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MONTEZUMA-CORTEZ  
HIGH SCHOOL  
Student-Parent Handbook



2025-2026

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## Helpful Contacts

All Montezuma-Cortez High School staff members maintain an open-door policy and are available to all students and parents. You may call (970-565-3722) or email (information on the school website) to **arrange an appointment**. You will not be allowed to see teachers during the school day so please set up an appointment first before showing up at our school.

### **Administration**

Principal – Dr. Jennifer Boniface	x2132
Principal’s Secretary – Delanie Whitmer	x2131
Assistant Principal – Brandon Thurston	x2120
Assistant Principal –Erin Schmitt	x2127
Activities Coordinator– Robert Laymon	x2124
Athletics / Activities Secretary – Hannah Yazzie	x2122
Assistant Principal Secretary – Sharday Olah	x2121
Receptionist – Kristy Martinez	x2100
Attendance Secretary- Melissa Elliot	x2167

### **Faculty:**

Montezuma-Cortez High School teachers are professional, certified educators who are highly qualified to assist students and parents with matters of curriculum, instruction, and learning. There is a significant amount of time that teachers dedicate to instruction, so please schedule an appointment with teachers via email if you need to discuss anything with them.

### **Counselors:**

Colin Noel — All 11 <sup>th</sup> Graders & 12 <sup>th</sup> Graders	x2147
Kristy Charles – All 9 <sup>th</sup> Graders & 10 <sup>th</sup> Graders	x2126

### **Registrar:**

The Registrar maintains student's transcripts and records, which includes course history, graduation requirements and credits earned.

Bea Valdez	x2125
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### **Librarian:**

Librarian –	x2144
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### **Nurse:**

The nurse is available during school hours to provide students with first aid and coordinate assistance in medical emergencies.

MCHS School Nurse –	x2145
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# MONTEZUMA-CORTEZ HIGH SCHOOL

PREPARE, GRADUATE, TRANSITION, AND SUCCEED!

## NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 follows the nondiscrimination policies AC which can be found on the district website referenced below. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

**Title IX Coordinator and Compliance Officer** (*Title II/ADA, Title VI*)

Executive Director of Human Resources

400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135

[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

**504 Compliance Officer** (*Section 504*)

Executive Director of Exceptional Student Services

400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118

[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

M-CSD RE-1 School Governance Policies can be found on our website at:

[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

### CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 sigue la políticas de no discriminación AC que se puede encontrar en el sitio web del distrito al que se hace referencia a continuación. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

**Coordinador del Título IX Oficial de Cumplimiento** (Título II/ADA, Título VI)

Director Ejecutivo de Recursos Humanos

400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135

[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

**504 Oficial de Cumplimiento** (Sección 504)

Director Ejecutivo de Servicios para Estudiantes Excepcionales

400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118

[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:

[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

6/4/25 DKR

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## Montezuma-Cortez High School Graduate Profile



## Montezuma-Cortez High School Song

“From the Halls of Montezuma, to the north, south, east, and west.  
Come our boys and girls together, to the high school they love best.  
We’re the loyal sons and daughters. To the colors we’ll be true.  
We’ll go forth with adoration and fond memories of you.  
Give us men to match our mountains. Give us maids to match our skies. And the glory  
of our native land will be Montezuma High!  
MC...MC...M-C-H-S

Orange and black,  
We Are the best!  
M-C-H-S. We are the best  
Panthers, Panther, Panthers!”

**School Colors:** Orange & Black

**School Mascot:** Panther

## ACADEMIC PROGRAM INFORMATION

***Diploma Options- It is important that parents/guardians regularly check their student's progress and number of credits earned each semester/year.***

### Montezuma-Cortez High School Diploma Options 2025, 2026, and 2027 Graduates

*Our flexible diploma options recognize the different pathways our M-CHS graduates take. The Honors and Standard Diplomas are for students considering a four-year college or university after high school, while our Career and Technical Diploma is tailored to students wishing to enter the workforce directly after graduation. For more information on these diploma options (and their requirements), see the Course Description handbook.*

Honors Diploma	Standard Diploma	Career & Technical Diploma
<b>English:</b> 4 credits	<b>English:</b> 4 credits	<b>English:</b> 4 credits
<b>Math:</b> 4 credits Algebra I Geometry Algebra II Math Elective	<b>Math:</b> 3 credits Algebra I Geometry Algebra II	<b>Math:</b> 3 credits Algebra I Geometry Math Elective
<b>Social Studies:</b> 3 credits Social 4 credits Studies Elective US History or world history American Government	<b>Social Studies:</b> 3 credits Social Studies Elective US History or world history American Government	<b>Social Studies:</b> 2 credits US History American Government
<b>Science:</b> 3 credits Physical Science Biology Science Elective	<b>Science:</b> 3 credits Physical Science Biology Science Elective	<b>Science:</b> 2 credits Physical Science Biology
<b>Physical Education:</b> 0.5 credits	<b>Physical Education:</b> 0.5 credits	<b>Physical Education:</b> 0.5 credits
<b>Health:</b> 0.5 credits	<b>Health:</b> 0.5 credits	<b>Health:</b> 0.5 credits
<b>Fine Art:</b> 1 credit Music, Art, Drama	<b>Electives:</b> 9 credits	<b>Electives:</b> 11 credits
<b>Foreign Language:</b> 2 credits <b>24 credits</b>	<b>23 credits</b>	<b>23 credits</b>



Students who do not meet yearly benchmarks are considered credit deficient and should meet with their counselor to develop a plan for credit recovery and graduation. Contact your grade level counselor (970-565-3722, ext 2129) to ensure that you are on track for graduation.

Montezuma-Cortez High School Graduation Requirements

District Course Requirements	
<p>*District Course Requirements below are the minimum needed for high school graduation. Higher education admission requirements are listed in the column below and may require additional coursework.</p> <p><b>English:</b> 4 credits</p> <p><b>Social Studies:</b> 4 credits</p> <p><b>Math:</b> 4 credits</p> <p><b>Science:</b> 3 credits (2 must be lab based)</p> <p><b>Physical Education:</b> .5 credits</p> <p><b>Health:</b> .5 credits</p> <p><b>World Language:</b> 1 credit</p> <p><b>Electives:</b> 8 credits</p> <p><b>25 total credits required</b></p>	
<p><b>College Bound Recommendations:</b></p> <p><b>(An Honors sticker will be placed on the diplomas of students who have met these requirements.)</b></p> <p><b>English:</b> 4 credits (2 must be upper level)</p> <p><b>Social Studies:</b> 4 credits</p> <p><b>Math:</b> 4 credits (2 must be upper level)</p> <p><b>Science:</b> 4 credits (2 must be lab based)</p> <p><b>Physical Education:</b> .5 credits</p> <p><b>Health:</b> .5 credits</p> <p><b>World Language:</b> 2 credit</p> <p><b>Electives:</b> 7 credits</p> <p><b>26 total credits required</b></p> <p>(*Upper level is either an approved concurrent enrollment course, AP course, or other advanced options offered/approved.)</p>	<p><b>Career Bound Recommendations:</b></p> <p><b>(A CTE sticker will be placed on the diplomas of students who have completed a CTE pathway.)</b></p> <p><b>English:</b> 4 credits</p> <p><b>Social Studies:</b> 4 credits</p> <p><b>Math:</b> 3 credits</p> <p><b>Science:</b> 3 credits (2 must be lab based)</p> <p><b>Physical Education:</b> .5 credits</p> <p><b>Health:</b> .5 credits</p> <p><b>World Language:</b> 1 credit</p> <p><b>Work Study/Internship:</b> 1 credit</p> <p><b>Electives:</b> 8 credits</p> <p><b>25 total credits required</b></p>

### **Course Recommendations:**

For a typical diploma, there are several course pathways that we require and/or recommend.

**English:** All freshmen must take English 1. For most traditional students, the recommended order is then English II, English III, and finally, English IV. For students wanting a more advanced pathway, we recommend English 1, English II, concurrent enrollment Composition 1021, followed by Composition 1022. Students may also take additional concurrent enrollment courses in the humanities, literature, etc.

**Math:** All freshmen are required to complete Algebra I, Geometry, and Algebra II during high school. Students who did not demonstrate proficiency in 8th grade math must attend summer school for pre-algebra remediation. If summer school is not successfully completed, he/she will be retained in 8th grade.

For the fourth year, students may choose from advanced math options such as Statistics, Pre-Calculus, Calculus, or Trigonometry. Colleges recommend completing math courses beyond Algebra II. Students may work with their grade level counselor and enroll in Business Math their fourth year if it aligns with their postsecondary goals.

Students who completed Algebra I in 8th grade may begin with Geometry as freshmen to pursue a more advanced math pathway.

**Social Studies:** We recommend all students take World History/Geography their freshman year, U.S. History as a sophomore, and then Economics is required as a junior and American Government is required as a senior.

**Science:** All freshmen are required to take Biology their freshman year. From there, we recommend taking physical science, followed by Chemistry, Physics, Forensics, Earth Science, or Anatomy. Students may also opt to take concurrent enrollment options. For advanced options, we recommend students take Biology, Chemistry, Physics, Anatomy, or other concurrent courses that are at the advanced level.

**Foreign Language:** All students are required to take one foreign language class during their four years of high school. Multiple options are available to our students. For instance, French, Spanish, American Sign Language, and several concurrent courses and online courses in other languages.

### **Course Load Requirements:**

The course load for high school students shall be a minimum of five credits per school year. Students may earn credits to satisfy this requirement through concurrent enrollment programming and work release/internship. Concurrent enrollment and/or work release/internships should be aligned with a student's chosen field of study as much as possible. All athletes need to take classes that are required by CHSAA for athletic participation and to satisfy graduation requirements.

### **Graduation Tracking Requirements:**

Counselors will meet with all students at least twice per year to review academic progress and ensure on-time graduation. As part of this process, credits will be tracked with a standardized form that is approved by the principal so that students and parents/guardians will be informed and actively involved.

The counseling team, in collaboration with the registrar, will also monitor student matriculation to support progress toward postsecondary goals and ensure students are achieving their goals and the schools are preparing them to do so. Tracking matriculation rates of high school students is essential for understanding how effectively the school is preparing students for postsecondary success. It provides valuable data on whether graduates are enrolling in college, trade programs, military service, or entering the workforce. This information helps schools evaluate the impact of academic programs, career readiness initiatives, and counseling services, allowing for targeted improvements to better support students' long-term goals and close opportunity gaps.

Adopted: PENDING

Montezuma-Cortez High School Graduation Requirement Checklist

Name \_\_\_\_\_ Counselor/Advisor Name \_\_\_\_\_

Are you planning to attend college after graduation? \_\_\_\_\_

What is your current career interest? \_\_\_\_\_

Requirements	Credits	9th Grade Options	10th Grade Options	11th Grade Options	12th Grade Options
<b>Language Arts</b>  Standard College Bound Career Bound	4 4 4	<input type="checkbox"/> ELA 1 <input type="checkbox"/> ELA 1 <input type="checkbox"/> ELA 1 <input type="checkbox"/> Other	<input type="checkbox"/> ELA 2 <input type="checkbox"/> ELA 2 <input type="checkbox"/> ELA 2 <input type="checkbox"/> Other	<input type="checkbox"/> ELA 3 <input type="checkbox"/> Concurrent <input type="checkbox"/> ELA 3 <input type="checkbox"/> Other	<input type="checkbox"/> ELA 4 <input type="checkbox"/> Concurrent <input type="checkbox"/> ELA 4 or Newspaper/Journalism <input type="checkbox"/> Other
<b>Math</b>  Standard College Bound Career Bound	4 4 4	<input type="checkbox"/> Algebra 1 <input type="checkbox"/> Geometry <input type="checkbox"/> Other	<input type="checkbox"/> Algebra 1 <input type="checkbox"/> Geometry <input type="checkbox"/> Algebra II <input type="checkbox"/> Other	<input type="checkbox"/> Geometry <input type="checkbox"/> Algebra II <input type="checkbox"/> Pre-Calculus <input type="checkbox"/> Statistics <input type="checkbox"/> Concurrent <input type="checkbox"/> Business Math <input type="checkbox"/> Other	<input type="checkbox"/> Statistics <input type="checkbox"/> Trigonometry <input type="checkbox"/> Business Math <input type="checkbox"/> Concurrent <input type="checkbox"/> Other
<b>Science</b>  Standard College Bound	3 3	<input type="checkbox"/> Biology*	<input type="checkbox"/> Physical Science*	<input type="checkbox"/> Chemistry*	<input type="checkbox"/> Chemistry*

<b>Career Bound</b>  *constitutes a lab class	3	<input type="checkbox"/> Other	<input type="checkbox"/> Chemistry* <input type="checkbox"/> Other	<input type="checkbox"/> Physics <input type="checkbox"/> Anatomy* <input type="checkbox"/> Earth Science <input type="checkbox"/> Forensics <input type="checkbox"/> Concurrent <input type="checkbox"/> Other	<input type="checkbox"/> Physics <input type="checkbox"/> Anatomy* <input type="checkbox"/> Earth Science <input type="checkbox"/> Forensics <input type="checkbox"/> Concurrent <input type="checkbox"/> Other
<b>Social Studies</b>  Standard College Bound Career Bound	4 4 4	<input type="checkbox"/> World History <input type="checkbox"/> Other	<input type="checkbox"/> U.S. History <input type="checkbox"/> Other	<input type="checkbox"/> Economics (this includes personal finance) <input type="checkbox"/> Concurrent <input type="checkbox"/> Other	<input type="checkbox"/> American Government <input type="checkbox"/> Concurrent <input type="checkbox"/> Other
<b>World Language</b>  Standard College Bound Career Bound	1 2 1	<input type="checkbox"/> Spanish 1 <input type="checkbox"/> Other	<input type="checkbox"/> Spanish 1 <input type="checkbox"/> Spanish 2 <input type="checkbox"/> Other	<input type="checkbox"/> Spanish 1 <input type="checkbox"/> Spanish 2 <input type="checkbox"/> Concurrent <input type="checkbox"/> Other	<input type="checkbox"/> Spanish 2 <input type="checkbox"/> Concurrent <input type="checkbox"/> Other
<b>Health</b>  <b>PE</b>	.5 .5	<input type="checkbox"/> Lifetime and team sports <input type="checkbox"/> Health <input type="checkbox"/> Weight training <input type="checkbox"/> Other	<input type="checkbox"/> Lifetime and team sports <input type="checkbox"/> Health <input type="checkbox"/> Weight Training <input type="checkbox"/> Other	<input type="checkbox"/> Weight Training <input type="checkbox"/> Athletic Strength and Conditioning <input type="checkbox"/> Other	<input type="checkbox"/> Weight Training <input type="checkbox"/> Athletic Strength and Conditioning <input type="checkbox"/> Other
<b>General Electives</b>  Standard College Bound Career Bound	9 7 9	(See course catalog for options)			
<b>CTE Pathways</b>	varies	(See our course catalog for options)			

# Menu of College and Career-Ready Demonstrations



High school graduation requirements are set by local school boards. They must align with the Colorado Graduation Guidelines, which are designed to help all students and families in Colorado plan for success after high school.

**Local school boards and districts** select from this menu to create a list of options that their students must use to show what they know or can do in order to graduate from high school. School districts may offer some or all of the state menu options, may raise a cut score on an included assessment and may add graduation requirements in other content areas.

**Graduation Guidelines begin with the implementation of Individual Career and Academic Plans (ICAP);** 21st Century Essential Skills; and Colorado Academic Standards for all content areas, including: one course in Civics, and by July 2023, one course that incorporates Genocide and Holocaust studies.

**Students** must demonstrate readiness for college and career based on at least one measure in Reading, Writing and Communicating, and one measure in Mathematics <sup>1</sup>.

Districts have the authority to provide accommodations to students in meeting the college and career demonstrations necessary to earn a standard high school diploma for: English learners, gifted students and students with disabilities.

## MENU OF OPTIONS: This menu lists the minimum scores required.

### ACCUPLACER

<b>CLASSIC</b>	<b>Reading, Writing and Communicating</b> 62 on Reading Comprehension OR 70 on Sentence Skills	<b>Mathematics</b> 61 on Elementary Algebra	<b>ACCUPLACER</b> is a computerized test that assesses reading, writing, math and computer skills. The results of the assessment, in conjunction with a student's academic background, goals and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels.
<b>NEXT GENERATION</b>	<b>Reading, Writing and Communicating</b> 241 on Reading OR 236 on Sentence Writing	<b>Mathematics</b> 255 on Arithmetic (AR) OR 230 on Quantitative Reasoning, Algebra, and Statistics (QAS)	

### ACT

<b>Reading, Writing and Communicating</b> 18 on ACT English	<b>Mathematics</b> 19 on ACT Math	<b>ACT</b> is a national college admissions exam. It measures four subjects – English, reading, math and science. The highest possible score for each subject is 36.
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### ACT WorkKeys – National Career Readiness Certificate

<b>Reading, Writing, Communicating, and Mathematics</b> Bronze or higher	<b>ACT WorkKeys</b> is an assessment that tests students' job skills in applied reading, writing, mathematics and 21st century skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high-performance workforce. Students must score at the bronze level (a score of at least 3) in all three assessments- Applied Mathematics, Graphic Literacy and Workplace Documents - and they will earn the ACT's National Career Readiness Certificate.
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<sup>1</sup> In order to match the language in statute for Colorado Academic Standards, and to better reflect the skills necessary for success in life after high school, "English" and "Math" have been more clearly defined as, "Reading, Writing and Communicating" and "Mathematics."

## Menu of College and Career-Ready Demonstrations, Page 2

### Advanced Placement

Reading, Writing and Communicating 2	Mathematics 2	<b>AP exams</b> test students' ability to perform at a college level. Districts choose which AP exams will fulfill this menu option. Scores range from 1 to 5 (highest).
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### ASVAB

Reading, Writing, Communicating, and Mathematics 31 on the AFQT	The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 on the AFQT are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.	
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### Concurrent Enrollment

Reading, Writing and Communicating Passing grade per district and higher education policy	Mathematics Passing grade per district and higher education policy	<b>Concurrent enrollment</b> provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. School districts and institutions of higher education each determine passing grades for credit and concurrent enrollment. An eligible concurrent enrollment course is 1) the prerequisite directly prior to a credit-bearing course or 2) a credit-bearing course, and 3) governed by a district-level cooperative agreement or MOU. Districts choose which courses will fulfill the option.
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### District Capstone

Reading, Writing and Communicating Individualized	Mathematics Individualized	<b>A capstone</b> is the culminating exhibition of a student's project or experience that demonstrates academic and intellectual learning. Capstone projects are district determined and often include a portfolio of a student's best work.
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### Industry Certificate

Reading, Writing and Communicating Individualized	Mathematics Individualized	<b>Industry certificates</b> are credentials recognized by business and industry. They are district determined, measure a student's competency in an occupation, and they validate a knowledge base and skills that show mastery in a particular industry.
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### International Baccalaureate (IB)

Reading, Writing and Communicating 4	Mathematics 4	<b>IB exams</b> assess students enrolled in the official IB Diploma Programme. Districts choose which IB exams will fulfill this option. Scores range from 1 to 7 (highest).
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### SAT – Scores updated, 2024-2026

Reading, Writing and Communicating 470	Mathematics 480 *	<b>The SAT</b> is a college entrance exam. The SAT includes sections on reading, writing and math. The highest possible score for each section is 800. See the note below about scores for Mathematics: *480: Beginning with Digital SAT, 2023-24, extending through 2025-26 500: 2022-2023 and prior to Digital SAT
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### Collaboratively developed, standards-based performance assessment

Reading, Writing and Communicating State-wide scoring criteria	Mathematics State-wide scoring criteria	For this option, students use an authentic demonstration of academic knowledge and Essential Skills through the creation of a complex product or presentation.
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## ACADEMICS

### ***Equal Education Opportunity [JB]***

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed, sex, sexual orientation, religion, national origin, marital status, disability or need for special education services.

### ***Academic Letters***

The Academic Letter is based on Grade Point Average (GPA). To qualify for an Academic Letter, a student must carry at least five subjects a semester. Eligibility is based on the following scale:

***9<sup>th</sup> Grade – Cumulative GPA of 3.70***

***10<sup>th</sup> Grade – Cumulative GPA of 3.65***

***11<sup>th</sup> Grade – Cumulative GPA of 3.60***

***12<sup>th</sup> Grade – Cumulative GPA of 3.55***

### ***Advanced Placement Classes [IHCDAR, IJNDAB]***

Students have the option of taking Advanced Placement (AP) classes while enrolled at the high school. Montezuma-Cortez High School offers\* AP classes in the following disciplines (\*based on teacher availability): English, Social Studies, Math, Science, Computer, and Art. In an effort to uphold the highest standards for these classes, students are expected to meet or exceed class expectations and demonstrate their commitment to the class. AP students are also required to take the AP exams in May. There are costs associated with AP courses and payment is required prior to taking the tests in May. Students enrolled in AP classes must take the AP test to receive AP designation on their transcript or to receive 5 GPA points. If a student does not take or pass the AP exam, they will only receive 4 or fewer based on their grade and will have a regular course listed on their transcript.

### ***ASCENT (Accelerating Students through Concurrent Enrollment)***

Accelerating Students through Concurrent Enrollment (ASCENT) is a fifth-year high school program that allows students to participate in concurrent enrollment the year after 12<sup>th</sup> grade. To qualify, students must have earned at least 9 college credits. Students enrolled in the ASCENT program will have their tuition paid for (excluding books and fees). For more information on the ASCENT program, students should reach out to their grade-level counselor.

### ***Concurrent Enrollment [IHCDAR]***

**Cost** – Tuition is covered by the school district, but students/parents pay for books and fees.

**Attendance** – Students must maintain a positive attendance record. As with any course, students may be dropped for non-attendance. If that occurs, they will be placed on academic probation and have to be enrolled in an on-campus course for the remainder of the semester.

**Grade Requirements** – Students must earn a C or better in their concurrent enrollment courses. If a student fails or is withdrawn from a concurrent enrollment course, they will be placed on academic probation for the remainder of the semester.

### **Section 1: Purpose**

To establish MCHS guidelines for student participation in online concurrent enrollment (CE) courses offered through accredited postsecondary institutions under cooperative agreements, ensuring educational quality, alignment with student goals, and compliance with Colorado law.

### **Section 2: Policy Statement**

Students enrolled in district schools may participate in CE programs that include online courses, provided these offerings are aligned with the following district requirements and statutory obligations under C.R.S. 22-35-101 to 114.

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### **Section 3: Course Approval Criteria**

- Courses must be:
    - Offered by a regionally accredited college or university under a district-approved cooperative agreement.
    - Listed as part of the institution's CE-eligible catalog.
    - Aligned with the student's ICAP and graduation or pathway goals.
- 

### **Section 4: Enrollment Limitations**

- All students must have and maintain a GPA of 3.0 and otherwise demonstrate academic readiness.
  - Freshman students (9th grade) will be ineligible to participate in concurrent enrollment (CE) courses. This is due to the fact that they have not yet demonstrated academic readiness at the high school level.
  - Sophomore students (10th grade) may take 1 online CE class per semester.
  - Junior students (11th grade) may take 2 online CE classes per semester.
  - Senior students (12th grade) may take 3 online CE classes per semester.
  - Exceptions may be granted for advanced students, subject to review and approval by the school counselor and principal.
- 

### **Section 5: Application Process**

- Students must submit a CE request form that includes:
  - Approval from a school counselor and administrator.
  - An academic readiness review (e.g., GPA or prior course performance);
  - Agreement to check-ins or progress tracking as determined by the school.



## Section 6: Concurrent Enrollment Credits

- Students earn .5 credits for every semester-long concurrent enrollment course taken and passed with a C or better. Eight week classes are not recognized for high school credit. Students will earn college credits in the amount determined by the college. For instance, most concurrent enrollment classes are 3-5 college credit hours.

## Section 7: Prerequisites and Placement

- Students must follow the course prerequisites outlined in our course description guide and courses must be in a sequence that satisfies the Colorado Academic Standards.
- The Accuplacer or other assessment measure may be required for some concurrent enrollment courses as a prerequisite to ensure students have the skills necessary for success in more rigorous college courses.
- All sophomores are expected to remain on campus for their concurrent enrollment classes and will be enrolled in a FLEX class.
- Juniors and Seniors who successfully demonstrated their success with concurrent enrollment classes as a sophomore may be permitted to take these classes off campus or on campus in a FLEX class. If they choose to be off campus, they may only be scheduled during the student's start or end of day.
- If a Junior or Senior chooses to take their concurrent course off campus, they will not be permitted on campus until their regularly scheduled high school classes.

\*M-CHS offers the option for high school students to enroll in college courses, allowing the student to earn high school credit simultaneously with college credit. Some of these classes can be taken online while students are working on M-CHS's campus; others can be taken directly at a local community college (ex: PCC). In order for a student to enroll in concurrent enrollment they must fill out an application with the college (PCC or San Juan College). Note that while the district will pay the cost of tuition for concurrent enrollment courses (for students earning a C or better), the qualified student and the student's parent/guardian shall be responsible for the cost of textbooks and fees. If you are interested in this program, please see your counselor for more information.

### *Courses through M-CHS for Non-enrolled Students*

Students wishing to take individual courses through M-CHS will be charged a semesterly fee and additional course fees may apply. These fees are determined by the board of education and can be paid through the Counseling office. Students taking M-CHS courses are expected to adhere to all M-CHS policies and procedures outlined in this handbook and must sign in and out at the front office when arriving to and leaving campus. In addition, non-enrolled students taking classes at M-CHS may only be on campus during the time that their class is scheduled and will need to leave campus once the class concludes each day.

### *Credits From Other Institutions and Home-based Programs [IKF]*

Students entering from outside the district must meet the district's course requirements. The principal or principal's designee shall determine whether credit toward course requirements shall be granted for courses taken outside the district. In accordance with applicable state law, college courses completed pursuant to the student's participation in a "dropout recovery program" shall count as credit toward completion of the district's credit requirements.

### *Credit Recovery*

In an effort to allow students to recover credit and stay on path to graduation, students may be required to attend Summer School or enroll in the failed class again during the following school year (with a different teacher, if possible). Summer School will be held following graduation and the end of the school year. In some cases, students may qualify for taking CDLS classes (Colorado Digital Learning Solutions) and be enrolled in a FLEX class on campus during the school year. This will be determined on a case-by-case basis based on the student's graduation requirements. Most credit recovery courses will need to be completed during summer school.

### ***Early Graduation/Path4Ward [IKF]***

The Board of Education believes that most students benefit from four years of high school and are encouraged not to graduate early. However, in some cases, students need the challenge provided by post-secondary education or other opportunities at an earlier age. Therefore, the principal and superintendent may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements.

Seniors may graduate at the end of six completed semesters by petitioning the administration and Board of Education if a minimum of 25 credits are earned by their sixth semester and all other graduation requirements have been met.

Early graduates must also meet the following conditions to be considered for early graduation.

1. The principal must be notified in writing prior to May of the student's sophomore year by filling out a petition to graduate early form. This form can be obtained from the counseling office.
2. A conference with the student, parent/guardian and the principal and superintendent must be held in August of their intended year of graduation.
3. Students must check in regularly with their grade level counselor to track progress towards graduation. If the student fails any courses between August-May, the student will likely be excluded from early graduation.
4. All graduation requirements must be satisfactorily completed by the first semester of the student's third year or the semester prior to their intended graduation date.
5. Students wishing to graduate early must have a documented postsecondary plan.
6. Students must show evidence of progress towards their postsecondary plan over their three years in high school.
7. Students must have taken and earned credit in concurrent enrollment core content classes during their years in high school.
8. Students must still take the CMAS and SAT. If the student is college bound, they must register and pay for the weekend SAT in the first semester. They will still be required to take the school day SAT as a junior with their peers.
9. Students/families will be responsible for keeping track of senior information such as cap/gown ordering, deadlines, and correspondence with the senior sponsor.

\*In order to graduate after seven semesters (December graduate) students must be enrolled in at least 5 credits in the first semester and must have met all other graduation requirements and expectations that are listed above.

### ***Path4Ward Program***

The Path4Ward program may provide students graduating early with scholarships to pursue college classes, workforce training, or other certificate programs located in Colorado to prepare for life after high school graduation.

Students interested in early graduation and/or the Path4Ward program must meet with the senior level counselor to learn more information. To graduate early, eligible juniors must fill out and turn in a completed application packet by April 1<sup>st</sup> of their junior year (if intending to graduate at the end of second semester of junior year) and November 1<sup>st</sup> of their senior year (if intending to graduate at the end of the first semester of senior year).

### ***English Language Learners [IHBEA]***

In keeping with the intention of the state of Colorado and this school district to offer educational opportunities to those students with limited English proficiency, the district shall provide suitable, research-based language instructional programs for all identified English language learners in grades kindergarten through 12. The district shall identify students as English language learners using the state-approved assessment for English language proficiency. Identified students shall be assessed annually to determine their level of proficiency in the English language.

### ***Special Education Programs for Students with Disabilities [IHBA]***

Any student identified as a child with disabilities pursuant to the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA) who is between the ages of three and 21 and who has not been awarded a regular high school

diploma and graduated from high school has the right to a free and appropriate public education. These eligible students with disabilities shall be provided individualized programs appropriate to meet their educational needs, as determined by the students' Individualized Education Program (IEP) or Individual Family Service Plan (IFSP) teams.

#### ***Section 504 [Montezuma-Cortez School District RE-1 504 Handbook]***

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities. If a student has a physical or mental impairment that substantially limits one or more major life activities, he or she is eligible for educational protection under Section 504 which may include the creation of a specific 504 Plan to ensure that the student is receiving full access to a Free and Appropriate Public Education (FAPE) per federal law. Families wishing to learn if their child meets the eligibility criteria for a 504 Plan should contact their student's grade-level counselor. In addition, the school district's 504 Compliance Officer is Lisa Megel ([504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us); 970-565-7522).

#### ***Honor Roll***

An Honor Roll is published in the *Cortez Journal* at the end of each semester for full-time students who have accomplished the following academic standards for that semester:

*Scholar* 4.0 GPA

*Honor Roll* 3.7 – 3.9 GPA

*Honorable Mention* 3.2 – 3.69 GPA

Students pursuing ASCENT, Early Graduation, or Path4Ward will not be included on the Honor Roll after they complete their regular course studies at M-CHS.

#### ***Work Study, Internships, Apprenticeships and Career-Connected Learning***

The Career-Connected Learning program at M-CHS includes work study, internships, and apprenticeships, and is designed to help qualified students build skills and gain real-world work experience to prepare them for the future. Students may earn elective credits towards graduation by participating in Career-Connected learning (.5 credits will be awarded for 80 hours of work-based learning). To qualify for the program and earn credit, students must apply and be accepted, document their work, and meet all deadlines set by the Administration or Counseling department. Students may be placed back into a regular class schedule if they do not meet the requirements of the program. **Students must have a documented job or placement that fits our criteria within two weeks of signing up for this course or they will be removed and placed in another elective.** Students who want to participate in Career-Connected learning should consult their grade-level counselor. This is only offered at M-CHS during the school year. Summer jobs or internships do not count toward M-CHS credit.

#### ***Teacher/Student Aides***

Seniors who wish to become an Aide must find the teacher/office that they wish to work under and get their approval (signature form) in the spring before their senior year. Students must also fill out an application to be considered a student aide. Each teacher may only have one Student Aide; therefore, the first to submit their approval form for a teacher will get that placement. **Student aides and their supervising teacher will be expected to comply with standards set forth in an expectation rubric. Grades and recorded progress must be attended to by the supervising teacher.** Student aides are not permitted to do errands off campus. For approval, student's grades, attendance, and discipline records will be reviewed. Seniors may only earn one (1) Student Aide credit during high school.



#### **M-CHS Graduation/Certificate of Completion Requirements**

All graduation requirements must be met by Monday, May 19 at 8 a.m. to participate in the 2026 graduation ceremony. Seniors who do not complete all the requirements by this date will not be allowed to walk at graduation. These seniors may still receive their diploma/certificate of completion if they complete all requirements by June 27, 2025.

Seniors shall receive notification from the Counseling Office if their graduation status is in jeopardy prior to

graduation. It is the student and the parent/guardian's responsibility to make themselves familiar with graduation requirements and to track student progress.

1. A **Montezuma-Cortez High School Diploma** will be awarded to each student who has satisfactorily completed all state and local requirements of units of credit and have met the state of Colorado graduation competency requirement. Accommodations or alternatives to assessment for students with disabilities will be determined by the unique needs of the students as documented in his/her IEP. The M-CHS diploma fulfills all of the necessary requirements for four year colleges and universities beginning with the class of 2028. For students graduating between 2025-2027 who wish to attend a four year university, it is recommended that students take four years of math and one year of a foreign language. Students who opted for a more rigorous course of study will earn an honors sticker on their diploma and their courses will be reflected on their high school transcript. Students who opted for courses recommended by the CTE pathway will also earn a sticker for every completed pathway program and their courses will also be reflected on their high school transcript.
2. A **Montezuma-Cortez High School Certificate of Completion** will be awarded to those students who satisfactorily complete all state and local requirements per the student's individualized education plan (IEP). This certificate option will be determined by a student's IEP team, including the student's parents/guardians.

The building principal or designee shall oversee the awarding of the diplomas including:

1. Determination and notification of students eligible to receive the appropriate diploma.
2. Provisions to ensure that students receive the most favorable diploma through counseling and other assistance as needed.
3. Assurance that each awarded diploma, or denial of diploma, shall be rational, reasonable and nondiscriminatory. All students shall be given an opportunity to earn a Montezuma-Cortez High School diploma.



## ***Honors at Graduation***

### Valedictorian

The valedictorian will be the student who successfully maintained the highest grade point average (GPA) during his or her time at Montezuma-Cortez High School. The GPA will be based on students' cumulative GPA and will include the final 2<sup>nd</sup> semester grades from senior year. If two or more students tie for the highest GPA, the highest submitted SAT test score determines valedictorian. The school will not pay for additional tests apart from the mandated junior year SAT test. All test scores must be submitted in an official College Board report form to the M-CHS Counseling Office by April 1<sup>st</sup> of the senior year to be considered for valedictorian status. To be eligible for these honors, students must have earned at least half of their credits from our school.

Students who are taking classes at the college level through ASCENT or Path4Ward will not be eligible for either Valedictorian, Salutatorian, or Top 20 Student acknowledgement.

### Salutatorian

The Salutatorian will be the student who has the second highest GPA. If two or more students are tied for second-highest GPA, the highest submitted SAT score of those tied will determine the salutatorian.

### Top 20 Students

The top 20 students in the graduating class, as determined by cumulative GPA, will be acknowledged at graduation and at the award's ceremony.

### National Honors Society

Membership in the National Honor Society requires that a student be a sophomore, junior, or senior who has completed three or more semesters and must have a 3.0 cumulative GPA, have faculty approval, and be involved in extracurricular, leadership, and/or community activities. To qualify for the National Honor Society, a student must

carry at least three courses a semester. NHS members will wear a stole at graduation.



## GRADING AND ASSESSMENT

### ***Grading and Assessment Overview [IKA, IKA-R, IKE, IKF/IKF-2-R]***

Students earn credit based on semester grades. Generally, 50% of a student's grade is based on assessments, including (but not limited to) end-of-course exams, unit tests, and portfolio writings. Homework, classroom engagement, daily activities such as do nows and exit tickets, etc. are considered "classwork" and will constitute the other 50% of a student's grade.

Final determination of student grades will be made based on student performance on required skills and knowledge as determined by grade equivalent District and State standards. If students pass 1<sup>st</sup> semester, they will not have to retake that semester if they fail the 2<sup>nd</sup> semester or vice versa. All courses at M-CHS require a minimum of 60% to earn credit for the class.

Quarter grades will be averaged for a student's overall final grade. Quarter 1 and Quarter 2 grades will make up a student's Semester 1 grade, and Quarter 3 and Quarter 4 will be averaged for a student's Semester 2 grades.

### ***Grading Scale***

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- 0-59% = F

I = Incomplete Credit is not awarded for the course regardless of percentage; students with an Incomplete must complete required work within 2 weeks of the end of the semester to earn credit in a course. If required work is not completed within 2 weeks, the grade will automatically turn to an F regardless of the percentage at the end of the semester.

NC = No Credit Credit is not awarded for the course and the course does not affect the students grade point average (GPA); students may be required to recover the credit through Summer School or an approved Credit Recovery class.

P/F = PASS/FAIL Only a select few classes that are solely attendance-based award credit on a Pass/Fail basis; these courses are identified in the Course Description Guide. A grade of P in a Pass/Fail class does not factor into a student's GPA, while a grade of F does factor into a student's GPA calculation.

### ***Grade Point Average (GPA)***

For the purposes of calculating student GPA, the following values are used: A = 4.0; B = 3.0; C = 2.0; D = 1.0. Montezuma-Cortez High School does not award partial values for + or – grades.

For the purposes of calculating student GPA, grades in AP and concurrent college enrollment classes are weighted and therefore are awarded the following values: A = 5.0; B = 4.0; C = 3.0; D = 2.0

Concurrent enrollment courses only earn .5 high school credits per semester course, but they earn the designated college credits that are set forth by the college.

\*For AP courses, students will only be awarded 5 points if they pass the AP exam and earn an A in the class.

### **Student Classification**

<b>9th grade</b>	<b>0-4 credits</b>	<b>11th Grade</b>	<b>10 - 15.5 credits</b>
<b>10th grade</b>	<b>4.5- 9.5 credits</b>	<b>12th Grade</b>	<b>16 + credits</b>

By the end of freshman year, students will have up to 7 credits. In order to be considered a sophomore, students must have between 4.5-10 credits and have earned their core class credits (English, Math, Social Studies, and Science). To be considered a junior, students must have between 10.5-16 credits and have earned their core class credits (English, Math, Social Studies, and Science). To be considered a senior, students must have at least 16.5 credits and have earned their core class credits (English, Math, Social Studies, and Science).

Please bear in mind that there are certain privileges that correspond to grade level. If a student has not met the criteria for that grade level, they will not be partaking in those privileges. For instance, junior and senior prom will only be for students who have met their credit distinction requirements.

If a student gets behind in credits, they will have opportunities to make up credits in summer school. M-CHS does not offer online credit recovery or credit recovery options throughout the school year. If students do not attend summer school, they will have to retake courses the following school year and this will impact their ability to graduate on time.

### **College Entrance Exams**

The State of Colorado requires all grade 11 students to take the SAT and offers this test, free of charge, on M-CHS's campus in April. Though M-CHS does offer the SAT on campus periodically throughout the year, students wishing to retake the SAT will have to pay for these exams themselves and arrange to do so on their own time. The M-CHS Test Center Code is 060305. Registration for all exams, aside from the state-mandated April SAT for Juniors, is completed on the internet: [www.collegeboard.com](http://www.collegeboard.com) for SATs and [www.act.org](http://www.act.org) for ACTs. Students may also learn more about these exams from their counselor.

### **District Assessments [IKA; IKA-E]**

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: STAR assessments, *READ Act*, *Colorado Measures of Academic Success (CMAS)*, *ACCESS for English language learners*, *P-SAT*, and *SAT for High School students*. Parents are encouraged to reach out to their child's teachers, counselor, or the principal with any questions about these assessments or their child's performance. Parents wishing to opt their student out of any of these tests need to schedule an appointment well in advance of the exam with the building principal to discuss the formal process for exemptions.

### **Assessment Retakes**

Students may retake any assessment (including projects, essays, tests, etc.) at M-CHS within the same quarter. Requirements for a retake are determined by administration and teachers and may include completion of all homework, conferencing with the teacher, revision of the original assessment, etc. A student's desire to retake an assessment should be communicated to the teacher and administration. (\*Retakes are generally not given in AP and Concurrent Enrollment courses due to the nature of these courses.)

### **Late versus Make-up Assessments and Classwork [JH]**



M-CHS distinguishes between assessments and classwork that are late and assessments and classwork that are made up following an excused absence (make-up work). In the case of an excused absence (either for a school-sponsored event or parental excuse), the school follows the district's policy of allowing students 1 day of make up for each day missed. It is the responsibility of the student to pick up make-up work from teachers on the first day that they return to school.

Late work without an excused absence: Assignments that are turned in within one week will be given full credit. Assignments that are turned in within the current quarter may earn up to half credit of what the assignment would have earned if it were on time. This should be based on a rubric or set criteria.

### ***Tutoring/Friday School/ZAP-***

M-CHS offers weekly tutoring and monthly or bi-monthly Friday school (as funding allows) for students to catch up or keep up on their school work. We also require the ZAP program. ZAP is an intervention for all core classes that provides lunch time to make-up "0" grades or missing assignments. Students will work in the library to recover missing assignments and "0" grades. Lunch will be provided. When a student is issued ZAP they are required to attend unless their teacher marks them off by 8:00 a.m. the morning of their ZAP session. Teachers may only mark them off if they turned in their missing work prior to 8:00 a.m. If a parent/guardian wishes to excuse their student from ZAP it must be for a legitimate reason (like a pre scheduled appointment) and the parent must be on campus to pick up their student. We will not release students over the phone or to enjoy their off campus lunch as ZAP is a consequence for having an abundance of missing work that should have been completed during class time. When a student misses ZAP, they will be required to attend another session that week, after school tutoring, or a Varsity Tutors session.

If a student does not attend any of these options, consequences will result following our truant/cutting class policies.

### ***ALMA-***

The parent portal via ALMA allows parents to access their student's grades and schedule at any time. Please contact Bea Valdez (970-565-3722, ext. 2129) in the Counseling Office to obtain your username and password or if you have any issues setting up your account. We recommend that all parents check ALMA on a regular basis.

### ***Report Cards and Progress Reports***

Progress reports will be sent out at the end of each quarter. Report cards are a record of the student's work for a grading period and are mailed home at the end of each semester. The report card includes academic grades from each teacher and reflects official grades that also appear on the student's transcript. Discrepancies must be reported immediately to ensure timely correction and accuracy of student transcripts.

### ***Class Fees***

Some M-CHS classes may have class fees or field trip costs. Please do not pay anything that does not have the M-CHS logo and an administrator's signature. This will help to ensure that only legitimate student fees are being paid.

#### **Current Fees:**

M-CHS Band \$70

Guitar Class- if a rental is needed there is a \$20 rental fee for the year

M-CHS Chamber Choir- \$40

M-CHS Concert Choir/Band- \$20

Science lab fee- \$15

Agriculture/welding/woodshop- \$60

STEM- \$40

Culinary/Catering/Fashion Design- \$20

\*Any student who has demonstrated financial need and is on the free/reduced lunch program will not be charged

fees. (This form must be filled out during a student's enrollment.)



## ATTENDANCE

### *Bell Schedule*

(See Bell Schedule at the end of the handbook.)

### *Attendance [JEA, JFBA, JFBA-R, JFC, JFC-R, JH, JHB, JLIB]*

Good attendance is essential to academic success. A significant part of the student's experience is derived from classroom relationships, activities, discussion, and participation. Students cannot learn when they are not present. Unauthorized ("unexcused") and frequent personal absences are disruptive to the educational program. Make-up work cannot duplicate the learning process in the classroom. It is important to understand that it is the responsibility of the student to communicate with teachers about any missed classwork.

In an effort to ensure that parents/guardians are informed of their student's status on a regular basis, the following process will be in place concerning daily attendance:

1. AutoDialer will contact parents twice daily to alert of missing periods during the school day.
2. Upon repeated days of unexcused absence (consecutive or nonconsecutive) in a semester, parents will be contacted via phone, and a meeting will be arranged to discuss remediation concerning attendance.
3. If remediation does not help and the student continues to miss school, district administration will be alerted and further actions will be taken.

After any absence from school, students should report to the front office to account for their absence. The student must provide verification of the absence from a parent/guardian in the form of a signed note and/or a phone call to

565-3722 x2100. If a student brings in a valid excuse (signed note from parent confirming reason for absence, a doctor's note, dentist note, funeral notice, legal notice, etc.), that absence will not count against the student as an unexcused absence. Please contact the administration for extenuating circumstances.

**If a student is absent from school, parents have one calendar week from the date the student returns to school to contact the front office to request that the absence be changed from unverified to excused. The following are reasons approved by RE-1 school district:**

1. A student who is temporarily ill (Code: ILL) or injured (Code: ILL) or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature that cannot be taken care of outside of school hours. Prearranged absences shall include: medical and dental appointments (Code: DOC), court appearances (Code: LGL), family trips (Code: FAM), and college visits for seniors (Code: FAM)
2. A student who is absent for an extended period due to physical, mental or emotional disability (Code: ILL or FAM)
3. A student who is attending any school sponsored activity or activities of an educational nature with advanced approval of the administration. (Code: SAC or SSM)
4. A student who misses for impassable roads (for bus transportation)(Code: RWC)

Students and parents/guardians will have the ability to appeal any decision on attendance with M-CHS Administration.

Montezuma-Cortez High School is an in-person learning school. While we do offer concurrent enrollment online options, we are not an online school and we do not allow students to be at-home



learners. All students are required to be on our campus for their courses except as noted in our concurrent enrollment policies.

### ***Pre-Arranged Absences***

If students know of an upcoming trip or pre-arranged dates of absence (any absences that exceed 3 days), they must come and pick up a pre-arranged absence form which can be collected by students from the front office. This form must go home to the student's parent/guardian for a signature and be filled out regarding the absences. Next, the student must take the form to each of his/her teachers to get approval and missing assignments listed for the time/s that they will be absent. Once the form is complete, it should be brought back to the front office for administration approval. All pre-arranged absence forms must be filled out during the student's class times with each teacher. Class interruptions will not be allowed.

It is the student's responsibility to initiate contact with the teacher for make-up work. Per district policy, students will have one day to make up work per day missed (whether the absence is excused or unexcused, known about in advance or unexpected).

If a student is marked Unverified and M-CHS has had no contact from a parent/guardian, the one day make up work policy will not apply and zeros will be entered for days/work missed. The student may still make the work up but will have the late work policy applied (half credit of the grade earned after one week).

### ***Tardies***

At M-CHS, we value instructional time. Both students and teachers are to make full use of each class period. In order for that to occur, students are expected to be on time and prepared for each class.

Students have **five (5) minutes** as a passing period between classes. Students must be in class and prepared with all assignments and materials to begin the lesson on time. Students not present and prepared are considered tardy to that class.

The following policy will be in place concerning tardies:

1. If a student comes to class without an excuse in the first 20 minutes following the bell, the teacher will mark them tardy unexcused. If a student comes late with an excuse from a teacher, the teacher will mark them tardy excused.
  - If the student comes MORE than 20 minutes late without a pass, the teacher will call or email the front office and have the student marked truant.
2. Following the third tardy in a class, the teacher will address the issue with the student and the teacher will contact parents and log the contact in ALMA.
3. On the fifth tardy a student accumulates to the same class, the teacher will notify administration and after school detention will be issued. If a student accumulates more than four tardies within the week to any classes, the administrator will contact home and issue after school detention. In detention, students must fill out a reflection form. If a student does not attend their assigned detention, they will lose their off campus privileges for one week. After the first five tardies and they have served their detention, the count will start over, but if a student accumulates five more to a single class or four to any classes within the week, they will then receive two after school detentions. The consequences will increase with every five tardies or after four tardies throughout the week. If tardies become too excessive, off campus lunch privileges will be revoked permanently for the remainder of the school year. (If a student cannot attend after school detention for a legitimate reason, we will work to reschedule for a different day or find an alternative consequence, but there must be a legitimate reason presented by the parent/guardian).

Student accumulates 5 unexcused tardies in a single class or four within a week	= 1 detention (count starts over)
---------------------------------------------------------------------------------	-----------------------------------

Student accumulates another 5 unexcused tardies in a single class or another four within the week	= 2 detentions
Student accumulates another 5 unexcused tardies in the same class or another four within the week	= student has lost their off campus lunch privilege for a whole week. (This will increase to two weeks, three weeks, etc.)

4. **Continued issues with tardies:** Further consequences will be implemented by the administration and may include lunch detentions, before or after-school detentions, loss of off campus privileges, in school suspension, and/or out of school suspension.
5. If a student has failed to attend certain classes throughout the day even though they are present at school, they will be marked CUT/TRUANT. If a student is marked CUT/TRUANT, he/she will not be permitted to ride the bus home and he/she will serve ISS or lose off campus privileges which will increase by the number of CUT periods.

#### ***Checkout from school [JLIB]***

In order to leave campus, students must be checked out at the front office window by a parent or guardian who is listed as an approved pick-up in ALMA. Parents or guardians must be physically present on campus to pick up the child from school. In some circumstances, a parent/guardian may call the school and allow their child to walk or drive themselves but the parent/guardian must pass a screening (provide private information that matches our information in ALMA) to ensure the call is truly from the parent/guardian associated with the student. For security reasons, additional contact/pick-ups may only be added to ALMA by the parent or guardian filling out a form and returning it to the office; the school is not authorized to allow students to leave campus or be signed out by adults who are not listed in ALMA as approved pick-ups. If a parent/guardian needs to have an alternate pick-up, they must alert the office and be verified as a legal parent/guardian and the pick-up person must show a valid form of identification. This policy even applies to seniors or students who are over 18 years old.

If a parent/guardian has a disability or mobility issue, they must call school administration to allow their child to leave campus and be signed out by an administrator.

Work Study/Internships: Parents/Guardians must sign a release form for students to be able to check themselves out for work study/internships. Students must have a valid driver's license and insurance on file with the school if they are driving on their own.

Juniors and seniors are the only grade levels that are permitted to leave campus for work study, concurrent enrollment classes, etc. and juniors and seniors must still abide by the other policies set forth for these course options.

#### ***Concurrent Enrollment Student Attendance***

Students who are taking classes off campus at PCC or have a work-study period may not be on M-CHS's campus unless it is during a time when they have an on-campus, M-CHS class.

#### ***Attendance***

It is the school's belief that in-person learning is a vital part of the learning experience; at the upper level, it is especially vital for students to be present each day in order to participate to the fullest extent in their classes. Therefore, all seniors will be required to attend at least 85% of the calendar days during their final year of high school. For the 2025-2026 school year, that means students cannot miss more than 22 school days that are unverified (excused absences will not count within reason). Students who miss more than 22 days (unverified absences) will not be allowed the privilege of walking at graduation. Extenuating circumstances will be handled on a case by case basis by our school and district administration.

This same rule shall apply to underclassmen and upperclassmen for attendance at school functions like prom, dances, etc.

#### ***Temporary Guardianship***

Many times, parents leave town for a specified amount of time and leave their child under the supervision of a friend, or caretaker. Parents who assign guardianship of their child to another adult must provide the school with a ***signed affidavit (notarized)*** that indicates the level of decision-making authority that the temporary guardian is granted. Should the student become ill or have to leave the school early, the school may not release the child to the caretaker without the parent's written permission. Temporary Guardianship forms can be provided by the M-CHS counseling office.

### ***School Dismissal/Cancelation [EBCE]***

The superintendent is empowered to close the schools or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. Parents and students will be alerted to any school cancellations via the school district's automated calling system.



## **ADDITIONAL M-CHS POLICIES AND PROCEDURES**

### ***Bicycles***

Bicycle racks are located outside the building and students are welcome to use them. For safety, students riding bicycles should ride them only on the streets and driveways at M-CHS and not on the sidewalks or in the courtyards beyond the metal barriers or in the bus loading zones. Additionally, bicycles are not allowed in the building at any time.

### ***Bus Riders***

Riding the bus to and from school is a privilege provided to students within the Montezuma-Cortez School District. Students must adhere to the district's policies relating to student conduct on the school bus and will be subject to the district's penalties in the case that these policies are violated. In addition, in order to prioritize consistent attendance at M-CHS, students who are marked cut (CUT/TRUANT) for 1 or more class periods in one school day will not be allowed to ride the school bus home that day.

### ***Parking/Driving***

In order to park in our M-CHS parking lot, students must present a valid driver's license and insurance. Parking permits will be issued and required to be visible in a student's vehicle. This permit will be transportable if students drive multiple vehicles. Students are required to park in the M-CHS student parking lot. Behavior in our parking lots follow the same code of conduct as our school. If students are violating our policies, their privileges may be revoked. Vehicles without proper permits may be asked to move their vehicle or provide proof of ownership and proof of their permit or they may be towed at the owner's expense. Parking in our school parking lots is not permitted overnight unless students/staff are on overnight trips or with permission from school administration.

### ***Cell Phone/Personal Technology Device (PTD) Policy [JICJ]***

The policy on cell phones and other personal electronic devices at M-CHS is based on the district's policy [JICJ] which states:

Use of personal technology devices in school situations must be regulated to assure that the use of such devices does not disrupt or interfere with the educational process or school operations. Therefore, students may only use PTDs on district property, on a district vehicle or at a district or school-sponsored activity or event in accordance with this policy.

For purposes of this policy, "personal technology device" (PTD) includes any privately-owned portable technology device, including but not limited to cell phones, ~~paggers~~, tablets, ~~laptops~~, **earbuds**, **wireless headphones**, cameras,

audio and/or video recorders and players, and all other hand-held electronic communication and data storage devices.

~~Students may use PTDs as a designated tool for learning if authorized by the student's teacher.~~ It is the student's responsibility to ensure that the PTD is turned off or placed in silent mode during unauthorized times.

Student use of PTDs with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms or any other location where such use could violate another person's reasonable expectation of privacy. Students shall not use PTDs to engage in, promote or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law.

All students will be required to place their cell phones and PTDs on silent mode, including deactivation of any vibration or flashing-light alerts, at the start of the school day. PTDs include cell phones, wireless headphones, gaming devices, tablets, etc.

Cell phones and other PTDs will need to be kept out of sight and may not be used in the school building except at lunch.

Students will never NEED a cell phone in class for any activity; they will be provided a Chromebook by the school that may be used for all electronic learning activities.

All staff have a classroom phone and our school has the ability to contact any teacher or student to relay family information, emergencies, etc. In the case of a true schoolwide emergency, students will be able to text/contact family as needed, though we need to follow safety/emergency protocol.

Students may NOT use their PTDs in the classrooms, hallways, or bathroom during school hours.

Students MAY use their PTDs in the hallways and in the commons area only during lunch.

Per district policy, they may NOT use PTDs with recording capabilities in bathrooms, locker rooms, or any other space with a reasonable expectation of privacy.

Students may still listen to music on their Chromebooks using wired headphones at the discretion of teachers. Music should never be listened to during instruction.

-Students are encouraged to leave their PTDs at home.

Violation of this policy or any other district, school or classroom rule or regulation on student use of PTDs ~~may~~ will result in disciplinary measures and/or temporary confiscation of the PTD. Confiscated devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel. If the building principal or designee believes a student's possession or use of a PTD may involve a violation of the law, the building principal or designee may also refer the matter to law enforcement.

The district shall not be responsible for loss, theft or destruction of PTDs brought onto school or district property or while the student is attending district or school-sponsored activities or events.

Students who violate the procedures above will be subject to disciplinary penalties according to this handbook (see "PTD Violations" on page \_\_\_\_).

### ***Course Amendment Requests and Schedule Changes***

Changes to course schedules must be made at the back to school night in August or in the first two weeks of the

semester unless authorized by the school administration. Students who wish to change their schedules must first fill out a “Schedule Change Request” form obtained from the front office. It is the responsibility of the student to then turn in this form to the Counseling Office. Changes are only made when there is room available to make the switch and for legitimate academic purposes. Schedule changes will not be accommodated to be with friends or to drop a core content requirement.

\*All schedule changes must be approved by the M-CHS administration.

### ***Dances***

School rules and discipline consequences are in place at all school dances. To maintain a safe environment, students are to arrive at the dance and stay. They may leave before the dance is over but may not reenter the dance. High school students wishing to invite high school students from other schools must complete a ‘Dance Guest’ form from the Activities office by the deadline set by that office. Middle School students may not attend any dances at M-CHS, nor may any student guest over the age of 21.

All students at M-CHS Dances are subject to M-CHS rules and expectations. Smoking or drinking controlled substances is not allowed. A student who is suspected of substance violations will be detained and subject to the Student Code of Conduct and applicable penalties outlined in this handbook.

### ***Deliveries to the School***

Flowers and gifts may be delivered to the school. Deliveries will be received by the secretaries in the office and the student will be notified of the delivery. Items may only be retrieved by students after school. NOTE: Any food delivery services such as DoorDash may not be sent to the school and will not be received by the secretaries except at lunchtime. Parents/guardians may bring food for students only during lunch hours or it can be held until lunchtime. Students will not be permitted to collect deliveries during class time.

### ***Dress Code [based on JICA]***

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. Parents will be notified.

1. The dress code shall be uniformly applied because of gender, race, body size, or body maturity.
2. The dress code should be clearly conveyed and articulated to students.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians.

### **Unacceptable Items**

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and

orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Visible underwear. Visible straps on undergarments worn under other clothing are not a violation.
2. Hoodie covering the head
3. Pajamas (except on pajama day!)
4. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
5. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
6. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process

#### Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

Dress code infractions can be addressed by any staff member and the infraction will be noted in ALMA. Certain infractions will require the student to change clothes, which would require the students to be sent to the office. Other infractions can be handled by the staff requesting the student cover or turn an article of clothing inside out. Administration will be contacted if a student refuses to comply with a staff request. Continued issues with dress code

may result in disciplinary action per the handbook for “willful defiance/disobedience”.

**\*\*M-CHS Administration will be the ultimate deciding authority if a student has broken the school dress code.**

### ***Fees***

M-CHS public education is tuition-free, but not completely free of expense. We do have some RE-1 school-board approved fees for classroom consumables. In addition, students must buy their own pencils, paper, pens, erasers, notebooks, and other personal items that are needed for classes on the school supply list.

### ***Food and Drinks in the Classroom***

It is at the discretion of the teacher whether students may consume food or drinks in the classroom. If spills/stains become an issue, the building principal may restrict this permission.

### ***Hall Passes***

If a student needs to leave the classroom during regular class time, they must first clear it with the teacher, and then fill out a paper pass. Only one student will be allowed out of class at a time from classrooms. Students who are found in the hallway without a pass may be subject to disciplinary actions relating to truancy. Similarly, if a teacher reports that a student is abusing the use of passes by being out of class for an unreasonable amount of time, the student may be subject to penalties relating to truancy, including detention, ISS, loss of privileges, or suspension. Students may not use a pass within the first twenty minutes of class time. Students must make every effort to use the bathroom that is closest to their classroom. If they are found a significant distance from their classroom without a valid reason, disciplinary actions will be taken.

### ***Johnson O'Malley Program***

JOM Program is set up for any Native American student that can provide a certificate of Indian blood. This certificate must be turned into our Activities/Athletic Office. If a student qualifies for this program, JOM funds can be used to cover certain fees required by the school. For more information about this program, please see the Activities Secretary.

### ***Games***

Students may play physical games (such as hacky sack, catch, etc.) only in the gym or outside of the school building. Students may not play such games in the halls or Commons area.

### ***Internet Usage Policy [JS]***

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right.

All M-CHS students and parents will be required to review the district's policy concerning internet usage (policy can be found [here](#)), and students who violate the policy will face discipline consequences as outlined in the discipline section of the handbook.

### ***Athletic Lockers***

M-CHS provides a limited number of athletic lockers to students. Students are responsible for the security and upkeep of their own lockers. If there are any problems, students should report them to the main office. No modifications to the inside or outside of the lockers may be made. Appropriate pictures may be hung only with scotch or masking tape – no stickers, decals, etc. are allowed. The student assigned to the locker is responsible for all damages and will be charged for all cleanup, repairs or damage.

Lockers are school property and remain under control of the school. By state and federal laws, the contents of a locker may be searched by school officials without notice or consent if there is a “reasonable cause” to believe that the locker contains illegal or suspect materials. A student may also be denied the use of a school locker for serious violations.

Any student found tampering with lockers or locks will be charged for replacement costs and appropriate disciplinary action will follow.

All lockers in use must have a lock provided by the student; a locker will not be issued unless a student can show proof of lock ownership. Contents of lockers used without a lock will be bagged and held in the Main Office. M-CHS is not responsible for the security of any items stored within lockers. Students are reminded to keep their lockers locked and to not share their combinations with anyone else.

### ***Lost & Found***

M-CHS provides a lost and found for students. Please turn in any found items to the main office. Please be aware that all items that are not retrieved will be donated at the end of each semester.

### ***Parent Drop-Offs/Pickups***

M-CHS asks for assistance in maintaining a safe school. Parents/Guardians are asked to use the front drop off lane only. Dropping students off or picking students up in the back or sides of the building is not permitted. All students must use the front entrance of our building only. The only exception is athletes after school hours who are permitted to enter through the athletic doors with permission from their coaches.

Parents can also help in this effort by:

- Not leaving cars unattended in the drop off lane / fire lane
- Observing and adhering to all traffic signs
- Keeping a keen eye out for, and yielding to pedestrian traffic
- Using common sense and safe driving habits when driving through the parking area.

### ***Parking Policy***

Limited parking is available in the southwest lot and is open to M-CHS students. Due to the size restriction of the lot, spaces are available only on a first-come, first-served basis. Vehicles parked in undesignated areas (walkways, sidewalks, fire lanes and handicap spaces) may be towed at the owner's expense. The northwest and north parking lots are reserved for staff and visitor parking. There are also two loops in the front of the building. Please be aware of each of these loops and their purposes—the north loop is for parent drop off and pick up only and the south loop is for bus drop off and pick up only. Parking in the back of the school or on the sides of the building are not permitted for students. Picking up and dropping off students in the back or sides of the building is not permitted.

Parking on campus is a privilege, not a right, which may be withdrawn should an M-CHS student's driving and parking habits become an issue. Unsafe driving or behavior in vehicles on campus may be subject to school disciplinary procedures and may be referred to law enforcement.

\*As previously stated, all students wishing to park on campus must obtain a parking permit by showing proof of a valid driver's license and insurance.

### ***Prom***

Prom will be considered a separate event, not a dance, therefore all events included with Prom are subject to the following:

1. M-CHS juniors and seniors are invited to attend.
2. Ticket prices will be set by the junior class each year.
3. Prom is a privilege for all students invited by a junior or senior.
4. Formal attire is required for admittance; country formal is allowed.
5. Once a student leaves the dance after entering, they will not be permitted back in.
6. Students are only allowed to invite one guest (out of district guests must have administrative permission from our school and the guest's school).



Smoking or drinking controlled substances is not allowed. A student who is suspected of substance violations will be detained, may be subject to the penalties outlined in this handbook, and may be referred to law enforcement.

### ***Visitors and Volunteers***

All visitors, during school hours, must sign in at the front desk and obtain a visitor's pass. Visitors are required to bring a photo ID and be run through our RaptorID system. This system conducts a brief background check to determine if there are any issues. All visitors must conduct themselves in a manner that does not disrupt the academic environment for our students and faculty. As such, all visitors are expected to comply with the Cortez School District Board of Education policies and building-level rules. Visitors should obtain permission from school administration 24 hours in advance of coming to our school for a visit. Any visitor needing to meet with school staff should contact one of the school secretarial staff to set up an appointment as walk-in appointments are a challenge to accommodate.

To meet with an administrator, please reach out to the following people:

For the school Principal, Dr. Jennifer Boniface, contact the principal's secretary, Delanie Whitmer at 970-565-3722 x 2131 or [dwhitmer@cortez.k12.co.us](mailto:dwhitmer@cortez.k12.co.us)

For the Assistant Principal who oversees school discipline, Mr. Brandon Thurston, contact Sharday Olah at 970-565-3722 x 2121 or at [solah@cortez.k12.co.us](mailto:solah@cortez.k12.co.us)

For the Assistant Principal who oversees attendance, Mrs. Erin Schmitt, contact Melissa Elliott at 970-565-3722 x 2167 or at [melliott@cortez.k12.co.us](mailto:melliott@cortez.k12.co.us)

Volunteers must fill out volunteer forms that can be picked up at the high school, at the school district, or the forms can be found on the district website. Volunteers must submit to a background check and for certain volunteer positions, they must be fingerprinted which can be done at the school district. Once approved, volunteers will be added to our list of approved volunteers. We advise anyone wishing to volunteer to get the forms done at the beginning of the year as the process can take up to two weeks.

### ***School Transcripts***

If students need a copy of their official transcript from the school district, they should contact the school's registrar at (970-565-3722, ext. 2125) or visit the registrar in the Counseling Office. During off hours, parents, guardians, and students may request transcripts by emailing [transcripts@cortez.k12.co.us](mailto:transcripts@cortez.k12.co.us).

### ***Skateboards***

Students are welcome to use skateboards as transportation. However, once on school grounds, students must carry their boards and not attempt tricks or jumps. Skateboards are not allowed in the building. A skateboard rack is provided outside for students to lock up their boards. Students will need to provide their own padlock.

### ***Speakers***

Use of audio speakers is not allowed inside the building. In addition, personal music played over headphones should only be loud enough for the individual listener to hear.

### ***Student Distribution of Non-Curricular Materials [JICEC-R]***

Students who wish to distribute more than 10 items or copies of non curricular materials (posters, flyers, books, etc.) on school property or at a school activity must notify and receive approval from the principal a minimum of one day in advance.

***Teaching about Controversial/Sensitive Issues and the Use of Controversial Materials [IMB]*** Controversial issues are defined as those problems, subjects or questions about which there are significant differences of opinion, for which there are no easy resolutions, and discussion of which generally create strong feelings among people. Although there may be disagreement over what the facts are and what they mean, subjects usually become controversial issues because of differences in interpretation or the values people use in applying the facts.

Controversial materials are defined as learning resources which are not part of the district's approved learning resources and which are subject to disagreement as to appropriateness because they refer or relate to a controversial issue or present material in a manner which is itself controversial. Examples of such materials include, but are not limited to, those that depict explicit sexual conduct, graphic violence, profanity, drug use, or materials that are likely to divide the community along racial, ethnic, or religious lines.

It is the opinion of the school, district, and board that "controversy is inherent in the democratic way of life. It is essential, therefore, that the study and discussion of controversial issues have an important place in education for citizenship in a free society. Students can develop into free citizens with informed loyalty to democracy only through the process of examining evidence, facts and different viewpoints; through the exercise of freedom of thought and moral choice, and through the making of responsible decisions."

Therefore, the following policies exist regarding the teaching and discussion of controversial issues per the district:

- Teachers may use controversial learning materials and discuss controversial issues if they contribute to the attainment of course objectives directly related to the Colorado Academic standards and when the goal is in the student achievement of academic standards rather than reaching conclusions about the validity of a specific point of view.
- Teachers will work cooperatively with the principal to obtain approval prior to the use of controversial materials or discussion of controversial issues. If a teacher has a question regarding whether an issue or resource is controversial within the meaning of this policy, the teacher shall contact the principal.
- When appropriate as deemed by the building principal, parents/guardians will be notified of the use of controversial materials or the discussion of controversial issues through a permission slip that will be sent home; alternative learning activities shall be provided when feasible at the request of a student or the student's parents/guardians
- Teachers shall inform the principal of controversial issues that arise unexpectedly which cause or are likely to cause concern for students and/or their parents/guardians
- When teaching about controversial issues, teachers will present information in an objective manner and impartially to ensure multiple perspectives are represented, and model citizenship to present fairly the various sides of an issue
- Controversial issues are to be presented with good judgment and coordination with the building principal, keeping in mind the maturity and background of the students. The influence on values, attitudes, and responsibility of the individual students must be considered in conjunction with the actual subject content

### ***Textbooks/Class Supplies [JQ]***

The Montezuma-Cortez School District provides textbooks, literary books, and calculators to students (among other classroom tools/supplies/texts). Students are responsible for the issued books or materials and must reimburse M-CHS for any damaged or missing items.

### ***Video surveillance [ECAF]***

Students are videotaped on school grounds, within the school building, and on District school buses. These monitoring devices are for student safety and security. Tapes are reviewed on a routine basis by the administration and evidence of misconduct is documented. Students found in violation of school rules will be notified and discipline procedures will be followed.

### ***Metal Detectors***

In order to keep our campuses as safe as possible, MCSD utilizes metal detectors at the front entrance of each school. We also have authority to utilize metal detector wands in searches or as an alternative. All students, guests, etc. shall walk through the metal detectors upon entering the building before checking in to the front office or going to classes. If the metal detectors alert, staff will conduct a quick search of a student's backpack. Some common items that need to be set to the side before walking through the detectors are Chromebooks and other laptops or tablets, large binders/trapper keepers, tools for welding/woodshop courses, or other larger metal objects.

If a student's backpack is cleared and the metal detector is still alerting, the student or guest will be asked to step into an administrator's office to check pockets and use the handheld wand. No student or guest will ever be physically searched by hand by a school official.

If a student is suspected or reported at any time as having a vape, an illegal substance, or a weapon, handheld detectors will be utilized, backpacks will be searched, and parents/guardians and possibly law enforcement will be notified.

As school administrators we are authorized to conduct searches on our campus. If a student denies a search, parents will be contacted and the student will be sent home unless the parent/guardian permits the search.

### ***Withdrawals***

Students who wish to officially withdraw from school prior to the end of the school year, regardless of the reason, must present to the registrar's office a statement, signed by either a parent or guardian, stating the reason for withdrawal or fill out a form in the registrar's office. After the office receives this statement, the student will be issued a checkout form which is to be signed by each teacher the student has for a class or activity, including the librarian. The form is to be returned to the registrar's office. Monies owed to the school must be taken care of prior to withdrawal. Official grades will be mailed to the new school upon written request from that school, providing all books have been returned and all bills paid. Transcripts cannot be forwarded without an official withdrawal.



## **STUDENT SERVICES**

### ***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.

### ***Lunch Expectations***

Montezuma-Cortez High School has an open-campus lunch period. All students are permitted to leave campus only for the lunch period; however, they are welcome to remain on campus. It is expected that all students who choose to remain on campus or return to campus during lunch time will stay in the commons area or in the auxiliary gym (when a staff member is on duty). Other areas of the building are off limits during lunch time unless a pass is given to the student from a teacher for the purpose of making up an assessment, assignment, etc. If students are found in undesignated areas during lunch without a pass, disciplinary action can be taken.

If students do not abide by the lunchtime bell schedule, they may lose their off campus privileges. Additionally, if students are caught shoplifting or participating in other behavior that violates our student code of conduct, they may lose or be restricted from certain off campus privileges.

### ***Returned Checks and Past Due Collections***

The District understands that unexpected financial hardships can occur and is willing to work with people to satisfy payments. We encourage parents who may find themselves in unanticipated financial circumstances to contact the principal before the situation becomes unmanageable and the District seeks assistance from outside collection agencies. There will be a charge of \$20.00 for each NSF check written to the District. After the District has received two NSF checks from any party, no further checks shall be accepted.

### ***Counseling Office***

M-CHS counselors offer academic and career counseling to all students grades 9-12. In addition, the counseling department offers short-term personal counseling in both group and individual settings to address areas such as peer relationships, substance use and abuse, emotional support, grief management, etc. If long-term counseling is requested

or needed, counselors will refer students to appropriate community resources. Please contact an M-CHS counselor at 565-3722 ext. 2129 for more information. It is required that all students meet with their counselor twice a year to discuss graduation requirements and other academic needs. If you have not met with your counselor by the third quarter, please contact the front office to schedule an appointment.

Kristy Charles is our 9th-10th grade counselor and she can be reached at [kcharles@cortez.k12.co.us](mailto:kcharles@cortez.k12.co.us)  
Colin Noel is our 11th-12th grade counselor and he can be reached at [cnoel@cortez.k12.co.us](mailto:cnoel@cortez.k12.co.us)

### ***Library***

The library is available to students, teachers, staff and parents Monday–Thursday, 8:00 a.m.–4:10 p.m. During the school day, students must obtain a pass from their teacher to visit the library. The M-CHS library provides many services including guidance and assistance in academic research, processing book loans to students, faculty, and staff, providing a quiet place to read or study, collaboration with teachers for student research projects, maintaining accessible periodicals, and supervising internet research. Cell phones are not permitted in the library!



## **SCHOOL SAFETY**

### ***Emergency Procedures***

The safety of M-CHS students, faculty and staff largely depends upon its students' knowledge of its emergency procedures and their calm execution of those procedures. Students should be ready to take part in appropriate drills to ensure the safety of all students and staff should an emergency ever arise. If a student has any questions, he or she may ask any teacher or administrator.

### ***Fire Drill/Building Evacuation***

M-CHS, in accordance with state law, holds monthly fire drills. Exit maps are posted in each classroom and on the bulletin boards. Upon hearing the fire alarm, all students, faculty and staff will exit the building in an orderly manner according to the mapped exit routes. Administration will announce when students, faculty and staff may return to the building.

### ***Lockdown Drills/Emergency Procedure Drill***

In the event of a threat of a potential dangerous intruder entering the building, M-CHS will secure the students and the building. We will practice this procedure once each semester.

### ***Threat Assessments***

In cases where students have exhibited threatening behaviors, the school will conduct a threat assessment to determine the severity of the threat and to provide the necessary support. Parents may be asked to assist and participate in the assessment as well as the solution. In extreme cases, students will be provided an alternative education off of the school campus. All safety plans will be put into place to ensure the safety of all students and staff that attend school.

### ***Nixle Updates***

You can text your zip code to 888777 to opt into Nixle Updates to receive alerts regarding severe weather, criminal activity, severe traffic, missing persons, and local events. M-CHS falls in the 81321 zip code.



## **HEALTH SERVICES INFORMATION 2025-2026 School Year**

**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. In order for students to go to the nurse or office during class, they must ask their teacher and fill out a pass.

**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 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.

***Food Allergy Policy and Form [Required posting]***

The Montezuma-Cortez School District RE-1 has a food allergy and anaphylaxis policy which is available from your school nurse. The Standard Allergy and Anaphylaxis Form is included in the registration packet for your convenience. Rescue medication cannot be administered or carried by the student without medical provider orders and parent permission.

**Immunization Requirements:** Colorado State Immunization Requirements for School Enrollment are provided to parents annually. Non-medical (religious/personal) exemptions must be updated annually. Forms are available on-line or from your school. 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 4<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> 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.

**COVID-19:** COVID-19 is a virus currently circulating around the world. It can cause no symptoms at all, mild or serious illness, or death. For the most up-to-date information regarding the district's policies concerning COVID-19 including requirements for masking, social distancing, quarantining/self-isolation, and remote learning, please visit the district's website at [www.cortez.k12.co.us](http://www.cortez.k12.co.us) or see the current recommendations on the CDC (Centers for Disease Control) website.



## STUDENT AND FAMILY RIGHTS AND RESPONSIBILITIES

### ***Confidentiality (FERPA) [JRA/JRC]***

According to the Family Educational Rights and Privacy Act (FERPA), the confidentiality of student records is protected from unauthorized inspection. Information pertaining to student's educational history, such as grades, test results, discipline and records regarding student disabilities are confidential, and may only be accessed by:

- Parents or guardians who retain parental rights;
- District or school faculty and staff with a "legitimate educational interest" in the student;
- Other institutions with a "legitimate educational interest," such as colleges requesting transcripts. Other parties seeking information about grades, discipline, attendance, etc. who are not one of the parties stated above will not be granted this information, even if they are listed in ALMA under Contacts or as an Emergency Contact.

If you do not want Montezuma-Cortez High School to disclose **directory** information such as phone numbers and addresses for your child, please notify the M-CHS Counseling Department **in writing** by October 12, 2025.

### ***Military Collection of Student Directory Information [JRA/JRC]***

Under the No Child Left Behind Act (NCLBA) of 2001, high schools that receive federal funds must provide certain student contact information to military recruiters upon request and must allow recruiters to have the same access to students as employers and colleges. If you DO NOT want Montezuma-Cortez High School to disclose directory information for your child, or release information to the Military without your prior written consent, you must notify the M-CHS Counseling Department **in writing** by October 12, 2025.

### ***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>

### ***Academic Awards and Recognition***

At M-CHS, we are committed to recognizing our students for their positive achievements, including academic performance and honor roll status. We publicly celebrate accomplishments such as GPA, state assessment results, and attendance through local newspaper publications, assemblies, and other publications. If you do not wish for your child to be included in these recognitions, please notify the M-CHS administration and counseling department in writing by October 12, 2025.

### ***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.

### ***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.

### ***Physical Restraint [JKA-R]***

On occasion, it may be necessary for an employee of the district to physically restrain a student. The use of restraining will be limited to emergency situations when the safety of students is in jeopardy. In compliance with Colorado law, Restraints shall only be used in an emergency and with extreme caution, and after a) the failure of less restrictive alternatives (such as Positive Behavior Supports, constructive and non-physical de-escalation, and restructuring the environment); or b) a determination that such alternatives would be inappropriate or ineffective under the circumstances. Restraints shall never be used as a punitive form of discipline or as a threat to gain control or gain compliance with a student's behavior. Any incident of physical restraint shall be reported, in writing, to the principal or his designee within twenty-four hours, or as soon as is practical. The report will include a concise description of the incident, including the reason for the restraint and how the incident has been, or will be, followed-up. Parents of the student who was restrained will be notified of the incident by the principal the same day as the incident.

### ***Sexual Harassment [JBB]***

The district is committed to maintaining a learning environment that is free from sexual harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature, or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor, or principal in their school building and file a complaint, through the district's complaint process addressing sex-based discrimination. All reports and indications from students, district employees, and third parties must be forwarded to the Title IX Coordinator. The district will initiate and investigate in accordance with the appropriate procedures addressing sex-based discrimination and sexual harassment and take appropriate corrective action.

### ***Student Interviews, Interrogations, Searches, and Arrests [JIH; JIHB]***

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interrogate the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing.

School administration may search a student and/or the student's personal property including backpacks, purses, etc. while on school premises or during a school activity in accordance with district policy and may seize any illegal, unauthorized or contraband materials. Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested except in the case of searches of school property including desks and lockers in which no reason or advanced warning is necessary. If a student is suspected of carrying contraband, illegal substances, or weapons and refuses a search by administration, law enforcement may be called and/or the student will be sent home.

The privilege of bringing a student-operated motor vehicle onto school premises is conditioned on consent by the

student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband. Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle on to school premises. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials. Routine patrolling of student parking lots and inspection of the outside of student automobiles shall be permitted at all times.

A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action. An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses to the search. Any contraband items found during the search will be confiscated and held by school administration and may be used as evidence for suspension, expulsion, or may be turned over to law enforcement for further action. When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall ascertain that the law enforcement officer has proper identification.

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the student's parent/guardian. It is expected that all procedural safeguards prescribed by law are followed by law enforcement officers conducting student arrests. However, district staff are not responsible for an officer's legal compliance when arresting a student.

### ***Student Concerns, Complaints, and Grievances [JII-R]***

For the purposes of this procedure, the following categories of complaints are established:

1. Conduct of an individual
2. Departmental procedures
3. Building procedures
4. Board policies and regulations
5. Curricular programs
6. Unlawful discrimination
7. All others

Complaints must be initiated in writing, dated and signed by the complainant. Forms for this purpose are available in the principals' offices. Completed forms must be filed with the appropriate persons as follows:

1. Conduct of an individual: immediate supervisor of the individual. The building principal is the supervisor of the teachers; the appropriate director is the supervisor of the principal or support staff members.
2. Departmental procedures: Building principal.
3. Building procedures: Building principal.
4. Board policies and regulations: Appropriate director.
5. Curricular programs: Appropriate director.
6. Unlawful discrimination: see Policies AC, JB, and JBB\*.
7. Other grievances or complaints shall be directed to:

### **Title IX Coordinator and Compliance Officer (*Title II/ADA, Title VI*)**

Executive Director of Human Resources  
400 North Elm Street, Cortez, CO 81321  
970-565-7522 ext. 1135  
titleIXcoordinator@cortez.k12.co.us  
**504 Compliance Officer (*Section 504*)**



Lisa Megel, 504 Compliance Officer  
400 North Elm Street, Cortez, CO 81321  
970-565-7522 ext. 1127  
504complianceofficer@cortez.k12.co.us

When a complaint is filed in writing, a conference will be held with the complainant within five school days. A written response will be given to the complainant within 10 school days following the conference.

If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within 10 school days in accordance with the appeal procedures.

Appeals must be made in the following order: building principal, appropriate director, superintendent, Board of Education.

When an appeal has been filed in writing, a conference will be held with all parties involved within 10 school days. A written response will be given to the complainant within 10 school days following the conference.

If the appeal should reach the level of the Board of Education, a meeting with the Board will be scheduled within 20 school days after a written appeal has been filed. A written response from the Board will be given to the complainant within 10 school days following the conference.

Complainants who are not satisfied with the resolution of the complaint within the school district have the option of contacting their local Office for Civil Rights of the U.S. Department of Education.

Adopted: August 16, 2022

Revised: April 4, 2023

### ***Accountability Committee***

M-CHS Accountability Advisory Committee promotes student achievement and represents our students' interests. Working together, teachers, parents, community members, and administration analyze and discuss current programs and look toward ensuring a high quality educational program for our students. The Accountability Advisory Committee meets monthly. Contact Delanie Whitmer for more information [dwhitmer@cortez.k12.co.us](mailto:dwhitmer@cortez.k12.co.us). We welcome all parents/guardians to attend and be a part of our team!

### ***Parent Email Line for Announcements, Web Calendar and Scholarship Updates***

Send your name and email address to [dwhitmer@cortez.k12.co.us](mailto:dwhitmer@cortez.k12.co.us) in order to get on the M-CHS Parent Email Line. You can go to the web calendar or our app for updates and scholarship updates will be posted in our announcements.

### ***Facebook Page, Website, and School District App***

Follow M-CHS on Facebook at <https://www.facebook.com/Montezuma-Cortez-High-School-1403241106632820/> as well as online at <https://www.cortez.k12.co.us/our-schools/M-CHS> for the latest news and updates. In addition, please download the Montezuma-Cortez School District RE-1 App at the App Store. We also have an athletic's Instagram page. Please email our athletic director at [rlaymon@cortez.k12.co.us](mailto:rlaymon@cortez.k12.co.us) for more information or see the athletic handbook.



## **ACTIVITY AND ATHLETIC ELIGIBILITY**

[JJ, JJA-1, JJA-2, JJA-2-R, JJIB, JJJ]

**Note:** This policy applies to any activity that causes students to miss class periods during the school day including competitions, performances, fundraisers, etc. For more information about specific activities or athletic programs, please call or visit the Activities Office.

### ***CHSAA (Colorado High School Activities Association) requirements***

Participation in interscholastic activities as a part of a school's educational program is a privilege and not a right. Students wishing to participate are required to meet standards of personal behavior and academic performance that are related to school purposes. In this regard, CHSAA and its member schools may exercise the fullest discretion permitted under law.

A student enrolled in a high school shall be eligible to represent that school in CHSAA-sanctioned interscholastic activities if the student meets the following specific requirements: (a) The student is a bona fide undergraduate member of the high school in which he/she is enrolled. (b) During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 units of credit per semester and must pass a minimum of the equivalent of 2.5 credits per semester.

### ***M-CHS Eligibility Requirements (Please see our Athletics Handbook for more information)***

In accordance with CHSAA policy 1710.a, Montezuma-Cortez High School will check grades and attendance weekly, beginning in the first full week of each season. Each Monday of the week, grades for each student involved in an activity or athletic program will be printed and given to each activity sponsor and/or coach. These grades will serve as a warning to coaches and identify students who are failing one or more classes and/or those students in danger of failing (D grade). If a student has one or more Fs, he or she will be ineligible for that week/weekend unless they are able to bring that grade up by Thursday morning by 8:30 am of the same week. It is the responsibility of the sponsor/coach to inform their students about failing or near-failing grades. **If on the Thursday grade report a student has one or more Fs that were not present on Monday, they will not be counted until the following week's eligibility. Eligibility will also not be counted against a student if a teacher's gradebook is not up to date or following the district grading policies.**

For attendance pulls, if a student misses more than half of the school day on a game day, that student will not be permitted to play. Furthermore, if a student misses practice the day before a game he/she will also not be allowed to play.

### ***NCAA Eligibility***

To play sports at a Division I or II school, you must graduate from high school, complete 16 NCAA-approved core courses, earn a minimum GPA and earn an ACT or SAT score that matches your core-course GPA. For more information, be sure to talk with your grade-level counselor, visit the following link ([tinyurl.com/ncaagradreq22](http://tinyurl.com/ncaagradreq22)), or see the Course Description Book for more information.

### ***Transfer Students***

If a student transfers enrollment to another school without an accompanying change of domicile by the student's parent/guardian, the student's eligibility to participate is determined by the district's eligibility requirements, CHSAA bylaws, and applicable law. CHSAA regulates transfer students and has categories of different levels of transfer. Online paperwork must be approved by CHSAA before practice or competition can begin. Please refer to the Activities Office for guidance on transfers.

### ***Participation Fees***

Students are required to pay a participation fee for all extracurricular athletic/academic programs. Any student who has demonstrated financial need and is on the free/reduced lunch program will not be charged fees.

Current participation fees:

Cheer, Dance, Boys and Girls Cross Country, Volleyball, Boys and Girls Soccer, Boys and Girls Basketball, Boys and Girls Golf, Wrestling, Boys and Girls Track, Softball, Baseball	\$60
Football, Marching Band	\$70

\*If a family is having a financial hardship, please speak to our athletic director and/or principal to inquire about a scholarship.

\*For Native American students, JOM will help cover student expenses like athletic fees.

### ***Orange Cards for Participation***

Prior to the start of each athletic season, students must obtain an orange card (fees must be paid, insurance information turned in, a physical on file, etc.). The athletic office will set appointment times for students and guardians to come in to obtain their orange cards. Students may not participate or attend try-outs without obtaining an orange card first!

### ***Appeals***

Any student who is sanctioned or is found by the school, school district, or CHSAA to be ineligible to participate in any extracurricular activity may appeal the sanction or finding. Such an appeal must first be directed to the Activities Director. Students may not appeal sanctions for unsportsmanlike conduct or ejection from the activity.

### ***Student eligibility relating to grade or for-credit classes***

If an activity is tied to a grade in class or a for-credit unit, the M-CHS eligibility policy will be enforced with this exception: students who are deemed ineligible on Mondays will be able to participate in events that do not require the student to miss any classes beyond the class in which the activity is required; ineligible students may not participate in any events that require them to miss other classes.

## **STUDENT CODE OF CONDUCT**

It is the policy of the Board and M-CHS to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively, or the ability of other students to participate in classroom learning activities. The school shall take reasonable steps to ensure the health and safety of its students during the school day. Students shall be expected to abide by the M-CHS Student Code of Conduct and any other appropriate classroom rules established by the classroom teacher and/or administration for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to disciplinary action.

### **General Tenets that Guide M-CHS Student Behavior**

At M-CHS, our focus is on **Student Learning**, **Student Engagement**, and **Post-Graduate Success**.

Our discipline practices are implemented in a way that is transparent, aligned with state law and board policies, and rooted in equity. We strive to protect our learning environment so that it is safe, welcoming, and respectful of differences. Above all, M-CHS works to prepare our students to be connected, professional, and future-oriented as per our graduate profile.

### ***Note on Students with Disabilities [JK-2]***

Students with disabilities are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in

disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their Individualized Education Programs (IEPs), any Behavioral Intervention Plan [BIP] and this policy. Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP and/or Behavioral Intervention Plan. For more information about discipline of students with disabilities, consult RE-1 District Policy document [JK-2](#).

**General Discipline Procedures** [\[JKBA-R\]](#)

All staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior interferes with the classroom environment and will not be tolerated.

Each teacher should create a classroom management policy that reflects and adheres to the school and district policies concerning student conduct and clearly communicate this policy to students and parents. Teachers must first work with students within the classroom to address behavior that violates the code of conduct. For low-level behavioral violations and transgressions, teachers should implement their own management policies and penalties which may include verbal warnings, redirection, supervised breaks, and calls/emails home to parents. Teachers should also use ALMA to document any behavioral violations that occur within their classroom that are habitual or might require further mediation by the administration.

**Academic Dishonesty**

Academic Dishonesty can exist in many forms and is considered a serious offense; it is a form of literary and intellectual theft. Academic Dishonesty may include, but is not limited to, the following:

- Turning in an assignment, project, test, or other academic product which is the result of copying or adapting someone else’s work.
- Using electronic devices to locate answers (without approval or consent from the teacher)
  - Using AI generated essays, writings, or other work and submitting as one’s own
- Using a crib sheet, sharing answers, or otherwise seeking answers from another individual or source of information unless expressly permitted by the instructor.
- Copying sentences, phrases, paragraphs, or pages from print medium or other sources without providing documentation or credit.
- Using plots, characters, theories, opinions, concepts, designs, or other forms of print or non-print medium and presenting them as original work without properly attributing them to the source.
- Sharing one’s work with others or working with others when the expectation is that students complete the work individually.

***Offense:***

**Academic Dishonesty**

First Occurrence	The teacher must report the incident to the parents/guardians and log the incident in ALMA. If warranted, the student must redo the assignment with an alternative writing prompt, alternative assessment covering the same material, or alternative assignment covering the same material. A note will be added to the student’s record on ALMA and parents/guardians will be contacted by the teacher.
Second Occurrence	The teacher must report the offense to the parent/guardian and administration. The student must redo the assignment with an alternative writing prompt, alternative assessment covering the same material, or alternative assignment covering the same material. An incident report will be recorded in ALMA.

Third/Subsequent Occurrences	If a third or subsequent occurrence of proven Academic Dishonesty is reported during the same academic school year (in any class), a meeting will be arranged by the administration that includes the teacher, student, and guardians. The student will not be allowed to make up the assignment and they may face a discipline consequence including ISS, OSS, loss of off campus privileges, detention, and/or an <u>alternative discipline activity</u> . <u>A log will be recorded in ALMA.</u>
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### **Alcohol Violation**

M-CHS prohibits the consumption, possession, sale, or being under the influence of alcohol on school grounds, in school vehicles, or at school activities or sanctioned events. Any alcohol and/or paraphernalia will be confiscated and turned over to Cortez PD. Any student involved in such activity will be subject to disciplinary and/or legal action.

<i>Offense:</i> Consumption, possession, or being under the influence of alcohol	First Occurrence <ul style="list-style-type: none"> <li>• 3-5 day suspension</li> <li>• Parent notification</li> <li>• Potential behavior contract and/or counseling</li> <li>• Police notification</li> <li>• Remedial Discipline Plan</li> </ul> Repeated Occurrence <ul style="list-style-type: none"> <li>• 5-15 day suspension</li> <li>• Parent notification</li> <li>• Expulsion Intervention Meeting</li> <li>• Potential behavior contract and/or counseling</li> <li>• Police notification</li> </ul>
<i>Offense:</i> Purchase, sale or distribution of alcohol:	First Occurrence <ul style="list-style-type: none"> <li>• 10 day suspension and recommended for expulsion</li> <li>• Alternatives to expulsion may be considered</li> </ul> Repeated Occurrence <ul style="list-style-type: none"> <li>• 10 day suspension and recommended for expulsion</li> </ul>

### **Assault (Fighting)**

Any offense that is considered assault under the Colorado CRS including first-degree assault (18-3-202), second-degree assault (18-3-203), third-degree (18-3-204) or vehicular assault (18-3-205) will be carefully investigated with assistance from local law enforcement.

<i>Offense:</i> 3 <sup>rd</sup> Degree Assault (in infliction of bodily injury on another person)	First Occurrence <ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Parent notification</li> <li>● Potential behavior contract and/or counseling <ul style="list-style-type: none"> <li>● Potential law enforcement involvement</li> </ul> </li> </ul> (both parties will face consequences no matter who “started” the fight)
	Repeated Occurrence or <b>unprovoked attack</b> <ul style="list-style-type: none"> <li>● 5-15 day suspension</li> <li>● Parent notification</li> <li>● Potential behavior contract and/or counseling <ul style="list-style-type: none"> <li>● Law enforcement involvement</li> <li>● <b>Potential expulsion hearing</b></li> </ul> </li> </ul>
<i>Offense:</i> 1 <sup>st</sup> Degree Assault, 2 <sup>nd</sup> Degree Assault, or Vehicular Assault	Any Occurrence Mandatory expulsion following a Discipline Review Hearing according to House Bill 96-1203; police notification

According to House Bill 96-1203, any student involved in first-degree assault in a school building or in or on school property as defined in the Colorado Revised Statutes will be expelled.

### **Bullying/Harassment/Hazing\***

This offense is defined as any willful act causing another student to be distressed (mentally or physically) while on or off school grounds. (Types of harassment are outlined below.)

➤ Abuse: Any physical or verbal action from another that causes emotional or physical pain is considered abuse. Behavior can be blatantly cruel or subtly unkind.

➤ Abusive/Obscene Language Gestures or Material: Name-calling, derogatory and obscene statements addressed to any person, or possession of obscene materials that may precipitate disruption of the educational process or incite violence is not tolerated. Depending on the severity of the statement and how it disrupted students’ ability to learn, consequences are determined by the administration following school behavioral guidelines.

➤ Bullying: When intentionally cruel verbal, social, or physical abuse happens from one student to another student or an adult, it is considered bullying. Bullying usually consists of repeated offenses but can also consist of one incident. ➤ Cyberbullying: Includes the use of social media sites, email, and texting to threaten, intimidate or humiliate another student or group of students. Videotaping fights is also another form of this type of bullying. If these incidents happen off-campus or after hours but directly impact the educational environment, the M-CHS administration can investigate and assign disciplinary consequences. If proven, cell phone privileges can be suspended for a duration of time up to the remainder of the year, and the standard harassment consequence will apply.

➤ Extortion, Coercion, or Blackmail-These are defined as obtaining money (or other objects of value) from an unwilling person through force or intimidation. Parents are notified, and the proper authorities and the student will receive an appropriate disciplinary consequence.

➤ Hazing: Any participation in the persecution of others by rough practical jokes, forced or demeaning acts or tasks, or physical or verbal abuse for the entertainment of others will be considered hazing.

➤ Intimidation: Bullying or any action from another that causes the student to feel threatened or fearful; physical or

verbal abuse is intimidation.

➤ Physical bullying: Includes hitting, pinching, or kicking the victim. It can also involve taking or damaging the victim's property.

➤ Reactive victims: Those who intentionally encourage a bully to harass them to provoke the bully into action, fight back, and claim self-defense.

➤ Relational bullying: Includes excluding or rejecting another from social activities or connections and purposely leaving others out at the encouragement of another student.

➤ Sexual harassment: Any unwelcome verbal or physical conduct of a sexual nature, requests for sexual favors, or other unwelcome sexual advances is considered sexual harassment. Sexual harassment can be as blatant as rape, as obvious as telling dirty jokes or using vulgar language, or as subtle as a look. It can occur with opposite or same-sex persons. It can occur from adult to student, student to student, or student to adult.

➤ Direct/Indirect Threats: Any threat made directly or indirectly to or about a staff member or another student will be investigated by the administration. If a threat is confirmed, at the minimum, a Threat Assessment Screening conducted by the TA team, consequences will be determined on a case by case basis and communicated to parents by the administration.

➤ Verbal bullying: Includes using words to hurt or humiliate another. It can involve name-calling, insulting, making social comments, or constant teasing.

*\*For reports of bullying/harassment, there must be some evidence or proof that the behavior has occurred.*

*Administration cannot act on "person 1 said vs person 2 said" situations without witnesses or proof.*

<i>Offense:</i> Harassment/Hazing/ Bullying/Intimidating/ Threats of any M-CHS community member	First Occurrence <ul style="list-style-type: none"><li>● 1-3 days suspension</li><li>● Parent notification</li><li>● Potential behavior contract and/or counseling referral</li><li>● Potential RTI referral</li></ul> Potential no-contact agreement
	Repeated Occurrence <ul style="list-style-type: none"><li>● 4-10 days suspension</li><li>● Parent notification</li><li>● Police notification</li><li>● Behavior contract and/or counseling referral<ul style="list-style-type: none"><li>● RTI referral</li><li>● No contact agreement</li></ul></li></ul>



Severe and Pervasive Harassment or Threats: statements or actions that inhibits another's ability to access learning or complete their job	<p>First Occurrence</p> <ul style="list-style-type: none"> <li>●3-5 days suspension</li> <li>● Parent notification</li> <li>● Potential behavior contract</li> <li>● Potential RTI referral</li> <li>●Potential Title IX referral</li> <li>●Potential Threat Assessment</li> </ul> <p>No contact agreement</p>
	<p>Repeated Occurrence</p> <ul style="list-style-type: none"> <li>●5-15 days suspension</li> <li>● Parent notification</li> <li>● Potential Threat Assessment</li> <li>● Police notification</li> <li>● Potential expulsion recommendation</li> <li>●Potential Title IX referral</li> </ul>

### **Bus Conduct** [JICC]

Transportation is a privilege. Consequences for behavior on buses and at bus stops will be administered and recorded under the appropriate category of violation but may also include bus suspension depending on the offense. Bus suspensions may be administered by school administration.

<p><i>Offense:</i> Bus Rules Violation</p>	<p>First Occurrence</p> <ul style="list-style-type: none"> <li>●Parent notification</li> <li>●Counseling</li> <li>●Restriction from the bus</li> <li>●Police notification</li> </ul>
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	<p>Repeated Occurrence</p> <ul style="list-style-type: none"> <li>●Parent notification</li> <li>●Counseling</li> <li>●Restriction from the bus <ul style="list-style-type: none"> <li>● 1-3 days suspension</li> </ul> </li> <li>●Police notification</li> </ul> <p>(For serious/severe violations, students may be restricted from the bus for extended periods, even the full school year).</p>
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### **Drugs Violation**

M-CHS prohibits the use, possession, sale, or being under the influence of a drug or controlled substance on school grounds, in school vehicles, or at school activities or sanctioned events. Possession of drug paraphernalia will also result in disciplinary action. Any drugs and/or paraphernalia will be confiscated and turned over to Cortez PD. Students involved in such activity will be subject to disciplinary and/or legal action.

According to House Bill 96-1203, any student involved in the sale of a drug or controlled substance as defined in section 12-22-303 of the Colorado Revised Statutes will be expelled following a Discipline Review Hearing.

### **Habitual Disruption** [JK-R]

Colorado State Law defines a "Habitually Disruptive Student" as a student suspended three (3) times during a school year. The law requires that notice of each suspension is counted toward defining the student as "habitually disruptive," and notice is given to the student's parent or legal guardian. The school is required, in cooperation with the student's parent or legal guardian, to develop a remedial discipline plan for a student after the first suspension and to review and modify the plan after the second suspension. (H.B. 961203). Students suspended three (3) times for causing material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events during the school year, in violation of their individual remedial discipline plans, shall be declared habitually disruptive students. A disciplinary review hearing with the Review Board is mandatory for habitually disruptive students (File: JK Montezuma-Cortez School District Policy).

<p><i>Offense:</i> Habitual Disruption</p>	<p>Any Occurrence</p> <ol style="list-style-type: none"> <li>1. The principal will inform the superintendent when a student causes a material and substantial disruption.</li> <li>2. The student and the student's parent/guardian will be notified in writing of each disruption which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student."</li> <li>3. A student who has been declared habitually disruptive shall be suspended for up to 10 days and/or recommended for a Discipline Review Hearing in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions</li> </ol>
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### **Marijuana Violation**

M-CHS prohibits the unlawful use, possession, sale, or being under the influence of marijuana on school grounds, in a

school vehicle, or at a school activity or sanctioned event. Possession of marijuana paraphernalia and/or electronic smoking devices (Vaping pens, etc.) found with marijuana or THC will be confiscated and turned over to the Cortez Police Department. Any student involved in such activity will be subject to disciplinary and/or legal action.

According to House Bill 96-1203, any student involved in the sale of a drug or controlled substance as defined in section 12-22-303 of the Colorado Revised Statutes will be expelled following a Discipline Review Hearing.

<i>Offense:</i> Consumption, possession, or being under the influence of marijuana	First Occurrence <ul style="list-style-type: none"> <li>• 3-5 day suspension</li> <li>• Parent notification</li> <li>• Potential behavior contract and/or counseling</li> <li>• Police notification</li> </ul>
	Repeated Occurrence <ul style="list-style-type: none"> <li>• 5-15 day suspension</li> <li>• Parent notification</li> <li>• Expulsion Intervention Meeting</li> <li>• Potential behavior contract and/or counseling</li> <li>• Police notification</li> </ul>
<i>Offense:</i> Purchase, sale, or distribution of marijuana	First Occurrence <ul style="list-style-type: none"> <li>• 10 day suspension and recommended for expulsion</li> <li>• Alternatives to expulsion may be considered</li> </ul> Repeated Occurrence <ul style="list-style-type: none"> <li>• 10 day suspension and recommended for expulsion</li> </ul>

### **Personal Technology Device [JICJ]**

Personal Technology Devices are defined as but not limited to: phones, tablets, mp3 players, wired or wireless speakers, or other like items.

<i>Offense:</i> Use or visible possession of a Personal Technology Device during instructional/school time.	<b>First Occurrence and Second Occurrence</b> <ul style="list-style-type: none"> <li>• Device will be turned into the office and must be picked up by the student at the end of the day.</li> </ul>
	<b>Third Occurrence</b> <ul style="list-style-type: none"> <li>• Device will be turned into the office and must be picked up by the</li> </ul>

	student's parents/guardians at the end of the day.
	<p>Repeated Occurrence</p> <ul style="list-style-type: none"> <li>●Parent notification</li> <li>●Device must be turned into the office at the start of each day for a duration set by administration. This could range from 1 day to an extended period up to the full school term.</li> <li>●Counseling <ul style="list-style-type: none"> <li>● Potential RTI referral</li> <li>● Loss of privileges (lunch)</li> </ul> </li> </ul>
<p><i>Offense:</i> Using a PTD to record, video, or take photos in prohibited areas or in areas with a reasonable expectation of privacy.</p>	<p>First Occurrence</p> <ul style="list-style-type: none"> <li>● 1-5 day suspension</li> <li>● Confiscation of device/parent/guardian must pick up</li> <li>● Possible police notification</li> </ul> <p>Repeated Occurrence</p> <ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Loss of privilege to have a PTD on campus at any time including lunch</li> </ul>

#### **Tobacco Violation including Electronic Smoking Devices (Vaping) [ADC]**

M-CHS prohibits the use, possession, or sale of tobacco products on school grounds, in school vehicles, or at school activities or sanctioned events. Tobacco products include but are not limited to cigarettes, chewing tobacco, and all forms of electronic smoking devices such as electronic cigarettes, hookah pens and vaporizer pens. If students are found to be in possession of or using such devices, the school will confiscate the contraband and may turn the device over to the Cortez Police Department to be tested for illegal substances. The device will then be disposed of and at no time will the device be returned to the student or the parent. If an electronic smoking device is determined to have an illegal substance, the consequences will be administered under the appropriate violation (drug or marijuana). Any student involved in such activity will be subject to disciplinary and/or legal action

<p><i>Offense:</i> Use, possession of a tobacco product</p>	<p>First Occurrence</p> <ul style="list-style-type: none"> <li>●Confiscation of product and paraphernalia</li> <li>●Parent notification</li> <li>●Counseling</li> </ul> <p>1 day suspension</p>
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<p><i>Offense:</i> Sale of a tobacco product or repeated occurrence</p>	<ul style="list-style-type: none"> <li>● 2-5 day suspension</li> <li>● Counseling</li> </ul>
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of use/possession of a tobacco product	<ul style="list-style-type: none"> <li>● Parent notification</li> </ul>
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### **Truancy (Cutting class) and Absences [JHB]**

If a student is absent/cutting class without permission from a parent, the teacher, or an administrator, the student shall be considered truant. A "habitually truant" student shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as "habitually truant."

Truant/Cutting students will be dealt with in the following manner:

<i>Offense:</i> Truancy	First Occurrence <ul style="list-style-type: none"> <li>● 1-2 detentions</li> <li>● Parent notification</li> </ul>
	Repeated Occurrence <ul style="list-style-type: none"> <li>● Loss of off campus privileges for one week (extends by a week each additional infraction)</li> <li>● Parent notification</li> <li>● Attendance Contract</li> <li>● RtI referral</li> <li>● Ineligibility from sports or activities to be determined by coaches and the Activities Director</li> </ul> Possible withdrawal from school for non-attendance

Note that leaving the school from any of the side, alarmed doors during the school day will be considered an act of truancy and will be subject to the above consequences.

For attendance, once a student has missed four days of school in a month (even verified absences) the school will send a notice/letter home to parents/guardians. At ten days, the school will send another notice and the student/family will be referred to the Pinon Project. If a student has become habitually truant, the department of human services will also be notified. It is imperative that students attend school and only miss when there is no other option (severe illness, injury, etc.)

### **Weapons [JICI]**

No weapons of any kind are allowed at M-CHS or any school-sponsored event. This includes pocket knives, spring-loaded knives, and even knives that **are under three inches in length**. Some weapons are considered traditional weapons, while some are considered dangerous weapons that warrant stiffer consequences. Please read below to understand the difference between a traditional weapon and a

dangerous weapon.

**The definition of a dangerous weapon includes a firearm whether loaded or unloaded, any pellet or BB gun or other device, whether operational or not designed to propel projectiles by spring action or compressed air; a fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or pocket knife with a blade longer than three and one-half inches; or any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury that are considered weapons by Colorado Law or by M-CHS administration.** Carrying, bringing, using or possessing a dangerous weapon on school grounds, in school vehicles, or at school activities or sanctioned events without the authorization of the school or school district is prohibited and will be subject to expulsion procedures per state law.

According to House Bill 96-1203, any student involved in carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or the school district as defined in section 12-22-303 of the Colorado Revised Statutes will be expelled following a Discipline Review Hearing.

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action including but not limited to suspension and/or expulsion. School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

<i>Offense:</i> Bringing, carrying, possessing, or using a <b>non-dangerous weapon</b> (as defined above) or facsimile of a firearm. (This includes pocket knives that are <b>under 3 inches</b> in length)	<p>First Occurrence</p> <ul style="list-style-type: none"><li>● Confiscation</li><li>● Lunch detention</li><li>● Parent notification</li></ul> <p>Second Occurrence</p> <ul style="list-style-type: none"><li>● Confiscation of weapon</li><li>● 1-3 days OSS</li><li>● Parent Notification</li></ul> <p>Third or further occurrence</p> <ul style="list-style-type: none"><li>● 3 days + suspension</li><li>● RTI referral</li><li>● Potential counseling and/or behavior contract</li></ul>
<i>Offense:</i> Bringing, carrying, possessing, or using a <b>dangerous weapon</b> (as defined above)	<p>Any Occurrence</p> <p>Mandatory expulsion following a Discipline Review Hearing according to House Bill 96-1203. All firearm related offenses fall under the Gun-Free School Act (GFSA).</p>



**Computer Damage**

Students are responsible for appropriate care and use of school computers. If damage occurs to a student’s computer, repair or replacement will be the responsibility of the student and guardians. M-CHS tech department will assess the damage and create an invoice.

**Public Displays of Affection**

Students are not to make-out, passionately embrace, or display inappropriate physical contact with one another at school or on school grounds. As this behavior is not appropriate in the educational setting, we insist that students please keep all interactions appropriate and respectful. Consequences such as detention, loss of privileges, and suspension may result.

**False Alarm/Dialing 911/Threats**

Students willfully setting off a fire alarm, creating an emergency situation, or falsely calling “911” are subject to appropriate school discipline and are reported to the proper authorities. Possible consequences include but are not limited to detention, restorative projects, suspension, a recommendation for expulsion, and legal charges depending on the severity and circumstances of the threat.

**False Information**

Any student giving false identification or misinformation to any school personnel is assigned a consequence as determined by the administration.

Offense: False Information/False Alarm: Dialing 911, threats/ Fake/misleading Safe To Tell Reports	<b>First occurrence may include:</b> <ul style="list-style-type: none"><li>● 1-5 days OSS<ul style="list-style-type: none"><li>● 1-5 days lunch detention or loss of off campus privileges</li></ul></li><li>● Parent notification</li><li>● Potential completion of an alternative discipline plan (clean up, restorative practices, etc.)</li></ul> <p>*If the action is considered severe, the penalty may fall in the repeated occurrence box.</p>
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	<p><b>Repeated occurrence may include:</b></p> <ul style="list-style-type: none"> <li>● 5-15 days OSS</li> <li>● Parent notification</li> <li>● Potential completion of an alternative discipline plan (clean up, restorative practices, etc.)</li> <li>● Expulsion Intervention Meeting</li> <li>● Potential Recommendation for Expulsion</li> </ul>
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### **Firecrackers, Explosives, or Incendiary Devices [\[JICDA\]](#)**

Students possessing, distributing, selling, or discharging fireworks are subject to disciplinary action, including detention, suspension, or recommendation for expulsion. Restitution for damages is sought when appropriate, and students may be referred to the authorities in addition to school consequences. Matches and lighters are also prohibited and will be confiscated.

### **Gangs and Gang Activity [\[JICF\]](#)**

For the purpose of this policy, a “gang” is any group of two or more persons whose purpose includes the commission of illegal acts or acts in violation of disciplinary rules of the Montezuma-Cortez High School.

- Offense: No student on school property or at any school-sponsored activity shall:
  - Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items that evidence or reflect membership in, or affiliation with any gang and is representative of any gang.
  - Engage in any verbal or nonverbal act, including gestures or handshakes, showing membership or affiliation in any gang and is representative of any gang.
  - Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to
    - Soliciting membership in or affiliation with any gang.
    - Soliciting any person to pay for “protection,” or threatening any person, explicitly or implicitly, with violence or other illegal or prohibited act.
    - Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school grounds. This may also include wearing clothing and accessories that promote groups that have gang affiliation.
    - Engaging in violence, extortion, or any other illegal act or violation of school policy.
    - Soliciting any person from engaging in physical violence against any other person.

### **Gambling**

Gambling in any form is not allowed on school grounds. Students will be assigned at least a Restorative Project for the first offense; each subsequent time, the severity of the consequence will get more severe.

### **Stealing/Theft**

Theft of personal or school property will not be tolerated. Students may be responsible for the cost or replacement of stolen items.

### **Vandalism,**

Any student willfully marking, defacing, damaging, or destroying property belonging to another person or the

school district is referred to the proper authorities. Depending on the severity and circumstances, the student may also face disciplinary and legal actions and be required to make restitution. For this reason, all staff shall confiscate permanent markers.

Offense: Violation of any of the above Code of Conduct Expectations  (Vandalism, Theft, Firecrackers, Gang activity, Gambling,	First Occurrence	<ul style="list-style-type: none"> <li>● 1-5 days OSS</li> <li>● Parent notification</li> <li>● Possible completion of an alternative discipline activity. <ul style="list-style-type: none"> <li>● Possible law enforcement involvement</li> </ul> </li> </ul>
	Repeated Occurrence	<ul style="list-style-type: none"> <li>● 5-15 days OSS</li> <li>● Parent notification</li> <li>● Possible completion of an alternative discipline activity.</li> <li>● Expulsion Intervention Meeting</li> <li>● Potential Recommendation for Expulsion</li> </ul> Law enforcement involvement

\*It is important to note that anytime a student is sent home on a suspension, they can still access course assignments through Google Classroom and they are expected to keep up on their work. If there are any paper based assignments, arrangements can be made to pick these up in the front office.



## Bell Schedule

Tutoring available after school Monday-Thursday at 4:30

### Weather

1st Period	10:00-10:42
2nd Period	10:47-11:29
3rd Period	11:34-12:16
4th Period	12:21-1:03
Lunch	1:08-1:48
5th Period	1:53-2:35
6th Period	2:40-3:22
7th Period	3:27-4:10

### Daily Schedule

1st Period	8:00-9:00
2nd Period	9:05-10:05
3rd Period	10:10-11:10
4th Period	11:15-12:15
Lunch	12:15-12:55
5th Period	1:00-2:00
6th Period	2:05-3:05
7th Period	3:10-4:10

### Homeroom (Mondays)

1st Period	8:00-8:55
2nd Period	9:00-9:55
3rd Period	10:00-10:55
4th Period	11:00-11:55
Lunch	11:55-12:35
5th Period	12:40-1:35
Homeroom	1:40-2:10
6th Period	2:15-3:10
7th Period	3:15-4:10

**Montezuma-Cortez High School 2025-2026**