

Carlile
Elementary School

Family Handbook
2017-2018

PUEBLO CITY SCHOOLS

315 W. 11th Street
Pueblo, Colorado 81003

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MISSION STATEMENT

Pueblo City Schools – World-Class

Our mission in Pueblo City Schools – a unique educational community strengthened by its diversity, culture and traditions – is to guarantee a **“world-class education that prepares graduates to succeed in a global society.”** 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.

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.

Carlile Elementary School

2017-2018 School Year

Dear Students, Parents, & Guardians:

Welcome to the 2017-2018 school year! We look forward to another year of watching our students grow socially and academically.

Carlile Elementary has high expectations for its students, staff, and parents. Please use this Family Handbook, in addition to the communication you receive from your child's teacher and our school's website, as a guide to our school's policies and procedures.

The 2017-2018 Family Handbook is also available on our school website, accessible at www.pueblocitieschools.us. We invite you to bookmark this website, as you will find many resources, links to other web pages/sites, dates to remember, reminders, and archived information on it.

If you ever have any questions or concerns that cannot be answered by your child's teacher, please feel free to contact us at 549-7520.

Sincerely,

Erika Slaughter, M.A.

Erika Slaughter, M.A.
Principal

PLEASE RETURN THIS FORM TO YOUR CHILD'S TEACHER

Student Name: _____

We have had the opportunity to receive and review the 2017-2018 School Year Carlile Family Handbook. We also understand that the Handbook is available on the school's website.

Parent/Guardian Signature

Date

Student Signature

Date

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PUEBLO CITY SCHOOLS 2017-18 TRADITIONAL Instructional Calendar

August 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017

S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20*	21
22	23	24	25	26	27	28
29	30	31				

November 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

Teachers Begin16
 District Professional Development/
 Building Meetings16
 District Professional Development Day17
 Teacher Work Days18, 21
 Classes Begin.....22
 Elementary Assessment Day31

SEPTEMBER

Elementary Assessment Day1
 Holiday (Labor Day)4

OCTOBER

1st Grade Period Ends20
 District Professional Development Day23
 Teacher Work Day24
 Fall Break – Students23, 24, 25, 26, 27
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NOVEMBER

Parent/Teacher
 Conference Window6, 7, 8, 9, 10
 Thanksgiving Break.....20, 21, 22, 23, 24

DECEMBER

Elementary Assessment Day15
 Winter Break18, 19, 20, 21, 22,
 25, 26, 27, 28, 29

JANUARY

Winter Break1, 2
 Holiday15
 2nd Grade Period/1st Semester Ends19
 Teacher Work Day22

FEBRUARY

District Professional Development Day16
 Holiday (Presidents Day)19

MARCH

Spring Break19, 20, 21, 22, 23
 3rd Grade Period Ends30

APRIL

Teacher Work Day2

MAY

Elementary Assessment Day4
 Holiday (Memorial Day)28

JUNE

Graduation:
 SouthFriday, June 1, 7:00 p.m.
 EastSaturday, June 2, 8:00 a.m.
 Centennial Saturday, June 2, 12:30 p.m.
 Central Saturday, June 2, 5:00 p.m.
 Classes End.....6
 Teachers' Last Day7

JULY

February 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30*	31

April 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2018

S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PUPIL CONTACT DAYS

August8	February.....18
September.....20	March17
October.....17	April.....20
November.....17	May22
December.....11	June4
January.....19	July.....0
	Total.....173

DAYS PER SEMESTER

1st Grade Period.....43	3rd Grade Period.....42
2nd Grade Period...42	4th Grade Period46
1st Semester85	2nd Semester.....88
	Total.....173

KEY

- All Students Begin and End
- ★ Teachers Begin / End
- Holiday
- ☆ Elementary Assessment Days – *School In Session*
- Teacher Work Day (full day) – *No Students*
- ◊ District Led Professional Development (full day) – *No Students*
- ▲ Principal Led Professional Development/Building Meetings
- Parent/Teacher Conference Window: 1st semester (*Second semester conferences scheduled by each school*)
- ⋮ Graduation
- * Grade Period End
- ⌋ Semester Ends



CARLILE ELEMENTARY SCHOOL

Serving Pre-K through 5th Grade

VISION

Every Child, Every Day
We Are Carlile C.H.A.M.P.I.O.N.S.!

C-creating school wide success

H-high expectations for all

A-accountability for all

M-meeting goals

P-parent involvement

I-individualized instruction

O-ownership of student learning

N-no excuses!!!

S-safe learning environment

“No-Bully” MOTTO: As Cats, We Accept and Respect.

Carlile is joining forces with parents and community members to stop bullying in our school. Join with us in accepting and respecting all those around us! Because “As Cats, We Accept and Respect!”

We are CATS, which means we are about; Caring, Achievement, Teamwork, and Success.

COMMITMENTS

- We will recognize each child as a unique individual with specific strengths and needs.
- We will use data, including value-added assessment, and research in educational design, choices, and curriculum to assist all children to reach maximum potential.
- We will ensure all students receive high quality, standards-based instruction in all subject areas.
- We will focus instruction on high quality student work that meets state, national, and international standards.

WELCOME TO CARLILE ELEMENTARY SCHOOL

We are pleased to welcome you to Carlile. We are committed to maintaining a productive partnership with the students and parents of our community and look forward to an exciting year.

Our Purpose

Carlile Elementary School is centrally located in a historic building on the corner of Lincoln St. and Evans Ave. Our school has been providing a WORLD-CLASS education to the students of Pueblo since 1890! We currently serve students in preschool through 5th grade. In addition to the regular education program, Carlile offers a high quality special education program in order to meet the needs of all of our students. In order to shape the whole child, Carlile also provides education in the areas of music, art, physical education and computer technology.

Carlile Uniform:

School colors are light blue and royal blue. School shirts with Carlile logos are on sale with many vendors in town. Students are required to wear school shirts as the mandatory uniform. Students may also wear plain (no logo or ornamentation) royal blue, light blue or navy t-shirts, polo shirts or sweatshirts. **All shirts that do not have the banding at the bottom or are below fingertips (with arms to the side) must be tucked in during school hours. Parents will be called to bring appropriate clothing items (belts, shirts, etc) if their child is not in compliance with the school and/or district dress code.**

The school has many spirit days when students do not have to wear uniforms, and parents are notified using the School Messenger system. Every Friday is a PTO Casual Pass Day when students can wear the clothing of their choice for only \$1.00. This is optional and is not required. If the student does not wish to participate in the Friday PTO Casual Pass Day, then he or she will be required to wear their Carlile uniform. Friday is the only day that students will be allowed to purchase a Casual Pass. Students may earn Casual Passes for positive behavior, etc. from time to time and will be allowed to use them other than on Fridays.

SCHOOL SCHEDULES

School Office Hours: 7:30 a.m. to 4:00 p.m.

Teacher Hours: 7:50 a.m.-3:10 p.m.

Breakfast and lunch is free for all students at Carlile School. Breakfast will be served in the classrooms. Students should not arrive to school earlier than 7:50 a.m., as there is no adult supervision before this time.

Carlile Preschool Monday through Thursday (no preschool on Fridays)

A.M. session 8:10 a.m. to 11:10 a.m.

P.M. session 12:00 p.m. to 3:00 p.m.

Carlile Kindergarten through 5th Grade

Monday-Thursday 8:00 a.m. to 3:10 p.m.

Friday 8:00 a.m. to 1:35 p.m.

Tardy Bell 8:05 a.m.

PLEASE BE ADVISED: *Students must not be left at school after dismissal. School staff is only responsible for your children until dismissal. Parents are responsible for them after dismissal. Please be responsible parents and make arrangements for your children after school!*

A Note About Tardies: At Carlile we take tardies as seriously as we do absencesso do the judges who preside over Pueblo's Truancy Court. Students are tardy when they are not in their classrooms when their tardy bell rings at 8:05 a.m., even if only one minute late. When a student is tardy, it is difficult for him/her to transition into the school day as Carlile teachers begin teaching from the moment the students enter the classroom. **Tardies will only be excused when accompanied by a note from the doctor, dentist or court official.**

Playground Hours: **There is no supervision prior to 7:50 a.m. or beyond 3:20 p.m. Monday through Thursday and beyond 1:45 p.m. on Fridays.** Your child's safety is our concern; please do not allow them to be on the playground beyond those hours.

<p style="text-align: center;">CARLILE SCHOOL STAFF 2017-2018 SCHOOL YEAR</p>

Office Staff

Erika Slaughter	Principal
Randy Ortiz	School Counselor
Janine Dodge	Administrative Secretary

Certificated Classroom Staff

Gina Newman-Lane	Kindergarten
Lynette Payne	Kindergarten
Michelle Bell	1 st Grade
Dominique Conner	1 st Grade
Meghan Cira	2 nd Grade
Shannon Presgraves	2 nd Grade
Christina Lobato	3 rd Grade
Danielle Meyers	3 rd Grade
Tiffany Vandiver	4 th Grade
Chanae Gribble	4 th Grade
Ashlee Hart	5 th Grade

Preschool Staff

Annette Cowen	Early Childhood Educator
Amanda Jaquez	Early Childhood Educator
Kaitlyn Wear	Autism Coach

Certificated Instructional Support Staff

Terra Gray	Instructional Coach/Interventionist
Hali Sikes	ESS Teacher
Leanna Siefford	ESS Teacher
Lisa Sperl	ESS/Speech
TBA	School Psychologist
Rebecca Golob	Physical Education
Rita Dupler	Music Education

Classified & Other School Support Staff

Maria Gauna	Educational Assistant-Media
Briana Matthews	Educational Assistant-Media
Joie Aragon	ESS Paraprofessional
Kim Butler	ESS Paraprofessional
Grace Campos	ESS Paraprofessional
Jackie Garcia	ESS Paraprofessional
Lacey Hartman	ESS Paraprofessional
Rhonda Padilla	ESS Paraprofessional
TBA	ESS Paraprofessional
Dottie Vandaveer	Educational Assistant
Mechle Trujillo	Educational Assistant
Julie Magallon	ELL Tutor
Tony Saiz	Head Facility Caretaker
Lori Garcia	Assistant Custodian
Curtis Pacheco	Community Advocate

WHERE TO GO FOR ANSWERS AT CARLILE

Principal: Erika Slaughter

Phone: 549-7520

Email: erika.slaughter@pueblocitieschools.us

School Counselor: Randy Ortiz

Phone: 549-7520

Email: randy.ortiz@pueblocitieschools.us

Individual student concerns, parenting needs, Section 504 plans, RTI questions, crisis management counseling, at-risk students, school attendance, attendance intervention plans, Operation School Bell, Lions Club, community resources to assist families, honor roll, awards assemblies, and/or bully prevention

Administrative Secretary: Janine Dodge

Phone: 549-7520

Email: janine.dodge@pueblocitieschools.us

Immunizations, enrollment questions, appointments with Principal, attendance questions, building usage, volunteer applications, and/or school activities

Early Childhood Educator: Annette Cowen

Email: annette.cowen@pueblocitieschools.us

Entrance qualifications, openings, screenings, and/or home visits

Nutrition Services/Cafeteria: Gloria Trujillo

Phone: 549-7520

Email: gloria.trujillo@pueblocitieschools.us

Parent lunch reservations, menus

Gifted & Talented Coordinator/Instructional Coach/Interventionist: Terra Gray

Phone: 549-7520

Email: terra.gray@pueblocitieschools.us

Questions regarding gifted and talented program, instructional coaching, student intervention data/assessment, and/or Response to Intervention (RTI) processes

***If you would like to leave a message to speak with a particular teacher, to schedule a special event, or to schedule a conference, please call the main office to leave a message. Teachers will usually check messages before and after school.

All emergencies, calls for early dismissal, or other messages to students should be made to 549-7520 for delivery to the students.

ATTENDANCE



Student Absences and Tardies

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 academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the parents' obligation to ensure that every child under their care and supervision receives adequate education and training pursuant to compulsory school attendance. Each year the School Board establishes the school attendance period by adopting a school calendar. Please refer to the Pueblo City Schools Code of Conduct Handbook for the District Attendance Policy. In some cases, as outlined below, the Carlile attendance policy is stricter than the District attendance policy.

Important:

Absences should be reported to the office by phone before 8:45 a.m. All unexplained absences are unexcused. It is highly recommended, and, in some cases, required, that you submit doctor's excuses when a student's illness occurs.

THE ATTENDANCE POLICY AT CARLILE ELEMENTARY SCHOOL IS STRICTLY ENFORCED! If your family needs assistance getting your children to school, please contact the school immediately.

According to state law (C.R.S. 22-33-101), it is the obligation of parents to insure that every child under their care and supervision adequate education and training and, if compulsory attendance age, attends school.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that school begins. Because of the disruptive nature of tardiness and its detrimental effect upon learning, students and parents may be contacted by the School Counselor, Dean, and/or the Principal for excessive tardies.

Carlile Elementary School and the Pueblo Truancy Court view excessive tardies as a serious problem. When a student is not in the classroom when the tardy bell rings, even if one minute late, he/she is considered tardy. ***The only tardies that are considered excused are those accompanied by doctor notes or letters from the court.***

Carlile Elementary School recognizes good attendance with year-end awards. To qualify for Excellent Attendance for the school year, a student must have no more than 3 absences and no more than 3 tardies or 5 combined.

Vacations/Other Circumstances

Daily attendance is expected of every student from the first day of school through the last day of school. Please plan your vacations or trips accordingly. Any absences that cannot be taken outside of the school calendar **must be pre-approved by the Principal (request forms are available in the main office).**

Health Concerns

Special services are available at Central High School to assist our students and families who do not have any type of health benefits. Immunizations and other short-term medical needs are offered. Through a partnership with Parkview Hospital, the Central High School Wellness Center (216 E. Orman Ave., 253-6155) offers this service to those in need at a reduced cost. **Please talk to our School Counselor for further information.**

Special Considerations

If your child has special needs or requires special considerations (i.e., chronic medical conditions, religious exemptions, dietary needs), **please notify the School Office in writing.**

Immunizations



"No shots? No school!" In accordance with Colorado law, all students must have updated proof of immunizations. Failure to provide proof will result in exclusion from any Colorado school. Please contact our school secretary if you have any questions. Immunization records may also be faxed to us. *(See the letter and chart on pages 10 and 11.*



Dedicated to protecting and improving the health and environment of the people of Colorado

K - 12th Grade School Required Immunizations - 2017-18 School Year

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

- Colorado law requires students who attend a public, private or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent. Your student must be vaccinated against:
 - diphtheria, tetanus & pertussis (DTaP, DT, DTP, Tdap)
 - polio (IPV)
 - measles, mumps, rubella (MMR)
 - hepatitis B (HepB)
 - varicella (chickenpox)

Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

- Colorado rule requires that students entering kindergarten receive their final doses of DTaP, IPV, MMR and Varicella. Students must receive 1 dose of Tdap vaccine for 6th-grade entry, even if they are under 11 years of age.
- The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention’s Advisory Committee on Immunization Practices (ACIP). You can view parent-friendly versions of the current ACIP vaccine schedules for children 0 - 6 years of age at www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf and preteens/teens 7 - 18 years of age at www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf.
- Please take your student’s updated vaccine record to school every time he or she receives a vaccine.
- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You can get the form at www.colorado.gov/vaccineexemption.
- If you choose not to get your student vaccinated according to the current ACIP schedule for religious or personal belief reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted every year. You can either submit the state health department’s non-medical form (online or paper copy) for inclusion in the Colorado Immunization Information System (CIIS), provide a paper copy of the CDPHE non-medical exemption form to your student’s school, or submit a signed non-medical statement of exemption to your student’s school. Such a statement should include the following information: student’s full name, age or date of birth, date the exemption was submitted, the vaccines declined, and which type of non-medical exemption is being taken (personal belief or religious). If you choose to include your student’s information in CIIS, you may opt your student out of CIIS at any time. Your student’s school may ask you to also provide them with a paper copy if you submit online. You can get online and downloadable versions of the form at www.colorado.gov/vaccineexemption.
- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percentage of vaccinated children. Schools must report vaccination and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Vaccination and exemption rates will be posted on the state health department website beginning in Spring 2017.
- You may want to talk to a healthcare provider licensed to give vaccines or a local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at www.ImmunizeForGood.com and www.colorado.gov/cdphe/immunization-education.
- If you need help finding a healthcare provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department’s Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency.
- Please share Page 2 of this letter with your student’s healthcare provider as it provides helpful information about vaccines required for school entry per Colorado law.

Sincerely,

Colorado Immunization Branch | Colorado Department of Public Health & Environment
303-692-2700 | cdphe.dcdimmunization@state.co.us



Dedicated to protecting and improving the health and environment of the people of Colorado

4300 Cherry Creek Drive S., Denver, CO 80246-1530 P 303-692-2000 www.colorado.gov/cdphe
John W. Hickenlooper, Governor | Larry Wolk, MD, MSPH, Executive Director and Chief Medical Officer



VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-
PREVENTABLE DISEASE

Immunizations Required for School Attendance 2017-18

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

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
Diphtheria/Tetanus/Pertussis (DTaP or DT) <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP or DT unless dose 4 given is given on or after the 4 th b-day. Final dose of DTaP or DT must be given no sooner than 4 years of age.
Tetanus/Diphtheria/Pertussis <i>For students 7 years of age or older who did not have a full series of DTaP or DT.</i>	3 or 4	3 doses tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) is required. 4 doses required if 1 st dose of DTaP or DT is given before 1 year of age. 1 dose of Tdap is to be given if DTaP series not completed and student is at least 7 yrs of age. Tdap is required at 6th grade entry thru 12th grade.
Polio (IPV) <i>With combination of OPV & IPV, need series of 4 doses</i>	3 to 4	4 IPV unless 3 rd dose is given on or after 4 th birthday. Students who were compliant with 3 or 4 doses (4 weeks minimum intervals between doses) prior to August 7, 2009 have met the requirement.
Measles/Mumps/Rubella (MMR) <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten & through 12 th grade.
Varicella (Chickenpox) <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten & through 12 th grade. Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening by a health care provider has been performed.
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 must be administered at least 4 weeks after the first dose. The 3 rd dose must be administered at least 16 weeks after the 1 st dose, at least 8 weeks after the 2 nd dose, and the final dose must be administered no sooner than 24 weeks of age. Note: there is a specific 2-dose series is for ages 11-15 years only using adult vaccine.

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 report for some vaccines or diseases showing immunity is also acceptable.
2. For the student who is not up to date on required vaccines, the school will notify the parent/guardian that the student has 14 days to receive the required vaccine(s) or to make an appointment to receive the required vaccine(s). Parents are to provide a written plan for the remaining vaccines following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not followed, the student shall be excluded from school for non-compliance.
3. Submission of a Medical Exemption form signed by a health care provider or a Non-Medical exemption (religious or personal) submitted by a parent/guardian or emancipated student. Go to www.colorado.gov/vaccinexemption



Visitors to Carlile

ALL VISITORS ARE TO SIGN IN AT THE OFFICE AND WEAR A VISITORS PASS ON EACH DAY THEY VISIT. Parents and guardians are always welcome to visit classrooms. An advance courtesy call to the teacher is appreciated, though. Classroom visitors are asked to be appropriately attired and to turn off cell phones to avoid distractions.

Telephone Use

Student use of the telephone is limited to emergencies. Students will not be allowed to make frequent calls for missing homework, etc; students are expected to be responsible. After school plans should be made ahead of time. Students who are not bus students may not call for permission to ride the bus to visit a friend. Bus rules are very strict; no guests are allowed to ride.

Student cell phone usage shall be limited to the times before and after school outside of the school building; student cell phones must not be powered on during school hours. Students who use their cell phones for either calling or text messaging during the school hours will have their phones confiscated and parents will be notified. Continued abuse will warrant possible suspension from school. Please refer to the District Student Conduct and Discipline Code for the policy regarding cell phone usage. **The school will not be responsible for cell phones that are lost or stolen.**



Custodial Parent Issues

The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records unless up-to-date restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. **Any student release situation in which the students' welfare is in question will be handled at the discretion of the Principal. Should any situation become a disruption to the school, Law Enforcement will be asked to intervene.**

Neighborhood/Community Conflicts

Carlile School prides itself on being a safe, comfortable place for learning to occur. Please resolve all neighborhood conflicts at home. Our School Resource Officer may also be of assistance in these matters. Please call 549-7520 and we will refer the information to them.

Change in Student Information



It is imperative that the school office be notified immediately **in person** of a change of address, home or office telephone number, or emergency information during the school year. Please make sure we have a working phone number where you or another adult caregiver can be reached in case of emergency.

School News and School Website

Please check your child's backpack for news from school on a regular basis. Important events will be publicized and available on our school's website (www.pueblacityschools.us → Schools → Elementary → Carlile). We will also utilize School Messenger to make phone calls home to announce school events. It is, therefore, important for you to update your child's enrollment information as needed. In order for you to receive up-to-date information, we must have a current phone number on file. You can also find us on Facebook. Please "like" Carlile School!

The Family Educational Rights and Privacy Act (FERPA) (34 CFR § 99.37)

FERPA, a federal law, requires that Pueblo City Schools and Carlile School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, we may disclose appropriately designated "directory information" without written consent, unless you have advised the school that you do not wish this information to be disclosed in accordance with school procedures. The primary purpose of directory information is to allow the school or school district to include this type of information in certain school publications. Examples include: **a music concert program, the annual yearbook, honor roll/award lists, activity sheet.**

If you do not want Carlile Elementary School or Pueblo City Schools to disclose directory information from your child's education records without your prior written consent, you must notify Carlile Elementary School in writing **by September 18, 2017.** Carlile Elementary School has designated the following information as directory information:

- Student's and/or parents' name; student's grade level
- Participation in officially recognized activities and sports
- Photographs
- Honors and awards received

LEARNING

Curriculum and Assessment

Our teachers plan lessons based on Common Core Standards. We access the *Journeys* reading series (K-5th) which include supplementary materials for phonics, spelling, and other language arts activities. We also use the Houghton Mifflin *Math Expressions* series in Kindergarten through 5th grade.

Carlile teachers meet regularly to discuss individual student, class, and grade level data to determine strengths and needs. This data includes information from such assessments as the traditional weekly and unit tests, DIBELS Next Assessments (K-5) for progress monitoring, and fluency measures in reading, language arts, and math. We also participate in the state testing program, end of unit assessments and School City pre/post tests. We strongly believe that data gives us a more complete picture, or "body of evidence," of a student's progress and achievement. As our teachers plan their daily instruction, they want to be sure that they continue doing what works and change what doesn't so that Carlile students will be able to compete with their peers at a local, state, and national level, especially as they grow into young adults.



If you have any questions about the curriculum and/or assessment procedures, please speak with your child's teacher.

Book and Material Check Out

All students will receive books and materials needed to be successful in the classroom. Each student will sign for a numbered book and be expected to return the text in good condition. Many textbooks cost as much as \$50.00. Parents are responsible for the replacement fees for any lost or damaged books from the classroom or the Media Center. ***We will withhold the student's report card if fines are not paid.***

Homework

Prompt return of completed homework is expected of all Carlile students. Homework is selected by teachers to fit the subject area and developmental levels of the students and to provide independent practice of skills taught during the school day.

Students in grades K-1 are provided Homework Folders (cost is \$2.00 to replace), and students in grades 2-5 are provided a planner (cost is \$5.00 to replace). We encourage parents to provide a homework/study area, study supplies, study schedule, and assistance as appropriate. Homework should not take longer than forty-five minutes to one hour nightly (appropriate time is 10 minutes per grade level—4th grade = 40 minutes). If you have any questions, please visit with your child's teacher.

Make-up Work

If a student is going to be absent for more than two days, the parent should contact the school in the morning to ask for make-up work to be gathered for afternoon pick-up. If you request it, please be sure to pick it up from school.

Grade Reporting



All K-5 students receive report cards at the end of each quarter. Report cards are based on Colorado Academic Standards (CAS) and the proficiency level each student reaches during the nine weeks. Work completed by the student and formal and informal assessment information make up the body of evidence used in determining if the progress is Advanced, Proficient, Partially Proficient, or Unsatisfactory. Letter grades and proficiency levels are given in most grade levels.

At the end of each semester, 4th and grade students are eligible for the Carlile Honor Roll. Letter grades are on a point system and averaged. Students with a 3.5 or higher grade point average (G.P.A.) are listed on the Honor Roll.

School Honor Roll	<i>Honor Roll 3.5-4.00 G.P.A.</i>
PCC Academic Excellence Program	Cumulative 3.75+ GPA for 1 st or 2 nd semester

Please speak to the School Counselor if you have questions about this process.

Parents are also encouraged to access their child's progress using the **Infinite Campus Parent Portal**. Please see our school secretary for more information.

SCHOOL SAFETY

Time on School Grounds

There is no playground supervision before school hours. Do not bring your children to school prior to 7:50 a.m.. We've had too many students wandering school grounds as early as 7:30 a.m. **Parents:** Sending your children to school too early places them at risk for encountering dangerous situations because they are not supervised prior to 7:50 a.m.

In addition, the school staff is not available to supervise students who stay on school grounds after 3:20 p.m. ***A pattern of late pick-ups will be referred to the Department of Social Services or Pueblo Police Department.*** Students are to attend evening events under parents' supervision.



Red Flag Days occur when the weather prohibits the students from being outside. We usually remain indoors if the temperature is below twenty (20) degrees with a severe wind chill, and we are extra cautious during heavy flu season. Asthmatic students are always allowed to remain indoors (upon parent request) during difficult times for them.

Leaving School Early

Interrupting end-of-the-day procedures is disruptive to the teacher and to the students. However, we understand that sometimes circumstances arise when this cannot be avoided.

Please avoid asking for your student to be dismissed between the times of 2:50-3:10. This period at the end the day is a crucial time for students to receive homework assignments and end the day with their teacher. Please schedule appointments accordingly.

Students leaving before the end of the school day must be checked out of the office by a person listed on the student's enrollment card. Students will not be called to the office until parents arrive at school. Please pay close attention when listing names of responsible people. The school will not release a student to anyone not listed on the card. Also, children will not be dismissed early and allowed to walk home.

After School

All students, unless in after-school detention or extracurricular activities supervised by Carlile Staff, are expected to be off school grounds by 3:50 p.m. All students involved in after school programs must be picked up by the time specified by the coordinator.

Parents picking up their children after school should wait outside the school building to avoid disruptions to the classrooms.

Bicycles

Children may ride their bikes to school. A bike rack is located on the south side of the school. Bike locks are highly recommended. **THE SCHOOL IS NOT RESPONSIBLE FOR STOLEN BIKES.** Bike riders should obey all traffic laws and be alert to the movements of cars and buses. Students should walk their bikes on school grounds.

Bus Students

Buses are allocated as per district policy. If you are entitled to a bus, please review the addresses where the bus stops. The school and bus driver keep an official roster. Students are assigned seats and are expected to display excellent behavior. **SAFETY** is our main concern! Students who misbehave on the bus and have written behavior referrals from the driver may lose their bus-riding privileges and transportation to school will become the parents' responsibility. **If a student receives a bus referral form, the note must be signed and returned to the driver the following day in order for the student to continue to ride the bus. If it is not returned, the driver reserves the right to deny bus riding privileges to the student.**

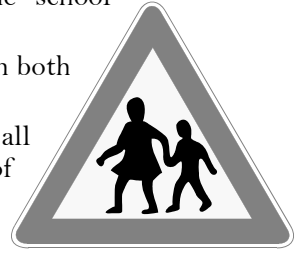


Parental concerns about bus situations may be voiced by calling First Student at 549-7217.

Traffic Safety

It is very important for both students and drivers to obey safety rules in the school neighborhood.

- Students and parents should cross in designated crosswalks only after checking traffic in both directions.
- If you drive on the streets around our school, please follow the speed limit and obey all traffic signs. You may be in a hurry, but you are not entitled to risk the well-being of another parent's child!
- Parents are asked to be courteous and responsive to the staff members' directions. We work with all students' safety in mind. Please refrain from using offensive language or gestures when driving around the school, especially when students are present.



- **Disrespectful and/or unlawful behavior from parents or other drivers will be reported to the Pueblo Police Department.**

- **Parking Lot/Handicapped Parking/Parent Parking**

- **The parking lot, drop off/pick-up look and bus drop off area were designed with student safety in mind.**

- Parent parking is available on the north end of the school on Harrison Street and behind the school on Routt Avenue.
- **Please do not park in the student drop-off and pick-up areas.** These areas have been designed specifically for student and staff safety; **when parents park in these areas, they are not only violating the law but also jeopardizing the safety of students and staff.**



- The bus drop off and pick up area at the front of the school is to be used only by the buses that serve our school.
- The curb along the front entrance of the building is a *no parking zone*, as it is for an emergency only.

BEING INVOLVED IN OUR SCHOOL

Volunteers

Volunteers are greatly appreciated! Individual classroom teachers are in need of volunteers to assist with reading and study groups throughout the school day.

All volunteers must sign in at the office each day they volunteer and, as per District policy, complete a CBI background check. Forms are available for this process in the main office. In addition, volunteers are asked to dress appropriately and to refrain from using cell phones in the building. ***VOLUNTEERS SHOULD SET UP A TIME IN ADVANCE WITH THE TEACHER TO VOLUNTEER IN THE CLASSROOM TO AVOID DISRUPTIONS.***

PTO (Parent/Teacher Organization)/School Improvement Committee

Our PTO is the driving force behind the fundraisers that raise money for our school. We try to keep fundraising to a minimum, so your participation is imperative. The PTO Meeting dates are listed on our school website. Please mark the dates and times on your calendar and plan to attend! Funds raised by PTO help to fund field trips, furniture and technology purchases, classroom and teaching supplies. Please call us at 549-7520 if you have any questions about PTO activities or to ask how you can be involved.

Reminder about Monies Sent to School

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

NUTRITION SERVICES

Breakfast

Our school is a universal free-breakfast school, which means that all students may eat breakfast at no charge.

Breakfast is served daily in the classrooms. Students are responsible for cleaning up after themselves.

Lunch

Our school is a universal free-lunch school, which means that all students may eat lunch at no charge. Menus can be accessed on the District website.

Lunch Application

It is necessary for every family to turn in a lunch application, as our school and district funding status is determined from each application submitted. Applications may be obtained in the school office or cafeteria and should be returned as soon as possible. If your children attend Pueblo City Schools, breakfast and lunch will be available to them at no charge. 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.



DRESS CODE

Student Dress Code

Our requirements are based on comfort, modesty, safety, and consistency of expectations for a learning environment. **STUDENTS SHOULD DRESS FOR SUCCESS!** Students are required to wear Carlile t-shirts/polo shirts. They must also wear solid color plain t-shirts/polo shirts (no logos or ornamentation) in colors of light blue, royal blue or navy. They may also wear Carlile hoodies or plain hoodies (no logos or ornamentation) in colors of light blue, royal blue or navy. **ALL SHIRTS MUST BE TUCKED IN if they are below fingertips (with hands at sides)!** All uniforms should fit appropriately and be laundered regularly.

The following are dress code requirements:

Girls:

Tops:

- *Royal blue, navy blue, light blue plain colored polo (no logo, name brand or ornamentation)
- *Royal blue, navy blue, light blue polo with Carlile logo *(purchase at Embroidery Plus)
- *Royal blue, navy blue, light blue plain colored t-shirt (no logo, name brand or ornamentation)
- *Royal blue or light blue Carlile t-shirt *(purchase at Embroidery Plus)
- *Royal blue or light blue plain colored hoodies (no logo, name brand or ornamentation)
- *Royal blue or light blue Carlile hoodies *(purchase at Embroidery Plus)

Boys:

Tops:

- *Royal blue, navy blue, light blue plain colored polo (no logo, name brand or ornamentation)
- *Royal blue, navy blue, light blue polo with Carlile logo *(purchase at Embroidery Plus)
- *Royal blue, navy blue, light blue plain colored t-shirt (no logo, name brand or ornamentation)
- *Royal blue or light blue Carlile t-shirt *(purchase at Embroidery Plus)
- *Royal blue or light blue plain colored hoodies (no logo, name brand or ornamentation)
- *Royal blue or light blue Carlile hoodies *(purchase at Embroidery Plus)

******All uniforms may be purchased for a reasonable price at Embroidery Plus, 501 West St.
(719) 542-0234**

The following **MAY NOT** be worn to school:

- Short shorts or skirts (no more than two inches above the knee)—these are distracting to the learning environment.
- Shirts that expose the chest or stomach areas—these are distracting to the learning environment.
- Tank tops or muscle shirts—these are distracting to the learning environment.
- Large drooping necklines or armholes—these are distracting to the learning environment.
- "Spaghetti strap" tops or dresses (straps must be wider than 3 fingers) or sun suits—these are distracting to the learning environment.
- Sagging pants or shorts—these are distracting to the learning environment—**PARENTS WILL BE NOTIFIED AND REQUIRED TO BRING A BELT OR PANTS/SHORTS THAT FIT APPROPRIATELY.**
- Belts with extra material that hangs excessively low toward the knees.
- Shirts with logos other than that of Carlile (i.e. name brand)—these do not comply with the dress code.
- Makeup, such as eye shadow, eyeliner, mascara, or lipstick or temporary tattoos are not acceptable—this is distracting to the learning and social environment.
- Hair color cannot be unnatural-no colored hair, hair goo, spray or sparkles.
- Pants/jeans with holes
- Pajama bottoms
- Body piercing of lip, tongue, eyebrow, nose or belly is not allowed.
- Gauge/spike earrings

- Artificial fingernails—these make it difficult for the child to write or use a computer.
- Any other clothing or hairstyle (i.e., “faux-hawks higher than 1”-2”, any hairstyle that is cut like a Mohawk, unnatural hair color) considered distracting to learning by the school staff—this is distracting to the learning environment.

Other dress code requirements include:

- Hats, hoods, kerchiefs, gloves, sunglasses, and other outdoor items are not to be worn inside the school, but may be worn during recess *when the weather makes them necessary*. Baseball-style caps are not allowed unless it is a school wide spirit day.
- All shirts, unless they are banded at the bottom (i.e., sweatshirts) are to be tucked into the student's shorts, pants, or skirt at all times during the school day.
- **COATS/”HOODIES” ARE NOT TO BE WORN DURING CLASS TIME (8:00-3:10) UNLESS THEY ARE A CARLILE OR PLAIN COLOR (SEE SPECIFIC COLORS UNDER SCHOOL DRESS CODE IN THIS HANDBOOK—NO LOGOS OR OTHER EMBLEMS)**. Repeated violations can result in suspension for defiance/disrespect. All hooded sweatshirts must be form-fitting (not too big). Students may store coats in the lockers. If there is a concern about hanging the coat or other item in the locker due to its value, we ask that you send the child to school with one that is less likely to be stolen.
- Please be sure that your child is dressed appropriately for the weather.
- During warmer months, sandals should be worn with socks to avoid foot or toe injuries on the playground.
- No high heel shoes will be allowed.
- Please avoid wearing large hoop earrings that can be accidentally pulled off during PE classes.

Carlile has a very strict student dress code.
Repeated violations may result in disciplinary action.

Students not adhering to the dress code will be allowed to prepare themselves adequately for class or parent/guardian will be called to bring appropriate clothing. Principal may authorize exceptions from the above dress code restrictions for specifically-designated days, health reasons or for school sponsored learning activities.

Items Brought to School

- Personal items should all be permanently marked with the student's full name.
- "Show-n-tell" time is scheduled at the individual teacher's discretion. Please make advance arrangements for live animals or other unusual show-n-tell items.
- Any money brought to school should be in a sealed envelope with the child's name, room number, amount, and purpose written outside.
- We recommend that students do not bring expensive personal possessions (iPhones, etc.) or large amounts of cash to school; secure storage is not available and replacement for losses is not possible.
- Trading, buying, and selling of personal items is not allowed due to conflicts that may arise. We will not waste valuable school time figuring these types of conflicts out.
-

First Aid/Illness



Minor injuries (those treatable with washing, TLC, and Band-Aids) are taken care of in the office and students are sent back to class. School office personnel are designated by a district nurse to deliver certain medications. A sick bed is provided for students who need to lie down. Office personnel will take temperatures, provide ice packs, and call parents when a child is vomiting, has a fever, is severely injured, or in other special circumstances; therefore, **please keep your child's enrollment card information current with contact information.** The school will call 911 for all major emergencies.

Medications (as per Pueblo City Schools Policy)

If under exceptional circumstances, a student is required to take medication during school hours, only the school nurse or other designee with specialized training, on behalf of the district, may agree to administer the medication, in compliance with regulations established by Pueblo City Schools and the State of Colorado.

- Written instructions and a form to be signed by the licensed health care practitioner and the parent may be obtained from the school office. Non-prescription medication is included in this policy.
- Students are not to bring medication of any kind to school. Parent(s)/legal custodian(s) are required to deliver medication to the office in the original pharmacy bottle.

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

1. All medications (prescription or not) for student use must be stored in the school office and administered by the office staff. Medication must be accompanied by detailed instructions (on a Pueblo City Schools instruction sheet) from the parent and doctor giving the child's name, date, name of medication, its purpose, dosage, timing of doses, possible side effects, termination date of dispensing, and waiver. This form must be updated and signed every year. Forms are available in the office **AND MAY BE FAXED FROM US TO THE DOCTOR AND BACK.**
2. Only parents or guardians may deliver medication to school. Students and teachers are not to store or administer any medications. It is very dangerous to mix medications in children's lunches or drinks due to the possibility of switched lunch boxes or trading of food.

Exemptions from Participation in Physical Education

Students may be excused from active participation in gym class for up to two days based on the written request of parents. Longer exemptions require a doctor's note. Exempt students will attend gym class without exercising and without disrupting the class. Exempt students are also expected to be inactive during any recesses.

Notification to Access Benefits

Colorado Department of Education - School Health Services Program

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

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

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

Medicaid reimbursement for health related services provided by the district and the Colorado Department of Education will not affect any other Medicaid services for which a child is eligible. Each child will receive the services listed in the IEP regardless of whether or not a child is enrolled in public benefits. If a parent refuses to allow access to

the Department of Health Care Policy and Financing, it does not relieve the District of its responsibility to ensure that all required services are provided to the child at no cost to the parent.

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

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

SPECIAL EVENTS

Parties/Birthdays

The individual teachers schedule class parties and other special events. Traditionally, some students have chosen to bring treats for their classes on their birthdays. **Please check with the teacher in advance.** We encourage healthy snacks and disposable utensils and dishes. Please limit your treats to **individually wrapped cookies or Little Debbie-type snacks.** Homemade treats are not allowed. They must be store bought. Please bring only **clear drinks** (i.e., lemonade). Red or purple drinks damage the floor when spilled. Birthday treats are usually shared at lunch time or at the end of the school day. **We do not allow exclusive party invitations to be distributed at school.**

Gifts/Special Deliveries

Occasionally, flowers, balloons, and other special items are delivered to students at school. At these times the student is summoned to the office to see and appreciate the gift. The gift will remain in the office for safekeeping until after school.

Field Trips

The purpose of field trips is to provide real-life experiences to enhance learning of specific topics selected by teachers. Students are expected to participate. For all trips, notes will be sent home in advance to announce the trip and any special preparations or payments that may be necessary. Parents/guardians are allowed to chaperone on most field trips to promote safety and to enrich the learning experience. For liability reasons, however, parents may not bring other children along on the trips. The following behaviors may PROHIBIT a student from participating in a field trip: ***missing homework, decreased academic performance, chronic absences, or discipline referrals.*** If this is the case, parents will be notified ahead of time to make other arrangements. Most field trips require District bus transportation. Therefore, all bus rules and regulations apply.

DISCIPLINE GUIDE

This Discipline Guide is to be used in conjunction with the School District's Discipline Code. Please read and review both documents carefully with your child.

Our Discipline Philosophy

We believe that learning can occur only in an environment of safety and respect. This requires the cooperation of parents, students, staff, and the principal in providing firm, fair, assertive, and positive discipline. We believe that self-discipline is an important goal in education; thus, we attempt to make every discipline encounter an opportunity to teach the child to behave more responsibly next time.

Our discipline philosophy combines elements from Love and Logic, Affirmative Parenting, and Assertive Discipline. The ultimate goal is for every child to be accountable for his actions and learn from his mistakes. Each classroom teacher is encouraged to maintain his/her authority in the classroom by instituting a discipline plan that works for the individual group of students. Students are encouraged to participate in designing the classroom discipline plan to ensure their understanding and adherence to it. Classroom rules and procedures will be discussed at Parent Nights and Parent/Teacher Conferences. Because educating your child is a team effort between the school and home, we encourage you to voice any concerns when they arise. Carlile's policy is based on open communication and high expectations.

Positive Behavior Support Program: C.A.T.S.

Carlile began implementing the Positive Behavior Implementation Support (PBIS) program during the 2005-2006 school year. This program focuses on desirable rather than undesirable behaviors, and it explicitly teaches the values and expectations that we place on student behavior in all areas of the school:

- **Caring:** We expect our students to be respectful of themselves, their peers, school staff and school visitors.
- **Achievement:** We expect our students to reach the level of expectation that we have of them—that is one of excellence and academic achievement. We maintain high standards for our students and ourselves.
- **Teamwork:** We expect our students to show integrity in their interactions with their peers and school staff and work as a team.
- **Success:** We expect our students to dress for success and be prepared for school on a daily basis in order to be successful.

Teachers and other school staff will discuss the CATS expectations with all students at the start of each school year and will review them periodically throughout the year. Students receive CATS cards when exhibiting pride at school. These cards allow students to be entered in a weekly drawing for prizes. We also hold quarterly PBIS assemblies that promote positive behavior. We also review rules/procedures in different areas of the building during our PBIS assemblies.

CARLILE SCHOOL DISCIPLINE PROCEDURES

Carlile has school and classroom rules and policies. Additionally, all School District procedures are listed in the District Discipline Code Handbook; please carefully review these with your child.

Minor Discipline Referral Form:

Classroom teachers will handle minor discipline concerns in the classroom. Our teachers are expected to use firm, consistent, and fair discipline procedures in their classrooms and all students are to be aware of classroom expectations.

Major Discipline Referral Form:

Students referred to the office with serious infractions will be sent with a Discipline Referral Form. The Principal or Teacher in Charge will discuss the infraction with the student, decide on a school discipline action, and send the forms home for parent information.

Carlile School Wide Behavior System

This monitoring system is used within the entire Carlile building. Each day, students will start at the Ready to Learn marker. They will move up or down depending on behavior for the day. Each day every student will be able to start the process over. The chart is as follows:

Cool C.A.T.S, Royal Blue

In order to become a Cool C.A.T.S students need to demonstrate all qualities of C.A.T.S throughout the school day. These students demonstrate pride in their school and do the right thing even when no one is looking.

C=caring, showing compassion for school, teachers, and others.

A=achievement, completing work with pride, which includes: neatness, carefully checking over work before turning it in (in class and homework), parent accountability (signing the behavior calendar).

T=teamwork, works well with others, listens to others ideas, shares with others, participates in a positive manner, and completing work as a team.

S=success, dress for success (shirts tucked in, shoe tied, no reminders. See Uniform Policy for clarification). Students are always on time and at school every day. Student has successful achievement on individual/academic/behavior goals determined by teacher.

A positive phone call will be made by the teacher.

Onward and Upward, Purple

Respect self, others, and property. Follow all staff instructions the first time. Treat others as you want to be treated.

Ready to Learn, Green

Dress for success (shirts tucked in, shoes tied, no reminders. See Uniform Policy for clarification). Students need to walk in the door ready to learn

Uh-Oh, Yellow

Students will receive one redirection, verbal warning. If students receive a second warning they will move their individual clip to the Uh-Oh marker. . Students will have 5 minutes structured walking during recess.

Chill Out, Gray

If a student receives a third redirection, they will move to the Chill Out marker. This means they will receive a reflections form and move to the designated Chill Out Zone. Each teacher has a Chill Out Zone in another classroom. Once the reflection is complete the student will immediately return to their classroom and turn the reflection sheet into their teacher. Students will receive a silent lunch and 10 minutes of structured walking during recess.

Parent Contact, Pink

Students will fill out a Parent Contact Form and then they will call home to explain why they are on the Parent Contact marker. This contact will be documented by the teacher. Students will also receive a silent lunch and structured walking during the entire recess. If the student calls home as a result of landing on the Parent Contact marker, the

student will not be able to go all the way to the Cool C.A.T.S marker for that day. Once the student calls home they will be moved to the Ready to Learn marker and allowed to start over on that specific day.

Once a student reaches the Cool C.A.T.S marker they will receive a token on their clip. After receiving five tokens the student will move into the Classroom “Paw” of Fame. When the student receives an additional five Classroom “Paw” of Fame, they will move into the Carlile “Paw” of Fame, this means they will reach the Cool C.A.T.S marker 25 times within their classroom before being inducted into the Carlile “Paw” of Fame.

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.

Administrative Authority and Responsibility

The Principal or Teacher in Charge has the authority and responsibility to maintain an atmosphere conducive to learning through a fair, consistent application of district policies and procedures. When a problem is referred to the office, the referring staff member will identify the problem. The office will maintain records of student referrals for disciplinary action.

The disciplinary actions include, but are not limited to, the following:

- Verbal reprimand from all school staff, including support staff
- Removal from class environment for a short time
- Loss of privileges or participation in certain activities, including field trips
- Parent shadowing
- Lunch or After-School Detention
- In-school exclusion (removal from class to work separately for extended time)
- Development of a behavior plan/contract/Response to Intervention plan
- Out-of-school Suspension
- Other consequences adapted to the individual student or to the offense

The focus at Carlile is time on task and teaching bell to bell. In addition, Carlile teachers appreciate great parental support and commitment to the learning process. We appreciate your support of our school and our goal of providing your child with a world-class education!

CARLILE SCHOOL CIVILITY POLICY
Addressing the Conduct of Parents, Other Visitors, and District Employees

It is the intent of the school to promote mutual respect, civility, and orderly conduct among employees, parents, and the public. The purpose, therefore, of this policy is to maintain a safe, harassment-free environment for teachers, students, staff, parents, and other members of the school community. In the interest of presenting parents, teachers and other employees as positive role models, the school administration encourages positive communication and discourages volatile, hostile, or aggressive communications or actions.

1. Expected level of behavior:

- School personnel will treat parents, students and other members of the public with courtesy and respect;
- Parents and visitors will treat teachers, administrators and other school employees with courtesy and respect.

2. Unacceptable/disruptive behavior:

Disruptive behavior includes, but is not necessarily limited to:

- Behavior that interferes with the operation of a classroom, an employee's office or office area, and other areas of the school. This also applies to the parking lot and student drop-off and pick-up areas;
- Using loud and/or offensive language, swearing, cursing or display of anger;
- Threatening to do physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior may constitute a criminal violation;
- Damaging or destroying school property;
- Abusive, threatening, or obscene telephone calls, e-mail or voice mail messages;
- Any other behavior that disrupts the orderly operation of the school or a classroom.

3. Parent recourse:

Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the principal in written form. The principal will complete a full investigation.

4. Authority of school personnel to direct persons to leave school premises:

Any individual who behaves in the following manner toward any school employee will be asked to leave the premises and/or may not be allowed to return:

- Disrupts school operations;
- Threatens to do physical harm to school personnel, students or others lawfully on school premises;
- Threatens the health or safety of students, school personnel, or others lawfully on school premises;
- Intentionally causes damage to school property or property of others lawfully on school premises;
- Uses loud or offensive language or enters school premises without authorization.

If the person refuses to leave the premises as directed, the principal or her designee shall seek law enforcement assistance.

5. Authority to deal with persons who are verbally abusive:

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee may terminate the meeting, conference or telephone conversation and will promptly notify the principal or her designee.

FREQUENTLY ASKED QUESTIONS

How does the Reading to Ensure Academic Development (READ) Act affect my child?

The state's goal for all children in Colorado is to graduate from high school having attained skill levels that adequately prepare them for postsecondary studies or for the workforce. Research demonstrates that achieving reading competency by 3rd grade is a critical milestone in achieving this goal. If a student enters 4th grade without achieving reading competency, he/she is significantly more likely to fall behind in all subject areas beginning in 4th grade and continuing in later grades.

If a student is deemed to have a **Significant Reading Deficiency (SRD)** and qualifies for targeted, scientifically based interventions to remediate the student's specific, diagnosed reading skill deficiencies, the school is required to provide interventions designed to enable the student to achieve reading competency and attain the skills necessary to achieve the state's academic achievement goals. Such interventions will be documented in the student's READ plan. The state recognizes that the parent plays a central role in supporting the student's efforts to achieve reading competency; therefore the parent is strongly encouraged to work with the student's teacher in implementing the READ plan and to supplement the intervention instruction the student receives in school. Consequently, the READ plan will include strategies that the parent is encouraged to use at home to support the student's reading success.

2013-14 school year	2014-15 school year	2015-16 school year	2016-17 school year
For K-3 students completing the year with a Significant Reading Deficiency, retention conversation is required, and the parent makes the final decision.	For K-3 students completing the year with a Significant Reading Deficiency, retention conversation is required, and the parent makes the final decision.	For K-3 students completing the year with a Significant Reading Deficiency, retention conversation is required, and the parent makes the final decision.	For K-2 students completing the year with a Significant Reading Deficiency, retention conversation is required, and the parent makes the final decision. For 3 rd grade students completing the year with a Significant Reading Deficiency, retention conversation is required, and is subject to the Superintendent's or his/her designee's approval.

Where can I find help for my family?

- If your family has been mobile and an immediate family member moved to the Pueblo area for the purpose of seeking employment in the agriculture or food service, your child may qualify for the Migrant Education Program. For more information and a list of available community resources, please call the school office.
- The Colorado Parent Information and Resource Center is a great resource for parents looking for assistance to help their children. You may access the center at www.cpirc.org.

Please see our School Counselor if you need any other assistance.

