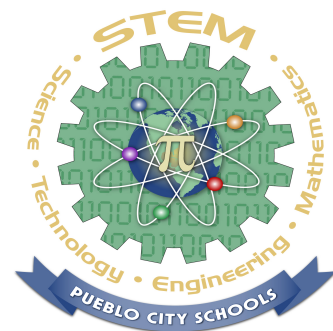
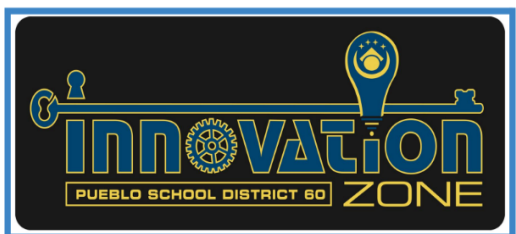




1125 E. Routt
Pueblo, CO 81004
(719) 549-7505

Angela S. Garcia
Principal

2023-2024 Student/Parent Handbook



PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

Thomas Farrell.....President
Dr. Kathy DeNiro.....Vice President
Barbara Clementi Board Member
Anthony P. Perko..... Board Member
Sol Sandoval Tafoya Board Member

Non-Voting Members

David Horner.....Treasurer
Geri Patrone Secretary/Assistant Treasurer

SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso

Mission

To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.



PUEBLO
SCHOOL DISTRICT 60
Educating for Purpose and Impact

Pueblo School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Student Support Services, Andrew Burns, andrew.burns@pueblod60.org, Title IX Compliance Officer for complaints involving students. This individual can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Inquiries about Title IX can be directed to Pueblo School District No. 60's Title IX Coordinator named herein; the Assistant Secretary for Civil Rights of the Department of Education at (800) 421-3481, OCR@ed.gov; or both. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R).

Si tiene alguna pregunta sobre esta información, por favor llame a la escuela de su niño.



Bessemer Academy
Angela S. Garcia, Principal
1125 E. Routt Avenue
Pueblo, CO 81004
(719) 549-7505

A Message from the Principal

Dear Bobcat Families,

It is with great excitement that I welcome you to the 2023-2024 school year. I am honored to lead a school with such a strong connection to their community and that focuses on doing what is best for all students.

Our Bessemer Team strives to create a safe, supportive and nurturing learning environment for all students. Our team takes great pride in planning and developing standards based lessons that are engaging, meaningful and that encourages students to think outside of the box.

Bessemer Academy is a part of the School District 60 Innovation Zone. As a School of Innovation, we create diverse learning opportunities to support student achievement and growth. Innovation allows us to develop strategies and instructional approaches to learning where students can use creativity, problem-solving skills, exploration, and research. All of these combined require students to use higher-level thinking skills that are critically necessary to become lifelong learners.

As a Title I School, we host a variety of Title I family nights per year, parent/teacher conferences and other activities to partner with families to build a strong school community. We look forward to seeing, working and learning with you at each of these events.

To further support all needs of our students, including their social emotional needs, this year we will be implementing the Zones of Regulation Program. This program helps students to identify how they are feeling and what to do to help themselves regulate those feelings.

Again, I am excited to partner with our students, families and community members. Please stay tuned via school messenger, our school website, Classroom Dojo and Facebook for up to date information. You can count on us to work hard to fulfill the mission and vision of our school!

Our theme at Bessemer Academy this year is “*We are Elevat-ERS!*” Our goal is to ELEVATE all students to become the best Read-ERS, Math-ERS, Writ-ERS and Scienc-ERS they can be. We are committed to making the most of each moment during the school day to support our students and their overall learning. Intentional planning and purposeful assessing will ensure that the instruction provided will support the growth of our students.

We are looking forward to an amazing year! All of our students' education and safety continue to be our top priorities.

Sincerely,

Angela S. Garcia

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Bessemer Academy

2023-2024 School Personnel

Administration

Angela Garcia, Principal

Support Staff

Lauren Martinez, Community Advocate

Karlie Zabukovic, STEM TOSA

Office Staff

Mary Jo Glavich, School Secretary

Preschool

Richelle Guerrero

Ariel Navarro

Marie Padilla

Philina Palamarez

Esther Sandoval

Sharon Smith

Elizabeth Villegas

Kindergarten

Deanna Nigh

Dazzelle Shafer

1st Grade

Naomi Edgecomb

Maggie Turner-Jackson

2nd Grade

Belen Borunda

Rebecca Rivera

3rd Grade

Justine Cruz

Cassandra Metoyer

4th Grade

Melody Schuette

5th Grade

Donna Gomez-Schuette

Stephenni Miller-Allen

Physical Education

Coach Kimberly O'Connor

STEAM

Carrie Rheuff

ELA/Math Support Staff

Jodi Fisher - Math Tutor

Raynetta Burns - Math Tutor

ESS

Mara Montoya - ESS Teacher

Veronica Rampa - ESS Paraprofessional

Kimberly Krupka - Autism Teacher

Raul Sosa - Autism Teacher

Joie Aragon - Autism Paraprofessional

Jacqueline Garcia - Autism Paraprofessional

Clara Hamby - Autism Paraprofessional

Rhonda Padilla - Autism Paraprofessional

Media Center EA

Haley Lewis

Speech

Cynthia Armenta

Roselyn Ludwig

CLDE

Mollie Blackford

D/HH

Counselor

Dr. Andrea Baca

School Psychologist

Susan Compton

Custodians

Jason Portillos, Head Custodian

Theresa Bachicha, Night Custodian

Nutrition Services

Sharon Rollinson- Kitchen Lead

Denise Gonzalez- Cafe Worker

Joseph Hernandez - Cafe Worker

Adrian Romero - Cafe Worker

Amber Torres - Cafe Monitor

School Information

Bessemer Academy's Mission:

At Bessemer Academy, we inspire everyone to recognize each student's strengths, giftedness, and ambitions to positively impact our society. We commit to building lifelong learners by providing tools, effective individualized instruction, and knowledge for success. By holding ourselves, our families, and each other accountable our students will leave Bessemer Academy with the confidence and belief that they can succeed.

Title I:

Bessemer Academy is proud to be a Title I school under the Federal, State, and District guidelines. Title I provides resources to help ensure that all children have the opportunity to receive a quality education, resulting in their attainment of high academic standards. Title I targets resources to districts and schools whose needs are the greatest. The program is the largest federal program supporting education, and allocates its resources based upon the poverty rates of students enrolled in schools and districts. Title I focuses on: (1) promoting school wide reform in high-poverty schools and (2) ensuring students' access to scientifically based instructional strategies and challenging academic content.

If you have questions regarding this program, please call the school for more information.

Innovation Zone Mission:

As a collective Innovation Zone, we will create learning experiences that address all aspects of student development including their academic, social, and emotional learning. In this environment, students will be empowered to embrace a growth mindset, to take ownership of their learning, and to lead a life of purpose and impact.

Focus:

Bessemer continues on the path of school improvement and turnaround. Through the development of a unified plan, the staff works to improve instruction using the following levers of change:

1. Consistent, systemic Tier 1 focused instructional practices and lesson planning.
2. Increasing teacher understandings of instructional strategies that will both engage student learners as well as meet their differentiated academic and social-emotional needs.
3. Incremental, prioritized and targeted professional development related to student needs, teacher competencies and job-embedded classroom feedback.

Our staff welcomes your involvement in our school improvement process. Please contact the office if you would like to know more. (719) 549-7505.

School Schedule:

Student safety is a top priority at Bessemer Academy. STUDENTS **SHOULD NOT** ARRIVE AT BESSEMER PRIOR TO 7:35 a.m., as there is no adult supervision until that time.

Monday-Thursday

Kindergarten - 5th grade

*Students will be allowed to enter the building at 7:35 am.

School starts 7:45 a.m.

School ends 3:05 p.m.

Preschool:

3 year old only program

8:00-10:30 a.m. & 11:30 a.m-2:00 p.m.

3 & 4 year old combined program

8:00 a.m. - 2:30 p.m.

4 year old program

8:00 a.m. - 2:30 p.m.

Students are expected to leave the school grounds by 3:15 p.m. The playground is **NOT** supervised after 3:15 p.m. **Students that are not picked up on time will be sent to the office. The office closes at 4:00 p.m. every day.** If you are running late, please contact the office to make arrangements.

Student Expectations

School Absences and Excuses/Truancy:

****Please refer to the 2023-2024 Student Conduct & Discipline Code Manual**

Messages to Students:

The school cannot take messages for students during the day unless it is an emergency. Students will be given the information at a convenient time. **Transportation arrangements to and from school for extracurricular activities are not an emergency and need to be made in advance.**

Telephone Use: Student use of the school telephone is limited. Messages taken by the office staff for teachers will be placed in their mailboxes. Please allow 24 hours for returned calls or emails from the school. Parents are encouraged to contact teachers via email whenever possible. Students will not be allowed to make frequent calls from school to ask if school items were left at home. Students and their families are expected to be responsible and frequent calling means disruption of the operation of the office, as well as missed instructional time. After school plans should be made ahead of time. Students who are not bus students may not call for permission to ride the bus to visit a friend.

Student Conduct & Discipline:

****Please refer to the 2023-2024 Student Conduct & Discipline Code Manual**

Secret Societies/Gang Activity:

****Please refer to the 2023-2024 Student Conduct & Discipline Code Manual**

Student Drug, Alcohol, & Controlled Substance Offenses:

****Please refer to the 2023-2024 Student Conduct & Discipline Code Manual**

Weapons in School:

****Please refer to the 2023-2024 Student Conduct & Discipline Code Manual**

Bullying Prevention and Education:

****Please refer to the 2023-2024 Student Conduct & Discipline Code Manual**

Student Use of Electronic Communication Devices:

****Please refer to the 2023-2024 Student Conduct & Discipline Code Manual**

Under all circumstances, students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. Pueblo School District #60 shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible for the investigation of such incidents.

Student Dress Code:

Beginning with the 2023-2024 school year, students will not be required to wear a uniform. Students are welcome to wear their Bessemer Academy shirts if they wish to. Bessemer Academy students will be required to adhere to the Pueblo D60 Dress Code guidelines.

****Please refer to the 2023-2024 Student Conduct & Discipline Code Manual**

Student Safety

Student Release:

If a student must leave school during school hours, the parent or guardian must call the office **prior to dismissal** to make arrangements and check the student out through the office. The parent or guardian must also check the student back in through the office when returning to school. Taking a child out of school prior to the regularly scheduled dismissal time, before weekends, holidays, assessment time, and the closing of school is discouraged. This tends to give children the impression that school is not important and may lead to attendance problems. Students are expected to stay in school until the dismissal bell rings. The classroom teacher will escort each class out of the building. Early dismissal on a regular basis is equivalent to a tardy, and will be counted as such. Parents **ARE NOT ALLOWED** to linger by the front office waiting for their children at the end of the school day. To prevent disruption of learning, the blue doors by the main office will close at 3:00 pm.

Building Entrances:

For **safety** purposes, ALL visitors must enter through the main front entrance doors. The building Principal has instructed all staff members to insist that parents refrain from using any other doors. Students are also not allowed to enter, or allow other adults to enter the other entrances after dismissal, unless they are accompanied by a staff member. Please understand that our faculty and staff are not trying to be difficult or rude. They are ensuring safety for all of our students.

Visitors:

If you would like to visit with a teacher, please contact the teacher to make an appointment. All visitors must sign in at the office, at which time ALL visitors will be required to present a picture ID. Visitor ID's will be held in the office and will be returned upon their signing out from the office prior to leaving the building.

Emergency Drills:

Fire drills and other emergency drills are required per district policy and are held at regular intervals. These drills are important and are required by law for safety precautions. It is essential that when the alarm sounds or a warning is given, everyone obeys instructions and clears the building by the prescribed route as quickly as possible in an orderly manner. Should the need arise, students will be evacuated to an alternative evacuation site. **Parents will be notified as outlined by the District crisis plan should the need arise to use this facility.**

Emergencies:

In case of serious injury or illness of any child at school, the primary contact is called first. If a parent/guardian cannot be reached at that number, the person(s) listed on the Emergency Information Card is (are) called next. If no response is found at this number, emergency personnel will be contacted and the student will be transported to the hospital. Please complete the emergency/enrollment card form very carefully. **Complete and accurate information is very important.**

It is essential that you notify the office if you change your telephone number.

It is critically important that we have a current emergency phone number (other than your own phone number) so that we can contact someone else when we can't reach you. Your child's safety is our ultimate priority.

Student Safety (Coming to school or going home from school):

Students must leave school immediately after being dismissed. They should go directly home after school. Students are to cross streets only at crosswalks. An SRDA crossing guard is assigned to Bessemer Academy before and after school; however, there is no crossing guard during the lunch hour. We will discuss safety rules at school, especially about accepting rides or talking to strangers. We also require our bus students to follow bus rules and safety procedures. Please talk to your child about stranger safety. **To avoid any injury, DO NOT encourage your child to approach your vehicle across the street unaccompanied by an adult.** All students must be picked up on time.

Parents are **NOT ALLOWED** to park their vehicles in the drop-off zone or leave their vehicles unattended. This creates a traffic jam and can cause car accidents or injury to our students.

Parking in designated bus stops is NOT ALLOWED.

Parents Right to Know

In the Federal *Every Students Succeeds Act* (ESSA), parents are guaranteed certain rights. One of these is the right to request information regarding the professional qualifications of your child's teachers. This must be provided in a timely manner to you and in a language that you (the parent) can understand. Please contact the school office at (719) 549-7505 if you have any questions.

School Programs/Services

Nutritional Services Breakfast and Lunch Program:

Bessemer Academy is proud to be a Universal Breakfast and Lunch School. Every student will receive a free breakfast and lunch at school. If you have any questions regarding this program, please call the school for more information. It is vital to the continuation of the program at Bessemer Academy that every student has a lunch application completed and on file with the nutritional services department. Lunch application forms must be completed each year. If you need assistance in completing this form, please call the school at 719-549-7500.

Universal Meals

Pueblo School District 60 is participating in a Universal Lunch and School Breakfast Program for the current school year at all D60 schools. All students enrolled at D60 schools may participate in the breakfast and lunch program at no charge to them. Snack items and adult meals will be available for sale each day.

Community Eligibility Provision Participating Schools

All students will be served breakfast and lunch at no cost. Families should complete a combined application to provide vital data for school funding.

Families should submit a Family Economic Data Survey* in the school office, online at www.pueblod60.org, by visiting <https://www.myschoolapps.com/Home/PickDistrict>, or scan the QR code to the right.



- Families are encouraged to **fill out the Family Economic Data Survey***.
- **You only need to submit one application per household, even if your children attend more than one school in Pueblo School District 60.**

***This form may be used only for schools participating in the federal child nutrition programs. All D60 schools are participating in the Community Eligibility Program (CEP), receipt of school meals does not depend on households returning this form. In all schools, this form is also used in connection with other federal, state and local education programs, including determining whether the school district is eligible for state additional funding on the behalf of the student(s). By filling out the form, the parent is ensuring the district will receive the additional state funding to which it is entitled based on the population of students served by the district.**

Families are encouraged to submit an application

Studies have shown that children who are not hungry perform better in school. By providing breakfast and lunch to all children at no charge, we are hoping to support a better learning environment for our students.

The school breakfasts and lunches that we serve follow U.S. Department of Agriculture guidelines for healthy school meals. The School Breakfast and Lunch Programs cannot succeed without your support; please encourage your children to participate in the school meal programs.

Non-discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

Food Charge Policy

PROCEDURES

Food Pre-Payments

Breakfast and lunch are provided free of charge to all District 60 students. This is the benefit of the Community Eligibility Provision. Any additional foods chosen by students **MUST** be paid for either prior to service or at the time of service. **NO CHARGES WILL BE ALLOWED AT ANY GRADE LEVEL.** Please be sure your student has a payment method *prior to purchases* or the sale will not be completed. Prepayments may be made on-line by clicking on the link, www.myschoolbucks.com or scanning the QR code to the right.



Charging Foods is NOT allowed in any D60 School

District meal charge policy goals are:

Students who wish to purchase additional foods beyond those provided at no charge under the Community Eligibility Provision must pay for those foods.

- To encourage parents to assume the responsibility of meal payments and to promote self-responsibility of the student;
- To treat all students with dignity in the serving line regarding meal accounts;
- To establish policies that are age appropriate;
- To establish a consistent district policy regarding charges and collection of charges.
- Charging is not allowed at any grade level

MEAL PROGRAM COMPUTER SYSTEM

Nutrition Services uses the MCS computerized Point of Sale System that operates like a debit account. Students must prepay into their account and access their money by entering an account code into a pin pad. The Manager can also help the child look up their account at the computer terminal.

Students must prepay for additional foods

- **No cash will be accepted on the serving line in grades K-5**
- Prepayments are accepted via cash or check in the school cafeteria before 10:00 am.
- Make checks to **Nutrition Services** and write your child's name on the memo line
- This process has been established so that all students are using the same method of exchange
- Receipts are available on request

Parental Control

Parents may control how money is spent. Parents may designate if their child is not allowed to spend account money on a la carte food items.

As an additional courtesy to parents, they may request a report showing when deposits were made and when the student ate meals.

Field Trips:

The purpose of field trips is to provide real-life experiences to enhance learning of specific topics selected by teachers. Students are expected and encouraged to participate. However, field trips are privileges and can be relinquished if a child exhibits unacceptable behavior. Individual field trip permission forms will be sent home for parent/guardian signatures prior to each field trip. In order for children to attend any field trip, this form must be completed, signed, and returned at the beginning of school. Written permission is required. Phone-in permission is not allowed. Information for each field trip will be sent home in advance to announce the trip and any special preparations that may be necessary. Students will not be allowed to attend a field trip without proper permission.

Only Bessemer Academy students and staff are allowed to ride on the school bus due to safety and security issues. If you have questions or concerns, please contact the school at 719-549-7505.

Bessemer Academy Behavior Expectations ensure a safe and orderly learning environment for all students. The policy fosters respectful behavior and helps children become productive citizens of our community. All discipline procedures described in the handbook are subject to, and may be superseded by, the current discipline policy adopted by Pueblo School District 60 Board of Education.

Home/School Communication:

School notices will be sent home and/or given via Class Dojo, School Messenger, e-mail, school web page and the school Facebook page. Newsletters will be sent home on a regular basis to keep you informed regarding school events. Please read the monthly newsletters and other notices sent home throughout the school year. Ask your child daily if he or she has any school information for you to read.

Celebrations at School:

Arrangements must be made with your child's teacher ahead of time if you wish to bring in treats to celebrate your child's birthday. Distribution of treats will be scheduled around classroom instruction time and at the teacher's discretion. **All treats must be store bought and individually wrapped.**

Items Brought to School:

- Personal items, such as backpacks and water bottles must be marked with student names.
- Cell phones and electronic devices, whether for personal, recreational, communication or instructional purposes, are NOT ALLOWED in any academic settings (classroom, library, labs, etc.) Under all circumstances students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. Pueblo School District 60 shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible for investigating such incidents. The building administrator may, at his or her discretion, impose further restriction upon student use of personal electronic devices, including but not limited to rules prohibiting the possession of personal electronic devices in classrooms, hallways, and other locations on school property. The use of cell phones to record activities within the classroom is not permitted without permission.
- **TOYS ARE NOT ALLOWED AT SCHOOL.** However, if "Show-and-Tell" time is scheduled in the classroom, students will be given specific directions as to the items that can be brought to school. This will be at the individual teacher's discretion.
- Cash brought to school should be sealed in an envelope with the child's name, room number, amount, and purpose written on the envelope.
- No "pets" are allowed on the school's premises, even if they are on a leash.
- Additional items that are not allowed in school for health and safety reasons are listed in the Student Conduct & Discipline Code Manual.

Cafeteria:

Students may bring their lunches from home or they may choose from the many nutritional lunches provided by Pueblo District #60.

The following rules apply in enjoying lunchroom privileges:

- Deposit all trash in waste baskets or on disposable lunch trays.
- Leave the table and floor around you in a clean condition for others.
- Be sure to choose all food items as you go through the line.
- When finished with lunch, students are to go outside. Students are not to be in the halls.
- Food from outside vendors may not be brought to the office for students to take to the cafeteria.
- Parents are welcome to have lunch with their children, but must be prescheduled. If parents bring food, please bring food only for your child. Parents may not bring food for children other than their own.
- Parents must sign in at the office before going to the cafeteria and obtain a Visitor's badge.
- There will be no "cutting" in the cafeteria lines. Students cutting, will be assigned to the end of the line.
- Any student violating the cafeteria rules will be assigned lunch in a detention area.

Change of Address/Guardianship/Emergency Information

Please notify the office of any changes that would affect the school's ability to contact parents in an emergency situation. All students are required to have an emergency information card on file. This card should have accurate and up-to-date information about the student's guardian; address, phone numbers and persons authorized to pick up your child. If you should move, change phone numbers, or guardian information has changed, it is imperative that the school gets this information. Having this vital information for an emergency will make contacting parents timelier.

Bicycles/Skateboards

Bicycles are to be parked in the bike racks upon arrival at school and locked up. Bicycles are not to be used during school hours, and must be walked on school property. **Skateboarding is not allowed at Bessemer Academy.**

Grading System

Bessemer Academy students in grades Kindergarten through 2nd receive grades of AP, P, PP, or U. Students in grades 3rd – 5th receive grades of A, B, C, D, or F. Parents/guardians can access their student's grades at any time using the Parent Portal. It is vital to all students' success that the Parent Portal be checked on a regular basis.

Fundraisers

The only fundraisers students may solicit for at school are those specific to the programs at Bessemer Academy. ***Any outside group or agency fundraiser will not be allowed at Bessemer Academy.*** Fundraisers are to raise money for the programs at Bessemer Academy and involvement in the fundraiser is optional. If a student wishes to be involved, the responsibility for the product and the money lies with the student.

Academic Growth Recognition

At Bessemer Academy our goal is that each student achieves academic growth. Students showing growth as measured by Istation and other approved forms of assessment, will be recognized for their academic achievement. Student growth will be recognized at the Academic Awards Assembly.

Assemblies

Assemblies take place during the school year. Concerts, guest speakers, academic awards, etc. will be presented for the students' educational and entertainment value. Student behavior is important to the success and value of our assemblies. All students are required to follow these guidelines for assemblies:

- Take your seat quickly and quietly. Fill the seats front to back (follow adult direction).
- Be quiet when the speaker/performers approach the microphone.
- Give your full attention to the speaker/performers.
- Remain seated until dismissed.
- The students will be dismissed by grade level (follow adult direction).
- No whistling or other inappropriate behavior.

Parent Conferences

Parent conferences are **MANDATORY**, and will take place twice during the school year. Parents are encouraged to meet their child's teachers and discuss their student's academic achievement. Exact dates and times will be listed in the monthly newsletter, on the school website, and individual communication from each teacher.

Report Cards

Quarter/semester report cards are sent home one-week after the end of each grading period. Please refer to the district calendar for grading periods.

School Closures

If the school must be closed because of inclement weather, or other circumstances, information will be given over the radio and television stations that serve the Pueblo area. In addition, school closures will be reported on the district website and the Bessemer Academy website and Facebook page.

School Resource Officer

Bessemer Academy has a Pueblo Police Department officer on call. This officer can help students with issues as well as enforce the law within our school community. See this officer if you have concerns or issues.

Student Council

Student Council officers and representatives will be selected in the fall. Information regarding Student Government will be announced at the beginning of the year. Students in Student Government must maintain a "C" average in all classes and display appropriate behavior at all times.

Internet Policy

As required by School District 60 Policy, any student using the Internet must have a completed and signed District Internet permission form on file. These forms are included in the student packet and must be returned at the beginning of the school year.

Lost and Found

Our Lost and Found Box is located by the cafeteria.

"Hands-off" Policy

Students are to refrain from pushing, grabbing, pulling, tripping or otherwise touching other students. Students are also not to hold hands, hug, or show any display of affection toward other students. Violators of this policy will be referred to the office and parents will be contacted.

Bobcat of the Month

Every month, deserving students are nominated for Bobcat of the Month. Teachers nominate and vote on students that display PRIDE within our school. It is an honor to be a Bobcat of the Month, and many of our students strive for this award and honor. Bobcats of the Month will have their picture displayed on the honorary board and will be celebrated monthly after school. The parents/guardians will be personally contacted to attend the celebration if their child is receiving this recognition.

Homework Policy

To support and ensure success of all students, the required homework of all students, grades Kindergarten through 5th, will be reading on a nightly basis, as well as homework to be assigned at the discretion of the classroom teachers in additional content areas. Reading Logs that are sent home must be completed and signed each night by an adult.

Immunizations:

"No shots/ No school." In accordance with Colorado law, all students must have updated proof of immunizations. Students will NOT be permitted to enroll in school without meeting immunization requirements. Children may be exempted from the requirements if parents/guardians furnish certification from a physician that one or more of the immunizations would endanger the child's health, or submit a signed statement that immunizations are contrary to their religious or philosophical beliefs. Failure to provide proof will result in exclusion from any Colorado school. Please contact the school secretary if you have any questions at (719) 549-7505.

See the letter and chart on the following pages.



Dear parents/guardians of students attending Colorado kindergarten - 12th grade schools for the 2023-24 school year:

We know you're thinking of all the things you need to do to make sure your student is ready for school. Getting vaccinated is an important part of their school readiness and keeps children from catching and spreading diseases that can make them sick and potentially disrupt in-person learning.

Required and recommended vaccines:

- Colorado law requires students who attend a public, private, or parochial Kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent unless a *Certificate of Exemption* is filed. For more information, visit cdphe.colorado.gov/schoolrequiredvaccines. Your student must be vaccinated against:
 - Diphtheria, tetanus, and pertussis (DTaP, Tdap).
 - Hepatitis B (HepB).
 - Measles, mumps, and rubella (MMR).
 - Polio (IPV).
 - Varicella (chickenpox).
- Colorado follows recommendations set by Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices. **Prior to starting Kindergarten**, students must receive their final doses of DTaP, IPV, MMR, and varicella. **Prior to starting sixth grade**, students must receive one dose of Tdap vaccine, even if the student is younger than 11 years. You can view recommended vaccine schedules at: www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread.html (birth through 6 years) or www.cdc.gov/vaccines/schedules/easy-to-read/adolescent-easyread.html (7 to 18 years).
- CDC also recommends vaccines for COVID-19, hepatitis A (HepA), human papillomavirus (HPV), influenza (flu), and meningococcal disease (MenACWY and MenB), but these are not required for school entry in Colorado.

Exclusion from school

- Your student may be excluded from school if your school does not have an up-to-date *Certificate of Immunization*, *Certificate of Exemption*, or an in-process plan on file for your student.
- If someone gets sick with a vaccine-preventable disease or there is an outbreak at your student's school and your student has not received the vaccine for that disease, they may be excluded from school activities. That could mean lost learning time for them and lost work and wages for you. For example, if your student has not received a MMR vaccine, they may be excluded from school for 21 days after someone gets sick with measles.

Have questions?

Talk with a health care provider or your local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can find a vaccine provider at cdphe.colorado.gov/immunizations/get-vaccinated. You can read about the safety and importance of vaccines at www.cdc.gov/vaccines/parents/FAQs.html, childvaccineco.org, ImmunizeForGood.com, and cdphe.colorado.gov/immunization-education. Staying up to date on routine immunizations is important for adults, as well as children. We encourage parents and guardians to find out what vaccines might be due. It's never too late for families to get back on track! Learn more about vaccines for adults at www.cdc.gov/vaccines/adults/rec-vac/index.html.

Paying for vaccinations

If you need help finding free or low-cost vaccines and providers who give them, go to COVax4Kids.org, contact your local public health agency (find LPHA contact information at cdphe.colorado.gov/find-your-local-public-health-agency), or call the Mile High Family Health Line at 303-692-2229 or 1-800-688-7777 to ask about Medicaid contact information and health clinics located in your area.

Vaccination records

- Share your student's updated *Certificate of Immunization* with their school every time they receive a vaccine.
- Need to find your student's vaccine record? It may be available from the [Colorado Immunization Information System \(CIIS\)](https://ColoradoImmunizationInformationSystem.org). Visit COVaxRecords.org for more information, including directions for how to use the CIIS Public

Portal to view and print your student's vaccine record.

Exemptions

- If your student cannot get vaccines because of [medical reasons](#), you must submit a *Certificate of Medical Exemption* to your school, signed by a physician (MD, DO), advanced practice nurse (APN), or delegated physician assistant (PA). You only need to submit this certificate once, unless your student's school or information changes. You can get the form at cdphe.colorado.gov/vaccine-exemptions.
- If you choose not to have your student vaccinated according to Colorado's school vaccine requirements for reasons that are nonmedical, you must submit a *Certificate of Nonmedical Exemption* to your school. Nonmedical exemptions must be submitted annually at every new school year (July 1 through June 30). There are two ways to file a nonmedical exemption.
 1. File the *Certificate of Nonmedical Exemption* WITH the signature from an immunizing provider in Colorado who is a physician (MD, DO), advanced practice nurse (APN), delegated physician's assistant (PA), registered nurse (RN), or pharmacist licensed in Colorado; OR
 2. File the *Certificate of Nonmedical Exemption*, which you will be able to access upon completion of the state's online immunization education module.
- Downloadable certificates and a link to the online education module are available at cdphe.colorado.gov/vaccine-exemptions.

How's your school doing on vaccinations?

Some parents/ guardians/caregivers, especially those with students who have weakened immune systems, may want to know which schools have the highest immunization rates. Annually, schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department. Schools do not control their specific immunization and exemption rates or establish the Vaccinated Children Standard described in [§25-4-911, CRS](#). Schools must include their MMR immunization and exemption rates from the most recently completed school year in this letter. Schools may choose to also include immunization and exemption rates for other school-required vaccines. Additional immunization and exemption rates can be found at COVaxRates.org.

School name	2021-2022 MMR immunization rate REQUIRED IN LETTER	2021-2022 MMR exemption rate REQUIRED IN LETTER
<i>Schools may also include the rates for the school-required vaccines shown below in this annual letter to parents/guardians</i>		
Vaccinated Children Standard 95% immunization rate for all school-required vaccines	2021-2022 DTaP/Tdap immunization rate	2021-2022 DTaP/Tdap exemption rate
	2021-2022 HepB immunization rate	2021-2022 HepB exemption rate
	2021-2022 IPV immunization rate	2021-2022 IPV exemption rate
	2021-2022 Varicella immunization rate	2021-2022 Varicella exemption rate

**KINDERGARTEN THROUGH 12TH GRADE IMMUNIZATION CHART
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2022-23**

VACCINE	Number of Doses	Grades K-12 (4-18+ Years of Age)
	<i>Vaccines must be given no earlier than the MINIMUM INTERVALS & AGES in order to be valid. A 4-day grace period applies in most situations.</i>	
Diphtheria/Tetanus/ Pertussis (DTaP) <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP doses unless dose 4 is given on or after the 4 th birthday. Final dose of DTaP is to be given on or after the 4th birthday.
Tetanus/Diphtheria/ Pertussis (Tdap) <i>For students 7 years of age or older.</i> <i>One dose of Tdap is required for students in 6th through 12th grades</i>	3 or 4	3 doses of tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) are required, or 4 doses required if 1 st dose of DTaP is given before 1 year of age. Students, ages 7-10 yrs that did not complete a series of pertussis-containing vaccine before their seventh birthday should receive a single dose of Tdap. If needed, they are to complete their series with Td or Tdap. An additional Tdap is required at 6th grade entry regardless of when the previous dose of Tdap was given and the student is at least 10 years of age.
Polio (IPV) <i>With a combination of OPV & IPV, will need a series of 4 doses.</i>	3 to 4	4 IPV doses unless 3 rd dose is given on or after 4 th birthday. Final dose of IPV is to be given on or after the 4th birthday.
Measles/Mumps/Rubella (MMR) <i>If 2 live vaccines are not given on the same day, there must be a 28 day interval between the 2 doses.</i>	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 valid doses are required for students entering Kindergarten & through 12 th grade.
Varicella (Chickenpox) <i>If 2 live vaccines are not given on the same day, there must be a 28 day interval between the 2 doses.</i>	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten & through 12 th grade. Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening performed by a healthcare provider.
Hepatitis B <i>Administration of 4 doses is permitted when a combination vaccine containing HepB is used after the birth dose.</i>	3 or 4	The 2 nd dose must be administered at least 4 weeks after the first dose. The 3 rd dose must be administered at least 16 weeks after the 1 st dose, at least 8 weeks after the 2 nd dose, and the final dose must be administered no earlier than 24 weeks of age. <i>Note: there is a 2-dose series for ages 11-15 years that uses a specific adult vaccine.</i>

**RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-
PREVENTABLE DISEASE**

VACCINE	Number of Doses	Grades K-12 (4-18+ Years of Age) <i>Vaccines administered ≤ 4 days before the minimum age are valid</i>
Influenza (Flu)	1 to 2	2 doses initially if under 9 yrs of age with a minimum interval of 28 days between doses, then 1 dose annually, thereafter. (Recommended for all children 6 months of age and older).
Meningococcal ACWY (MenACWY)	2 doses	Adolescents 11-18 years of age (11-12, 16-18)
Serogroup B Meningococcal (MenB)	2 doses	Adolescents 16-18 years of age
Human Papillomavirus (9vHPV)	2 to 3	Adolescents 11-18 years of age Series initiation age 9-14 – two doses 6-12 mos apart Series initiation 15+ - three doses 0, 1-2 mos and 6 mos
Hepatitis A (Hep A)	2	All children 1 year of age and older, minimum interval of 6 months between doses.

Immunization requirements are strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes § 25-4-902. There are three ways to be in compliance with the school immunization law:

1. Student's immunization record shows they are fully immunized with required vaccines. A laboratory report for some vaccines or diseases showing immunity is also acceptable.
2. For students who are not up to date on required vaccines, the school will notify the parent/guardian that the student has 14 days to receive the required vaccine(s).
Parents are to provide a written plan for the remaining vaccines following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not followed, the student shall be excluded from school for non-compliance.
3. Submission of a Certificate of Medical Exemption signed by a healthcare provider, (MD, DO, APN, PA) or a Certificate of Nonmedical Exemption signed by an immunizing healthcare provider or obtained after the completion of CDPHE's online immunization education module. Visit www.colorado.gov/vaccineexemption.

Please refer to the ACIP Immunization Schedule, Table 1, 2 and notes:

cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf

Last Reviewed 9/2022

Parent Involvement

2023-2024 Bessemer Academy Parent Involvement Plan:

Bessemer Academy has a parent involvement plan to increase parent involvement. We want to increase parental and community involvement in school activities that will have a positive effect on academic and social behaviors of our students. We have four goals we are addressing:

- **Goal 1—Academic:** Become involved in your child's education by supporting instruction inside and outside of the classroom.
- **Goal 2—Role Models:** Take pride in our school by modeling appropriate language at all times, appropriate dress and language when on school premises, and avoid any type of conflict with other adults in front of our students.
- **Goal 3—Behavioral:** Reinforce respect and responsibility to your child at all times regardless if the choice they made was not the right one.
- **Goal 4—Climate of partnership:** Parents and teachers interacting positively. If disagreements arise, they are handled in an adult manner without profanity, yelling, or threats. (Individuals who conduct themselves inappropriately will cause the building to go to a lockdown and police will be called.)

Parent Visits:

Parents are welcome at Bessemer Academy. In order to guarantee that instruction is not interrupted, parents must contact the school Principal to arrange any school visits. Once approval is received, they may schedule a **mutually** convenient time with their child's teacher to arrange a visit or discuss issues concerning the child. Positive communication with parents should be initiated and maintained.

Any individual coming into the school to visit or volunteer, must check in at the school office, at which time a visitor's badge will be issued. Any individual in the building who does not have appropriate identification will be escorted to the office. This procedure helps to support your child's safety at school.

Please make certain that you call in to the front office to make an appointment with a teacher. We do not want instruction to be interrupted. Our secretaries will make sure that the teachers receive your message and contact you as soon as possible.

VOLUNTEERS IN THE CLASSROOM

All volunteers must be cleared through the office of Human Resources. Volunteers who haven't completed this process must be sent to the office to obtain the appropriate paperwork. These guidelines must be kept in mind if volunteers are working in any classroom:

- ❖ Volunteers must be supervised at all times.
- ❖ Volunteers may assist with instruction by supporting knowledge and skills in the classroom.
- ❖ Limit the amount of information that volunteers are allowed access to. Under FERPA law, volunteers are not to be considered an authorized person with whom to share information.
- ❖ Volunteers **MUST** sign in and out at the front office.

Emergency Medical Authorization:

All students must have emergency information listed on a student information card in the office. The card must include a current phone number so that parents may be notified and assistance may be given in providing proper care in case of illness or accident. This record is mandated by the school district policy.

Student Insurance:

Student accident insurance is available at a reasonable price. These forms are provided during the first week of school.

Illness:

If a student becomes too ill to remain in class, the school's office will contact parents/guardians by phone at the numbers provided. We have some temporary facilities to help comfort the sick child while he/she is waiting. However, transportation cannot be provided for sick children. If your child is ill in the morning, please do not send him/her to school. A student who contracts a contagious disease or condition such as pink eye, chicken pox, and certain types of ringworm or impetigo will be sent home until the condition or disease is corrected. A written doctor's release may be required in some cases.

Medication (District Board Policy):

School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours and the student's parent/guardian is not available to administer the medication during the school day.

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication, but does not include medical marijuana. The administration of medical marijuana shall be in accordance with the Board's policy on administration of medical marijuana to qualified students. The term "nonprescription medication" includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins and nutritional supplements.

Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

1. Medication shall be in the original properly labeled container. If it is a prescription medicine, the student's name, name of the medication, dosage, how often it is to be administered, and the name of the prescribing health care practitioner shall be printed on the container.
2. The school shall have received written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law.
3. The school shall have received written permission from the student's parent/guardian to administer the medication to the student.
4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

Self-administration of medication for asthma, allergies or anaphylaxis A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with regulation JLCD-R.

Authorization for a student to possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other related, life-threatening condition may be limited or revoked by the school principal after consultation with the school nurse and the student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

Student possession, use, distribution, sale or being under the influence of medication inconsistent with this policy shall be considered a violation of policy JICH, Drug and Alcohol Use by Students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with policy JICH.

Doctor and Dental Appointments:

Parents are encouraged to arrange doctor or dental appointments before or after school whenever possible. If a student must be taken from school early, the parent is required to come to the office and sign the student out. A STUDENT WILL ONLY BE RELEASED TO AN ADULT WHOSE NAME APPEARS ON THE CHILD'S ENROLLMENT CARD. If necessary, office staff may request that picture identification be presented.

To the parent/guardian of students that have/had an IEP or IFSP

**Colorado Department of Education
School Health Services Program
Notification to Access Benefits**

The Department of Health and Human Services sponsors a program allowing our district to seek reimbursement for health-related services provided to children with Medicaid health insurance. This program helps our district to maximize federal funds for support of additional health services in our schools.

The Colorado Department of Education and the District will request parental permission to provide health-related services to each child and to release and exchange medical and other confidential information, as necessary, to the Department of Health Care Policy and Financing (Medicaid), whether directly or through a contracted billing agency, for health services provided to each child after the date of this notification. Information released may include personally identifiable information, records, or information about the services which may be provided to each child. The purpose of the disclosure is to access the child's public benefits to receive Medicaid reimbursement for said services.

The District, the Department of Health Care Policy and Financing, and the contracted billing agency, if any, require my permission to send claims to Medicaid and receive payment from Medicaid for health-related services as set forth in my child's IEP or IFSP.

Medicaid reimbursement for health-related services provided by the district and the Colorado Department of Education will not affect any other Medicaid services for which a child is eligible. Each child will receive the services listed in the IEP regardless of whether or not a child is enrolled in public benefits. If a parent refuses to allow access to the Department of Health Care Policy and Financing, it does not relieve the District of its responsibility to ensure that all required services are provided to the child at no cost to the parent.

The granting of consent is voluntary and may be revoked at any time. If a parent later revokes consent, that revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked).

The District and the Colorado Department of Education will operate under the guidelines of the Family Educational Rights and Privacy Act (FERPA) to ensure confidentiality regarding each child's treatment and provision of health-related services.

Checks:

For a check to be an acceptable form of payment it must include the payer's current, full and accurate name, address and telephone number. When paying by check the check writer authorizes checks returned unpaid and any State allowed fee of \$25 to be recovered electronically or by draft. Alternative forms of payment may be used instead of a check payment (cash or money order.) Payment by check may be denied when multiple checks have been returned from the same account or check writer.

Non-Discrimination Complaint Procedures:

(Compliance with Title VI, Title VII, Title IX, Section 504)

Any student who believes he or she has been discriminated against in relation to race, sex, religion, national background, age, marital status, or handicap may use the applicable grievance procedure.

Procedure

Level 1: Within five days of the student's knowledge of alleged discrimination and prior to filing of a written Level 2 grievance, a student shall discuss the grievance with the District Compliance Officer, who will take steps to resolve the grievance informally. If the grievance is not resolved informally within ten days, the student may prepare a written grievance which includes a detailed description of the alleged discriminatory event, the date, and the full names of the parties involved. The written grievance shall be filed with the District Compliance Officer within twenty days of the date of the student's knowledge of the alleged discrimination. Level 2: Within ten days of the receipt of written grievance by the Compliance Officer, the superintendent or his/her designee shall arrange for and hold a hearing with involved parties. Following the hearing, the superintendent or designee shall have four days to provide his/her written decision to the interested parties.

Application under State or Federal Law

Any student who has a claim arising out of the alleged violation of District policies of nondiscrimination has any recourse applicable under state or federal law in addition to the procedures contained herein.

E.E.O. Compliance Officer
Pueblo School District #60
315 W. 11th Street
Pueblo, Colorado

Policies and Regulations (School District 60)

***District Policies and Regulations are available on the District website at:**

www.pueblod60.org/policies or from the school office.

All District policies and regulations apply

regardless of whether they have been specifically highlighted in this handbook

See also the District's Student Code of Conduct also available on the District's website at: www.pueblod60.org.

JJJ: Extracurricular Activity Eligibility

All students meeting eligibility requirements are entitled to participate in extracurricular activities at their school of attendance. Subject to the same eligibility requirements, the district shall allow students enrolled in any school (including charter schools, online education programs, nonpublic schools, and home schools) to participate on an equal basis in any activity offered by the district that is not offered at a student's school of attendance. *See complete policy.**

JJJ-R: Rules governing participation in all school-approved extracurricular activities. *See complete regulation.**

JQ: Student Fees, Fines, and Charges

Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the district's educational program except tuition when allowed by law. However, the district may require students to pay textbook fees, fees for expendable materials, and other miscellaneous fees as more fully set forth in this policy. *See complete policy.**

JRA/JRC: Student Records/Release of Information on Students

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/ guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records. *See complete policy.**

JRA/JRC-R – Student Records, Notification to Parents and Students of Rights Concerning Student Education Records (Review, Amendment and Hearing Procedures): This regulation contains the procedures to follow when a parent or eligible student seeks to review or challenge the content of student education records. *See complete regulation.**

JRA/JRC-E-1– FERPA Notice: The Family Educational Rights and Privacy Act (FERPA) and Colorado law afford parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within a reasonable time period after the request for access is made (not to exceed 45 days). *See JRA/JRC-R.*
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights. *See JRA/JRC-R.*
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. *See JRA/JRC.*
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.
5. The right to refuse to permit the designation of any or all of the categories of directory information. *See JRA/JRC.*
6. The right to request that information not be provided to military recruiting officers. *See JRA/JRC and JRA/JRC-E-2.*

Issued: June 25, 2013

JS: Suspension/Expulsion of Students

While using district technology or personal technology on district property, in district vehicles and at district-sponsored activities, students shall act in an appropriate manner and in accordance with Board, school, and district policies and procedures, and applicable law. It is the joint responsibility of district and school personnel and students' parent(s)/guardian(s) to educate students about their responsibilities and to establish expectations when students use or access district and personal technology. *See complete policy.**

JS-E: Acceptable Use Agreement. *See complete exhibit.**

JKD/JKE: Student Use of Internet and Electronic Communications

The Board of Education shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. *See complete policy.**

JKE-E: Grounds for Suspension/ Expulsion

The following may be grounds for suspension or expulsion from a public school: 1) Continued willful disobedience or open and persistent defiance of proper authority. 2) Willful destruction or defacing of school property. 3) Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children. 4) Declaration as a habitually disruptive student. 5) The use, possession or sale of a drug or controlled substance on school grounds, in a school vehicle, or at a school activity or sanctioned event. 6) The commission of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would be robbery. 7) Possession of a dangerous weapon. 8) Repeated interference with a school's ability to provide educational opportunities to other students. 9) Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property. 10) Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). 11) Making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school district officials or personnel. *See complete policy.**

JKE-R: Suspension/ Expulsion of Students

Through written policy the Board of Education has delegated to any school principal the power to suspend a student for not more than five or 10 days, depending upon the type of infraction. Pursuant to policy JKD/JKE, the superintendent has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be 10 days or less. *See complete regulation for procedures.**

JEA: Compulsory Attendance

Every child who has attained the age of six years on or before August 1 of each year and is under the age of 17 is required to attend public school with such exceptions as provided by law. It is the parents' responsibility to ensure attendance. *See complete policy.**

JH: Student Absence/Excuses

One criteria 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 their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. *See complete policy.**

JHB: Truancy

"Habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as "habitually truant." *See complete policy.**

JICA: Student Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. This policy is designed to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance or body type/size *See complete policy.**

JLCB: Immunization of Students

The Board directs the superintendent or designee(s) to annually provide parents/guardians of each student enrolled in the district a copy of the standardized immunization document developed by the Colorado Department of Public Health and Environment. The standardized immunization document includes a list of required and recommended immunizations and the age at which each immunization should be given.

No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Students who do not submit an up-to-date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to regulation JLCB-R.

All information distributed to parents/guardians by the district will inform them of their rights to seek an exemption from immunization requirements.

Adopted: July 16, 1996

Revised: June 25, 2013

LEGAL REFS.: C.R.S. 22-32-140 (annual distribution of standardized immunization document required)

C.R.S. 22-33-106 (grounds for suspension, expulsion and denial of admission)
C.R.S. 25-4-901 et seq. (school entry immunizations)
6 CCR 1009-2 (school immunization requirements)

CROSS REFS.: JF, Admission and Denial of Admission
JF-R, Student Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)
JKD/JKE, Suspension/Expulsion of Students
JRA/JRC, Student Records/Release of Information on Students

JLCB-R: Immunization of Students

1. No student may attend school in the district unless the student has presented to the school an up-to-date certificate of immunization or a completed exemption form. [Note: please refer to current standardized immunization documents developed and updated by the Colorado Department of Public Health and Environment for a list of immunization requirements and recommendations.] A student shall be exempted from required immunizations only upon submission of:
 - a. certification from a licensed physician that the student's physical condition is such that immunization would endanger the student's life or health or is otherwise medically contraindicated due to other medical conditions.
 - b. a statement signed by the parent/guardian or the emancipated student that the student adheres to a religious belief whose teachings are opposed to immunizations.
 - c. a statement signed by the parent/guardian or the emancipated student that the student holds a personal belief that is opposed to immunizations.

In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.

2. The district will provide upon request an immunization reporting form. The school nurse is responsible for seeing that required information is included on the form and transferred to an official certificate of immunization as required.
3. If there is a failure to comply with the immunization requirements, the school nurse will personally notify the parent/guardian or emancipated student. Such notification will be accomplished either by telephone or in person. If this is not possible, contact will be by mail. Emancipated Students must be contacted directly rather than through their parents/guardians.

The parent/guardian or emancipated student will be notified of the following:

- a. that up-to-date immunizations are required under Colorado law.
 - b. that within fourteen (14) days of notification, the parent/guardian must submit either an authorization for administration of the immunization by health officials or a valid exemption or documentation to the school showing that the next required immunization has been given and a written plan for completion of all required immunizations.
 - c. that if the required documentation is not submitted within fourteen (14) days of notification or if the student begins but does not continue or complete the written plan, the student will be suspended or expelled.
4. A student who fails to comply shall be suspended by the principal for up to five days and notice of the suspension sent to the Health Department.
5. If no certificate of immunization is received during the period of suspension, the superintendent will institute proceedings for expulsion.
6. Any suspension or expulsion under this policy will terminate automatically upon compliance.
7. Record of any such suspension or expulsion will be contained in the student's health file, with an appropriate explanation, not in the student's disciplinary file.

Any student expelled for failure to comply with the immunization requirements will not be included in calculating the dropout rate, but will be included in the annual report to the State Board of Education.

Students in out-of-home placements

The following procedure shall apply to students in out-of-home placements, as that term is defined by C.R.S. 22-32-138(1)(e).

Unless the district or school is otherwise authorized to deny enrollment to a student in out-of-home placement, the district or school shall enroll the student regardless of whether the district or school has received the student's immunization records. Upon enrolling the student, the school shall notify the student's legal guardian that unless the school receives the student's certificate of immunization or a written authorization for administration of immunizations within fourteen (14) days after the student enrolls, the school shall suspend the student until such time as the school receives the certificate of immunization or authorization.

Approved: July 16, 1996
Revised: March 14, 2006
Revised: June 25, 2013

KFA: Public Conduct on District Property

Persons using or upon school district property, including all district buildings, parking lots, and any district vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the superintendent or designee to be in violation of this policy shall be instructed to leave district property and law enforcement may be contacted. Any person who has engaged or district officials reasonably believe will engage in conduct prohibited by this policy may be excluded from district property.

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations or any activity sponsored or approved by the district.
2. Physical abuse or threat of harm to any person or school district property.
3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district property, at district or school-sponsored functions or in any district vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with the Board's policy on administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.
6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
10. Profanity or verbally abusive language.
11. Violation of any federal, state or municipal law or Board policy.

Adopted: May 28, 2015

Revised: August 23, 2016

LEGAL REFS.: 21 U.S.C. 860 (*crime to distribute or manufacture controlled substances within 1,000 feet of a school*)
C.R.S. 18-1-901 (3)(e) (*definition of deadly weapon*)
C.R.S. 18-9-106 (*disorderly conduct*)
C.R.S. 18-9-108 (*disrupting lawful assembly*)
C.R.S. 18-9-109 (*interference with staff, faculty or students of educational institutions*)
C.R.S. 18-9-110 (*public buildings – trespass, interference*)
C.R.S. 18-9-117 (*unlawful conduct on public property*)
C.R.S. 18-12-105.5 (*unlawful carrying/possession of weapons on school grounds*)
C.R.S. 18-12-214 (3)(a) (*person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked*)
C.R.S. 18-18-407 (2) (*crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles*)
C.R.S. 22-1-119.3 (3)(c), (d) (*no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event*)
C.R.S. 25-1.5-106 (12)(b) (*possession or use of medical marijuana in or on school grounds or in a school bus is prohibited*)
C.R.S. 25-14-103.5 (*boards of education must adopt policies prohibiting tobacco and retail marijuana use on school property*)
C.R.S. 25-14-301 (*Teen Tobacco Use Prevention Act*)

CROSS REFS.: ADC, Tobacco-Free Schools
GBEB, Staff Conduct
GBEC, Alcohol and Drug-Free Workplace
JICH, Drug and Alcohol Involvement by Students
JICI, Weapons in School
KI, Visitors to Schools
JLCDB, Administration of Medical Marijuana to Qualified Students

NOTE: The exceptions in state law that permit possession of a deadly weapon on school property are that the person:

- a. has legal authority to carry or possess a deadly weapon. C.R.S 18-12-105.5 (3).
 - b. is presenting an authorized public demonstration or exhibition for the school or an organized class. C.R.S. 18-12-105.5 (1).
 - c. is carrying out duties for the school district which require the use of a deadly weapon. C.R.S 18-12-105.5(1).
 - d. is participating in an authorized extracurricular activity or on an athletic team. C.R.S. 18-12-105.5 (1).
 - e. has possession of the weapon for use in an approved educational program which includes but is not limited to any course designed for the repair and maintenance of weapons. C.R.S. 18-12-105.5 (3)(h).
 - f. is a school resource officer or peace officer on duty. C.R.S. 18-12-105.5 (3)(e).
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