



The Bijou School

2115 Afton Way, Colorado Springs, CO 80909, tel.719-328-2060

Roy J Wasson Academic Campus

<http://bijou.d11.org>

Parent/Student Handbook

Springs School District #11 Mission Statement:

School District 11 is meeting the demands of the 21st century by developing "21st Century Learners." Our mission is to provide excellent, distinctive educational experiences that equip students for success today and in the future.

Bijou School Mission Statement:

The Bijou School is a positive supportive learning community.

We will achieve our goal through high expectations, meaningful relationships, kindness, and hard work.

TABLE OF CONTENTS

Message from the Principal	3
Welcome to The Bijou School/Staff Members	4
Graduation Requirements	5
Daily Schedule	6
Academics/Advisory/Support Services/ICAP	7
Restorative Practices/Special Education	7
Meal Program/Transportation/Attendance Policies	8
Behavior & Discipline/Bullying Policy/Attendance & Grades Policy	10
Dress & Grooming	11-12
Student Sexual and Racial Harassment/Discrimination Policy	12-13
Inclement Weather Procedure/Non-discrimination statement	13-14
A Note from the School Nurse/Medication Policy	15

A Message from the Principal:

Welcome to The Bijou School!

We offer students who have not done well in a traditional school setting a slightly different way of earning their high school diploma. Bijou provides its students small classes with a friendly, welcoming environment. Our emphasis at Bijou is on **learning**.

As soon as they enroll, students are asked to identify and explore possible career interests & goals in one of the following ways:

- Select and enroll in a Career Pathway program at the **R.J. Wasson Academic Campus**, or
- Select and enroll in one of the **Career Start Program** offerings at Pike's Peak Community College (PPCC,) **OR**
- complete concurrent enrollment classes through the district's **Concurrent Enrollment** program.

A high percentage of Bijou students graduate with college credits, an industry certificate and/or some other credential that can be used to get a job once they graduate from our school. Sometimes they earn all of these!

Bijou offers a standards-based program; we have high expectations for our students. You'll receive the same, high quality education at Bijou that you would receive at any other D-11 high schools. We ensure that students who receive a Bijou diploma are well-prepared for the next phase of their life, regardless of the path they choose.

The Bijou School is committed to providing the best possible learning environment and school experiences for all our students. We offer students the supportive relationships that foster respect and understanding between staff and students. We encourage our students to make good academic and personal choices to maximize their opportunities for success after they graduate from our school.

Welcome to our school, and thank you for choosing Bijou! Please call, e-mail, or stop in to see me anytime. I look forward to getting to know each of you!

Sincerely,

Kathryn Presnal
Principal

This handbook also contains District 11 Board policies that directly affect the operations of individual schools. A complete listing of all Board policies may be found on the D-11 website. Individual schools are required to develop specific guidelines for the day-to-day operation of the schools. Those guidelines are also contained in this Handbook. If you have any questions regarding any of the policies or procedures, feel free to ask.

This handbook is for students as well as parents. Please read the information provided. If you have any questions regarding this handbook, please contact The Bijou School at (719) 328-2065. You are responsible for its contents.

GRADUATION REQUIREMENTS

Students must satisfy **District 11's graduation requirements** to earn a diploma. These requirements are:

SUBJECT AREA	SEMESTER CREDITS
English	8
Social Studies (U.S Government required, World History recommended)	6
Mathematics (Algebra 1 is required)	6
Science	6
Physical Education	3
Health	1
Humanities (English, excluding 3-4, 5-6; Social Studies, excluding American History and World History; Music; Art; and/or Foreign Language)	2
Computer Education	1
Economics or Consumer Economics (Grade 11 or Grade 12)	1
Practical Arts (Business Education, Industrial Technology/Vocational Education, Consumer and Family Studies)	1
Required Subjects	35
Electives	11
MINIMUM TOTAL FOR GRADUATION	46

Beginning with the 2017-2018 freshman class (scheduled to graduate in 2021), approved graduation requirements:

A. Completion of an Individual Career and Academic Plan (ICAP) (See Regulation IKF-R-1), AND

B. Successful demonstration of academic and career competencies aligned to the adopted Colorado Academic Standards by earning the minimum number of credits for graduation as defined in Regulation **IKF-R-1** for all students graduating in 2021 and thereafter, AND

C. Demonstration of one of the following:

1. Postsecondary Workforce Readiness from a Colorado Board of Education approved menu of College and Career Ready demonstrations for all students graduating in 2021 and thereafter (see Regulation IKF-R-1), OR,

2. Completion of the requirements and goals as listed on a student's Individual Education Plan (IEP), which may include modified content standards (see Regulation IKF-R-1), OR,

3. Completion of the requirements and goals as listed on a student's Advanced Learning Plan (ALP), which may include modified content standards

**BIJOU
DAILY SCHEDULE
2017-2018**

Mon./Tues/Thurs/Fri.

Block 1	7:30 - 9:01
Advisory	9:01 - 9:26
Block 2	9:30 - 11:01
LUNCH	11:05 – 11:35
Block 3	11:39 – 1:10
Block 4	1:14 – 2:45

Wednesday

Block 1	8:30 – 9:48
Advisory	9:48 – 10:15
Block 2	10:19 – 11:37
LUNCH	11:41 – 12:11
Block 3	12:15 – 1:33
Block 4	1:37 – 2:45

Late Start (2 Hour Delay)

Block 1	9:30 – 10:37
Advisory	10:37 – 10:56
Block 2	11:00 – 12:07
LUNCH	12:07 – 12:37
Block 3	12:41 – 1:34
Block 4	1:37 – 2:45

MAXIMUM DAILY EFFORT = MAXIMUM SUCCESS

ABSENCES & TARDIES

If you must be absent, please call us. If you must
be late, check in at the office when you arrive.

328-2065

ACADEMICS

Our focus: Classroom by classroom and student-by-student, motivation and progress, differentiated instruction, and providing a safe learning environment are our priorities.

We offer:

- Daily block schedule (91 minute classes/78 minutes on PLC Weds)
- Quarter credits in single subject courses
- Standards based curriculum
- Grades: A, B, or C
- Problem resolution through Restorative Practices

ADVISORY

After enrollment, students are assigned to an advisor who will help each of his/her advisees with establishing and maintaining academic goals. Advisors monitor student progress and maintain frequent contact with students and parents about that progress. **Advisors are parents'/guardians' first line of communication at Bijou (see email addresses on p. 4 or call the school).**

Note: Parents/guardians should hear from the Advisor at least once per month. Please contact the Principal if you are not receiving regular communication from your student's Advisor.

SUPPORT SERVICES

Our **Counseling Program** is administered by the school's guidance counselor in partnership with other professionals, parents or guardians, as well as members of the community. The program supports all Bijou students and empowers them to achieve at the highest levels and become productive members of society.

The Bijou School Counseling Department supports students in the following areas:

- Registration & Class Scheduling
- Career Exploration
- College & Post-High School Planning
- Personal/Social Skill Development
- Crisis Intervention

Our **School Social Worker** is available to support students and families with needs that arise outside of the school environment. Our school psychologist can provide access to outside resources, address emotional concerns, conduct home visits, and provide additional family supports as needed.

Our **Dropout Prevention Specialist** helps monitor student attendance and helps students and families problem-solve when truancy issues arise.

INDIVIDUAL CAREER AND ACADEMIC PLAN (ICAP)

The Colorado Department of Education approved rules requiring an **Individual Career and Academic Plan (ICAP)** for every student by 9th grade. In addition, D-11's new graduation requirements for the 2017-18 freshman class (who will graduate in 2021), include the completion of an ICAP. The ICAP helps students identify their career interests, which is a critical first step in the high school planning process.

The ICAP process begins shortly after enrollment as we help every student create a career exploration account on the **Naviance** website (www.naviance.com). This website uses the results of several surveys to direct students toward exploring possible Career Pathways (as opposed to a single job title) that fit with their interests and abilities. Bijou staff uses that information to assist students in choosing appropriate coursework while in high school so that they are prepared to transition to their chosen pathway after graduating from our school.

Please check out this resource and discuss it with your student.

ASSESSMENTS

All new students will be assessed in Reading and Math before classes begin. All Bijou students in the following grades will take the assessments listed:

9th grade

- Building assessments in English and Math (Fall and Spring).
- PSAT (April)

10th grade

- Building assessments in English and Math (Fall and Spring).
- PSAT (April)

11th grade

- Building assessments in English and Math (Fall and Spring).
- SAT – scores can be submitted as part of the application process for college and scholarships.

12th Grade

- Building assessments as required.

MULT-TIERED SYSTEM of SUPPORTS (MTSS)

To determine the skills of every Bijou student, we assess their math, reading, and writing abilities shortly after enrollment. Students complete a brief reading assessment, and scores determine possible placement in a reading class. In addition, students take assessments in math and writing to ensure proper placement and determine if any additional assistance is required in those subjects. The MTSS team meets regularly to review information on students who may be struggling and develop academic success plans for those students.

MTSS is an individual, comprehensive, student-centered problem-solving process that can be implemented in any general education classroom. MTSS addresses academic as well as the social, emotional, and behavioral development of students. MTSS provides multiple levels of support for all learners (struggling through advanced). MTSS aligns resources and support for students receiving instruction AND for teachers and other support staff who are delivering the instruction. The Bijou School staff also meets regularly to discuss individual student progress and to share concerns and possible solutions when problems arise.

SPECIAL EDUCATION

The Bijou School has limited Special Education resources. In order to enroll a Special Education student, we must be able to provide the level of service required by that student's Individual Education Program (IEP). Therefore, in order to be considered for enrollment, Special Education students must **first** provide a current IEP for review. In cases where the IEP requires more support that we can offer, Bijou may be unable to provide the required services.

MEAL PROGRAM/FREE & REDUCED PROGRAM

Bijou students and staff may purchase breakfast and lunch daily in the RJWAC cafeteria. Bijou also participates in the district's free and reduced program. We encourage all students to review their eligibility for this program. For more information, visit the district's website at: <http://www.d11.org/FNS/Pages/Free-and-Reduced.aspx>

FRIENDS/GUESTS

In general, we do not allow friends to visit students on campus. However, if you know someone who is interested in attending The Bijou School and he/she would like to shadow you, please have him/her contact principal. All visitors must be approved by the office AND teachers at least one day in advance. Any unauthorized guests will be asked to leave campus.

FIELD TRIPS/SPECIAL EVENTS

From time to time we do special things and take trips to unique places. These events are typically promoted in the Advisory Groups or on bulletin boards around school. Participation in field trips is voluntary, but to be included you must have all required school paperwork on file in the office.

NOTE: There may be a minimum fee of \$2.00-\$5.00 for most trips.

SPORTS/ACTIVITIES

Students who meet the eligibility requirements of the CHSAA may participate in sports with other D-11 high schools. Interested students should see the principal or counselor.

SCHOOL ACCOUNTABILITY COMMITTEE (SAC)

The School Accountability Committee (SAC) represents the school community's point of view. Each SAC concerns itself with the improvement of education, safety, and learning environment for students in its school. Our committee addresses important topics such as our Universal School Improvement Plan (USIP), school safety, curriculum, testing, and other relevant issues. This committee allows parents and community members to become a part of the decision-making process at Bijou.

If parents have an interest in joining, please contact the principal. Parents and community members are invited to join.

TRANSPORTATION

District 11 provides free bus transportation to Bijou students to and from the RJ Wasson Academic Campus. A schedule is available in the school's main office and on our website: <http://bijou.d11.org/Pages/default.aspx>

ATTENDANCE

Regular attendance is essential for academic progress. Students are expected to adhere to the following policies regarding attendance:

For students under 17 years old:

Colorado has a compulsory School Attendance Law C.R.S. 22-33-104, which states (1) (a) ...every child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen years, except as provided by this section, shall attend public school for at least the following number of hours during each school year:

(l) One thousand fifty-six hours if a secondary school pupil;

In addition, District Eleven School Board Policy states that:

When a student misses more than 10 percent of any marking period, whether excused or unexcused, they may be considered *chronically absent*. When a student misses any part of a school day, and an excuse is not provided, a student becomes *truant*. Students who are "skipping" school regularly, or who are absent from school for reasons that do not meet the statutory criteria above, are considered truant from school. *Habitually truant* students are those students who miss more than four days of school in a month, or ten days of school in one year. Chronic absenteeism and truancy impacts a student's achievement and may delay a student's academic progress. Students and parents/guardians who willfully violate this policy may be subject to disciplinary action at the school and through the judicial process.

If any student falls into the situation described above, truancy charges will be filed with the District Court. In addition to this action, the student may be denied enrollment at The Bijou School for the following semester.

For Students 17 years old and older:

Regardless of age, students are expected to come to school on a regular basis. We want to provide students with the best possible education while enrolled at Bijou. To do that, students must attend regularly.

Although we hope to provide a quality education to all students who enroll at our school, we realize that some students will find that Bijou's academic format does not work well for them. Frequent absence from school will be viewed as an indication that The Bijou School is not meeting a student's academic needs. Every effort will be made to assist students (and parents) in finding a more suitable academic environment.

Students are expected to work daily in their scheduled classes. Students who arrive late or leave early on a regular basis may have their schedules modified.

Please remember that the automated attendance system will notify parents/guardians for ANY class period that a student is marked absent EXCEPT those that are excused.

Please try to schedule any appointments (dental/medical/etc.) during non-school hours.

EXCUSED ABSENCES

Absences are excused at the Principal's discretion.

Per D-11 Board Policy, the following shall be considered excused absences per Colorado Revised Statute 22-33-104:

1. A student who is temporarily ill or injured or whose absence is approved by the Administrator/Principal of the school of attendance.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student who has been suspended, expelled, or denied admission in accordance with the provisions of Board Policy JK; except that, when a pupil is expelled for the remainder of the school year, the parent, guardian, or legal custodian is responsible for seeing that either the provisions of Board Policy JK are complied with during the period of expulsion from the school district or that the pupil meets the conditions for exemption specified by CRS 22-33-106;

ATTENDANCE and GRADES POLICY

Standards are the emphasis for every content area and in every classroom at The Bijou School. These standards include specific oral communication and cooperative learning components. Given this emphasis, student success is dependent on being present for instruction and practice.

The following policy describes the Bijou School's position on attendance and grades:

1. Required for an A or B: demonstrated academic proficiency and *attendance rate of **81% or greater**
2. Required for a C: demonstrated academic proficiency and an *attendance rate of **at least 60%**,

*students **will not be** penalized for **excused** absences.

Appeals: In the interest of fairness and due process, a student may appeal in writing grades assigned per this policy.

The Bijou School will establish a hearing committee to review situations in which a grade is affected because of an attendance-related matter. The committee will convene at the request of the student, the student's parents/guardian, the teacher or the Administrator/Principal.

The written appeal will be presented to the building Administrator/Principal within five (5) school days of the issuance of the grade. Within three school days of receiving the appeal, a meeting will be arranged with all parties (teacher, student, parent/guardian) concerned and the hearing committee to discuss the appeal.

BEHAVIOR and DISCIPLINE

DRUG AND ALCOHOL USE BY STUDENTS

The Bijou School has no tolerance for the purchase, use, possession or distribution of controlled substances and drug paraphernalia among students. Students who violate this policy may be suspended or expelled from school and school related activities, depending on the nature of the violation.

SMOKING OR USE OF ANY TOBACCO PRODUCTS

Board Policy of School District 11 does not permit the use of tobacco in any form on school property.

GANGS AND GANG-RELATED ACTIVITIES

A "gang" is a group of three or more individuals with a common interest, bond, or activity characterized by criminal or delinquent conduct, engaged in either collectively or individually. The Bijou School believes that gang-related behaviors and dress have the potential of endangering the safety and welfare of students and school personnel and of disrupting the educational process.

The Bijou School has no tolerance for gang involvement, and supports the district's policies including but not limited to the code of conduct, and discipline shall be used and enforced in a manner to prevent the initiation and continuation of gangs in the district's schools.

NO STUDENT SHALL:

1. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or any other item that is evidence of membership or affiliation with any gang. **Gloves may not be worn indoors.**
2. Draw gang graffiti or distribute gang-related literature.
3. Use any speech or act in furtherance of gang activity.
4. Solicit others for membership in any gang.
5. Request any person to pay protection or otherwise act to intimidate or extort any person.
6. Commit any other illegal act or other violation of school district policies.
7. Incite other persons to act with physical violence upon any other person.
8. Attend any activity that could be interpreted as relating to gangs or gang activity.

FIGHTING

Students who engage in a fight on or off campus during school hours or during School District sponsored events may be subject to suspension or possible expulsion as well as being referred to the police. (Fights or altercations after school hours may be subject to suspensions and police action also, depending on severity.)

Parents and students should report problems immediately to the counselor, principal, or other appropriate staff for possible mediation before the problem escalates. It is the student's responsibility to seek alternatives or assistance from staff. This effort (or lack) will be considered in assessing disciplinary consequences.

BULLYING / HARASSMENT

Every student has the right to proceed through the school day free of harassment, intimidation, and threat. The Bijou School does not tolerate this type of behavior and will take appropriate steps including legal action to deal with offenders. Examples include but are not limited to harassment related to:

- Religion
- Socio-economic status
- Gender or appearance
- Sexual orientation
- Racial/Ethnic Background

Parents and students should report problems immediately to the counselor, principal, or other appropriate staff before the problem escalates. Students who are feeling threatened should report their concerns to the principal, staff member, or campus security. Parents are asked to report a potential problem to the principal or campus security.

WEAPONS IN SCHOOL

The D-11 Board of Education and Bijou has no tolerance for weapons or weapon facsimiles in or on school property. The Board of Education also has no tolerance for weapons off school grounds where the carrying, bringing, using, or possessing of a weapon or weapon facsimile creates a threat of physical harm or physically harms a student or school personnel, is detrimental to the welfare or safety of a student or school personnel, adversely affects the discipline in any school, or adversely affects the educational program in any school. A student who violates this policy will be suspended and/or expelled, depending on the nature of the violation. (Refer to files JK and JKD/JKE.)

CELL PHONES AND OTHER ELECTRONIC DEVICES

Unless a cell phone is being used as part of the educational needs of Bijou students they are not permitted during instructional time in classrooms. Students may be allowed by certain classroom teachers to listen to music during student work time. Handheld games may not be used in any classroom at any time. Headphones and MP3 players may be used **at the discretion of each classroom teacher.**

Parents/guardians who wish to contact their student during school hours should call the office (328-2065). A message will be given to the student or, in an emergency, the student will be located immediately. Students may use the phone in the front office if there is a need to make outgoing calls during the day. To maximize your student's learning and minimize class disruption, please do not call or text your student during class time.

Cell phones found to be in use inappropriately during class time **may be confiscated**. Cell phones that are confiscated will be secured in the school's safe and returned to the student or parent at the end of the day.

DRESS and GROOMING

In accordance with D-11 policy, during school hours students' appearance shall be appropriate for the classroom and reinforce a positive learning environment. In addition, students' appearance at school-related functions including, but not limited to, special occasions and activities under the jurisdiction of the school, shall be appropriate for these occasions, regardless of where or when such occasions or activities occur.

Items that are not acceptable for school or school-related activities include the following:

- Jogging shorts/running shorts/"cut-off" shorts (or any shorts or other similar article of clothing shorter than mid-thigh)
- Skirts and dresses shorter than mid-thigh
- Sunglasses (inside the building)
- Underwear as outer wear
- Bedroom slippers
- Pajama pants or "soft" pants
- Inappropriately sheer, tight, or short clothing
- Garments (e.g. "midriffs"; halter tops; backless clothing; "tube" tops; garments made of fishnet, mesh, or similar material; tank tops; "muscle" tops; etc.) that inappropriately bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, and breasts
- Sagging clothing
- Any clothing, paraphernalia, grooming, jewelry, accessories or body adornments that contain advertisement, symbols, words, slogans, patches, or pictures that are sexually suggestive; that are drug, tobacco, or alcohol related; or that are obscene, profane, vulgar, lewd, indecent, or plainly offensive
- Any clothing, paraphernalia, grooming, jewelry, accessories or body adornments that are disruptive or potentially disruptive to the learning environment; that pose a threat or potential threat to the safety or welfare of the student or any other person; or that are or could be considered to be symbols of gang involvement or activity.
 - ***this includes but is not limited to the numbers "719" (or any other area code), "69", "7", "4", "13", Playerz, Posse, G-Thing, OG, G-Unit, Eight Ball (word or symbol), cigarette or alcohol ads, drug language or paraphernalia (#420, mushrooms, marijuana leaves), dice, dollar signs or other references to money, cards or other references to gambling, crowns, clowns or references to ICP***
- Any other similarly inappropriate clothing, accessory, body adornment, etc., or inappropriate grooming or hygiene.
- Student appearance which is considered by school officials to be vulgar, lewd, obscene, profane, indecent, plainly offensive, or in any way related to gang membership or activities, shall not be allowed in or on school or district property or at school-related functions or activities, regardless of where the activity is held or whether the student's appearance causes a substantial disruption or poses a threat to the safety or welfare of the student or other person.

Any student who comes to school without proper attention having been given to their appearance or cleanliness is in violation of this policy and may be disciplined, sent home to be properly prepared for school, and required to prepare himself or herself for the classroom before re-entering school. Students who violate this policy in a continuing or flagrant manner may also be recommended for suspension and/or expulsion.

The administration of each school reserves the right to pass judgment on the interpretation of this policy and is granted the authority to establish a higher standard of dress than is required by this policy that is commensurate with the values and expectations of their community. This includes the option of designing and implementing a

more uniform dress code with the approval of the Superintendent/Designee. Temporary exceptions to this policy may be granted for a limited duration by the school principal for specially designated days or occasions.

STUDENT SEXUAL AND RACIAL HARASSMENT/DISCRIMINATION POLICY

The Colorado Springs School District 11 Board of Education (the Board) and The Bijou School are committed to a policy prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, transgender status, gender identity, gender expression, national origin, religion, ancestry or protected activity. (Policy AC) Therein, the Board has stated that respect for the dignity and worth of each individual shall be a consideration in the establishment of policies by the Board and in the implementation of those policies by the District.

This policy applies to individuals and activities on 1) all district property, including but not limited to school buses and electronic communication and access resources; 2) any non-district property on which a district- or school-sponsored activity or event occurs; and 3) any other non-district property or location where the behavior engaged in may have a direct impact on school discipline or be detrimental to the welfare or safety of students or staff. Among other things, it is designed to generally advise students, their parents/guardians, and district employees of behavior that may constitute sexual or racial harassment, and to encourage district students to report any such behavior to an appropriate district representative.

Importantly, the District expects each of its employees and students to avoid any behavior that constitutes unlawful sexual or racial harassment. The District also expects its employees and students to avoid any behavior that constitutes retaliation against any person for reporting alleged sexual or racial harassment, or for otherwise assisting, participating, or providing testimony relating to alleged sexual or racial harassment. Such behavior is itself a violation of this policy, and may also be a violation of applicable federal and state law.

Whether or not conduct constitutes sexual harassment will be determined on a case by case basis, depending on the totality of the circumstances. Sexual harassment may not only include behavior that is overtly sexual, but also behavior that would not have occurred but for the student's gender, regardless of whether or not it is sexual in nature. Under some circumstances, one incident may be sufficiently severe to constitute sexual harassment. The harasser may be the same gender as the student who has been harassed.

NONDISCRIMINATION STATEMENT

Colorado Springs School District 11 seeks to comply with applicable laws prohibiting discrimination in relation to disability, race, creed, color, sex, sexual orientation (as defined by state law), national origin, religion, ancestry, age and protected activity in its programs and activities. D11 also provides equal access to the Boy Scouts and other designated youth groups. Any harassment/discrimination of student and/or staff, based on the aforementioned protected areas, is prohibited and must be brought to the immediate attention of the school principal, the D11 administration, or the D11 nondiscrimination compliance/grievance coordinator. The following person has been designated to handle inquiries regarding D11's non-discrimination policies: The District 11 Non-Discrimination Compliance Coordinator, Alvin Brown, Jr., JD, 711 East San Rafael St., Colorado Springs, CO. 80903, browna@d11.org, phone: (719) 520-2271, fax: (719) 520-2442.

DECLARACIÓN DE NO DISCRIMINACIÓN

El Distrito Escolar 11 de Colorado Springs está comprometido a una política de no discriminación en cuanto a raza, credo, color, sexo, ascendencia, orientación sexual, religión, origen nacional, edad, y/o impedimento. La discriminación y/o el acosamiento que sucedan a base de factores arriba mencionados no se tolerarán y deben ser denunciados de inmediato al director de la escuela o al coordinador de cumplimiento con la no discriminación en D11: Alvin Brown, JD, Office of Equal Opportunity Programs and Ombudservices, 1115 N. El Paso Street, Colorado Springs, CO 80903. Teléfono: 520-2271, FAX: 520-2442, Correo electrónico: alvin.brownjr@d11.org.

CRISIS MANAGEMENT PLAN & PRACTICE

Today's society requires that students and teachers be prepared for life activities in and out of the classroom. As part of this preparation, District 11 has developed a district wide Crisis Management Plan to assist students, teachers, administrators and other social agencies deal with potential disturbances or hazards to the normal school environment. Just as the schools have always held fire drills, we will occasionally have crisis drills throughout the school year.

INCLEMENT WEATHER PROCEDURE IN SCHOOL DISTRICT 11

All inclement weather decisions are based on concerns for student, parent and staff safety.

Parents are expected to decide whether to send students to school on threatening, stormy days. When schools are open, some parents may choose to keep their children home due to bad weather. Such absences will be excused, and work missed may be made up without penalty. Parents are expected to provide to school offices updated information about emergency telephone numbers and alternative arrangements for the safe custody of students during inclement weather. Exceptions to this procedure may be made by the superintendent / designee when Colorado High School Activities competition or rental to outside agencies could be adversely affected.

IN THE EVENT SCHOOL IS CLOSED FOR THE DAY

District 11 will:

- Collect data at the earliest appropriate time. The district will check with Springs Transit, the National Weather Service, the Colorado Springs Police Department and three geographically located staff members.
- Make the decision as to whether schools will be closed and announce the decision no later than 5:30 a.m., unless there are extenuating circumstances, by calling the local media.

Parents are expected to:

- Be responsible for custody of their children.
- Listen to news broadcasts on stormy mornings or check **Comcast Channel 16** and/or the District 11 Web site at www.d11.org.

The community is expected to:

- Listen to news broadcasts to determine if community education classes, rental leases and co-curricular activities will take place as planned.
- Make a personal decision about whether to attend late afternoon or evening activities.

IN THE EVENT A DELAYED/SAFETY START OCCURS

District 11 will:

- Make the decision to delay school by 2 hours and announce that decision no later than 5:30 a.m. unless there are extenuating circumstances.
- Make the decision to cancel community education classes, rental activities and co-curricular activities by 1 p.m. unless there are extenuating circumstances.
- Begin school for all students, except a.m. kindergarten and all pre-school activities, 2 hours later than each school's normal arrival time.
- Cancel all a.m. pre-school activities and kindergarten classes.
- Cancel breakfast and before-school enrichment programs.
- Contribute to the safety of students and the entire community by reducing the amount of pedestrian and vehicle traffic during peak hours and under poor driving/walking conditions.
- Use a common symbol at each elementary school to indicate a delayed/safety start.

Parents are expected to:

- Be responsible for custody of their children until school begins.
- Listen to the news broadcasts on stormy mornings or check **Comcast Channel 16** and/or the D-11 Web site at www.d11.org.
- Decide whether or not to send their children to school on threatening, stormy days.
- Send their children to school at the delayed start time rather than the normal time.

IN THE EVENT A DECISION HAS BEEN MADE TO OPEN SCHOOLS AND THE STORM WORSENS UNEXPECTEDLY

District 11 will:



- Inform the media listed above not later than 11 a.m. that schools will dismiss students early.
 - Dismiss students 2 hours earlier than normal, unless otherwise directed by the superintendent / designee. Schools will make every effort to complete lunch service before dismissal.
 - Keep buildings open as long as necessary to evacuate all students safely.
 - Cancel all p.m. preschool and kindergarten.
- Parents are expected to:
- Listen for an early dismissal announcement no later than 11 a.m. or check **Comcast Channel 16** and/or the D-11 Web site at www.d11.org.
 - Make sure their children know what to do and where to go if dismissed early.
 - Know that students will be dismissed two hours earlier than normal.
- Not rely on the telephone to make last-minute arrangements for their children. (Lines tend to malfunction during storms.)

A Note From the School Nurse Medication Policy

As we start a new calendar year we would like to remind everyone of the DII medication policy. Students are not allowed to carry any medication on them, including over the counter medications, unless the following procedures have been followed:

- Medications must be in the original container with proper labeling.
- The student medication form must be completed and signed by both the physician and the parent. Please be sure that the physician specifies how often the medication can be given.
- **Over-the-counter medications also require a completed and physician signed medication form and a properly labeled container.** This is to assure the safety of every student at school (to prevent allergic reactions or incorrect dosages).
- If your student carries an inhaler or epi-pen, we need a medication form signed by the parent and physician noting that the student may carry an inhaler at school and self-administer. Please also obtain and sign a “contract to carry medication” form, which can be obtained through the Bijou front office.
- Controlled substances such as pain medications and medications for ADHD are not allowed to be carried by students at school.
- Lunchtime doses of ADHD meds and other meds that **need** to be given during the school day can be administered by school staff and locked in the office if necessary.
- Please try to schedule medications around the school day if at all possible. For example, antibiotics that are to be administered 3X/day can typically be given in the morning, after school and before bedtime.

If you have questions or concerns, please let the front office know that you would like to speak with me.

Thank You,

JoAnne Shroyer
RJWAC School Nurse