

MONTEZUMA-CORTEZ MIDDLE SCHOOL

STUDENT HANDBOOK



2025-2026



**EVERY STUDENT.
EVERY DAY.**

NONDISCRIMINATION CLAUSE

Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. 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

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

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

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. 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)

Directora Ejecutiva de Recursos Humanos

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

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

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

Helpful Contacts

District Administration Contacts

Superintendent: Tom Burris - (970) 565-7282 ext. 1119
tburris@cortez.k12.co.us

Administrative Assistant to the
Superintendent & School Board Debra Ramsey - (970) 565-7282 ext. 1119
deb.ramsey@cortez.k12.co.us

M-CMS Contacts

Administration

Principal Drew Pearson - (970) 565-7824 ext 3202
apearson@cortez.k12.co.us

Principal's Secretary Denise Gallegos - (970) 565-7824 ext 3242
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Assistant Principal Amy Kynor - (970) 565-7824 ext 3222
amy.kynor@cortez.k12.co.us

AP Secretary/Registrar Skylar Robinson - (970) 565-7824 ext 3252
skylar.robinson@cortez.k12.co.us

AP/Activities Director Colton Troclair - (970) 565-7824 ext 3232
ctrosclair@cortez.k12.co.us

AP/AD's Secretary Gina Littlefield - (970) 565-7824 ext 3262
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Counselors

6th Grade Counselor Robyne Cote (970) 565-7824 ext 3224
rcote@cortez.k12.co.us

7th Grade Counselor Logan Worley (970) 565-7824 ext 3234
lworley@cortez.k12.co.us

8th Grade Counselor Morgan Nichols (970) 565-7824 ext 3244
mnichols@cortez.k12.co.us

Nurse

School Nurse Kay McInnes (970) 565-7824 ext 3201
kmcinnes@cortez.k12.co.us

Secretaries

Security/Attendance Secretary Michelle McDaniel (970) 565-7824 ext 3245
mmcdaniel@cortez.k12.co.us

Policies at a Glance

Attendance

According to Colorado Compulsory Attendance Law - Every child between the ages of 6 and 17 shall attend public school for at least one thousand fifty-six hours (143 days). Student attendance is taken each period, which counts as 1/6 of a day. Students will be marked tardy if they arrive after the designated start of a class and absent if they arrive more than 5 minutes after the start of class.

Code of Conduct

To ensure the safety, welfare, and morale of all students and staff, student behavior, both on and off campus, will follow the disciplinary standards stated in this handbook or Colorado school law. Students who threaten the safety of students, staff, or the school's security will be subject to disciplinary action, including suspension, recommendation for expulsion, or referral to the proper authorities. **The complete policy is on page....18**

Grading & Eligibility

All grades will be recorded in ALMA, updated weekly, and completed each Monday. RE-1 uses a traditional grade scale A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=0-59%

Eligibility is run each Monday. Students with one or more "F" grades will be ineligible for participation.

RE-1 Grading timeline

- Progress reports - middle of each Quarter - Sept. 9th, Nov. 4th, Feb. 3rd & Apr. 14th
- Report cards - End of quarter: Oct. 10th, Dec. 19, Mar. 6th & May 22

Personal Technology Devices

Personal Technology Devices are not allowed for use on campus during the school day. Personal Technology Devices must be placed in backpacks for the entirety of the day. They are prohibited in the cafeteria, classrooms, hallways, gym, restrooms, or the playground. If seen, they will be confiscated, and a parent pickup is required. **The complete policy is on page....26**

Searches

When a student is suspected of violating Board policies or school rules, the principal or designee may interrogate the 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. School administration may search a student and 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. **The complete policy is on page....36**

Student Drop-off & Pick-up

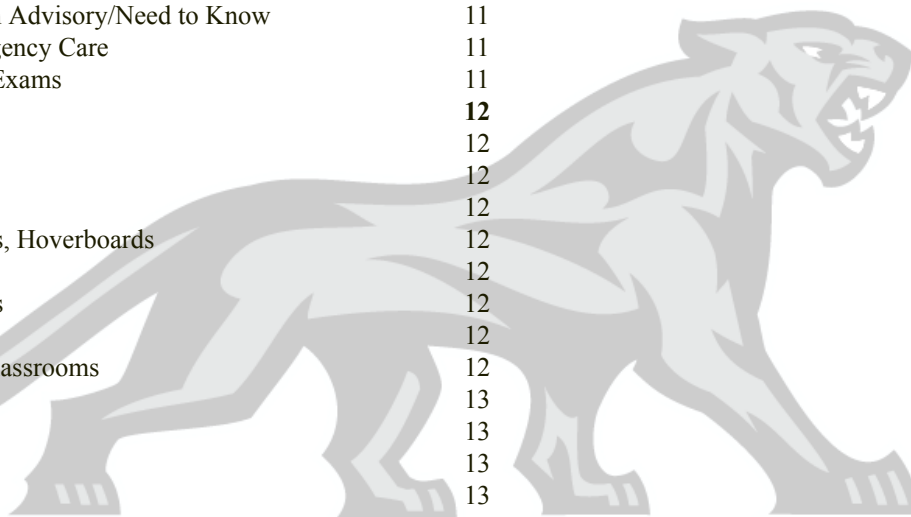
Students may be dropped off or picked up on 2nd St. south of the school. There will be no supervision for students before 7:30 am or after 4:15 pm. School hours are from 7:55 am to 4:00 pm, Monday through Thursday. If you wish to check a student in late or pick up a student during school hours, you must enter the Main entrance on 2nd St. You must present a valid ID, be over 18 years of age, and be listed in ALMA as a previously approved individual to pick up student pickup.

Staff Member Concerns:

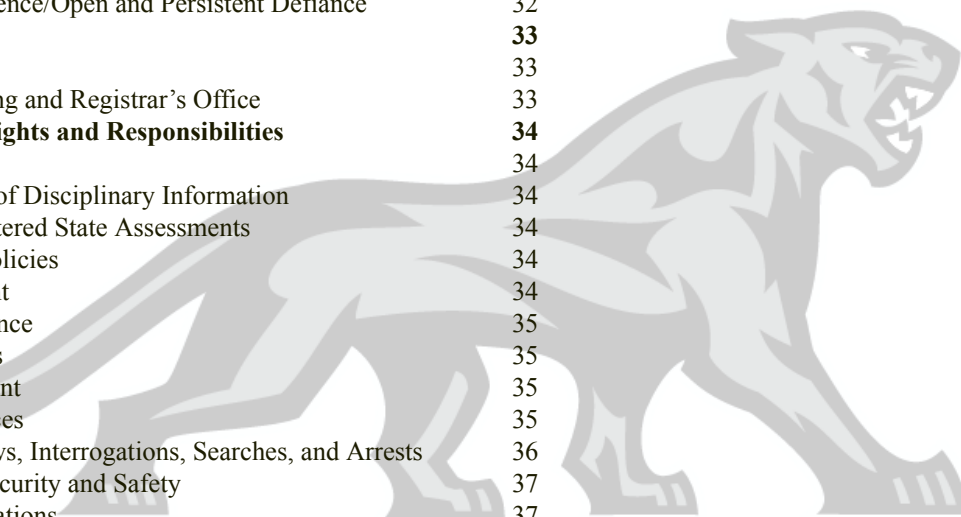
If a student or parent has a concern about a staff member, please call or email that staff member to address the concern. If that concern still needs to be addressed after this meeting, please contact the administration. The administration will generally only address concerns previously discussed with the staff.

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Academic Program Information

Course Outline

6th Grade	7th Grade	8th Grade
Required Courses *full year required each year <i>Core Full Year</i> English Language Arts Math Science Social Studies <i>Full Year</i> Intervention Elective Courses *Eight quarters total required <i>Quarter Long (1 quarter)</i> -Art -Choir -Computer Science Discoveries -Family & Consumer Sciences -Physical Education -Theater <i>Year Long (4 quarters)</i> -Beginning Band	Required Courses *full year required each year <i>Core Full Year</i> English Language Arts Math Science Social Studies <i>Full Year</i> Intervention Elective Courses *Four semesters total required <i>Semester Long (1 semester)</i> -Art -Choir -Computer Science Discoveries Family & Consumer Sciences -Physical Education -Piano -Theater <i>Year Long (2 semesters)</i> -Beginning Band -Concert Band	Required Courses *full year required each year <i>Core Full Year</i> English Language Arts Math Science Social Studies <i>Full Year</i> Intervention Electives Courses *Four semesters total required <i>Semester Long (1 semester)</i> -Art -Choir -Computer Science Discoveries -Family & Consumer Sciences -Physical Education -Piano -Robotics -Theater <i>Year Long (2 semesters)</i> -Symphonic Band

Course Grading Standards

RE-1 Grading terms

- Oct. 9th - Quarter 1
- Dec. 18th - Quarter 2 & Semester 1
- Mar. 5th - Quarter 3
- May 21st - Quarter 4 & Semester 2

All grades will be recorded and reported in ALMA.

Grade Scale-

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

Key points:

- All students will receive at least two grades per week in ALMA
- 50% Grades based on Assessments/ 50% Grades based on assignments.
- Grades must be updated weekly and completed each Monday.
- Per district policy, missing assignments/classwork due to absence will be allowed. (2 make-up days per day missed)
- Assignments and classwork not turned in on time will only be accepted up to one week after the due date. Teachers may reduce assignment grades up to 5% per day late.
- Notification of late or missing assignments should be provided to parents/ guardians regularly and timely. (ALMA may provide notifications)

Courses Through M-CMS for Non-Enrolled Students

Students wishing to take individual courses through M-CMS will be charged a semester fee of \$250 (additional course fees may apply) per course, which can be paid through the admin office. Students taking M-CMS courses must adhere to all policies and procedures outlined in this handbook. When arriving at and leaving campus, they must sign in and out at the security entrance.

English Language Learners [[IHBEA](#)]

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

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

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

Exceptional Student Services (ESS) [[IHBA](#)]

Any student identified as a child with disabilities pursuant to the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) 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 receive individualized programs appropriate to their educational needs, as determined by the student's Individualized Education Program (IEP) or Individual Family Service Plan (IFSP) teams.

Gifted Education/Accelerated Learning Plans [[IHBB](#)]

Any student identified as gifted pursuant to the Exceptional Children's Education Act (ECEA) who is between the ages of four and 21 whose aptitude or competence in abilities, talents, and potential for accomplishment in one or more domains will receive an Accelerated Learning Plan (ALP) and will receive programming appropriate to meet their educational needs according to Colorado Gifted Education Plan 22-20-201.

Grade Level Promotion Requirements

In order to be promoted to the following grade, students must meet the following requirements*:

- Have a passing grade (D or better) in at least ten of twelve-semester grades. (Sixth grade with elective quarters will count as a two-quarter grades = one-semester grade)
- Have attendance of 80% (Special exemptions must be pre-approved by the Principal)
Students who fail to meet the above requirements during the academic year must attend and pass summer school to be promoted to the next grade. Eighth-grade students who do not meet promotion requirements will not be permitted to participate in the grade-level promotion ceremony. (Only absences with Doctor's note or Admin approval are exempt)
- Complete a student presentation in an individual or small group showcase

If students fail to complete summer school successfully, they will be retained.

*Students who fail five or more semester classes or miss more than 35% of the year will be retained with no option for promotion.

Honor Roll

Recognition for Honor Roll will occur quarterly and will be determined upon the following standards:

- Honor Roll Distinguished Honors - 4.0 GPA
- Honor Roll - 3.50 - 3.99 GPA
- Honor Roll Honorable Mention - 3.0 - 3.49 GPA

Honors Continuation Recognition Requirements

Students who have met the five of the six following requirements will be recognized with a

- Maintaining a GPA of 3.5 or higher
- Have a 90% or better attendance rate
- Receive no major behavioral referrals
- Achieve greater than one year's growth on ELA and Math EOY Assessments
- Complete 20 community service hours

Student Responsibilities

Students must come to class prepared to learn and participate in the day's activities to perform at their best and minimize class disruptions. Each student shall:

- Adhere to classroom expectations
- Bring supplies for class.
- Complete and bring assigned work to every class.
- Pay lab fees and library fines on time.

Attendance

Absences [\[JH\]](#)

Parents/Guardians are encouraged to verify a student's absence by telephone on the day the student is absent. Absences must be verified within 24 hours of the student's return to school to be considered excused. Parent excused absences still count toward a student's promotion attendance records, only absences with Doctor's note or Admin approval are exempt.

Attendance notification will be made twice daily for any unverified absences on school days. Along with the daily communication, parents will be notified of excessive unexcused absences via mail:

- Upon the 4th unexcused absence, a letter is mailed to parents/guardians informing them that the student has four unexcused absences in one or more classes and asking them to arrange a meeting with the school administration to set up a plan of remediation. Please contact the office and set up this meeting.
- Upon the 7th unexcused absence, the parent/guardian is notified in writing of violating the mandatory attendance law.
- Upon the 10th unexcused absence, parent notification, and confirmation that the student is under 17, the administration will recommend that the student be placed into the court system for non-compliance with Colorado state attendance laws. In this event, the District may petition the court and request that the parent and student be responsible for court costs and legal fees.

Compulsory Attendance Law [\[JEA\]](#)

Per Colorado's Compulsory Attendance Law 22-33-104 -

(1) (a) Except as otherwise provided in subsection (2) of this section, every child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen years, except as provided by this section, shall attend public school for at least the following number of hours during each school year:

(I) One thousand fifty-six hours if a secondary school pupil;...

(2) The provisions of subsection (1) of this section shall not apply to a child:

(a) Who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance;

(b) Who is enrolled for a minimum of one hundred seventy-two days in an independent or parochial school which provides a basic academic education. "Basic academic education" for the purpose of this article means the sequential program of instruction provided by an independent or parochial school. Such a program shall include, but not be limited to, communication skills of reading, writing, and speaking, mathematics, history, civics, literature, and science.

(c) Who is absent for an extended period due to physical, mental, or emotional disability;

(d) Who has been suspended, expelled, or denied admission in accordance with the provisions of this article; except that, when a pupil is expelled for the remainder of the school year, the parent, guardian, or legal custodian is responsible for seeing that either the provisions of subsection (1) of this section are complied with during the period of expulsion from the school district or that the pupil meets the conditions for exemption specified in paragraph (b) or (i) of this subsection (2).

Excessive Excused Absences [JH]

Colorado state attendance law requires that students of school age attend school to receive their education. Students must be in the educational setting to acquire the necessary knowledge to be educationally competent; however, the Montezuma-Cortez RE-1 School District recognizes that there are situations that arise when the student must be absent, more specifically Illness, Death in the Immediate Family, Emergency Professional Appointment, and Religious Ceremonies.

Attendance is factored into a student's promotion to the next grade. A student having an exceedingly high number of excused absences should provide written verification as to any reason these absences would reasonably interfere with their ability to attend school (within 24 hours of the absence). Examples might include a doctor's excuse, a professional appointment excuse, or a death in the immediate family. All assignments missed due to excused absences must be made up at the rate of one day for each day missed. Absences for other reasons may be recorded as unexcused.

Student success at M-CMS is taken seriously, and our staff utilizes every means necessary to ensure students attend school, including telephone calls, home visits, and the use of the courts. We realize that each case is different. Appeals requesting permission for absences to be excused may be submitted to a principal. This request needs to be done before the absence(s) occurs whenever possible.

The administration's decision takes into account attendance, grades, and general performance at M-CMS.

Health Services

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

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

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

First Aid/Illness

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

Accidents at School

Anyone involved in or witnessing an accident in which injury or potential injury has occurred should immediately seek the nurse's assistance. If there is any question regarding the condition of an accident victim, those present should leave the person stationary, stay with them, 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 a Health Care Action Plan signed by a health care provider is on file in the health office. Health Care Plans for severe allergies, Diabetes, Asthma, and Seizures are available from the school nurse or on the district website below.

Immunization Requirements

Colorado State Immunization Requirements for School Enrollment are provided to parents annually. Non-medical (religious/personal) exemptions must be updated annually. Forms are available online 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 details.

Permission for Health Advisory/Need to Know

School nurses develop a Student Health List and 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 District 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 include hearing, vision, dental, lice, height, and weight. Contact your school if you do not want your child to participate in these screenings. Parents are encouraged to have physical and dental examinations for their school-aged child before entering school and again before the 4th, 7th, and 10th grades. Contact your school nurse if you do not have a healthcare provider and would like to arrange a physical exam for your child.

Policies and Procedures

Access to Records

In accordance with Colorado state law, parents/guardians are guaranteed the right to access their student's school records and may do so by contacting the counseling office or administration. Montezuma-Cortez School District RE-1 utilizes ALMA to collect and organize students' academic, attendance, and discipline data. Parents and guardians can access this program via our school district's website, www.cortez.k12.co.us. Parents and Guardians will need an individual username and password, which can be obtained through M-CMS's main office.

Announcements

Announcements will be emailed to students and parents daily. Announcements will not be made over the intercom except for in special circumstances.

Closed Campus

M-CMS is a closed campus. Students shall not be on school grounds until 25 minutes before the first bell at 7:55 a.m. unless enrolled in a school-sponsored before-school activity. Students are asked to leave the campus by 4:15 p.m. unless involved in school-sponsored after-school activities. Gates will be locked, and the campus is not supervised before 7:30 a.m. and after 4:15 p.m.

Students can only leave campus if checked out through the security office by a parent, legal guardian, or emergency contact individuals. Students who ride the bus may stay on campus after exiting the bus or before getting on the bus to return home. Any student off-campus during the school day without being properly checked out will be considered truant.

Bicycles, Skateboards, Hoverboard

Students are not permitted to ride bicycles, skateboards, hoverboards, roller skates, rollerblades, or the like on school property during school hours. Student bicycle racks are located on the southwest side of the building for securing bicycles during school hours. M-CMS is not responsible for lost or stolen property.

Drinks

Water is the only drink allowed in classes on campus. Soft drinks (sodas) and energy drinks of any kind will not be permitted during the school day. If opened, these drinks will be discarded. If unopened, they will be placed in the office for pick up at the end of the day.

Deliveries to Students

Flowers or packages will not be delivered to students during class. The student will be notified when an item is in the office and can be retrieved after school. Except for packed school lunches, no outside food or beverages (i.e., fast food) will be accepted for delivery to students.

Drug Dog Searches

Periodically, M-CMS will utilize drug/contraband sniffing dogs to ensure a safe and drug-free school zone. The dog's handlers access all school areas and classrooms. If contraband is found, parents and police are notified, and charges are filed.

Eating/Drinking in Classrooms

Food and drinks other than water are not allowed in the classroom or hallway unless they are related to an educational objective.

Elective Fees

The following classes have elective fees for materials utilized throughout the class:

- Art - \$10
- Band (per year)
 - Drum fee - \$10
 - Instrument Rental Fee (non-drummers) - \$40
 - Drum sticks - \$5
 - Band book (if they want to purchase from school)
 - - \$15 drums, \$10 all others (while supplies last)
 - Band shirt - \$20 (Required, good all 3 years)
- Family & Consumer Science - \$25

Field Trips

Field trips are a valuable part of the educational experience. Teachers will utilize field trips throughout the year for educational purposes and at the end of the semester for celebratory purposes. Parent permission will be required for attendance on any field trip. Up-to-date health information is required for student participation on field trips. Students must utilize district transportation to and from field trips unless the administration approves prior arrangements at least 24 hours ahead of the event.

Hall Passes

All students not in their regular assigned classroom **MUST** have a digital SmartPass indicating the day, time of departure, and destination. Students passing in the halls without permission will be considered truant.

Library Books

Library books are the property of Montezuma-Cortez Middle School. Students can check out books for their use but are responsible for maintenance and return. Fees assessed for damaged or lost library books must be paid before students can check out other materials. State law provides that educational records may be withheld until textbook and library fines have been collected.

Lost or Stolen Items

Montezuma-Cortez Middle School is not responsible for lost or stolen property, including personal property (e.g., electronic devices) and books or materials assigned to or checked out by students.

Parent/Teacher Conferences

A Parent/Teacher Conference is the communication bridge between teachers and parents. These conferences students' success. Montezuma-Cortez Middle School schedules two (2) (See District Calendar) Parent/Teacher Conferences each year. Notification to the parent is made well in advance so parents know dates and times and can make plans to attend.

Request for Homework

If a student is absent, they should log onto their Google Classroom to find out what they missed. They can also schedule a meeting with their teachers to review any missing assignments or questions they may have.

Schedule Changes

A student is scheduled into classes after school officials have thoroughly checked a student's records and previous school performances. A student's welfare is the first consideration if a schedule change is requested or needed. There are no schedule changes after the quarter/semester begins except at the administration's discretion in rare cases.

School Dances

The following student guidelines pertain to attendance at school-sponsored dances:

- Student attendance will determine whether individuals attend each dance.
- Individuals not enrolled at Montezuma-Cortez Middle School will not be admitted to any dance.
- Clothes exhibiting good taste and in accordance with the school dress code are to be worn unless otherwise specified by the sponsoring organization.
- No beverages are brought inside.
- Unruly or disrespectful students are sent out of the building if the dance is in the evening.

School Phones

School phones are business phones and are used for business only. Students may bring cell phones, but they must be off or silenced and placed in the student's backpack each day from 7:55 a.m. to 4:00 p.m. Students may use the office phone for personal reasons before and after school and during lunch or with special permission.

School Pictures

All students are photographed in the fall of the year. These photos are used for the school yearbook. Parents can order a photo package (with payment made in advance) at that time.

Withdrawal from School [[JFC-R](#)]

Completion of the withdrawal process of a student from M-CMS is necessary before a student can enroll in another school. Parents must initiate a withdrawal request in the Counseling Office. As indicated, the parent/student obtains a withdrawal form and takes it to all teachers and departments. Teachers and staff record current grades and whether textbooks, library books, and other supplies have been returned. This form also requires signatures from the parent, registrar, and principal. This form then returns to the Counseling Office, where all costs must be paid for lost, stolen, or damaged books, other supplies, or any remaining fees and fines must be paid. Records of transferring students are released to receiving schools as standard practice. Montezuma-Cortez Middle School will not release records to other schools without written consent from the student's parents. School transcripts and grades will not be released until all fines, fees, and costs are paid. In the last two weeks of school, we will not withdraw students due to the school's responsibility to assess student growth and ensure all information is available for the family and the next school district the student attends.

School Safety/Emergency Procedures

Cameras

M-CMS is equipped with surveillance cameras to ensure the safety and security of students and staff. The cameras monitor school activities and may be referenced in disciplinary actions. In compliance with FERPA Law, video footage is inaccessible to the public without a court order.

Check-In/Check-Out Procedures

Students are expected to be in their classrooms when classes begin at 7:55 am. Students arriving late will be required to check in at the Security office. Only parents, legal guardians, or emergency contacts identified in ALMA may remove students from campus or excuse students. They must be present, provide a valid ID, and sign the student out of school. Students may not get verbal permission over the phone to leave campus or be excused from classes to attend other activities at the middle school.

Campus Security (Weapons Detectors)

The RE-1 School Board, in conjunction with the Cortez Police Department, provides a full-time School Resource Officer (SRO) for M-CMS throughout the school year. This officer can be reached at 565-7824. RE-1 Schools utilize weapons detectors for all individuals entering school buildings during business hours. Individuals will be required to pass through weapons detectors upon entry. If the detector alarms are triggered, indicating a potential item that could reasonably be mistaken for a weapon, individuals will be required to surrender larger-scale metallic items to be checked and pass through the detectors again until the alarm no longer triggers. M-CMS's administration reserves the right to use a metal-detecting wand for school safety.

Emergency Plan

M-CMS utilizes the Standard Response Protocol (SRP) response technique. SRP is a uniform, planned, and practiced response to any incident. SRP is action-based, flexible, and easy to learn. It rationally organizes tactics for response to weather events, fires, accidents, intruders, and other threats to personal safety. This emergency plan contains three alert levels if emergencies arise at school: HOLD, SECURE, and LOCKDOWN. For more information on SRP, visit <https://iloveguys.org/The-Standard-Response-Protocol.html#Standard-Response-Protocol>.

Fencing

The M-CMS campus has security perimeter fencing. Gates will be locked during school hours. Entry into campus will only be permitted through the security entrance located on the southwest corner of the building.

Fire Drills

The state requires Fire Drills, which are conducted at least once a month as part of our Emergency Plan. During a fire drill, students will remain in their seats quietly, listening for a report on the School Safe radios. In the event of an actual Fire, students are advised of the location of the danger and evacuated from the building in a safe and orderly fashion.

Jurisdiction Over Students

All school officials, employees, and authorized agents with responsibilities involving the supervision of students shall stand "*in loco parentis*" (in place of the parent) with regard to students they are required to supervise at any time the responsibility of supervision exists. This authority applies whenever students are lawfully subject to the school's control, regardless of place. During such periods, students must submit to the school's authority.

Sports & Extra Curricular Activities

Sports & Extra Curricular Activities are an essential part of helping students become well-rounded and productive in the community. There are many different opportunities for all students, from chess club to football and volleyball. Some of these activities have little or no cost; however, many of our competitive sports will have an activity fee of \$60.00 (football, volleyball, XC, basketball, wrestling and track) with football having an additional \$15.00 helmet fee. Cheer and 6th grade track will have a \$30 fee. Please check with the Activities Department to determine each activity's fee. The number of participants will be limited to competitive sports, i.e., volleyball, four teams, football, two teams, basketball, and four teams for boys and four for girls.

Academic Eligibility Policy

Montezuma--Cortez Middle School will choose to check academic eligibility weekly.

1. On the second Wednesday of each season and every Wednesday subsequently, each student's grades in an activity or athletic program will again be printed and given to each activity sponsor and coach. If a student has one or more Fs on this report, that student will be ineligible to participate in any school-sponsored extracurricular activity or athletic event until grades are rechecked the following Wednesday. Students are still required to attend all mandatory practices and team events. There will be no exceptions to this requirement unless a valid human error or unforeseen circumstance occurs, which will be considered on a case-by-case basis. Teacher will grade late work on regular grading schedules and are not responsible to expedite grading to support eligibility.
2. Attendance guidelines still apply to school and practice for ineligible students.

Behavioral Eligibility Policy

Montezuma-Cortez Middle School will monitor behavioral eligibility daily.

1. Students are expected to maintain behavioral standards outlined in the student handbook while participating in school activities or athletics, including before, during, and after practices or games while on school property, on the bus to and from practices or games, and at all points while on trips for school events or competitions.
2. Students assigned Out-of-School Suspension (OSS) during the season will miss the next 40% of the season (total number of regular-season games multiplied by 0.4) following the infraction, including post-season play (ie. If there are ten games in the season and the student is suspended with only two games left in the regular season, they will miss the last two games, and if the team qualifies for post-season play, they will not be eligible to play in the first two games).
3. The Athletic Director and/or building Principal have the right to remove any student from any sport or activity for safety, academic, or behavioral reasons. This decision will be made collaboratively with the Coaches, Athletics Director, and Building Principal.

2025-26 Activities and Sports Programs

The following sports and activities are included during the school year at Montezuma-Cortez Middle School. All school sports require fees and sports physicals. *Students who register for and qualify for free or reduced lunch will have fees reduced or waived.

School Sports

Fall Sports

- Co-ed Cross Country (6th, 7th, and 8th) - Fee \$60
- Co-ed Football (7th and 8th) - Fee \$75 (\$15 fee for helmet)
- Girls Volleyball (7th and 8th) - Fee \$60

Winter Sports

- Boys Basketball (7th and 8th) - Fee \$60
- Girls Basketball (7th and 8th) - Fee \$60
- Co-ed Wrestling (6th, 7th and 8th) - Fee \$60

Spring Sports

- Co-ed Scrimmage Track & Field (6th) - Fee \$30
- Co-ed Track & Field (7th and 8th) - Fee \$60

Year-Round Sports

- Co-ed Cheerleading (6th, 7th, and 8th) - Fee \$30

School Sponsored Clubs/Activities

M-CMS operates various afterschool clubs through the SCYC grant. These clubs will be from 4:00 to 5:30. Clubs vary by night of the week but will include tutoring and various other clubs such as theater, game club and sewing. These club offerings change throughout the year.

Student-Led Clubs/Student Organizations

[\(JJA_1, JJA_2, JJA_2-R\)](#)

Student-led clubs/Organizations are initiated and led by students, and all communications, materials, and discussions will be student-developed. The school is required by Federal Law to provide these clubs access to school space during non-instructional times. We are additionally required by District Policy to ensure all groups have a “faculty monitor” to supervise. The school will not provide materials or equipment for these groups. Students will not be allowed to participate in these groups without parental permission, and no outside entities will be allowed to engage in these activities without prior written consent.

Student Code of Conduct

[[JICDA](#)]

The Code of Conduct applies to all students. However, when enforcing its Code of Conduct, the School will comply with federal and state laws, including procedural safeguards and protections for students with disabilities.

Code Of Conduct Outline

Behavior On or Off School Grounds

To ensure the safety, welfare, and morale of all students and staff, student behavior, both on and off-campus, will follow the disciplinary standards stated in this handbook or Colorado school law. Students who threaten the safety of students, staff, or the school's security will be subject to disciplinary action, which may include suspension, recommendation for expulsion, or referral to the proper authorities.

Behavior at Extracurricular Activities

Students should attend and enjoy extracurricular activities such as games/concerts/plays, etc., and are expected to be in the event area watching or participating in the activity (not in the hallways and bathrooms). Being outside during events leaves students unsupervised; therefore, students should be in the building when events happen. Students may be asked to leave the school grounds if this is not happening. If misconduct becomes habitual, the students will not be allowed to attend extracurricular activities for the remainder of the school year.

Behavioral Reward Activities

At M-CMS, students are continuously encouraged to demonstrate positive behavior. Reward activities are scheduled periodically to recognize students who consistently show this behavior. Students who show positive behavior can participate in special school activities, assemblies, reward days, or dances. A positive school culture is developed through large group activities and many positive supports that celebrate individual student success.

Habitually Disruptive Students

Colorado State Law defines a "Habitual 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 Remedial Discipline Plan 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).

Responsibility Centered Discipline

M-CMS utilized Responsibility-Centered Discipline (RCD) to teach and manage student behavior in school. RCD is a system where educators collaborate to identify foundational values like Perseverance, Respect, Integrity, Dependability, and Empathy that they want students to take with them. Once these values and skills are identified, they are used to establish a common language to address challenging discipline moments with students. RCD identifies three compliance levels that will help determine the appropriate response to students' behaviors.

Level One:

The student quickly recognizes that he or she has made a mistake, takes responsibility for the problem and works well with the teacher to resolve the issue.

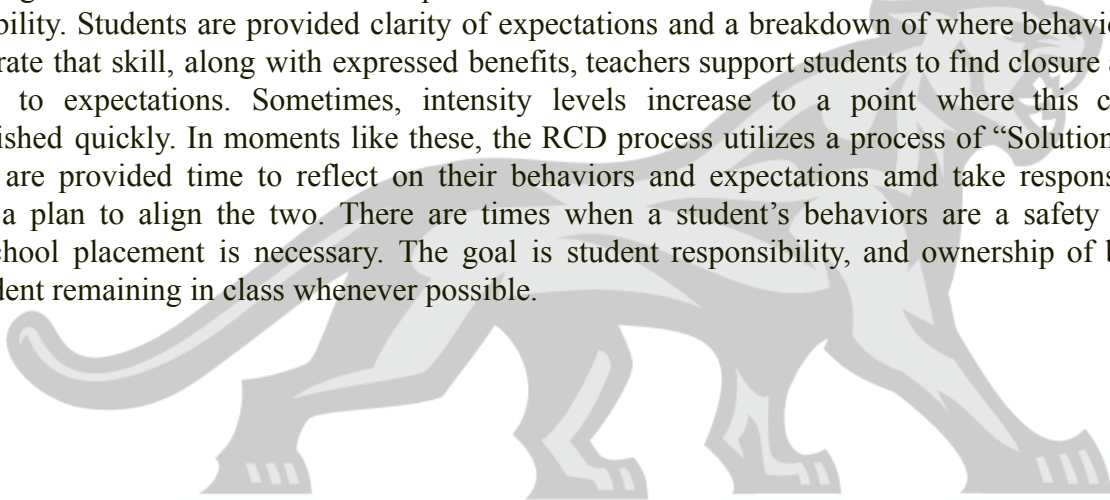
Level Two:

The student begins to display signs of unwillingness to accept responsibility – including arguing, denying, tattling, ignoring the teacher, or interrupting the teacher.

Level Three:

The student refuses to accept responsibility and is unable or unwilling to work through the process with the teacher.

When the level of intensity escalates, it becomes easy for the student to escape responsibility and transfer their problem to the teacher. The RCD process supports teachers to become masters of these challenging moments and shift ownership back to the student and the school can move to a culture of responsibility. Students are provided clarity of expectations and a breakdown of where behaviors fail to demonstrate that skill, along with expressed benefits, teachers support students to find closure and adjust behavior to expectations. Sometimes, intensity levels increase to a point where this cannot be accomplished quickly. In moments like these, the RCD process utilizes a process of “Solutions” where students are provided time to reflect on their behaviors and expectations and take responsibility to develop a plan to align the two. There are times when a student’s behaviors are a safety risk, and out-of-school placement is necessary. The goal is student responsibility, and ownership of behaviors with student remaining in class whenever possible.



Code of Conduct Expectations

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, the administration, following school behavioral guidelines, determines consequences.

Academic Dishonesty or Plagiarism

Dishonesty and plagiarism occur when students do not produce their own evidence of learning and instead copy or steal others' work or cheat on tests, thereby gaining an unfair advantage over their peers. The teacher may impose consequences for this offense, which will include parent contact and loss of credit for the assignment. Administrative involvement may also occur.

Computer Damage

Students are responsible for the 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-CMS tech department will assess the damage and create an invoice.

Disrespect

Students are expected to treat staff as professionals and with appropriate respect. Behavior that is rude, demeaning, offensive, or inappropriately questions the authority of staff members will be considered disrespectful, including flippant, sarcastic, contemptuous, or insulting comments or actions.

Dress Code [[JICA](#)]

The school's dress code is intended to promote a safe learning environment free of unnecessary disruptions. Students in violation of the dress code will be sent to the office. A parent will be contacted to bring appropriate replacement clothing. The student is not allowed to return to class until he/she has fixed the dress code infraction. Other clothing may be available if the parent is unable to bring clothing to school.

The following will not be accepted:

- Anything deemed inappropriate by the Principal
- Hoods worn in the building
- Blankets
- Trench coats of any style
- Sunglasses in the building
- Clothing that exposes private parts of the body (i.e., stomach, buttocks, back, or breasts)
- Clothes are worn in a "sagging/baggy" manner that poses a safety or security hazard or shows underwear or skin. Pants are to be worn at or above the waist or hip level.
- Any clothing, jewelry, or accessories that are sexually suggestive, or contain sexual content, obscene, disruptive, or promote drugs, alcohol, tobacco, or violence
- Any clothing or jewelry that disrupts the learning environment.
- Any bandanas, chains, spiked accessories, or any gang attire or grooming.

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.

False Alarm/Dialing 911/Threats

Students who willfully set off a fire alarm, create an emergency situation, or falsely call "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.

Firecrackers, Explosives, or Incendiary Devices

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

Food Deliveries to Students

Food or drinks other than water are only allowed on the pod or outside the cafeteria if approved by staff ahead of time. Fast Food and restaurant deliveries will not be allowed on campus. If you wish to provide this type of lunch, we ask that you check your student out to eat with you, as these lunches will not be allowed in the cafeteria. This regulation is in accordance with county health/safety regulations through the Montezuma County Health Department.

Food Fights

Students are expected to maintain appropriate behavior when at lunch or consuming food on campus or in a school-related activity. Any instance of food being thrown or used in a way that causes harm or humiliation to another will not be tolerated. Students will be subject to disciplinary action, including responsibility for cleaning up any associated messes.

Gangs and Gang Activity [[JICE](#)]

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 Middle 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.

Laser Pointers

Because of the potential dangers surrounding these devices, laser pointers are prohibited.

Public Displays of Affection

Students are not to hold hands, kiss, passionately embrace, or display inappropriate physical contact with one another at school or on school grounds.

Selling Items

Students are not permitted to sell personal or third-party items for profit on campus. Items sold for fundraising purposes must benefit school-related functions and have prior approval by the school board or administration.

Stealing/Theft

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

Tardies

Tardiness is a student's arrival to class after the defined time without a proper excuse and documentation.

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. Permanent Markers (Sharpies, etc.) are not allowed for any reason and will be confiscated.

Code of Conduct Violation Outcomes

Offense: Violation of any of the above Code of Conduct expectations	First Occurrence	Minimum to include:	<ul style="list-style-type: none">● Staff RCD Expectation Conversation● Potential time in Solutions● Parent notification
		Maximum to include:	<ul style="list-style-type: none">● 1-5 days Out of School Suspension● RTI referral to the Child Study Team (CST).● Potential counseling recommendation● Potential Police notification
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none">● 1-5 days Out of School Suspension● Parent notification● Remedial Discipline Plan if Applicable● Potential counseling recommendation● Potential Police notification
		Maximum to include:	<ul style="list-style-type: none">● 5-15 days Out of School Suspension● Parent notification● Expulsion Intervention Meeting● Potential Recommendation for Expulsion

Alcohol/Drugs/Controlled Substance [[JICH](#), [JICH-R](#)]

M-CMS prohibits the use, possession, sale, or being under the influence of any alcohol, 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 student involved in such activity will be subject to disciplinary and legal action.

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

Offense: Use, possession, or being under the influence of alcohol, drugs, or controlled substances	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● Staff RCD Expectation Conversation ● Potential time in Solutions ● 1-5 days Out of School Suspension plus ● Parent notification ● Potential behavior contract and/or counseling ● Police notification ● Remedial Discipline Plan if Applicable
		Maximum to include:	<ul style="list-style-type: none"> ● Recommendation for Expulsion
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 5-15 Out of School day suspension ● Parent notification ● Expulsion Intervention Meeting ● Potential behavior contract and/or counseling, ● Police notification
		Maximum to include:	<ul style="list-style-type: none"> ● Recommendation for expulsion
Offense: Sale of alcohol, drugs, or controlled substances	Any Occurance	Minimum to include:	<ul style="list-style-type: none"> ● Mandatory expulsion, according to House Bill 96-1203

Fighting (Assault)

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.

Offense: 3rd Degree Assault (infliction of bodily injury on another person)	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● Staff RCD Expectation Conversation ● Potential time in solutions ● 1-5 day Out of School Suspension ● Parent notification ● Potential behavior contract and/or counseling, ● Remedial Discipline Plan if Applicable
		Maximum to include:	<ul style="list-style-type: none"> ● 5-15 days Out of School Suspension ● Police notification ● Expulsion Intervention Meeting
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 5-15 day Out of School Suspension ● Parent notification ● Potential behavior contract and/or counseling, ● Police notification ● Expulsion Intervention Meeting
		Maximum to include:	<ul style="list-style-type: none"> ● Recommendation for Expulsion
Offense: 1st Degree Assault, 2nd Degree Assault, or Vehicular Assault	Any Occurance	Maximum to include:	<ul style="list-style-type: none"> ● Mandatory expulsion according to House Bill 96-1203 and 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.

Harassment/Hazing/Bullying/Intimidating/Threats

This offense is defined as any willful act causing another student to be mentally or physically distressed (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.
- 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: This includes using social media sites, email, and texting to threaten, intimidate, or humiliate another student or group of students. Videotaping fights is a form of this type of bullying. In the event incidents happen off-campus or after hours but directly impact the educational environment, the M-CMS administration will investigate and assign disciplinary consequences.
- Discriminatory language: This includes any unjust or harsh statements or treatment of individuals based on ethnicity, religion, age, sex, or disability.
- Hazing: This includes humiliating or excluding others by rough practical jokes, forced or demeaning acts or tasks, and physical or verbal abuse for the entertainment of others.
- Intimidation: This includes any statement or gesture toward another that causes the student to feel threatened, fearful, or unsafe.
- Physical bullying: This includes causing physical harm toward another person or their property.
- Reactive victims: An individual intentionally encouraging someone to harass them to provoke the bully into action, fight back, and claim self-defense.
- Relational bullying: 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 evident as telling dirty jokes, 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.
- Threats—Direct or Indirect: This includes any statement or gesture toward any student or staff member indicating intent to inflict injury, damage, or other hostile action. The administration will investigate any threat made directly or indirectly to or about a student or staff member. If a threat is confirmed, the Threat Assessment team will conduct a Threat Assessment Screening. Prevention supports, and consequences will be determined on a case-by-case basis and communicated to parents by the administration.
- Verbal bullying: Using words to hurt or humiliate another. It can involve name-calling, insulting, making social comments, or constant teasing.

Montezuma-Cortez Middle School takes a firm stand on the issue of bullying. Students who are found to be engaging in this behavior shall be assigned the following consequences:

Offense: Bullying, coercion, harassment	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● Staff RCD Expectation Conversation ● Potential time in Solutions ● RTI referral to the Child Study Team (CST).
		Maximum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of School Suspension ● Parent notification ● Potential Police notification ● Remedial Discipline Plan if Applicable
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of School Suspension ● Parent notification ● Remedial Discipline Plan if Applicable ● Potential counseling and/or behavior contract
		Maximum to include:	<ul style="list-style-type: none"> ● 5-15 days Out of School Suspension ● Expulsion Intervention Meeting ● Potential Police notification ● Potential Recommendation for Expulsion
Severe & Pervasive Harassment or Threats (Statement made that inhibits another's ability to access learning)	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● Staff RCD Expectation Conversation ● Potential time in Solutions ● 1-5 days Out of School Suspension ● Parent notification ● Remedial Discipline Plan if Applicable ● Potential counseling and/or behavior contract ● Potential threat Assessment ● Potential Title IX Referral, if applicable
		Maximum to include:	<ul style="list-style-type: none"> ● 5-15 days Out of School Suspension ● Expulsion Intervention Meeting ● Potential Police notification ● Potential Recommendation for Expulsion ● Potential Threat Assessment ● Potential Title IX Referral, if applicable ● Potential Alternative Placement
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 5-15 days Out of School Suspension ● Police notification ● Potential Threat Assessment ● Potential Title IX Referral, if applicable
		Maximum to include:	<ul style="list-style-type: none"> ● Potential Recommendation for Expulsion ● Potential Alternative Placement

Personal Technology Device [\[JICJ\]](#)

Personal Technology Devices are defined as phones, tablets, MP3 players, wired or wireless headphones, wired or wireless speakers, or similar items. They are not allowed on campus during the school day and must be placed in backpacks for the entirety of the day. They are not permitted in the cafeteria, classrooms, hallways, gym, restrooms, or the playground. If seen, they will be confiscated, and a parent pickup will be required.

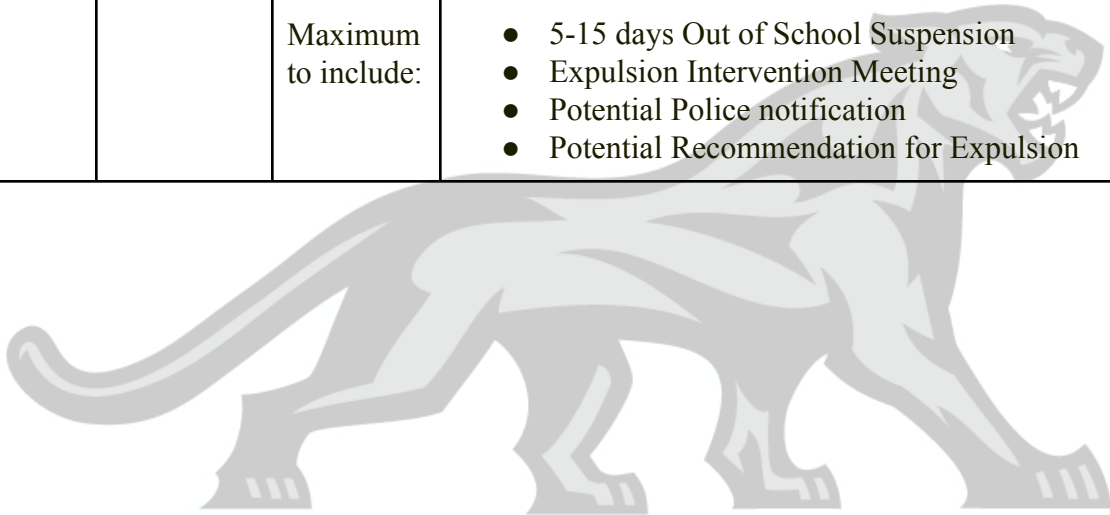
M-CMS is not responsible for any lost or stolen devices.

Offense: Use or visible possession of a Personal Technology Device on campus during school hours	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> Item is confiscated; item must be picked up in the office by the parent Staff RCD Expectation Conversation
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> Items are confiscated; items must be picked up in the office by the parent. Potential time in Solutions Required parent meeting with administration 1-5 days Out of School Suspension
		Maximum to include:	<ul style="list-style-type: none"> Parent/student meeting required, including student contract. Including regular backpack searches. 3-15 days Out of School Suspension Expulsion Intervention Meeting Recommendation for Expulsion
Use in the restroom or for cyberbullying/harassment		Minimum to include:	<ul style="list-style-type: none"> 1-5 days Out of School Suspension Staff RCD Expectation Conversation Potential time in Solutions Parent notification Remedial Discipline Plan if Applicable Police Notification Potential counseling and/or behavior contract Potential threat Assessment Potential Title IX Referral, if applicable
		Maximum to include:	<ul style="list-style-type: none"> 5-15 days Out of School Suspension Expulsion Intervention Meeting Potential Recommendation for Expulsion Potential Threat Assessment Potential Title IX Referral, if applicable Potential Alternative Placement

Physical Aggression

Behavior that harms or endangers another individual. This behavior includes but is not limited to biting, hitting, kicking, pushing, targeting objects, and tripping others.

Offense: Violation of any of the above Code of Conduct expectations	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● Staff RCD Expectation Conversation ● Potential time in Solutions ● RTI referral to the Child Study Team (CST).
		Maximum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of School Suspension ● Parent Notification ● Remedial Discipline Plan if Applicable ● Potential counseling and/or behavior contract
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● Staff RCD Expectation Conversation ● Potential time in Solutions ● 1-5 days Out of School Suspension ● Parent notification ● Remedial Discipline Plan if Applicable ● Potential counseling and/or behavior contract
		Maximum to include:	<ul style="list-style-type: none"> ● 5-15 days Out of School Suspension ● Expulsion Intervention Meeting ● Potential Police notification ● Potential Recommendation for Expulsion



Tobacco [\[ADC\]](#)

M-CMS 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 will turn the device over to the Cortez Police Department to be tested for illegal substances. The device will then be disposed of, and the device will never be returned to the student or the parent. If an electronic smoking device is determined to be an illegal substance, the consequences will be administered under the drug violation. Any student involved in such activity will be subject to disciplinary and/or legal action.

Offense: Use, possession, or sale of a tobacco product	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● Confiscation of product and paraphernalia ● Staff RCD Expectation Conversation ● Potential time in Solutions ● Parent notification ● Police notification ● Potential behavior contract and/or counseling
		Maximum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of School Suspension ● Remedial Discipline Plan if Applicable
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● Confiscation of product and paraphernalia ● 1-5 days Out of School Suspension ● Parent notification ● Police notification ● Potential behavior contract and/or counseling ● Remedial Discipline Plan if Applicable
		Maximum to include:	<ul style="list-style-type: none"> ● 5-10 days Out of School Suspension ● Expulsion Intervention Meeting ● Recommendation for Expulsion

Truancy [[JHB](#)]

Truancy is defined as being absent from class. Students who miss a class or are late more than 5 minutes into a class period will be considered truant.

Offense: On campus truancy	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● Staff RCD Expectation Conversation ● Potential time in Solutions ● Parent notification
		Maximum to include:	<ul style="list-style-type: none"> ● RtI referral made to the Child Study Team (CST)
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● Potential time in Solutions ● Parent notification ● Attendance Contract ● RtI referral made to the Child Study Team (CST)
Offense: Off-campus truancy (leaving campus without permission)	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 1 day Out of School Suspension ● Parent notification ● Police notification ● Attendance contract ● Remedial Discipline Plan if Applicable
		Maximum to include:	<ul style="list-style-type: none"> ● 2-5 days Out of School Suspension
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 2-5 days Out of School Suspension ● Parent notification ● Police Notification ● Expulsion Intervention Meeting
		Maximum to include:	<ul style="list-style-type: none"> ● Recommendation for alternative educational placement ● Recommendation for expulsion

Weapons [\[JICI\]](#)

No weapons of any kind are allowed at M-CMS or any school-sponsored event. 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. The definition of a dangerous weapon includes a firearm, whether loaded or unloaded; any pellet or BB gun or other devices, 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-CMS administration.

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.

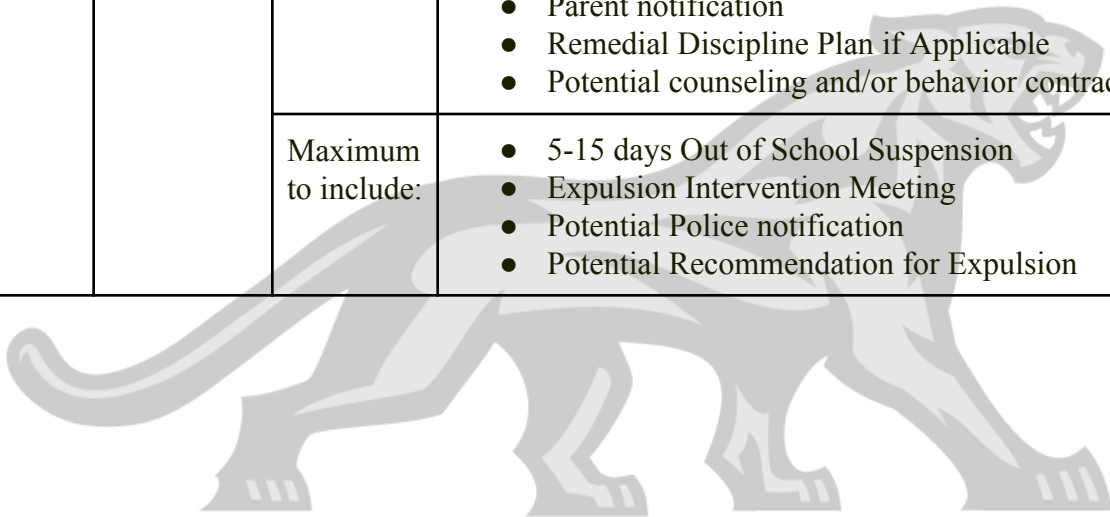
Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property when being transported in vehicles dispatched by the district or one of its schools during a school-sponsored or district-sponsored activity or event, and off school property when such conduct has a reasonable connection to the 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.

Offense: Bringing, carrying, possessing, or using a non-dangerous weapon (as defined above) or facsimile of a firearm	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● Confiscation of weapon ● Staff RCD Expectation Conversation ● 1-5 day Out of School Suspension ● Parent Notification ● Remedial Discipline Plan if Applicable ● Potential counseling and/or behavior contract
		Maximum to include:	<ul style="list-style-type: none"> ● 5-15 days Out of School Suspension ● Potential Police notification ● Potential Recommendation for Expulsion
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 5-15 days Out of School Suspension ● Parent notification ● Police notification ● Expulsion Intervention Meeting
		Maximum to include:	<ul style="list-style-type: none"> ● Recommendation for Expulsion
Offense: Bringing, carrying, possessing, or using a dangerous weapon (as defined above)	Any Occurrence	Maximum to include:	<ul style="list-style-type: none"> ● Mandatory expulsion according to House Bill 96-1203. All firearm-related offenses fall under the Gun-Free School Act (GFSA).

Willful Disobedience/Open and Persistent Defiance

Students who choose not to respond to reasonable requests made by any adult employed in the school are considered willfully disobedient. Such behavior will result in an immediate and reasonable consequence.

Offense: Willful Disobedience	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● Staff RCD Expectation Conversation ● Potential time in Solutions ● RtI referral made to the Child Study Team (CST).
		Maximum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of School Suspension ● Parent notification ● Remedial Discipline Plan if Applicable ● Potential counseling and/or behavior contract ● Potential Police Notification
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● Staff RCD Expectation Conversation ● Time in Solutions ● 1-5 days Out of School Suspension ● Parent notification ● Remedial Discipline Plan if Applicable ● Potential counseling and/or behavior contract
		Maximum to include:	<ul style="list-style-type: none"> ● 5-15 days Out of School Suspension ● Expulsion Intervention Meeting ● Potential Police notification ● Potential Recommendation for Expulsion



Student Services

Food Services

The district will operate school lunch and breakfast programs in its schools, which shall be under the overall supervision of the Nutrition Services Director. Food services shall include lunches and breakfasts through participation in the National School Lunch Program and the School Breakfast Program. The School Board approves the prices set for meals.

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

Students may bring their lunch from home and keep it in their backpacks until lunchtime. Ala-carte items are available, and there is an accounting system allowing students to prepay for school lunches. Forms for free or reduced meals may be picked up in the cafeteria or from the counseling office. The ala-carte items range from \$.35 to \$1.50 in price whether the student qualifies for free or reduced lunch or not. Ala-carte items must be purchased with cash or from the student's lunch account. The lunch staff is not responsible for how students spend their money. There is no federal or state law mandating that a district serves a meal to a child not having sufficient funds to purchase a meal. RE-1 District policy for paid and reduced lunches allows a student to charge up to three (3) meals.

School Counseling and Registrar's Office

The School Counseling and Registrar Office includes School counselors and a School Counseling Secretary/Registrar. The Registrar handles all record-keeping, such as student enrollment, withdrawal, scheduling, emergency contact information, cumulative educational records, immunizations, grades, fines, and coordination of standardized testing.

The M-CMS School Counseling Program is intended to benefit all students by working with students in a variety of ways, both individually and in groups*. School counselors present classroom lessons for all students on topics related to academic achievement, personal/social development, and career development. The School Counselors may help students with scheduling and academic issues, problem-solving skills, managing their thoughts and emotions, conflict resolution, healthy relationships, or crisis intervention. School Counselors support students in the development of healthy academic, social, personal, and career growth and refer students to community agencies if parents/guardians or the student communicates interest. Students may be referred to a counselor by parents, teachers, or administrators or may come in on their own. Unless it is an emergency, students must arrange with a classroom teacher if needing to come to the School Counseling office during class time. Students violating the school's discipline policy may be referred to the School Counseling office for follow-ups, such as mediation, assignment to a counseling group, development of individual plans, or referral to other resources.

Follow-up is based on student needs.

*Opt-out forms are provided for group counseling or any ongoing personal counseling. It is not provided for one-time contacts or interventions such as mediation, crisis response, or academic consultation. Please contact the School Counseling Department for more information about School Counseling services or to request a parent opt-out form.

Student and Family Rights and Responsibilities

Confidentiality [[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 a 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 Middle School to disclose directory information such as phone numbers and addresses for your child, please notify the M-CMS Counseling Department in writing by October 9, 2025.

Communication of Disciplinary Information

The principal or designee shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with the student. Any employee who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any teacher or counselor who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

District-Administered State Assessments

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:

- Colorado Measures of Academic Success (CMAS) for grades 3-8
- ACCESS for English language learners

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

District Board Policies

Information about RE-1 Board Policies can be found at the following web address and on the school's website: <https://policies.boardbook.org/casb/browse/montezuma-casb/montezuma/z20000001>

Physical Restraint [[JKA-R](#)]

On occasion, it may be necessary for an employee of the district to restrain a student physically. The use of restraining will be limited to emergencies 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 of 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 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. Reports 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 on the same day as the incident.

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.

Service Animals [\[JLIF\]](#)

The District will comply with applicable state and federal law concerning the rights of persons with service animals and will permit service animals on school premises and school transportation in accordance with 28 CFR § 35.136, related regulations implementing the Americans with Disabilities Act, C.R.S §§ 24-34-803, 804 and 40-9-109, and this policy.

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 who 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 conduct an investigation in accordance with the appropriate procedures addressing sex-based discrimination and sexual harassment and take appropriate corrective action.

Student Grievances [\[JII-R\]](#)

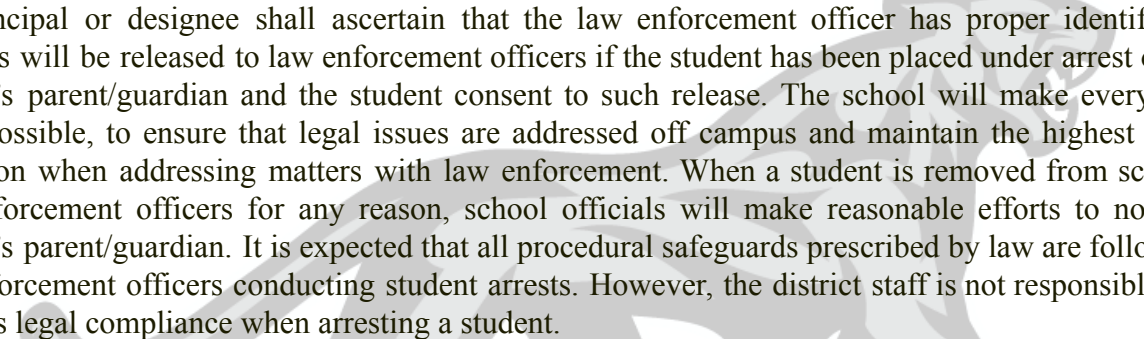
Students have the right to a standard procedure for the resolution of a grievance through a process which includes appropriate lines of communication, adherence to a timeline, and a method of appeal. If a student has a grievance, he or she should present it in the following manner and to the following person:

- Level I: The classroom teacher involved, assuming the grievance concerns an individual classroom issue. If the grievance is not promptly resolved at this level, the student may go to Level II by presenting the grievance in writing to the school principal.
- Level II: The principal will schedule an informal discussion of the grievance with the student and appropriate others as soon as possible, but in no case later than within five school days of the time of filing. It is expected that many grievances may be resolved at this level.
- Level III: If the student is not satisfied with the resolution made at Level II, he or she may submit a written appeal, including all statements and evidence, to the principal for a formal conference and discussion of the grievance. Within five school days after receiving the grievance, the principal will give his written decision, with all supporting reasons and evidence, to the superintendent.
- Level IV: The superintendent will review the principal's recommendation and will make a final, binding decision within five days of receiving the principal's decision.

NOTE: In no way is the grievance procedure meant to lessen the legal authority of the school officials to deal with disruptive students. Rather, it is a means of inviting student communication on matters of concern to the school and its students.

Student Interviews, Interrogations, Searches, and Arrests [JIH]

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 guilt, 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. Refusal to submit to a search may result in disciplinary action and law enforcement notification. 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 the school administration and may be used as evidence for suspension or 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. The school will make every effort, when possible, to ensure that legal issues are addressed off campus and maintain the highest level of discretion when addressing matters with law enforcement. 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, the district staff is not responsible for an officer's legal compliance when arresting a student.



Staff Personal Security and Safety

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, a knowingly false allegation of child abuse, or alleged criminal offense by a student directed towards a teacher or school employee. An act of a teacher or other employee shall not be considered child abuse if the act was an appropriate expression of affection or emotional support.

These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises.

1. The teacher or employee shall file a complaint with the building principal, the superintendent's office, and the Board of Education.
2. After receiving both complaints and adequate proof of the charges, the principal shall consequence the student accordingly.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or his designee shall report the incident to the county's district attorney or the appropriate local law enforcement agency or officer, who shall then investigate to determine whether criminal charges should be filed or delinquency proceedings initiated.
5. A copy of this policy shall be distributed to each student and posted in each school building.

Teacher Qualifications

Parents and guardians are entitled to information regarding the qualifications of the teachers in their school. If desired, please ask for an appointment with your principal to talk about the qualifications of your child's teacher. More information is available at: <https://www.cde.state.co.us/fedprograms/essaeducator>





25/26 Master Schedule Monday - Thursday		
6th Grade	7th Grade	8th Grade
<u>PERIOD 1</u> Elective 7:55 - 8:49 (54)	<u>PERIOD 1</u> Core 7:55 - 9:17 (82)	<u>PERIOD 1</u> Core 7:55 - 9:17 (82)
<u>PERIOD 2</u> Elective 8:51 - 9:45 (54)	<u>PERIOD 2</u> Core 9:18 - 10:40 (82)	<u>PERIOD 2</u> Core 9:18 - 10:40 (82)
<u>PERIOD 3</u> Core 9:47 - 11:09 (82)	<u>PERIOD 3</u> Elective 10:42 - 11:36 (54)	<u>Lunch</u> 10:43 - 11:23 (40)
<u>PERIOD 4</u> Core 11:10 - 12:32 (82)	<u>Lunch</u> 11:39 - 12:19 (40)	<u>PERIOD 3</u> Core 11:23 - 12:45 (82)
<u>Lunch</u> 12:35 - 1:15 (40)	<u>PERIOD 4</u> Elective 12:19 - 1:13 (54)	<u>PERIOD 4</u> Core 12:46 - 2:08 (82)
<u>PERIOD 5</u> Core 1:15 - 2:37 (82)	<u>PERIOD 5</u> Core 1:15 - 2:37 (82)	<u>PERIOD 5</u> Elective 2:10 - 3:04 (54)
<u>PERIOD 6</u> Core 2:38 - 4:00 (82)	<u>PERIOD 6</u> Core 2:38 - 4:00 (82)	<u>PERIOD 6</u> Elective 3:06 - 4:00 (54)