

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 extracurricular 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 student with a laptop computer.

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, recruits, and retains excellent teachers as we strive to bring exceptional programming to all students. We hire and retain teachers that 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 stakeholders with positive influence to improve attendance, to support academic achievement, 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 is not all-inclusive and is subject to interpretation and modification by the school administration, it is designed to be your guide through the most common situations.

Contact Information

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Email: info@blracademy.org
Website: www.blracademy.org

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

GENERAL EXPECTATIONS

Building Access

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 into 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 a.m. daily.

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

With student drop-off and pick-up, it is critical every driver follows the directions, posted speed limit, and traffic signage for absolute safety while on campus. All drivers must pull completely forward as far West as they can in the right lane, allowing as many vehicles as possible to fit into the drop-off lane. Students must stay in their vehicle until they have passed the front entrance and front cross walk for safety. It is important that students are ready and prepared to exit their vehicle as quickly as possible to not hold up the line and prevent others from pulling forward and exiting in a timely manner. Once the student has exited the vehicle, parents may pull off to the left and exit the school. You are allowed to use the front parking lot to drop your child off. If doing this, you must pull into a parking spot and park. Your child may exit the vehicle and go to the closet crosswalk to get access to the school. Once your child has exited the car, please pull out and exit the way you came into the parking lot, to the East not the West end of the parking lot.

BLA reserves the right to deny on-campus driving privileges to anyone who continually disregards the traffic laws, procedures, posted speed limit or directions of any BLA employee.

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

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 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. Concerns should be shared initially at the level of the concern. Parents and stakeholders should refer to the [BLA Grievance Policy](#)- hyperlinked here and found on the BLA Board website for guidance on how to address concerns.

Volunteerism

It is an expectation that by enrolling your child at BLPA each family will commit to two 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 = one hour).

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 AP 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. If a family qualifies for free/reduced fees through District 49, documentation must be provided to BLPA to adjust fees.

BLA Annual Student Fee Schedule (Per Student)			
Fee Category	Grades 1 - 5	Grades 6 - 8	Grades 9 - 12
Annual Student Fee	\$40.00	\$60.00	\$60.00

Fees are used for:

Items and services that go back to the students. Below is a list that includes some of these fees:

K-5:

Schoolology fee, specials' supplies (art supplies, instrument upkeep, recorders, etc.), and other expendable items for students.

6-8:

Schoolology fee, chromebook maintenance, electives department budget (art, music, technology, PE, weights, publications, computer science), core subject expendable supplies as determined by departments.

9-12:

Schoolology fee, chromebook maintenance, electives department budget (art, music, technology, PE, weights, publications, computer science), core subject expendable supplies as determined by departments.

Not included in fees:

Athletic fees, field trips, yearbook, bus fees, student parking fee, activity pass, dances, replacement ID, replacement planner, graduation, promotion, Chromebook damage/loss, and other individual costs. There is no discount for families having multiple children enrolled in BLA.

Please note:

Students who have not paid the annual fee may not be eligible for extracurricular activities, athletics, and other events throughout the school year.

- Payments are made via credit card at <https://www.payschoolscentral.com/> or by cash/check at the school.

PaySchools Central Help:

If you have not previously set up an account, please click "Register" on the top right hand side of the login page. Please follow the steps to register your student's account. You will need your student's ID number to register; these are located on their schedule that was sent by email.

Once logged in, please click “Assigned Fees”. Then click on your student and add the fee to your cart. For student drivers, please click “Optional Fees” to purchase the parking pass fee.

For questions regarding PaySchools, please call: 877-393-6628

Fee Waivers:

BLPA waives or reduces fees for students who qualify for free or reduced lunch programs. For qualified families as determined by US Government guidelines, the application process is anonymous and District 49 processes the applications. Click the link Meal Assistance Program to access the application - no BLA staff member determines eligibility.

All required fees automatically reduce/zero out in PaySchools.

Refund Policy:

A 95% refund is available if the student transfers before August 18, 2023. No refund is available if student transfers after August 21, 2023.

Telephone

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

Messages

A message system will accept messages before and after school or during times of high volume 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 and not for 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

BILPA 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, BLPA 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 activity, in published or printed material or in a contractual manner, without permission granted by the board of directors.

SAFETY INFORMATION

Weather 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. Parents should exercise their own judgment whether to have their child attend school. All parent confirmed weather-related tardies and absences will be excused.

In case of inclement weather at release time, the following procedure will be followed:

- Parents will be notified via email and text.
- Students who walk will be held until conditions are safe.
- Parents may go to the front doors and request to pick up their student.
- Students who drive, as well as siblings of these students, may be excused with parent permission.

Snow Day Practice and Game Policy

PURPOSE AND SCOPE. This policy applies to BLPA Colorado High School Activities Association (CHSSA) activities such as sports and band practices and games and provides direction for making determinations to hold or cancel sports, band and other CHSAA events during weather-related school closures, remote learning days, or early dismissals.

1. **Early Dismissals:** In the event of an early dismissal from school that was caused by a weather-related incident, all athletics/activity for that day will be canceled. A notice will go out via our school messaging system when athletics/activity are canceled. If a team/club is out of the district, the team/club may continue to practice/compete at the discretion of the Athletic/Activities Director.
2. **Remote Learning Days:** In the event school is switched to a remote day due to weather or another reason, the Athletic/Activities Director will check the condition of roads throughout the county. Additionally, consult may also be made with the RVP and the Principal of BLPA Middle and/or High School to determine the safety of travel. If they determine that roads are safe for travel, athletics/activity may proceed. Athletics/activity will not be mandatory during these times. The Athletic/Activities Director will notify coaches/sponsors who will set up practices and/or competitions. If athletics/activities are to be canceled, a notice will go out via our school messaging system. If a team/club is out of the district, the team/club may continue to practice/compete at the discretion of the Athletic/Activities Director.
3. **Weather Related School Cancellation:** In the event of a weather-related school cancellation, the Athletic/Activities Director will check the condition of roads throughout the county. Additionally, consult may also be made with the RVP and the Principal of BLPA Middle/High School to determine the safety of

travel. If they determine that roads are safe for travel, athletics/activities may proceed. The Athletic/Activities Director will notify coaches who will set up practices and games. Athletics/Activities will not be mandatory. If a team/club is out of the district, the team/club may continue to practice/compete at the discretion of the Athletic/Activities Director.

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.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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STUDENT LIFE

Student Planner

A 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 bookbags at school. All backpacks and bookbags 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 and 12th grades – All year after meeting expected criteria*
- *10th grade – Starting second semester after meeting expected criteria*
 - *Criteria:*
 - *Good behavior – no discipline referrals*
 - *Good grades – GPA of 2.5 or higher*
 - *Good attendance – less than five unexcused days/year*
 - *Excessive tardiness after lunch will result in losing open lunch privileges.*
- *9th grade – Not applicable*

Food and Water

As a rule, food and drinks are not allowed in the hallways and classrooms. 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 set up 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 food for students. Students are required to have paid for their food prior to delivery. Cash on delivery (COD) is not allowed, 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's/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 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.

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, personal electronic devices, and accessories, at home.

Lockers

Student lockers are not issued but may be requested at the beginning of each school year and must be approved by administration. It is a student's responsibility to keep the locker clean and to provide his/her own lock. Removable decorations and organization items are allowed inside the locker (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 the like. All lockers, backpacks, and bookbags 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 through PaySchools. 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. 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 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

All fundraisers/selling of items must be pre approved by administration. Student participation in sales must also be pre approved by administration.

Electronics

Students may possess personal electronic devices (cell phone, tablet, iPod, portable gaming device, earphones, smartwatches, etc.) on the BLPA campus **but may only access them outside of the school day unless under the direction of a teacher.** All devices must be powered off and put away in a backpack/bookbag. High school students may be allowed to use personal electronic devices at lunchtime only.

Students may not use cameras or camera phones in a time, place, or manner that would disrupt the educational process. BLPA views students who knowingly take photographs or video images of students and post them on any Internet site (such as but not limited to Facebook, Twitter, Snapchat, or YouTube) as part of Colorado School Law 22-33-106 (c): "Behavior on or off school property which is detrimental to the welfare or safety of other pupils or school personnel..."

Personal electronics discipline policy is as follows:

- First Offense: Teacher collects the phone after student powers it off, reminds student of policy, logs it in PowerSchool, and **gives student phone back at the end of the period.**
- Second Offense: Teacher collects the phone after student powers it off, reminds student of policy, logs it in PowerSchool, and turns phone into the student services office who contacts parents. The student may pick the phone up from the student services office at the **end of the day.**
- Third Offense: Teacher collects the phone after student powers it off, reminds student of policy, logs it in PowerSchool, and turns phone into the student services office. Administration calls and lets parent know they will need to pick the phone up.
- Fourth Offense: Teacher collects the phone after student powers it off, reminds student of policy, logs it in PowerSchool, and turns phone into the student services office. Administration will work with parents to create a phone contract.

Field Trips

A permission slip 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 BLPA club proposal form is submitted to and approved by the administration. All clubs must have the approval of administration per the BLPA club proposal form, and all club events/meetings must be supervised by a BLPA staff member. Clubs are to be financially self-supporting. Questions concerning clubs should be directed to school administration. Club activities to include meetings, fundraisers, community service projects, etc. are considered school activities, and 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

Board approved 5/16/23

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 must have their student ID and accompanying off-campus sticker with them to leave campus.
 - Students must exit/enter through the front doors.
- **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 need administrator permission.
- Students who become ill during the day must report to the health 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 administration approval. Verbal authorizations will not be permitted or honored. The student/family assumes all risk and responsibility.**

DRESS CODE POLICY

BLPA'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 students. This policy will be reviewed and updated as deemed necessary by the administration and BLA Board of Directors. The BLPA 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 noncompliance. Students are to present a neat appearance including appropriate sizing for the individual. No clothing item may have holes or tears.

Shirts

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

- Plain in color/non-neon
- Polo shirts (long or short sleeve)
- Oxford shirt (button down)
- 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 logos

Pants, Shorts, Skirts, Polo Dresses, and Jumpers

Must be plain in color/non-neon and without patterns, embellishments, holes, tears, etc.

- Tights, leggings, or the like are not to be worn as pants. Tights and leggings are allowed when worn under jumpers, skirts, or dresses.
- 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.
- Pants may NOT be made of athletic material.
- Jeans may only be worn on Free-Dress Friday and must be without holes and tears.

Outerwear

Sweaters, sweater vests, cardigans, sweatshirts, windbreakers, blazers, and sport jackets.

- A dress code compliant shirt must be worn under outerwear.
- Must be plain/solid in color and non-neon
- No logos
- Outerwear that is worn for warmth to and from school and outside, including flannels that are not dress code compliant, will not be permitted to be worn in the building during school hours.

Spirit Wear

Spirit wear is defined as clothing that promotes BLPA or a BLPA team, club, or activity.

- Spirit wear shirts, sweatshirts, and pants may be worn at any time. This does NOT include leggings. Leggings may not be worn at **any** time, even if they are spirit wear.
- Must be approved BLA spirit wear or approved BLPA team/club apparel.

Footwear

Shoes must always be worn. Shoes should be appropriate for daily activity.

- Open-toed footwear, footwear with lights/wheels, slippers, sandals, high heels over 2 inches, and mules/clogs 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. A physical education grade may be affected by the lack of participation.

Free-Dress Friday

- Top of chest to bottom of fingertips must be covered.
- No ripped jeans.
- No tank tops; shoulders must be covered.
- Clothing may not contain guns, profanity, drugs/alcohol of any sort, or offensive language.
- No hats.
- No pajamas.

Accessories

Ties, scarves, headbands, makeup, tattoos/writing on skin, jewelry, and body piercings. **All approved accessories must not be a distraction to the learning environment.**

- Ties and scarves may be worn.
- Blankets are not considered an accessory and are not allowed.
- Students are not allowed to wear bandanas or the like.
- Students may wear headbands if it is holding hair back and flat to the head.
- No hats/head coverings are to be worn in the school building during school hours unless there is administrative approval.
- Students may wear makeup.
- 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.
- Piercings are restricted to the ear and nose. Nostril piercings only; no septum piercings.

Hair Color/Style

Extreme, eccentric, or faddish hairstyles/colors that detract from the learning environment are not permitted.

- Students may not have a hairstyle that contains vulgar or distracting images.
- Hair may only be dyed/styled in naturally occurring colors (brown, black, gray, red, blond).
- Facial hair must present in a clean, well-groomed manner.

Physical Education

Students participating in physical education classes will be required to wear a plain/solid t-shirt and plain/solid shorts, leggings, or sweatpants. Spirit wear t-shirts will also be allowed.

- Gym shoes with non-marking soles are required.

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.

General Expectations

Students are to present a clean and neat appearance. All clothing (except for approved spirit wear) will be plain/solid in color with no holes, tears, embellishments, etc.

Exceptions

School administration will on occasion allow dress code alternative days such as Dress for Success, Spirit Days, or Jeans Days. BLPA respects the diversity of its students. Administration may make exceptions to this policy based on religious or medical observances or accommodations.

Consequences for Noncompliance

- First and Second Offenses: Verbal warning, parent is notified, student gets into compliance, documented in PowerSchool.
- Third and Future Offenses: Parent is notified, student gets into compliance, documented in PowerSchool, student is assigned after-school detention. Repeated dress code violations may lead to further disciplinary action.

ACADEMICS

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.

Our High School Course Catalog

You can find detailed information pertaining to graduation requirements, NCAA Eligibility, student classification, weighted grades, student transcripts, academics and athletics eligibility, Concurrent Enrollment program, AP program, credit recovery, college admission recommendations, and possible course offerings hyperlinked here in our [High School Course Catalog](#).

Course Schedule Changes

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

Credit for NON-BLPA Courses

Newly enrolled BLPA 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 BLPA.

BLPA 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 BLPA 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 education 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 substantially different in terms of content from any/all previously completed courses unless the outside course is intended to be a “repeated course” (see repeated course restrictions/requirements). A difference in delivery is not considered to be substantially different in terms of content. For example, Algebra 1 taken online is not considered to be substantially 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.

Make-Up Work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by administration. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. Due to the block schedule, there shall be two class periods 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 administration 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 classwork and homework. It is expected that classwork and homework will be turned in at the time designated by the teacher. All work may be turned in up until the end of each unit for full credit. Work turned in after the unit exam may receive partial credit or no credit at teacher discretion.

Grading System

- Middle School: The academic year is divided into four quarters. Each quarter is approximately 9 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 60%

Honor Roll

All students are eligible for Cardinal or Gold Honor roll based on each term's academic performance. Honor roll status is determined on a student's GPA for the most recent term.

- Cardinal Honor Roll: Term GPA of 3.5 – 3.74
- Gold Honor Roll: Term GPA of 3.75 – 4.0

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 in PowerSchool online by each parent daily by utilizing their parent portal access code. There is also a PowerSchool app that parents can download and receive notifications on their phone pertaining to their student’s attendance and grades.

Concurrent Enrollment

While concurrent enrollment becomes available the first semester of the student’s sophomore year, some students may be granted access earlier. Students may apply for concurrent enrollment to begin their second semester of their freshman year if the following criteria is met: The student has an active ALP, scored in the 95th percentile or higher in the “ERW” category of the PSAT, has completed at least one semester of English 1, and has completed the application process with administration approval. Any exceptions to this criterion must be approved by high school administration. Sophomores through seniors will need to speak to their grade level specific counselor on how to qualify.

Full-Time Enrollment

All CE BLPA High School students are to be enrolled as full-time students. To meet the State of Colorado’s requirements for full-time, a BLPA CE High School student has three avenues to fulfill full-time enrollment. The first avenue is that a CE student must be scheduled as a Full-time college student with at least twelve (12) college credits per semester. The second avenue is that a CE student must be scheduled as a part-time high school student and part-time college student which makes them overall a full-time student. This is accomplished by the CE student taking at least two (2) high school courses and at least three (3) college credits per semester. The third avenue to full time enrollment is participation in an approved internship, accreditation, or work based learning program that meets the ILOP criteria. Please note, students in grades 9-11th typically complete six (6) to eight (8) credited courses annually to meet BLPA’s graduation requirements. Students may only take two of the following types of courses per semester: Teacher Assistant and Enrichment.

Academic Lettering

To qualify for a BLPA academic letter, a BLPA high school student must complete two consecutive semesters within the same academic year 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.

Academic Tutoring

After-school tutoring in core academic areas is available Monday through Thursday from 3:15 – 3:45 p.m. Students should communicate with teachers in advance of attending tutoring. Students must leave campus after their tutoring session has ended. Students failing two or more classes will be required to attend mandatory tutoring.

Promotion/Retention/Academic Support

BLPA 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. BLPA 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:

- Mastery in all major content areas as evidenced by grade level report cards.
- Sufficient academic achievement and growth as evidenced by normed assessments.
- Satisfactory attendance at a rate of 95% or better.
- Partnership with the school in after school tutoring, MTSS (Multi Tiered system of Support), summer school and other interventions recommended by BLPA.

Upon entering high school, the emphasis is on a 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 multitier 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 multiple 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. Any student who is placed on academic probation and does not show sufficient progress may be denied re enrollment in BLPA. 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 services team.

Middle School Student Accountability/Support

We have a high expectation of achievement at BLPA. 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 support 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 behavior 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 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.

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 exam
- 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:

- First Offense: The student consequence is determined by the teacher and could include receiving a zero on the assignment and/or having to redo the work. The teacher logs the event in PowerSchool. 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.
- Second Offense: The student is given a zero for the work and is required to redo it for no grade. This second academic misconduct offense is recorded in PowerSchool. An administrator speaks with the student and notifies parents. The student will be reminded of the academic honesty policy and is informed of the consequences of a third offense.
- Third Offense: If a student is found guilty of a third breach of academic honesty, they will receive a zero for the assignment. This third academic misconduct offense is recorded in PowerSchool. An administrator will speak with the student and parents. The third offense may include a suspension and/or other school consequences.

STUDENT ATTENDANCE

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

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

Each year the BLA Board establishes the school attendance period by adopting a school calendar. Students are expected to be in attendance in accordance with the BLA 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 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 adaptation is seriously disrupted by excessive absences. In most situations, the work missed is not 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:

- Absences because of temporary illness or injury.
- A student who is absent for an extended period due to physical, mental, or emotional disability.
- A student who is pursuing a work-study program under the supervision of school.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
- Absences by those who are in the custody of court/law enforcement authorities.
- 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. Students 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 five days of absences, secondary students' parents will be notified. If absences continue, medical documentation may be required. 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 six 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 BLPA 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.

If a student arrives at school after the start time, a parent must sign the student in at the office, send in a signed note, or call the office with the reason for being late.

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. No dismissal after 3 p.m. will be allowed.

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 truantries 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 to fill out and submit the required withdrawal paperwork. All outstanding fines must be paid prior to the student's withdrawals. 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 a parent/guardian on the withdrawal form.

ATHLETICS

The BLPA Athletic Handbook, hyperlinked here [BLPA Athletic Handbook](#), should be referenced for all specific athletic participation details and expectations. The following provides some general highlights:
Board approved 5/16/23

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 tryout 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. At middle school, these standards meet or exceed the Central Colorado Athletic League (CCAL) eligibility requirements. For detailed information on this please review the Athletic Handbook hyperlinked above.

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.

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 sports 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

BLPA teachers and staff are dedicated professionals and lifelong learners who are constantly embracing a variety of ways to exercise positive classroom and school-wide management skills. We believe that we are here 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 instructions 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 and 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 lifelong learners.

To reach these goals, teachers are given continued support and training by school administration. School administration is responsible for ongoing, 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.

COMMUNITY CHARACTER AND RIGHTS & RESPONSIBILITIES

BLA places a great deal of emphasis on the character development of each student. Progress is most often recognized by outward actions toward others and towards policies, procedures, and expectations of BLA. Students are encouraged to show consideration for their teachers, staff, and their classmates at all times. With this in mind, students are also encouraged to demonstrate an attitude of respect for themselves, their peers, and adults, whether teachers, school staff, or visitors.

BLA behavior expectations and policies are designed to help establish a safe environment, free from disruptions for all students, parents, staff, and visitors. At Banning, having an emphasis on LEADing the herd allows our students the opportunity to carry out characteristics that promote success as BLA students and citizens both now and in the future. We believe that by having our students abide by these LEAD characteristics (Live safely, Engage with respect, Act with kindness, and Demonstrate responsibility) allows all students the opportunity to feel a sense of belonging, and to feel safe to strive towards excellence in all areas of their lives both academically, athletically, and socially while cheering and encouraging those around them on to do the same.

Rights and Responsibilities

BLA's rules and regulations are designed to protect your rights as well as the rights of others. They also help to ensure a positive learning environment where students can excel academically, ensuring every student's right to an education. Always doing the right thing, at the right time, for the right reason will help protect your rights and will help you be a successful BLA student who aspires to excellence in both academics and character.

Right to Free Expression

Students have a limited right to free expression. This right is found in the First Amendment to the United States Constitution. In the classroom, this means that you may express your opinions orally or in writing. Outside of the classroom, at school, on the bus, or at school activities you also have a limited right of free speech. The limitation on your right to speak is that your speech must not create a material and substantial disruption to the educational process, or harm someone's reputation, or create a clear and present danger to others. In addition, the First Amendment does not protect speech that leads to unlawful action; nor does it protect obscenities. These legal requirements apply to whatever you write or say when you come to school or school activities. If you cross the line from protected speech, where you are expressing your point of view or opinion, to speech, which creates a material and substantial disruption, you can face disciplinary consequences.

Right to Peaceful Assembly

The First Amendment to the United States Constitution allows students in a school to peacefully assemble on the school grounds. However, such assembly must comply with attendance rules and procedures as well as building regulations.

Right to Individual Dignity

Each person is entitled to be treated with respect and dignity regardless of his or her race, color, ethnicity, religion, gender, sexual orientation, social status, disability, or age. The dignity of each individual is best served when all concerned BLA students, families, and school personnel alike--treat one another as they would like to be treated. Sexual harassment, hazing and bullying behavior are not tolerated in BLA schools and at school activities.

Right to be Free from Sexual Harassment

Sexual harassment is defined as sexually oriented remarks, behavior or jokes that make a student uncomfortable. A student's responsibility is to clearly indicate that the remarks, behavior, etc. are not welcome and are offensive to them. This is not an easy thing to do, but a student must make it clear to the people who are making them uncomfortable that this is the case. If it does not stop, the offensive activity needs to be reported to an adult such as a counselor, a teacher, dean, or a principal. Sexual harassment may include, but is not limited to: verbal or written harassment or abuse, making or using sexually derogatory comments, slurs, or comments about an individual's body or dress, making suggestive or insulting sounds; making sexual gestures, displaying of sexually suggestive objects or pictures; any pressure for sexual activity; unilateral PDA, including patting, touching, or pinching; intentional brushing against another student's body; any sexually motivated touching; consensual or non-consensual; sexual comments or jokes; and/or, spreading gossip related to sex, gender, or sexual orientation, offensive, suggestive, or derogatory comments (to include calling another student gay, lesbian, homosexual, etc.). For more information, please see [AC-Nondiscrimination/Equal Education Opportunity](#), [JBB - Sexual Harassment](#), as well as BLA's policy found on our website here: [Title IX Statement](#).

Right Not to Be Bullied

All types of bullying are unacceptable. "Bullying" is defined in C.R.S 22-32-109.1 (1)(b) "any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student." Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services 22-32-109(1)(II)(I). Bullying does not necessarily include all conflicts between students. The district cannot respond to allegations of bullying unless it knows about them. Please tell an adult in your building if you have been bullied or if you have witnessed bullying. Safe2Tell® is a way to anonymously report any threatening behavior that endangers you, your friends, your family, or your community. To make a report using Safe2Tell®, call 877-542- SAFE (877-542-7233).

Bullying Prevention and Behavior

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

Board approved 5/16/23

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

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

1. To send a clear message to students, staff, parents, and community members that bullying will not be tolerated.
2. To train staff and students in taking proactive steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re- education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of appropriate counseling.
7. To help develop support networks, social skills, and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

Violent and Aggressive Behavior

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

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

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

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

The following behaviors are defined as violent and aggressive:

1. Possession, threat with, or use of a weapon on or towards another person.
2. Physical assault. The act of striking or touching a person or a person's property with a part of the body or with any object with the intent of causing hurt or harm.
3. Verbal abuse. Includes, but is not limited to, swearing, screaming, obscene gestures, or threats directed orally (including by telephone) or in writing at an individual, his or her family, or a group.
4. Intimidation: An act intended to frighten or coerce someone into submission or obedience.
5. Extortion: The use of verbal or physical coercion in order to obtain financial or material gain from others.
6. Bullying: The use of physical or verbal coercion to obtain control over others or to be habitually cruel to others.
7. Gang activity: as described in this handbooks section on secret societies/gang activity.
8. Sexual harassment: as described in the handbooks section on sexual harassment policy.
9. Stalking: The persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance: A serious act or instance of defying or opposing legitimate authority.
11. Discriminatory slurs: Insulting, disparaging, or derogatory comments made directly or by innuendo regarding a person's race, sex, sexual orientation, religion, national or ethnic background, or handicap.
12. Vandalism: Damaging or defacing property owned by or in the rightful possession of another.
13. Terrorism: A threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror. Also, a threat causing serious public

inconvenience, such as the evacuation of a building regardless of the perceived or actual ability of the person(s) issuing the threat to commit the act.

Rights Relating to Search and Seizure

The Fourth Amendment to the Constitution of the United States protects citizens from "unreasonable" searches of their persons or property by the government, and against "unreasonable" seizures of their property. Remember however, that school lockers, desks, and other storage areas are BLA's property, not yours. Therefore, such things may be searched by school officials and contraband material seized. Also, school authorities may use specially trained dogs to do a "sniff search" of your locker or automobiles that are parked on school property. When there is "reasonable suspicion" that a particular student has violated school rules or a law, a search of a student's person or property can be initiated by school authorities. Such a search will be conducted in the presence of another school official. The parent/guardian of any student searched under this provision shall be informed of the search as soon as reasonably possible. This warning, contained in this paragraph, is the only warning of the possibility of a "sniff search" required under Colorado law.

Rights to Privacy in Your Students Records

All students at Banning Lewis Academy must have records in PowerSchool. As a Colorado public charter school accredited through D49, PowerSchool data is shared with both D49 and the Colorado Department of Education. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For more information please see the: [Family Educational Rights and Privacy Act](#).

Child Custody

Board approved 5/16/23

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If any parent has a court order that limits the rights of the other parent in matters such as custody, records access, or visitation, please bring a certified copy of the order to the school office. Unless such a court order is on file with BLA, the school must provide equal rights to both parents.

Third Party Consent for Release of Student Information

Banning Lewis Academy protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child's education records unless disclosure is covered by one of the exceptions in FERPA (see [Family Educational Rights and Privacy Act](#)). If you wish to allow a third-party (for example, a step parent) access to personally identifiable information from your child's education records, please contact the registrar to request a third party consent form. The parent/legal guardian(s) who have educational rights for the student must complete the form. The form gives the person access to all student records, including academic, behavior, and medical information. It does not give decision-making authority. (A power of attorney is needed to give decision-making authority.) One form is required for each student. Each parent or guardian must complete the form and have his or her signature notarized. Return the notarized form(s) to the registrar. The permission will be effective at all BLA campuses until a parent/guardian revokes permission in writing and submits the revocation to the registrar, or the student leaves BLA or graduates.

Child Abuse

NOTICE TO ALL PARENTS/GUARDIANS OF BLA STUDENTS: BLA is obligated by federal, state, and local laws to inform all parents-guardians of the following statutes concerning alleged child abuse and/or neglect: 1. By Law, the El Paso County Department of Human Services (DHS) has the prerogative to make an unscheduled visit to BLA and require that a student who is the subject of a child abuse/neglect report be interviewed during school hours without any obligation to notify the parents/guardians of the student or seek permission from the parents/guardians to conduct the interview; 2. Legally, BLA also needs to inform parents that any BLA employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect is legally REQUIRED to report or cause a report to be made of such fact to the DHS immediately. Therefore, if a discussion between a BLA employee and a parent/guardian concerning a student leads the employee to a conclusion that there is reasonable cause to suspect that the student has been subjected to abuse or neglect, the employee is REQUIRED BY LAW to report the parent or guardian to the DHS immediately.

Sex Offenders

Notification Colorado Revised Statute §22-1-124 instructs school districts to notify parents of their right to request information concerning registered sex offenders in the community. More information on accessing such information may be obtained online at either of the following:

<https://www.epcsheriffsoffice.com/services/sexoffenders-search> or

<https://coloradosprings.gov/police-department/page/sex-offender-information>.

Annual Nondiscrimination Notice

Board approved 5/16/23

Banning Lewis Academy (BLA) is committed to a policy of nondiscrimination. Respect for the dignity and worth of each individual shall be paramount. All BLA educational programs, activities, and employment opportunities offered by the school are offered without regard to disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth. Protecting against discrimination and harassment is consistent with BLA's mission. This policy [AC-Nondiscrimination/Equal Education Opportunity, JBB - Sexual Harassment](#) along with [BLA's posted Title IX Statement](#) outlines the procedures on how students, parents, staff, and the community may file complaints and how BLA will work to resolve all complaints. Banning Lewis Academy is committed to conducting prompt investigations. Any students or staff found to have engaged in any type of discrimination or harassment will be disciplined. Let's work together to prevent all types of discrimination and harassment. Any student, staff member, or parent should report any discrimination or harassment, including any Title IX, Section 504, or ADA complaints, to any BLA principal, counselor, dean, or teacher.

Student Use of the Internet

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

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and home computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

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

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

Blocking or Filtering Obscene, Pornographic and Harmful Information

Services/products that block or filter material and information that is obscene, child pornography, or otherwise harmful to minors, as defined by BLRA, shall be installed on all school computers having Internet or electronic communications access. Students shall report access to material and information that is obscene, child pornography, harmful to minors, or otherwise in violation of this policy to the supervising staff

member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No Expectation of Privacy

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

Unauthorized and Unacceptable Uses

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

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

That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.

That is not related to BLRA education objectives.

That contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion.

That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability, or handicap.

For personal profit, financial gain, advertising, commercial transaction, or political purposes.

That plagiarizes the work of another without express consent.

That uses inappropriate or profane language likely to be offensive to others in the school community.

That is knowingly false or could be construed as intending to purposely damage another person's reputation.

In violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret.

That contains personal information about themselves or others, including information protected by confidentiality laws.

Using another individual's Internet or electronic communications account without written permission from that individual.

That impersonates another or transmits through an anonymous remailer.

That accesses fee services without specific permission from the system administrator.

Security

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

1. Use another person's password or any other identifier.
2. Gain or attempt to gain unauthorized access to district computers or computer systems.
3. Read, alter, delete, copy, or attempt to do so, electronic communications of other system users. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic devices communications.

Safety

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

Vandalism

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

Unauthorized Software

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

Assigning Student Projects and Monitoring Student Use

BLRA will make every effort to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications. Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

Student Use is a Privilege

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

Service Animals

In accordance with law, individuals with disabilities, including students, employees and visitors, may be accompanied by service animals in The Banning Lewis Academy facilities and vehicles, on BLA's grounds and at BLA functions. A student with a disability or employee with a disability may submit a request to be accompanied by a service animal to school or work. However, there is no automatic right to be accompanied by a service animal in any BLA facility or vehicle, on BLA grounds or at BLA functions.

Students with Special Needs

BLA has full-time staff available to assist students with special needs. Parents of students with special needs should contact the school office for referral to the proper staff member.

504/ADA

BLA welcomes students with disabilities into all programs. In accordance with Section 504 and ADA policies and procedures, we work collaboratively with families whether the student needs appropriate accommodations and/or services. Once those accommodations and/or services are determined, in accordance with applicable policy and law, we ensure the appropriate meeting takes place to determine whether and how the student can be appropriately accommodated and served to access our programs.

BLPA Restorative Discipline Matrix

OFFENSE	Middle School 6-8	High School 9-12
*Arson	1. 10 day suspension Expulsion Recommendation	1. 10 day suspension Expulsion Recommendation
*Assault / Battery against employee	1. 10 day suspension Expulsion Recommendation	1. 10 day suspension Expulsion Recommendation
*Bomb Threats	1. 10 day suspension Expulsion Recommendation	1. 10 day suspension Expulsion Recommendation
Breach: Internet Security	1. 10 day suspension Expulsion Recommendation	1. 10 day suspension Expulsion Recommendation
Bullying, threatening, harassment or intimidation	1. Student / Parent Conference 2. Conference, 1 day OSS 3. Conference, 2 day OSS 4. Conference, 3-10 OSS - possible expulsion	1. Student / Parent Conference 2. Conference, 1 day OSS 3. Conference, 2 day OSS 4. Conference, 3-10 OSS - possible expulsion
Bus Misconduct	Refer to transportation Dept	Refer to transportation Dept
Cheating and/or copying	1. Parent conference / retest for less credit 2. See above	1. Parent conference / retest for less credit 2. See above
Defacing School Property	1. Parent conference / restitution 2. Parent conference / restitution and 3 day suspension 3. Parent conference / restitution; 3-5 day suspension - possible expulsion	1. Parent conference / restitution 2. Parent conference / restitution and 3 day suspension 3. Parent conference / restitution; 3-5 day suspension - possible expulsion

OFFENSE	Middle School 6-18	High School 9-12
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Disruptive behavior that poses a threat to the learning environment, health or welfare of others; to include disrespectful speech	<ol style="list-style-type: none"> 1. Parent / Student conference - detention 2. 1 day suspension 3. 3-5 day suspension Continued habitual behavior; 5-10 day suspension, possible expulsion 	<ol style="list-style-type: none"> 4. Parent / Student conference - detention 5. 1 day suspension 6. 3-5 day suspension Continued habitual behavior; 5-10 day suspension, possible expulsion
*Drugs/alcohol: possession or use of	<ol style="list-style-type: none"> 1. Conference, 3 day suspension 2. 5 day suspension 3. 10 day suspension; recommendation for expulsion 	<ol style="list-style-type: none"> 1. Conference, 3 day suspension 2. 5 day suspension 3. 10 day suspension; recommendation for expulsion
*Drugs/alcohol: Sale or distribution of	<ol style="list-style-type: none"> 1. 10 day suspension; recommendation for expulsion 	<ol style="list-style-type: none"> 1. 10 day suspension; recommendation for expulsion
Extortion / threatening another student for property	<ol style="list-style-type: none"> 1. Conference, 1 day suspension, restitution 2. 3 day suspension 3. 5 day suspension 	<ol style="list-style-type: none"> 1. Conference, 1 day suspension, restitution 2. 3 day suspension 3. 5 day suspension
*Fighting / battery; fight instigation	<ol style="list-style-type: none"> 1. Conference, 1 day suspension 2. 3 day suspension 3. 3-5 day suspension, possible expulsion 	<ol style="list-style-type: none"> 1. Conference, 1 day suspension 2. 3 day suspension 3. 3-5 day suspension, possible expulsion
Felony charges as reported by the police/district attorney to include (but not limited to) robbery, sexual assault, aggravated battery, etc.	<p>Determination of danger to school, school culture, school personnel and students. Possible suspension and recommendation for expulsion</p> <p>The District will inform the school of the felony charge when it becomes available</p>	<p>Determination of danger to school, school culture, school personnel and students. Possible suspension and recommendation for expulsion</p> <p>The District will inform the school of the felony charge when it becomes available</p>
Inappropriate dress / not following the dress code	<ol style="list-style-type: none"> 1. Warning / parent notification; change clothes 2. 1 day detention; change clothes 3. 1 day suspension 4. 3-5 day suspension 	<ol style="list-style-type: none"> 1. Warning / parent notification; change clothes 2. 1 day detention; change clothes 3. 1 day suspension 4. 3-5 day suspension

OFFENSE	Middle School 6-18	High School 9-12
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Improper use of cell phones and other electronic devices	<ol style="list-style-type: none"> 1. Confiscation and warning 2. Confiscation and 1 day detention 3. Confiscation and 1 day suspension 4. Loss of cell phone privilege at school; 1 day suspension. <p>Parents must pick up items</p>	<ol style="list-style-type: none"> 1. Confiscation and warning 2. Confiscation and 1 day detention 3. Confiscation and 1 day suspension 4. Loss of cell phone privilege at school; 1 day suspension. <p>Parents must pick up items</p>
Inappropriate display of affection	<ol style="list-style-type: none"> 1. Warning/parent notification 2. Detention, parent conference 3. 1 day suspension 4. 3-5 day suspension 	<ol style="list-style-type: none"> 1. Warning/parent notification 2. Detention, parent conference 3. 1 day suspension 4. 3-5 day suspension
Leaving class / school without permission	<ol style="list-style-type: none"> 1. Detention, parent notification 2. 1 day suspension, parent conference 3. 3-5 day suspension 4. 5-10 day suspension 	<ol style="list-style-type: none"> 1. Detention, parent notification 2. 1 day suspension, parent conference 3. 3-5 day suspension 4. 5-10 day suspension
Possession / use of tobacco products or paraphernalia; including e-cigarettes and vapes	<ol style="list-style-type: none"> 1. 1 day suspension or smoking abatement program 2. 3 day suspension 3. 5 day suspension 4. 5-10 day suspension; possible recommendation for expulsion 	<ol style="list-style-type: none"> 1. 1 day suspension or smoking abatement program 2. 3 day suspension 3. 5 day suspension 4. 5-10 day suspension; possible recommendation for expulsion
Profanity, foul language, obscene materials or gestures	<ol style="list-style-type: none"> 1. 1 day detention 2. 1 day suspension 3. 3-5 day suspension 4. 5-10 day suspension 	<ol style="list-style-type: none"> 1. 1 day detention 2. 1 day suspension 3. 3-5 day suspension 4. 5-10 day suspension
**Sexual harassment / sexual offenses	<ol style="list-style-type: none"> 1. 3 day suspension; law enforcement option 2. 5 day suspension 3. 10 day suspension, recommendation for expulsion 	<ol style="list-style-type: none"> 1. 3 day suspension; law enforcement option 2. 5 day suspension 3. 10 day suspension, recommendation for expulsion

OFFENSE	Middle School 6-18	High School 9-12
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Stealing	<ol style="list-style-type: none"> 1 day suspension, restitution, law enforcement option 3-5 day suspension 5-10 day suspension; recommendation for expulsion 	<ol style="list-style-type: none"> 1 day suspension, restitution, law enforcement option 3-5 day suspension 5-10 day suspension; recommendation for expulsion
Tardies (excessive)	Refer to district attendance policy	Refer to district attendance policy
Absences, Excessive truancies	Refer to district attendance policy	Refer to district attendance policy
Vandalism	<ol style="list-style-type: none"> Conference; restitution, compensation 3 day suspension 3-5 day suspension, possible expulsion 	<ol style="list-style-type: none"> Conference; restitution, compensation 3 day suspension 3-5 day suspension, possible expulsion
Weapons - any device designed/used to harm others or self that do not meet state requirements for mandatory expulsion	<ol style="list-style-type: none"> Conference; 1 day suspension 3-5 day suspension 5-10 day suspension; possible recommendation for expulsion 	<ol style="list-style-type: none"> Conference; 1 day suspension 3-5 day suspension 5-10 day suspension; possible recommendation for expulsion
<p>*Weapons, dangerous</p> <ul style="list-style-type: none"> • Firearm, whether loaded or unloaded • Fixed blade knife that measures longer than 3 inches; or a non-fixed knife with blade longer than 3.5 inches • Any object, device, instrument, or substance used to inflict bodily injury 	<ol style="list-style-type: none"> 10 day suspension, law enforcement notification and recommendation for expulsion 	<ol style="list-style-type: none"> 10 day suspension, law enforcement notification and recommendation for expulsion

*Offenses that may require law enforcement to be called

**Offenses that may require referrals for counseling intervention

GENERAL GUIDELINES / RECOMMENDATIONS

1. These are general guidelines for consequences that provide a common frame of reference for administrators adjudicating conduct and discipline incidents school-wide; however, an

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administrator may give sanctions that are more or less severe if they document and submit their justification for review by the Director of Culture and Services. A student's/family's individual circumstances may warrant other considerations; therefore, administrators may recommend restorative approaches to discipline to reinforce student social-emotional support.

2. The extreme nature of any infraction dictates the intensity of the restorative discipline outcome.
3. Any student that has an IEP and is brought forward for an expulsion hearing must first have a manifestation hearing to determine if their behavior/offense was a manifestation of their disability. This is conducted and initiated by the building caseworker for that student.
4. Any habitually disruptive student needs to have interventions put into place at the school level before being brought for an expulsion hearing as a "habitually disruptive" student.. This should include a habitually disruptive behavior plan that is part of a mandatory parent/student meeting. Restorative conferencing with the student and family should be pursued as a means to address harm and mitigate future behavior.
5. The transportation department should work in partnership with the schools on appropriate consequences for misbehavior on district operated transportation. The determination of consequences for transportation related incidents will be made under the jurisdiction of the transportation department, utilizing their discipline protocol.
6. Restorative Approaches promote a relational culture, which builds the growth mindset of students and communities by providing meaningful interpersonal interactions; the goal is to address the harm caused by disruptive behavior in an environment of accountability and caring. Therefore it is of critical importance to have a fair process that makes interventions transparent by documenting every aspect of the incident and investigation. Hence a consistent rubric for due process must be followed for every incident to facilitate a transparent, caring, accountable and respectful outcome. The incident behavior must be documented in the Student Information System (SIS) with appropriate code from the Restorative Discipline Matrix. Additionally, all Threat Assessments must be filed within 24 hours to ensure that the student receives the appropriate level of social-emotional support.

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 Salesforce.

Technology Agreement: I/We understand that my student will be issued a Chromebook and charger once enrolled into Banning Lewis Preparatory Academy. The device and charger are the property of BLPA and my student and I agree to Technology Agreement guidelines as listed in the handbook including, but not limited to, being responsible for the full replacement cost of the Chromebook and/or charger if it is lost, stolen or damaged beyond repair; returning the equipment once instruction is complete for the year or when the student withdraws from BLPA; adhering to the policies on content accessed on the computer both during school hours and when used outside the school network/building.

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 student name(s):

Student Name: _____ Student Signature: _____

Student Name: _____ Student Signature: _____

Student Name: _____ Student Signature: _____

Please print parent/guardian name(s) and relationship to student(s). Please note that additional adults may sign and date on the back if needed.

Parent/Guardian Name: _____ Relationship: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____ Relationship: _____

Parent/Guardian Signature: _____ Date: _____

Questions:

APPENDICES / District 49

APPENDIX A – STUDENT HEALTH

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APPENDIX B – NURSING SERVICES

APPENDIX C – STUDENT DISCIPLINE POLICY & PROCEDURE

APPENDIX D – WELLNESS POLICY GUIDELINES

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 the 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 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. *Students 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 and 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 DISEASE 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.

APPENDIX B – NURSING SERVICES

Registered Nurses

D49 Nurses are assigned to more than one school and are in each school at least once a week. Nurses maintain regular communication with Health Paras. The nurse is available for health care needs and emergencies. School nurses provide health services that include: Immunization compliance, vision and hearing screenings, special education assessments, and development of health care plans for students with specific health care needs.

Health Para

All schools in District 49 have an assigned Health Para available to address student health concerns on a daily basis. **Health Paras are not nurses**; they are unlicensed assistive personnel who work under the license, delegation, and supervision of Registered Nurses. Health Paras are certified in CPR/First Aid/AED and receive training in medication administration and emergency first aid intervention of asthma, severe allergy, diabetes, and seizures according to the student's school health care plan.

Health Room

The health room will have a Health Para, school nurse, or delegated staff member present at all times. When necessary, a student will be allowed to remain in the health room for up to 10 minutes to receive first aid and staff observation; if there is no improvement in the student's health condition after 10 minutes or it is determined that the student is unable to return to class, parents will be notified.

Illness Guidelines

District 49 follows the Colorado Department of Health illness guidelines to determine if a student should be sent home due to illness. If there is a need to contact parents/guardians, the health room will use the contact phone numbers listed in PowerSchool. **Please provide the school with a current emergency contact phone number and update this information each time there is a change.** Illness guidelines can be located at <https://www.d49.org/nursingservices>.

Medication Policy

Please be aware that Colorado state law governs our medication policy. If your student must take medication during school hours, parents/guardians must provide the following documentation before it can be administered at school.

- A written physician's order (including drug name, dose, route, time, duration of treatment, physician signature, and parent/guardian signature). **This includes all over-the-counter, prescription, and/or homeopathic medications.** General medication order forms are located at <https://www.d49.org/nursingservices>.
- Medication order forms for asthma, allergy, diabetes, and seizure are standardized by the state of Colorado. These forms are located at <https://www.d49.org/nursingservices>.
- Medication must be in the original container it was purchased in, complete with a label and current physician signed medical orders. **PLEASE NOTE:** The pharmacy label applied to the medication bottle **will not** suffice for physician orders.

- Medications are kept in a secure cabinet in the health room. If a student must self-carry a medication such as: Inhaler, EpiPen, or diabetic supplies, a physician order is required, along with the Self-Carry Contract signed by the legal parent/guardian, student, and school nurse.
- For the 2022-2023 school year, high school students will be allowed to self-carry one or two doses of over-the-counter medication (i.e.: Tylenol, Motrin) without an order from the physician with the approval of the school nurse. A Self-Carry Contract will have to be signed by the legal parent/guardian, student, and the school nurse. **The Self-Carry Contract can be revoked by the School Nurse if the student fails to comply with the contract.**

Life-Threatening Allergies to Peanuts and Tree Nuts

There is a growing number of students who may develop anaphylaxis if exposed to peanuts and/or tree nuts. Due to this risk, **all D49 schools are nut-protected which means we strongly encourage students to avoid bringing foods to school that contain peanuts/tree nuts, and to refrain from sharing food with their peers at school.** D49 cannot designate schools to be completely nut-free as it is not possible to know what foods each student brings in their lunchbox from home on a daily basis. **The district requires the support of parents to help keep our campuses nut-protected and students with life-threatening allergies safe at school.** Homemade food items are not allowed in classrooms to be shared for class parties. Store-bought food for classroom parties must have an ingredients label attached to the package and must not have peanuts or tree nuts listed as an ingredient.

Latex Allergies

BLPA is latex free.

Personal Care Items

The following items are available to be applied to your student if needed: Vaseline, lotion, and band-aids. Please inform your school Health Room if you **do not** want these items applied to your student.

Crutches and Wheelchair

Each Health Room has a wheelchair for emergency use only. If your student requires temporary use of a wheelchair or crutches, a physician's order is necessary and the wheelchair/crutches must be provided by the parent/guardian.

Vision and Hearing Screenings

School vision and hearing screenings are mandated by the state of Colorado. Parents are permitted to opt out of these screenings. Please contact the school health office at 719-638-3040 ext. 214 if you would like to opt out your child from annual vision and hearing screenings.

Immunizations

Colorado State law requires all students to be up to date on school-required immunizations and/or have a written exemption certificate on file at the school. Go to <https://www.d49.org/nursingservices> for more information about the state of Colorado's immunization process.

VACCINE	NUMBER OF DOSES	GRADES K-12 (4-18 YEARS OF AGE)
Diphtheria/Tetanus/Pertussis (DTaP)	4 to 5	5 DTaP unless dose 4 given on or after the 4 th birthday. 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 birthday (4-week minimum interval).
Measles/Mumps/Rubella (MMR)	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday.
Varicella (chickenpox)	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday.
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.

If you have any questions regarding these health room guidelines, please call the health office at BLPA 719-638-3040 ext. 214. Medication forms are located on <https://www.d49.org/Page/486>.

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 Involvement 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 Student (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 Responsibilities (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 and 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 as follows:
 - 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 schools.

- 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.

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 your 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 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

Board approved 5/16/23

- 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 hummus
- 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