

Roncalli STEM Academy

Student Handbook

2021-2022

Roncalli STEAM Academy students develop motivation to succeed, creative thinking, leadership skills, social success and academic proficiency with a focus on topics in Science, Technology, Engineering, Art and Math through Project Based Learning!



The RSA Wolf PACK empowers lifelong STEAM learners to excel academically, embrace their authentic selves, and become innovative community leaders.



School Information Page

Principal: Michael Cservenak
Principal Secretary: Andrea Valverde

Assistant Principal: Kristie Lopez
Assistant Principal: Krystal Reed
Attendance Secretary: Carly Cardenas

Roncalli STEM Academy
4202 Highway 78
Pueblo, CO 81005
(719)549-7450

Instructional Time for Students:
8:30 a.m.-4:20 p.m.
Monday-Thursday

PUEBLO SCHOOL DISTRICT 60 2021-22 Instructional Calendar

August 2021

| S | M | T | W | T | F | S |
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September 2021

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October 2021

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November 2021

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December 2021

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January 2022

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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

AUGUST

New Teacher Orientation3, 4
 Innovation Professional Development.....5, 6
 Teachers Begin.....9
 Principal Led Professional Development/
 Building Meetings9
 District/Bldg. Professional Dev. Day.....11, 12
 Teacher Work Days10, 13
 Assessment/Transition Day K-1216
 Classes Begin.....17
 No School20, 27

SEPTEMBER

No School3, 10, 17, 24
 Labor Day6
 District/Bldg. Professional Development.....17

OCTOBER

No School1, 8, 15, 22, 29
 1st Grade Period Ends14
 Teacher Work Day15
 Parent/Teacher
 Conference Window.....18, 19, 20, 21, 22
 Innovation Professional Development.....29
(1/2 Day = 3 hours 15 minutes)

NOVEMBER

No School5, 12, 19
 District/Bldg. Professional Development.....12
 Thanksgiving Break.....22, 23, 24, 25, 26

DECEMBER

No School3, 10, 17
 2nd Grade Period/1st Semester Ends17
 Teacher Work Day17
 Winter Break20, 21, 22, 23, 24
 27, 28, 29, 30, 31

JANUARY

No School7, 14, 21, 28
 District/Bldg. Professional Development.....21
 Innovation Professional Development.....28
(1/2 Day = 3 hours 15 minutes)

FEBRUARY

No School4, 11, 18, 25
 District/Bldg. Professional Development.....18

MARCH

No School4, 11, 18
 3rd Grade Period Ends.....17
 Teacher Work Day18
 Spring Break21, 22, 23, 24, 25

APRIL

No School1, 8, 15, 22, 29
 District/Bldg. Professional Development.....15
(The hours from this day will be utilized for Fall Parent Teacher conferences.)

MAY

No School6, 13, 20, 27
 Teacher Work Day13
(The hours from this day will be utilized for Spring Parent Teacher conferences.)
 Graduation:
 Paragon 6 p.m. / Thursday, May 26
 South 3 p.m. / Friday, May 27
 East 7 p.m. / Friday, May 27
 Centennial 8 a.m. / Saturday, May 28
 Central 12 p.m. / Saturday, May 28
 Memorial Day30

JUNE

Classes End.....2
 Teachers' Last Day3
 Possible Make-up Day6,7
(for inclement weather coverage)

JULY

February 2022

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March 2022

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April 2022

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May 2022

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June 2022

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July 2022

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PUPIL CONTACT DAYS

| | |
|------------------|----------------------|
| August 10 | February.....16 |
| September.....17 | March15 |
| October.....16 | April16 |
| November.....14 | May17 |
| December.....10 | June2 |
| January.....17 | July.....0 |
| | Total.....150 |

DAYS PER SEMESTER

| | |
|-------------------------|---------------------------|
| 1st Grade Period.....35 | 3rd Grade Period 44 |
| 2nd Grade Period ...32 | 4th Grade Period39 |
| 1st Semester67 | 2nd Semester.....83 |
| | Total.....150 |

KEY

- Classes Begin and End
- ★ Teachers Begin / End
- No School
- Teacher Work Day
- New Teacher Orientation
- ◊ District/Building Professional Development
- ◇ Innovation Professional Development
- Parent/Teacher Conference Window
- * Grade Period End
- ⌋ Semester Ends
- ☆ Assessment/Transition Day K-12
- ⋮ Graduation
- △ Principal Led Professional Development/Building Meetings
- ⊗ Possible Make-up Day
(for inclement weather coverage)



PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

Taylor Voss.....President
Dr. Margaret WrightVice President
Barbara Clementi Board Member
Tommy Farrell Board Member
Judge Dennis Maes..... Board Member

Non-Voting Members

David Horner.....Treasurer
Geri PatroneSecretary/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 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 Andrew Burns, 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.

Arrival/Release Time

- Roncalli STEM Academy follows the district calendar for D60 Middle Schools, which can be found on the Pueblo School District 60 website. The bell schedule and calendar of instruction are included at the end of this handbook and are posted on the school website.
- The office is available for business 8:20 AM – 4:30 PM Monday through Thursday on days that the school is open to students for instruction through **phone or email only**. If there is an emergency or you feel an in-person meeting is needed, please contact the office first to set up an appointment.
- **Classes begin at 8:30 and end at 4:20 Monday-Thursday, but students may arrive and be let into the school at 8:15.**
 - Staff are on duty at assigned entry doors beginning at 8:15.
 - Staff are on duty to supervise inside the building in classrooms at 8:15.
 - Students who are dropped off by other than district busses should plan to arrive between 8:20 and 8:25.
 - Busses are scheduled to arrive no later than 8:25.
- School closures or late starts are reported on local television/radio news programs early in the morning. Late start schedule is included at the end of this handbook and posted on the school website.
- If you need to sign your child out from the school, there will be a sign out located in the RSA Main Office of RSA. Signs will be posted for your convenience.

Attendance

Absences: Call 549-7450

If a student will be absent, a call must be made to the school office (549-7450) by 10:00 AM to notify the school secretary of the reason for absence. It is recommended that a doctor's note always be obtained if the absence was because of a doctor's appointment. Please see School Conduct and Discipline Code (File JB, JEA, JH, JH-R, and JHB).

Leaving Early: Call 549-7450

When a student needs to be excused from school before the end of the school day for a doctor's appointment, funeral, or other reason, the student must be signed out in the RSA Main Office, by a Parent/Guardian or other contact listed in Infinite Campus and with appropriate picture ID.

Tardy Arrival: Call 549-7450

Arriving at school on time allows students to begin their day positively. In extreme or unusual circumstances, students may be tardy. A doctor or dental care provider note must accompany a student who claims excused tardy arrival because of an appointment.

If a student arrives late he/she must check in with the RSA Main Office to obtain a pass before proceeding to class. Tardy arrival is tracked and will eventually result in a family conference to resolve barriers to punctual arrival, if needed. Consequences can also be assigned to students arriving late between periods. Chronic tardy arrival translates into absences and will result in the same response as truancy.

Students will be counted as tardy if they are not in the correct class when it is time for instruction to begin. Teachers will record tardy arrival when the bell rings and re-check the list ten minutes after instruction begins.

Definitions related to absence/tardy arrival:

- **Excused Absence** shall mean a student who is temporarily ill or injured for whom absence is approved by the school administrator.
- **Unexcused Absence** shall mean a student who is not temporarily ill or injured, is absent without a valid/verifiable reason, or is not approved by the administrator.
- **Habitually Truant** shall mean a student who accrues four unexcused absences in one month or 10 unexcused absences in a school year.
- **Tardy** shall mean a student who arrives after the instructional period begins. This will apply to students who leave prior to the completion of the instructional period as well. A tardy is determined excused or unexcused by the school administrator.

**** 10 minutes after instruction begins tardy arrival is counted as an absence.**

- There are 2-3 minutes between classes during which students may proceed from one class to another.
- A request to leave class to use the restroom is something that any student may expect to be honored as long as an excessive pattern of absence from instruction does not impact learning. Passes are strongly discouraged during the first 10 and last 10 minutes of each class.
 - Parents/guardians who believe that there is a compelling health reason for their student to use the restroom such that this results in excessive absence from class and impacts student learning should work with the principal to determine if home tutoring may be an option that better matches health needs.
- Any request for a student to seek assistance (from a nurse, counselor, school secretary, another teacher, etc.) must come from the teacher of the class where the student is due to report at that time. Unless an urgent health emergency prevents a student from seeking permission from the classroom teacher first, a student must go to class first and NOT expect to be excused from arriving tardy to class.

Students may request school work missed upon return to school. If you are going to be absent for three days or more and would like your homework assignments, have your parent or guardian call 549-7450. In order to meet your request, please give one day to get all of the assignments and place your call before 10:00 a.m. to ensure that work is ready by the end of the day.

- There shall be at least two days allowed for make-up work for each day of excused absence.
- Make-up work shall be provided for any class in which a student has an excused absence.
- Final decisions regarding a student's ability to make up work, as well as the credit received, are left to the building administrator and/or their designee(s).

Hall Passes

Students must receive a written hall pass from their teacher and sign out of the teacher's classroom log. The pass will be color coded to match the grade level hallway color.

10-10 Rule - *besides emergencies* - hall passes will not be issued to students during the first 10 minutes and last 10 minutes of class.

No Pass List - students who are excessively in the hall or violate expectations can be placed on a "no pass" list. These students will need an escort to leave during classes.

Parent/Student Portal

Using Parent Portal as a Resource for Parents:

All parents have Parent Portal access for their students. This valuable tool will provide you with immediate, up-to-date information about your child's activities at school. Through the Parent Portal you will be able to:

- see your child's attendance (immediately after it has been entered by the teacher)
- see your child's assignments and grades on completed assignments
- verify your contact information
- verify your child's immunization record
- view and print your child's schedule
- print a "missing assignments" report

Connecting to the Parent Portal:

1. From the Pueblo School District 60 website www.pueblod60.org, choose the parents' drop down menu, Technology Links for Parents, and then the Infinite Campus— Parent Portal Link.
2. <https://campus.pueblocitieschools.us/campus/portal/pueblo.jsp> (A "Help" button is available on the Infinite Campus webpage).
3. Enter your Campus Portal Activation Key which you can obtain from the School's attendance secretary.
4. You will then be prompted to create a username and password for accessing the portal.

Infinite Campus app for Parent Portal: Smart phones and IOS Apple devices all have the IC app. If you use this app, it is important to log out of the app after each use to ensure new sessions are loaded each time you view the portal on these devices. Without this important step, it may appear the portal is not being updated and you may not be seeing your child's actual grades.

Connecting to the Student Portal as a Resource for Students:

1. From the Pueblo School District 60 website, www.pueblod60.org, scroll down to 'Site Shortcuts', and then select the Infinite Campus link Student Portal link.
2. A login page will appear.
 - In the User Name box, enter your Student ID.
 - In the Password box, enter your birth date:
 - *MMDDYY (M=month, D=day, Y= year)*
 - *Example: 122993*
3. Through the Student Portal you will be able to:
 - see attendance (immediately after it has been entered by the teacher)
 - see assignments and grades on completed assignments
 - verify your contact information
 - verify immunization record
 - view and print schedule
 - print a "missing assignments" report

Bus Transportation

- A student is to ride the bus to which he/she is assigned. Students will be provided bus schedules and routes that are assigned by student address registered on Infinite Campus. These schedules/routes will be available in the RSA Main Office.
- All students who ride the bus must register with the bus on their first ride. Parents will be required to complete the registration and return it promptly.
- School bus transportation is a privilege that *may be withdrawn for inappropriate behavior*. School and District rules/ regulations apply on all school buses. Students must follow bus rules provided by Student Transportation of America (STA).
- Students will be allowed off the bus only at school, home, and locations requested, in writing, by the parents.
- The bus driver is always in charge of the bus and its riders. Students riding the bus must comply with the requests of the driver promptly and without hesitation.
- There will be an assigned seat for all students who ride the bus, no exceptions.
- For inquiries regarding bus transportation to and from school, call **(719)549-7217**.

RSA Uniform/Dress Code

All students attending Roncalli STEM Academy are expected to wear a uniform while on campus, no exceptions.

Roncalli STEM Academy believes that coming to school each day DRESSED FOR SUCCESS supports the vision of an Authentic STEM Learner. The dress code for the 2021-2022 school year addresses the need for success, safety, and modesty, which helps support the safety and consistency of the learning environment.

It is the responsibility of the parent/guardian and student to read the district's dress code policy (See SC&DC File: JICA) and to know what it is.

Students who arrive at school out of uniform will be expected to call home for the appropriate uniform before being allowed into the classroom. The front office will support families in removing any obstacles financial or otherwise to complying with school dress code, however, students coming to school out of dress code on a consistent basis can receive disciplinary action such as being held out of class, lunch detention, being sent home to change, etc.

Dress code sweeps will be conducted periodically. If a parent is not able to bring their student the appropriate uniform item, RSA will have two options for the student. 1) RSA will loan the student the appropriate item which they will return at the end of the day. 2) RSA will provide the student with the appropriate item that you may purchase. The fee will be added to their student account and can be paid off within the month.

School Uniforms may be purchased at Embroidery Plus at 501 West Street, Pueblo, Colorado, 81003. **We will also be selling RSA Sweatshirts and polos at school this year.** If you need assistance obtaining an appropriate uniform, contact RSA counselors for Operation School Bell or other school assistance. This is available as a first come, first serve basis.

Shirts/Tops: Black Polo Shirts; we will have RSA crew t-shirts that are also allowed and are available for purchase at RSA.

- Black Polo or RSA crew shirts cannot be oversized and cannot be longer than the top of the legs. Shirts must be free of any logo other than the RSA logo.
- No blue, navy or grey shirts allowed. Grey Roncalli Spirit shirts may be worn on Thursday.
- Visible undershirts must be solid white, grey, or black without printing, pattern, or logo of any kind. Please make sure an acceptable long sleeve shirt is worn during cold weather.
- **NO HOODIES** or jackets with hoods may be worn during the school day, in class or passing from class-to-class. **No exceptions.** All hoodies and jackets worn to school must be stored in student lockers and students may not carry them from class-to-class.
- ONLY designated Roncalli crew sweatshirts and jackets or solid black crew sweatshirts/jackets may be worn over polo shirts.
- Shirts may not be altered in any way.
- Roncalli crew sweatshirts and jackets with Roncalli STEM Academy Logo may be purchased at Embroidery Plus. We also are selling RSA sweatshirts, crew t-shirts and polos at school. Solid black crew sweatshirts/jackets are also acceptable.

Pants and Shorts: Khaki or solid black pants/shorts/skirts/capris/cargo pants only.

- Straight-legged dress/casual pants only.
- Pants/shorts should be twill material. **No** denim-jeans, sweatpants, athletic pants, yoga pants, leggings, or lycra material pants will be allowed.
- Khaki or black pants or shorts worn at the waist. **No sagging** will be permitted. **No exceptions.**
- Khaki or black shorts and khaki or black colored skirts must reach the top of the knee when standing.
- Black leggings may be worn under knee length skirts. **No** other color legging will be allowed. Leggings are only allowed with skirts.
- **No** holes, tears above the knee, chains, writing, decoration, or decals on shorts, pants, or skirts.
- **No** excessively baggy or tight clothing; clothing must be within one size of the student's standard measurement.

Accessories:

- **NO Gang affiliated colors (red, brown, royal blue, etc.), logo's (ANYTHING gang affiliated) such as gang colored shoelaces or belts, bandanas, tattoos, etc.**
- Hats, bandannas, and other head-coverings are not allowed before, during or after school and will be confiscated to be retrieved by a parent/guardian.
- Belts may not hang below the bottom of the shirt. **NO** chain belts or belt buckles that are affiliated with gangs, drugs, weapons, etc.
- Excessive jewelry is discouraged, as is excessive make-up.
- Accessories that display vulgar, lewd, obscene images or imply gang affiliation, or which advocate the use of alcohol/drugs, or make reference to any illegal activity are prohibited.
- Shoes must be closed toe and cover the entire foot. No slip on shoes or sandals may be worn. This is to ensure safety while working in STEM focused classrooms.

Special Dress Days:

- Each Thursday is a Wolf PACK Spirit day. Students can wear shirts or jerseys from their approved Roncalli STEM Academy team or club instead of the usual uniform. If a student does not wear an RSA club or sport shirt, the student must wear standard uniform (detailed above).
- Additional Spirit Days will be approved by the Principal and communicated to the RSA community on the Sunday Messenger with specifics on the Spirit Day. I.E. Jean Days: blue or black colored jeans only. Shorts and jeans cannot have any rips, tears, or holes above the knees.

Lockers

- Students will be assigned a lock and locker this school year by their 3rd period teacher.
- Personal locks are not allowed on school lockers and will be cut off when identified as personal.
- Students will only be allowed to go to their locker before school, before and after lunch, and after school. Students will not be allowed to go to their lockers in between classes.
- Phones, hoodies, jackets and any other personal items are to be kept in the students' lockers.
- Students should not share lockers or combinations with other students. RSA will not be responsible for student loss if the student has shared their locker or combination with another student.
- Backpacks will be allowed this 2021-22 school year to house student technology, text books, and school supplies.

Technology and Internet Use

Use of technology is an important 21st Century skill that can enhance learning experiences. The use of this technology is a privilege within Pueblo School District 60, the abuse of this privilege will lead to the revoking of any internet or technology use within Pueblo School District 60 and consequences fitting the offence. Lost or stolen school property may result in school fines, restorative justice, or ticketing through the School Resource Officer.

Parents/guardians must sign and return the Internet Permission slip for students to have access to the internet service provided at RSA. This will be given at the beginning of the school year or when you register at RSA.

Roncalli and District 60 have invested in providing one-to-one technology for all students. With this privilege, comes student responsibility to utilize the safety cover to carry their technology from class to class. Students will be expected to demonstrate responsible care of the device during the course of the school day. Popping off keys, rough care, marking on or damaging the device in any way may result in school fines and/or loss of use of school devices. Fees will be assessed for excessive damage to student devices while in their care.

Athletics

Roncalli's athletic program promotes school spirit, positive student morale, community involvement, and healthy physical activity. Sports include softball, football (PPAL), volleyball, cross country, basketball, wrestling, and track. All students (6th through 8th grade) who maintain eligibility are encouraged to participate in athletics. Before any game, eligibility status will be checked. Coaches will be informed if a student's GPA is not high enough to participate in a game/match. Specific activity agreement forms and physical exam forms are available in the main office or school website. If you have any questions please contact **Krystal Reed, Athletic Director at 582-0509.**

Student Eligibility:

- Before the first day of practice for a sport, the athlete must provide the office with an updated physical and will obtain a green clearance card showing that all fines have been paid. Students without an updated physical will not be permitted to try out. All fees must be paid in full prior to the first scheduled athletic event.
- A student is eligible to participate as long as his or her GPA at the time that eligibility is run is above 2.0 ~ students with F's will not be allowed to try out/participate in games.
- Student participation eligibility reports will be run for the following week of athletics/activity events. Students with a GPA below 2.0 (or F's) on the weekly eligibility report will not be permitted to participate in the following week's events (Monday– Saturday). Eligibility will be based on Infinite Campus reports pulled by the Athletic Director.

- During the period that a student is suspended from school, he/she will also be suspended from extracurricular activities and/or athletic participation for the remainder of the season. If the infraction occurs between seasons, then the student may be ineligible for the next season.
- All "in school rules" apply to students who participate in sports or school activities (i.e. music concerts and NAL) including language and makeup policies.
- Students who are absent for more than half a day may not practice or compete in extra-curricular activities (i.e. practice, clubs, dances, or special activities.)

Student and Parent Responsibilities:

- Students must act in a way that is becoming an RSA pack member. Students exhibiting poor sportsmanship will not be allowed to wear a RSA athletic jersey.
- Sportsmanship should be a concern of the school, its athletes, and its spectators. RSA students are gracious in winning and in losing.
- Students and parents are responsible for following a coach's guidelines regarding practices, appearances, and participation.
- Bus transportation may not be provided. Ultimately, parents are responsible for transportation to and from practices, after games, and after meets. School employees are not allowed to transport students.
- If an athlete misses a game /practice due to injury and a doctor's note was given, in order for that athlete to participate again a second doctor's note clearing the athlete must be given to the coach.
- If for any reason you will be late or absent from practice, notify the coach prior to practice. Missed practice and / or games will result in game suspensions.
- Parents may not approach a coach on the playing field or come into the locker room during a game; all discussions with the coach will occur after the game or practice. If violation occurs, parents may not be allowed to attend games.
- RSA coaches reserve the right to have closed try-outs and practices.
- All parents and students are expected to understand that our coaches are volunteering their time to work with students. Respect for our coaches shall be displayed at all times.
- Parents are also expected to hold up the same high standards as the students. This includes refraining from disparaging comments toward other teams, profanity and other unsportsmanlike conduct.

Roncalli STEM Academy Core Classes (Colorado Department of Education- Required)

| 6th Grade | 7th Grade | 8th Grade |
|---|---------------------------------------|---|
| Math- Carnegie Course 1 | Math- Carnegie Course 2 | Math- Carnegie Course 3 |
| Humanities- ELA/SS Level 6 | Humanities- ELA/SS Level 7 | Humanities- ELA/SS Level 8 |
| Science- Earth systems/PLTW (CAS L6) | Science-Life systems/PLTW (CAS L7) | Science- Environmental systems/PLTW (CAS L8) |

Roncalli STEM Academy Elective Classes

| 6th Grade | 7th Grade & 8th Grade |
|--|---|
| (Wheel- all students will experience all classes) (**Beginning Band upon request) | Band - Woodwind/Brass, Ukulele/Guitar, Percussion, Strings |
| 6th Grade Seminar | Physical Education and Leadership |
| Physical Education and Movement | Intermediate or Advanced Art |
| Health and Leadership | Automation and Robotics |
| Beginning Art | Intermediate or Advanced Adobe and Graphic Arts |
| Intro to Computer Science | Intermediate or Advanced STEAM Production |
| Intro to Adobe and Graphic Arts | Apps Creator |
| Intro to STEAM Production | Intermediate or Advanced Drones |
| Flight and Space | Energy and the Environment |
| **Beginning Band <i>for those interested</i> | |

Change of Schedule Procedures

At Roncalli STEM, we strive to provide students opportunities to participate in Core classes including ELA, math, science, social studies and electives. We understand there may be a circumstance where a student may feel a need to change a schedule due to certain circumstances. There is a deliberate system to creating student groups, so in order to change a student schedule, the following process will be required and followed:

1. Parent will contact the student's teacher by phone or email to discuss student concerns.
2. Parent will request a meeting with teacher, counselor, and/or administration, if necessary to discuss concerns and try to problem-solve the concern.
3. If the plan isn't successful over a period of time, parent and student will complete a schedule request form and make an appointment with a counselor or administrator to discuss the request.
4. Administration will review the plan, request and teacher recommendations and make a determination if a schedule change is in the student's best interest.
5. Final decisions will be made by administration or administrative appointed designee.
6. Depending on time/date of transfer, grade given may be reflective of the previous teacher/class.
7. Administration reserves the right to refuse schedule changes due to safety of staff/students.

RSA 2021-2022 Bell Schedule

| Daily Bell Schedule 2021-2022 | | | | | | |
|-------------------------------|--------------------------------|---|--------------------------------|---|--------------------------------|--|
| 1st Period + Breakfast | 8:30-9:38 | | | | | |
| 2nd Period | 9:40-10:40 | | | | | |
| 3rd Period + Lunch | 10:42-12:12 | | | | | |
| | 6th Grade | | 7th Grade | | 8th Grade | |
| Lunch | 10:42-11:12 Switch at 10:57 | <u>Inside First</u> Brandenburger, SP Martinez, Towner | 11:12-11:42 Switch at 11:27 | <u>Inside First</u> Hyslop, Mestas, Hancock | 11:42-12:12 Switch at 11:57 | <u>Inside First</u> Putnam, Fraser, R. Smith, Elder |
| | | <u>Outside First</u> Carlson, Bristow, O'Reilly, Opdahl | | <u>Outside First</u> Gonzales, Duran, Hayes, Lucero | | <u>Outside First</u> Morgan, Seaberry, Candelaria, Meadows |
| 4th Period | 12:14-1:14 | | | | | |
| 5th Period | 1:16-2:16 | | | | | |
| 6th Period | 2:18-3:18 | | | | | |
| 7th Period | 3:20-4:20 | | | | | |

Complaint Procedures

Roncalli STEM Academy and Pueblo School District 60 District 60 demonstrate a commitment to compliance with Title VI, Title VII, Title IX, and Section 504. Any student who believes that he or she has experienced discrimination because of race, sex, religion, national background, age, marital status, or handicap may use the applicable grievance procedure outlined below:

- Level I – Within five (5) days of the student’s knowledge of alleged discrimination and prior to filing of a written Level II grievance, the student shall discuss the grievance with the district Compliance Officer, who will take steps to resolve the issue informally.
- Level II – If the grievance is not resolved informally within ten (10) 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 parties involved. The written grievance shall be filed with the district’s Compliance Officer within twenty (20) days of the date to the student’s knowledge of the alleged discrimination.
- Level III – Within ten (10) 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 the parties in interest. Following the hearing, the superintendent or his/her designee shall have four (4) 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 an alleged violation of Pueblo School District 60 District 60’s policies of nondiscrimination has any recourse applicable under state or federal law in addition to the procedures contained herein.

CONTACT
E.E.O. COMPLIANCE OFFICER
PUEBLO SCHOOL DISTRICT 60
315 WEST 11TH STREET
PUEBLO, CO 81003
(719) 549-7100

Cell Phones and Electronic Devices

Roncalli STEM Academy complies with District policy on Student Use of Electronic Communication Devices (JICJ). Communication Devices include: cell phones, earbuds, walkie-talkies, headphones, and/or any other telecommunication device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

- The Board of Education recognizes that Electronic Communication Devices can play a vital communication role during emergency situations. However, ordinary use of Electronic Communication Devices in school situations disrupts with the learning process and is not acceptable. **Cell phones must be turned off inside School buildings and kept in lockers, phones must be turned off on school buses, at school sponsored activities, and on field trips.** Per School Board policy (JICJ), 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, aka-Pueblo School District 60, shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible for investigation of such incidents. Parents/guardians may leave important messages for their students through the main office. This message will be delivered to the student at a time when it will not interrupt instruction. Students may use the office phone in cases of serious need. Consequences for violations of this policy are as follows:
 - **1st Offense:** The device shall be confiscated, secured and transferred to the appropriate school administrator or secretary. The device may be released to the student upon review of this policy. *
 - **2nd Offense:** The device shall be confiscated, secured and transferred to the appropriate school administrator or secretary. The device may be released to the parent/guardian upon review of this policy with the parent/guardian. *
 - **3rd Offense:** The offense shall be considered disruptive behavior and defiance of authority. The device shall be confiscated, secured and transferred to the school administrator or secretary. The confiscated electronic device may remain secured **until the end of the school year**. The student will lose the privilege of bringing the electronic device to school. Other consequences may include lunch detention and possible school suspension for continued violation of this policy. *

**** If a student refuses to give the device to staff, this will be considered defiance of authority resulting in a referral and consequences.***

Counseling Services

- The Counseling Department is committed to helping students develop educational, social, career, and personal strengths to become responsible and productive citizens. Our counselors provide individual connections and programs that focus on reducing the effects of environmental and institutional barriers that may impede individual academic success through assertive advocacy.
- Students are supported to establish a Major Clarity account to develop an Individual Career and Academic Plan.
 - This process begins in the 6th grade and becomes more focused over time.
 - Once established, a Major Clarity account can be accessed from any computer at any time and can be relied upon as a free support to all individuals as they advance on a pathway to desired career goals. Students can continue to log in for free support into adulthood.

Discipline Procedures

Every student has the right to expect school to be a safe, orderly, and positive place to learn. Professional behavior in students is described in a Code of Conduct adopted by Pueblo School District 60 District 60 Board of Education. Students receive a copy of the Code of Conduct and are expected to honor the requirements set forth in that document. Additional copies of the document are available in the main office. Families are expected to review the Code of Conduct with their student; contact the principal with questions related to these expectations.

Teacher Authority and Responsibility - The teacher has the authority and responsibility to maintain discipline in the classroom consistent with district and school policy. Fair policies will be established, announced, and consistently enforced. When a problem occurs, a teacher may:

- Confer with the student.
- Confer with the student and parent.
- Use appropriate classroom discipline, which may include, but is not limited to: removal from the group, withholding privileges, and conference after school hours.
- Discipline problems that need further attention can be referred directly to the counselor, assistant principal, or principal.
- Teacher will make an effort to contact the parent within 24 hours of the incident.

Positive Behavior Intervention Support (PBIS)

- PBIS is a systemic approach to supporting student behaviors that contribute to a safe, respectful learning environment. All staff members adhere to school-wide expectations to teach and reinforce positive behaviors. We are committed to treating one another with respect. Systematic practices are designed to develop genuine positive relationships. Roncalli STEM Academy staff members are as committed to capturing kids' hearts as they are to igniting their passion for thinking and learning.

Out of School Suspension: Students who continue to experience difficulty or who engage in behavior that threatens the safety and welfare of others may be referred for In School Suspension (ISS), Out of School Suspension (OSS) or expulsion.

Alternative Responses: Alternatives to suspension (ATS) and expulsion (ATE) can be arranged. These alternatives require a serious commitment on the part of students and families. ATS/ATE includes individually designed assignment to an intervention related to the difficulty resulting in discipline:

- Restorative Justice Process
- Restitution to compensate for damaged, stolen, or lost property
- Drug & alcohol counseling and/or education
- Anger management/conflict resolution counseling
- Community service for both student and parent/guardian

Fighting/ Harassment

Anything that threatens the safety of anyone will result in disciplinary action. This includes threats/intimidation and harassment as defined by adults, not the perpetrator. Interventions include parent/guardian notification and a report to police. Consequences can be as minimal as counseling or as severe as recommendation for expulsion. Fighting or physical assault is grounds for suspension or expulsion.. (In rare cases a student may be found to be in self-defense.) If the principal/assistant principal(s) concludes that a student was involved in instigating or participating in a fight, that student will be immediately sent home to protect all involved and may be suspended. Students are expected to actively discourage fighting or

harassment and to report such activities. Helping others to stay out of trouble is part of good citizenship. Bystanders in these situations are not without guilt and will be subject to disciplinary measures if they fail to take reasonable measures to prevent violence or harassment.

Bullying/Harassment

The "No Bully" intervention process is used to stop bullying when it occurs. The student being bullied is referred to the No Bully Coordinator or a School Counselor, who does an intake and then starts the solution team process, if necessary. Solution teams consist of RSA teachers and students who have been trained to deal with bullying. Follow-up steps in the No Bully Process are followed as necessary. Please contact Krystal Reed, "No Bully" Coordinator at 582-0509 for more information. Please sign and return the No Bully parent/student agreement included in the Handbook to RSA.

Searching for Illegal Drugs and Weapons

We will search students, per policy, with probable cause. We will notify parents after the search has taken place. The searches are designed to locate illegal drugs, vape pens, and weapons.

Emergency Procedures

- **Lock Down/Fire Drills:** RSA Staff and students are aware of the procedures in place during a Lockdown/Fire drills. Drills are held throughout the year to prepare for any incident that may occur.
- **Evacuation Drills:** Students and staff members practice evacuating the building as required by law. An alarm will sound/warning lights will flash – teachers will direct students to the correct exit. Move quickly, in a calm orderly manner to the nearest evacuation center. Follow teacher directions. Stay with your class. Each drill could be the real thing; take it seriously.
- **Safety:** Observe all traffic regulations and safety rules posted in loading zones, on the school grounds, in the cafeteria, halls, and classrooms.
- **Restricted Areas:** During the school day, from first to final bell, stay inside the building unless supervised by a teacher. At lunch time, students may go out the auxiliary gym where supervision is in place. Areas around the sides or behind the building are not supervised and therefore restricted. Going into restricted areas is considered trespassing and will result in disciplinary action or police involvement.
- **Bicycles and Skateboards:** Park and lock bicycles in the school bicycle racks. Bicycles are the responsibility of their owners. Bicycle racks are off limits to all students during school hours. Bicycles must be dismounted and walked on school grounds. Dismount and carry skateboards on school grounds. Keep skateboards in your locker until the final bell rings.

School Supplies

Students are expected to bring basic materials for learning to school every day.

- Pens, pencils, erasers, and binder paper are required. Chromebooks and any other required school supplies needed will be provided by RSA.
- Water fountains will be available as well as a station for filling of water bottles only. We ask that all students fill their water bottle at home prior to arriving at school. There will be opportunities for students to refill their water bottle at school.
- Other materials may be required by individual teachers. Each teacher will provide a list of required materials.

Prohibited Items

The focus at Roncalli STEM Academy is academic success. When students bring items to school which distract from the learning environment, or cause safety concerns, that interferes with the learning environment.

- Weapons of any kind or items that can be used as a weapon will be confiscated and appropriate disciplinary actions will be employed.
- Other prohibited items include but are not limited to: Earbuds, handheld gaming devices, portable bluetooth speakers
- Outside food and beverages in the classroom and hallways
- Laser pointers
- Permanent markers
- Playing cards, spinners, trading cards, silly putty, slime
- Items bought for resale: gum, candy, and any drink other than water

*The school is not responsible for items that are lost or stolen and will not devote time searching for these items. Items considered a distraction to the learning environment may be confiscated until the end of the year.

Lost and Found

- Students who find something that appears to be lost should turn it in at the office.
- Students are advised to label all personal items with permanent marker.
- Do not bring cash or valuable items to school except as necessary. Students who bring cash to school for a fundraiser event should turn it into the sponsor as soon as possible – preferably before school begins for the day.
- RSA *is not liable* for personal items lost, damaged, or stolen at school.

***** School staff members do not attempt to recover lost or stolen valuables. The best plan is to keep them at home.**

Medication Distribution/Illness or Injury at School

Fill out the emergency data card completely. This is very important. If there is a change after the card has been submitted, let the office know.

- First aid for minor issues is available at school.
- In case of serious injury or illness, a student's home is phoned first. If a parent or guardian cannot be reached at that number, the person(s) listed on the emergency data cards are called next. If there is no response at these numbers, the family physician is contacted. If the family physician cannot be reached the student will be taken to the emergency room of the hospital indicated on the emergency data card.
- Medications should be administered at home. If, under exceptional circumstances, a student must take oral medication during school hours and a parent or guardian cannot be at school to administer the medication, only the principal's designee will administer the medication in compliance with regulations established by the district. Current (no more than 6 months old) written instructions that have been signed by both parent/legal guardian and physician are required to be on file. A specific form is available in the main office.

Immunizations

See the letter and chart on the next two pages.



Dear parents/guardians of students in Colorado kindergarten – 12th grade schools for the 2021-22 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. We wish you and your student a healthy school year!

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:
 - o Diphtheria, tetanus and pertussis (DTaP, DTP, Tdap)
 - o Hepatitis B (HepB)
 - o Measles, mumps and rubella (MMR)
 - o Polio (IPV)
 - o Varicella (chickenpox)
- Colorado follows recommendations set by the Advisory Committee on Immunization Practices. Students entering kindergarten must 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. You can view recommended vaccine schedules at cdc.gov/vaccines/schedules/parents-adults/resources-parents.html.
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

Exclusion from school

- Your student may be excluded from school if your school does not have an up-to-date vaccine record, certificate of exemption, or in-process plan for your student on file.
- 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?

- You may want to talk to a healthcare provider licensed to give vaccines or your local public health agency about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at SpreadTheVaxFacts.com, ImmunizeForGood.com, and cdphe.colorado.gov/immunization-education.

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, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your local public health agency at cdphe.colorado.gov/find-your-local-public-health-agency.

Vaccination records

- Please take your student's updated vaccine record to 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. Visit COVaxRecords.org for more information.

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 health care provider licensed to give vaccines. You only need to submit this certificate once, unless your student's information or school changes. You can get the form at cdphe.colorado.gov/vaccine-exemptions.
- If you choose not to have your student vaccinated according to the current recommended schedule because of personal belief or religious reasons, 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 30th of the following year). There are two ways to file a nonmedical exemption.

- File the *Certificate of Nonmedical Exemption* WITH a signature from an immunizing provider, OR
- File the *Certificate of Nonmedical Exemption* received upon the completion of our online education module.

Downloadable certificates and our online education module are available at cdphe.colorado.gov/vaccine-exemptions.

How's your school doing on vaccinations?

- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percent of vaccinated students. Schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department annually. Schools do not control their specific immunization and exemption rates or establish the Vaccinated Children Standard described in C.R.S. 25-4-911. 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 | 2019-2020 MMR Immunization Rate REQUIRED IN LETTER | 2019-2020 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 | 2019-2020 DTaP/Tdap Immunization Rate | 2019-2020 DTaP/Tdap Exemption Rate |
| | | |
| | 2019-2020 HepB Immunization Rate | 2019-2020 HepB Exemption Rate |
| | | |
| | 2019-2020 IPV Immunization Rate | 2019-2020 IPV Exemption Rate |
| | | |
| | 2019-2020 Varicella Immunization Rate | 2019-2020 Varicella Exemption Rate |
| | | |

**KINDERGARTEN THROUGH 12TH GRADE IMMUNIZATION CHART
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2021-22**

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

| VACCINE | Grades K-12 (4-18 Years of Age) | |
|--|---------------------------------|---|
| | Number of Doses | <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 on or after the 4 th b-day. Final dose of DTaP to be given no sooner than 4 years of age. |
| Tetanus/Diphtheria/ Pertussis (Tdap) <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 to be given if DTaP series not completed and student is at least 7 yrs of age. An additional Tdap is required at 6th grade entry. One dose of Tdap is required for 6th 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. Final dose of IPV to be given no sooner than 4 years of age. 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 valid 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. |

| 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 |

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) 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 Certificate of Medical Exemption signed by a health care provider, or a Certificate of Nonmedical Exemption signed by a health care provider or obtained after the completion of CDPHE's online 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



COLORADO
Department of Public Health & Environment

Last Reviewed 1/2021

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.

Nutrition Services

School Breakfast & Lunch Program

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.

- The cafeteria is operated as a service that provides nutritious meals for the lowest possible cost. School menus are published weekly in local newspapers, announced on local radio stations, and posted in the cafeteria.
- School personnel supervise lunch in the cafeteria and recreational areas.

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 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 encourage 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.

Outside Food/Drink Policy

Students are not allowed to bring outside food or beverages into school. Snack items must be eaten during lunches and not in class, except for students with medical conditions, with documentation in the main office. These items should remain in a student's locker until lunchtime.

Parent and Family Participation and Communication

- The School Accountability Committee (SAC) addresses the academic and social climate of the school. We rely on the talents, interests, and abilities of students, parents, staff, and community members to contribute to the decision making processes of the school and to assist in producing a meaningful celebration of the Continuation to high school ceremony. This group works together with school administration and the Building Leadership Team to develop and monitor the Unified School Improvement Plan (USIP). We encourage parent and student participation.
- The school website and Facebook page has information and a **Parent Portal** is part of the Infinite Campus student information management system. Families can access data related to student attendance and performance.
- Teachers monitor student performance daily and post data in Infinite Campus weekly. Families are contacted if a student develops a pattern of failure to turn in assignments according to expectations.
- Specific data can be shared with students and families at any time.
- If you have questions about specific performance indicators, email or phone a teacher.
- At conferences, families can expect to see evidence of student progress.
- If your student is struggling with particular concepts or skills, a teacher will notify you so that you can work with us to help your student.

Social Media

- Use of social media (Facebook, Snapchat, Instagram, etc.) during school hours is prohibited.
- Student use of social media outside of the school day is per parent/guardian supervision and approval, however, RSA advises extreme caution as postings can sometimes lead to disruption of the learning environment.
- RSA is not responsible for student or parent misuse of social media. Administration will address any situation in which the safety and well-being of students or staff is at risk.
- RSA maintains a Facebook page to communicate with students, parents and the community. Parents are encouraged to 'like' the RSA page to receive updates and exciting news regarding the school. This page is closely monitored by the Administration and school representatives.

Text Books

- Students are provided with textbooks for use in each class. It is important that these materials are cared for. If books are damaged, lost, or stolen, students will be held accountable to pay for each book they have destroyed or misplaced. Fines will accumulate on student records and must be paid in order for students to matriculate to High School and graduate with a diploma.
- All text and educational materials will be available on-line. Students will have access to the on-line platforms as well as provided a Chromebook/device to use at school and at home.

Transfer or Withdrawal

- If a student withdraws from Roncalli STEM Academy during the school year, a CHECK-OUT SHEET must be completed. These are available in the front office. Fees and damages must be taken care of prior to the student being withdrawn from RSA.
- When transferring into Roncalli STEM Academy, grades will not transfer from the previous school.

Roncalli STEM Academy Bully Free Pledge

We, at Roncalli STEM Academy, believe that every individual should feel accepted for who they are and able to enjoy their time at our school free from bullying and harassment.

It's **bullying** when an individual repeatedly

- Uses physical force to hurt another e.g. by hitting, pushing, shoving, kicking, taking their belongings or stealing his or her money.
- Uses words or gestures to humiliate another e.g. by shouting, taunting, name-calling, teasing, put-downs, insults, threats and blackmail.
- Excludes or isolates another with the intention of hurting them e.g. through leaving them out, manipulating others against them, or spreading gossip or rumors.
- Uses technology or social media to cyberbully another in any of the ways described above

It's **harassment** when an individual targets another online or face to face because of their actual or perceived race, color, national origin, sex, physical or mental disability, religion, gender identity and expression, socio-economic status, physical appearance and characteristic, and sexual orientation.

I recognize that bullying and harassment hurts and is never justified as "just teasing" or "just playing." I acknowledge that if I stand by and do nothing, laugh, or post comments online when others bully, I have become part of the bullying problem.

I pledge to:

- Value individual differences and treat others with respect both online and face-to-face.
- Tell bullying individuals to stop when I or others around me are the target of bullying.
- Be an Upstander by walking away with the target and seek help by telling a trusted adult on campus or by placing a note or P.A.C.K. Pad in the Wolf Box outside of the Counseling office if I cannot safely stop the bullying.
- Never take revenge or ask someone to hurt another that has reported bullying.

Our school takes a problem-solving approach to bullying. We have staff members trained as Bullying Prevention Coaches to bring together individuals to solve bullying situations.

Student Name _____ Student Signature _____ Date _____

Teacher Name _____ Teacher Signature _____ Date _____

As a **Roncalli STEM Academy** parent, I support the wellbeing of all students at this school. I will share with my child the value I place on keeping our school bully-free so that every student is accepted for who they are. I will inform the school if my child is the target of bullying.

Parent/Guardian Name _____ Signature _____ Date _____

Compromiso Libre de la Academia STEM de Roncalli

Nosotros, en la Academia STEM de Roncalli, creemos que cada individuo debe sentirse aceptado por lo que es y capaz de disfrutar de su tiempo en nuestra escuela libre de intimidación y acoso.

Es **intimidación** cuando un individuo repetidamente

- Usa fuerza física para herir a otro, p.e. Por golpear, empujar, patear, tomar sus pertenencias o robar su dinero.
- Usa palabras o gestos para humillar a otro, p.e., gritando, burlándose, insultando, , amenazando y chantajeando.
- Excluye o aísla a otro con la intención de lastimarlos, p.e.,a través de dejarlos fuera, manipular a otros contra ellos, o comenzar chismes o rumores.
- Usa tecnología o medios sociales para intimidar a otro en cualquiera de las formas descritas anteriormente.

Es un **acoso** cuando un individuo se dirige a otro en-línea o cara a cara debido a su raza, color, origen nacional, sexo, discapacidad física o mental, religión, identidad y expresión de género, estado socioeconómico, apariencia física y característica y orientación sexual.

Reconozco que la intimidación y el acoso duelen y nunca se justifica sólo como "burlas" o "simplemente jugando". Reconozco que si me quedo de pie y no hago nada, río o publico comentarios en-línea cuando otros intimidan, me he convertido en parte del problema de la intimidación.

I pledge to:

- Valorar las diferencias individuales y tratar a los demás con respeto tanto en-línea como cara a cara.
- Decirle a los individuos intimidadores que se detengan cuando yo o los demás a mi alrededor somos el objetivo de la intimidación.
- Ser un Up stander alejándose de ser el objetivo y buscar ayuda avisándole a un adulto de confianza en el campus o colocando una nota o PACK Pad en la Wolf Box fuera de la oficina de Asesoramiento si no puedo detener con seguridad la intimidación.
- Nunca vengarse o pedirle a alguien que haga daño a otro que ha reportado intimidación.

Nuestra escuela adopta un enfoque de solución de problemas a la intimidación. Tenemos miembros del personal entrenados como Instructores de la Prevención de Acoso para reunir a individuos para resolver situaciones de intimidación.

Nombre del Estudiante _____ Firma del Estudiante _____ Fecha _____

Nombre del Maestro _____ Firma del Maestro _____ Fecha _____

Como padre de un estudiante de la **Academia STEM de Roncalli**, apoyo el bienestar de todos los estudiantes en esta escuela. Compartiré con mi hijo/a el valor que pongo en mantener nuestra escuela libre de intimidación para que todos los estudiantes sean aceptados por quienes son. Informaré a la escuela si mi hijo/a es el blanco de la intimidación.

Nombre de Padre/Guardián _____ Firma _____ Fecha _____

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.pueblocitieschools.us.*

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.**

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).*