

# BANNING LEWIS RANCH ACADEMY STUDENT HANDBOOK

## TABLE OF CONTENTS

<b>BANNING LEWIS RANCH ACADEMY WELCOMES YOU!</b>	1
<b>GENERAL EXPECTATIONS</b>	4
<b>GENERAL OFFICE POLICIES</b>	6
<b>SAFETY INFORMATION</b>	9
<b>STUDENT LIFE</b>	10
<b>DRESS CODE POLICY</b>	13
<b>ACADEMICS</b>	17
<b>STUDENT ATTENDANCE</b>	20
<b>COMMUNITY CHARACTER AND RIGHTS &amp; RESPONSIBILITIES</b>	23
<b>RESTORATIVE DISCIPLINE MATRIX</b>	30
<b>SEVERE ALLERGY PROCEDURES</b>	33
<b>SIGNATURES REQUIRED</b>	38
<b>APPENDICES / DISTRICT 49</b>	39
<b>APPENDIX A – STUDENT HEALTH</b>	
<b>APPENDIX B – NURSING SERVICES</b>	
<b>APPENDIX C – STUDENT DISCIPLINE POLICY &amp; PROCEDURE</b>	
<b>APPENDIX D – WELLNESS POLICY GUIDELINES</b>	

# BANNING LEWIS RANCH ACADEMY WELCOMES YOU!

## Vision Statement:

*“We are champions of tradition and innovative education.”*

## Mission Statement

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

### We will accomplish our mission by:

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

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

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

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

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

**Teachers:** Banning Lewis Ranch Academy hires, trains, and is committed to retaining star teachers and talented leaders in educational management. 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 Ranch Academy works to foster a close connection between home and school. Specifically, Banning Lewis Ranch 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 Ranch Academy community, welcome! We are a growing community committed to providing high-quality education and care. The Banning Lewis Ranch Academy Handbook is designed to help students and parents become a part of the BLRA community and to integrate into our culture of caring and success. We are all responsible for knowing the contents of the handbook and for working hard to find our place at BLRA. Although this handbook 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:**

Banning Lewis Ranch Academy

Colorado Springs, CO 80927

Phone: 719-570-0075 Fax: 719-638-3050

Website: [www.blracademy.org](http://www.blracademy.org)

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

## GENERAL EXPECTATIONS

### **Building Access:**

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

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

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

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

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

### **Communication:**

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

- Keep up to date with our communication:
  - Check the school website ([www.blracademy.org](http://www.blracademy.org)) at least weekly for updated information
  - Check PowerSchool frequently to stay apprised of your student's grades
  - Read every BLRA update and newsletters
  - Check your student's planner daily for important assignments and information
  - Check class Schoology pages weekly
- Treat our Board, faculty, and staff with respect – This includes at school events, emails, telephone conversations, and in the classrooms during and outside of school hours. Our students are held to a high standard in this regard, and they truly need to see this modeled by all adults in their lives.
- Respect our learning community – Enrolling your student at BLRA indicates your commitment to supporting and respecting the rules as outlined in this handbook. Cooperative relationships provide the win-win support that all 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 BLRA each family will commit to 2 hours of volunteer service per month. Volunteer service can be completed at the school or at home through a variety of activities that help support the learning community. In addition, monetary donations can be made in lieu of service hours (\$10 = 1 hour.)

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

# GENERAL OFFICE POLICIES

## **Financial Obligations:**

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

Throughout the year, a student may incur fees. Fees include the cost of materials to take certain courses offered at BLRA 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, BLRA 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 BLRA to adjust fees.

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

### **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; their ID is 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:**

BLRA 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:**

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

**Messages:**

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

**Copy machines:**

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

**School Property:**

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

**Security Camera Use:**

BLRA utilizes video cameras in classrooms, hallways, the cafeteria, playground areas, and other areas within our school for the safety of our students. The cameras aid in observation purposes should the need arise on behalf of the school. Since the cameras are to be used first and foremost for safety purposes, BLRA reserves the exclusive rights to the footage. In certain disciplinary or safety situations, the faculty may request that an administrator view the camera footage. In order to ensure privacy of all students, camera footage is limited to administrative personnel and/or law enforcement when requested.

**Use of School Name:**

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



# SAFETY INFORMATION

## Weather Delays:

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

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

## Emergency Drills:

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

# IN AN EMERGENCY TAKE ACTION



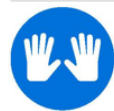
### **HOLD! In your room or area. Clear the halls.**

#### **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**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
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 student planner will be purchased by each 3-5 grade student. The student planner is to be used as an educational and organizational aid. If lost, a replacement may be purchased. Students are responsible for carrying their planner to all classes and use it to record class assignments.

### **Backpacks:**

Students are allowed to use backpacks and bookbags at school.

### **Conduct in the Classroom:**

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

### **Conduct in the Cafeteria:**

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

### **Food and Water:**

As a general rule, food and drinks are not allowed in the hallways, classrooms, or library, while approved snacks and water may be allowed in designated areas for nutrition break. Students are encouraged to bring water bottles that may be refilled throughout the day in order to stay hydrated. Students may not bring energy drinks and drinks high in sugar. No glass containers are allowed in the building.

### **Food Allergies:**

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

### **Gum:**

Gum is not allowed.

### **Conduct at Assemblies:**

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

### **Conduct at BLRA Social Events:**

The following apply to other BLRA-sponsored social events:

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

### **Conduct at Athletic Events:**

BLRA athletes, family members and other guests are to be responsible for their actions and are required to follow the same rules of conduct as BLRA students. Any player who is guilty of misconduct during an event may be suspended from the sport that is being played at the time of the incident. The BLRA community will not engage in derogatory cheers directed toward the rival team or engage in the use of devices intended to discredit or distract rival players.

### **Lost and Found:**

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

### **Signs and Posters:**

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

### **Solicitation:**

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

### **Electronics:**

Students may possess personal electronic devices (cell phone, tablet, iPod, portable gaming device, earphones, smartwatches, etc.) on the BLRA campus but may only access them outside of the school day. All devices must be powered off and put away in a backpack/bookbag. outside of the school day. All devices must be powered off and put away in a backpack/bookbag.

Students may not use cameras or camera phones in a time, place, or manner that would disrupt the educational process. BLRA 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...”

### **Toys:**

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

### **Literature:**

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

### **Field Trips:**

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

**Clubs:**

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

**School Photos:**

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

**Hall Pass Policy:**

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

**Leaving Campus During the Day:**

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

## **DRESS CODE POLICY**

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

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

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

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

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

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

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

BLRA embroidering the approved BLA logo on shirts is optional.

### **2. *Blazers and Windbreakers***

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

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

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

### **3. *Sweatshirts, Hoodies, and Spirit Wear***

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

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

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

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

### **4. *Footwear***

Shoes must be worn at all times. Open-toed footwear, footwear with lights/wheels, slippers, sandals, high heels, and mules are not permitted. Shoelaces shall be tied at all times. Students

may wear boots when functional in style. It is recommended that students wear soft sole shoes in order to protect their feet when participating in recess or other activities requiring running. Gym shoes must be worn when participating in athletic activities in the gym. Students without proper shoes may be restricted from participating in Physical Education classes or extracurricular activities. P.E. grades may be affected by lack of participation.

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

#### 5. ***Socks, Tights and Leggings***

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

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

#### 6. ***Pants, Shorts, Capris, Jumpers, Skirts***

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

- K – 5 Colors: Navy, Khaki, Black

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

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

#### 7. ***Accessories***

##### ***Ties and Scarves***

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

##### ***Hairstyle***

- Hairstyle and color must be neat and conservative.
- Hair may only be dyed/temporarily dyed in naturally occurring colors (brown, black, gray, red, blond).

- Students may not have a Mohawk haircut or any hair style that contains pictures or messages.

### ***Make-up***

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

### ***Belts***

- Belts are optional for all students.
- Buckles shall be plain, and belts should be in basic colors (black, brown, or navy).
- No belts with prints, designs, beaded/gemstones will be allowed.

### ***Tattoos***

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

### **Jewelry and Body Piercings**

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

## **8. *Miscellaneous***

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

## **9. *General Expectations***

Students are to present a neat and conservative appearance.

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

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

## **10. *Exceptions***

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

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

## **Enforcement**

1. The first line of uniform enforcement takes place in the student's home. Parents may be called to address a uniform concern prior to the following steps being taken.
2. Classroom teachers will be the second line of enforcement. Teachers will look for uniform policy violations at the beginning of the day and communicate to families.
3. Any staff member may report a uniform violation to the student's teacher.
4. After the first violation all further violations will be reported to parents and require a parental response.
5. The office staff will track all violations.
6. The administration is provided latitude in assigning consequences. The administration need not employ all the consequences in a given group before selecting one from another group in disciplining any student.

## **Consequences for Non-Compliance, per School Semester**

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



## ACADEMICS

### **Our Curriculum:**

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

### **Course Schedule Changes:**

The principal, or designee, and instructors must approve all classroom or course schedule changes. Requested changes must be submitted in writing.

### **Make-Up Work:**

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

Make-up work shall be allowed following an unexcused absence with the goal of providing the student with 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 of an unexcused absence.

### **Grading System:**

The academic year is divided into four quarters. Each quarter is approximately ten weeks in length. A Standards Based Grading System is used in Kindergarten through Fifth Grade. Students have the opportunity to demonstrate mastery through classroom assessments (formal and informal), class projects, and class discussions.

Standards Based Grading Scale

<b>Key to Achievement Performance Standards</b>				
<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
<b>Exceeding the standard</b>	<b>Meeting the standard</b>	<b>Progressing toward achievement of the standard</b>	<b>Little or no progress toward achievement of standard</b>	<b>Not assessed during this quarter</b>

### **Honor Roll**

All 3<sup>rd</sup>-5<sup>th</sup> students are eligible for Maroon or Gold Honor Roll status based on quarterly academic performance. Honor Roll status will be awarded based on student report card and internally collected standardized assessment data.

### **Report Cards/Progress Reports:**

- Report cards will be distributed at the end of each quarter.
- Report cards will not be issued for students having outstanding fines.
- Students not completing course work by the end of a grading period will receive an “I” for incomplete. An incomplete will become an “N/A” if those issues surrounding the incomplete are not resolved with the student’s teacher(s) within three school days after the quarter ends. In those rare cases where a student is under the care of a physician for a serious illness, additional weeks will then be granted to complete all course work, including tests and semester exams, as determined by the student’s teacher and the Executive Director/Principal. If the work is not completed in the determined length of time, the grade becomes an “N/A”.
- Progress reports may be issued at the midpoint of each quarter. Parent/Teacher conferences may serve as the progress report for designated quarters.

### **Promotion/Probation/Retention:**

Banning Lewis Ranch Academy has established and maintains high standards for all students by establishing clear academic expectations, monitoring student achievement, and communicating student progress to parents/guardians in a continuous and systematic manner.

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

### **Individuals with Disabilities Education Act (IDEA):**

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

### **Plagiarism/Cheating:**

Board approved 4/18/23

Students at Banning Lewis Ranch Academy are expected to maintain academic integrity. Any violation in any combination of classes of the academic integrity expectations are to be taken seriously. Plagiarism is defined by Webster's dictionary as "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source" whether this is intentional or not. Methods of plagiarizing include, but are not limited to, not giving the author credit for his/her ideas by 1. Copying and pasting information found from an outside source 2. Rewriting information found word for word 3.

Paraphrasing or rewording information found from a source. In order to avoid plagiarism, all students are encouraged to cite every source used from research as there is no conflict with over-citing. Cheating is also taken very seriously at BLRA. We hold all students to high expectations and expect them to meet them on their own merit. Cheating can include, but is not limited to, 1. Copying answers from another student (whether it is on tests or homework assignments) 2. Using or creating reference notes to use during a test 3. Someone else completes an assignment for the student 4. Turning in the same assignment for two separate students each claiming it as their own. Any intent to cheat will be followed up by and handled by the classroom teacher and will be handled by the administration in accordance with the behavior matrix policies.

## **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 BLRA adopted calendar. A 95% attendance rate is expected to meet promotion requirements. Students who do not finish out the year according to the school's calendar will need to fill out a withdrawal form and may receive an incomplete or a failing grade for that quarter. Circumstances that arise that obligate a student to finish the school year early will need an approved pre-arranged absence form on file with the BLRA administration. Excused absences will be approved. See Excused Absences below.

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

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed 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 in order to adequately meet grade level expectations: 1) satisfy all academic requirements, and 2) exhibit good attendance habits as stated in this policy.

### **Excused Absences:**

The following shall be considered excused absences:

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

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

**Unexcused Absences:**

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

In accordance with the law, the school may impose academic penalties which relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. The Student and parents/guardians may petition the administration of BLRA for exceptions to this policy or the accompanying regulations. The exception may be rescinded if the student/family fails to maintain the expectations that were agreed upon when the exception was granted.

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

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

**Tardiness:**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins (after 8:00 am and/or after switching classes throughout the day). Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted

learning, penalties shall be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

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

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

**Truancy:**

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

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

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

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

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

**Penalties:**

A student and his/her parent or guardian shall be given notification of his/her first truancy offense. The student may be subject to disciplinary action which includes detention and/or suspension. Additional 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 parent decides to withdraw their student from school for any reason, the student and/or guardian must follow the checkout procedure and complete a withdrawal form. All outstanding fines must be paid prior to the student's departure.

## **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 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 an 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.

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 the 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**

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 stepparent) 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>

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

### **Annual Nondiscrimination Notice**

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.

### **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.

## BLRA RESTORATIVE DISCIPLINE MATRIX

The enrolling entity of Banning Lewis Ranch Academy, understands that students and behaviors are unique; while this matrix is intended to support in decision making regarding student behavior, all incidents will be considered on a case-by-case basis. Factors that may impact the matrix may include but are not limited to repeated infractions, severity of behavior, grade etc.

<p><u>LEVEL 1:</u></p> <p>Level 1 disciplinary infractions are those infractions that are to be addressed by the teacher or staff member responsible for supervision of the student(s) when the infraction(s) occur. Disciplinary action, intervention or prevention shall be optional. Students in Tier 1+ of MTSS will have disciplinary action, intervention or prevention documented in PowerSchool (entry log). Support from MTSS, school counseling or admin is always available.</p> <p style="text-align: center;">*Repeated infractions may result in further disciplinary action</p>	
<p><a href="#"><u>Inappropriate use of language</u></a></p>	<ul style="list-style-type: none"> <li>● The use of intimidating language, foul language or gestures that are meant to threaten, harass, harm or bully another student.</li> <li>● This does not include racial slurs and sexual harassment.</li> </ul>

<a href="#">Defiant*</a>	<ul style="list-style-type: none"> <li>● Engage in Conflict and Arguments</li> <li>● Non Compliance or Refusal</li> <li>● Physical Misconduct</li> <li>● <a href="#">Refusal to attempt work</a></li> </ul>
<a href="#">Disrespectful*</a>	<ul style="list-style-type: none"> <li>● Intentional lack of respect for personal space</li> <li>● Negative facial expressions or body language</li> <li>● Argumentative with Peers and Adults</li> </ul>
<a href="#">Disruptive</a> (on and <a href="#">off-task</a> ) Defiant and disrespectful behavior often results in a disruption in the learning environment.	<ul style="list-style-type: none"> <li>● Frequent interruptions of learning environment</li> <li>● Non compliance to redirection</li> <li>● Failing to transition appropriately</li> </ul>
Destruction of Property	<ul style="list-style-type: none"> <li>● School property</li> <li>● Peers' property</li> <li>● Teacher's property</li> </ul>
Cheating / Academic Misconduct / Forgery	<ul style="list-style-type: none"> <li>● Using materials to aides with test/classwork (1st offense)</li> <li>● Academic dishonesty/plagiarism</li> </ul>
<a href="#">Dress Code</a>	<ul style="list-style-type: none"> <li>● Wearing clothes that do not abide by the BLRA <a href="#">dress code</a></li> </ul>
Electronic Devices on Campus (personal and school devices)	<ul style="list-style-type: none"> <li>● Use of personal electronic devices during the school day (cell phone, smartwatch, tablet)</li> <li>● Use of school devices for personal use</li> <li>● Any use of a device that goes against the code of conduct</li> </ul>
Stealing/Attempted Stealing	<ul style="list-style-type: none"> <li>● Taking item(s) that belong to a specific student without permission with the intent to keep the item.</li> <li>● Taking school property without permission with the intent to keep the item.</li> <li>● Not returning the property of others when asked</li> </ul>
Inappropriate Touching/Contact	<ul style="list-style-type: none"> <li>● Holding hands</li> <li>● Horseplay</li> <li>● Any contact with bathing suit area: including self (<b>Reported to Admin</b>)</li> </ul>
* Out of school suspension will not be used as a disciplinary measure for truancy, even when repeated.	

LEVEL 2:

Level 2 disciplinary infractions are those infractions that are to be addressed by the Principal (or his/her designee). School based alternatives, by the Principal (or his/her designee), intervention or prevention shall be required. Documentation in Powerschool (entry log) and communication in the form of a phone call, back to the teacher/family is required.

\*Repeated infractions may result in further disciplinary action

Continued Level 1 Infractions	<ul style="list-style-type: none"><li>● Repeated Infractions</li><li>● Documentation is required</li><li>● Teaching/reteaching of expectation documented</li></ul>
Bullying	<ul style="list-style-type: none"><li>● Bullying is verbal or physical behavior that is intentional and targeted towards an individual or group. Bullying is usually ongoing and not an isolated incident.</li><li>● <b>M</b>ean on purpose <b>O</b>ver and <b>O</b>ver with an imbalance of power</li><li>● Loop in counselor</li><li>● Documentation and parent phone call(s) required before referral to administration</li></ul>

\* Out of school suspension will not be used as a disciplinary measure for truancy, even when repeated.

Level 1 and 2 Discipline Responses:

- Teach and reteach expectations
- Written reflection/ apology
- Grade Level Buddy Teacher
- Verbal warning
- Parent/guardian phone call
- Parent/guardian/student conference
- Loss of privileges/participation in extracurricular or school-sponsored activities
- Loss of academic credit (for plagiarism/academic dishonesty)
- Detention
- School based community service
- Classroom behavior plan/discipline plan/attendance contracts
- Peer mediation
- Restorative justice practices
- Confiscate Electronic Device and picked up by parent
- Think sheet



## **SEVERE ALLERGY PROCEDURE**

### **Minimizing Exposure to Food Allergens:**

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

### **The Parent or Guardian will:**

- Notify the school and health room in writing of the student's severe food allergy upon registration
- Provide an allergy alert bracelet or necklace for the student indicating severe food allergy

- Provide the school with a “Severe Allergy Care Plan” signed by a physician before the student starts school
- Provide the school with Physician’s orders for necessary rescue medications for before the student starts school
- Provide necessary rescue medications in a proper pharmacy labeled container before the student starts school
- Communicate with the school administration; school nutrition services, and/or school nurse how to minimize risk of severe food allergy during lunch

**The Student will:**

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

**The School Nurse or Health Assistant will:**

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

**Nutrition Services will:**

- Provide nut-safe tables at lunchtime for all students with severe food allergies whose parents choose to have them sit there with others who have nut safe lunches.
- Be aware of severe food allergy concerns in the building.
- Meal caterers will not use nut oil products in school meals.

**The Student’s Classroom Staff:**

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

## **Recognizing an Allergic Reaction**

**Typical mild allergic reactions can be:**

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

**Typical severe allergic reactions can be:**

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

## **Responding to an Allergic Reaction**

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

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

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

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

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

### **Availability:**

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

### **Field Trips:**

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

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

## **Banning Lewis Ranch Academy Severe Latex Allergy Procedure**

### **Minimizing Exposure to Latex**

#### **The Parent or Guardian will:**

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

#### **The Student will:**

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

#### **The School Nurse or Health Assistant will:**

- Inform the faculty in writing of the life-threatening latex allergy, and provide a master list of possible latex sources

- Evaluate and monitor student’s school and environment for latex (special attention to gym, science, and art classes)
- Provide non-latex gloves, barriers, and alternative products in health office
- Inform all parents and students that latex balloons are not allowed in the school. Safe alternatives (Mylar) may be substituted

**The Student’s Classroom Staff:**

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

## **Recognizing an Allergic Reaction**

**Typical mild allergic reactions can be:**

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

**Typical severe allergic reactions can be:**

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

## **Responding to an Allergic Reaction**

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

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

- Remove avenue of latex exposure (e.g.: latex glove, latex balloon)
- Remove student from area of exposure
- Take student to the health room for observation and administration of medication(s)

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

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

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

**Availability**

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

**Field Trips**

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

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

**SIGNATURE REQUIRED**

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

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

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

**Banning Lewis Ranch Academy Parent and Student Handbook Acknowledgement and Agreement**

Board approved 4/18/23

We have read and discussed the BLRA Handbook and the BLRA Behavior Matrix. We agree to uphold these policies and do our best to follow the guidance they provide.

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

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

Parent/Guardian Signature(s)

X- \_\_\_\_\_ Date \_\_\_\_\_ X- \_\_\_\_\_ Date \_\_\_\_\_

Please print student name(s):

Name \_\_\_\_\_ Name \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

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

Student Signature(s)

X- \_\_\_\_\_ Date \_\_\_\_\_ X- \_\_\_\_\_ Date \_\_\_\_\_

X- \_\_\_\_\_ Date \_\_\_\_\_ X- \_\_\_\_\_ Date \_\_\_\_\_

Questions (optional)

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**APPENDICES / District 49**

APPENDIX A – STUDENT HEALTH

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 BLRA's principal, or their designee updated with their status as to their arrival at BLRA. Please be sure to provide the school with the necessary emergency contact telephone numbers and updated information if it changes during the school year.

Board approved 4/18/23



## Illness

There are three main reasons to keep sick children at home

- 1.) The child doesn't feel well enough to take part in normal activities
- 2.) The child needs more care than 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><b>DIARRHEA</b> frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine</p>	<p><b>Yes</b> - if the child looks or acts sick; if the child has diarrhea w/fever and isn't acting normally; if child has diarrhea w/vomiting; if child has diarrhea that overflows the diaper or the toilet.</p>
<p><b>FEVER</b> of over 100°F with behavior change or other illness</p>	<p><b>Yes</b>, when the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc. <b>*The student must be symptom free for at least 24 hours, without medication, before returning to school.</b></p>
<p><b>"FLU-LIKE" SYMPTOMS</b> Fever over 100°F with a cough or sore throat, tiredness, body aches, chills, headache, vomiting and diarrhea</p>	<p><b>Yes</b></p> <ul style="list-style-type: none"> <li>● confirmed flu: until the MD/PA note has cleared the student to return to school.</li> <li>● 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.</li> </ul>
<p><b>COUGHING</b> <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><b>Yes</b> - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary</p>
<p><b>MILD RESPIRATORY OR COLD SYMPTOMS</b> stuffy nose with clear drainage, sneezing, mild cough</p>	<p><b>No</b> - may attend if able to take part in school activities <b>*Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</b></p>
<p><b>RASH WITH FEVER</b> <u>Note:</u> Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor</p>	<p><b>Yes</b> - call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated. <b>*The Student must be symptom free for at least 24 hours, without medication, before returning to school.</b></p>

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

<b>YEAST INFECTIONS</b> including thrush or Candida diaper rash	<b>No</b> - follow good hand washing and hygiene practices
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**Communicable Diseases/Extended Illness**

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

**APPENDIX B – NURSING SERVICES**

**Medications Policy**

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

- A written health care provider’s order (including drug name, dose, time to be given, route, duration of time to be given, and a doctor’s signature. The physician may fax this order to the

school. PLEASE NOTE: The pharmacy label applied to the medication bottle will NOT suffice for a health care provider's order.

- Written permission from a parent or legal guardian. A form that may be completed by both the health care provider and parent is available in the health room.
- Your student’s medication must be in the original pharmacy container, complete with the pharmacy label. Your student’s medication cannot be given if it comes in a plastic bag, envelope, unmarked bottle etc.

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

**Immunizations**

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

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

Hepatitis B	3	The 2 <sup>nd</sup> dose must be at least 4 weeks after the first dose. The 3 <sup>rd</sup> dose must be at least 16 weeks after the 1 <sup>st</sup> and 8 weeks after the 2 <sup>nd</sup> dose, and the final dose must be after 24 weeks of age.
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**Health Room Personnel**

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

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

**Personal Care Items**

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

**School-Based Health Center**

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

**Severe Allergy Safe School Policy**

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

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

**APPENDIX C – STUDENT DISCIPLINE POLICY & PROCEDURE**

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

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

### **Nutrition in the classroom**

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

Non-Food Celebration Ideas:

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

### **Physical Activity**

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

### **Snacking Tips for Parents**

- Plan ahead and buy healthy snacks when you shop. You will save money and make healthier choices than if you or your kids are buying snacks on the go.
- Provide kids with choices and make those choices nutritious.
- Pre-portion 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 it will hold them over to the next meal.
- And remember... space snacks far enough between meals so appetites are not spoiled!
- Classrooms are peanut free at BLRA, so all snacks will need to be peanut free for snack time.

### **Healthy Grain Snack Ideas**

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

### **Healthy Fruit and Veggie Snack Ideas**

- Raw Vegetables with low-fat yogurt dip, cottage cheese or hummus o
- Baby Carrots
- Celery Sticks
- Cucumbers
- 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