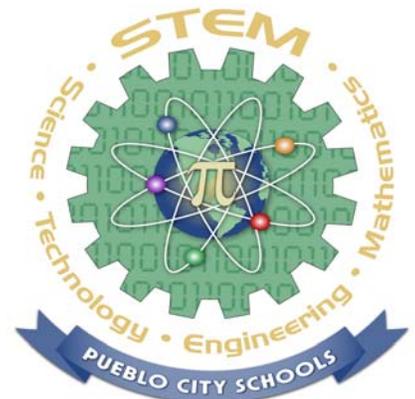




*1125 E. Routt
Pueblo, CO 81004
(719) 549-7505*

*Angela S. Garcia
Principal*

*2019-2020
Student/Parent
Handbook*



PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

Barbara Clementi President
Frank Latino Vice President
Robert Gonzales Board Member
Dennis Maes Board Member
Taylor Voss Board Member

Non-Voting Members

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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 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 individuals have been designated to handle inquiries regarding the non-discrimination policies: Eric DeCesaro, EEO/Affirmative Action/Title IX/Section 504 Compliance Officer for complaints involving employees, and Cheryl Madrill, Title IX Compliance Officer for complaints involving students. Both individuals can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. 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. Routh Avenue
Pueblo, CO 81004
(719)549-7505

A Message from the Principal

Bessemer Families,

I would like to welcome everyone to the 2019-2020 school year! This is going to be an amazing year for our scholars and staff. To support success and growth in reading, we will be implementing a new reading curriculum in Kindergarten-3rd grade, *CKLA*, and will continue with *Wit and Wisdom* curriculum in 4th and 5th grade. Each curriculum is designed to support the five components of reading and aligns well with our Project Led the Way modules and will integrate our scholars' learning with science and social studies.

I am excited to share that we were awarded an Early Literacy Grant that will provide our team with specific training in identifying scholar needs. This training will also provide them with strategies to support the success of all scholars.

This will be our third year using Engage New York as our math curriculum. It is a very rigorous program that challenges our scholars to problem solve and provides them with hands on learning experiences that support the development of life long math skills.

Our theme at Bessemer Academy this year is, "*Focus on the Future.*" Our team is committed to reviewing data and identifying each scholars' individual strengths and areas of support. Doing this will help us to develop their skill and prepare them for future success.

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

Sincerely,

Angela S. Garcia

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MUST BE SIGNED AND RETURNED TO THE SCHOOL

Bessemer Academy
2018-2019 School Personnel

Administration

Angels Garcia, Principal
Jaime Schwab, Assistant Principal

Counselor

Kimberly Sandoval-Ott

Support Staff

Lea Vigil, Community Advocate

Office Staff

MaryJo Glavich

Preschool

3 year old program
Esther Sandoval
Jadine Wilmot-Diaz

4 year old program
Belen Borunda
Yolanda Borunda
Richelle Guerrero
Ariel Navarro
Chelse Rollins
Chaela Sankey
Ashley Vandeventer

ESS
Kelly Melkus
Jeanette Cardenas
Diane Martinez
Sandra Martinez

Kindergarten

Mary Jaramillo
Deanna Nigh

1st Grade

Naomi Edgecomb
Rebecca Bustos-Rivera
Antoinette Roman

2nd Grade

Melissa Geary
David Sanchez

3rd Grade

Sharon Hong
Taylor Logan

4th Grade

Katelynne Donnell
Sandi Smith

5th Grade

Donna Schuette

Physical Education

Kimberly O'Connor

Art

Susan Foster

Media Center

Karlie Zabukovic

Instructional Coach/Interventionist

Krysta Eggert - Reading (K, 1, 2)
Justine Cruz - Math (3, 4, 5)

STEM TOSA

Karlie Zabukovic

Exceptional Student Services

Esther Lewis

Speech

TBD

CLDE

Jennifer VanderPutten

DH/H

Tawona Katz
Victoria Maldonado, Signing Paraprofessional

School Psychologist

Angela Urius

Custodians

Ricardo Octavio, Head Custodian

Izais Garduno, Night Custodian

Greg Mayo, Night Custodian

Cafeteria

Betty Tienda

Diane Espinoza

Marih Duran

School Information

Bessemer Academy's Mission:

Bessemer Academy seeks to fully integrate science, technology, engineering, and math (STEM) in a Project-Based Learning (PBL) environment so that students are equipped with the knowledge, skills and passion to create positive change in the world.

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 are driven by a fundamental belief in our student's ability to succeed and our schools' capacity to support and develop future leaders. We also know that we cannot continue practices that prepare our children for a world that no longer exists. Instead we must respond to what we see before us. The conditions driving education in our country require school communities to think and act very differently than in our recent past. As the world increasingly demands that our students be innovative problem solvers, we are required to provide educational experiences that will develop our students as flexible, adaptable, innovative learners.

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 SUPERVISION OF STUDENTS.**

Monday-Thursday

Kindergarten - 5th grade

Monday - Thursday

*Students will be allowed to enter the building at 7:45 am.

School starts 7:45 a.m.

School ends 3:05 p.m.

Preschool:

Full Day Sessions

8:00 a.m. – 2:00 p.m.

Monday - Thursday

No school on Friday

Half Day Sessions:

A.M. Program: 8:00 a.m. – 11:00 a.m.

P.M. Program: 12:00 p.m. – 3:00 p.m.

Monday - Thursday

No school on Friday

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 where parents will need to come in to sign their child out. 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 2019-2020 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 extra-curricular activities are not an emergency and need to be made in advance.**

Telephone Use: Student use of the school telephone is limited to emergencies. 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 2019-2020 Student Conduct & Discipline Code Manual**

Secret Societies/Gang Activity:

****Please refer to the 2019-2020 Student Conduct & Discipline Code Manual**

Student Drug, Alcohol, & Controlled Substance Offenses:

****Please refer to the 2019-2020 Student Conduct & Discipline Code Manual**

Weapons in School:

****Please refer to the 2019-2020 Student Conduct & Discipline Code Manual**

Bullying Prevention and Education:

****Please refer to the 2019-2020 Student Conduct & Discipline Code Manual**

Student Use of Electronic Communication Devices:

****Please refer to the 2019-2020 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 City Schools, aka- Pueblo School District #60 shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible of investigation of such incidents.

Student Dress Code (required at all times while on Bessemer property)

Bessemer Academy students wear school uniforms Monday-Thursday

Tops:

- Blue or gold/yellow **t-shirts** with the approved Bessemer Academy logo

Bottoms:

- Pants: blue or black jeans or plain black (with no holes or any type of design)
- Shorts: blue or black jeans or plain black (with no holes or any type of design)
- Skirts/Skorts: blue or black jeans or plain black (with no holes or any type of design)

NOT ALLOWED:

- Plain blue or gold/yellow t-shirts
- Polo shirts of any color
- Hoodies or other coats or jackets **CANNOT** be worn during school hours
- Sweats, joggers, and basketball shorts are **NOT** allowed

Additional Unacceptable Items:

****Please refer to the 2019-2020 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:

Our school has many building entrances. The only entrance all visitors may use is the main front entrance doors. This is all for student **safety** purposes. The building principal has instructed all staff members to insist that parents refrain from using the other doors and enter through the main entrance. 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 call ahead and make an appointment during that teacher's planning time. Please sign in at the office, at which time ALL visitors will be required to present a picture ID. Visitor IDs will be held in the office and will be returned upon their signing out from the office prior to leaving the building.

Bad Weather Policy:

Children will be required to be outdoors before school, after school, and at lunch recess. **Students should access the school daily from the rear of the building, which faces Spruce Street. "Red Flag" days are no exception, so please have your children go to the rear of the building regardless of where they exit your vehicle, unless they are tardy that day.** "Red Flag" signs will be posted on the doors on the playground side of the building to let parents and students know that weather conditions are too severe to be outdoors. On "Red Flag" days, the children will report to the gymnasium at 7:35 a.m. for supervision. "Red Flag" days occur when the temperature drops below 20 degrees Fahrenheit or if weather conditions (rain, snow, etc...) pose a problem for students and staff.

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. **We request that you do not encourage your child to approach your vehicle across the street unaccompanied by an adult.** All students must be picked up on time. We strongly **DISCOURAGE** students waiting at the park after school. It is an unsafe area for our students.

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. The ESS bus parks in the designated area. **DO NOT PARK IN THIS AREA.** Doing so creates a hardship on our students.

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 719-549-7505.

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. A permission slip that pertains to all field trips taken during the school year will be included in the student packet. 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.

If a student receives three or more discipline referrals or a discipline-related suspension at any time prior to a field trip, he or she may not be allowed to participate in the field trip or any other special functions or privileges that the school provides (parties, field day, assemblies, etc...). Parents are always welcome to participate in a field trip; however, if the child was excluded from the trip for inappropriate behavior, parent shadowing is not an option. If a child has acted inappropriately on a field trip, he or she will not be allowed to go on another field trip that year.

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 City Schools Board of Education.

Home/School Communication:

School notices will be sent home and/or given via School Messenger using the telephone, e-mail, school web page, Remind and the school Face Book page. Newsletters will be sent 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:

Please make arrangements 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.

Items Brought to School:

- 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 City Schools shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible of investigating of 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. **It is also illegal to use cell phones to video tape or record the classroom teacher or other students without the permission of that individual.**
- **TOYS ARE NOT ALLOWED AT SCHOOL.** However, if "Show-and-Tell" time is scheduled in the classroom, students will be give 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 animals 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 City Schools. Each child is assigned a student number that the student codes in when receiving items in the cafeteria. Students are not to share their student numbers with anyone. The following rules apply in enjoying lunchroom privileges:

- Deposit all trash in wastebaskets.
- Stack paper trays on desk
- Leave the table and floor around you in a clean condition for others.
- Be sure to choose all food items as you go through 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. 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 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. If we have this vital information or an emergency, it makes 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. If parents would like grade checks at any time, please contact your child's teacher or check on 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 STEM 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 gaining one year or more, as measured by DIBELS, and other approved forms of assessment, will be recognized for their academic achievement 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)
- **Silence all electronic devices**
- 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 card are sent home via mail 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: www.pueblacityschools.us.

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 Government

Student Government 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, as well as have donuts with the Principal or Assistant Principal.

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 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. *Please see the letter and chart on the next two pages.*



K - 12th Grade School-required Immunizations for the 2019-20 School Year

Dear parents and guardians of students in Colorado kindergarten - 12th grade schools:

- 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. Your student must be vaccinated against:
 - diphtheria, tetanus & pertussis (DTaP, DTP, Tdap)
 - polio (IPV)
 - measles, mumps, rubella (MMR)
 - hepatitis B (HepB)
 - varicella (chickenpox)
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.
- Colorado rule requires students entering kindergarten to receive their final doses of DTaP, IPV, MMR and varicella. Students entering 6th grade must receive one dose of Tdap vaccine, even if they are under 11 years of age.
- The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). You can view current versions of the ACIP vaccine schedules for children 0 - 6 years of age at www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf and preteens/teens 7 - 18 years of age at www.cdc.gov/vaccines/schedules/downloads/teen/parent-version-schedule-7-18yrs.pdf.
- Please take your student's updated vaccine record to school every time he or she receives a vaccine.
- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You only need to submit this form once, unless your student's information or school changes. You can get the form at www.colorado.gov/vaccineexemption.
- If you choose not to have your student vaccinated according to the current ACIP schedule for personal belief or religious reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted every year. Multiple options are available at www.colorado.gov/vaccineexemption.
- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percentage of vaccinated children. Schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Immunization and exemption rates can be found at www.colorado.gov/pacific/cdphe/school-and-child-care-immunization-data.
- You may want to talk to a health care provider licensed to give vaccines or your local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at www.ImmunizeForGood.com and www.colorado.gov/cdphe/immunization-education.
- If you need help finding a health care provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency.
- Please share Page 2 of this letter with your student's health care provider as it provides helpful information about vaccines required for school entry, per Colorado law.

Sincerely,

**KINDERGARTEN THROUGH 12TH GRADE IMMUNIZATION CHART
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2018-19**

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
		<i>Vaccines must follow MINIMUM INTERVALS & AGES 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 unless dose 4 given is given on or after the 4 th b-day. Final dose of DTaP given no sooner than 4 years of age.
Tetanus/Diphtheria/ Pertussis <i>For students 7 years of age or older who did not have a full series of DTaP.</i>	3 or 4	3 doses tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) is required, or 4 doses required if 1 st dose of DTaP is given before 1 year of age. 1 dose of Tdap given if DTaP series not completed and student is at least 7 yrs of age. Tdap is required at 6th grade entry through 12th grade.
Polio (IPV) <i>With combination of OPV & IPV, need series of 4 doses</i>	3 to 4	4 IPV unless 3 rd dose is given on or after 4 th birthday. Students who were compliant with 3 or 4 doses (4 weeks minimum intervals between doses) prior to August 7, 2009 have met the requirement.
Measles/Mumps/Rubella (MMR) <i>There must be at least a 28 day interval between 2 live vaccines.</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.
Varicella (Chickenpox) <i>There must be at least a 28 day interval between 2 live vaccines.</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 health care provider.
Hepatitis B <i>Dosing must follow minimum intervals between doses and last dose must be administered at or over 24 wks of age.</i>	3	The 2 nd dose 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 sooner than 24 weeks of age. Note: there is a specific 2-dose series is for ages 11-15 years only using adult vaccine.

**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 Meningitis <u>MenACWY</u> <u>MenB</u>	2 doses Series	Adolescents 11-18 years of age (11-12, 16-18) 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 mo apart Series initiation 15+ - three doses 0, 1-2 and 6 mo
Hepatitis A (Hep A)	2	All children 1 year of age and older

Immunization requirements are strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Section 25-4-902, C.R.S. 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 the student who is 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) or to make an appointment 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 Medical Exemption form signed by a health care provider or a Non-Medical exemption (religious or personal) submitted by a parent/guardian or emancipated student go to www.colorado.gov/vaccinexemption.

Last Reviewed January 2018



Parent Involvement

2019- 2020 Bessemer Academy Parent Involvement Plan:

Bessemer STEM 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 volunteering in the classroom and school.
- **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 always welcome at Bessemer Academy. Parents should not restrict their visits only to the parent-teacher-student conference weeks. Students often demonstrate an increased interest in their schoolwork when parents learn more about the school-wide program. Face-to-face meetings also answer many of the questions that arise from a child’s interpretation of school events. Parents may schedule a **mutually** convenient time with their child’s teacher to discuss issues concerning the child. If a parent does not receive the appropriate attention to an issue, the parent is encouraged to contact the Principal or Dean of Students.

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:

We welcome and encourage many volunteers. All visitors must check in at the school office before volunteering at the school. This is for the safety of our students. Visitors or volunteers without proper identification will be stopped, questioned, and escorted back to the office for the safety of our students. **Pueblo City Schools Board Policy requires a background check on all volunteers. This form may be obtained from the school office.** All costs associated with the background check will be paid by the district. Please adhere to the following:

- Check in with the Assistant Principal to see where your assistance is needed, unless you are directly working with your child’s classroom teacher.
- Please honor confidentiality by refraining from standing around the office area. Many confidential phone conversations occur regarding our students and our office secretaries are extremely busy.

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 reach you by phone. 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):

The responsibility for dispensing medication lies with the parents, legal guardians, or legal custodians of the student. If, under exceptional circumstances, a student is required to take medication during school hours and parent, legal guardian, legal custodian, or authorized designee thereof cannot be at school due to employment constraints to administer the medication, only the principal, on behalf of the District, may agree to administer the medication. The principal or his/her designee shall administer the medication in compliance with regulations established by the District.

Please do not send medication to school with your child. It is the responsibility of the parent to consult with the school if a child requires medication during school hours. Medication will be administered only if a doctor deems it essential and only then after the parent and doctor have completed the required forms. These forms may be obtained from the school office.

When school children are required to take medications at school our district policy, which is based on Colorado state law, must be followed.

The following requirements are to be met before any medication, either prescription or non-prescription, can be given at school.

1. Medications will only be given with a Pueblo City Schools instruction sheet properly filled out and signed by the student's parent/guardian and health care provider. These are available at all schools. **IF A MEDICATION IS CONTINUOUS, THIS SHEET MUST BE UPDATED AND SIGNED EVERY YEAR.**
2. Medications must be provided to the school by the parent/guardian in a pharmacy bottle labeled for the student who is to receive it. Any time there is a change in the dosage or time of administration for the medication, a new written prescription from the health care provider must be provided as well as the medication bottle label changed and updated.
3. If a child needs to carry their own inhalant, you must still fill out the entire instruction sheet but indicate on the instruction sheet "may carry on own person and self-administer the medication." Abuse of this privilege will result in loss of right to self-administer medications.

4. Only those school personnel who have gone through special training conducted by our district nurses may dispense the medication.
5. Some medications, such as epinephrine pens or nebulizers, require additional specialized staff training and information. A health care plan written by a district registered nurse must be signed by the parent(s)/guardian(s) and health care provider.
6. Emergency Glucagon kits may not be administered by school personnel. They can be stored in the office if the parent requests. Please understand these regulations are to ensure the safe administration of medications to children while at school. If you have any questions contact the Office of Health Education at 549-7154.

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.

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 City Schools
315 W. 11th Street
Pueblo, Colorado

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

Notification to Access Benefits

Colorado Department of Education / School Health Services Program

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.

Policies and Procedures (Pueblo City Schools)

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: Student Use of Internet and Electronic Communications

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.**

***District Policies and Procedures are available on the District website at: <http://boe.pueblocitieschools.us/policies-and-procedures> or from the school office.**

All District policies and procedures apply regardless of whether they have been specifically pointed out or not.

Bessemer Academy
2019-2020 School Year

Dear Students, Parents, & Guardians:

Welcome to the 2019-2020 school year! We look forward to another year of watching our students grow socially and academically.

Bessemer Academy has high expectations for its students, staff, and parents. Please use this Student-Parent Handbook, in addition to the communication you receive from your child's teacher, our school's website, and our school Facebook page as a guide to our school's policies and procedures.

The 2019-2020 Student/Parent Handbook is also available on our school's website, accessible at www.pueblacityschools.us. We invite you to bookmark this website, as you will find many resources, links to other web pages/sites, dates to remember, reminders, and archived information on it.

If you ever have any questions or concerns that cannot be answered by your child's teacher, please feel free to contact us at 549-7505.

Sincerely,

Angela S. Garcia

Angela S. Garcia
Principal

PLEASE SIGN, CUT OFF, AND RETURN THE BOTTOM PORTION OF THIS FORM TO YOUR CHILD'S TEACHER.

We have had the opportunity to receive and review the 2018-2019 School Year Bessemer Academy Student-Parent Handbook. We also understand that the Handbook is available on the school's website.

Printed Student First and Last Name

Student Signature

Grade

Date

Parent/Guardian

Date

Bessemer Academia
2019 - 2020 año

Estimados estudiantes, padres y tutores:

Bienvenido al año escolar 2019-2020. Vamos adelante a otro año de ver a nuestros estudiantes crecer socialmente y académicamente.

Bessemer STEM Academy tiene altas expectativas para sus estudiantes, personal y padres. Por favor, use este manual para estudiantes-padres, además de la comunicación que recibe de la maestra, Página Web de nuestra escuela y nuestra página de Facebook de la escuela como guía para las políticas y procedimientos de la escuela.

El 2019- 2020 estudiantes-manual de padres también está disponible en el sitio web de nuestra escuela, accesible en www.pueblacityschools.us. Le invitamos a que marque esta página web, ya que encontrará muchos recursos, enlaces a otros sitios y páginas web, las fechas para recordar, recordatorios y archivar información en él.

Si tiene alguna pregunta o inquietud que no puede ser contestadas por el maestro de su hijo, no deje en comunicare con nosotros en 549-7505.

Atentamente maestro de,

Angela S. Garcia

Angela S. Garcia
Principal

POR FAVOR FIRMA, CORTAR, Y REGRESAR EL FONDO PORTION DE ESTA FORMA A SU HIJO.

Hemos tenido la oportunidad de recibir y revisar el año escolar 2019 – 2020 Bessemer Academia manual del estudiante y los padres. También entendemos que el manual está disponible en el sitio web de la escuela.

Printed Student First and Last Name

Student Signature

Grade

Date

Parent/Guardian