR

BLRA recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the school are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action taken by the schools administration.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall receive appropriate attention before a crisis occurs and shall be subject to disciplinary action when appropriate.

Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously.

Acts of violence and aggression shall be well documented and communicated by the staff to the administration when appropriate. The immediate involvement of the parents/guardians is also essential. Law enforcement officials shall be involved if there is any violation of law. An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury, or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive:

1. Possession, threat with, or use of a weapon on or towards another person.
2. Physical assault. The act of striking or touching a person or a person's property with a part of the body or with any object with the intent of causing hurt or harm.
3. Verbal abuse. Includes, but is not limited to, swearing, screaming, obscene gestures, or threats directed orally (including by telephone) or in writing at an individual, his or her family, or a group.
4. Intimidation: An act intended to frighten or coerce someone into submission or obedience.
5. Extortion: The use of verbal or physical coercion in order to obtain financial or material gain from others.

6. Bullying: The use of physical or verbal coercion to obtain control over others or to be habitually cruel to others.
7. Gang activity: as described in this handbooks section on secret societies/gang activity.
8. Sexual harassment: as described in the handbooks section on sexual harassment policy.
9. Stalking: The persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance: A serious act or instance of defying or opposing legitimate authority.
11. Discriminatory slurs: Insulting, disparaging, or derogatory comments made directly or by innuendo regarding a person's race, sex, sexual orientation, religion, national or ethnic background, or handicap.
12. Vandalism: Damaging or defacing property owned by or in the rightful possession of another.
13. Terrorism: A threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror. Also, a threat causing serious public inconvenience, such as the evacuation of a building regardless of the perceived or actual ability of the person(s) issuing the threat to commit the act.

BULLYING PREVENTION AND BEHAVIOR (File: JICDE)

Banning Lewis Ranch Academy supports a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school environment. For purposes of this policy, the school environment includes school buildings, grounds, vehicles, bus stops, and all school-sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. The administration and staff shall address bullying at all school levels and aim toward accomplishing the following goals:

1. To send a clear message to students, staff, parents, and community members that bullying will not be tolerated.
2. To train staff and students in taking proactive steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.

4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of appropriate counseling.
7. To help develop support networks, social skills, and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

WEAPONS IN SCHOOL

BLRA has determined that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district.

Mandatory Expulsion in Accordance with State and Federal Law

Carrying, bringing, using, or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

If a student discovers that he or she has carried, brought, or is in possession of a dangerous weapon and the student notifies a teacher, administrator, or other authorized person in the school district, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate action, if any.

As used in this policy, “dangerous weapon” means:

1. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
 2. Any pellet, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
 3. A fixed-blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches.
1. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind.

In accordance with federal law, expulsion shall be for no less than 1 full calendar year for a student who is determined to have brought a firearm to school in violation of this policy. The schools administration may modify the length of this federal requirement for expulsion on a case-by-case basis.

Local Restrictions

Banning Lewis Ranch Academy determines that extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using, or possessing of any knife, regardless of the length of the blade, in the school building, on school grounds, in any school vehicle, or at any school-sponsored activity without express authorization is prohibited. Students who violate this policy shall be referred for appropriate disciplinary proceedings. However, if a student discovers that he or she has carried, brought, or is in possession of a knife and the student notifies a teacher, administrator, or other authorized person in the school, and as soon as possible delivers the knife to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any.

Banning Lewis Ranch Academy shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled, and the types of weapons involved, as required by law.

School personnel shall refer any student who brings a firearm or weapon to school without authorization of the school to law enforcement, unless the student has delivered the firearm or weapon to a teacher, administrator, or other authorized person in the district as soon as possible upon discovering it. In such case, school personnel shall consult with law enforcement to determine whether referral of the student to law enforcement is necessary and how to properly dispose of the firearm or weapon or return it to its owner.

STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS (File: JIH)

BLRA seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or school policy. When reasonable grounds for a search exist, school personnel may search a student and/or the student's personal property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized, or contraband materials.

Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results, and the names of any witnesses. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.

Definitions

1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion should be based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on his own personal experience, that search of a particular person, place, or thing would lead to the discovery of evidence of a violation of school policy or state laws. Reasonable suspicion requires more than a mere hunch.

2. "Contraband" consists of all substances or materials prohibited by school policy or state law, including but not limited to drugs, alcoholic beverages, guns, knives, other weapons, and incendiary devices.

Search of School Property

School lockers, desks, and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance, and search pursuant to this policy. Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school. The principal or designee may search a desk, locker, or any other storage area and its contents when there are reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.

Search of the Student's Person

The principal or designee may search the person of a student if the school official has reasonable grounds to believe that the student is in possession of contraband.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse or backpack, and/or a "pat down" of the exterior of the student's clothing. Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. The parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. No strip search shall be carried out by any school employee.

Law Enforcement Officers' Involvement

The principal or designee may request that a search on school premises be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search unless under the direct order of the law enforcement officer.

If law enforcement personnel seek permission from school authorities to search a student, the student's personal property, or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted, unless:

1. There is un-coerced consent by the student.
2. There are probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search.
3. The search is incident to an arrest and is limited to the person and immediate surroundings.

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall be present. If the student is under 18, the student's parent/guardian also shall be present, unless the juvenile is emancipated as that term is defined in state law.

Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible. When custody and/or arrest by the police are involved, the principal shall request that all procedural safeguards as prescribed by law be

observed by the law enforcement officers. This includes all due process procedures, including but not limited to obtaining proper arrest warrants where required.

Seizure of Items

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or school policy or school rules or which by its presence presents an immediate danger of physical harm may be:

1. Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
2. Returned to the student or the parent/guardian.
3. Turned over to any law enforcement officer in accordance with this policy.

STUDENT DISCIPLINE

BLRA believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The HoS or his/her designee shall develop, along with the Board's approval, procedures for handling general and major discipline problems at each level. When all alternatives have been at the administrative level, the student shall be referred to the school board for appropriate action.

All policies and procedures for handling general and major student discipline problems shall be designed to achieve these school policy objectives. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process, and free from unnecessary disruptions.

BLRA, in accordance with state law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable, and may result in disciplinary action.

Immunity for Enforcement of Discipline Code

An act of a teacher or other employees shall not be considered child abuse if the act was performed in good faith and in compliance with school policy and procedures. A teacher or any other person acting in good faith and in compliance with the discipline code adopted by BLRA shall be immune from civil liability unless the person is acting willfully or wantonly. It is an affirmative defense in any criminal action that a person is acting in good faith and in compliance with the discipline code.

Disciplinary Information to School Personnel

In accordance with state law, the principal or designee is required to communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.

For purposes of this policy, "disciplinary information" means confidential records maintained by or in possession of the principal or designee on an individual student which indicate the student has committed an overt and willful act which constitutes a violation of BLRA's Code of Student Conduct and/or there is reasonable cause to believe, through information provided to the principal from another credible source, that the student could pose a threat to the health and safety of other students and school personnel based on prior misbehavior.

“Disciplinary information” is intended to include only that information of a serious nature that is not otherwise available to teachers and counselors as part of the education records maintained on students or other reports of disciplinary actions. It is appropriate for instructional staff members to request disciplinary information from the principal or designee on students in their classrooms if there is concern that the student poses a threat to the safety of other students or school officials.

Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student’s parent/guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student’s parent/ guardian may challenge the accuracy of disciplinary information through the administrative regulations which accompany this policy.

Remedial Discipline Plans

The principal may develop a remedial discipline plan for any student who causes material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events. The goal of the remedial plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

Discipline of Habitually Disruptive Students

Students who have been suspended three times for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events three times during the school year in violation of their individual remedial discipline plans may be declared habitually disruptive students. Expulsion is a possible consequence for habitually disruptive students. Any student enrolled in the district's schools may be subject to being declared a habitually disruptive student and thus, may be eligible for expulsion.

Discipline of Special Education Students

Appropriate discipline for special education students shall be in accordance with the student's individual education plan (IEP), any behavior intervention plan, and policy JK-2, Discipline of Students with Disabilities. In order to comply with all state and federal laws, the special education director shall be contacted prior to the use of any disciplinary measure which is not authorized by the student’s IEP or behavior intervention plan.

Distribution of Conduct and Discipline Code

The Principal shall arrange to have the conduct and discipline code distributed once to each student in elementary, and middle school and once to each new student. Copies shall be posted clearly in the school. In addition, any significant change in the code shall be distributed to each student and posted. BLRA shall consult with teachers, parents, students, and other members of the community in the development of the conduct and discipline code.

DISCIPLINE OF STUDENTS WITH DISABILITIES (File: JK-2)

Students with disabilities are neither immune from a school’s disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their IEP, any behavioral intervention plan, and this policy. During any period of disciplinary action, the student shall continue to receive a “free appropriate public education” in accordance with federal law.

Manifestation Determination

When a disciplinary change in placement is being considered related to a disabled student's behavior, the IEP team and qualified school personnel shall review the relationship between the student's disability and the behavior. Such a review must take place immediately, if possible, but no later than 10 business days from the date of the decision to take disciplinary action.

The team will determine whether the student's behavior is a manifestation of the disability and whether the student's disability impaired his or her ability to control or understand the impact and consequences of the behavior.

Disciplinary Action for Behavior that Is Not a Manifestation

Once the team determines that the behavior was not a manifestation of the disability, disciplinary procedures shall be applied to the student in the same manner as applied to nondisabled students. If disciplinary action includes suspension for more than 10 school days in a year or expulsion, the school will provide a free appropriate public education in a setting that addresses the student's educational needs.

Disciplinary Action/Alternative Placement for Behavior that Is a Manifestation

A student with disabilities whose behavior is determined to be a manifestation of his or her disability may not be expelled or suspended for more than 10 days from the current placement, but will be disciplined in accordance with his or her IEP, any behavioral intervention plan, and this policy.

In addition to any disciplinary action provided for in the IEP or behavioral intervention plan, if school officials believe the student is likely to injure self or others, the disabled student may be placed for up to 45 school days in an appropriate interim alternative educational setting.

If a parent/guardian disagrees with the schools alternative placement, a hearing officer may order removal to an alternative setting for 45 days where the district demonstrates by substantial evidence that maintaining the student's current placement is substantially likely to result in injury to the student or others.

Either before or within 10 business days after any change in placement related to a disciplinary problem, the IEP team must meet to determine an appropriate alternative setting, to develop a behavioral assessment plan, or to review and modify an existing intervention plan, and review and modify the IEP where necessary.

Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP. The plan shall be subject to all procedural safeguards established by the IEP process.

Expedited Hearings

An expedited hearing is available when:

1. The parent/guardian disagrees with the IEP team's determination regarding manifestation with any decision regarding placement.
2. The parent/guardian disagrees with the proposed new placement following an interim alternative placement.
3. The school believes it is dangerous for the student to be returned to the previous placement.

During any challenge to placement, the student will stay in the alternative placement.

Students Not Identified as Disabled

Students who have not been identified as disabled may be subjected to the same disciplinary measures applied to children without disabilities if the district did not have “knowledge” of the disability. The school has knowledge of the disability when:

1. The parent/guardian has expressed concern in writing that the student needs special education.
2. The student’s behavior or performance has demonstrated such a need.
3. The parent/guardian has requested an evaluation.
4. The student’s teacher or other school personnel have expressed concern about the student’s behavior or performance to the director of special education or other administrative personnel.

If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation will be expedited.

USE OF PHYSICAL INTERVENTION

In dealing with disruptive students, any person employed by the school may, within the scope of his or her employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

1. To prevent a student from an act of wrong-doing.
2. To quell a disturbance threatening physical injury to others.
3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
4. For the purpose of self-defense.
5. For the protection of persons or property.
6. To maintain discipline.

Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy. No corporal punishment shall be administered to students by anyone in any district school.

DETENTION OF STUDENTS

Reasonable detention of students at the close of the school day shall be permitted under the following conditions:

1. Appropriate consideration shall be given to factors of student transportation, traffic patterns, weather, and any other extenuating circumstances.
2. The age and grade level of the student shall be considered in determining the length of time a student may be detained after school.
3. In the event that a student is to be detained after the normal closing time, the parents or legal guardian shall be notified in advance. If the parents cannot be reached, detention shall be postponed until such time as communication with the home is established.

DISCIPLINARY REMOVAL FROM CLASSROOM (File: JKBA)

It is the policy of BLRA to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by BLRA and any other appropriate classroom rules of behavior established by the building HOS and/or classroom teacher for the purpose of

maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

1. Violates the code of conduct adopted by BLRA.
2. Is dangerous, unruly, or disruptive.
3. Seriously interferes with the ability of the teacher to teach the class or other students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from class under this policy does not prohibit the administration from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed.

The Principal or designee is directed to establish procedures to implement this policy so that removals from a classroom occur in a consistent manner throughout the school. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

SUSPENSION/EXPULSION OF STUDENTS

BLRA shall provide due process of law to students, parents/guardians, and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

As an alternative to suspension, the Principal or designee at personal discretion may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the Principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations. This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

Expulsion for Unlawful Sexual Behavior or Crime of Violence

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The Principal or designee will review the information and formulate a recommendation for disciplinary action to the BLRA. The information shall be used by the school to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. BLRA shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies. The school may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of the school to provide an alternative educational program for the student as specified in state law.

Information to Parents

Upon expelling a student, school personnel shall provide information to the student's parent or guardian concerning the educational alternatives available to the student during the period of expulsion, including the right of the parent/guardian to request that the school provide services during the expulsion. If the parent/guardian chooses to provide a home-based education program for the student, BLRA personnel shall assist the parent/guardian in obtaining appropriate curricula for the student if requested by the parent/guardian.

If a student is expelled for the remainder of the school year and is not receiving educational services through BLRA, the school shall contact the expelled student's parent or guardian at least once every 60 days until the beginning of the next school year to determine whether the child is receiving educational services.

Procedure for Suspension

The following procedures will be followed in any suspension, unless the student is suspended pending an expulsion proceeding, in which case the expulsion procedures will apply.

1. Notice. The Principal, or designee or the school at the time of contemplated action will give the student and the parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or student's parent/guardian.
2. Contents of notice. The notice will contain the following basic information:
 - a. A statement of the charges against the student.
 - b. A statement of what the student is accused of doing.
 - c. A statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness.

This information need not be set out formally but should sufficiently inform the student and parent/guardian of the basis for the contemplated action.

3. Informal hearing. In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The administrator may allow the student to call witnesses or may personally call the accuser or other witnesses. The administrator may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.
4. Timing. The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.
5. If the student's presence in school presents a danger. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.

6. Notification following suspension. If a student is suspended, the administrator will immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator to review the suspension.
7. Removal from school grounds. A suspended student must leave the school building and the school grounds immediately after the parent/guardian and administrator have determined the best way to transfer custody of the student to the parent/guardian.
8. Re-admittance. No student will be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.
9. Make-up work. Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension.

Students will receive 50% credit for makeup work which is completed satisfactorily.

Procedure for Expulsion

In the event that BLRA contemplates action denying admission to any student or prospective student or expelling any student, the following procedures will be followed:

1. Notice. Not less than 10 days prior to the date of the contemplated action, the Principal or an appropriate administrative officer of BLRA will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian. Such delivery may be by United States mail to the last known address of the student or the student's parent/guardian.
2. Emergency notice. In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.
3. Contents of notice. The notice will contain the following basic information:
 - a. A statement of the basic reasons alleged for the contemplated denial or expulsion. period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator to review the suspension.
 - b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent/guardian within 3 days after the date of the notice.
 - c. A statement of the date, time, and place of the hearing in the event one is requested.
 - d. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant, and that the student may be accompanied and represented by a parent/guardian and an attorney.
 - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. Conduct of hearing. A hearing may be requested by the parent/guardian. Such hearing will be conducted by a Hearing Officer designated by the school. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information.

Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and BLRA may consider and give appropriate weight to such information or

evidence it deems appropriate. The student or representative may question individuals presenting information. A sufficient record of the proceedings will be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript will be at the expense of the party requesting the same.

5. Parental responsibility. Upon expelling a student, school administration will provide information to the student's parent/guardian concerning the educational alternatives available to the student during the period of expulsion, including the right to request that the school provide services during the expulsion. If the parent or guardian chooses to provide a home-based education program for the student, BLRA personnel will assist the parent/guardian in obtaining appropriate curricula for the student if requested by the parent/guardian.

If a student is expelled for the remainder of the school year, the school administration will contact the expelled student's parent/guardian at least once every 60 days until the beginning of the next school year to determine whether the child is receiving educational services. BLRA personnel need not contact the parent/guardian after the student is enrolled in another school or if the student is committed to the department of human services or sentenced to a juvenile or adult detention facility.

6. Re-admittance. A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:

- a. The expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment, or was placed in a diversion program as a result of committing the offense for which the student was expelled.
- b. There is an identifiable victim of the expelled student's offense.
- c. The offense for which the student was expelled does not constitute a crime against property.

If the BLRA has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.

No student will be readmitted to school until after a meeting between the principal or designee and the parent/guardian has taken place except that if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

GROUND FORS SUSPENSION/EXPULSION (File: JKD-E/JKE-E)

According to the Colorado Revised Statutes 22-23-106(1)(a-e) and 3(e), the following shall be grounds for suspension or expulsion from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel, including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student for which expulsion shall be mandatory.
 - a. For the purposes of this paragraph, "habitually disruptive student" means a child who has been suspended pursuant to paragraph 1, 2, 3, or 5 of this exhibit three times during the course of the

school year for causing a material and substantial disruption in the classroom, on school grounds, or at school activities or events because of behavior that was initiated, willful, and overt on the part of the child. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.

b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each suspension counted toward declaring the student as habitually disruptive, and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of “habitually disruptive student” and the mandatory expulsion of such students.

5. Serious violations in the school building or in or on school property for which suspension or expulsion shall be mandatory. Expulsion shall be mandatory for:

a. The sale of a drug or controlled substance as defined in C.R.S. 12-22-303.

b. The commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S. or assault pursuant to Part 2.

c. The carrying, bringing, using, or possessing of a dangerous weapon without the authorization of the school or school district, except that if a student discovers that he or she has carried, brought, or is in possession of a dangerous weapon and the student notifies a teacher, administrator, or other authorized person in the school district and, as soon as possible, delivers the dangerous weapon to that person, expulsion shall not be mandatory. As used in this paragraph, "dangerous weapon" means:

1) A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.

2) Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.

3) A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.

4) Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

6. Repeated interference with a school's ability to provide educational opportunities to other students.

7. Failure to comply with the provisions of Part 9, Article 4, Title 15, C.R.S. (immunization requirements). Any suspension, expulsion, or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.

8. Making a false accusation of criminal activity against a Mosaica Education, Inc. or district employee to law enforcement or to the district.

9. Misuse of an electronic device such as a cell phone, pager, and/or personal digital assistant (PDA) on school grounds or on school buses, at school sponsored activities, and/or on field trips in a manner which constitutes an interference with school purposes or an educational function or that is profane, indecent, or obscene or constitutes an invasion of privacy.

According to C.R.S. 22-22-106(2), subject to the district's responsibilities under the Exceptional Children's Education Act (see policy JK-2, Discipline of Students with Disabilities), the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program:

1. Physical or mental disability such that the child cannot reasonably benefit from the programs available.

2. Physical or mental disability or disease that is causing the attendance of the child suffering to be detrimental to the welfare of other students.

SUSPENSION/EXPULSION OF DISABLED STUDENTS

(File: JKD-2/JKE-2 and JKD-2-R/JKE-2-R)

Special education students are neither immune from a school disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students.

A special education student may be temporarily suspended from school if exclusion is warranted because of the student's disruptive activities and/or actions which present a physical danger to him, other students, school personnel, or school property.

A special education student whose behavior is determined to be a manifestation of his or her disability may not be expelled but shall have his individual education plan (IEP) reviewed by the appropriate IEP team. The team shall review the IEP for appropriateness of services and the need for a more restrictive or alternate placement.

A special education student whose behavior creates a threat of physical harm to him or other students may not be expelled if the actions creating the threat are a manifestation of his or her disability. However, the student shall be removed from the classroom to an appropriate alternative setting for a length of time which is consistent with federal law. Within 10 days, the school in which the student is enrolled shall arrange for a re-examination of the IEP to amend the plan as necessary to ensure that the needs of the student are addressed in a more appropriate manner or setting which is less disruptive to other students.

The special services director shall be consulted prior to consideration of expulsion of a special education student for misbehavior that is not related to his or her handicapping condition.

Procedure

Suspensions from the child's current placement must be for a definite period of time, not longer than 10 consecutive school days for any violations of school rules. Removals do not constitute a change of placement. After the child with a disability has been removed from his or her current placement for more than 10 days in the same school year, the building special education team must meet to determine the level of services the student may need; and a functional behavioral assessment and a behavior intervention plan must be established for that child by the IEP team.

Occasionally, the misconduct of a student with disabilities necessitates a brief change of placement to an interim alternative education setting (IAES). The IEP team determines if an IAES is appropriate for the student. The IAES must:

1. Allow the student to progress in the general curriculum.
2. Provide the student the necessary services and modifications to meet the goals set out in the IEP.
3. Include services and modifications to address the presence of and prevent the reoccurrence of the misconduct behavior.

A student with a disability may be placed in an IAES for a period of time consistent with their nondisabled peers but not more than a maximum of 45 days.

In the case where the student with a disability carries a weapon to school or to a school function, knowingly possesses or uses illegal drugs, or solicits the sale of a controlled substance, the student would be suspended from school and considered for expulsion.

Immediately upon the decision that expulsion is to be pursued, the parent of the child must be notified and provided procedural safeguards. Within 10 days of the decision, a manifestation staffing review must be conducted. The IEP team and other qualified personnel are responsible for conducting the manifestation determination review.

If the IEP team determines that the misconduct is not a manifestation of the student's disability, the school can proceed with the expulsion; but the IEP team must tailor a free and appropriate public educational (FAPE) program during the suspension or expulsion.

If the misconduct is a manifestation of the disability, the discipline proceeding must stop; and the IEP team must review the IEP and adjust the programming according to the least restrictive environment (LRE) options.

CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES – ALLOCATION OF PARENTAL RESPONSIBILITIES (File: KBBA and KBBA-R)

BLRA presumes that the person who enrolls a student in school is the student's custodial parent. Unless the school has a copy of a court order that specifies otherwise, said custodial parent shall be the one whom the school holds responsible for the education and welfare of that child.

Parents or guardians shall have the right to receive information contained in school records pertaining to their minor child and to forbid or permit the disclosure of such information to others unless authorized by the custodial parent.

The School, unless informed otherwise, assumes that there are no restrictions regarding either parent's right to be kept informed of the student's school progress and activities.

If restrictions are made relative to the rights of either parent, the custodial parent or the parent to whom parental responsibility for school matters has been allocated shall be requested to submit a certified copy of the court order which curtails specific rights of the other parent.

Unless there are specific court-imposed restrictions, either parent, upon request, shall be given access to all of the student's educational records including, but not limited to the student's cumulative file and the student's special education file, if applicable. The student shall not be permitted to visit with or be released to anyone without the approval of the custodial parent or the parent to whom parental responsibility for school matters has been allocated by a court order. However, if neither parent has been granted custody or allocated parental responsibility for school matters by a court order and the custodial parent cites emergency circumstances, access to a student by the other parent may be limited on a temporary basis for a reasonable period of time to allow a custodial parent an opportunity to obtain a court order.

Procedure

The following procedures have been developed for situations involving the allocation of parental responsibilities (custody), visitation, and release of records of a child enrolled at Banning Lewis Ranch Academy:

1. The school registrar will maintain records easily accessible to school administration indicating those students whose parents are divorced or legally separated and have special custody arrangements. Upon receiving the appropriate information, the school will make every attempt to comply with special custody terms.
2. Students will not be released to unauthorized individuals.

Children of Divorced/Separated Parents

- 1.** Both natural parents have the right to view the child's school records and receive school progress reports unless otherwise documented through a court order.
- 2.** BLRA will presume that both parents have equal access to a child when that student is registered in school unless one parent provides the school with a court order indicating otherwise.
- 3.** A copy of the court order governing a divorce, separation, or delineation of parental rights will be provided by the custodial parent or the parent to whom parental responsibility for school matters has been allocated and kept in the student's cumulative record as a temporary record if situation warrants.
- 4.** If the school is aware that the student's parents are divorced or separated and a parent refuses to provide a copy of the court order to the school, the principal will be advised; and a statement of the refusal will be noted, including the date and situation. This statement will be filed in the student's cumulative record. The school will provide full access to both parents in this case.
- 5.** A student will not be denied admission to school on the basis of refusing the request for documentation of a divorce, separation, or delineation of parental rights unless student residency is at issue.
- 6.** In some instances, two opposing court orders may be presented to the school. In such event, the most current order will govern.
- 7.** Joint allocation of parental responsibility or joint custody stipulations in a divorce decree will be read carefully in order to understand the rights and privileges allowed each parent. The school will review such a decree for residency and visitation rights purposes. Students may be allowed by such a decree to attend two schools on a rotation basis corresponding to custody arrangements.
- 8.** The student shall not be permitted to visit with or be released to anyone without the approval of the custodial parent or the parent to whom parental responsibility for school matters has been allocated by a court order. However, if neither parent has been granted custody or allocated parental responsibility for school matters by a court order and the custodial parent cites emergency circumstances, access to a student by the other parent may be limited on a temporary basis for a reasonable period of time to allow a custodial parent an opportunity to obtain a court order.
- 9.** If a school official becomes aware of emergency circumstances, the appropriate law enforcement agency will be contacted. If a school official is in doubt about the validity of a request or documentation presented, the school official will contact appropriate officials. The school official should request positive identification of any individual making a request for release or visitation of a student.
- 10.** If a parent making an unauthorized request for release or visitation refuses to leave the school premises at the principal's request, the principal will contact the appropriate law enforcement agency.
- 11.** Contact from an attorney on behalf of a parent may be referred to the school attorney on advice of the superintendent.

STUDENT USE OF THE INTERNET (File: JS)

The Internet, a global computer network referred to as the World Wide Web, and electronic communications (e-mail, chat rooms, and other forms of electronic communication) have vast potential to support curriculum and student learning. BLRA believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and home computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to

participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

BLRA believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the school. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources including some that may be harmful to students.

BLRA acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, child pornography, or otherwise harmful to minors, as defined by the school. Students shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that may be harmful to minors.

Blocking or Filtering Obscene, Pornographic and Harmful Information

Services/products that block or filter material and information that is obscene, child pornography, or otherwise harmful to minors, as defined by BLRA, shall be installed on all school computers having Internet or electronic communications access. Students shall report access to material and information that is obscene, child pornography, harmful to minors, or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No Expectation of Privacy

BLRA computers and computer systems are owned by the Banning Lewis Ranch Academy and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The school reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, all usage of Banning Lewis Ranch Academy computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of BLRA.

Unauthorized and Unacceptable Uses

Students shall use BLRA computers and computer systems in a responsible, efficient, ethical, and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of BLRA computers and computers systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material or information:

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
- That is not related to BLRA education objectives.
- That contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion.
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability, or handicap.
- For personal profit, financial gain, advertising, commercial transaction, or political purposes.
- That plagiarizes the work of another without express consent.

- That uses inappropriate or profane language likely to be offensive to others in the school community.
- That is knowingly false or could be construed as intending to purposely damage another person's reputation.
- In violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret.
- That contains personal information about themselves or others, including information protected by confidentiality laws.
- Using another individual's Internet or electronic communications account without written permission from that individual.
- That impersonates another or transmits through an anonymous remailer.
- That accesses fee services without specific permission from the system administrator.

Security

Security on School computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited. Students shall not:

1. Use another person's password or any other identifier.
2. Gain or attempt to gain unauthorized access to district computers or computers systems.
3. Read, alter, delete, copy, or attempt to do so, electronic communications of other system users.

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic devices communications.

Safety

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or BLRA-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized Software

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

Assigning Student Projects and Monitoring Student Use

BLRA will make every effort to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual

skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications. Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

Student Use is a Privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school may deny, revoke, or suspend access to technology or close accounts at any time.

APPENDIX C. WELLNESS POLICY GUIDELINES

Falcon School District 49/Banning Lewis Ranch Academy Wellness Policy Guidelines for Parents

The district/BLRA wellness policy focuses on improving the health of students.

Nutrition in the classroom

- All food items must be store-bought with the nutrition information showing the product is 100 calories or less, 0 grams of trans fat. (This is for any snacks that BLRA staff provides at the school during our school day) Parents are encouraged to provide students with the most nutritious snacks available as research shows our students learn best with proper nutrition for their bodies.
- No candy or sodas will be allowed.
- BLRA celebrates birthdays with Non-Food Items. Celebration ideas are listed below.

Non-Food Celebration Ideas:

- Smencils (smell good pencils)
- Glow Sticks
- Stickers
- Books
- Chapstick
- Post its in fun shapes
- Play dough
- Stress balls
- Seeds for planting
- Lead a Dance Break
- Donate a book to the classroom library

Physical Activity

- Physical education is provided in elementary, middle and high school.
- Strenuous physical activity is not used (e.g. running laps, pushups) as punishment.
- Generally, students should not be required to “sit out” any part of recess as punishment unless there is a safety concern.
- Elementary school students will have a minimum of 30-minutes daily of physical activity. Physical activity can include recess, physical education classes, fitness breaks, active classroom activities, exercise programs, or active field trips.

Snacking Tips for Parents

- Plan ahead and buy healthy snacks when you shop. You will save money and make healthier choices than if you or your kids are buying snacks on the go.
- Provide kids with choices and make those choices nutritious.
- Pre-portion you child's snacks into small plastic bags to grab on the go.
- Combine snacks from at least two food groups to pack more nutrients into your child's diet... it will be more filling and it will hold them over to the next meal.
- And remember... space snacks far enough between meals so appetites are not spoiled!
- Classrooms are peanut free at BLRA, so all snacks will need to be peanut free for snack time.

Healthy Grain Snack Ideas

- Whole-grain crackers with cheese
- Whole-grain cereal with milk
- Flavored rice cakes (like caramel or apple cinnamon)
- Baked potato chips, or tortilla chips with salsa
- Popcorn - Air popped or low-fat microwave
- Pretzel sticks and a glass of milk
- Vanilla wafers, gingersnaps, graham crackers, animal crackers, fig bar or raisins, and a glass of milk

Healthy Fruit and Veggie Snack Ideas

- Raw Vegetables with low-fat yogurt dip, cottage cheese or humus
 - oBaby Carrots
 - oCelery Sticks
 - oCucumber Slices
- Apples and cheese - pears and other fruits are good too!
- Frozen fruit bars
- Dried fruit
- 100% Fruit Juice box

Healthy Dairy Snack Ideas

- String Cheese and Fruit
- Low fat or nonfat Milk or Yogurt Smoothies with 100% fruit juice and sliced bananas or strawberries
- Cottage Cheese or Yogurt with fruit (fresh or canned)
- Fat-Free or 1% White, Chocolate or Flavored Milk