

Mesa Elementary School



Home of the Wildcats

STUDENT HANDBOOK

2019-2020

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Welcome to Mesa Elementary School

Please review the procedures and behavior expectations in this pamphlet with your students and keep it as a reference for any questions that might arise. If this handbook does not answer a question, or address a concern, please feel free to contact our school office at (970) 565-7691.

Daily Schedule

7:25-7:45 am **Arrival-** Students may be on the school grounds at 7:20 am, Buses and walkers begin to arrive, Breakfast is served from 7:20-7:40. Students may not be on the school grounds prior to 7:20 am Students may go to breakfast, library, or the computer room.

7:50 am **Classes Begin,** If you arrive after 7:50 you are considered tardy and need to be signed in by a parent or guardian at the office. Students arriving after 9:30 am, or leaving before 1:30 pm are considered ½ day absent

Lunch-

- 5th Grade:** 11:25-11:45
- 4th Grade:** 11:30-11:50
- 3rd Grade:** 11:35-11:55
- 2nd Grade:** 11:50-12:10
- 1st Grade:** 11:55-12:15
- Kindergarten:** 12:00-12:20

1:30 pm- Dismissal for Wednesday's only

3:10 pm- Dismissal for Monday, Tuesday, Thursday, & Friday

~PARENTS and GUARDIANS~

Students learn and grow by being here. Every second of every day matters. Please respect your student's education by having them here EVERY DAY, and dropping off/picking up your student according to the schedule above.

MISSION STATEMENT

Kids First!

Partnering together to get the job done!!

VALUES STATEMENT

- Mesa teachers believe that all students can succeed if instruction is differentiated and individualized to meet their needs and their learning style.
- Mesa teachers believe that every student, without exception, is a worthwhile, capable, and a valuable human being with unique talents and strengths that need to be discovered and nurtured.
- Mesa teachers believe in the ability of themselves, colleagues, students, and families.
- Mesa teachers believe all students have the ability to learn at the highest level given proper instruction.
- Mesa teachers believe that it takes the collaboration of staff, students, and parents to achieve the highest academics.
- Mesa teachers believe in the individuality of every student, and will take time to cultivate this on an individual basis.
- Mesa teachers believe in being a role model for their students in their actions, responsibilities, and duties.
- Mesa teachers believe in holding themselves accountable for accomplishing the vision, mission and goals of the school.

VISION STATEMENT

All Mesa Students will be performing at or about grade level by the end of third grade and maintaining that level of proficiency through- out their school careers.

Contact Information

Mesa Elementary

School Phone (970) 565-3858
School FAX (970) 565-5137

Principal, Melissa Roberts ext. 6102
Assistant Principal, Robert Laymon ext. 6110
School Nurse, Jaclyn Hall ext. 6171
Kitchen Manager, Deb Hager ext. 6115
Secretary, Kristy Aiken ext. 6100
Secretary, Connie Ruggles ext. 6101

Bus Garage: (970) 565-8130

Administration Office

Superintendent, Lori Haukeness (970)565-7282 ext. 1119
Asst. Superintendent, Dan Porter (970)565-7282 ext. 1127

District Web Site: www.cortez.k12.co.us

Manaugh Web Site: www.mesa.cortez.k12.co.us

Facebook: www.facebook.com/mesaelementary



You'll get updates on all our special events, any weather related cancelations or delays, and highlights of our students hard work/projects.

ABSENCES

Colorado law requires minors under the age of 16 to attend school regularly. The following are considered excused absences:

- 1) A student who is temporarily ill or injured or whose absence is approved by the administrator:
- 2) Prearranged medical/dental appointments, family business or trips or impassable roads for bus transportation.

The school may require written proof of absence, such as a doctor's statement. ***School district policy allows a minimum of one day for make-up work for each day missed due to an excused absence.***

Unexcused absences:

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate academic penalties that relate directly to classes missed while unexcused.

- 1st and all subsequent Unexcused Absence(s) will result in a phone call.
- 5th Unexcused Absences will result in a letter, highlighting state attendance law, will be sent.
- ***All Unexcused Absences will result in the student loss of free time privileges for the purpose of making up class work and could potentially hinder academic progress up to and including consideration of potential grade level retention.***

Reporting absences:

Regular attendance is necessary for the academic growth of children. However, should your child need to be absent because of sickness or other legitimate reasons, please use the following procedures:

1. Call the school office between 7:00 a.m. and 8:30 a.m. and inform the school that your child will be out.
2. Upon your child's return to school a written, signed excuse sent to the child's teacher is necessary to explain the absence.

ACCOUNTABILITY COMMITTEE

Each school district has developed an accountability program. Each school in the district has an accountability advisory committee as well. This committee reviews the level of student performance and develops goals and plans for improving educational achievement. The accountability meeting gives you an opportunity to ask questions about how student's needs are being met at school. Notice of meeting dates and times will be published in advance.

ARRIVAL AND DISMISSAL

Morning arrival begins at 7:25am. Upon arrival students should go directly to breakfast or to their classroom for morning work. students should be transitioning to their classrooms at 7:45am and our school day begins promptly at 7:50am.

PLEASE do not ask to pick up your student early, as staff members are teaching right up to the end of the day. In addition, asking to release a child just before the end of the day seriously disrupts each class. Please respect our staff by picking up your child promptly at the end of the day. Children, who are habitually left late, causing a staff member to stay late, will be reported to Social Services. Children are to go directly home after dismissal from school. No one will be allowed to remain on the school grounds unless supervised. If a teacher retains a child after school, the teacher will notify the parents. Your child must have a note from you if he/she is to wait for you after school or is riding the bus with another student. We will also accept notification by telephone.

All changes to daily transportation methods must be requested before 2:30pm (1:00pm Wednesdays). If we do not receive a call, students will use their regular mode of transportation home (bus, car, or walk).

ASBESTOS MANAGEMENT PLAN

Asbestos Management plans have been formulated for every RE-1 building. Those plans are available for review by RE-1 staff, parents and the general public at the Administration Building, 400 N. Elm St., Cortez, Colorado, or at any of the occupied building.

ATTENDANCE

Regular attendance is vital to the on-going continuity of the education program. Students are expected to be at school from 7:50am-3:10pm Monday, Tuesday, Thursday, and Friday and 7:50am-1:30pm on Wednesday. Daily attendance is critical to both academic and social achievement and absences are detrimental to performance in both areas. We ask that families not allow absences except for serious illness or emergency circumstances, and to schedule appointments for Wednesdays after 1:30pm.

Makeup work never compensates for school attendance. State law on compulsory attendance and district policy mandates that families have the obligation to make sure their children are in school. Please keep these things in mind when scheduling appointments, trips and activities. When illnesses or other unavoidable situations occur, please notify our office before 9:00am. Our safety program may result in calls to your home, work or emergency contacts to ensure

your child's whereabouts and safety. **Should school staff make a safety call, that absence is recorded as an unexcused absence.**

When a student returns to school following an absence, a note of explanation from the parent is required, unless the school has been notified in advance. School administrators are authorized to excuse students from school for necessary and justifiable reasons.

If a student has four (4) unexcused absences in a month, or ten (10) in a year, a notice will be sent and a referral to the Superintendent will be made. Our Superintendent will enforce the mandatory attendance laws, with consideration for the variables that affect children and families. As legal action is possible, an attendance improvement plan meeting will be encouraged between the family and the principal.

Students arriving after 7:50am are considered tardy. Students arriving at school after 9:30am are considered absent for one-half a day, as are children who leave before 1:30pm. Students will only be permitted to leave campus prior to dismissal time if accompanied by the parent/guardian, a person designated by the parent/guardian in verifiable written form, adults listed on the emergency contact list

or a school official. Phone calls to dismiss students are not acceptable. student safety is our first priority and we will not release students into uncertain circumstances.

All changes to daily transportation methods must be requested before 2:30pm (1:00pm Wednesdays). If we do not receive a call, students will use their regular mode of transportation home (bus, car, or walk).

See District Policy: File JH and JHB

See Colorado State Education Laws:
Colorado Revised Statute 22-33-104

BEHAVIORAL EXPECTATIONS

Students must show respect for others, school property and themselves at all times.

Hallways and Sidewalks

- Students are to walk in a straight line, in a quiet and orderly manner, in the hallways.
- Students are required to keep their hands to themselves.
- Hats, caps, hoods and other head coverings are not to be worn in the school building.
- Inappropriate language will not be tolerated
- Students are required to have a pass from their teacher anytime that they are out of the classroom.

It is imperative to the Montezuma-Cortez Re-1 School District that all of our students feel safe when they are at any campus for academic, sports or social events. One of our goals is that our students grow up to be responsible adults who achieve at high levels and accept responsibility for their actions. To that end, the following discipline policy has been enacted.

The following are prohibited activities:

- Criminal or delinquent activities,
- Gang related activity,
- Sexual Harassment,
- Harassment of bullying,
- Disruptive conduct,
- Refusal to identify self, and
- Refusal to cooperate with school personnel
- Fighting or engaging in violent behavior,
- Making unreasonable noise,
- Using obscene language or gestures,
- Engaging in conduct that is insubordinate, i.e., failing to comply with the lawful direction of a teacher, school administrator or other school employee,
- Selling, distributing, using or possessing weapons, fireworks or other dangerous instruments or contraband,
- Selling, using or possessing obscene materials,
- Using profane, vulgar or abusive language (including ethnic or racial slurs),

- Gambling,
- Hazing,
- Engaging in lewd behavior,
- Educational misconduct such as tardiness, missing or leaving school without permission, or
- Cheating or plagiarism.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to a verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

BOOKS AND CARE OF PROPERTY

This school and all of its property belongs to everyone and care should be taken not to deface or destroy the building or any of its contents. The school also provides textbooks and allows students to check out library books. If a book is not returned, or excessively damaged, the student must pay the replacement cost of the book before a new one can be issued. The average cost of an individual book is from \$11.00 to \$65.00. State law provides that educational records may be withheld until book fines have been collected.

BULLYING PREVENTION and EDUCATION DISTRICT POLICY- JICDE

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior.

The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

[Note: At the Board's discretion, the policy may state "or against whom federal and state laws prohibit discrimination upon the bases described in CR.S. 22-32-109(1)(II)(I)" instead of listing the specific classes protected by federal and state discrimination laws.]

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be

subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

BUSING

If your child normally rides a bus we must have a note or a phone call if he/she is not to ride the bus. Otherwise they will be put on the bus. **Disruptive students will not be allowed to ride the bus; parents will be called to pick them up at school.** If a student is sick the parents will be called also.

**Montezuma Cortez School District
Transportation Department
9049 County Rd 27 Cortez, Co
970-565-8130**

School Bus Safety Rules

1. **Leave home early enough to arrive at your bus stop on time.**
Be at the school bus stop 5 minutes before the scheduled pick-up time and stay there.
RESPECT private property at the stop location.
2. **Wait for your bus in a safe place (well off the roadway)**
Behave correctly as you wait in the designated area and never play in the road. NEVER rush toward a moving bus. **Never** approach from the back of the bus to load.
3. **Enter your bus in an orderly manner. Take your seat promptly.**
When the driver opens the door, get on immediately and go directly to your seat.
4. **Seats may be assigned at the discretion of the driver.**
5. **Follow the instructions of your school bus driver.**
Always be cooperative with your driver and follow the rules of the bus. It will be at the discretion of each driver whether they will permit food or drinks.

*The following are **not** allowed on the school bus: **Animals (living or otherwise), glass containers,***

*Items that might take up a seat of another rider and **NO** skateboards.*

6. **Bullying of any kind is not permitted and will be considered a major infraction. The bus may be equipped with video surveillance.**
7. **Remain in your seat while your bus is in motion.**
Standing, kneeling on the seats, or facing the rear of the bus are unsafe riding positions and **not** allowed. The correct and safest position is **seated facing forward** with your back against the seat back cushion. Changing seats while the bus is in motion is **NOT** permitted. This is a safety issue.
8. **Keep your body parts inside the bus at all times. Throwing objects in or out of the bus is not permitted.**
Serious injury could result from being struck by an object.
9. **Keep the aisles clear. Vandalism is not permitted and is a major infraction.**
Feet, legs, arms, and bodies, as well as books, bags, lunch pails, instruments and all the other 'stuff' must be kept out of the aisle. All trash must be thrown in the trash can.
10. **Remain quiet and orderly.**
Always use a quiet voice. Shouting or any loud noise is **not** acceptable. A low noise level is imperative for the safest driving conditions. **Abusive language, profane or obscene language is not acceptable.**
11. **Be courteous to your school bus driver and fellow passengers.**
Avoid roughhousing/physical play. Pushing, grabbing, hitting, and throwing objects are dangerous and are not permitted. **Fighting or the possession of a weapon in any form, or flame/spark producing device is forbidden. The possession or use of any tobacco product, alcohol, or drugs is also forbidden.**
12. **Exit in a proper manner.**
Be alert to traffic as you leave the bus.
Wait for the driver's command 10 ft to the front and right of bus before crossing the roadway.
NEVER exit through the emergency exit, unless instructed to do so by the driver.
13. **There MUST be a person present to receive all kindergarten and first graders at your pm drop off location. Have a Happy and SAFE school year.**

~ Please read and discussed the bus rules with your child and agree to follow them~

COLD WEATHER PROCEDURES

Unless the weather is severely cold, students will be outside during recesses. If we have an "inside-day", individual teachers may take students out for 5 or 10 minutes to get some fresh air and exercise. If your child needs to stay in from recess because he/she is ill or has been ill, please keep your child home until he/she has recovered.

If your child needs to stay in from recess for other medical reasons, please send a note to the school stating the reasons.

All students should dress appropriately for school, keeping in mind the activities for the day, the weather and the health and safety of the individual.

Snow boots and waterproof gloves are required to play in the snow. If a child is not wearing these at recess they will be asked to stay on the blacktop.

COMMUNICATION

An important part of education is the open communication between the school and the home. Parents are encouraged to stay in contact with the school. Please come in before or after school to talk to the teacher or call 882-4494/882-7617 and make an appointment in order to minimize disruption to class time. Parents may also email their child's teacher through the district website. They are also invited to attend the Open House and the Parent-Teacher Conferences. Teachers will communicate with the home through notes, email, phone calls, and comments written on report cards. Report cards will go home each trimester. A monthly calendar and menu will be sent home to keep the school meetings and/or schedules clear. Parents are encouraged to stay in contact with the school regarding changes in phone, address, emergency contacts, educational progress, discipline or personal issues regarding the student.

COMPUTER USE

Use of the network and computers are a privilege. Students are mandated to follow the instructions of the teacher in reference to their use of computers. The school provides an Internet filter, to protect students from inappropriate content, to the best of our ability. Students and their parents sign letters of compliance with Internet protocols annually. Inappropriate use of computer equipment will result in suspension of computer privileges.

CONFIDENTIALITY OF RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students certain rights with respect to student educational records. The Board has established written policies regarding the student's educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with both federal and state law.

These records are maintained in the school office under the supervision of the building administrator and are available only to the teachers and staff members working with the student. With the exception of a record's request from a new school, records are not released to most agencies, person or organizations without prior written consent to the parents.

Parents are informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. This information is maintained for two years after the date your child was last enrolled in the district.

You have the right to inspect and review any and all records related to your child within forty-five days of the day of receiving a request for access. Please contact the principal for an appointment or submit a written request for the records you wish to inspect.

You have a right to file a complaint with the FERPA office concerning alleged failures by the school to comply with the requirements. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office
U.S Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

COUNSELING SERVICES

Guidance services play an integral part in the development of individual students. These services may include individual and/or group counseling sessions. Students and guardians should feel free to arrange an appointment with the school counselor when they encounter a school-related or personal problem. Efforts are made to schedule appointments to minimize interruption of classroom instructional time.

Should the issue be beyond the scope of a school counselor, we will endeavor to ascertain community resources.

COURT ORDERS OR LEGAL DOCUMENTS

If there are court orders or other legal documents that the school needs to be informed of in order to maintain the safety and well-being of your children, PLEASE make sure that we have a copy of them for our records. When we receive such documents we flag the child so as not to allow them to leave with certain individuals or to otherwise fulfill the wishes of the court. WE ARE NOT ABLE TO FOLLOW SUCH REQUESTS BY INDIVIDUALS ONLY. WE MUST HAVE A COURT DOCUMENT.

CURRICULUM

Mesa Elementary will be a school that is focused on setting and achieving goals. With students setting goals and working to achieve those goals, it will require a challenging curriculum for every student and ask those students to possess a deep understanding of content. Our curriculum will be standards based, but will focus on student's interests as well as the staff's gifts and passions. Thorough monitoring of students will assist teachers in ensuring excellent teaching as well as requiring differentiation to meet all the needs of each individual student. In order to be successful with our curriculum it will need informed parents in which they feel welcome to participate in their child's education and possess the knowledge of how to help their child succeed. This curriculum will also expose students to the world through critical thinking and enriching activities which require skills and abilities similar to situations that exist outside of the classroom and expected of students in the 21st century.

Our guiding documents for curriculum are the Colorado Academic Standards and the district's Curriculum Guide for planning. The Colorado standards are common core imbedded standards and were adopted by the Board of Education. In addition, we use board adopted resources to fulfill those requirements along with other selected materials from a variety of sources.

Reading Instruction

Along with the other district elementary schools, Manauh Elementary is embracing the Success for All reading framework as our core reading resource. Based on research, Success for All supports our teachers in identifying and implementing strategies designed to reach every single student. The SFA reading framework uses research-based practices as well as a full array of supports that will help every child reach their full potential. Our staff receives professional development to make sure that we provide quality instruction and insure that students are learning.

Mathematics Instruction

EngageNY is the curriculum selected by the district for K-5th math instruction. This math resource is rich in critical thinking and presents ways for students to learn in multiple ways including those that parents may recognize.. It ensures implementation of Colorado Academic Standards for students K-5, the standards that we all want our students to know and be able to do!

Writing Instruction

Our staff has identified core grade level writing essential skills. The writing resource, *The Write Tools*, is used to provide practical instructional strategies, step-by-step teaching guidelines and interactive student-to-teacher and student-to-student writing activities that enhance reading, writing, listening and speaking skills.

Social Studies and Science Instruction

The district adopted materials and prepared science exploration kits based on *A Closer Look* from SRA McGraw-Hill. The kits provide resources for experiments and exploration on the grade-level topics based on state standards. Instruction and assessments are planned by grade level teachers and are based on Colorado Academic Standards using resources including and in addition to the district provided resources.

DISCIPLINARY PROCEEDING for students

Any student, teacher, administrator, Board Member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings. In order to promote effective student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged. All staff members are responsible for implementing the plan of student discipline for the school.

Possible Consequences

The range of consequences that may be imposed for violations of student discipline rules include, but are not limited to the following:

- Verbal warning,
- Written warning,
- Written notification to parents,
- Conference with parents,
- Detention,
- Suspension from transportation,
- Suspension from extracurricular activities,
- Suspension of other privileges including field trips,
- Exclusion from a certain class,
- In-school suspension,
- Suspension for one to ten days,
- Or expulsion.

Depending upon the nature of the violation, student discipline may be progressive, i.e., generally a student's first violation should merit a lighter penalty than subsequent violations. The above penalties may be imposed either alone or in combination.

DISTRICT BOARD POLICIES

Information about RE-1 Board Policies can be found at the following web address and from your school's website. <https://www.cortez.k12.co.us/our-district/board-of-education/policies>
Additional information or support can be found by calling your school or the district administrative offices at 970-565-7282.

DRESS CODE

Hats, mittens, boots, hoodies and warm coats are necessary during most of the school year. Please make sure your student is appropriately dressed for the current or impending weather conditions. *Hats are to be removed upon entry the building; hoodies and coats are to be removed and placed in designated area as students enter their classroom.* In addition, students need to be sure to have the appropriate footwear on the days they participate in movement education.

Students are to use good judgment in regard to dress and personal appearance, being especially careful with cleanliness and good grooming.

The district's dress code (File JICA) prohibits the following:

1. Athletic/Jogging/running shorts.
2. Sheer, tight, or short clothing (skirts, shorts and dresses shorter than mid-thigh).
3. Sunglasses, head wear and jackets in the building (coats, jackets, and outerwear should be left in lockers during class).
4. Underwear as outerwear.
5. Flip-flops or bedroom slippers.
6. Clothing that exposes private parts of the body like stomach, buttocks, back and breasts.
7. Clothes worn in a sagging/bagging or loose fitting manner. Pants are to be worn at waist level (belts must be worn in belt loops; waist and crotch of pants must fit).
8. Pants, belts and shorts shall be worn so that they do not pose a safety or security hazard or show underclothing or skin (pant legs may not drag the floor).
9. Any clothing, jewelry, chains or accessories that are sexually suggestive, obscene, and disruptive or drug, alcohol or tobacco related.
10. Unnatural or multicolored hair, painted faces or body parts.
11. Any gang-related attire or grooming.
12. Anything else deemed inappropriate by an administrator.

DROP-OFF AND PICK-UPS

All vehicles dropping-off or picking-up students must use the west parking lot. Per the Cortez Police Department, students will not be allowed to go into the street. We also ask students and parents to use the crosswalk. The circle drive is for bus drop-off and pick-up only.

We realize that sometimes parents run late to pick up students when an emergency comes up. *students left longer than 20 minutes may be referred to social services or to the police for assistance in locating the parents or guardians.*

EMERGENCY AND OTHER EVACUATION DRILLS

Evacuation, fire and lockdown drills are for practicing orderly conduct in case of an actual emergency or disaster and some type of drill is held **each month**. Students, visitors and staff must follow directions of the administrative staff or teacher in charge and remain quiet and orderly during the drills. Please don't drop off students without checking them in at the office. During drills and actual emergencies, students would not be able to get in the building and would be coming into a possibly dangerous situation. We post a notice on the front doors when we are in a drill for your information.

Drills include:

LOCKOUT: Doors are locked and students continue as usual.

LOCKDOWN: students out of sight with all classroom doors locked.

FIRE: students leave the building to a prearranged spot on the far side of the playground or move to the evacuation site.

EMERGENCY SCHOOL CLOSURE PROCEDURES

In the event we should experience severe weather conditions, school closure information is available on both KRTZ 98.7 and KOA 850AM – Denver. TV stations: KOAT – Albq, KRQE Channel 13 KOB Albq. KUSA 9 News - Denver

In addition, the school district website, www.cortez.k12.co.us, and facebook page, www.facebook.com/manaughelementary, posts school closure information. You may also be contacted through the auto dialer of the school or reverse 911 for catastrophic emergencies.

On rare occasions when the school closes before regular dismissal time, we attempt to phone all parents. In the case of inclement weather, when you believe the school might close early, please listen to one of the above radio stations or check our website. **PLEASE DO NOT CALL THE SCHOOL UNLESS THERE IS A TRUE EMERGENCY.** Doing so ties up the limited number of lines being used to attempt to contact parents.

IF THERE IS AN EMERGENCY AND students ARE EVACUATED TO ANOTHER SITE, YOU WILL BE NOTIFIED WHERE THAT PLACE WILL BE. THE DISTRICT HAS PROCEDURES FOR THIS TYPE OF EVENT.

ENVIRONMENT

The environment is the feeling that everyone gets when they step into the building. The environment at Mesa will be one of compassion, where students, parents, and staff are cared for as individuals. Relationships will be built between all the school community, in which trust, communication, collaboration, and acceptance are the key points. The environment will provide safety, intellectually, emotionally, and physically to all stakeholders. A sense of excitement will exist as teachers, students, and parents are encouraged to be motivated, successful, caring members of our environment. Each member of our school community will focus on respect, acceptance, and encouragement as our dominant form of interaction between members. With such an atmosphere, Mesa Elementary will be able to focus on creating success through increased achievement and ability.

FIELD TRIPS

Parents are welcome to participate with their child's classroom field trips. **We strongly encourage parents to leave their other children at home or in their respective classrooms.** Students from other classrooms who do not have a sibling involved in the field trip will not be allowed to participate.

HABITUALLY DISRUPTIVE

The definition of a habitually disruptive student is a student who has caused a material and substantial disruption on school grounds, in a school vehicle, or at a school activity or sanctioned event three or more times during the course of the school year. A student who is deemed habitually disruptive can be declared habitually disruptive and placed up for expulsion. C.R.S. (c.5) (I) (II). Other consequences, such as suspension, for habitually disruptive behavior prior to expulsion will be enforced.

District Policy: JKBA and JKBA*-R
Colorado Revised Statute: 22-33-106

HOMEWORK EXPECTATIONS

- Homework is intended to be primarily for students to **practice** concepts and skills learned in the classroom.
- Homework is a task to be completed outside the classroom.
- Homework expectations are at the discretion of the individual grade level teachers.
- In the event a student is absent, teachers will provide students with the homework and they are responsible for obtaining and completing the required assignments.

MEAL TIME BEHAVIOR EXPECTATIONS

- Students are expected to walk in line in a quiet, orderly manner.
- Loud and disrespectful behavior will not be allowed.
- Students may talk quietly to friends around them.
- Students will show respect to all adults and students.
- Students will not take food from another student's tray.
- Students will wait for permission before leaving their seats.
- Students will leave their area clean.
- Students will not take food out of the cafeteria.
- The cafeteria duty teachers dismiss students.
- Sodas or dark colored drinks are not allowed at Mesa.

MEDICAL POLICIES & INFORMATION

HEALTH AND NURSING SERVICES

Please visit the RE-1 website at the link below for more Nursing and Health Services Information including many forms including the following:

- Health Survey Questionnaires
- Health Services Information
- Health Plan for Allergies
- Asthma Care Plan
- Medication at School Form
- Self Carry Medicine Contract
- How Sick is Too Sick information for school attendance
- Sports Physical Letter
- Immunization Information/Letters for Parents

<https://www.cortez.k12.co.us/departments/health-policies-and-documents>

First Aid/Illness: Students needing medical attention shall report to the health room or main office. Health service personnel are not always available in the building. Keep contact information up to date so we can reach you quickly if your child becomes sick or injured. Students with fever, vomiting or diarrhea should stay home until they are symptom-free for 24 hours.

Accidents at School: Anyone involved in or witnessing an accident in which injury or potential injury has occurred should seek the nurse's assistance immediately. If there is any question regarding the condition of an accident victim, those present should leave the person stationary, stay with him or her and send someone to get the nurse.

Medications at School:

ALL MEDICATION SHALL BE SECURELY STORED IN THE MAIN OFFICE OR HEALTH OFFICE.

When possible, please administer medication at home. Medication administration in the school setting is under the direction of the school registered nurse.

Prescription Medication: Students requiring prescription medication administration in the school setting must have a Medication Authorization Form signed by the physician and parent. The medication must be in its original pharmacy issued container.

Over-The-Counter Medication: Comfort medicine (Tylenol, ibuprofen, antacid tablets, calamine lotion, bacitracin, and cough drops may be given if parents have signed the "medicine permission consent" on the Health Screening Questionnaire in the registration packet.

Emergency Medication: Students who need to carry asthma inhalers, epi-pens, or diabetic supplies at school may do so as long as there is a Health Care Action Plan signed by a health care provider on file in the health office. Health Care Plans for Severe Allergies, Diabetes, Asthma, and Seizures are available from the school nurse, or on the district website below.

Immunization Requirements: Colorado State Immunization Requirements for School Enrollment are provided to parents annually. Parents must provide a copy of their child's **immunization record** to the school nurse's office. All students must have up-to-date immunizations to attend school. Parents may exempt their child due to medical, religious or personal reasons by signing a form available from the school

nurse or on-line. Non-medical (religious/personal) exemptions must be updated annually. This school utilizes the Colorado Immunization Information System (CIIS), a confidential, secure, statewide immunization registry. You may choose to exclude your child's shot information from CIIS at any time. Please contact your school nurse for further information.

Permission for Health Advisory/Need to Know: School nurses develop a Student Health List and/or a Health Care Action Plan from the Health Screening Questionnaire in the registration packet. All information is confidential and is shared only on a need-to-know basis. Alert your school nurse if you do not want your student's medical information shared with appropriate school personnel.

Permission for Emergency Care: In the event of a medical emergency, the Montezuma-Cortez School Department will render emergency aid and/or transportation to a medical facility as needed. Costs incurred are at the expense of the family. Every effort will be made to contact the family in such a situation. If this practice concerns you, contact the school administrator. Please keep emergency contact information current with the school.

Screenings/Physical Exams: Parents/guardians may opt out of routine, non-emergency screenings provided by the district. Current screenings might include: hearing, vision, dental, lice, height and weight. Contact your school if you do not want your child to participate in these screenings. Parents are encouraged to have physical and dental examinations for their school-aged child before entering school and again before the 4th, 7th and 10th grades. Contact your school nurse if you do not have a health care provider and would like to arrange a physical exam for your child.

Lice: We do not exclude students from school if lice or nits are found. We do educate and support parents as they work to remove lice and nits from their student. Please contact your school nurse if you suspect your student has a lice infestation so we can help. Teach your child to use only their own comb, brush, hair ornaments, hats and coats. Sharing these items is a common way for lice to move from one person to another. For sleep-overs, send your child with their own pillow and sleeping bag.

Accident Insurance: Student accident insurance information forms are available in the front office and should be mailed directly to the insurance company. Any student who misses the initial application period, may apply at any time during the school year. These forms are available in the front office. All students involved with M-CHS sponsored athletics must have appropriate insurance coverage.

School Based Health Center: There is a school-based health center located at Montezuma-Cortez High School, 418 S. Sligo St, Cortez. Any student in the RE-1 School District, age 3-21 may access health services at this clinic during school hours. Parental consent and registration and insurance information are required for care. Providers are Southwest Health Systems employees.

CONTACT SUSAN CICCIA, RN, HEALTH SERVICES DIRECTOR FOR MORE SCHOOL-HEALTH RELATED QUESTIONS OR INFORMATION AT 970-565-7313, OR sciccia@cortez.k12.co.us.

PARENTAL CONCERNS

Parental concerns should be handled at the most immediate level; that is between the parent and teacher involved. Should a concern be brought to the principal, he or she will inform the teacher of the

substance and names of concerned party. A conference with the parent, teacher, principal, and perhaps the student, will be scheduled.

PARENT AND FAMILY ENGAGEMENT

Parents and guardians are strongly encouraged to attend meetings in order for the school to share information about the performance of the school. These opportunities include School Accountability Committee meetings to review Unified Improvement and 90-Day Plans as well as parent committees that assist in fundraising, volunteering or other activities. Please watch for announcements on these events in your school's newsletter and website.

PARENT INVOLVEMENT

Parents and guardians are strongly encouraged to attend meetings in order for the school to share information about the performance of the school. These opportunities include School Accountability Committee meetings to review Unified Improvement and 90-Day Plans as well as parent committees that assist in fundraising, volunteering or other activities. Please watch for announcements on these events in your school's newsletter and website.

PARENT/TEACHER ORGANIZATION

Each elementary has an organization of parents and teachers involved in the educational climate. Parents are encouraged to join this group to learn more about their child's school and have their questions answered about their child's education. This group also raises funds to improve the quality of school climate.

PERSONAL PROPERTY/VALUABLES

Students may not bring anything of value (personal gaming devices, iPods, iPads, etc.) to school. Toys should also be left at home for personal play. The playground offers multiple opportunities for physical engagement. Equipment for games, such as playground balls, are welcome.

The school will not be held responsible for a student's personal property, should it be lost, stolen or damaged and will be held in the office if brought to school.

Although not recommended for elementary students, we understand that parents believe it is sometimes necessary for their student to bring a cell phone to school. However, the school will not be held responsible should a cell phone be lost, damaged or stolen. Cell phones must be turned off while at school. Should a cell phone be turned on or used at school, the phone will be confiscated and held for the parent or guardian to be picked up. During state testing all electronic devices, including cell phones, must be turned in to the classroom teacher at the beginning of the day and will be released at the end of the school day.

PLAYGROUND

- Students will use equipment safely.
- Students will stay away from fences and hedges.
- Inappropriate language will not be tolerated.
- Students will follow the instructions given by all duty staff.
- Rough play and fighting will not be tolerated.
- Students will obtain written permission before leaving the playground.
- Students will only throw approved sports equipment, no pebbles, snow- balls, rocks, dirt, etc.
- Students will line up quickly when the recess bell rings or a staff member calls for lining up.
- Students will not give or take cuts in line.
- Gum and candy are not allowed for safety reasons.

RELEASE FROM SCHOOL DURING THE DAY

- Before a pupil is permitted to leave the school grounds during the day, the child must secure permission from the office.
- If the child has a note from home, the teacher will retain such note.
- Parents will meet the child in the office at the time the child is excused.
- Under no circumstances are pupils to be excused directly from their room to home.
- Parents are to sign their child out in the office.

REMOVAL OF A STUDENT

Informal removal to the Principal's office

An informal removal from class occurs when a student breaks one or several classroom rules in a class period or during the school day. The teacher may remove a student by using approved discipline management techniques such as having the student stand in the hall outside the door or some other safe "time out" environment either in or out of the classroom, or sending the student to the principal's office for a short period of time. Generally, the student will be allowed to return to his or her classroom later the same day. The procedures set forth below do not apply to an informal removal from class.

Formal Removal from Class

A teacher may formally remove a student from class for the following conduct or behavior:

1. Conduct that is prohibited in the student code of conduct. It should be noted that building administrators make decisions regarding suspension and the superintendent makes recommendations for expulsion. Thus, a teacher's decision to remove a student from class for behavior covered by district policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.
2. Disruptive, dangerous, or unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly:
 - a. inappropriate physical contact intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing;

- b. inappropriate verbal conduct intended or likely to upset, distract, or annoy others such as name calling, teasing, or baiting;
 - c. behavior that may constitute sexual or other harassment;
 - d. repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet study time;
 - e. throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.;
 - f. inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation, inciting others to walk out;
 - g. destroying or damaging the property of the school, the teacher or another student; or
 - h. loud, obnoxious or outrageous behavior.
3. Conduct that otherwise interferes with the ability of the teacher to teach effectively. students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, this behavior includes:
- a. open defiance of the teacher, manifest in words, gestures, or other overt behavior;
 - b. open disrespect of the teacher, manifest in words, gestures, or other overt behavior; or other behavior likely or intended to sabotage or undermine classroom instruction.

REPORT CARDS

Report Cards are distributed three times each year to enable parents, guardians and students to review progress. Progress reports will be available online to include parents in their child's education. Reports should be reviewed and if there are questions or concerns, please contact the teacher to schedule an appointment within one week of receipt of report. If you feel like your student is having difficulty at any point in the year, please contact your child's teacher, the Assistant Principal, or the Principal. Children benefit when schools and parents work together. See the school calendar for schedule of report distribution.

RETENTION

In early spring, your child's teacher will communicate at a conference and in writing, if there is a risk of retention. Retention is a process followed when the professional staff, in consultation with parents and guardians, determines it to be in the best interest of the student. Retention is recommended on an infrequent basis.

SAFETY

We make every effort to keep your student safe at school. To ensure your child's safety we practice emergency procedures, use security doors by the front office, make sure parents have a pass, screen volunteers, and use security cameras to assist in certain locations.

STUDENTS RIGHTS AND RESPONSIBILITIES

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Montezuma-Cortez School District.

A student shall be given an opportunity to contest the facts, which may lead to disciplinary action, to contest the appropriateness of the sanction imposed by a disciplinary authority or to allege prejudice or unfairness on the part of the school district employees responsible for a disciplinary action. The following procedure shall govern such grievances:

1. The student and his/her parent or guardian first discusses the problem with the staff member involved.
2. If an acceptable solution cannot be reached, the student and his/her parent or guardian may discuss the problem with the principal of the school, who may involve other individuals as he/she deems necessary.
3. If the matter is not resolved, the student and his/her parent or guardian may appeal the matter to the Assistant Superintendent, who may involve other individuals as he/she deems necessary.
4. If the matter is not resolved, the student and his/her parent or guardian may appeal the matter to the Superintendent who may involve other individuals as he/she deems necessary.
5. If this conference fails to result in a satisfactory solution, the matter may then be appealed through the Superintendent of schools to the Board of Education to be discussed in executive session. The Board of Education is the final authority in all cases. Any hearing before the School Board will observe all the rights of the student and his/her parent or guardian to allow them to present the problem to the Board of Education. Notice of hearing will be given to the pupil.

TARDINESS

Tardiness is reporting to school or to the classroom late. All students arriving to school late must register in the office. **The parents of students who are habitually late to school will be notified and a conference with the principal will be mandatory.** Parents have the responsibility to see that their children meet the bus and arrive at school on time.

TELEPHONE USE BY STUDENTS

The school telephone is for business purposes therefore we allow students to use the telephone on a very strict and limited basis. (See Personal Property section for information regarding student Cell Phone usage).

TESTING

The district maintains an educational testing program including the state's Colorado Measures of Academic Success (CMAS), Standardized Testing and Reporting (STaR) and Dynamic Indicators of Basic Early Literacy Skills (DIBELS). These assessments are used to gauge both individual strengths/weaknesses as well as grade and school progress. The data acquired is used to determine the quality of instruction, provide a basis for reporting student achievement to our students as well as our parents/guardians, and help to steer future instruction.

Studies have shown that proper sleep and a good breakfast go a long way to helping children do their best on their assessments, so please help your student by making sure they get enough rest and

have a good breakfast. In addition, we would appreciate scheduling appointments around testing days. students do better when they do not have to crowd make-up testing into their schedule.

TRANSFERS & WITHDRAWALS

A student's parents must notify the current school when a student is moving to a new location or requesting a transfer. All text and library books must have been returned and the student's lunch account must be up-to-date. When the student enrolls in the receiving school, the new school is responsible for requesting the student's educational records from the prior school. Even if the location of the new school is unknown, a student must be withdrawn officially from the school. The school secretary has these forms.

TRANSPORTATION

students who ride bicycles, skateboards, or scooters to school must park them in the bike rack. Locks are recommended, as the school is not responsible for lost or stolen property. students must dismount their bike and walk it while on school grounds. Skateboards, Rollerblades and other wheeled transportation may not be used on the grounds and must be stored while at school.

Bus transportation is a privilege. This privilege can be revoked if a student's behavior warrants. The transportation department will issue bus rules which must be followed at all times to ensure the safety of all students and the driver.

Should there be any questions regarding your child's bus transportation, please contact the Bus Transportation at (970) 565-8130. If there is a change in your child's transportation for the day, please send a note with your child in the morning. If there is an emergency during the day necessitating a change in transportation, please call the office as soon as possible. If the call is received too late, your child may not receive the message. Bus drivers will not allow students to board a bus if prior arrangements have not been made.

Calls to change student bus or pickup arrangements must be by note or call the school office **PRIOR** to 2:40pm to ensure that the message can be delivered.

VISITORS

Every effort is made to ensure student and staff safety. Therefore, all persons entering the campus, who are not registered students or school staff, are considered guests. Parents and community members are encouraged to visit the school often. Guests must sign in at the office, and receive a visitor's pass **PRIOR** to continuing into the hallways, classrooms, and playground or contacting students. We cannot have children from other schools or siblings visit during school hours, with the exception of lunch, and then only with adult supervision. This protocol is intended to balance parents/guardians' reasonable access with the rights of all students and educators to a proper learning environment. At all times, Manaugh staff have the right to take reasonable actions to preserve and protect a proper learning environment, including asking or causing any visitor to be removed from Manaugh property. Visitors are subject to all school rules including dress code while visiting. Cell phones must be turned off while in instructional settings.

Parents **may** walk their student to class before 7:50am.

VOLUNTEERS

There are times when a parent may wish to visit or volunteer in the classroom. WE LOVE IT WHEN YOU VISIT! We just ask that this request be made to the classroom teacher and then to the principal at least one day in advance. If a parent would like to stop by the classroom unexpectedly, the office will call the classroom and make sure it is an appropriate time so as not to interrupt instruction. All general

guidelines listed above must be followed. Ongoing volunteer opportunities require the completion of a district form which requires a CBI background check and fingerprints.

DISTRICT NOTIFICATIONS

ASBESTOS NOTIFICATION

Colorado Regulation No. 8 requires yearly notification of related asbestos activities that have occurred in the past year or will occur before the next notification. All Montezuma-Cortez RE-1 buildings are in compliance with these regulations.

The Maintenance Department checks all asbestos or presumed asbestos areas every six months. Re-inspections are conducted every 3 years by a certified inspector.

A copy of the management plan can be found in the principal's office of each school building. Asbestos management plans for all schools are also kept in the maintenance building.

The re-training of custodians and maintenance personnel for asbestos awareness is done annually. This is required as long as there is asbestos in any school building where personnel work, per Colorado Regulation No. 8 Asbestos.

ASSESSMENT

The district administers a variety of state tests to help our teachers better understand your child's academic needs and progress. You will receive information on your child's performance (achievement and growth) on those tests including, but not limited to:

- READ Act assessments for grades K-3
- Colorado Measures of Academic Success (CMAS) for grades 3-8
- ACCESS for English language learners
- P-SAT, and SAT for High School students

Parents are encouraged to reach out to their child's teachers or the principal with any questions about these assessments or their child's performance. Parents wishing to opt out of any of these tests need to schedule an appointment with the principal to make that request.

BOARD POLICY

The Board of Education sets district policies upon recommendation from the superintendent. Many policies have a set of procedures, which are approved by the superintendent. Each policy and procedure is thoroughly reviewed by the appropriate staff before making any recommendations to the superintendent or board.

Policies adopted by the board can be found on the district website or directly from the link below. Specific policies are also available upon request from the Administrative Assistant to the Superintendent and Board of Education at 400 N. Elm St. Cortez, Colorado 81321. Additional information or support can be found by calling your school or the district administrative offices at 970-565-7282.

<https://www.cortez.k12.co.us/our-district/board-of-education/policies>

ENGLISH LANGUAGE LEARNERS

The district offers programming and supports to support English language learners in becoming proficient in English and in participating in the content of their classes. If your child is identified as an English language learner then a committee composed of your child's teacher/s, the district Title III/English as a Second Language (ESL) coordinator work together to design a Program Services Plan for your children. Your children will be provided with a Program Services Plan which:

- a. provides for an English language instructional program that will meet your child's strengths and areas of need,
- b. outlines how your child will learn English and meet age appropriate academic achievement standards,
- c. explains the method/s of instruction used in your child's program, and how these differ from the instruction received by other children in the same school in terms of content, instructional goals, and use of English and a native language in instruction,
- d. specifies the academic and language exit requirements and the expected amount of time to transition from this LEP instructional program to the regular non-LEP instructional program at the school,
- e. (only for students with disabilities) describes how this instructional program will meet the objectives of the individualized education plan (IEP) of your child,

We encourage our families with home languages other than English to be involved in their children's education. We offer translation and interpretation services as needed. Please contact Trina Lee at the district office to request translation or interpretation services if needed.

FOOD SERVICE

The district will operate school lunch and breakfast programs in its schools which shall be under the overall supervision of the Nutrition Services Director. Food services shall include lunches and breakfasts, through participation in the National School Lunch Program and the School Breakfast Program. The School Board approves the prices set for meals. Breakfast is served free to all elementary students attending schools that participate in Breakfast After the Bell programs.

All families have the opportunity to apply for the free and reduced meal program. Applications can be obtained from the school office or cafeteria at the beginning and throughout the year and submitted for eligibility consideration. Charging is not allowed for meals.

PARENT AND FAMILY ENGAGEMENT

- **Parent engagement and activities:** Parents are encouraged to participate in various school activities including volunteering in the school, attending parent and family nights and student performances.

- **Parent input into school programs:** Parents and guardians are strongly encouraged to attend meetings in order for the school to share information about the performance of the school. These opportunities include School Accountability Committee meetings to review Unified Improvement and 90-Day Plans as well as parent committees that assist in fundraising, volunteering or other activities.

Please watch for announcements on these events in your school's newsletter and website.

SCHOOL PERFORMANCE

The state provides a report card on the performance of your child's school every year. You can find information about this report card on the school's website under the Academics Tab under School Performance. Parents and families are also encouraged to talk with their child's teachers regularly and attend parent teacher conferences to learn about their child's progress.

TEACHER QUALIFICATIONS

Parents and guardians are entitled to information regarding the qualifications of the teachers in their school. If desired, please call your school's office and ask for an appointment with your principal to talk about the qualifications of your child's teacher or paraprofessional.

More information is available at: <https://www.cde.state.co.us/fedprograms/essaeducator>