

**AGUILAR SCHOOL DISTRICT  
RE-6**



**EMPLOYEE HANDBOOK**

**2010 – 2011**

# **AGUILAR SCHOOL MISSION STATEMENT**

**Our mission is to provide a safe,**

**Respectful environment**

**And**

**Prepare life – long learners who will**

**Make positive contributions to**

**21<sup>st</sup> Century society.**

Adopted February 2009

**Aguilar School District Re-6**  
**420 North Balsam Street – PO Box 567**  
**Aguilar, Colorado 81020-0567**  
**Telephone (719) 841-4188 Fax (719) 941-4279**

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Addenda to the Faculty Handbook 2010-1011

Please place these pages in your Aguilar RE 6 Faculty Handbook

Pending Grievance Procedure for Personnel (September, 2009) (attached)

**Grievance Contact for Personnel**  
**Pending Grievance Procedure (September 2009)**

## **BOARD OF EDUCATION**

Erlinda Encinias, President  
Vickie Huffman, Vice President  
Marc Piano, Secretary  
Frank Coppa, Treasurer  
Joe Andreatta, Member  
Heidi Micek, Member  
Mary Vigil, Member

## **ADMINISTRATION**

JoAnn Hilton Gabeler, Superintendent  
Sylvie Fontaine, Elementary/Secondary Principal  
Jennifer Baudino, Business Manager  
Natalie Grubelnik, Secretary/Registrar

## **FACULTY**

Joe Andreatta	Pam McDonald
Eva Benine	Mileene Sanchez
Autumn Bryce	Alissa Smith
Frank Coppa	Karen Srur
Becky Detwiler	Shelly Wagner
Tara Dotter	Carol Whitehead
Susan L'Esperance	Mary Wright
Darice Fabrizio	Marie Zamora

Jackie Zuniga

## **PARA PROFESSIONALS**

Maragarita Cerecero  
Connie Gomez  
Jessica Julian  
Nancy Pagnotta

## **CAFETERIA**

Gordon Lucero, Head Cook  
Dorothy Andreatta, Asst. Cook/Maintenance

## **MAINTENANCE**

Harry Scuzzaro, Supervisor  
Donald Lucero

## **BUS DRIVERS**

Joe Andreatta  
Marty Dosen  
Frank Grubelnik

### **Aguilar RE-6 School District Nondiscrimination Policy:**

Aguilar RE-6 School District will provide an educational and working environment free from any kind of harassment, discrimination, and intimidation, including discrimination based upon race, color, creed, religion, national origin, ancestry, age, gender, disability, and sexual orientation. Said environment shall be provided for all staff members and students regardless of race, color, creed, religion, age, gender, sexual orientation, disability, ancestry or natural origin. The district will not tolerate harassing or discrimination conduct of any nature, and violators of this Board policy, as well as any state or federal law, including any staff member or student who harasses, discriminates against, or intimidates another staff member or a student because of that person's race, color, creed, religion, age, gender, sexual orientation, disability, ancestry or national origin will be subject to disciplinary action.

Racial harassment is a form of race discrimination which includes racial jokes, ethnic slurs, offensive or derogatory comments, or other verbal or physical conduct based on an individual's race. Such conduct may create an intimidating, hostile, or offensive working environment, or interfere with the individual's work performance in violation of Title VI and or VII of the Civil Rights Act of 1964 and Colorado Revised Statute §23-34-402.

More specifically, a hostile environment is defined as:

“Speech or conduct that is severe or pervasive enough to create a hostile or abusive environment based on age, race, national origin, gender, disability, sexual orientation, and/or religion, for any other reasonable person.”

No person shall be discriminated against in any term, condition, or privilege of employment because of race, color, creed, religion, age, gender, sexual orientation, disability, ancestry or national origin.

Examples of individuals or groups in violation of such Policy if, on school grounds at school sanctioned activities, or in vehicles dispatched by the District, are individuals who:

1. Make demeaning remarks directly or indirectly, (whether written or oral), including epithets, slurs, insults, name calling, and “jokes” based on a person's race, religion, age, gender, sexual orientation, disability, or national origin, which comments are addressed to an individual or group of individuals.
2. Threaten with physical harm or actually harm a person on the basis of that person's race, religion, age, gender, sexual orientation, disability, or national origin.
3. Display written or visual material or deface school property or materials in such a manner as to demean the race, religion, age, gender, sexual orientation, disability or national origin of an individual or group.
4. Damage, deface, or destroy private property of any person on the basis of that person's race, religion, age, gender, sexual orientation, disability, or national origin.

Any incident believed to constitute such harassment of any kind shall be reported to the Superintendent/principal or other district administrator for investigation and further action which may include:

- Reporting the incident to law enforcement authorities;
- Recommendation for expulsion
- Multiple day in-house suspension or non-student contact days for any student exhibiting such conduct.

Students or staff members who believe that they have been the subject of harassment, intimidation, or discriminatory behavior will report the incident immediately to the superintendent/principal or other district administrator.

The Superintendent/principal with whom complaint was filed, or his or her designee, will investigate the complaint thoroughly. Reports about intimidation, harassment, or discriminatory behavior shall be investigated in a prompt and timely manner (within 48 hours) by the superintendent/principal or designee.

Confidentiality regarding all reports shall be maintained to the extent possible. However, all involved parties will receive notice (either verbal or written) as to the conclusion reached and the facts supporting said conclusion within 30 days of the date when the determination is made.

Any student who is found to be in violation of such Policy by engaging in conduct described above will be required to attend a meeting with his/her parent(s) or guardian(s) and the superintendent/principal or designee to clarify school expectations of the student's behavior. The student will then be subject to appropriate disciplinary action.

Any staff member who violates such Policy by engaging in conduct described above and/or who witnesses and fails to report conduct as described above will be subject to appropriate disciplinary action.

Retaliation for reporting discrimination or harassment or assisting in an investigation of discrimination or harassment is prohibited. Students or staff members may not be retaliated against for making a report or complaint, reporting the observed behavior of other students or staff members, or cooperating with an investigation of discrimination or harassment. Retaliation is prohibited regardless of whether a report or complaint proves to be true or false. Students or staff members who are found to have engaged in retaliation will be subject to appropriate disciplinary action.

### **CREDENTIALS:**

All contracted teachers must have a valid Colorado Teaching Certificate, be enrolled in an approved alternative license program or holding an emergency certificate and up to date official college transcript on file in the Principal's Office. It is the responsibility of the teacher to assure that their certificates are properly renewed and transcripts are kept up to date.

## **CHANNELS OF COMMUNICATION:**

In order to resolve any difficulties, eliminate possible areas of grievance and open the channels of communication and employee with a concern, request, or grievance should first consult with the source if not resolved then consult with the Elementary/Secondary Principal. If the matter is properly resolved, no further action is required, and is considered closed. Problems not resolved by first going to the source, then the Elementary/Secondary Principal, should then be taken to the Superintendent, then the school board as a final chance to resolve. It is requested and expected, that all employees will utilize this procedure to assist with resolutions to concerns and complaints.

## **LEAVE POLICY:**

Teachers – Nine-month contract

Sick Leave – 10 days per year cumulative to 40 days

Personal Leave – 2 days per year, non cumulative

Non-Certified Personnel on a 12-month work year

Sick Leave – 12 days per year cumulative to 48 days

Personal Leave – 2 days per year, non cumulative

(All Employees)

Policy number 14.12, adopted 01/15/97:

Bereavement leave shall be granted to all employees at the rate of three (3) days per year, non-cumulative, for the death of the immediate family. Immediate family to include: spouse, child, parent, sibling, father/mother in-law, grandparent, grandchild, aunt and uncle. Bereavement days shall also be granted for other deaths as determined by the employer, Principal and Superintendent. **ALL BEREAVEMENT DAYS SHALL BE CHARGED TO THE EMPLOYEE'S CUMULATIVE SICK LEAVE.**

If at all possible please notify the Principal the day before an absence. In case of an emergency, Please call no later than 6:00 A.M., as time is needed to obtain a substitute.

Upon your return to work after an unplanned absence your **must** sign an absence slip and turn it Into the office. Planned absences should have absence slip and be approved by the Principal.

## **ACTIVITY FUND ACCOUNT AND RESPONSIBILITIES:**

The Board of Education of Education, Superintendent, Elementary/Secondary Principal, Business Manager and Sponsors share the responsibility of establishing and following procedures that assure the proper collection, disbursement and accounting for all activity funds in accordance with the Board of Education Policies. Students Activity funds include all funds derived by students acting under the guidance and direction of an adult sponsor. The following guidelines shall be closely adhered to:

## **ACTIVITY SPONSORS RESPONSIBILITIES:**

**FUND RAISING** –All fund raising activities shall have prior approval of the Principal and be under the direct supervision of the sponsor.

The Sponsor will assure that all merchandise issued to the students and the money received for the same are properly documented and accounted for.

All monies received shall be turned into the Business Manager for receipt and deposit on a weekly basis. A receipt for all monies will be provided to the sponsor. Money needing to be turned into the office must be turned in before or after school only.

All disbursements from Activity Funds will be made after a requisition and purchase order is completed by the sponsor and approved by the Principal, Superintendent, and Business Manager. Coaches and Sponsors needing money for activities or trips should fill out a requisition at least one week in advance.

## **SERVICE OF SUPPORT PERSONNEL:**

The services of many people performing different assignments and different primary responsibilities are required for a school district's operation. Each position is important and each individual receiving district salary for serving in their respective position is expected to maintain a positive, cooperative attitude and perform their assignment at a level that meets or exceeds expectations. All of us are expected to cooperate in providing the best possible operations and educational opportunities for our students.

Support personnel provide important and necessary

## **MAINTENANCE/CUSTODIAL:**

The primary duty of the maintenance staff is to keep the building/grounds/equipment in the best possible state of cleanliness and repair and ready for use the next day. We can best assist these personnel by assuring that our rooms and offices are left in an orderly state with papers, pencils, books and equipment, etc. picked up off the floors. Request for specific repairs and/or maintenance/custodial services should be submitted to the Principal. Forms are available in the office.

## **CAFETERIA:**

The employees of the cafeteria are here to provide a nutritious meal daily which is very important to the education of students. Please be considerate to them and help maintain a disciplined cafeteria.

The adult cost for breakfast and lunch will be \$2.00, respectively



**PURCHASING:**

The district operates on a purchase order system. A purchase order must be filled out and the approved by the Principal and signed by Superintendent before purchasing any materials.

**STAFF DEVELOPMENT/TEACHER EVALUATION:**

The above will performed and carried forth in accordance with Colorado state law, the Colorado Department of Education regulations and local board policy. Teachers having questions about the procedures and process involved in any of these areas should direct their questions to the Principal.

**SALARY/PAY DATES:**

Teacher's salaries will be based upon the salary schedule adopted by the Board of Education

Checks will be released on the last working days of each month. If the last working day of a month falls on a holiday, checks will be released on the previous day.

**SCHOOL HOURS:**

Student's hours of attendance at school are from 7:30 A.M. to 4:00 P.M. Certified and classified personnel hours of attendance are from 7:30 A.M. to 4:30 P.M. All teachers and paraprofessionals are expected to be in their classrooms and/or on duty no later than 7:30 A.M. and shall maintain after school duty stations until 4:15 P.M. If certified personnel have specific needs, which may conflict with the required hours of service, the certified personnel must contact the Principal immediately to find a resolution.

Teachers shall devote themselves to the duties of their respective assignment during school hours and will give careful attention to instruction, discipline, manner, and habits of their pupils.

Non-certified personnel will be expected to carry out their duties and keep the school operating as problem free as possible. Non-certified staff members are to follow their time schedules, as set for them.

**DELEGATION OF AUTHORITY:**

Each staff member shall be under the general direction of the Superintendent and the immediate supervision of the Elementary/Secondary Principal. Coaches and Athletic staff shall be under the general direction of the Athletic Direction and the Superintendent.

**MEETINGS:**

All employees will be required to attend all meetings called by the Superintendent and/or Elementary/Secondary Principal.

## **ANNOUNCEMENTS:**

Most announcements will be made in a daily bulletin or over the P.A. The daily bulletin will be issued through Infinite Campus. All items for the daily bulleting must be turned in to the Secretary/Registrar no later than 10:00 A.m. the previous day.

The Elementary/Secondary Principal or his designee will begin morning announcements at 7:55 A.M. If staff has any announcement they wish to be presented over the P.A. these announcements should be turned in to the Secretary, no later than 4:30 P.M. the previous day.

Bus Drivers please remember to pick up a bulletin for your information.

General announcements will not occur during the instructional day unless there is cause for such announcements.

## **OFFICAL SCHOOL CALENDAR:**

The official school calendar will be kept in the Secretary/Registrar's Office. Only the Secretary/Registrar is authorized to write activities on the official calendar. If you have an item to schedule on the calendar, it must first be approved by the Principal and then turned in to the office to be put on the calendar, as soon as possible. All activities must be posted on the calendar. This process helps avoid conflicts in scheduling.

## **CHANGE OF ADDRESS:**

Employees will report any change of address or telephone number to the Business Manager immediately.

## **TELEPHONE USAGE:**

Please **do not** leave your class unattended to make phone calls. Make your phone calls before or after school or during your planning periods. Phone need to be put on **do not disturb** during instructional time. You will not be called out of class for phone calls, unless it is an emergency. You should check with the office if you are expecting call or daily to see if you received any calls. If you are expecting an important call and notify the office, every effort will be made to cooperate in delivering the message. Further, it is expected that teachers are **NOT** to be conducting personal calls, texting or emailing during instructional time. Teachers are provided with a plan time in which phone calls and emails may be returned, as a part of professional duties.

## **HALL SUPERVISION:**

**ALL** teachers are expected to be outside their respective classrooms during class changes. Your supervision of students in the halls and restrooms during these periods is vital to good discipline. If on recess/noon duty, please see to it that you are outdoors or in the hall or lunchroom on time and keep a look out for possible dangers to the students.

### **EXTRA DUTIES:**

Each teacher will be assigned an equitably as possible duties for the school year, i.e. lunch, recess, etc.

### **CLASSROOM SUPERVISION:**

Teachers will remain in their classroom the entire class period. Leaving students unsupervised endangers the health and welfare of the students and opens the possibility of legal action against a teacher and the school district in the event of an accident or injury. If it is necessary to see the Principal or Superintendent, the teacher should buzz the office with the intercom button in each room. Teachers are not to leave the classroom during class time, except in an emergency.

### **STUDENT DISMISSAL:**

Teachers will **never** dismiss students early from their classroom without approval of the office. Students should be dismissed promptly at the bell. Teacher will not hold students over or cause a student to be tardy for their next class or late for buses, without prior approval of the office (Elementary/Secondary Principal)

### **ELEMENTARY/SECONDARY PRINCIPAL NOTIFICATION:**

If it becomes necessary that a student be removed from the classroom, it is the teacher's responsibility to call the office for removal of the student by administrative personnel. Students are to be removed from the room for **major offenses** only. Minor offenses should be handled by the classroom teacher. **At no time** is a student to be sent to the office staff for supervision when the student needs to be removed from the room. Any teacher who has a student removed for an offense will be expected to meet immediately after school with the principal to discuss the student's infraction and resulting consequences.

### **HALL PASSES:**

Teachers shall not allow students to leave the room unnecessarily. Unless a teacher is tactful and careful in preventing unnecessary departures, some students will continually and habitually leave the room in order to wander about and get out of work. Time between classes is time enough for a restroom break. Each teacher needs ONE HALL PASS with their name permanently on it. Teachers should permit ONE student to leave the class at any given time.

The condition and the general health of the student will be taken into consideration. Under all circumstances the student will have a corridor pass from the teacher when out of the room.

### **FOOD AND BEVERAGES:**

Anyone bringing lunch or snacks during school hours must have **ALL** drinks in a sealed container.

No food or drink is allowed in the computer labs at anytime. This applies to students and staff. No food or drinks are to be allowed by computers in the classrooms.

Please see the enclosed Rules for Administration of The Health Beverage Policy for information regarding the newly implemented Colorado Revised Statute.

#### **MAINTENANCE REQUESTS:**

It will be the duty of the teachers to see that the school building's furniture, apparatus or other school property is not damaged by pupils under their supervision. Please make a room check after each class. If maintenance is required, please send a request in writing to the Principal

#### **DISCIPLINE:**

Teachers will be held responsible for the discipline of the respective classrooms or during playground duty. After a teacher has exhausted all disciplinary measures at his/her disposal and the desired behavior change has not been achieved, students should be referred to the Elementary/Secondary Principal. **A STUDENT WILL NOT BE ALLOWED TO SIT IN OR BE SENT TO THE MAIN OFFICE WITHOUT ADMINISTRATIVE OR OFFICE PERMISSION.** The office is not to supervise a teacher's student(s), when the student is serving detention time. Detention time for students shall only be made up before or after school, or on weekends.

#### **LESSONS PLANS:**

Teachers will maintain their lesson plan books at least one week in advance. Lesson plans should be of enough detail to ensure that a substitute teacher can accomplish the lesson objectives for that day. Lesson plan books will be an item of teacher evaluation and will be periodically checked by the Principal and Superintendent and should be readily available. Weekly lesson plans will be kept in an open binder on the teacher's desk with the appropriate materials prepared and ready for student use. The daily lesson plan will be kept on a clipboard by the teachers' classroom door. Any handouts, outlines, notes, or other information to be utilized during that day's instruction shall also be kept on the clipboard. All lesson plans for the next week are due by 4:00 P.M. on Thursday. Instructional plans should be rigorous and aligned with the Colorado State Content Standards.

#### **SUBSTITUTE FOLDERS:**

Each teacher shall have, on their desk, a substitute folder to be used in the teacher's absence. This folder should include. Current weeks' lesson plans, seating charts, discipline rules, classroom procedures, class schedule, class roster, and extra activities if needed.

#### **DATA NOTEBOOKS:**

Each teacher shall have in their classroom a data notebook. This notebook shall include any and all applicable data from CSAP, NWEA, DIBELS, Alpine Achievement and any classroom based assessments. This notebook shall be utilized to provide data driven and differentiated instruction to all students and will be an item of teacher evaluation, which will be monitored by administration.

## **TEXTBOOKS:**

All teachers are to note the condition of textbooks as they are checked out to the students. The number of the book and the condition should be entered on the form provided in your binder. If a book is destroyed, defaced or lost the teacher must inform the student of the cost of replacing the book. The teacher must also inform the office of any student owing for books. No student is to receive an additional textbook during the year, unless they have paid for the lost/damaged one. Students must turn in all books at the completion of the course. **BEFORE YOU LEAVE FOR THE SUMMER, ALL BOOKS MUST BE ACCOUNTED FOR.**

## **COPY MACHINES:**

Teachers and staff should not allow students or grant permission to students to use the copy machines. Copy machines should not be used to run off busy work for students, including but not limited to crossword puzzles, word searches, coloring sheets, and unnecessary worksheets. Please limit your use of the copy machines. Each staff member will be provided with one case of paper for utilization during the 2010-2011 school year. Personal use of the copy machines is allowed at a cost of 10 cents per copy.

## **CLASSES, CLUBS, AND ORGANIZATIONS:**

Most teachers will be assigned a class, club or organization to sponsor. Sponsors will work together to insure a successful operation of the activity they sponsor. Sponsors are to supervise meetings with the group the entire meeting time. Care should be exercised that all funds, bills and materials are secure and processed in accordance with administrative directives. Minutes of meeting and treasurer's reports shall be turned into the Business Manager monthly for bookkeeping purposes.

## **VISITORS:**

**ALL** visitors are required to check in at the office. Please be sure that any visitor to our school is wearing a Visitor's Pass. If a parent is not wearing a visitor's pass, please redirect them to the office for the proper check in procedures.

No student is to invite a friend to visit school with him or her unless prearranged and approved by the Elementary/School Principal.

## **DRESS CODE GUIDELINE:**

The Aguilar school District Re-6 Board of Education believes that the teacher sets the tone for the classroom; therefore the following guidelines for dress are prescribed:

## **RULES FOR MALE TEACHERS:**

Male teachers should wear shirts with sleeves and khaki or dress slacks, except for vocational and/or laboratory assignments where jeans are more appropriate. Shoes should be professional in nature. Jeans may be worn on special occasions designated by the administration.

## **RULES FOR FEMALE TEACHERS:**

Female teachers should wear blouses, shirts, or dresses with/without sleeves or tops that have sleeves. If sleeveless clothing is worn, no undergarments must be visible. The length of dresses or skirts must be an appropriate length for professional attire. Khaki, dress, or Capri pants may be worn with tops that have sleeves and must be of a professional nature. Shoes should be professional in nature. Jeans may be worn on special occasions designated by the administration.

## **RULES FOR PHYSICAL EDUCATION TEACHERS:**

Physical education teachers may dress appropriately, subject to the approval of the administration. Jeans may be worn on special occasions designated by the administration.

## **RULES FOR TEACHER AIDES OR STAFF ON SPECIAL ASSIGNMENT:**

Teacher aides and staff on special assignment should dress appropriately, which may or may not meet the guidelines stated above, subject to the approval of the administration. Jeans may be worn on special occasions designated by the administration.

## **THE UNACCEPTABLES:**

SWEAT SUITS  
JOGGING SUITS  
WIND SUITS  
SHORTS  
LEGGINGS  
MIDRIFF TOPS  
TOPS WITH SPAGHETTI STRAPS  
HALTER TOPS  
SEE-THROUGH CLOTHING  
CLOTHING THAT REVEALS CLEAVAGE  
OPEN TOE SHOES]  
SANDALS  
FLIP FLOPS

## **CONSEQUENCES OF DRESS CODE VIOLATION:**

First offense – the person would be given a verbal warning.

Second offense- the person would be sent a letter of reprimand at their residence.

Third offence - would result in further district intervention by the administration.

## **TEACHER – STUDENT RAPPORT:**

Teachers should at all times maintain proper teacher – student relationships. You can be the student’s friend, but not his/her buddy. Teachers will not at any time, engage in discussing controversial school issues in the presence of students. Matters in which teachers are in disagreement should be discussed in private. Utilize discretion and maintain appropriate teacher/student boundaries at all times when working and talking with students.

## **PLANNING PERIOD:**

The planning period is designed to enable us to do a better job as teachers. It is just as much a part of our workday as any of our classes. The planning period should be used for class preparation, using copy machines, grading papers, contacting parents, etc.

## **ADMITTANCE SLIPS AND ATTENDANCE:**

Do not admit any student to class that has been absent without an admit slip from the office. Please do not allow students to come for admits slips until the first bell rings in the morning. Afternoon absences and tardies should be posted within the first 10 minutes of the 5<sup>th</sup> period. No student should be allowed to leave the building without authorization from the office. All staff should be taking attendance in Infinite Campus. Elementary teachers shall take attendance first thing in the morning and immediately after lunch. Secondary teachers shall take attendance at the beginning of each class period.

## **DELAYED START/SCHOOL CLOSURE:**

At such time announcements will be broadcast on the following radio stations: KSPK, KCRT, KSCJ, and KRDO Channel 13 on television. Employees will also be notified by phone. Also, a recorded message will be on the machine at school. (941-4188).

## **ASSEMBLIES:**

Teachers are to accompany their individual classes to any school assembly. Teachers are expected to spread out among the students to help maintain discipline. All teachers are to attend all assemblies as they are on duty.

## **PUBLIC RELATIONS:**

The school is the community showcase in many respects. It is expected that each employee will take an active interest in all phases of school activities and not be a time clock employee. Your attendance and interest in school events is encourager.

## **COMMUNICATIONS:**

We have an open door policy that invites and encourages constructive discussion and exchange of information, especially when the student will benefit. Anyone wishing to meet with the Superintendent Elementary Secondary Principal is to check in at the main office in order to avoid interruptions. Teachers please advise the students of this procedure.

## **TOBACCO FREE SCHOOL**

The Board of Education believes that tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, the district should provide both effective educational programs and a positive example to students concerning the use of tobacco.

In order to promote the general health, welfare and well being of students and staff, smoking, chewing or any other use of any tobacco products by staff, students and members of the public

school shall be banned from all school properties. This includes office, classrooms, cafeteria, gymnasium, and the janitor shop. **ANYONE CAUGHT SMOKING WILL BE DOCUMENTED AS INSUBORDIANTE AND TAKEN TO THE BOARD.**

For purposes of this policy, following definitions shall apply.

1. School Property: shall mean all property owned, leased, rented or otherwise used by a school including, but not limited to the following.
  - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. The term shall not apply to building used primarily for residence.
  - b. All school grounds over which the school exercises control, including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
2. "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" shall include cloves or any other product packaged for smoking.
3. "Use" shall mean lighting, chewing, inhaling or smoking any tobacco products. Signs shall be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and Board Policy.

Any member of the general public considered by the Superintendent or designee to be in violation of this policy shall be instructed to leave district property.

#### **HOUSE BILL 03-1368:**

Concerning the requirements of a daily recitation of the pledge of allegiance in each public school in the state.

The teacher and students in each elementary, junior high and high school classroom shall begin each day by reciting aloud the Pledge of Allegiance to the flag of the United States of America. The Pledge of Allegiance will be part of the morning announcements conducted by Elementary/Secondary Principal or his designee.

Nothing in this section shall be construed to require a teacher or a student to recite the Pledge of Allegiance if the teacher or student objects to the recitation on religious grounds. A student shall be exempt from reciting the Pledge of Allegiance if a parent or guardian of the student objects in writing to the recitation of the pledge on any grounds and files the objection with the principal of the school.

Students and teachers who are citizens of the United States are also exempt.



## **SENATE BILL 03-036:**

Concerning the requirement of a course of Civil government for High School Graduation:

Satisfactory completing of a course on the civil government of the United States and the state of Colorado shall be a condition of high school graduation in the public schools of this state.

## **SEXUAL DISCRIMINATION AND HARASSMENT:**

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. A learning and working environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any member of the district staff to harass another staff member or student or for students to harass other students through conduct or communications of a sexual nature. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission of such conduct is made either explicitly or implicitly as a condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

Students and staff may file a formal grievance of sexual harassment. All matters involving sexual harassment complaints shall remain confidential to the extent possible. Filing a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment, work assignment or grades.

**Title IV Requirements:** The Office of Civil rights (OCR) within the U.S. Department of Education has responsibility for enforcing Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in program and activities that receive federal financial assistance.

Title VI Civil rights Act of 1964 states that:

- No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Under the Department of Education Title VI regulation (34 C.F. R. Part 100), practices of discrimination which are prohibited, when based on race, color, or national origin include:

- Providing services, financial aid, or other benefits that are different or provided in a different manner;
- Restricting and individual's enjoyment of an advantage or privilege enjoyed by other;
- Denying an individual to the right to participate in federally assisted programs;
- Defeating or substantially impairing the objective of federally assisted programs

These Title VI regulatory requirements have been interpreted to prohibit denial of equal access to education because of a student's limited proficiency in English. Thus, Title VI protects those students limited in their English language skills such that they are unable to participate in, or benefit from regular or special education school instructional programs.

### **SUSPECTED CHILD ABUSE:**

Under Colorado State Law, ALL school personnel are **REQUIRED** to report suspicions of child abuse/neglect. If you suspect child abuse/neglect, please report the suspected incident to the Principal, or his designee if the principal is not available, immediately. If the Principal or his designee is not available, please report to the Counselor. All reports must be kept confidential.

### **WORKERS COMPENSAITON:**

Workers compensation doctor is Douglas McFarland, MD, 1502 East Main Street, Trinidad, CO 81082. Designation number is 104455. Telephone number is 719-846-3305. Contact person is Rorri Adams.

### **UNIFORMS GUIDELINE:**

Aguilar School District RE-6 has chooses to require our students to wear school uniforms, preschool through grade twelve. A uniform program is a widely accepted and effective way to address current clothing issues. Because of the significant peer pressure imposed upon today's youth, uniforms give students a chance to develop a positive self-image. The cost effectiveness of uniforms is another advantage. **Violation of the uniform guideline will result in disciplinary action.**

### **General Rules for Dress**

1. Clothing must be in good condition, neat, and clean. Clothing may not be oversized and must fit properly. Items that are torn or cut in any way are prohibited
2. Students may wear Aguilar hooded sweatshirts over their polos on cold days.
3. Students are expected to arrive on campus in uniform and remain that way while on campus. Students may return to campus in the evenings for special events, such as athletic events or fine arts performances out of uniform unless otherwise specified.

## School Uniform Descriptions

1. **Boys:** Khaki slacks, black slacks, or black jeans (at the discretion of administration), white or green long and short-sleeved polo with the school approved Aguilar Wildcat emblem, appropriate socks, and appropriate closed Toe shoes. Pride day and on special occasions students may wear black T-shirts with school emblem and sweatshirt made in art class.
2. **Girls:** Khaki slacks, black slacks, or black jeans (at the discretion of administration), white or green long or short-sleeved polo with the school approved Aguilar emblem, appropriate socks, and appropriate closed toe shoes. Pride day and on special occasions students may wear black T-shirts with school emblem and sweatshirt made in art class.

## PERSONAL APPEARANCE

1. For boys and girls, extreme hairstyles or unnatural colors are not allowed. This includes fads or cuts that draw undue attention. **Students who arrive on campus in violation of this policy may expect to be sent home with parent/guardian to immediately remedy the situation.**
2. Jewelry and makeup are to be worn in good taste. Oversized earrings or other excessive jewelry is not permitted. Chap Stick and lip-gloss are permitted unless it becomes a distraction.
3. Bandannas, baseball caps, and other hats are not allowed.
4. Excessive perfume or cologne is not allowed.
5. Undergarments worn underneath polo shirts must be of the same color and shall **not** be visible.
6. Pants and shirts must fit properly and be worn in an appropriate manner, (i.e. note sagging or inappropriately snug.) **Violation of the uniform guideline will result in disciplinary action.**
7. Spirit and theme days will have alternate guidelines, as determined by administration.

## **CREDIT REQUIREMENTS:**

30.3.2.2 Credit requirements will be as follows

English	4 units of credit
Math	4 units of credit
Must include Algebra I, Algebra II and Geometry	
Science	3 units of credit (as of 2010-2011)
(Must include Physical Science & Biology)	
Senior Life Skills	1 unit of credit
Social Studies	3 units of credit
(Civics/Government, World History and American History)	
Fine Arts	1 unit of credit
(Band, Speech, Art)	
Physical Education/Health	1 unit of credit
(1/4 credit allowed for each sport completed – maximum of 4 seasons allowed)	
Computer	1 unit of credit
(Computer Lit. II (Waived when not offered))	
Electives	7 units of credit
(Does not include ¼ credit over 1 credit for sports participation)	

30.3.3 Credit from other sources

A Student entering from outside the school district will have credits reviewed by the high school Principal and/or Superintendent to determine how previous coursework applies, and help to plan a course of action to meet graduation requirements.

30.3.4 On-Line Program

Students enrolled in the district who desire to obtain credit from “On-Line” programs must have prior approval from the Principal or Superintendent.

30.3.5 Summer Course Work

Credits, being earned by students taking summer courses, will be accepted toward graduation, providing prior notification and approval was given by the Principal or the Superintendent.

30.3.6 Home Based Education

The district will accept transcripts from home-based education programs. The district will require submission of student work or other proof of academic performance for each course where credit toward graduation is sought. The Principal or Superintendent will determine if courses have met district academic standards and are consistent with district requirements. A district student placed on home-based education shall have a licensed teacher administer a semester and/or final exam to note a student’s competencies and skills in the curricular area, and factor this score into the grade submitted for recording.

