

Banning Lewis Preparatory Academy Student Handbook

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WELCOME, CONTACTS, COMMUNICATION

Vision Statement:

We are champions of tradition and innovative education.

Mission Statement

The mission of BLPA 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 Preparatory Academy equips each classroom with a classroom set of computers along with a laptop for each teacher.

Assessment: The barometers that gauge Banning Lewis Preparatory 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 Preparatory 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 Preparatory Academy works to foster a close connection between home and school. Specifically, Banning Lewis Preparatory 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 Preparatory Academy community, WELCOME! We are a growing community committed to providing high quality education and care. The Banning Lewis Preparatory Academy Handbook is designed to help students and parents become a part of the BLPA 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 BLPA. 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 Preparatory Academy
9433 Vista Del Pico Boulevard
Colorado Springs, CO 80927
Phone: 719-638-3040 Fax: 719-638-3050
Email: info@blracademy.org
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 everyone to do their part to keep our school safe. The school requires all visitors coming to the building to report directly to the front desk to present identification, sign in, and receive a visitor's badge.

Students may enter through the front or west doors after 7:30 AM daily.

Traffic laws and postings are expected to be observed by all drivers. School staff are on duty in the parking lot areas between 7:20 AM – 7:45 AM and 3:15 PM – 3:30 PM. All walkers are expected to obey crossing laws and follow the instructions of the crossing guards.

Students cannot be left unsupervised at the school under any circumstance. School personnel will supervise students between 7:30 AM and 3:30 PM daily. Additionally, school-sponsored activities will be supervised by a school sponsor. Students not participating in a school sponsored activity after school are required to leave campus. All students in the building after 3:30PM should be in a school sponsored activity. Students who loiter on campus after hours will be asked to leave campus. Persistent student loitering will result in disciplinary action.

Students are expected to adhere to the dress code throughout the school day. Please refer to the Banning Lewis Academy dress code policy for details.

Communication:

At Banning Lewis Preparatory 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
 - Check PowerSchool frequently to stay apprised of your student's grades
 - Read all BLPA updates (e-blast) and newsletters
 - Check your student's planner daily for important assignments and information
 - Check class Schoology pages frequently
- 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 BLPA indicates your commitment to supporting and respecting the rules as outlined in this handbook. Cooperative relationships provide the win-win support that our students need to be able to focus on their education.

Banning Lewis Preparatory Academy maintains an open-door policy concerning communication with

parents, students, staff, and our community. At the same time, however, all concerns should be shared initially at the level of the concern source and, if necessary, should then follow the protocol of contact:

1. The teacher, activity director or personnel responsible
2. The school assistant principal
3. The school principal
4. The Chief Administrative Officer
5. The Executive Director
6. BLPA School Board
7. Falcon School District 49

Volunteerism:

It is an expectation that by enrolling your child at BLPA 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.)

Hours and donations are tracked electronically at www.helpcounterweb.com. The Volunteer Sign in Area information for BLPA is:

- Login Name: blewis
- Password: z9trm

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

GENERAL OFFICE POLICIES

Financial Obligations:

Throughout the year, a student may incur fees. Fees include the cost of materials to take certain courses offered at BLPA, concurrent enrollment or A.P. courses, athletic fees, and in the case of damage or misplacement, punitive fees assessed by the administration. All fees must be paid by the end of the school year. If a student transfers schools, BLPA can transfer any outstanding fees to the new school and the new school will add the fees to the student's new account.

Telephone:

School telephones are for business purposes and are not to be used by students except in an emergency. Students may go the front office to request phone use.

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 BLPA staff and calls will be returned within one business day.

Copy machines:

Copy machines are restricted to faculty, staff, and trained volunteers, not student use.

School Property:

The BLPA community is expected to show pride in BLPA 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 Preparatory Academy utilizes video cameras throughout the school building and grounds for student safety purposes. The cameras may also 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 Preparatory Academy reserves the exclusive rights to the footage. BLPA can also share access to the footage to law enforcement agencies as well as with District 49 as deemed necessary by the administration.

Use of School Name:

At no time may any member of the BLPA community use the school's 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 and Delays:

Because of our broad geographical student base, BLPA school delays or school cancellations will be determined by the administration. BLPA will delay or close in conjunction with D49 weather or safety related delays and closures. If D49 calls a delay on a date that is scheduled for a BLPA 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 all 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 BLPA staff. BLPA 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 student. A student planner shall be used as an educational and organizational aid. If lost, a replacement may be purchased from the school. Students are responsible to carry their planner to all classes and use it to record class assignments and hall passes.

Backpacks:

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

Conduct in the Classroom:

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

Conduct in the Cafeteria:

Students are expected to eat lunch on-site in a respectful manner. 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.

Open Lunch:

11th & 12th grade- All year (after meeting expected criteria)

10th grade- starting 2nd Semester (after meeting expected criteria)

9th- Not Applicable

Criteria:

Good Behavior- No Discipline Referrals

Good Grades- GPA 3.0 or higher

Good Attendance- Less than 5 days/year, unexcused

Food and Water:

As a rule, food and drinks are not allowed in the hallways, classrooms, or media center. Approved snacks and water may be allowed in designated areas for nutrition breaks. Students are encouraged to bring water bottles that may be refilled throughout the day to stay hydrated. Students may not bring energy drinks and drinks high in sugar, soda, or similar. Glass containers are not allowed.

Parents or students who wish to have food delivered to the school may do so. A food table will be setup in the main entrance of the building. All food deliveries, including those dropped off by parents, need to be placed on the table. Students may then come and grab the food that has been left for them. The Front Office staff will NOT accept food for students or hold them for students. Students are required to have paid for their food prior to delivery. Cash on delivery (COD) is not recommended and the Front Office staff will not permit food delivery personnel to wait in the front office. The school is not responsible for monitoring the food table and all food deliveries are done so at the student/family's risk and is their responsibility.

Food Allergies:

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

Conduct at Assemblies:

Scheduled assemblies are part of student life at BLPA, so it is important that students and all attendees are attentive, quiet, and respectful.

Conduct at School-Sponsored Events:

The following apply to school-sponsored events including, but not limited to; assemblies, social events, athletic events, academic competitions, and music/theater productions:

- All students (both participants and attendees), staff, parents, and other guests are responsible for their actions and are required to follow the same rules of conduct as BLPA students.
- During interscholastic competitions, the BLPA 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 participants.
- All school policies remain in force throughout all school-sponsored events. Violations of school policy will be addressed in the same manner used during the regular school day. Any violations of law will result in law enforcement being contacted.
- Chaperones are required to be present at school events. All parent chaperones must be approved by administration prior to the event (please refer to the adult volunteer requirements for details).
- Participants in a specific school-sponsored activity such as an athletic team or a music group may be held to additional standards with prior notification from the coach/sponsor. Please refer to the Athletics Handbook for more details.

Lost and Found:

The school is not responsible for lost or stolen property, but an effort will be 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, and personal electronic devices and accessories at home.

Lockers:

Student lockers for middle school and high school students may be requested at the beginning of each school year, first come first served. It is a student's responsibility to keep the locker clean and to provide his/her own lock. Removable decorations and organizational items are allowed (nothing permanent). Examples of acceptable materials include but are not limited to; magnetic pictures/ frames; racks and dividers used to organize books and materials; and magnetic picture frames, mirrors and the like are allowed. When using lockers, students must lock their lockers between classes, keeping lock combinations confidential. Students may not transfer their assigned lock or locker to any other student. Costs to repair damaged and defaced lockers are billed to the student to whom the locker was assigned.

All lockers, backpacks and book bags are subject to search by school officials at any time without prior notice.

Parking

Parking at BLPA is a privilege. Students who park on campus must register their car and purchase a parking permit from the Main Office for \$25. The BLPA parking lot is school property; as such school officials and security reserve the right to search vehicles on school property upon reasonable suspicion. Items considered dangerous or illegal shall be seized and given to the appropriate law enforcement agency. Students in possession of such items in their vehicle will be referred to the Dean for disciplinary action. Refusal by a student, parent/guardian, or owner of a vehicle to allow access to a vehicle on school premises at the time of a search request, shall be cause for the termination of parking privileges. Refusal to submit to search may also result in disciplinary action and the notification of law enforcement officials.

Students who park in the staff lot or other unauthorized areas or without displaying their parking permit will receive a \$5 parking ticket per infraction that will be added to the student's account. The Colorado Springs Police Department (CSPD) will also enforce traffic laws on campus to include parking enforcement. Students are not permitted to park in the handicap spaces unless they have a state issued handicap parking permit. Violators are subject to ticket and tow (fees for parking in a handicap spot usually are around \$300.00 or more).

Should a student lose parking privileges due to a violation, funds will not be reimbursed. The school is not responsible for any damage done to vehicles or for property stolen from vehicles while they are parked in the school lot.

Signs and Posters:

All BLPA event signs and posters must have stamped approval by the administration and should be removed by the end of the school day following the event or activity. Any unauthorized signs or posters will be removed without warning.

Solicitation:

Students are not allowed to sell any items at school unless the sales are part of a pre-approved fundraiser and student participation in sales is pre-approved by administration (for example, student groups/clubs may be approved to work concessions for an athletic event.) Otherwise, all fundraisers must be pre-approved by school administration.

Electronics:

Students may possess personal electronic devices (Cell phones, tablets, iPod, portable gaming devices, earphones, smartwatches, etc.) on the BLPA campus, **but may only access them outside of the school day (7:45 a.m. – 3:15 p.m.)** unless expressly directed to do so by a staff member. If at any time a student's access to a personal electronic device is disruptive to the educational process, then the device may be confiscated by the teacher for the remainder of that class period. Repeated disruptions stemming from access to a personal electronic device may result in a discipline referral and not being allowed to have said device on campus.

Personal Electronics Policy

1. *Teacher collects the phone (after student powers it off), reminds them of policy, logs it, **gives student phone back at the end of the period.***
2. *Teacher collects the phone (after student powers it off), reminds them of policy, logs it, turns phone in to front office, contacts parents, student may pick the phone up from the front office at the **end of the day.***
3. *Teacher collects the phone (after student powers it off), reminds them of policy, logs it, turns phone in to front office, Admin calls home and lets the parent know they will need to pick it up.*

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. Verbal authorizations are not permitted and will not be accepted. 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. All field trips must be approved by the BLPA administration prior to the trip.

Clubs:

Student clubs may be permitted by the school after a BLA Club Proposal Form is submitted to and approved by the administration. All clubs must have the approval of administration per the BLA Club Approval Form and all club events/meetings must be supervised by a BLA staff member. Clubs are to be financially self-supporting. Questions concerning clubs should be directed to the school administration. Club activities to include meetings, fundraisers, community service projects, etc. shall be deemed as school approved and all school policies are applicable to all students, staff, faculty, and chaperones. Club/organization advisors are responsible for ensuring that their club/organization is operating in accordance with school policies and procedures.

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 must follow the dress code for school pictures.

Hall Pass Policy:

Each student must have a pass when outside the classroom during class time. If a student is without a hall pass, it shall be grounds for disciplinary consequences depending on the circumstances. Student planners shall double as a hall pass and must be filled out correctly.

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.
- Students who are eligible for open campus will have the ability to leave and return to campus during their scheduled lunch.
 - Students will have to sign in and sign out at the front office with time of departure and return.
- Students taking CE courses are allowed to leave and return to campus for educational reasons.

- 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 can be contacted.
- Students who are 18 years of age or older may sign themselves out with prior written parent and administrator approval. Verbal authorizations will not be permitted or honored. The student/family assume all risk and responsibility.

DRESS CODE POLICY

BLPA 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 of Directors. 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-compliance. Students are to present a neat appearance, including appropriate sizing for the individual. No clothing item may have holes or tears.

1. Shirts

All shirts worn must have a collar, unless a school spirit T-shirt, or approved shirt for spirit celebrations. All shirts must be of the following:

- Plain/ Solid in color and non-neon
- Polo Shirt (Long or Short Sleeve)
- Oxford (Button Down) Shirt

Shirts may be worn tucked in or untucked

- If worn untucked, the shirt must extend past the waistband, but not extend past the wrist.
- No Logo of any kind is allowed, except approved BLA logos.

2. Outer Wear

Sweaters, Sweater Vests, Cardigans, Sweatshirts (zip ups, and crew necks)

- A dress code compliant shirt must be worn under a sweater, sweater vest, cardigan, or sweatshirt.

Must be plain/solid in color, non- neon, and no branding/ logo.

Windbreakers, Blazers, and Sport Jackets

- Windbreakers, Blazers and Sport Jackets (professional dress) are allowed and must be worn with appropriate dress code compliant shirt.
- Must be plain/solid in color and non- neon.

3. Spirit Wear (Hoodies, and Shirts)

Spirit wear is defined as clothing that promotes Banning Lewis Academy or a Banning Lewis Academy team, club, or activity.

- Spirit wear (hoodies and shirts) may be worn at any time with dress code compliant bottoms.
- Must be approved BLA spirit wear or approved Banning team/club apparel.

4. Footwear

- Shoes must be always worn. Shoes should be appropriate for daily activity.
- Open-toed footwear, footwear with lights/wheels, slippers, sandals, high heels, and mules are not permitted.
- Tennis/athletic shoes with non-marking soles are required for physical education. 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.

5. *Pants, Capris, Shorts, Skirts, Polo Dresses, Jumpers, and Joggers*

- No painter's pants, cargo pants, stone washed, or the like are allowed. Tights, leggings, or the like are not to be worn as pants. Tights and leggings are allowed when worn under jumpers, skirts, or dresses.
 - Must be plain/solid in color, non-neon, and follow color guidelines in BLA dress code.
 - Must be plain/solid in color, non-neon with no patterns, embellishments, holes, tears, etc.
- 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.
- Undergarments/shorts are required underneath jumpers, polo dresses, or skirts.
- **High School students will be allowed to wear non-distressed jeans (no holes, tears, embellishments, etc.) on the first day of the school week, as part of their High School dress code, in addition to the tradition of participating in BLPA \$1 jeans day.

6. *Accessories*

Ties, Scarves, Headbands, Etc.

- Ties and scarves may be worn; they must not be distracting to the learning environment.
- Blankets are not considered an accessory and are not allowed in the learning environment.
- Students are not allowed to wear bandanas or the like.
- Students may wear head bands, if it is holding hair back, flat to the head, and not distracting to learning environment.
- No hats/ head coverings are to be worn in the learning environment or in the school building during school hours unless there is an administrative approval.

Make-up

- Students may wear make-up, but it must not be distracting to the learning environment.

Tattoos/Writing on Skin

- 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 not be distracting to the learning environment.
- Piercings are restricted to ear and nose.

7. *Hair Color/Style*

- Extreme, eccentric, or faddish hairstyles/ colors that detract from the learning environment are not permitted.
- Students may not have a hair style that contains vulgar or images that may distract from the learning environment.
- Hair may only be dyed/ styled in naturally occurring colors (brown, black, grey, natural red, blonde).
- Hair may be styled with braids, cornrows, twists, or locks, so long as the style is within the following guidelines. Each braid, cornrow, twist, or lock will be of uniform dimension, have a

diameter no greater than 1 inch, and present a neat appearance that is not distracting to the learning environment.

- Facial hair must present in a clean, well groomed, manner.

8. Physical Education

- Students participating in physical education classes will be required to wear a plain and solid t-shirt and plain and solid shorts, leggings, or sweatpants. Spirit wear T-shirts will also be allowed.
- Gym shoes with non-marking soles are required.

9. 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.

10. General Expectations

Students are to present a clean and neat appearance.

- All clothing (except approved spirit wear) will be plain/solid in color, with no holes, tears, embellishments, etc.

11. Exceptions

School Administration will on occasion allow dress code alternative days such as Dress for Success, Spirit Days, or Jeans Days (no holes or tears).

- BLPA respects the diversity of its students. Administration may make exceptions to this policy based on religious or medical observances or accommodations.
- Outerwear that is worn for warmth to and from school and outside, that is not considered a dress code item or spirit wear, will not be permitted to be worn in the learning environment.

Consequences for Non-Compliance

- **First and second offense** – verbal warning, parent is notified, student gets into compliance, documented in PowerSchool via Log Entry.
- **Third and any future offenses** – parent picks up student for remainder of day, suspension, documented in PowerSchool via Log Entry.

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Our Curriculum:

Banning Lewis Preparatory 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:

Grade level counselor and/or principal must approve all classroom or course schedule changes. Requested changes must be submitted in writing. Forms are available in the front office during the schedule change window.

Credit for Non-BLPA Courses

Newly enrolled Banning Lewis Preparatory Academy students must submit transcripts for all high school coursework as part of the enrollment process. The principal, or designee, will review the transcripts to determine the credit earned toward graduation from courses completed prior to the date of enrollment with Banning Lewis Preparatory Academy.

Banning Lewis Preparatory Academy high school students may also request approval to take courses for up to 4.0 credits from other accredited educational institutions during their period of enrollment with Banning Lewis Preparatory Academy per the following procedures, requirements, and restrictions.

- An outside course will only be considered for approval to be taken for credit if all the following criteria are met or exceeded:
 - The request for approval to take a course for credit from an accredited educational institution must be completed and submitted to the principal or designee at least two weeks (10 business days) prior to the start of the outside course.
 - The outside course must be aligned to Colorado Academic Standards for the content area in which credit is to be earned.
 - The outside course must be substantively different in terms of content from any/all previously completed courses unless the outside course is intended be a “repeated course” (see repeated course restrictions/requirements). A difference in delivery is not considered to be substantively different in terms of content. For example, Algebra 1 taken online is not considered to be substantively different in terms of content from Algebra 1 taken in-person.
- Upon completion of an approved outside course, the student must provide an official grade report or transcript from the accredited institution prior to any credit being granted.
- Upon receipt of an official grade report or transcript from the accredited institution, BLPA will enter a Pass/Fail (P/F) grade on the student’s BLPA transcript along with an indication of the institution providing the course.
- Courses taken through BLPA’s concurrent enrollment program and courses taken through Falcon District 49 are not considered outside courses.

Repeated Courses:

A high school student may repeat a course with the following restrictions/requirements:

- Credit for any given course can only be earned once. Repeating a course will not result in additional credit being earned.
- Each enrollment in a given course will be entered on the student's transcript to include the grade earned in each enrollment, including credit recovery.

The grade for each course will be included in the official grade point average (GPA) calculation. Therefore, the grade from a repeated course does not "replace" the grade from the original enrollment in the course; including courses recovered for credit.

- Exceptions to these restrictions/requirements are provided to specific activity/production courses. The following courses are exempted from the restrictions/requirements detailed above and may be repeated for full credit:
 - Student Publications (Yearbook/Newspaper)
 - BLPA Singers (Choir)
 - Concert Band
 - Jazz Band
 - String Orchestra
 - Music Theatre Production
 - Weights and Fitness
 - Outdoor Fitness Speed Training

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 Work:

BLPA 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 late work will receive a 10% grade deduction per class meeting. For example, work received two class meetings late will receive a 20% deduction and so on. This does not apply to work assigned during excused absences.

Grading System:

- Middle School: The academic year is divided into four quarters. Each quarter is approximately ten weeks in length.
- High School: The academic year is divided into two semesters.

BLPA Grading Scale

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

Honor Roll

All students are eligible for Maroon or Gold Honor Roll at the middle school level based on each term’s academic performance. Honor Roll status is determined on a student’s GPA for the most recent term.

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

WEIGHTED GRADES for High School

By School Board policy, courses approved for weighted grade status will receive 1 extra grade point per credit for that course based on a 5-point scale. This extra point will be calculated with all other course grades, which are calculated on a 4-point scale. All Concurrent Enrollment (CE) and Advanced Placement (AP) courses will receive weighted grade status. Class rank and all other honors will be based on a weighted grade point average. Credits transferred from another school will not be weighted, except for Advanced Placement courses. When a student submits a petition for consideration, the principal may grant weighted grade status to a transfer course which carries a similar title or description as a “weighted” course, if it reasonably meets the BLPA definition of a weighted course and was weighted at the previous school.

	Traditional 4.0 Scale		5.0 Weighted Scale (CE/Courses)
4.0	A	5.0	A
3.0	B	4.0	B
2.0	C	3.0	C
1.0	D	2.0	D
0	F	0	F

Graduates will be recognized with the following designation for graduations

- 3.75 and Higher- Graduate with Highest Honors
- 3.4-3.74- Graduate with High Honors
- 3.0-3.39 Graduate with Honors

Academic Lettering

To qualify for a BLPA Academic Letter, a BLPA high school student must complete two consecutive semesters at BLPA with a GPA of 3.75 or higher for each semester. Students will receive a Letter and an Academic Pin of recognition for their first year and will receive a bar for each subsequent pair of consecutive semesters for which they meet the lettering standard. If a student is found to have received their letter through ill-gotten means (i.e., academic dishonesty), BLPA reserves the right to rescind the student's letter and pin.

Report Cards/ Reporting Academic Progress

- Report cards will be made available at the end of each term via paper or electronic copy
- 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 two weeks after the term ends. In those rare cases where a student is under the care of a physician for a serious illness, additional time may be granted to complete all course work, including tests and semester exams, as determined by the student's teacher and the principal. If the work is not completed in the determined length of time, the grade becomes an "F".
- Parents will be notified if their student has a D/F in a class after the first two weeks of a term.
- Student progress can be monitored online by each parent daily by utilizing their parent portal access code.

Academic Tutoring

After school tutoring in core academic areas is available Monday – Thursday, 3:15-3:45 pm. Students should communicate with teachers in advance of attending tutoring. Students must leave campus after their tutoring session has ended.

Promotion/Retention/Academic Support

Banning Lewis Preparatory 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 Preparatory Academy does not practice social promotion but rather places and promotes students according to each student's instructional level. Recognizing the unique developmental needs of each student, the most appropriate educational setting will be determined to meet those needs and a personalized student achievement plan will be designed to support academic growth.

Promotion and Retention Policy Statement:

No middle school student shall be promoted to the next successive grade level based on age or other social reason unrelated to academic performance. A student may be considered for retention if the following criteria are not met:

1. Mastery in all major content areas as evidenced by grade level report cards
2. To be promoted to any grade level through eighth grade, a student's scaled score on the academy's standards-based assessment must fall above the 25th percentile in mathematics and reading.
3. All students must demonstrate a 95% or better attendance rate.

Upon entering high school, the emphasis is on successful accumulation of high school credits as opposed

to grade level designations. High School students who fall behind the recommended rate of credit accumulation or middle school students who are placed or retained below chronological grade level may be required to participate in some or all the following interventions:

- After School Tutoring
- Supplemental or Credit Recovery Course Work
- Individualized interventions guided by the Multi-Tier System of Supports (MTSS) Team
- Attendance Counseling

Responsibility and Timeline:

Decisions regarding a student's placement, promotion or retention will be determined on an individual basis based on academic results. The principal, along with the input of the MTSS Team, shall have the final responsibility of determining grade level placement and promotion or retention of each student.

If a student is failing or has failed one or more core academic courses by the end of a term, the student will be placed on Academic Probation. The student and family will be notified in writing of the *Academic Probation* and a plan will be drafted to move the student off probation. If a student does not make appropriate progress as defined by the plan, parents/guardians will be notified in writing prior to the end of the subsequent term of a student's risk of retention or falling behind in high school credit accumulation. A conference will be scheduled at a time convenient for all parties to discuss the student's achievement, attendance, effort, work habits, behavior and other factors related to learning. A final conference will be held, post End of the Year testing in May, to discuss the promotion and retention determination of the Principal and Student Service Team.

Middle School Student Accountability/Support:

We have a high expectation of achievement at Banning Lewis Preparatory Academy. To support our students, we provide Multi-Tiered Systems of Support (MTSS). Students who may need additional support are identified/referred by staff. Grade-level staff collaborate and consult to place interventions and supports in place for students who are struggling academically. Ongoing student progress is monitored so that interventions and supports can be adjusted based on individual student growth.

Individuals with Disabilities Education Act (IDEA)

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

Academic Misconduct

Academic misconduct is a behavior(s) that results in or may result in a student gaining an unfair advantage in a course or exam. Academic Misconduct includes:

Plagiarism: The representation, intentionally or unwillingly, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgement.

- Plagiarism is passing off someone else's words, work, writing, thoughts, visuals, graphics, music, and ideas as your own. "Someone else" could be an author, artist, musician, teacher, classmate, or random internet blogger who you do not know. "Ideas" could be picked up through a classroom discussion, a chat with friends playing video games or just overhearing a conversation in the hallway.
- Plagiarism is a clear breach of academic honesty. In many cases, it is also a criminal offense.

What is paraphrasing? Paraphrasing is writing a piece of text out in your own words. You are allowed to do this, but you must acknowledge the source you have used.

Collusion: Supporting academic dishonesty by another student – allowing one's work to be copied or submitted for assessment by another student.

Collusion and Collaboration: Collaboration involves working together with other students. There are occasions where collaboration with other candidates is permitted or actively encouraged. Nevertheless, the final work must be produced independently, even though it may be based on similar data. This means that the abstract, introduction, content, conclusion, or summary of a piece of work (i.e., Report, essay, presentation, and project) must be written in each student's own words and cannot therefore be the same as another student's.

Working together is collaboration, but copying someone else's work is collusion. Even if you have 'collaborated' with another student, the work you present must be your own. Collusion is considered academic misconduct and will carry consequences.

Other: Any other behavior that gains an unfair advantage for a student or that affects the performance of another student.

- Causing a disturbance in a class or exam
- Copying the work/answers of another student
- Unauthorized use of notes, electronic device (phone, watch, iPad, etc.) or other materials during an exam
- Making up data for an assignment
- Including offensive material in an exam or on assignments
- Stealing examination papers
- Disclosing or discussing the content of an examination with other students who have not yet completed the exam
- Using an unauthorized calculator during an examination
- Concealing and/or using unauthorized software on a graphic calculator

Consequences may be imposed by the school for incidences of academic misconduct relating to homework, classwork, projects, and exams, and will include:

- **1st Offense:** The student consequence is determined by the teacher and could include receiving a zero on the assignment and/or having to re-do the work. The teacher logs the event in Power School. The teacher will speak with the student and notify parents as well as notify administration. The student will be reminded of the BLPA academic honesty policy.
- **2nd Offense:** The student is given zero for the work and is required to re-do it for no grade. This second academic misconduct offense is recorded in Power School. An administrator speaks with the student and notify parents. The student will be reminded of the academic honesty policy and is informed of the consequences of a third offense.
- **3rd Offense:** If a student is found guilty of a 3rd breach of academic honesty, they will receive a zero for the assignment. This third academic misconduct offense is recorded in Power School. An administrator will speak with the student and parents. The third offense may include a suspension and/or other school consequences.

Senior Capstone (High School Only)

Description: The senior capstone provides senior students the opportunity to engage in an experience that prepares them for their future and aligns with college and career readiness and pathways exploration. Students will use the knowledge and skills they have acquired in their high school courses to present their research. The capstone consists of four project requirements: job shadowing, a research paper, visual aid, and a presentation. **It is required that all students complete a senior capstone for graduation from high school.**

- Capstone advising for rising seniors will begin the spring semester of their junior year.
- Students will be assigned a senior capstone advisor.
- Students may begin their shadowing hours the summer before their senior year if their professional contact is approved by their advisor before the end of spring semester.

1. Job Shadowing

- Students will need to contact a professional in their selected career pathway and complete a job shadowing experience.
- Students must turn in the name and contact information of the professional they will be shadowing.
- Students must shadow a professional for a minimum of 20 hours. Contacts cannot be within the BLPA building or a family member (extenuating circumstances excluded).
- Students will have to witness and document the tasks completed in the selected field in the form/log provided.
- Students may reference their contacted professional on the research paper as a source for evidence.

2. The Research Paper

- Students will complete a Two – Five (2-5) page research paper that must be typed and doubled spaced that uses academic sources to highlight the degree or required training for their chosen career. The paper must include a career description, potential for field growth, promotion opportunities, and the various pathways that the career would allow a person to pursue.
- Must use proper citations and formatting.
- Focus on primary and secondary sources.
- Include a Works Cited Page with a minimum of 3 sources.

3. Visual Aid

- To enhance the presentation, students will include a visual aid to correspond with the topics covered in your research paper.
- This may be a Tri-fold poster, PowerPoint, brochure, tangible item personally created, or more.
- Advisors must approve all visual aid ideas before the presentation date.

4. The Presentation

- Following completion of the research paper, interview, job shadowing, and creation of a visual aid, students will need to present their findings in an evening presentation in the gym at BLPA.
- The Audience will consist of school staff and community members. Student presentations will be assessed by staff members who will be assigned select student presentations to evaluate based on an evaluation rubric which will be shared with the student prior to the presentation night
- Presentations should be between 6-8 minutes. This includes time for a question-and-answer session as well as an explanation of the chosen visual aid.

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, attend school.

Each year the BLA Board establishes the school attendance period by adopting a school calendar. Students are expected to be in attendance in accordance with the Banning Lewis Preparatory Academy adopted calendar. Students who do not finish out the year according to the school's calendar will need to fill out a withdrawal form or may receive an incomplete or failing grade for that term. Circumstances that arise that obligate a student to finish the school year early will need an approval from the BLPA administration **See Excused Absences below.**

Parents/guardians are 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 adaption 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 BLA Board believes that a student must satisfy two basic requirements to earn full class credit: 1) satisfy all academic requirements, and 2) exhibit good attendance habits as stated in this policy.

Absences for secondary school students will be documented in class periods. Once students have exceeded the approved number of absences, and there are more absences, written documentation from a licensed practitioner or agency may be required for the absences to not only be considered excused, but to also address the reasons for the excessive absences. The absences may therefore be considered unexcused until the appropriate documentation is provided.

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 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 BLPA 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 BLPA for exceptions to this policy or the accompanying regulations. The exception may be rescinded if the student/family fails to maintain the expectations that were agreed upon when the exception was granted.

After an accumulation of 5 days of absences, secondary students' parents will be notified. If absences continue, medical documentation may be required. And if absences continue after interventions, students will be put on an attendance contract that will include parent input when possible. The contract will include the consequences for further occurrences, including the designation of being "habitually absent". Parents are encouraged to review their child's attendance on a regular basis.

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. Additionally, the student will be withdrawn from Banning and will not be considered an active student. However, if the student is in attendance at the end of the school year or enrolled in another school (including non-BLPA 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 after the scheduled time that a class begins. 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. If a student arrives over halfway through the class period, that student will be marked absent for that class period. If a student arrives before half of the class period has passed, that student will be marked as tardy.

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.

Teachers will address the first three tardies in their class.

Prior to a fourth tardy, the teacher will have informed the student of the tardies and potential consequences, assigned detention(s), and notified the parent/guardian.

Early Dismissals:

Early dismissals from school will be approached in the same manner as tardiness. Students are expected to be in school until dismissal time. 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. If a student leaves class during the first half of the period, the student will be considered absent for that period. To be counted as present, the student must remain in the classroom for at least half of the period. For the protection of our students, phone calls for early dismissal will not be accepted.

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 habitually truant student shall be defined as a student of compulsory attendance age who has 10 unexcused occurrences of absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

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 promptly 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.

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 may include detention and/or suspension. Additional truancies 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 student must withdraw from the school or transfers to another school, the student's parent/guardian must notify the school's Registrar's Office to fill out and submit the required withdrawal paperwork. All outstanding

finances must be paid prior to the student's withdrawal. State law allows one school to transfer the outstanding balance on a student's account to their new school. A student will be withdrawn on the date requested by the parent/guardian on the withdrawal form.

ATHLETICS

The BLPA Athletics Handbook should be referenced for all specific athletic participation details and expectations. The following provides some general highlights.

Athletic Opportunities:

Students at BLPA may participate in competitive sports. BLPA will offer multiple levels of athletic activities to include interscholastic sports. Depending upon the number of participation opportunities and the number of potential participants interested, some interscholastic athletic teams may select team members through a try-out system.

Eligibility:

Students participating in both intramural and interscholastic sports must maintain academic standards. At high school, these standards meet or exceed the CHSAA eligibility requirements and are detailed in the Banning Lewis Preparatory Academy Athletics Handbook. At middle school, these standards meet or exceed the Central Colorado Athletic League (CCAL) league's eligibility requirements and are detailed in the Banning Lewis Preparatory Academy Athletics Handbook.

Fees:

Students participating in a BLPA sport will be required to pay an athletics participation fee for each sport. Students will not be issued a uniform or allowed to play in a game until the sports fee is paid in full. Details are provided in the Banning Lewis Preparatory Academy Athletics Handbook.

Uniform and Equipment:

Students will be issued a school owned uniform. The student is expected to take reasonable care of the uniform. If the student damages the uniform beyond normal wear and tear or loses it, the student will be responsible for the cost of replacing the uniform. If the student does not return the uniform at the end of the sport season, the student will be responsible for the cost of replacing it.

Any student who purposely damages BLPA sports equipment will be responsible for the cost of replacement of that equipment. If a member of the BLPA community does not return BLPA owned sports equipment, he/she will be responsible for the cost of the equipment.

SELF DISCIPLINE GUIDE

At Banning Lewis Preparatory Academy Everyone is valued, and everyone learns!

The staff at BLPA attempts to create a safe place where we can care for one another, and everyone has a chance to learn. The purpose for developing guidelines for student self-discipline is to encourage everyone in the BLPA community toward those goals.

Self-Discipline Goal Guidelines

Overview:

BLPA teachers and staff are dedicated professionals and life-long learners who are constantly embracing a variety of ways to exercise positive classroom and school-wide management skills. We believe that we are to help students learn how to maintain self-discipline in all types of situations. We encourage students to learn to make appropriate decisions from the “inside out”. BLPA does not employ a discipline “system”. Instead, we use expectations, guidelines and principles that allow students and staff the opportunity to engage in positive solutions not negative behaviors. Just as we value the variety and uniqueness found in the individuals that make up the BLPA learning community, we value the ability to deal with situations based on the student, parent, and staff need, when possible, rather than a “one punishment fits all” systemic type of approach.

The vast majority of classroom and school management issues fall under the oversight of individual classroom teachers. Caring, highly trained and passionately prepared teachers engage students in such a way that most behavior problems are easily resolved under their supervision. In a growing learning community, teacher and staff expectations are made clear to students and they are given exact and clear instruction concerning school procedures and routines. We encourage each student to make appropriate, informed choices for their own good and the good of the BLPA community. Most students are able to make wise choices most of the time. For those students, however, who unwisely choose to regularly resist direction and guidance or interrupt the flow of learning in the classroom, or those very few who choose to engage in dangerous, illicit or illegal activities within the BLPA learning community, there are procedures put in place to help correct their behavior or protect others from future acts.

Guidelines for Reaching These Goals

Goal Guideline #1:

We want parents to be actively involved in teaching self-discipline to their children. This may require immediate interaction with the classroom teacher first, then school administration or the proper authorities in response to choices a child might make. Parents should feel free to discuss classroom issues with teachers and school administration.

Goal Guideline #2:

We want classroom teachers to maintain the learning environment in their individual classrooms and establish the learning climate for the school. Our teachers are highly motivated and caring individuals looking for ways to challenge each student to learn and to encourage them to be self-motivated and self-

disciplined young people. The staff trusts one another to pursue the best course of action in addressing student needs and working through situations that arise within the school environment.

Goal Guideline #3:

We want students to develop the ability to think, make informed decisions and act with wisdom in difficult situations. We want them to own their own problems and, with guidance, solve them in appropriate ways. We want them to look at problems as opportunities for growth.

Goal Guideline #4:

We want students to face logical consequences for their actions and attitudes instead of *punishments* whenever possible. We want them to see adults as helpers and guides rather than arbitrary judges who hand out punishment.

Goal Guideline #5:

We want students to love learning and to appreciate their relationships with those who guide them toward becoming life-long learners.

To reach these goals, teachers are given continued support and training by school administration. School administration is responsible for on-going, comprehensive teacher training in the area of classroom management skills. School administration will be in constant contact with teachers concerning individual classroom issues and will be available to set up conferences with students, parents, and teachers.

DISTRICT 49 CODE OF CONDUCT

STUDENT CONDUCT (Policy JIC)

In cases not covered in this manual, please refer to District 49's Student Conduct and Discipline Code. Banning Lewis Preparatory Academy is proud to be a part of 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 District 49 at 719-494-8901 or by accessing the school district website at www.d49.org.

It is the intention of the Board of Education that district schools help students achieve maximum development of individual knowledge, skills, and competence through experiencing a behavioral environment that works with the student and family to allow them to understand the harm caused by the student's actions, with the goal of using accountability and caring to foster lasting behavioral change.

The Board in accordance with applicable law has adopted a written student conduct and discipline code based upon the principle that every student has both rights and responsibilities. The district has high expectations for student conduct; therefore, an accountable environment that includes social-emotional support will be used to proactively communicate conduct and discipline expectations using restorative practices as a framework. It is expected that students will demonstrate respect for persons in authority, not cause harm to themselves or peers, and not tolerate the actions of those who disregard the latter expectations. The code emphasizes that certain behavior, especially behavior that disrupts learning environments, is harmful and may result in restorative discipline. The code shall be enforced uniformly, fairly, and consistently for all students through a strict adherence to due process, standardized documentation procedures, and consistent application of restorative practices. The parent(s) and/or guardian(s) will be apprised of the facilitation process and asked to participate in restorative circles or family conferences, if deemed necessary.

All Board-adopted policies and Board-approved regulations containing the letters "JIC" in the file name constitute the conduct section of the legally-required code.

The Board shall consult with parent(s) and/or guardian(s), students, teachers, administrators, and other community members in the development and review of the conduct and discipline code.

Upon enrollment in elementary, middle, and high school, students and their families will be made aware of the student rights and responsibilities document located on the district's website (www.D49.org) and the Board code of conduct policy contained therein. The Chief Education Officer/Zone Leaders shall ensure reasonable measures are taken to verify each student is familiar with the code. In addition, any significant change to the code shall be posted on the district's website and included in publicly accessible Board policy update communications.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of district property, and the right of other students and staff to learn, work, and lead in a safe environment that is free from the fear of intentional harm. All employees of the District shall be expected to share the responsibility for shaping the behavior of students and for seeing that they honor the conduct and discipline code.

Additionally, all employees will model respectful behaviors toward students and families and will discontinue any practices that deny the student's voice or constitutes zero-tolerance when addressing student conduct and discipline incidents.

- Adopted: May 19, 1994
- Revised: August 10, 2000
- Revised: August 12, 2010
- Revised: October 27, 2011
- Revised: July 27, 2012
- Revised: September 12, 2013
- Revised: June 9, 2016
- Reviewed: April 11, 2019

LEGAL REFS:

- C.R.S. 22-11-302 (1)(f) (district accountability committee shall provide input to the board regarding the creation and enforcement of the conduct and discipline code)
- C.R.S. 22-32-109.1 (2) (policy required as part of safe schools' plan)
- C.R.S. 22-32-109.1 (2)(a) (school district shall take reasonable measures to familiarize students with the conduct and discipline code)
- C.R.S. 22-33-106 (1) (a-g) (grounds for suspension, expulsion, and denial of admission)

CROSS REFS:

- GBGB, Staff Personal Security and Safety
- JIC subcodes (all pertain to student conduct)
- JK, Student Discipline, and subcodes

CODE OF CONDUCT (Policy 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 using 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 influences 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. 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 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
- Reviewed: April 11, 2019

LEGAL REFS:

- C.R.S. 18-3-202 et seq. (offenses against person)
- C.R.S. 18-4-301 et seq. (offenses against property)
- C.R.S. 18-9-124 (2)(a) (prohibition of hazing)
- C.R.S. 22-12-105 (3) (authority to suspend or expel for false accusations)
- C.R.S. 22-32-109.1(2)(a)(I)(A) (duty to adopt policies on student conduct, safety, and welfare)
- C.R.S. 22-32-109.1(2)(a)(I) (policy required as part of safe school's plan)
- C.R.S. 22-32-109.1(9) (immunity provisions in safe schools' law)
- C.R.S. 22-33-106 (1) (a-g) (grounds for suspension, expulsion, denial of admission)

CROSS REFS:

- AC, Nondiscrimination/Equal Opportunity
- ADC, Tobacco-Free Schools
- ADD, Safe Schools
- ECAC, Vandalism
- GBGB, Staff Personal Security and Safety
- JBB, Sexual Harassment
- JIC, Student Conduct, and subcodes
- JICA, Student Dress Code
- JICC, Student Conduct on School Buses
- JICDD, Violent and Aggressive Behavior
- JICDE, Bullying Prevention and Restorative Interventions
- JICF, Secret Societies/Gang Activity
- JICH, Drug and Alcohol Involvement by Students
- JICI, Weapons in School
- JK, Student Discipline, and subcodes
- JKD/JKE, Suspension/Expulsion of Students

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 Parent and Student Acknowledgement and Agreement form.

Parents may also agree via the re-enrollment paperwork annually, or with a new student, in school mint.

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. 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

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APPENDIX A: 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 BLPA’s principal, or their designee updated with their status as to their arrival at BLPA. 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 does not 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?
<p>DIARRHEA frequent, loose or watery stools compared to child’s normal ones that are not caused by food or medicine</p>	<p>Yes - if child looks or acts sick; if child has diarrhea w/fever and is not acting normally; if child has diarrhea w/vomiting; if child has diarrhea that overflows the diaper or the toilet</p>
<p>FEVER of over 100°F with behavior change or other illness</p>	<p>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.</p>
<p>“FLU-LIKE” SYMPTOMS Fever over 100°F with a cough or sore throat, tiredness, body aches, chills, headache, vomiting and diarrhea</p>	<p>Yes - 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</p>
<p>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</p>	<p>Yes - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing, and medical attention is necessary</p>
<p>MILD RESPIRATORY OR COLD SYMPTOMS stuffy nose with clear drainage, sneezing, mild cough</p>	<p>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</p>

<p>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</p>	<p>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.</p>
<p>VOMITING Throwing up two or more times in the past 24 hours</p>	<p>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</p>

Communicable Diseases/Extended Illness

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 do not 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 is not 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 is not necessary but is recommended when a child is 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 can 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

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 school/school sponsored events, you must provide the following information before it can be administered to your student:

- A written health care provider's order (including student's name, drug name, dose, time to be given, route, duration of time to be given, and 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.)
- If medication is over the counter, please provide an unopened container.

Prescriptive Authority in the State of Colorado: for a list of individuals who have prescriptive authority, please go to the following website:

https://www.colorado.gov/pacific/dora/Pharmacy_Prescriptive_Authority. This website will provide the requirements and limitations for medical personnel to prescribe medication under Colorado law.

All medications must be kept in the health room. Our medication policy applies to ALL medications, including all prescription medication, over the counter medications (acetaminophen, 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
- Self-carry contracts for emergency 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**. 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. 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 Preparatory 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 Preparatory Academy (719) 638-3040 ext. 214. Medication forms are located on <https://www.d49.org/Page/486>.

APPENDIX B. 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, BLPA offers a "nut" safe table in the lunchroom where students with nut allergies can sit and invite friends with nut safe lunches to sit with them. Nutrition services and lunchroom staff will maintain procedures to not allow cross contamination of peanut oils or products at this table. Parents need to arrange this with BLPA'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.: Epi-pen 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 student's 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 student's 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 Preparatory 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.: Epi-pen 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 student's 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 student's 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 C. STUDENT DISCIPLINE POLICY & PROCEDURE

District 49 Policies

In cases not covered in this manual, please refer to District 49's Student Conduct and Discipline Code. Banning Lewis Preparatory Academy is proud to be a part of 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 District 49 at 719-494-8901 or by accessing the school district website at www.d49.org.

- **TOBACCO-FREE SCHOOLS (Policy [ADC](#))**
- **SEXUAL HARASSMENT (Policy [JBB](#))**
- **STUDENT CONDUCT (Policy [JIC](#))**
 - **CARE OF SCHOOL PROPERTY BY STUDENTS (Policy [JICB](#))**
 - **CODE OF CONDUCT (Policy [JICDA](#))**
 - **VIOLENT AND AGGRESSIVE BEHAVIOR (Policy [JICDD](#))**
 - **BULLYING PREVENTION AND RESTORATIVE INTERVENTIONS (File: [JICDE](#))**
 - **CYBER BULLYING (Policy [JICDF](#) and [JICDF-R](#))**
 - **SECRET SOCIETIES/GANG ACTIVITY (Policy [JICF](#) AND [JICF-R](#))**
 - **DRUG AND ALCOHOL INVOLVMENT BY STUDENTS (Policy [JICH](#) and [JICH-R](#))**
 - **WEAPONS IN SCHOOL (Policy [JICI](#) and [JICI-E](#))**
- **STUDENT INTERVIEWS AND SEARCHES (Policy [JIH](#) and [JIH-R](#))**
 - **PARKING LOT SEARCHES (Policy [JIHB](#))**
- **STUDENT DISCIPLINE (Policy [JK](#) and [JK-R](#))**
 - **DISCIPLINE OF STUDENTS WITH DISABILITIES (Policy [JK-2](#) and [JK-2-R](#))**
 - **USE OF PHYSICAL INTERVENTION (Policy [JKA](#), [JKA-E](#), and [JKA-R](#))**
 - **DETENTION OF STUDENTS (Policy [JKB](#))**
 - **DISCIPLINARY REMOVAL FROM CLASSROOM (Policy [JKBA](#) and [JKBA-R](#))**
 - **SUSPENSION/EXPULSION OF STUDENTS (Policy [JKD/JKE](#), [JKD-E/JKE-E](#), [JKD-R/JKE-R](#))**
 - **EDUCATIONAL ALTERNATIVES FOR EXPELLED STUDENTS (Policy [JKF](#) and [JKF-R](#))**
 - **EXPULSION PREVENTION (Policy [JKG](#))**
- **STUDENT USE OF THE INTERNET (Policy [JS](#), [JS-E](#), and [JS-R](#))**
- **CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILTIES (Policy [KBBA](#) and [KBBA-R](#))**

APPENDIX D. WELLNESS POLICY GUIDELINES

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

The district/BLPA 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 BLPA 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.
- BLPA 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 BLPA, 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
- Baby Carrots
- Celery Sticks
- Cucumber 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