

# **Roncalli STEM Academy**

## **Student Handbook**

### **2016 - 2017**

Roncalli STEM Academy students develop motivation to succeed, creative thinking, leadership skills, social success and academic proficiency with a focus on topics in Science Technology Engineering and Math.



**Good Better Best,  
Never Let it Rest!  
Til' the Good Gets Better,  
And the Better Gets Best!**

## School Information Page

Roncalli STEM Academy

4202 Highway 78

Pueblo, CO 81005

(719)549-7450

Start Time for Students:

8:15am-4:05 Monday-Thursday

8:15am-2:00pm - Friday (Early Release)

## Athletics

- All students 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. Roncalli's athletic program promotes school spirit, positive student morale, community involvement, and healthy physical activity. Sports include softball, volleyball, basketball, cross country, track, and wrestling. Specific activity agreement forms and physical exam forms are available in the main office.

## Attendance

Students who are not in school or not in class and engaged in instruction cannot learn what is being taught. Regular attendance and participation in every class are critical to success. Parents/guardians are expected to get students to school on time every day that school is in session unless students are ill or injured such that they are unable to attend or unless there is a death in the family.

Appointments should be made outside of school hours whenever possible.

*Regardless of whether an absence is excused, any absence will detract from a student's ability to learn and to earn a proficient grade in missed classes.*

## Arrival time

- Roncalli STEM Academy follows an established schedule and calendar of instruction that is different from other schools in the district. This schedule and calendar was approved, along with other aspects of a plan to provide a specialized academic program to our students, by the Colorado Department of Education. 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 open for business 7:55 AM – 4:15 PM Monday through Friday on days that the school is open to students for instruction.
- Classes begin at 8:15 and end at 4:05(M-Th) 8:15-2:00 (F)
  - ❖ Staff are on duty to supervise outside of the building at 8:05
  - ❖ Staff are on duty to supervise inside the building at 8:10
  - ❖ Students who are dropped off by other than district busses should plan to arrive between 8:05 and 8:10.
  - ❖ Busses arrive no later than 8:15.
  - ❖ **Students are required to remain outside until 8:10** (except in cases of extreme weather when the Assistant Principal announces that the building may be open a few minutes sooner.
- School closures or late starts are reported on local television/radio news programs early in the morning.

## Absence – Call 549-7450

If a student will be absent a call must be made to the school office (549-7450) by 10:00 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:**

When students need 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 Main Office, by Parent/Guardian with appropriate picture ID.

## **Tardy Arrival:**

There is no reason for a student to be tardy to school except in extreme or unusual circumstance. 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 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 and assignment to stay after school to make up lost time. The parent/guardian is responsible to pick students up from school if they are held after school. Chronic tardy arrival translates into absence and will result in the same response as to truancy.

- **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.

- **School definitions related to absence/tardy arrival:**

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

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

- ✓ There are three minutes between classes during which students may proceed from one class to another. There is no time during passing to go to lockers.
- ✓ 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.
  - 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.
- ✓ Students who are preparing to go to or returning from PE are expected to access lockers efficiently. Arrival time to PE class and the time of dismissal from class allow sufficient time to dress and access gym and hallway lockers.
- ✓ 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.

### **Bus Transportation (549-7217)**

- Bus Transportation and Regulations School bus transportation is a privilege that may be withdrawn for inappropriate behavior. School and District rules/ regulations apply on all school buses. Also, students must follow bus rules provided by First Student. A student is to ride the bus to which he/she is assigned. 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.

### **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, beeper/Pagers, Walkie-Talkies, and 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, 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 City Schools, aka-Pueblo School District 60, shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible of investigation of such incidents. Consequences for violations of this policy are as follows: Parents/guardians may leave important messages for their student; 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.
- 1st Offense: The device shall be confiscated, secured and transferred to the appropriate school administrator. Parent/Guardian shall be notified and 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. The parent/guardian shall be notified and 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 appropriate school administrator. The parent/guardian shall be notified. 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.

If a student refuses to give the device to staff, this will be considered defiance of authority and the office will be contacted.

## **Complaint Procedures**

- Roncalli STEM Academy and Pueblo City Schools 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 City Schools 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 CITY SCHOOLS – 315 WEST 11<sup>TH</sup> STREET – PUEBLO, CO 81003 – (719) 549-7100**

## **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 College in Colorado account to develop an Individual Career and Academic Plan (ICAP).
  - This process begins in the 6<sup>th</sup> grade and becomes more focused over time.
  - Once established, a College in Colorado 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 City Schools 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 contact the parent within 24 hours of incident.

**Positive Behavior Intervention Support (PBIS)**

- PBS 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 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, Bullying**

Anything that threatens the safety of anyone will result in disciplinary action. This includes threats/intimidation and harassment/bullying 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 expulsion or ATE. (In rare cases a student may be found to be in self-defense.) If the principal 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/bullying 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.

## **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 and weapons.

## **Dress Code**

**All students attending Roncalli STEM Academy are expected to wear a uniform according to the following guidelines:**

### **Pants and Shorts: Khaki pants/shorts/skirts only.**

No excessively baggy or tight clothing; must be within one size of student's standard measurement. Straight-legged dress/casual pants in the above solid colors only.

1. Khaki Pants or shorts worn at the waist (no sagging)
2. Khaki Shorts and khaki colored skirts must reach must reach the top of the knee when standing.
3. Black leggings maybe worn under knee length khaki skirts. No other color legging will be allowed. Leggings are only allowed with skirts.
4. **No** holes, tears, chains, writing, decoration, or decals.

### **Shirts/Tops: Black Polo Shirts only.**

1. Black Polo shirts. Shirts cannot be oversized, and cannot be longer than the top of the legs. Shirts must be free of any logo.
2. Visible undershirts or turtle-neck shirts must be solid white, grey, or black without printing or logo of any kind. Please make sure an acceptable long sleeve shirt is worn during cold weather. Hoodies, sweat shirts, jackets are **not allowed** except outside during lunches.
3. Shirts may not be altered in any way.

### **Accessories:**

- Hats, bandannas, and other head-coverings are not appropriate at school and will be confiscated to be retrieved by a parent/guardian.
- Belts may not hang below the bottom of a shirt.
- Excessive jewelry is discouraged.
- 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.

### **PE Dress Requirements**

All students will need to purchase PE attire on their own and have the required items no later than the first day of the second week of school.

- Shorts with a drawstring and/or elastic (no snaps or zippers) or similar sweatpants
- Tee shirts must be white, loose enough for physical activity but not too baggy. Identify tee shirt with student first and last name marked on the outside of the hem in the front, clearly printed black letters
- Athletic support for boys – Supportive top for girls

### Emergency Procedures

- **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. 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 front doors 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.

### Library/Media Center

- The Library/Media Center is open every day for student use. Students have access to computers, books, and other materials for academic use.
- Students are responsible to take care of borrowed materials – fines will result when materials are overdue, damaged, or lost. These fines will accumulate on student records and must be paid in order for students to matriculate to High School and graduate with a diploma.

### Lockers

- Gym lockers will be assigned by Physical Education teachers. Access to gym lockers will be before and after PE. Students are required to keep locker combinations confidential.

### 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 to purchase lunch. Students who bring cash to school for a fund raiser event should turn it in to the sponsor as soon as possible – preferably before school begins for the day.  
**\*\*\* School staff members do not attempt to recover lost or stolen valuables. The best plan is to keep them at home.**

### Make-Up Work

- 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).

### 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 injured 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 card 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.



January 2016

Dear Parents of Kindergarten-12th Grade Students in Colorado Schools (School Year 2016-17):

Immunizations are an important part of our children's and the community's health. Colorado law requires students attending a public, private or parochial school to be immunized against certain vaccine-preventable diseases. The purpose of this letter is to remind parents about the need for back-to-school immunizations and to provide immunization information. The chart on page 2 shows which vaccines are **required** for school attendance, along with **recommended** vaccines which provide more protection against vaccine-preventable disease. There are no changes to the vaccines required from the previous school year. It is helpful to share this letter with your child's healthcare provider or your local public health agency (LPHA) where your child receives immunizations.

Colorado follows the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices schedule. This schedule is approved by the American Academy of Pediatrics, the American Academy of Family Physicians and the American College of Obstetricians and Gynecologists. This is the immunization schedule which will best protect your child from vaccine-preventable diseases and is the national standard for health care providers who vaccinate your children. *Please note: In Spring 2016, it is anticipated the Colorado Board of Health will approve a recommendation that will require all students to receive their final doses of DTaP, Polio, MMR and Varicella (chicken pox) vaccine before kindergarten entry and one dose of Tdap vaccine before 6th grade entry.*

Starting **July 1, 2016**, parents/guardians seeking non-medical (religious or personal belief) exemptions for children in kindergarten-12<sup>th</sup> grade must submit non-medical exemption forms annually. Medical exemptions only need to be submitted once and require the signature of your child's doctor or advanced practice nurse. To submit a non-medical or medical exemption, go to [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption) and follow the instructions. Children with an exemption may be kept out of school during a disease outbreak.

Parents may have questions or want more information about children's immunizations and vaccine safety. Resources for parents about the safety and importance of vaccines are available at: [www.ImmunizeForGood.com](http://www.ImmunizeForGood.com) and [www.colorado.gov/cdphe/immunization-education](http://www.colorado.gov/cdphe/immunization-education).

Colorado law requires schools to provide school-level immunization and exemption information to the Colorado Department of Public Health and Environment (CDPHE) by December 1, 2016. Immunization and exemption rates for each school will be posted on the CDPHE website as soon as they are verified. Many parents, especially those with children who can't be vaccinated due to a medical issue, may want to know which schools are best protected against vaccine preventable disease.

Please discuss your child's vaccination needs with your child's healthcare provider or LPHA and bring your child's updated immunization records to school each time your child receives an immunization. To find your LPHA or learn about free or low cost vaccines, call the Family Health Line at 1-303-692-2229 or 1-800-688-7777. **For questions about school immunization requirements, please contact your school.**

Sincerely,

Jamie D'Amico, RN, MSN, CNS  
CDPHE Immunization Branch - Schools and Community Coordinator  
303-692-2957 | [jamie.damico@state.co.us](mailto:jamie.damico@state.co.us)  
[www.coloradoimmunizations.com](http://www.coloradoimmunizations.com)



MINIMUM NUMBER OF DOSES REQUIRED FOR CERTIFICATE OF IMMUNIZATION Kindergarten through 12<sup>th</sup> grade: 2016-17 SY - Required for School Attendance

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
		<i>Vaccines administered ≤ 4 days before the minimum age are valid</i>
<b>Diphtheria/Tetanus/Pertussis</b> <i>DTaP or DT only licensed through 6 yrs of age. (Tdap can be given as early as 7)</i>	5 to 6	5 DTaP or DT (if dose 4 was administered on or after the 4 <sup>th</sup> birthday, the requirement is met). The final dose of DTaP must be given no sooner than 4 years of age. Tdap is required at 6 <sup>th</sup> grade entry and through 12 <sup>th</sup>
<b>Tetanus/Diphtheria/Pertussis</b> <i>For students 7 years of age or older who did not have full series of DTaP or DT</i>	3 or 4	3 or 4 appropriately spaced tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap). Intervals between doses include 4 wks between first 2 (or 3) doses and 6 mos between last 2 doses. (Note: If 1 <sup>st</sup> dose is given before 1 year of age, the student will need 4 doses).
<b>Polio (IPV)</b>	3 to 4	4 IPV (or 3 doses if 3 <sup>rd</sup> dose is given on or after 4 <sup>th</sup> birthday). Students who were compliant with 3 or 4 doses prior to August 7, 2010 have met the requirement if at least 4 weeks between doses.
<b>Measles/Mumps/Rubella (MMR)</b>	2	The 1 <sup>st</sup> dose cannot be administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for students entering Kindergarten. (2 doses are required through 12 <sup>th</sup> grade).
<b>Varicella (Chickenpox)</b>	2	The 1 <sup>st</sup> dose cannot be administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for students entering Kindergarten. (2 doses are required through 12 <sup>th</sup> grade). <i>Note: no vaccine required if there is documentation of chickenpox disease by a health care provider.</i>
<b>Hepatitis B</b>	3	The 2 <sup>nd</sup> dose must be administered at least 4 weeks after the first dose. The 3 <sup>rd</sup> dose must be administered at least 16 weeks after the 1 <sup>st</sup> dose and at least 8 weeks after the 2 <sup>nd</sup> dose. The final dose must be administered no sooner than 24 weeks of age. <i>Note: there is a specific 2-dose series is for ages 11-15 years only.</i>

RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-PREVENTABLE DISEASE

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
<b>Influenza (Flu)</b>	1 to 2	<i>Vaccines administered ≤ 4 days before the minimum age are valid</i> 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 children 6 months of age and older.
<b>Meningococcal Meningitis (MCV)</b>	1 to 2	Adolescents 11-18 years of age
<b>Human Papillomavirus (HPV)</b>	3	Adolescents 11-18 years of age
<b>Hepatitis A (Hep A)</b>	2	All children 1 year of age and older

Immunization requirements will be 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 test showing immunity is also acceptable.
2. For the student who is catching up on receiving required immunizations, the school will notify the parent/guardian that the student has 14 days to receive the required immunization(s) or to provide written documentation of the plan to receive the next required immunization(s) following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not completed, the student shall be excluded from school for non-compliance.
3. Valid medical exemption signed by a healthcare provider or non-medical exemption (religious or personal) submitted by a parent/guardian.



### **Nutrition Services – School Breakfast and Lunch Program**

Pueblo City Schools is participating in a Universal Lunch and School Breakfast Program for the current school year (2015-2016). If your children attend Pueblo City Schools, Pueblo School for the Arts and Sciences or Chavez Huerta Preparatory Academy, breakfast and lunch will be available to them at no charge. All students enrolled at these 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.

Studies have shown that children who are not hungry perform better in school. By providing lunch to all children at no charge, we are hoping to create 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.

- 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.
- Students may leave the cafeteria to out of doors recreational areas (weather permitting) after they have finished eating and cleaned up after themselves.
- School personnel supervise lunch in the cafeteria and recreational areas.

### **Parent and Family Participation and Communication**

- The Building Accountability Committee (BAC) 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 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 at least monthly. 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 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. Students participate in leading conferences, sharing their academic and other accomplishments.
- 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.

### **School Supplies**

- Students are expected to bring basic materials for learning to school every day.
  - Pens, pencils, erasers, and binder paper are required.
  - Other materials may be required by individual teachers. Each teacher will provide a class description and list of required materials.
- Student planners are required in each class, each day. Each student is issued one planner at no cost. All additional planners issued will cost \$5.00 each and will be billed to the student's account. These costs do not go away. These costs accumulate over time and can result in an enormous expense that must be paid in order for students to matriculate to high school and graduate with a diploma.

### **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: IPODs/MP3s, cell phones, hand held gaming devices, laser pointers, permanent markers, playing cards, trading cards, and items brought for resale, gum, candy, and any drink other than water . Leave these items at home. 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.

### **Report Cards**

- Quarter grades and Progress reports will be sent home with students. A school messenger will be sent home notifying Parents when this occurs.

### **Technology and Internet use**

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

### **Text Books**

- Students are provided with text books for use in each class. Students can arrange with a teacher to check-out a text book to take home. 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 used or checked-out. Fines will accumulate on student records and must be paid in order for students to matriculate to High School and graduate with a diploma.

### **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.

## 2016-2017 Roncalli STEM Academy Daily Bell Schedule

	1st Lunch	2nd Lunch	3rd Lunch	4th Lunch	5th Lunch	
<b>1st Hour</b> Breakfast 8:15 - 8:27	<b>8:15 - 9:15</b>					
<b>2nd Hour</b>	<b>9:18 - 10:07</b>					
<b>3rd Hour</b>	<b>10:10 - 10:59</b>					
<b>4th Hour</b>	<b>11:02 - 11:51</b>					
<b>5th Hour</b>	1st Lunch	11:54 - 12:25	Advisory	Advisory	Advisory	Advisory
	2nd Lunch	Advisory	12:10 - 12:41	Advisory	Advisory	
	3rd Lunch		12:26 - 12:57	Advisory	Advisory	
	4th Lunch		Advisory	Advisory	12:42 - 1:13	
	5th Lunch		Advisory	Advisory	Advisory	
					12:58 - 1:29	
<b>6th Hour</b>	<b>1:32 - 2:21</b>					
<b>7th Hour</b>	<b>2:24 - 3:13</b>					
<b>8th Hour</b>	<b>3:16 - 4:05</b>					

\*Teacher Contract Work Day is 8 hours.

\*Contract hours for teachers assigned to AM duty is from 8:05 to 4:05.

\*Contract hours for teachers assigned to PM duty is from 8:15 to 4:15.

<b>2016-2017 Roncalli STEM Academy Early Release Bell Schedule (Friday)</b>	
<b>1st Hour Breakfast</b>	<b>8:15 - 8:59</b>
<b>2nd Hour</b>	<b>9:01 - 9:31</b>
<b>3rd Hour</b>	<b>9:33 - 10:03</b>
<b>4th Hour</b>	<b>10:05 - 10:35</b>
<b>5th Hour</b>	<b>10:37-11:07</b>
<b>6th Hour</b>	<b>11:41 - 12:01</b>
<b>6A Lunch</b>	<b>11:09-11:39</b>
<b>6B Lunch</b>	<b>11:09-11:39</b>
<b>7th Hour</b>	<b>12:13 - 1:43</b>
<b>7th Lunch</b>	<b>11:41-12:11</b>
<b>8th Hour</b>	<b>12:45 - 1:13</b>
<b>8a Lunch</b>	<b>12:13-12:43</b>
<b>8b Lunch</b>	<b>12:43-1:13</b>
<b>Advisory</b>	<b>1:15-2:00</b>

\*Teacher Contract Work Day for Friday Early Release: 8:05 - 4:05

\*All teachers will have AM and PM Duty

\* All AM/PM Duty is during contract time. PD will begin at 2:15 PM

\* Early Release Friday is newly proposed schedule for SY 2016-2017

## First Student Pueblo City Schools Bus Code of Conduct

Pueblo City Schools provide transportation for our students through a third-party provider, First Student, Inc. We believe that all students should be allowed to ride the bus and have the opportunity to ride the bus to and from school and for field trips and extra-curricular activities. It is important to note that generally, bus ridership is a privilege and is available to all students until the student's conduct on the bus proves otherwise. As a result, we believe that parents and students should be aware of our Code of Conduct expectations that govern bus ridership.

1. Students should be at the bus stop approximately 5 minutes before the designated pick up time.
2. Behaviors at the bus stop should mirror the behaviors a student is expected to exhibit in the school building, i.e. no behavior that endangers the welfare and safety of the student or others.
3. While on the bus, the bus driver is considered an extension of the staff at a school building. As a result, the bus driver is in charge and the students must comply with the request of the driver. Failure to do so will result in a disciplinary report and action.
4. The bus driver set the specific rules for their bus, but there are rules for all students riding the bus;
  - a. No drugs or prescription drugs (without school permission) allowed on the bus.
  - b. No weapons on the bus. i.e. Knives of any kind, BB guns, pellet guns, soft air guns, replicas of weapons, guns themselves or any device that is used as a weapon.
  - c. No use or possession of any form of tobacco.
  - d. No alcohol.
  - e. No matches, lighters, or any type of explosive material, including CO2 cartridges.
  - f. No profanity or profane gestures.
  - g. Loud and disruptive talking or behavior that would distract or impact the driver's ability to drive the bus safely.
  - h. No vandalism or destruction of bus property of any kind. Any vandalism will be dealt with through Law Enforcement and parent will be responsible to pay for the repair of the damaged item.
5. Students shall board and depart from the bus only at their own school or at their designated stop unless written permission has been received by either the school or transportation department. Forms can be accessed from the school building office that can be provided to the transportation office.

### Code of Conduct Violation Process:

**First Violation:** Driver verbally warns the student and may move the student to a different seat.

**Second Violation:** Driver issues a written warning (conduct report) to the student that must be signed by the parent and returned to the driver before the student is allowed back onto the bus.

**Third Violation:** Driver will issue a second written warning that is reviewed by the central transportation department and will result in a 1 day suspension of bus riding privileges. Conduct report must be signed by the parent and returned to the driver before student will be allowed back onto the bus.

**Fourth Violation:** Driver will issue a third written warning that is reviewed by the central transportation department and will result in a 3 day suspension of bus riding privileges. Conduct report must be signed by the parent and returned to the driver before student will be allowed back onto the bus.

**Any further violations will result in suspension from the bus pending a hearing with Pueblo City Schools and First Student.** A decision about further ridership privileges will be made at that hearing.

Automatic suspension of ridership privileges include but are not limited to:

- Physical harm or threat of physical harm to the driver or other individuals on the bus.
- Property damage.
- Endangering other vehicles traveling with the bus on roadways.
- Any other behavior that jeopardizes the welfare and safety of individuals on or around the bus.

It is important for parents and students to keep in mind that severe violations of the bus code of conduct can also result in school disciplinary action as well as ridership disciplinary action. Additionally, any suspension of bus ridership on any bus means that ridership on all buses is suspended.

We hope and expect that students will have a safe and pleasurable experience riding the buses provided by the services of First Student. We encourage families to review these basic rules and regulations and support a positive educational experience.





# PUEBLO CITY SCHOOLS

315 W. 11th Street  
Pueblo, Colorado 81003

## BOARD OF EDUCATION

Phyllis Sanchez ..... President  
Patricia Milner, Ph.D. .... Vice President  
Barbara Clementi ..... Board Member  
Robert Gonzales ..... Board Member  
Frank Latino ..... Board Member

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TBA ..... Treasurer  
Geri Patrone ..... Secretary/Assistant Treasurer

## SUPERINTENDENT OF SCHOOLS

TBA

	<h3>MISSION STATEMENT</h3>
	<p><b><i>Pueblo City Schools – World-Class</i></b></p>
	<p>Our mission in Pueblo City Schools – a unique educational community strengthened by its diversity, culture and traditions – is to guarantee a <b>“world-class education that prepares graduates to succeed in a global society.”</b> This will be accomplished in a safe, secure environment through innovative state-of-the-art technologies, superior curricula, and highly-skilled educators driven by active partnerships with students, families and communities.</p>

Pueblo City Schools does not discriminate on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, religion, or other status protected by law in admission or access to, or treatment and employment in, its programs and activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities, programs and employment. The following individual has been designated to handle inquiries regarding the non-discrimination policies: EEO/Affirmative Action/Title IX/ Section 504 Compliance Officer, 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100.

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