









# PUEBLO SCHOOL DISTRICT 60 2020-21 Instructional Calendar

August 2020						
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 2020						
S	M	T	W	T	F	S
					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 2020						
S	M	T	W	T	F	S
						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 2020						
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 2020						
S	M	T	W	T	F	S
						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 2021						
S	M	T	W	T	F	S
						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**

New Teacher Orientation .....4, 5  
 Innovation Professional Development.....6, 7  
 Teachers Begin.....10  
 Teacher Work Days .....11, 14  
 Principal Led Professional Development/  
 Building Meetings .....10  
 District Professional Dev. Day.....12, 13  
 Assessment/Transition Day K-12 .....17  
 No School .....21, 28  
 Classes Begin.....31

**SEPTEMBER**

No School .....4, 7, 11, 18, 25  
 Professional Development .....18

**OCTOBER**

No School .....2, 9, 16, 23, 30  
 1st Grade Period Ends .....15  
 Teacher Work Day .....16  
 Parent/Teacher  
 Conference Window .....19, 20, 21, 22, 23  
 Innovation Professional Development.....30  
*(1/2 Day = 3 hours 15 minutes)*

**NOVEMBER**

No School .....6, 13, 20  
 Professional Development .....13  
 Thanksgiving Break.....23, 24, 25, 26, 27

**DECEMBER**

No School .....4, 11, 18  
 2nd Grade Period/1st Semester Ends .....18  
 Teacher Work Day .....18  
 Winter Break .....21, 22, 23, 24, 25  
 28, 29, 30, 31

**JANUARY**

Winter Break .....1  
 No School .....8, 15, 22, 29  
 District Professional Development .....22  
 Innovation Professional Development.....29  
*(1/2 Day = 3 hours 15 minutes)*

**FEBRUARY**

No School .....5, 12, 19, 26  
 Professional Development .....19

**MARCH**

No School .....5, 12, 19  
 3rd Grade Period Ends.....18  
 Teacher Work Day .....19  
 Spring Break .....22, 23, 24, 25, 26

**APRIL**

No School .....2, 9, 16, 23, 30  
 Professional Development .....16  
*(The hours from this day will be utilized for Fall Parent/Teacher conferences.)*

**MAY**

No School .....7, 14, 21, 28, 31  
 Teacher Work Day .....14  
*(The hours from this day will be utilized for Spring Parent/Teacher conferences.)*  
 Graduation:  
 Paragon..... Thursday, May 27  
 Central, South.....Friday, May 28  
 East, Centennial ..... Saturday, May 29

**JUNE**

Classes End.....3  
 Teachers' Last Day.....4  
 Possible Make-up Day .....7, 8  
*(for inclement weather overage)*

**JULY**

**February 2021**

S	M	T	W	T	F	S
					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 2021**

S	M	T	W	T	F	S
					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 2021**

S	M	T	W	T	F	S
						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 2021**

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 2021**

S	M	T	W	T	F	S
						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 2021**

S	M	T	W	T	F	S
						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**

August ..... 1	February.....16
September..... 17	March.....15
October..... 17	April.....17
November ..... 13	May .....16
December..... 11	June .....3
January..... 16	July.....0
<b>Total.....142</b>	


  

**DAYS PER SEMESTER**

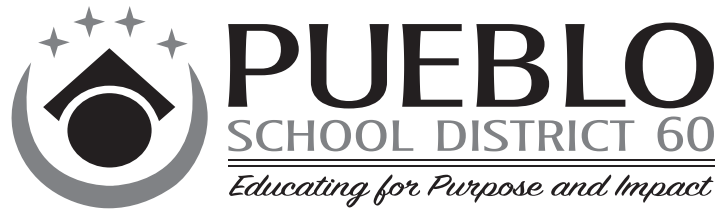
1st Grade Period.....27	3rd Grade Period ..... 44
2nd Grade Period ...32	4th Grade Period ..... 39
1st Semester .....59	2nd Semester ..... 83
<b>Total.....142</b>	

**KEY**

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



**PUEBLO**  
 SCHOOL DISTRICT 60  
*Educating for Purpose and Impact*



**Carlile Elementary School**  
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

**Mission**

Our mission is to provide high academic and positive behavioral expectations in which intellectual, social, technological, physical, and creative characteristics are developed within each child.

***“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!”

**Commitments**

- We will recognize each child as a unique individual with specific strengths and needs.
- We will use data 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. Hoodies worn during class must follow the same school uniform requirements as shirts. Otherwise they will not be allowed to be worn in class. 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 Thursday 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 Casual Pass Day, then he or she will wear their Carlile uniform. Thursday 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 Thursdays.

# School Schedules

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

**Teacher Hours:** 7:30 a.m.-4:00 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 7:40 a.m., as there is no adult supervision before this time.**

## **Carlile Preschool Monday through Thursday**

**Full Day** 8:00 a.m. – 2:00 p.m.

## **Carlile Kindergarten through 5th Grade**

**Monday-Thursday** 7:45 a.m. to 3:05 p.m.

**Tardy Bell** 7:50 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 absences ....so 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 7:50 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 7:40 a.m. or beyond 3:15 p.m. Monday through Thursday.* Your child's safety is our concern; please do not allow them to be on the playground beyond those hours.



# Carlile School Staff

2020-21 School Year

## Administrative Team

Jimmie Pool..... Principal  
Randy Ortiz..... School Counselor  
Terra Gray..... Instructional Coach/Interventionist  
Janine Dodge..... Administrative Secretary

## Certificated Classroom Staff

Gina Newman-Lane ..... Kindergarten  
Marianne Giarretano ..... Kindergarten  
Kristie Adrian..... 1st Grade  
Shannon Presgraves ..... 1st Grade  
Meghan Cira..... 2nd Grade  
Chanae Gribble..... 2nd Grade  
Christina Lobato..... 3rd Grade  
Danielle Meyers..... 3rd Grade  
Melissa Libbert ..... 4th Grade  
Ashlee Hart ..... 5th Grade  
Sherri Payne ..... 5th Grade

## Preschool Staff

Loretta Esquibel..... Early Childhood Educator  
Katherine Anaya..... Early Childhood Educator

## Certificated Instructional Support Staff

Raul Sosa ..... ESS Autism Teacher  
Kim Krupka ..... ESS Autism Teacher  
Samantha Criaris. .... ESS Teacher  
TBD ..... ESS/Speech  
Daniel Florez..... School Psychologist  
Melissa Hohnbaum Cellan ..... ESS Specialist  
Rebecca Golob..... Physical Education  
Rita Dupler..... Music Education

## Classified & Other School Support Staff

Mechle Trujillo ..... Educational Assistant  
TBD ..... Educational Assistant  
TBD ..... Educational Assistant-Media  
Brianna Matthews..... Community Advocate  
Joie Aragon ..... ESS Paraprofessional  
Kim Butler ..... ESS Paraprofessional  
Grace Campos ..... ESS Paraprofessional  
Jackie Garcia ..... ESS Paraprofessional  
Rhonda Padilla ..... ESS Paraprofessional  
Reanne Bowman..... ESS Paraprofessional  
TBD ..... ESS Paraprofessional  
Theresa Garcia ..... CLDE Teacher  
Julie Magallon ..... CLDE Tutor  
Tony Saiz ..... Head Facility Caretaker  
Ariel McClure ..... Assistant Custodian

# Where to Go for Answers at Carlile

## **Principal**

Jimmie Pool

**Phone:** 549-7520

**Email:** [jimmie.pool@pueblocitieschools.us](mailto:jimmie.pool@pueblocitieschools.us)

## **School Counselor**

Randy Ortiz

**Phone:** 549-7520

**Email:** [randy.ortiz@pueblocitieschools.us](mailto: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](mailto:janine.dodge@pueblocitieschools.us)

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

## **Nutrition Services/Cafeteria**

Gloria Trujillo

**Phone:** 549-7520

**Email:** [gloria.trujillo@pueblocitieschools.us](mailto:gloria.trujillo@pueblocitieschools.us)

Parent lunch reservations, menus

## **Gifted & Talented Coordinator/Instructional Coach/Interventionist**

Terra Gray

**Phone:** 549-7520

**Email:** [terra.gray@pueblocitieschools.us](mailto: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 School District 60 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 8:15 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. One missed day is 25% of that week's instruction.**

**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 11 and 12.*

## 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 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](http://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!



## Dear parents/guardians of students in Colorado kindergarten - 12<sup>th</sup> grade schools for the 2020-21 school year:

We know you're thinking of all the things you need to do to make sure your student is ready for school. Getting vaccinated is an important part of their school readiness and keeps children from catching and spreading diseases that can make them sick. We wish you and your student a healthy school year!

### Required and recommended vaccines

- Colorado law requires students who attend a public, private, or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent, unless an exemption is filed. For more information, visit [colorado.gov/cdphe/schoolrequiredvaccines](http://colorado.gov/cdphe/schoolrequiredvaccines) (or [cdphe.colorado.gov/schoolrequiredvaccines](http://cdphe.colorado.gov/schoolrequiredvaccines)). Your student must be vaccinated against:
  - o diphtheria, tetanus & pertussis (DTaP, DTP, Tdap)
  - o polio (IPV)
  - o measles, mumps, rubella (MMR)
  - o hepatitis B (HepB)
  - o varicella (chickenpox)
- Colorado follows recommendations set by the Advisory Committee on Immunization Practices. Students entering kindergarten must receive their final doses of DTaP, IPV, MMR and varicella. Students entering 6<sup>th</sup> grade must receive one dose of Tdap vaccine, even if they are under 11 years of age. You can view recommended vaccine schedules for children 0 - 6 years of age at [cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf](http://cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf) and preteens/teens 7 - 18 years of age at [cdc.gov/vaccines/schedules/downloads/teen/parent-version-schedule-7-18yrs.pdf](http://cdc.gov/vaccines/schedules/downloads/teen/parent-version-schedule-7-18yrs.pdf).
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

### Exclusion from school

- Your student may be excluded from school if your school does not have an up-to-date vaccine record, exemption, or in-process plan for your student on file.
- If someone gets sick with a vaccine-preventable disease or there is an outbreak at your student's school and your student has not received the vaccine for that disease, they may be excluded from school activities. That could mean lost learning time for them and lost work and wages for you. For example, if your student has not received a measles-mumps-rubella (MMR) vaccine, they may be excluded from school for 21 days after someone gets sick with measles.

### Have questions?

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

### Paying for vaccinations

- If you need help finding free or low-cost vaccines and providers who give them, go to [COVax4Kids.org](http://COVax4Kids.org), contact your local public health agency, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your local public health agency at [colorado.gov/cdphe/find-your-local-public-health-agency](http://colorado.gov/cdphe/find-your-local-public-health-agency) (or [cdphe.colorado.gov/find-your-local-public-health-agency](http://cdphe.colorado.gov/find-your-local-public-health-agency)).

### Vaccination records

- Please take your student's updated vaccine record to school every time they receive a vaccine.
- Need to find your student's vaccine record? It may be available from the Colorado Immunization Information System. Visit [COVaxRecords.org](http://COVaxRecords.org) for more information.

### Exemptions

- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You only need to submit this form once, unless your student's information or school changes. You can get the form at [colorado.gov/vaccineexemption](http://colorado.gov/vaccineexemption) (or [cdphe.colorado.gov/vaccineexemption](http://cdphe.colorado.gov/vaccineexemption)).
- If you choose not to have your student vaccinated according to the current recommended schedule because of personal belief or religious reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted annually at every new school year (July 1<sup>st</sup> through June 30<sup>th</sup> of the following year). The easiest way to file a personal or religious exemption is by using our online or downloadable non-medical exemption form available at [colorado.gov/vaccineexemption](http://colorado.gov/vaccineexemption) (or [cdphe.colorado.gov/vaccineexemption](http://cdphe.colorado.gov/vaccineexemption)).

### How's your school doing on vaccinations?

- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percent of vaccinated students. Schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department annually. Immunization and exemption rates can be found at [COVaxRates.org](http://COVaxRates.org).

Please share Page 2 of this letter with your student's health care provider as it provides helpful information about vaccines required for school entry, per Colorado law.



KINDERGARTEN THROUGH 12<sup>TH</sup> GRADE IMMUNIZATION CHART  
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2020-21

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

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	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).
<b>Meningococcal ACWY (MenACWY)</b>	2 doses	Adolescents 11-18 years of age (11-12, 16-18)
<b>Serogroup B Meningococcal (MenB)</b>	2 doses	Adolescents 16-18 years of age
<b>Human Papillomavirus (9vHPV)</b>	2 to 3	Adolescents 11-18 years of age Series initiation age 9-14 – two doses 6-12 mos apart Series initiation 15+ – three doses 0, 1-2 mos and 6 mos
<b>Hepatitis A (Hep A)</b>	2	All children 1 year of age and older

**Immunization requirements are strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes § 25-4-902. There are three ways to be in compliance with the school immunization law:**

1. Student's immunization record shows they are fully immunized with required vaccines. A laboratory report for some vaccines or diseases showing immunity is also acceptable.
2. For students who are not up to date on required vaccines, the school will notify the parent/guardian that the student has 14 days to receive the required vaccine(s) or to make an appointment to receive the required vaccine(s). Parents are to provide a written plan for the remaining vaccines following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not followed, the student shall be excluded from school for non-compliance.
3. Submission of a 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](http://www.colorado.gov/vaccinexemption).

Please refer to the ACIP Immunization Schedule, Table 1, 2 and notes: [cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf](http://cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf)



Last Reviewed June 2020

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

FERPA, a federal law, requires that Pueblo School District 60 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 School District 60 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 10, 2020**. 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. *Engage New York Math*/Eureka Math as our K–5 math curriculum. We use multiple resources for ELA including Read Works and Wonders to support our text first approach.

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 and interims. 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.

## 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, 3rd, 4th, and 5th 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	<b>Honor Roll 3.5-4.00 G.P.A.</b>
PCC Academic Excellence Program	Cumulative 3.75+ GPA for 1st or 2nd 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 7:45 a.m..* We've had too many students wandering school grounds as early as 7:40 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 7:40 a.m.

In addition, the school staff is not available to supervise students who stay on school grounds after 3:15 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 2:50-3:05. 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.

*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***

## **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.

## Universal Meals

Pueblo School District 60 is participating in a Universal Lunch and School Breakfast Program for the current school year. If your children attend one of the schools listed below, 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.

## Community Eligibility Provision Participating Schools

Carlile Elementary students will be served breakfast and lunch at no cost. Families should complete a combined application to provide vital data for school funding.

Families should submit a Combination Application for Free or Reduced Price Meals and Family Economic Data Survey\* in the school office or online at [www.pueblocitieschools.us](http://www.pueblocitieschools.us).

- Families are encouraged to **fill out the combination application for free or reduced price school meals *and* Family Economic Data Survey\***.
- **You only need to submit one application per household, even if your children attend more than one school in Pueblo School District 60.**

\*This form may be used only for schools participating in the federal child nutrition programs. In schools participating in the Community Eligibility Program (CEP), receipt of school meals does not depend on households returning this form. **In non-CEP schools, this form will be used to determine eligibility for school meals. In all schools, this form will also be used in connection with other federal, state and local education programs, including determining whether the school district is eligible for state additional funding on the behalf of the student(s).** By filling out the form, the parent is ensuring the district will receive the additional state funding to which it is entitled based on the population of students served by the district.

## Families are encouraged to submit an application

Studies have shown that children who are not hungry perform better in school. By providing 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.

**Non-discrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;(2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

# 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 or The Spirit Store, 4225 N. Elizabeth St., (719) 543-2222**

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 (7:45-3:05) UNLESS THEY ARE A CARLILE OR FOLLOW SCHOOL DRESS CODE POLICY—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.*

# Staying Healthy And Safe

## 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 School District 60 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 School District 60 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 School District 60 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

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.

### **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 redirection 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, including 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;
- Damaging or destroying school property;
- Any other behavior that disrupts the orderly operation of the school or a classroom;
- Abusive, threatening, or obscene telephone calls, e-mail or voice mail messages.

### 3. 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.

- 4. **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.** In addition, staff members should ask to complete a Staff Protection Form, available in the main office.



## 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 3rd 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.

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

# Policies and Regulations (School District 60)

**\*District Policies and Regulations are available on the District website at:  
<http://boe.pueblocitieschools.us> or from the school office.**

***All District policies and regulations apply  
regardless of whether they have been specifically highlighted in this handbook***

*See also the District's Student Code of Conduct also available on the District's website at: [www.pueblocitieschools.us](http://www.pueblocitieschools.us).*

## **JJJ: Extracurricular Activity Eligibility**

All students meeting eligibility requirements are entitled to participate in extracurricular activities at their school of attendance. Subject to the same eligibility requirements, the district shall allow students enrolled in any school (including charter schools, online education programs, nonpublic schools and home schools) to participate on an equal basis in any activity offered by the district that is not offered at a student's school of attendance. *See complete policy.\**

**JJJ-R:** Rules governing participation in all school-approved extracurricular activities. *See complete regulation.\**

## **JQ: Student Fees, Fines, and Charges**

Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the district's educational program except tuition when allowed by law. However, the district may require students to pay textbook fees, fees for expendable materials and other miscellaneous fees as more fully set forth in this policy. *See complete policy.\**

## **JRA/JRC: Student Records/Release of Information on Students**

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/ guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records. *See complete policy.\**

**JRA/JRC-R – Student Records, Notification to Parents and Students of Rights Concerning Student Education Records** (Review, Amendment and Hearing Procedures): This regulation contains the procedures to follow when a parent or eligible student seeks to review or challenge the content of student education records. *See complete regulation.\**

**JRA/JRC-E-1– FERPA Notice: The Family Educational Rights and Privacy Act (FERPA)** and Colorado law afford parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within a reasonable time period after the request for access is made (not to exceed 45 days). *See JRA/JRC-R.*
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights. *See JRA/JRC-R.*
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. *See JRA/JRC.*
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.
5. The right to refuse to permit the designation of any or all of the categories of directory information. *See JRA/JRC.*
6. The right to request that information not be provided to military recruiting officers. *See JRA/JRC and JRA/JRC-E-2.*

Issued: June 25, 2013

## **JS: Suspension/Expulsion of Students**

While using district technology or personal technology on district property, in district vehicles and at district-sponsored activities, students shall act in an appropriate manner and in accordance with Board, school, and district policies and procedures, and applicable law. It is the joint responsibility of district and school personnel and students' parent(s)/guardian(s) to educate students about their responsibilities and to establish expectations when students use or access district and personal technology. *See complete policy.\**

**JS-E:** Acceptable Use Agreement. *See complete exhibit.\**

## **JKD/JKE: Student Use of Internet and Electronic Communications**

The Board of Education shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. *See complete policy.\**

## **JKE-E: Grounds for Suspension/ Expulsion**

The following may be grounds for suspension or expulsion from a public school: 1) Continued willful disobedience or open and persistent defiance of proper authority. 2) Willful destruction or defacing of school property. 3) Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children. 4) Declaration as a habitually disruptive student. 5) The use, possession or sale of a drug or controlled substance on



school grounds, in a school vehicle, or at a school activity or sanctioned event. 6) The commission of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would be robbery. 7) Possession of a dangerous weapon. 8) Repeated interference with a school's ability to provide educational opportunities to other students. 9) Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property. 10) Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). 11) Making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school district officials or personnel. *See complete policy.\**

### **JKE-R: Suspension/ Expulsion of Students**

Through written policy the Board of Education has delegated to any school principal the power to suspend a student for not more than five or 10 days, depending upon the type of infraction. Pursuant to policy JKD/JKE, the superintendent has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be 10 days or less. *See complete regulation for procedures.\**

### **JEA: Compulsory Attendance**

Every child who has attained the age of six years on or before August 1 of each year and is under the age of 17 is required to attend public school with such exceptions as provided by law. It is the parents' responsibility to ensure attendance. *See complete policy.\**

### **JH: Student Absence/Excuses**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. *See complete policy.\**

### **JHB: Truancy**

"Habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as "habitually truant." *See complete policy.\**

### **JLCB: Immunization of Students**

The Board directs the superintendent or designee(s) to annually provide parents/guardians of each student enrolled in the district a copy of the standardized immunization document developed by the Colorado Department of Public Health and Environment. The standardized immunization document includes a list of required and recommended immunizations and the age at which each immunization should be given.

No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Students who do not submit an up-to-date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to regulation JLCB-R.

All information distributed to parents/guardians by the district will inform them of their rights to seek an exemption from immunization requirements.

Adopted: July 16, 1996

Revised: June 25, 2013

LEGAL REFS.: C.R.S. 22-32-140 (annual distribution of standardized immunization document required)

C.R.S. 22-33-106 (grounds for suspension, expulsion and denial of admission)

C.R.S. 25-4-901 et seq. (school entry immunizations)

6 CCR 1009-2 (school immunization requirements)

CROSS REFS.: JF, Admission and Denial of Admission

JF-R, Student Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)

JKD/JKE, Suspension/Expulsion of Students

JRA/JRC, Student Records/Release of Information on Students

### **JLCB-R: Immunization of Students**

1. No student may attend school in the district unless the student has presented to the school an up-to-date certificate of immunization or a completed exemption form. [Note: please refer to current standardized immunization documents developed and updated by the Colorado Department of Public Health and Environment for a list of immunization requirements and recommendations.] A student shall be exempted from required immunizations only upon submission of:

- a. certification from a licensed physician that the student's physical condition is such that immunization would endanger the student's life or health or is otherwise medically contraindicated due to other medical conditions.
- b. a statement signed by the parent/guardian or the emancipated student that the student adheres to a religious belief whose teachings are opposed to immunizations.
- c. a statement signed by the parent/guardian or the emancipated student that the student holds a personal belief that is opposed to immunizations.

In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.

2. The district will provide upon request an immunization reporting form. The school nurse is responsible for seeing that required information is included on the form and transferred to an official certificate of immunization as required.
3. If there is a failure to comply with the immunization requirements, the school nurse will personally notify the parent/guardian or emancipated student. Such notification will be accomplished either by telephone or in person. If this is not possible, contact will be by mail. Emancipated Students must be contacted directly rather than through their parents/guardians.

The parent/guardian or emancipated student will be notified of the following:

- a. that up-to-date immunizations are required under Colorado law.
  - b. that within fourteen (14) days of notification, the parent/guardian must submit either an authorization for administration of the immunization by health officials or a valid exemption or documentation to the school showing that the next required immunization has been given and a written plan for completion of all required immunizations.
  - c. that if the required documentation is not submitted within fourteen (14) days of notification or if the student begins but does not continue or complete the written plan, the student will be suspended or expelled.
4. A student who fails to comply shall be suspended by the principal for up to five days and notice of the suspension sent to the Health Department.
  5. If no certificate of immunization is received during the period of suspension, the superintendent will institute proceedings for expulsion.
  6. Any suspension or expulsion under this policy will terminate automatically upon compliance.
  7. Record of any such suspension or expulsion will be contained in the student's health file, with an appropriate explanation, not in the student's disciplinary file.

Any student expelled for failure to comply with the immunization requirements will not be included in calculating the dropout rate, but will be included in the annual report to the State Board of Education.

### **Students in out-of-home placements**

The following procedure shall apply to students in out-of-home placements, as that term is defined by C.R.S. 22-32-138(1)(e).

Unless the district or school is otherwise authorized to deny enrollment to a student in out-of-home placement, the district or school shall enroll the student regardless of whether the district or school has received the student's immunization records. Upon enrolling the student, the school shall notify the student's legal guardian that unless the school receives the student's certificate of immunization or a written authorization for administration of immunizations within fourteen (14) days after the student enrolls, the school shall suspend the student until such time as the school receives the certificate of immunization or authorization.

Approved: July 16, 1996

Revised: March 14, 2006

Revised: June 25, 2013

### **KFA: Public Conduct on District Property**

Persons using or upon school district property, including all district buildings, parking lots, and any district vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the superintendent or designee to be in violation of this policy shall be instructed to leave district property and law enforcement may be contacted. Any person who has engaged or district officials reasonably believe will engage in conduct prohibited by this policy may be excluded from district property.

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations or any activity sponsored or approved by the district.
2. Physical abuse or threat of harm to any person or school district property.
3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district property, at district or school-sponsored functions or in any district vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with the Board's policy on administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.
6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
10. Profanity or verbally abusive language.

11. Violation of any federal, state or municipal law or Board policy.

Adopted: May 28, 2015

Revised: August 23, 2016

LEGAL REFS.: 21 U.S.C. 860 (*crime to distribute or manufacture controlled substances within 1,000 feet of a school*)  
C.R.S. 18-1-901 (3)(e) (*definition of deadly weapon*)  
C.R.S. 18-9-106 (*disorderly conduct*)  
C.R.S. 18-9-108 (*disrupting lawful assembly*)  
C.R.S. 18-9-109 (*interference with staff, faculty or students of educational institutions*)  
C.R.S. 18-9-110 (*public buildings – trespass, interference*)  
C.R.S. 18-9-117 (*unlawful conduct on public property*)  
C.R.S. 18-12-105.5 (*unlawful carrying/possession of weapons on school grounds*)  
C.R.S. 18-12-214 (3)(a) (*person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked*)  
C.R.S. 18-18-407 (2) (*crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles*)  
C.R.S. 22-1-119.3 (3)(c), (d) (*no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event*)  
C.R.S. 25-1.5-106 (12)(b) (*possession or use of medical marijuana in or on school grounds or in a school bus is prohibited*)  
C.R.S. 25-14-103.5 (*boards of education must adopt policies prohibiting tobacco and retail marijuana use on school property*)  
C.R.S. 25-14-301 (Teen Tobacco Use Prevention Act)

CROSS REFS.: ADC, Tobacco-Free Schools  
GBEB, Staff Conduct  
GBEC, Alcohol and Drug-Free Workplace  
JICH, Drug and Alcohol Involvement by Students  
JICI, Weapons in School  
KI, Visitors to Schools  
JLCDB, Administration of Medical Marijuana to Qualified Students

**NOTE:** *The exceptions in state law that permit possession of a deadly weapon on school property are that the person:*

- a. has legal authority to carry or possess a deadly weapon. C.R.S 18-12-105.5 (3).*
  - b. is presenting an authorized public demonstration or exhibition for the school or an organized class. C.R.S. 18-12-105.5 (1).*
  - c. is carrying out duties for the school district which require the use of a deadly weapon. C.R.S 18-12-105.5(1).*
  - d. is participating in an authorized extracurricular activity or on an athletic team. C.R.S. 18-12-105.5 (1).*
  - e. has possession of the weapon for use in an approved educational program which includes but is not limited to any course designed for the repair and maintenance of weapons. C.R.S. 18-12-105.5 (3)(h).*
  - f. is a school resource officer or peace officer on duty. C.R.S. 18-12-105.5 (3)(e).*
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