

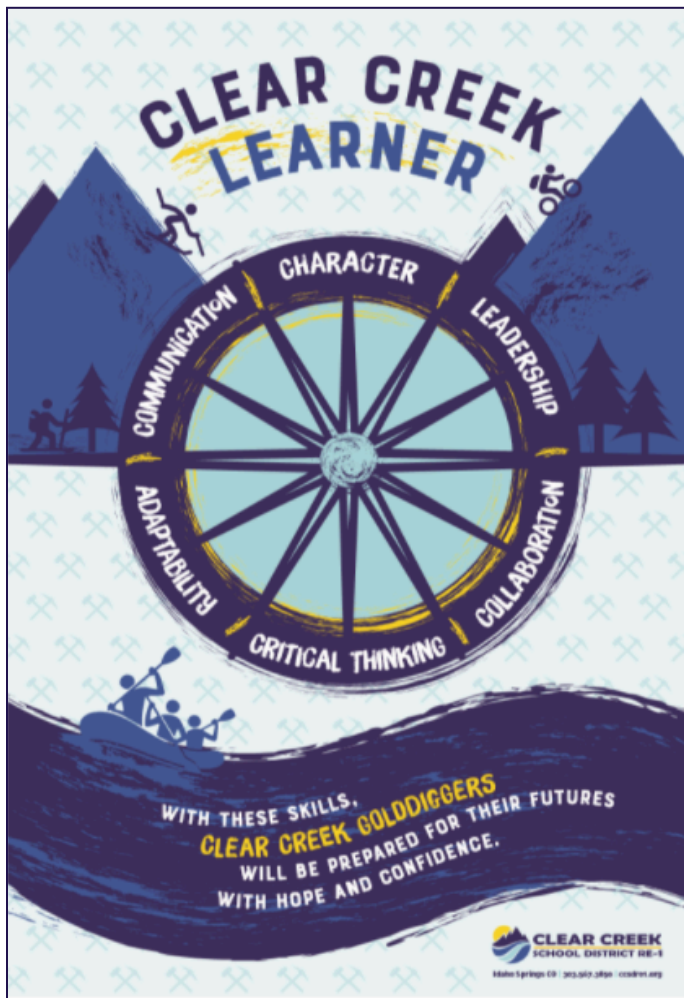


# CARLSON ELEMENTARY SCHOOL

*We are a community of joyful learners committed to growing into our best selves through authentic experiences.*



## STUDENT & FAMILY HANDBOOK



Dear Families,

Welcome to Carlson Elementary!

Our educators look forward to partnering with you to help your child learn and grow. The picture of the water wheel to the left is our Clear Creek Learner Profile. It was developed in collaboration with students, families, and the community. At Carlson, we use this as the foundation for our school-wide crew culture, which is about building relationships so that we can support each other socially, emotionally, and academically.

This handbook is full of useful information, but you are always welcome to reach out to us with any questions you may have, too. We are happy to help in any way we can.

Happy learning,  
*Carlson Staff*  
 303-679-5700

### **Carlson's Collective Core Values**

At Carlson Elementary, we believe in nurturing an educational experience that upholds the following values:

**Experiential Learning:** Students learn best when engaged in relevant, developmentally appropriate experiences that are meaningful to their lives.

**Individualized High Expectations:** Students grow when they are supported to reach high standards and produce high quality work.

**Inclusive Environment:** Every student deserves to feel welcomed and valued by a caring community that respects each other's uniqueness.

**Respect for the Whole Child:** Thriving, healthy students need opportunities to grow in multiple areas, including academically, cognitively, emotionally, and socially so that they may develop their own unique identities and places in the world.

**Diversified Deep Thinking:** Critical thinking, problem-solving, creativity, and inquiry prepare students to achieve their future goals.

## **Table of Contents**

There are numerous links throughout this handbook to the [Clear Creek School District RE-1 Board Policy Manual](#) in case you would like to read more about any of our policies.

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## **General Information**

### **School Hours**

Classes begin at 8:00 a.m. and dismiss at 3:30 p.m. Monday through Thursday. There is no school on Friday.

Students may enter the building and go to the cafeteria at 7:30 a.m. for breakfast.

At 7:45 a.m. students go outside for morning recess. Supervision will not be available outside before this time.

School office hours are 7:00 a.m. to 4:00 p.m.

### **Arrival**

For your student's safety, please do not drop them off at the school prior to 7:30 a.m. At 7:30, students may enter the building for breakfast.

### **Late Arrival**

School begins at 8:00 a.m. Any student who arrives after 8:05 may be marked tardy. If students arrive after 8:20, a parent or guardian should come into the office and sign them in, and they will be marked as tardy.

### **After School Pick-up**

Students are dismissed at onto the playground at 3:30.

- Students taking the bus home will line up at their bus and be checked off the bus attendance record.
- Students attending Kidz Korner will meet with someone from the after-school program in the café commons.
- Students being picked up will wait under the awning until their car pulls up to the curb.
- Families are welcome to play on the playground after school, but they must park their car and pick up their student from under the awning first. Families are responsible for playground supervision after school.

Students are expected to go directly home after school unless they are being supervised by their family, have been requested to stay, or are scheduled for an after school activity.

### **Riding the Bus**

Current transportation pick-up and drop-off locations and times can be found on Carlson's website under the Family Resources tab.

If you find it necessary to change the normal bus riding routine for your child, please contact the school office. If your child is to take a different bus, again, please contact the school office or send a written note with the child. Bus notes are to be turned in to the office and authorized. A bus pass will be sent to the student with the necessary information to be passed on to the bus driver. No bus pass will be issued at the request of a student.

### **Early Pick-up**

Students who need to leave early must be signed out in the office by a parent or guardian.

If a student needs to be picked up by someone who is not listed on the emergency card, a note or telephone call to the school **IS REQUIRED**. A photo ID must be presented by the person authorized to pick up the child prior to the child being released.

*\*The student dismissal precautions policy (JLIB) is detailed in the CCSD Board Policy Manual on the district website.*

### **Before, After & Friday Child Care**

Child care before and after school is available through [Clear Creek Metropolitan Recreation District](#) (CCMRD), 303-567-4822.

### **Recess**

Times are scheduled each day for students to have an outside recess. Please make sure that your child is dressed warmly on cold days with hats, gloves, warm coats, and boots. If the temperature is below 15° F, students will be kept inside for recess. Consider whether your child would benefit from sunscreen or a hat on sunny days.

### **Toys & Special Items**

Students should leave toys at home. Toys and games brought to school often interfere with the learning environment and can create problems among students. Please do not allow your child to bring distracting items to school.

The school is not responsible for any item brought to school in violation of this policy. If an item is lost or stolen, the school does not have the resources to investigate what happened to the item that should have been left at home in the first place. Items brought to school may be confiscated. We will make every effort to secure any confiscated items so that a parent may come and pick them up, but we are not responsible for any loss or damage to the property.

### **Valuable Items & Money**

The school cannot assume responsibility for the personal property of children or adults. Because of the possibility of loss or damage, items of value such as tablets, large amounts of money, jewelry, etc. should not be brought to school. Personal property is not covered by school insurance.

### **Lost & Found**

Please label your student's coat, hoodie, backpack, lunchbox, hat, and gloves with their name. This helps ensure that items get returned to their owner and stay out of the lost and found pile.

There is a lost and found basket and rack by the elevator. A couple of times a year, we spread out the unclaimed items to make it easier for students to find their belongings.

At the end of the school year, all unclaimed items are donated.

### **Classroom Parties**

Sharing celebrations builds community. This looks a little different in each classroom. Please talk to your student's teacher if you're interested in supporting class celebrations, or if you have any questions about them.

### **Supervision At School Events**

Parents are responsible for the supervision of their children at after-hour events, including concerts, open houses, meetings, etc. If the school is providing supervision for an after-hours event, there will be a permission slip for students to attend.

### **Visitors**

Family involvement improves students' educational experience. We are proud of our instructional programs and welcome parental visits to their student's classrooms. To maintain a safe environment, visitors need to check in with the school office and must sign in and out. They will be given a name-tag to wear identifying themselves as visitors and may be accompanied by a district employee for some, or all, of the visit.

Small children, whether friends or relatives, can be disruptive to the educational process. We cannot allow young friends or relatives of your students to visit the classroom during school hours.

Lunch is an excellent time for families to visit. If you would like to order a school lunch, the order must be put in before 8:30 a.m.

According to CCSD board policy, visiting the school is a privilege, not a right. Visitors may be limited, denied, or revoked by a school administrator or designee based on considerations of student or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

*\*The visitor policy (KI) is detailed in the CCSD Board Policy Manual on the district website.*

### **Frequently Asked Questions**

Q: How do I get a message to my child?

A: *Call the office, 303-679-5700, by 3:00 p.m.*

Q: My child lost their library book. What should I do?

A: *Call the librarian and get the replacement cost.*

Q: I'd like to send a dry soup for my child's lunch. Is there a way it can be heated?

A: *Students can use the microwaves set up especially for them in the cafeteria.*

Q: Can I send a treat for my child's birthday?

A: *Yes, but please call the teacher ahead of time for an approved list of snacks in case there are children with food allergies. For safety, we recommend commercially prepared food. Healthy snacks are always enjoyed.*



## **Attendance & Absences**

### **Attendance**

Regular attendance helps students find success at school. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. On the other hand, frequent absences often lead to poor academic work, lack of social development and possible 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 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.

Each year, the school board establishes the school attendance period by adopting a school calendar. Elementary students are required to have actual teacher-pupil instruction and contact time of 990 hours during each school year.

### **Tardy**

Students who arrive after 8:05 a.m., but before 10:30 a.m., are counted as tardy. Students who arrive after 10:30 a.m. are counted as having a half-day absence. Students who leave before 1:10 p.m. are counted as a half-day absence.

### **Reporting an Absence**

Keeping our students supervised and safe coming to and from school is a major concern for all of us. It is important that the school staff be informed when students will not be at school for the safety of the student. If your child will be absent or tardy, we ask that you call the 24-hour school attendance line at **303-679-5701**. Please leave the name of the person calling, the name of the student, and the reason for the absence.

To prearrange an absence, communicate with the school secretary and the classroom teacher at least two weeks before the planned absence.

All absences are recorded on the student's permanent record, whether excused or unexcused.

### **Excused Absences**

According to board policy JH, the following shall be considered excused absences:

- A student who is temporarily ill or injured or whose absence is approved by the administrator on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
- A student who is absent for an extended period due to physical, mental, or emotional disability.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
- A student who is suspended or expelled.
- Absences otherwise approved by the school principal.

### **Unexcused Absences: Truancy**

Any absence that does not qualify as an excused absence is considered unexcused. The maximum number of *unexcused* absences a student may incur before judicial proceedings can be initiated to enforce compulsory attendance are four days in one month or ten days during any calendar year or school year.

**Chronic Absenteeism**

Excessive absences negatively impact a student's learning. Any student missing more than 10% of the days of school, whether excused or unexcused, is designated as chronically absent per federal standards. Absences due to suspension or expulsion are not included in this count.

Information about your students' absenteeism rate can be found in the Parent Portal or on their report card. Letters are sent home during conferences for any student who is considered chronically absent to ensure that parents are aware of their students' attendance.

**Make-up Work**

Providing make-up work with short notice is difficult for classroom teachers. It is impossible to recreate all the learning that a student experiences during the school day into a neat take-home packet. Teachers need time to adapt at-school learning into something that can be done at home.

According to CCSD board policy, student's may pick up their make-up work when they return to school. In the case of extended absences, parents may make arrangements to pick up their student's make-up work throughout the absences, before they return to school; however, teachers may take up to 24 hours to prepare the make-up work.

Students will be allowed two school days for each day of absence to complete their make-up work. The classroom teacher may agree to extend this time frame.

*\*Attendance and absence policies (JH and JHB) are detailed in the CCSD Board Policy Manual on the district website.*



## **Student Learning**

### **Colorado Academic Standards**

The [Colorado Academic Standards](#) are at the center of student learning, guiding educators as they provide students with an appropriately challenging, comprehensive education.

### **Supplies**

A list of school supplies for each grade level is listed on Carlson's website under the Students tab. Additionally, a fee is required to offset the cost of student consumable workbooks.

### **Fieldwork**

Fieldwork is one facet of our experiential learning model. It is similar to going on a field trip, because the learning is extended outside the classroom. Fieldwork differs from a field trip, because it is more rigorous, supports deeper learning, and creates relevance for students by providing them with opportunities to engage in authentic learning experiences.

Some trips require a fee for participation. No child will be denied participation in a fieldwork experience due to lack of funds. Scholarships are available to cover the cost of fieldwork if a family is in need. Please contact the office or your child's teacher if needed.

In order to participate in these types of experiences, students must show that they can follow directions and maintain safe behavior. Students who repeatedly refuse to comply with safety rules and regularly behave in an unsafe manner will not be allowed to participate in any fieldwork that might pose a risk to the wellbeing of themselves or others.

It is our belief that all students benefit from fieldwork experiences, and we will make extensive efforts to ensure that all students are able to participate. Teachers will communicate any concern about a student's inability to participate safely in fieldwork with the principal and the family far in advance of a trip. This will allow the family and the school to work together to try and find a solution that allows the student to participate. If a solution can not be found, the student will remain at the school, and the teacher will create an alternative assignment for the student to do.

### **Fees, Fines, & Charges**

Families will be asked to pay a fee for student workbooks. These are consumable materials that may only be used by one student.

Students are responsible for all textbooks and other learning materials issued to them, including library materials. In case of damage, loss, or theft, the student will be assessed charges depending upon the age and condition of the book when issued. Fees, fines, and charges may be paid on-line by credit card or payment may be given to the office.

*\*The fees, fines, and charges policy (JQ) is detailed in the CCSD Board Policy Manual on the district website.*

### **Financial Assistance**

While school breakfast and lunch are free (*see School Meals*), families may still fill out the [Free and Reduced Lunch Application](#) to obtain a yearly waiver for fees. The application may be filled out at any point during the school year. The application is linked above, available on the Carlson website, or a paper copy is available in the office. Call the secretary, 303-679-5700, if you would like us to send a copy home.

## **Report Cards**

Student progress toward achieving the Colorado content standards is continually monitored throughout the year to ensure that students are learning and growing.

This progress is communicated through a formal report card at the end of each trimester. Progress reports will be issued four weeks before the end of each trimester for any student who is in danger of failing, allowing them an opportunity to improve their grades.

Report cards and progress reports are important avenues of communication and establish a constructive working relationship between families, students, and the school.

*\*The grading policy (IKA) is detailed in the CCSD Board Policy Manual on the district website.*

## **Gifted Education**

Gifted Education services are provided to identified students in grades K-6. An Advanced Learning Plan will be developed for each gifted learner prior to October 1<sup>st</sup> each school year, and progress monitored at least once each trimester. Goal setting, appropriate differentiated academic and affective needs instruction, and learning experiences are implemented within the regular education classroom setting.

Referrals may be initiated by staff through the MTSS process, or by parents, students, or community members through the Gifted Education Coordinator. After school enrichment, field trips, professional development, and family engagement opportunities will be coordinated by the Gifted Education Coordinator.

## **Special Education Services**

Special education is an extra layer of support to help students who may learn or behave differently than their peers. Special education services are provided to identified students in preschool through 6<sup>th</sup> grade. These services are guided by the student's Individualized Education Program (IEP), which contains goals designed in collaboration with the student's family and teachers. Referrals may be initiated by staff through the MTSS process or by parent request.

## **State Assessments**

CMAS stands for Colorado Measures of Academic Success. This is a standardized test required by state and federal law. Results from CMAS will be given to parents as soon as they are available, typically in the fall of the following school year, and are made part of the student's permanent academic record.

A school assessment calendar will be shared with families in the school newsletter.

Parents who wish to exempt their child from the state assessment need to submit their request for exemption in writing to the school principal prior to testing. The request is valid for one year.

*\*Assessment policies (IKA and IKA-R) are detailed in the CCSD Board Policy Manual on the district website.*

## **Exemption from Health Education**

In 5<sup>th</sup> grade, the [Colorado Comprehensive Health Standards](#) include learning about the maturation and development of the human body and its reproductive systems. Written notice will be provided to families before this unit is taught.

Upon the request from a parent/guardian, an exemption will be granted from any portion of the health education curriculum. If such a request is made, the teacher will develop an alternative activity for which the student will receive credit.

*\*Health curriculum exemption policies (IHAM and IHAM-R) are detailed in the CCSD Board Policy Manual on the district website.*

## **Retention**

Deciding when it is best for a student to repeat a grade is a complex process, and it is not one that we enter into lightly. Retention for any reason shall be used on a very limited basis, and only when there is strong evidence that it is in the best interest of the student. The principal will make the final decision about whether to retain a student after reviewing the student's score on *Light's Retention Scale* and consulting with the student's parents/guardians, teachers, and (when appropriate) the student themselves.

## **READ Act & Retention**

The [Colorado READ Act](#) (H.B. 12-1238) supports quality reading instruction and requires schools to track students' reading growth in Kindergarten through 3<sup>rd</sup> grade. According to the Colorado Department of Education, research shows that "students who cannot read by the end of 3<sup>rd</sup> grade are four times more likely to drop out of high school." The law mandates that for students completing 3<sup>rd</sup> grade with a significant reading deficiency, a retention conversation is required, with the superintendent making the final decision for advancement.

## **Technology & Chromebook Use**

Preparing our students for the future means supporting them as they learn to use a variety of technology. Students are expected to use their Chromebook as a tool for learning in a responsible manner. More information about this can be found in the [Annual Acceptable Use Agreement](#) that parents and students sign each year. Part of this means keeping them safe as they learn about digital citizenship. The district uses software to block and filter content inappropriate for young people, and teachers monitor students' work and use of the internet. Unfortunately, these systems are not foolproof, and it may happen that a student accesses something they should not. We will address these situations as they happen.

*\*Student use of electronic resources policies (JS and JS-E) are detailed in the CCSD Board Policy Manual on the district website.*

## **Requests for Teacher Qualifications**

The Every Student Succeeds Act (ESSA) states that parents have the right to know the professional qualification of the classroom teachers who instruct their child. If you would like to receive this information, please submit a written request to the Superintendent.

## **Communication**

### **Open Communication**

Our goal at Carlson is to collaborate with families to create the best education experience possible for our students. Open communication is an important part of collaboration. You will receive regular communication from classroom teachers and the principal about what's going on at Carlson. Communication works best in a loop. Please reach out to ask questions or share ideas. We want to work together with you.

### **Teacher Communication**

Communication between the school and home should be frequent and fluid. Classroom teachers will provide families with their contact information at the start of the school year. If you ever need to know how to connect with a teacher, please reach out to the front office, 303-679-5700.

Please understand that it is difficult for a classroom teacher to communicate with families during the day while they are teaching. Their priority during school hours is to support the learning and growth of our students. Teachers regularly check their voicemail and email and will return communication as soon as they are able.

### **Student Cell Phone Use**

Cell phones are a huge distraction to students' learning at school. Students who choose to bring their cell phones to school should keep them put away in their backpacks throughout the day. On rare occasions, classroom teachers may make exceptions to this policy and allow students to use their phones. Students caught using a cell phone without permission will be asked to put it away the first time. Students who continue to use their phones without permission may have their phone confiscated for the day. If it continues to be a problem, a parent or guardian will need to pick up the student's cell phone from the office.

*\*The student cell phone policy (JICJ) is detailed in the CCSD Board Policy Manual on the district website.*

### **Student Use of the School Phone**

Students may use the telephone in the office under special circumstances, so long as it does not interfere with their learning. They are discouraged from using the phone to arrange after school activities at the end of the day. Please arrange plans for after school before coming to school each day.

### **Student Email**

Every student at CCSD is assigned an email when they enroll. It follows this format: firstname.lastname@clearcreek.school. Students in grades K-6 have 1:1 access to a Chromebook to support and extend their learning, and logging into their Chromebook requires an email address. As part of the enrollment process, students and parents sign an [Annual Acceptable Use Agreement](#) for technology. Any communication conducted through a school district email account can be monitored, reviewed, copied, or stored at any time; there should be no expectation of privacy.

*\*Student use of electronic resources policies (JS and JS-E) are detailed in the CCSD Board Policy Manual on the district website.*

### **Problem-Solving Communication**

Situations will arise in which we need to communicate to understand and solve problems together. You are encouraged to first share all concerns directly with your students' classroom teachers. At any point, you are welcome to communicate directly with the principal. In the event that you would like to fill out a formal complaint, please use the [CCSD Complaints & Suggestions](#) forms.

*\*Student concerns, complaints, and grievances policies (JII and JII-R) are detailed in the CCSD Board Policy Manual on the district website.*

**Student Publications**

*\*Student publication policies (JICEA and JICEA-R) are detailed in the CCSD Board Policy Manual on the district website.*

**Student Distribution of Non-curricular Materials**

*\*Student distribution of non-curricular materials policies (JICEC and JICEC-R) are detailed in the CCSD Board Policy Manual on the district website.*

## **Family Involvement**

We welcome your involvement! Research shows that supportive families improve student outcomes, not just of their own children, but of all the students in a school. Involved families benefit our students and our school. Please find a way to engage in your child's education. Here are some of the ways you can be involved:

### **Extend Learning at Home**

There are multiple ways to extend your students' education at home. Regular reading at home supports students' development and has a measurable positive impact on their future. Students should regularly bring home books from their classroom or the library that they can read at home.

### **Student-Led Conferences**

Conferences at Carlson are student-led, which means that students present their learning to their families and reflect on their progress. This practice puts students in the driver's seat and helps them to own their learning, an important component of ensuring that learning is both rigorous and relevant.

Conferences are held in October and February. Prior to conferences, a letter will be sent home asking families to choose a time that is most convenient for them. Please communicate with the classroom teacher to find a time that allows you to participate in your child's education. Conferences may also be held throughout the year as needed.

### **Homework**

Classroom teachers will communicate their homework policy with families. Homework is an opportunity for students to gain additional practice in a skill, and it should be something that students can do independently. Students benefit from support in building routines around homework and establishing good work habits. It should be approximately 10 minutes per night, per grade level, beginning in 1<sup>st</sup> grade, i.e., 10 minutes = 1<sup>st</sup> grade; 20 minutes = 2nd grade, and so on. In addition to this, students may be given the opportunity to complete work at home that they chose not to complete at school.

If you are looking for additional ways to support your students' growth, reach out to their classroom teachers. There are a number of ways that you can extend and support your students' learning at home.

### **Join the PTA**

Our PTA is always looking for new members to help plan events, fundraisers, and activities for our students and community. The meetings are on the second Tuesday of each month from 6:00-7:00 p.m. Everyone is welcome! You can contact someone from the PTA directly at [carlson.pta@ccsdre1.org](mailto:carlson.pta@ccsdre1.org).

### **School Accountability Committee**

Carlson's School Accountability Committee (SAC) meetings are embedded within the PTA meetings. During the SAC portion of the meeting, the principal shares things like the school budget, assessment data, staffing plans, and seeks parent input. Just like PTA meetings, they are open to the public and everyone is welcome.

*\*The accountability policies (AE and AE-R) are detailed in the CCSD Board Policy Manual on the district website.*

### **District Accountability Committee**

The district accountability committee is called DAC. They are responsible for conducting the annual survey and reporting the results to the CCSD board of education to help inform the creation of the district budget. New members are welcomed and appreciated. All new members must be approved by the school board. If you would like to serve on this committee, please contact the superintendent.

*\*The accountability policies (AE and AE-R) are detailed in the CCSD Board Policy Manual on the district website.*



## **School Meals**

### **Breakfast**

Breakfast is available for students from 7:30 to 7:50 a.m. each day of school.

### **Lunch**

Lunch is served between 11:00 a.m. and 1:00 p.m. each school day. If you need to know what time your student eats lunch, please call the front office, 303-679-5700.

### **Cost**

Breakfast and lunch are free. In 2022, Colorado voters passed the Healthy School Meals for All program. This pays for all of our students to eat a free breakfast and lunch, regardless of their family's ability to pay.

*\*The school meal policy (EF-E-1) is detailed in the CCSD Board Policy Manual on the district website.*

### **Forgotten Lunches**

Sometimes students think they brought a lunch from home, and then they realize they forgot it. We will do our best to notice if a student is not eating lunch and help them, but sometimes we might miss it. Please encourage your students to tell someone if they don't have a lunch to eat.

Young students often make the mistake of confusing their snack with their lunch. Please help your student to understand the difference between the two.

### **Healthy & Nutritious Food**

Students require nutritious food to support their growth and development. While special occasions and celebrations are times to indulge in a sweet treat, families are strongly encouraged to only send healthy choices for their students' regular snacks and lunches. Soda and candy should be left at home.

Teachers set the rules for food in their classroom in alignment with district policy. Sometimes a specific food might be banned from the classroom to keep a student with allergies safe. Please reach out to your student's teachers if you have questions about the snack policy in their classroom.

*\*The nutritious food choices policy (EFEA) is detailed in the CCSD Board Policy Manual on the district website.*

## Health & Wellness

### Too Sick to Come to School?

There are three main reasons to keep a child home from school:

1. The child doesn't feel well enough to take part in normal activities. The child is overly tired, fussy, or won't stop crying.
2. The child needs more care than teachers or staff can give and still care for the other children.
3. The illness is on the following list, and staying home is recommended.

**Children with the following symptoms or illness should be kept home from school:**

SYMPTOMS	Child Must Be at Home?
<b>DIARRHEA</b> Frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine	<b>Yes</b> – if the child looks or acts sick; if the child has diarrhea with fever and isn't acting normally; if the child has diarrhea with vomiting; if the child has diarrhea that overflows the diaper or toilet.
<b>FEVER (100°F+)</b> with behavior change or other illness	<b>Yes</b> – when the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.
<b>“FLU-LIKE” SYMPTOMS</b> Fever over 100° F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea	<b>Yes</b> – for at least 24 hours after the fever is gone, without the use of medicine that reduces fever.
<b>COUGHING</b> <u>Note:</u> Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment	<b>Yes</b> – if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary.
<b>Mild RESPIRATORY OR COLD SYMPTOMS</b> Stuffy nose with clear drainage, sneezing, mild cough	<b>No</b> – may attend if able to take part in school activities. <i>Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</i>
<b>RASH WITH FEVER</b> <u>Note:</u> Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor	<b>Yes</b> – Call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated.
<b>VOMITING</b> Throwing up two or more times in the past 24 hours	<b>Yes</b> – until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury, watch for other signs of illness and for dehydration.

### Student Illness & Injury

The school is not equipped to care for a sick child. Should students become ill or injured, they will be cared for in the office clinic until parents can be notified. School personnel can administer no treatment other than simple first aid.

Please make sure that we have up-to-date contact information in Infinite Campus.

## **Immunizations**

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.

*\*The immunization policy (JLCB) is detailed in the CCSD Board Policy Manual on the district website.*

## **Medications at School**

Whenever possible, medicine should only be given at home. Medications, prescription and non-prescription, (i.e. cough drops, eye drops, etc.) are to be given at school only under the following conditions:

- Written documentation is provided:
  - Medication permission form signed by parent or legal guardian and physician.
  - Physician documenting name of medication, dosage, purpose of medication, time of day the medication is to be given, possible side effects, and anticipated number of days medication will be given at school.
- Medication supplied to school in pharmacy labeled bottles.
- Medication to be stored in a clean, locked cabinet or container in the nurse's office.
- Students who are deemed responsible may carry medication on their person if the above documentation is complete and approved by the school nurse. Students may not carry any Schedule II or narcotic drugs on their person. These **must** remain locked in the office and given as scheduled by school personnel who are authorized to administer medications.

No verbal requests for medication/treatments for students by parents/guardians will be accepted.

Parents/guardians are to bring all medication to the nurse. In the event an adult is not able to bring medication to school, the parent/guardian will need to make arrangements with the nurse or secretary. These arrangements are to include:

- A call to the nurse or secretary the day the medication is being sent
- Notification of the type of medication being sent
- It must arrive in the original container (manufacturer or pharmacy) labeled with the student's name, dosage, time to be administered, and number of pills written on a sealed envelope.

*\*The administering medication to students policy (JLCD) is detailed in the CCSD Board Policy Manual on the district website.*

## **Sun Protection**

Skin damage is the result of sun exposure over a period of years, beginning in childhood. The average ultraviolet radiation (UV) index in Idaho Springs is 5.8 as compared to Denver at 4.3. A UV index reading of 3 to 5 means moderate risk of harm from unprotected sun exposure. When the UV index is 3 or greater, students and staff will be advised to take safety measures when they are outside. They are to put on clothing that covers as much of their body as possible (i.e. collared, long sleeved shirts, long pants), apply broad spectrum, water-resistant sunscreen, wear a broad brimmed hat, wear sunglasses, and seek shade. Students who do not have adequate clothing to protect them will not be excluded from recesses, though they may be restricted to shaded areas.

## **Drugs & Alcohol**

Clear Creek School District RE-1 promotes a healthy environment for students by providing education, support, and decision-making skills in regard to alcohol, drugs, and other controlled substances and their abuse in accordance with the [Colorado Health Standards](#) as appropriate for a student's age.

Students and school personnel may not possess, use, sell, distribute, procure, or be under the influence of alcohol, drugs, or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students. Controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, and any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin, or other chemical substances not taken in accordance with the CCSD policy and regulations on administering medicines to students (JLCD and JLCD-R).

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees

Students violating this policy shall be subject to disciplinary sanctions, which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with state law.

Whenever possible, in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available. The School District assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups, unless otherwise required.

*\*The drug and alcohol involvement by students policies (JICH and JICH-R) are detailed in the CCSD Board Policy Manual on the district website.*

### **Tobacco & Vape Products**

Possession or use of tobacco, tobacco products, or vape products by a student on school property, in school vehicles, or at school activities is prohibited. Any student violating the nonsmoking, tobacco free policies of the School District shall be subject to discipline in accordance with the law.

*\*The tobacco free schools policy (ADC) is detailed in the CCSD Board Policy Manual on the district website.*

## **Student Conduct**

### **Student Conduct**

It is expected that students will conduct themselves in a manner that is safe, respectful, and responsible. This means that they are expected to maintain standards of behavior that are acceptable to the majority of their peers, school personnel, parents, and community.

At Carlson, one of our values is educating the whole child, which includes supporting students as they develop self-discipline, including developing self-control, character, orderliness, and efficiency. Good conduct, proper consideration for other people, and accepting personal responsibility for misbehavior are skills that will benefit students throughout their lives.

The following Rules of Conduct are only a guide and should not be interpreted as a complete document of unacceptable behavior resulting in disciplinary action. Any unacceptable pattern of conduct not referred to in this section will be dealt with in a manner similar to that outlined hereafter.

### **District Code of Conduct**

Effort will be made to address student violations of this conduct code reasonably and with consideration for the student's age and extenuating circumstances. Whenever possible, school staff will help students learn from their misconduct so that they do not make the same mistake again.

Per board policy, the principal *may* suspend or recommend expulsion of a student who engages in one or more of the following activities at school or school-related events.

- Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
- Violation of the district's policy on weapons (JICI and JICI-E) in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, in accordance with state law.
- Violation of the district's alcohol use/drug abuse policy (JICH and JICH-R). Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
- Violation of the district's violent and aggressive behavior policy (JICDD).
- Violation of the district's tobacco-free schools policy (ADC).
- Violation of the district's policy on sexual harassment (JBB).
- Violation of the district's policy on nondiscrimination (AC, AC-R, AC-R1, AC-E-1, and AC-E-2).
- Causing or attempting to cause damage to school property, or stealing or attempting to steal school property of value.
- Causing or attempting to cause damage to private property, or stealing or attempting to steal private property.
- Commission of any act which, if committed by an adult, would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law, except for commission of third degree assault.
- Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
- Violation of district policy or building regulations.
- Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
- Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.

- Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
- Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Lying or giving false information, either verbally or in writing, to a school employee.
- Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
- Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a member of the school staff.
- Repeated interference with the school's ability to provide educational opportunities to other students.
- Engaging in "hazing" activities.
- Violation of the district's dress code policy (JICA).
- Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

*\*The code of conduct policy (JICDA) is detailed in the CCSD Board Policy Manual on the district website.*

### **Playground Expectations**

The same rules apply on the playground as apply inside the building. Students should be safe, show respect, and act responsibly. If a supervising adult feels that a student is not behaving safely, the student will be redirected. Failure to comply with adult directions, may result in the loss of recess time.

1. Wear appropriate attire. We go outside every day, even in winter!
2. Line up when the whistle blows.
3. Snow, wood chips, and rocks may not be thrown.
4. Bring belongings in with you.
5. Stay on the playground; stay within the fenced area.
6. Return play equipment to the basket.
7. Leave food and drinks inside, including candy.
8. Follow adult directions.
9. Use polite language and good sportsmanship.
10. Keep hands and feet to yourself.
11. Sidewalk chalk may be used on the sidewalk **only**. It is not to be used on the building or any part of the playground structure.
12. Toys stay at home.
13. Electronic devices stay in the backpack.

For students who choose to behave inappropriately on the playground, the following consequences will be imposed:

- First time: The student will be warned and asked to follow expectations.
- Second time: The student will be taken out of play for a designated period of time. (time on the wall or bench)
- Third time: The student will be taken out of the play situation, the parent will be contacted, and a report will be filed with the homeroom teacher and the principal.

In the event that the student's behavior is severe and violates the district code of conduct (JICDA) or the policy on violence and aggression (JICDD), the student will be removed from the play situation and sent to the principal's office immediately.

## **Student Discipline**

Effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior.

All policies and procedures for handling general and major student discipline problems shall be designed to achieve these objectives. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions. Whenever possible, staff will support students with a restorative approach.

## **Discipline of Students with Disabilities**

Students with disabilities are neither immune from the school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their IEP, any behavioral intervention plan, and Board policy.

*\*The code of conduct policy (JK\*-2) is detailed in the CCSD Board Policy Manual on the district website.*

## **Violent & Aggressive Behavior**

There is no room in a positive and safe learning environment for violence and aggression. Behaviors categorized as violent or aggressive will not be tolerated and shall result in immediate action being taken.

Please encourage your student to report any acts of aggression they have experienced or witnessed.

Acts of violence and aggression shall be well documented and communicated by the staff to the building principal, and parents will be notified.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk or violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive by board policy:

1. Possession, threaten with, or use of a weapon-as described in the district's weapons policy (JICI and JICI-E).
2. Physical assault-the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.
3. Verbal abuse –includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family, or a group.
4. Intimidation-an act intended to frighten or coerce someone into submission or obedience.
5. Extortion-the use of verbal or physical coercion in order to obtain financial or material gain from others.
6. Bullying-any written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school environment as further described in the district's Bully Prevention and Education policy (JICDE).
7. Gang Activity-as described in the district's gang activity policy (JICF).
8. Sexual Harassment-as described in the district's sexual harassment policy (JBB).
9. Stalking-the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance-a serious act or instance of defying or opposing legitimate authority.
11. Discriminatory Slurs-insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's race, sex, sexual orientation, religion, national or ethnic background or handicap.



12. Vandalism-damaging or defacing property owned by or in the rightful possession of another.
13. Terrorism-a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

*\*The violent and aggressive behavior policy (JICDD) is detailed in the CCSD Board Policy Manual on the district website.*

### **Student Searches & Interrogation**

Interrogations: The school will make a concentrated effort to contact parents or guardians before releasing students to law enforcement officers.

Searches: Except where an emergency requires immediate action, no search shall be undertaken without first consulting with the Building Principal or Superintendent of Schools.

School desks and other storage areas are school property and remain at all times under the control of the school. All such desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice.

When reasonable suspicion arises, school personnel may search a student and/or the student's personal property, while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized, or contraband materials.

*\*The student interviews, interrogations, searches, & arrests policy (JIH) is detailed in the CCSD Board Policy Manual on the district website.*

### **Removing a Student from the Classroom**

Every student has a right to a quality education, but they do not have the right to interfere with the educational opportunities of other students. Teachers have the right to remove students from their class who

- violate the CCSD code of conduct.
- are dangerous, unruly, or disruptive.
- seriously interfere with their ability to teach or with other students' ability to learn.

*\*The disciplinary removal from the classroom policy (JKBA) is detailed in the CCSD Board Policy Manual on the district website.*

### **Bully Prevention**

Bullying is defined as any written or verbal expression, or physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school, or on the school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events.

Effective learning and teaching takes place in a safe, secure, and welcoming environment. Safe schools contribute to improved attendance, increased student achievement and community support. Bullying disrupts a school's ability to educate students and threatens public safety by creating an atmosphere in which such behavior can escalate into violence.

Teachers are required to include bully proofing lessons and character education in their plans to support student development and resiliency. Additionally, conflict resolution and peer mediation are taught and implemented as needed.

*\*The bullying prevention and education policy (JICDE) is detailed in the CCSD Board Policy Manual on the district website.*

### **Dress Code**

A safe and disciplined learning environment promotes a quality educational program. As such, district-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there will be no further penalty. Failure to comply with dress code requirements may result in student disciplinary action.

The following items are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing that expose private parts of the body. (Also removed parts of the policy that discussed length and strap width length from the original CASB policy)
2. Hoods over a student's head are not allowed for safety reasons.
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and chest.
4. Any inappropriate or disruptive clothing, hats, paraphernalia, grooming, jewelry, hair coloring (with offensive designs), accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any sort of "hate" group/s (expressed or implied)
  - Include chains, spikes, etc. (spike collars, wristbands, chain belts, or wallet chains)
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process

Hats may be worn, so long as they comply with the above rules and do not pose a problem for anyone or interfere with students' learning.

*\*The dress code policy (JICA) is detailed in the CCSD Board Policy Manual on the district website.*

## **Transportation**

### **Student Conduct on the Bus**

Maintaining safe behavior on the bus is important for the safety and wellbeing of everyone on the bus. The privilege of riding a school bus is contingent upon a student's good behavior, observance of the student code of conduct, and established regulations, both at bus stops and on board buses. After due warning has been given to the student and to parents/guardians, the principal may withhold from the student the privilege of riding the school bus as well as impose other discipline. Some infractions of a serious nature will result in immediate suspension of bus privileges, following notification of the parents.

The following Rules of Conduct are to be followed by students while riding a school bus:

1. Conduct at bus stops is expected to be orderly and quiet. Students are to confine themselves to the immediate bus stop area to help eliminate potential safety problems. Students shall not fight or scuffle while waiting to load or unload or while on the bus.
2. Students are to be on time and should arrive at the stop 5 minutes prior to the scheduled stop time. Students should wait at least 15 minutes beyond the scheduled arrival time, should the bus be late due to bad weather or mechanical difficulties. Bus drivers are not to leave the stop before the scheduled stop time.
3. Students are to wait until the bus is completely stopped before approaching the bus, and should wait at least 6 feet from the bus until the door is open. When buses pick up at school, students should remain on the sidewalk or other designated area until the bus is stopped, and the bus door is open.
4. The students shall board at the direction of the driver, go to their seats without crowding or pushing, and remain seated until the bus is completely stopped. Students shall leave the bus in an orderly manner.
5. Students who need to cross a road or highway to board or leave a bus will walk across at least 12 feet in front of the bus when directed by the driver after the driver has activated the flashing lights and traffic has been halted. Students are never to cross behind a stopped bus.
6. The driver is in full charge of the bus and students. Students will comply promptly with his/her requests.
7. Drivers will develop and submit a draft safety seating plan within the first two weeks of each semester. Within one month, each driver will submit a final safety seating plan. Both plans will be submitted to the transportation director and retained until the end of the school year. At any time and regardless of the safety seating plan, at the discretion of the driver, a student may be assigned a seat on the bus.
8. Moderate voice level and ordinary conversation are to be adhered to while riding on a bus. Profanity, vulgar songs, stories, words and gestures will not be tolerated.
9. No student will disturb the private property of another student or the driver.
10. Students may open windows only when requested by the driver. Students shall not extend any part of their body out of the window. No objects shall be thrown out of the windows at any time.
11. There shall be no smoking, use of tobacco, drugs, or alcoholic beverages on the bus at any time.
12. Students are responsible for helping to keep the bus clean. Littering of any kind is not acceptable.
13. State law prohibits carrying animals of any kind on a school bus.
14. Concerning the transportation of unsafe items, there will be no transport of any item, material or equipment which in any way could endanger the lives, health, or safety of the passengers or driver. In addition, any items which could break or could produce injury if tossed about inside the bus should be properly secured. (Colorado Rules and Regulations-Transportation 1973)
15. Students should remain quiet during any stop at a railroad crossing.
16. Students shall not enter or exit from the emergency door or window unless a true emergency exists.
17. Any damage to the bus shall be paid for by the rider inflicting the damage.

18. Students may not ride a different bus or depart from the bus at a stop other than their own without written approval from their parent/guardian or a bus pass issued by the school office.
19. Students will stay in line of sight so that their faces can be seen by the driver at all times.

THE ADMINISTRATION RESERVES THE RIGHT TO SUSPEND TRANSPORTATION PRIVILEGES AT ANY TIME BASED ON STUDENT BEHAVIOR AND OTHER CONSIDERATIONS.

*\*The student conduct in school vehicles policy (JICC) is detailed in the CCSD Board Policy Manual on the district website.*

## **Safety**

### **School Closing or a Late Start**

Making the decision to close the school or operate under a delayed schedule is done by the superintendent, and it is never done lightly. When the decision to close is made, it is because there are significant safety concerns. Every effort is made to announce school closings before the first school bus pick-up is made, typically between 5:00 and 6:00 a.m.

School closures are announced via Shout Point, which is a communication system run through Infinite Campus. Some people refer to it as a robocall. Please make sure that your information is up-to-date in Infinite Campus. If you need support, call the school secretary, 303-679-5700. Additionally, school closures are reported on the district website and by local news agencies.

If it is anticipated that the road and weather conditions will improve, the district will run on a two-hour delay or a late start. **School bus routes will operate as usual, just two hours later.** School still dismisses at the normal time of 3:30 p.m. Occasionally, the weather and conditions do not improve, and a late start changes into a full closure. This change will be communicated in the same manner listed above.

### **Early Dismissal**

Once students are at school, it is incredibly rare that the school would be closed. If conditions indicate that it would be safer for students to leave early, families will be notified that they may pick up their children and take them home at their discretion.

It is important that each family has a plan familiar to their children. If children are to ride with neighbors or friends, parents must make this decision and notify the school office. School will be kept open and supervision will be provided until all children are accounted for or until district transportation is again available.

### **Emergency Contact Information**

It is important that you provide the front office with current contact information to assist us in helping your child. This is for the protection of your child in case of serious accident or illness.

### **Emergency Plan**

Student safety is our number one priority. We have an emergency plan, and practice lockdown procedures as well as traditional fire drills and evacuation drills. In the unlikely event that we would have to evacuate and leave the school grounds, students will assemble at the nearest pre-established safe location.

### **Mandatory Reporters of Suspected Child Abuse**

Any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect is legally required to report the information to the appropriate county department of social services or local law enforcement agency. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

*\*The mandatory reporter policy (JLF) is detailed in the CCSD Board Policy Manual on the district website.*

## **Notices & Policies**

The entire [Clear Creek School District Board Policy Manual](#) is linked here and available on the district website for your reference. Below are links to specific policies that you may want to reference:

**Nondiscrimination & Equal Opportunity**, [CCSD Board Policy AC](#)

**Nondiscrimination & Equal Opportunity Complaint & Compliance Process**, [CCSD Board Policy AC-R](#)

**Equal Educational Opportunities**, [CCSD Board Policy JB](#)

**Sexual Harassment**, [CCSD Board Policy JBB](#)

**Student Records & Release of Information**, [CCSD Board Policy JRA/JRC-R](#) and [JRA/JRC-E-1](#)

**Privacy and Protection of Student Confidential Information**, [CCSD Board Policy JRCB](#) and [JRCB-R](#)

**Annual Notice** [Asbestos Letter](#)