Mancos School District RE-6

**Throughout the 2022-23 school year, Mancos secondary administration, with input from staff and students, will be working on a complete revision of our student handbook, as it pertains to the secondary schools. This process began in the Spring 2022 semester when students, teachers, and administrative staff met to discuss updates to our student dress code. You will see that the dress code and Code of Conduct section will be the first to have updates. We hope to follow a similar process, as much as time and schedules allow, to include as many stakeholder voices in the revision process as possible. The end result will be a student handbook that is, a) more student and parent-friendly (far fewer pages), b) based on and compliant with our district policy, but not verbatim policy language, and c) a clear picture of our operational procedures (vs. more broad district policy) so that there is a clear and explicit understanding of our classroom and campus expectations. Feel free to reach out to the secondary principal, Ed Whritner, with any questions about this process as it progresses.**

Please note that the policy names (e.g. Policy JICA – 3) are included in the student handbook for you to use as a reference point. The student handbook is a guide to our day-to-day procedures, protocols, and student expectations, which are all aligned with district policy. If you wish to reference any specific district policy, you may do so on our website, using the “Board of Education” and “policies” buttons.

2022-23 revisions will show up highlighted in grey, like this, and will be listed below as they are updated

* Pages 32 & 37 – 8/15/22

*“In partnership with our community, we will foster safe, positive and rigorous learning experiences.”*

Dear Parents, Guardians, and Students,

Welcome to the start of the 2021-2022 school year! We are very excited for the upcoming school year, and to solely be providing in-person instruction for all students, PK-12. As we are in the 21st Century, we value an education that is a partnership with our community and our students. The Mancos School District has updated the Strategic Plan, which ensures the district moves forward in valuing the ability to provide an education for students that has them well prepared for the post-graduate workforce and opportunities students seek. The Mancos School District will continue to provide a safe learning environment with opportunities for students both inside and outside of our buildings as we progress with a rigorous PBL program to meet the needs of the next generation. Through Project Based Learning, students are more active in their learning as they solve problems through exploration, research, presentations and teamwork. We look forward to our continued implementation of Project Based Learning as Mancos School District’s manner of teaching throughout all grade levels.

In order to start the school year in the best possible fashion, we encourage all our students and parents to carefully read

through the entire parent/student handbook. The information included in our handbook is intended to provide a convenient place for all to find the information needed to have a successful school year.

We value the implementation of our Positive Behavior Intervention System (PBIS). PBIS is a K – 12 program and the

expectations adopted for our district are:

• Be Respectful

• Be Responsible

• Be Ready

Included in this handbook are the PBIS matrixes. As part of the PBIS model, there are rewards as well as consequences that have been put into place to promote positive behavior.

Attendance is a vital part of being a successful student and research has shown that students who attend school regularly have higher achievement in class and are more likely to graduate. With school not in session on Fridays, please make arrangements for your child to take care of important needs of doctor, dental, or other appointments during this time. Severe absenteeism can lead to dismissal from school. Please make every effort for your child to be at school so they can be successful in their academic schooling.

We value open communication within our district and encourage all parents to contact their child’s teacher(s) with any questions, comments, or concerns they may have. Please feel free to contact us if you have any questions regarding information contained in this handbook. This handbook and additional school information are located on the Mancos website at [www.mancosre6.edu](http://www.mancosre6.edu).

Thank you for your support, and we look forward to a great school year.

|  |  |  |
| --- | --- | --- |
| Todd Cordrey | Cathy Epps | Ed Whritner |
| Superintendent | PK-5 Principal | Secondary Principal |

Vision Statement

Every student will graduate with a broad academic foundation which enables each to demonstrate the skills of critical thinking, problem solving, teamwork and independent judgment. All students will understand democratic principles and recognize their civic responsibilities and will be capable of ambitiously and appropriately participate in an age of dynamic technological change within a global context.

Mission Statement

In partnership with our community, we will foster safe, positive, and rigorous learning experiences.

Nondiscrimination/Equal Opportunity

*Policy AC, AC-R, AC-E*

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section

504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, the Mancos School District Re-6 does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district:

Superintendent

Mancos School District Re-6

355 W Grand Avenue

Mancos CO 81328

970-533-7748

[tcordrey@mancosre6.edu](mailto:tcordrey@mancosre6.edu)

Outside agencies

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204.

Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

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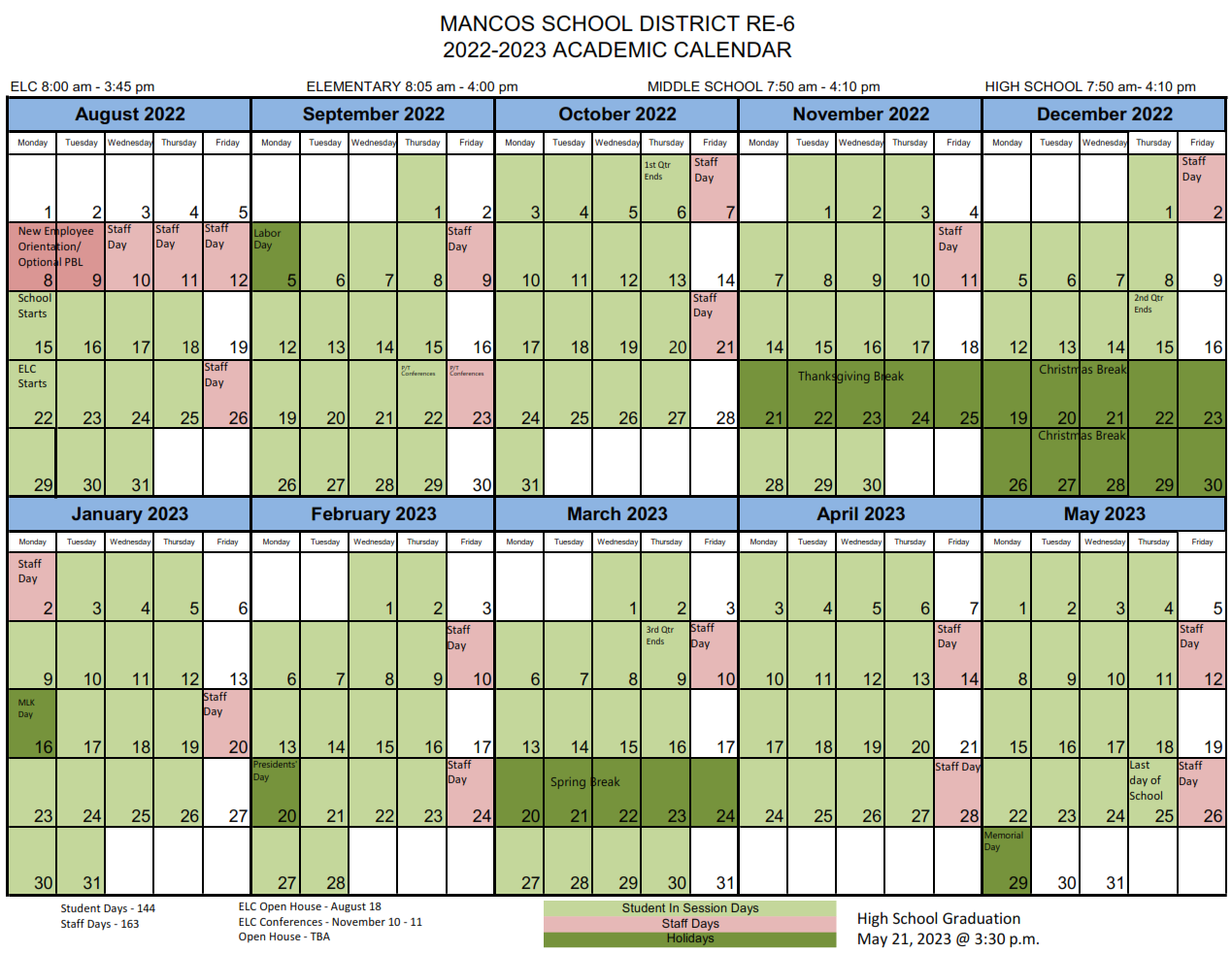
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2022-2023 Academic Calendar

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Abbreviations and Descriptions

|  |  |  |  |
| --- | --- | --- | --- |
| ACT | American College Test | NEA | National Educational Association |
| AR | Accelerated Reader | NEP | Non-English Proficient |
| AYP | Adequate Yearly Progress | NS | No School |
| BOCES | Board of Cooperative Educational Services | OSS | Out of School Suspension |
| CASB | Colorado Association of School Boards | PARCC | Partnership for Assessment of  Readiness for College and Careers |
| CBLA | Colorado Basic Literacy Act | PBIS | Positive Behavior Interventions &  Support |
| CDC | Centers for Disease Control | PD | Professional Development |
| CDE | Colorado Department of Education | PDA | Public Display of Affection |
| CEA | Colorado Educational Association | PDSA | Plan Do Study Act |
| CHSSA | Colorado High School Activities Association | PLC | Professional Learning Communities |
| CPP | Colorado Preschool Program | PO’s | Purchase Orders |
| CRF | Colorado Reading First | PSAT | Preliminary Scholastic Aptitude Test |
| CRT | Crisis Response Team | P/T  Conferences | Parent/Teacher Conferences |
| DI | Destination Imagination | PTA | Parent/Teacher Association |
| ELL | English Language Learner | RtI | Response to Intervention |
| ESL | English as a Second Language | SASID | Student State ID |
| ESS | Exceptional Student Services | SAT | Scholastic Aptitude Test |
| ESSA | Every Student Succeeds Act | SCCC | Southwest Colorado Community  College |
| FEP | Fluent English Proficient | SD | School Detention |
| FERPA | Family Educational Rights & Privacy Act | SPED | Special Education |
| FLC | Fort Lewis College | TCAP | Transitional Colorado Assessment  Program |
| F/R Meals | Free and Reduced Meals | TOSA | Teacher on Special Assignment |
| G/T | Gifted and Talented |  |  |
| IEP | Individualized Education Plan (Special  Education) |  |  |
| ILP | Individual Learning Plan |  |  |
| ISS | In School Suspension |  |  |
| LASID | Local Student ID |  |  |
| LEP | Limited English Proficient |  |  |
| MAPs | Measure of Academic Progress |  |  |
| MEA | Mancos Educational Association |  |  |
| MELC | Mancos Early Learning Center |  |  |
| MES | Mancos Elementary School |  |  |
| MHS | Mancos High School |  |  |
| MMS | Mancos Middle School |  |  |
| MPL | Mancos Public Library |  |  |

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Phone/Fax Numbers

|  |  |  |
| --- | --- | --- |
|  | **District Office**  355 W Grand Ave  Mancos CO 81328  Phone: 970.533.7748  Fax: 970.533.7954 |  |
| **Mancos Early Learning Center**  191 S Walnut St  Mancos CO 81321  Phone: 970.533.1587  Fax: 970.533.9010 |  | **Elementary School**  301 W Grand Ave  Mancos CO 81328  Phone: 970.533.7744  Fax: 970.533.1165 |
| **Middle School**  100 Beech St  Mancos CO 81328  Phone: 970.533.9143  Fax: 970.533.2003 |  | **High School**  355 W Grand Ave  Mancos CO 81328  Phone: 970.533.7746  Fax: 970.533.7537 |

District Website www.mancosre6.edu

Board of Education

Pamela Coppinger – President

Victor Figueroa – VP

Katie Cahill-Volpe – Secretary

Emily Hutcheson-Brown – Treasurer

Tim Hunter – Director

Staff and Faculty

|  |  |
| --- | --- |
| Superintendent and Business Office | District |
| Todd Cordrey – Superintendent | Travis Greenlee – Athletic Director |
| Chrissie Miller – Business Manager | Adyan Farrar – PBL Instructional Coach |
| Heather McKie – Assistant Business Manager | Keith Huskey – Technology Director |
|  | Sharon Martinez – PK-12 Nurse |
|  | Evie Felts – K-12 ELL  Brad Higinbotham – K-12 EARSS |
|  | Alys Hansen – K-12 Art |
|  | Andrew Saletta – K-12 Music |
| Cafeteria | Maintenance |
| Janet Fogel – Director | Travis Greenlee –Director |
| Kacey Armes – Kitchen Manager | Javier Jaime – Groundskeeper, Maintenance |
| Kathy Zufelt – Cook | Susie Small – Lead Custodian |
| TBD – Dishwasher/Kitchen Asst. | Alma Jaime – Custodian |
| TBD – Deli Manager/Kitchen Asst. | Maria Moreno – Custodian |
|  | Zachary Monroe – Custodian |
|  | TBD – Custodian |

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|  |  |
| --- | --- |
| Mancos Early Learning Center | Mancos Secondary Schools |
| Tyra Hughes – Director/Lead Teacher AssistaDirector/Teacher | Ed Whritner - Principal/Gifted & Talented |
| Grace Kennedy – Administrative Assistant | Tracey Imel – Middle School Administrative Assistant |
| Shanda Cruz – Teacher | Destri Lockhart- High School Administrative Assistant |
| Kate Kearns– Paraprofessional | Tiffany Aspromonte – High School Registrar |
| Rachel Tulio-Leroy – Paraprofessional  Tonilyn Saletta - Paraprofessional | Alanda Martin – 6-12 Counselor |
|  | Brady Archer – 6th Grade |
| Mancos Elementary School | Ivy Dalley – 6th Grade |
| Cathy Epps – Principal | Stephanie Slough – Middle School Science |
| Alice Miller – Administrative Assistant | Meagan Higinbotham – Middle School English |
| Nick Loeb – PK – 5 Counselor | Louis Horton – Middle School Math |
| Nicole Gregersen – Kindergarten | Sarah Levine –Middle School Social Studies |
| Melodie Mitchell – Kindergarten | Jaime Becktel– MS Exceptional Student Services |
| Jen Paschal – 1st Grade | Will Custer – High School Social Studies |
| Kim Russell – 1st Grade | Eldon Vannest – High School CTE/Welding |
| Shanti Savage – 2nd Grade | Josh Dalley – High School Math/Physics |
| Monica Ramirez – 2nd Grade | Brian Caselles – High School English |
| Tara Willburn – 3rd Grade | Mary Marable – High School Math |
| Erica Holm – 3rd Grade | Peter Fogg – High School Science |
| Staci Greenlee – 4th Grade | James Martin – American Sign Language |
| Amanda Zufelt – 4th Grade | Josh Gardner – Physical Education/Health/Dean |
| Martha Endres – 5th Grade | Angela Guiles – MS/HS Exceptional Student Services |
| Kerisha Small – 5th Grade |  |
| Holly Figueroa – Title 1 Reading Specialist | Transportation |
| Amanda Krupa – Exceptional Student Services | Bart Small– Director/Driver |
| Teri McCall- Exceptional Student Services | Dominic Petrose – Driver |
| Liza Eschallier – Gifted & Talented / PE  Chyrise Bay Librarian/Technology | TBD – Driver  TBD – Driver |
|  |  |
| Shanti Savage - K-5 Math Interventionist |  |
| Heather Mestas – K-5 Title 1 Paraprofessional |  |
| Tina Maki – K-5 Title 1 Paraprofessional |  |
| Laura McNeil – K-5 Title 1 Paraprofessional |  |
| Jenny Lyons – ESS Paraprofessional |  |

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School Schedules

Monday through Thursday **MANCOS EARLY LEARNING CENTER (MELC)** Morning Drop-Off 8:00am

Breakfast 8:45am

Lunch 11:45am Half Day Pickup 12:45pm Rest Time 1:00-2:00pm Afternoon Pickup 3:45-4:00pm

**MANCOS ELEMENTARY SCHOOL (MES)** Buses Arrive 7:35am Morning Library 7:35am Breakfast Served 7:35am Playground-Open Recess 7:50am First Bell 8:05am Tardy Bell 8:10am

Lunch

K & 1st Lunch 10:55-11:20am

K & 1st Lunch Recess 11:20am-11:40am

2nd & 3rd Lunch 11:20-11:45am

2nd & 3rd Lunch Recess 11:45-12:05pm

4th & 5th Lunch 11:45-12:10pm

4th & 5th Lunch Recess 12:10-12:30pm

Specials – Art, Library, Music & PE

4th & 5th Specials 10:05-11:20am

K & 1st Specials 12:00-1:15pm

2nd & 3rd Specials 1:15-2:30pm

Afternoon Recess Teacher sets time

Classes Dismissed 4:00pm

Buses Depart 4:15pm

**MANCOS MIDDLE SCHOOL (MMS) MANCOS HIGH SCHOOL (MHS)**

1st Period 7:50-8:50am 1st Period 7:50-8:40am

2nd Period 8:55-9:55am 2nd Period 8:45-9:35am

3rd Period 10:00-11:00am 3rd Period 9:40-10:30am

4th Period 11:05-11:25am 4th Period 10:35-11:25am

5th Period 11:30-12:20pm 5th Period 11:30-12:20pm

Lunch 12:20-1:05pm Lunch 12:20-12:50pm

5th Period 1:10-2:10pm A Block 12:55-2:30pm

6th Period 2:15-3:15pm B Block 2:35-4:010pm

7th Period 3:20-4:10pm

Annual Distribution of Policies in Student Handbooks

The following list is an overview of policies included in this handbook. Various State and Federal laws require some of these to be distributed to students and parents on an annual basis. We have also included some other policies for your convenience. The policies are not verbatim but have been summarized within this handbook. For a complete copy of a policy, please go to our website [www.mancosre6.edu o](http://www.mancosre6.edu/)r see any one of the building level administrative assistants.

|  |  |
| --- | --- |
| **Policy** | **Title** |
| AC | Nondiscrimination/Equal Opportunity |
| AC-R-1-2 | Nondiscrimination/Equal Opportunity-Regulation |
| AC-E-1-2 | Nondiscrimination/Equal Opportunity-Exhibit |
| ADC | Tobacco Free Schools |
| EBCE | School Closings and Cancellations |
| EEAG | Student Transportation in Private Vehicles |
| EFC | Free/Reduced-Price Food Services |
| IC/ICA | School Year/School Calendar/Instruction Time |
| IHCDA | Post-Secondary Options/Concurrent Enrollment |
| IJNDAB | Online Course Work |
| IKA | Grading/Assessment Systems |
| IKF | Graduation Requirements |
| JB | Equal Educational Opportunity |
| JBB | Sexual Harassment |
| JEA | Compulsory Attendance Ages |
| JFC | Student Withdrawal from School/Dropouts |
| JH | Student Absences and Excuses |
| JHB | Truancy |
| JIC | Student Conduct |
| JICA | Student Dress Code |
| JICC | Student Conduct on School Buses |
| JICC-R | Student Conduct on School Buses-Regulation |
| JICC-E | Student Conduct on School Buses-Exhibit |
| JICDA | Code of Conduct |
| JICDD | Violent and Aggressive Behavior |
| JICDE | Bullying Prevention and Education |
| JICEA | School-Related Student Publications |
| JICEC | Student Distribution of Non-curricular Materials |
| JICEC-R | Student Distribution of Non-curricular Materials-Regulation |
| JICF | Secret Societies/Gang Activity |
| JICF-R | Secret Societies/Gang Activity-Regulation |
| JICH | Drug and Alcohol Use by Students |
| JICH-R | Drug and Alcohol Use by Students-Regulation |
| JICI | Weapons in Schools |
| JICI-E | Weapons in Schools-Exhibit |
| JICJ | Student Use of Electronic Communication Devices |
| JIH | Student Interrogations, Searches and Arrests |
| JIHB | Parking Lot Searches (if the district intends to conduct parking lot searches) |
| JII | Student Concerns, Complaints and Grievances (and grievance procedure) |
| JJA-1 | Student Organizations (Limited Forum or Open Forum) |
| JJJ | Extracurricular Activity Eligibility |
| JJJ-R | Extracurricular Activity Eligibility-Regulation |
| JK | Student Discipline |

|  |  |
| --- | --- |
| JK-R | Student Discipline-Regulation |
| JK-2 | Discipline of Students with Disabilities |
| JKA | Use of Physical Intervention |
| JKA-R | Use of Physical Intervention-Regulation |
| JKBA & JKBA-R | Disciplinary Removal from Classroom |
| JKD/JKE | Suspension/Expulsion of Students |
| JLC | Student Health Services and Records |
| JLCB | Immunization of Students |
| JLCD | Administering Medicines to Students |
| JLCD-R | Administering Medicines to Students-Regulation |
| JLCD-E | Administering Medicines to Students-Exhibit |
| JLCDA | Students with Food Allergies |
| JLCE-E | School First Aid and Emergency Medical Care Card |
| JLCG | Medicaid Reimbursement (if the district intends to seek reimbursement) |
| JLDAC | Screening and Testing of Students (And Treatment of Mental Disorders) |
| JLDAC-E | Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) |
| JLF | Reporting Child Abuse/Child Protection |
| JLFF | Sex Offender Information |
| JLIB | Student Dismissal Precautions |
| JQ | Student Fees, Fines and Charges |
| JRA/JRC | Student Records/Release of Information on Students |
| JRA/JRC-E-1 | Notification to Parents and Students of Rights Concerning Student School Records |
| JRA/JRC-E-2 | Opt-Out Form for Disclosure of Information to Military Recruiters |
| JRA/JRC-E-3 | Opt-Out Form for Student Image Publishing |
| JRCA | Sharing of Student Records/Information between School District and State Agencies |
| JS | Student Use of the Internet and Electronic Communications |
| JS-E | Student Use of the Internet and Electronic Communications (Annual Acceptable Use Agreement) |
| KBBA | Custodial and Noncustodial Parent Rights and Responsibilities |
| KEF | Public Concerns/Complaints about Teaching Methods, Activities or Presentations |
| KI | Visitors to Schools |

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School Program and Process Information

Email Account

All students Kindergarten through 12th grades will be provided a school email account which will be monitored by district personnel. If a student is under 13 years of age, a parent/guardian must sign a permission slip.

Fees, Fines, and Charges *Policy JQ* Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the district's educational program except tuition when allowed by law. However, the district may require students to pay textbook fees, fees for expendable materials and other miscellaneous fees as more fully set forth in this policy. A fee may be assessed for school items in a student’s care that are lost, stolen or damaged. All fees must be paid to receive a student’s report card or participate in the Commencement ceremony.

Grading/Retention *Policy IKA/IKE* Each student shall meet or exceed applicable state and academic content standards before they transition from grade level to grade level and before they are eligible to graduate.

Retention due to social, emotional, or physical immaturity shall be used on a very limited basis. All students who will be considered for retention will be included in the Response to Intervention (RtI) process. The RtI team will document interventions, collect progress monitoring data, and evaluate progress in an effort to close the achievement gap prior to retention. Parents will be included in this process throughout the school year. The decision regarding retention must come before the school principal/administrator.

Honor Roll

Please see each school’s information for honor roll criteria.

Permanent Records

A complete academic and attendance record of every student currently enrolled in the Mancos School District is kept in each school office. The records contain information the student will need should they transfer to another school. In addition, the District retains the permanent record of students who attended and graduated from the District.

Public Concerns/Complaints about Teaching Methods, Activities or Presentations *Policy KEF* Parents/guardians shall be allowed to challenge the use of any teaching methods, activities or presentations but must express such objection by following the chain of command within the school: staff member; principal or athletic director; superintendent, board of education. Details of this procedure can be found in the complete policy, online at the District’s website: [www.mancosre6.edu or](http://www.mancosre6.edu/) from any administrative assistant.

Report Cards *Policy IKAB*

It is essential for parents/guardians to be kept fully informed of their student’s progress in school therefore an academic report will be available at the end of each school quarter for the Elementary School and at the end of each semester for the Middle and High Schools. All fees and/or fines must be paid prior to receiving a record of the report. Elementary and Middle School report cards are sent home. Parents and guardians must review, sign, and send back elementary report cards after each quarter except for the fourth quarter. **Parents of secondary students can view grades in progress online at** [**www.mancosre6.edu with**](http://www.mancosre6.edu/) **our database called PowerSchool.** Please call the building administrative

assistant to obtain access to PowerSchool. Only the primary parent listed on the District’s records will receive official documents from the District regarding the student(s).

Student Records/Release of Information on Students

*Policy JRA/JRC, JRA/JRC-R, JRA/JRC-E-1, JRA/JRC-E-2, JRA/JRC-E-3*

*As required by law, this policy, the regulation, and the exhibits are presented in their entirety.*

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student’s parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

**Content and custody of student education records**

The principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any individualized education program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student’s education records.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein, shall be maintained as a part of each student’s education record.

School personnel shall use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures shall be required.

**Access to student education records by parents and eligible students**

A parent/guardian (“parent”) has the right to inspect and review their child’s education records, if the student is under 18 years of age. If a student is 18 years old or older (“eligible student”), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally. identifiable information therein. However, the parent is also entitled to access his/her child’s education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

**Request to amend student education records**

A parent or eligible student may ask the district to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record shall be in accordance with the regulation accompanying this policy.

**Disclosure with written consent**

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding from a student’s education record, the notice provided to the parent or eligible student shall contain the following:

a. The specific records to be disclosed;

b. The specific reasons for such disclosure;

c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;

d. The method or manner by which the records will be disclosed; and

e. The right to review or receive a copy of the records to be disclosed. The parent’s or eligible student’s consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program shall not constitute the specific written consent required by this policy.

All signed consent forms shall be retained by the school district.

**Disclosure without written consent**

The district may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official within the district having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.

a. For purposes of this policy, a “school official” is a person employed by the district as an

administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditors, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.

b. A school official has a “legitimate educational interest” if disclosure to the school official is: (1)

necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official district business and not for purposes extraneous to the official’s areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.

2. The disclosure is to officials of another school, school system or postsecondary institution that has

requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student’s application or transfer period may be supplemented, updated or corrected as necessary.

3. The disclosure is to authorized representatives of the Comptroller General of the United States, the

Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.

4. The disclosure is in connection with a student’s application for, or receipt of, financial aid.

5. The disclosure is to state and local officials and concerns the juvenile justice system’s ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children’s Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.

6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to

improve instruction.

7. The disclosure is to accrediting organizations for accrediting functions.

8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.

9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.

10. The disclosure is to comply with a judicial order or lawful subpoena. Unless specified in the order or subpoena, the district shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena.

11. The disclosure is of “directory information” as defined by this policy.

**Disclosure of directory information**

Directory information may also be disclosed without written consent of the parent or eligible student. “Directory information” means information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, e-mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a password known only by the authorized user.

Student telephone numbers and addresses shall not be disclosed pursuant to this section.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

**Disclosure of disciplinary information to school personnel**

In accordance with state law, the principal or designee shall communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. State law requires the principal or designee to inform the student and the student’s parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student’s parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

**Disclosure to military recruiting officers**

Names, addresses and home telephone numbers, as well as directory information, of secondary school students

shall be released to military recruiting officers within 90 days of the request, unless a parent or student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

**Disclosure to Medicaid**

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student’s name, date of birth and gender to Health Care Policy and Financing (Colorado’s Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this, the district shall:

• include a consent form with the “start of school” information each fall.

• include a consent form with IEP packet materials.

• include a consent provision on the Medical Emergency form.

**Disclosure to the Colorado Commission on Higher Education (CCHE)**

On or before December 31 of each school year, the school district shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

**Annual notification of rights**

The district shall notify parents and eligible students of their rights pursuant to this policy at the beginning of each

academic year. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act, and this policy and accompanying regulation and exhibit may be obtained from the office of the superintendent during normal business hours.

**Governing law**

The district shall comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well

as state law governing the confidentiality of student education records. The district shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

*Adopted: 1987 Last Reviewed: April 15, 2013 Last Revised: May 20, 2013*

For Legal references and cross references, please see the Policy on the Mancos School District website at [www.mancosre6.edu](http://www.mancosre6.edu/)

Student Records/Release of Information on Students *Policy JRA/JRC-R*

**(Review, amendment and hearing procedures)**

In accordance with policy JRA/JRC, this regulation contains the procedures to follow when a parent or eligible student seeks to review or challenge the content of student education records.

**Request to review student education records**

1. The parent or eligible student shall submit a written request to the principal of the school attended by the student, asking to review the student’s education records.

2. Upon receipt of the written request, the principal or designee shall set a date and time for inspection and review of the records (usually within three working days after the request has been made).

3. The parent or eligible student shall examine the student’s education records in the presence of the principal and/or other person(s) designated by the principal. The record itself shall not be taken from the school building.

4. During inspection and review of student education records by a parent or eligible student and when requested by them, the principal will provide personnel necessary to give explanations and interpretations of the records.

5. Upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student at a cost of 25c per page.

**Request to amend student education records**

1. The parent or eligible student shall submit a written request to the principal [or appropriate school official], clearly identifying the part of the record to be amended and specifying why the record is inaccurate, misleading or otherwise violates the student’s privacy rights.

2. The written request to amend the student's education records must be made in writing within 10 school days of the date the records were first examined by the parent or eligible student, unless additional time is granted by the district for good cause shown.

3. If the principal or school official denies the request to amend the student education record, the

principal/school official shall notify the parent or eligible student of the decision and advise him or her of the right to a hearing to appeal the denial.

**Request for a formal hearing**

A request for a formal hearing must be made in writing and addressed to the superintendent of schools. The district’s response to the request shall be mailed within 10 school days. The

hearing shall be held in accordance with the following:

1. The hearing will be held within 25 school days after receipt of the request. Notice of the date, place and time of the hearing will be forwarded to the parent or eligible student by certified mail.

2. The hearing will be conducted by a principal or higher administrative official as designated in writing by the superintendent. The official conducting the hearing shall not be the principal who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.

3. Parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including

an attorney.

4. The official designated above shall make a decision in writing within 20 school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.

5. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.

6. The decision shall include a statement informing the parents or eligible student of the right to place in the student education record a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained by the district. If the

student education record is disclosed by the district to any other party, the explanation shall also be disclosed to that party.

*Adopted: November 28, 2011 Last Reviewed: January 2012 Last Revised: March 2012*

Student Records/Release of Information on Students *Policy JRA/JRC-E-1*

(Notification to Parents and Students of Rights Concerning Student School Records)

The Family Educational Rights and Privacy Act (FERPA) and Colorado law afford parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student’s education records, as follows:

1. The right to inspect and review the student’s education records within a reasonable time period after the request for access is made (not to exceed 45 days). See JRA/JRC-R.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights. See JRA/JRC-R.

3. The right to privacy of personally identifiable information in the student’s education records, except to the extent that FERPA and state law authorize disclosure without consent. See JRA/JRC.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers

FERPA is:

Family Policy Compliance Office

U.S. Department of Education,

400 Maryland Avenue, SW, Washington, DC 20202-8520

5. The right to refuse to permit the designation of any or all of the categories of directory information. See JRA/JRC.

6. The right to request that information not be provided to military recruiting officers. See JRA/JRC and JRA/JRC-E-2.

*Last Reviewed: January 2012 Last Revised: March 2012*

Sharing of Student Records/Information between School District and State Agencies *Policy JRCA*

It is the Board of Education's intention to utilize all avenues under state law to facilitate the sharing of relevant student records and information when necessary to protect the safety and welfare of school district staff, visitors, students, and the public and to protect property.

The superintendent is directed to develop procedures and a training program for staff consistent with this policy. The procedures shall direct school district personnel to provide and obtain student records and information to/from state agencies, including law enforcement and judicial department agencies, to the extent required or allowed by state and federal law.

**Sharing of information by the school district**

Disciplinary and attendance information shall only be shared with a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district when necessary to effectively serve the student prior to adjudication. Such information shall only be shared upon written certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.

School personnel who share disciplinary and attendance information concerning a student pursuant to this policy are immune from civil and criminal liability if they act in good faith compliance with state law.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from student's education records.

**Information obtained from state agencies**

Within the bounds of state law, school district personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities, including to protect public safety and safety of the student. Such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children's Code.

School district personnel receiving such information shall use it only in the performance of their legal duties and responsibilities and shall otherwise maintain the confidentiality of all information obtained. School personnel who knowingly violate this provision are subject to disciplinary action pursuant to Board policy and to a civil penalty of up to

$1,000.

If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Education Rights and Privacy Act of

1974 ("FERPA").

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The information shall be used by the Board of Education to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. The Board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

*Adopted:7/16/2001 Last Reviewed:1/19/2015 Last Revised:3/16/2015*

Assessments (Testing)

There will be a variety of assessments given throughout each school year. Some will be required by the school and the district, others by the State of Colorado. In each case, it is our desire that the assessments provide meaningful data that can be used to evaluate instructional practices as well as making sure that curriculum is tied to state standards.

It is important for students, parents/guardians, and teachers to mark these dates down and make sure students are present for the test and to give the best effort possible. Teachers ask that parents/guardians make appointments, vacations, etc. based around these dates.

**ASVAB:** The ASVAB (Arms Services Vocational Assessment Battery) is a standardized military career assessment, which is required for those students planning on entering the military. It tests student knowledge in the academic areas of math, science, and reading as well as mechanical and electronic information. Students who take the ASVAB will receive a career interpretation based on student answers. See the Registrar for more information.

**CMAS (The Colorado Measures of Academic Success):** is a state assessment that is given once each spring in the areas of English language arts (ELA) and Mathematics. The ELA assessments in grades 3-8 and mathematics assessments in grades 3-8 with. Science and Social Studies assessments will be administered in elementary and middle schools in the spring. 4th and 7th grade students will take the social studies assessments; 5th and 8th grade students will take the science assessments.

**DIBELS Next:** Dynamic Indicators of Basic Early Literacy Skills for grades K-5th. This test is a set of procedures and measures for assessing the acquisition of early literacy skills. It’s designed to be short (one minute) fluency measures used to regularly monitor the development of early literacy and early reading skills. DIBELS is comprised of seven measures to function as indicators of phonemic awareness, alphabetic principle, accuracy and fluency with connected text, reading comprehension, and vocabulary. DIBELS was designed for use in identifying children experiencing difficulty in acquisition of basic early literacy skills in order to provide support early and prevent the occurrence of later reading difficulties.

**NWEA MAPs**: The MAPs (Measure of Academic Progress) test will be given during the school year to students in K through 10th grades. Testing dates are generally early September, January, and late April. Make-ups will be scheduled as necessary within the window allotted for testing to take place. MAPs information provides district educational staff, students and parents with an indication of how each student is progressing in their mastery of academic skills and provides teachers with information regarding skill areas that need more attention as they plan their instruction. The MAPs test is a nationally normed test developed by the North West Educational Association.

**PSAT:** The third Tuesday of October each year is a national test date for the Preliminary Scholastic Aptitude Test/ National Merit Scholarship. This is a qualifying test better known as the PSAT/NMSQT. This test is a slightly shorter and somewhat easier version of the Scholastic Aptitude Test and is constructed from questions used on previous SAT assessments. Students receive practice for the PSAT. The test is a valuable teaching tool, pointing to a student’s areas of weakness and also comparing them with all tested students in the nation on each question. The PSAT/NMSQT measures developed verbal and mathematical reasoning abilities and assesses the ability to reason with facts and concepts rather than the capacity to recall and recite them. See the Registrar for more information pertaining to cost, date, and time of this test.

**SAT:** The Scholastic Aptitude Test (SAT) measures developed verbal and mathematical reasoning abilities related to successful performance in college. The SAT is intended to supplement the secondary school record and other information about the student in assessing readiness for college-level work. By Colorado State mandate all juniors will be given the SAT in April. SAT results will be sent to the students’ homes as well as to the school. See the Registrar for more information, or go to [www.collegeboard.com](http://www.collegeboard.com/)

**Summative Assessments** – Summative (final) assessment dates are prescheduled and must be taken on the specified date. For extenuating circumstances, a student may complete a request for early exams form which may be obtained from the Administrative Assistant. The student must gain approval from his/her teacher and the principal.

Textbooks/Computers/Instructional Equipment

Textbooks, Computers, and other instructional equipment are loaned to students for use during the school year. Textbooks, Computers, and equipment are to be kept clean and handled carefully. Students will be required to pay for any lost, stolen, or damaged books, computers, or other school equipment.

Attendance

Absences and Tardiness *Policy JH* One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absences. According to State law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age (6-17), attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy. A total of 10 absences, excused and unexcused, per semester is allowed.

Excused Absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured 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 only* which cannot be taken care of outside of school hours.

2. A student who is absent for an extended period due to physical, mental or emotional disability.

3. A student who is pursuing a work-study program under the supervision of the school.

4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

5. A student who is suspended or expelled. As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

Unexcused Absences

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

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

The administration shall develop regulations to implement appropriate penalties.

Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

Make-Up Work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. For prearranged absences, it is the student/parent/guardian’s responsibility to complete a pre-arranged absence form in order to obtain homework prior to the absence from school. However, a student/ parent/guardian or designee may not disrupt a class to obtain homework. There shall be one *(1)* day allowed for make-up work for each day of excused absence. For consecutive absences over five (5) days, students will have a limit of ten (10) days to submit make-up work. End of course exams or projects must be completed prior to the end of the semester. Prior notice must be given for extended leaves of absences. Make-up work shall be allowed following an unexcused absence from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work may receive only partial credit. Students under suspension will receive full credit for work turned in following suspension.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next

class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law. Please see Discipline Plan beginning on page 32 for additional information.

Early Check Out/Dismissal *Policy JLIB* School officials are legally responsible for the health and safety of students during the school day. Students will be released only to parents/guardians or individuals officially listed on the student registration form. Written notification or a verbal authorization will be required from the parents/guardians for individuals not listed on the registration form. All students must be checked out at the office prior to leaving campus. Persons unknown to staff will be asked to show

identification. If a student is not appropriately checked-out of school, the student is subject to disciplinary action. Only high school students – 9th through 12th grades – are permitted to leave campus for lunch without checking out through the office. Students will be considered tardy or truant if they are not back on campus for the start of class.

Hall Pass

Students must have their planner signed by their teacher in order to leave the classroom. Staff asks that students do not abuse trust through misconduct when they are out of the class. Misconduct may result in loss of hall pass privileges. Registration

Parents and students must register every year. The staff needs up-to-date records to ensure the information on file is

accurate. Registration is usually held at the beginning of August. Please read the newspaper, refer to the school calendar available on the Mancos School District website or call the school for actual dates and times. The students’ parents or legal guardian are the only ones allowed to enroll their student into school. Please make sure to obtain legal guardianship via the courts (Power of Attorney) if applicable.

Mancos School District has the right to withdraw the student from enrollment if any of the information on the registration form(s) proves to be false.

Families living outside of Mancos School District boundaries will be required to fill out an out of district form along with registration each year. Acceptance of enrollment in Mancos School District is subject to approval by administration. Factors for acceptance will include previous discipline, attendance, and academic standing. In addition, acceptance will depend on enrollment availability including class size.

Birth Certificate *Policy JEB/JF* By law, all students must have a certified copy of his/her birth certificate on file in the office before the student can attend school. A copy of the birth certificate may be obtained from the Clerk and Recorder’s Office in the county/state where the student was born. For all children born in the State of Colorado, please contact the Montezuma County Clerk and Recorder’s Office at 565-3728 x4. Their office is located at 109 West Main, Room 108, Cortez, CO 81321.

If the student was born in another state, the County Clerk & Recorder’s Office may have the state’s contact information, but parents/guardians may also go online and do a search with the keyword (vital records) and relevant state to get more information. Please make sure to go to a government website as other sites may charge more to obtain a birth certificate.

Compulsory Attendance Ages *Policy JEA* Every student who has attained the age of six years on or before August 1 of each year and is under the age of 17 is required to attend public school with such exceptions as provided by law. It is the parent’s responsibility to ensure attendance.

Custodial and Noncustodial *Policy KBBA* School officials shall presume that the parent who enrolls a student in school is the student’s custodial parent. Unless a current effective Colorado court order specifies otherwise, the custodial parent shall be the one the school district holds responsible for the education and welfare of the student. The student shall not be permitted to visit with or be released to anyone, including the noncustodial parent, without the approval of the custodial parent.

Insurance for Students *Policy JLA* A student accident insurance program providing broad coverage at nominal cost to parents/guardians is available to all students. Such protection, when purchased by the parent/guardian, shall cover the student while at school, on the way to and from school, and when engaged in school-sponsored activities either on school grounds or elsewhere. Through this plan, additional insurance coverage may be purchased which will cover students participating in interscholastic athletics.

Before any student will be permitted to practice in any school sports activities, this insurance must be purchased, or a waiver must be presented that absolves the school district of any liability for accidents.

New Students

Parents are responsible for insuring transcripts are forwarded to our school for any new or transferred student. New students are allowed a one to three-day registration window to ensure all necessary information is completed to assist

in transitioning to our school. On the first day, please complete all necessary registration documents and turn them in to the administrative assistant. The counselor or administrative assistant may contact the student’s former school to obtain necessary information important to the student’s education. Students may be required to meet with new teachers prior to entering a class to help with the transition. A new student may not attend the school until all registration forms are completed and all documents including birth certificate, immunizations, legal documents, transcripts and a withdrawal form from the previous school are presented to the District.

Personal Information

Please keep the school informed concerning changes in addresses, phone numbers, and any other pertinent information. Also, please inform the school counselor of emotional concerns which may be affecting the student’s school performance. All shared information will remain confidential. It is important that our office be notified of any visitation restrictions which limit contact with non-custodial parents or family members. The District will presume that both parents have equal access to a student when that student is registered in school unless one parent provides the District with a Colorado court order (notarized documents are not acceptable) indicating otherwise, which will be included in the student’s permanent record. It is of vital importance that current contact information is available to school personnel including the nurse. This information is also used to inform parents/guardians in an emergency situation using the reverse 911 phone system (examples: school closing). Every attempt will be made to contact the parents/guardians first; however, if a situation arises and unable to get hold of the parents/guardians, the emergency contacts that were listed at the time of registration will be contacted. If there are no emergency contacts listed, the Marshal's office will be contacted for assistance.

Withdrawals *Policy JFC/JFC-R* When a student changes schools, parents/guardians must come to the office to obtain a withdrawal form to complete the student’s check-out and obtain all required initials/signatures. If a withdrawal form has not been completed, this may hold up the transfer records process. **Parents/Guardians have 10 days by law to re-enroll the student in another school or to register with the state for homeschool.** *Failure to re-enroll within the 10 day period will be reported to Social Services as education neglect.*

Other

Accident Reporting

If an accident happens on campus during the school day, every effort will be made to contact the parent(s) or guardian. Further medical care will be sought in cases of emergency.

After School Procedure

Students are expected to go directly home at the end of the school day unless involved in school sports or other school sponsored activities which start within 15 minutes of the end of the school day. Proper authorities will be contacted if a student has been left at school and staff has made every attempt to contact the parent/guardians or emergency contacts. Any deviation from the normal procedure must be authorized with a written note signed by the parent/guardian. If a student is to be held after school by a teacher, the parents/guardians will be notified in advance.

Assembly

Prior to any scheduled assembly, students must report to assigned classes for roll call. Classes will be dismissed for the assembly by intercom. Students will be expected to behave in a respectful manner which includes following the discipline policy and not engaging in distracting behaviors. Disruptive students will be removed from the assembly and be issued a behavior referral.

Before & After School

Students are permitted to arrive on campus after 7:35 a.m. Students will not be allowed in classrooms before school starts. If a parent is dropping something off, please check in with the office. If you need to meet with a staff member, please contact the administrative assistants to set up a meeting time. Also, when picking up your child at the end of the day, we ask that all parents and guardians wait outside or by the office.

Board Meetings *Policy KD* All regular and special meetings of the Board shall be open to the public. Parents and students are welcome to attend these meetings. Meetings are held on campus generally on the third Monday of each month. Please contact the District Office at 533-7748 for dates and locations. Agendas are posted in each school prior to the meeting. Please see the District’s website ([www.mancosre6.edu) f](http://www.mancosre6.edu/)or dates, agendas and minutes.

Boundaries

MHS, MMS & MES are considered separate schools. Students may not trespass onto other school campuses or socialize with other building level students during the school day unless authorized to do so by the school schedule or a school official.

Cell Phones/Electronic Technology *Policy JICJ* The Board of Education recognizes that electronic communication devices can play a vital communication role during emergency situations. However, ordinary use of electronic communication devices in school situations disrupts and interferes with the educational process and is not acceptable. For purposes of this policy, "electronic communication devices" include cell phones, beepers, pagers, walkie-talkies, and any other telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor (e.g., iPhone, etc.).

*Students may carry electronic communication devices, but these devices must not cause a disruption during instructional time. Staff will have students use their chromebooks for any electronic communication or research during class. Therefore, cell phones are not allowed to be used in class.*

Electronic communication devices with cameras are **prohibited** *at all times* in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times (7:50am to 4:10pm). Violation of this policy and/or use that violates any other district policy shall result in disciplinary measures and confiscation of the electronic communication device. The building principal or designee may also refer the matter to law enforcement, as appropriate.

The district shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

Child Abuse/Child Protection – Child Protection Act *Policy JLF* Any school official or employee who has reasonable cause to know or suspect that a student has been subjected to abuse or neglect or who has observed the student being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately report or cause a report to be made to the appropriate county department of social services or local law enforcement agency and report any abuse or neglect immediately to the principal. The principal and/or staff member is responsible to report this to the appropriate authorities.

Communication and Complaint Process *Policy JII* If a student or parent has a concern with a staff member, the student or parent must first address the issue in an appropriate manner with that staff member to ensure a resolution. If the problem is not resolved, the student, parent/guardian, and the staff member will meet in a spirit of resolution to address the concern. Individuals who become disrespectful during a meeting or phone conference will be asked to communicate at a time when emotions are not so elevated. All language must be respectful and void of any swear words. Students are encouraged to share all information with parents/guardians.

To schedule a meeting, parents/guardians must make a pre-arranged appointment with the staff member. School personnel will make every attempt to return phone messages and email within 24 hours of receiving parent communication. Emergency messages and incidents have priority over complaints about the consequence for inappropriate behavior.

Counseling

Mancos Schools offer a counseling program in the areas of social, emotional, and personal concerns. A certified counselor is available to assist students. Please inform the school counselor of any social, emotional, and personal concerns that may be affecting the student’s school performance. Information will remain confidential unless a student’s welfare is at stake.

Students may request to see the counselor for social, emotional and personal issues by completing a form available in the office. Complete the form and place it in the counselor’s mailbox located in the school office. The counselor will send a request to the student’s teacher to visit with the student. All emergencies will be handled on an individual basis.

Emergency Contacts

Every attempt will be made to contact the parents/guardians first; however, if a situation arises and staff is unable to get hold of the parents/guardians, the emergency contacts that were listed at the time of registration will be contacted. If there are no emergency contacts listed, the Marshal's office will be contacted for assistance. **Please be sure all emergency information supplied to the district is kept up to date.**

Equal Educational Opportunities *Policy 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.

Facilities – Community Use *Policy KF* Community groups shall be permitted to use school facilities when such uses will not interfere with a school program. All arrangements shall be subject to approval by the principal/Director of Operations and the superintendent, and user fees, security deposits and insurance may be required. Please contact the District Office to request a Facilities Use Form or visit the district website [www.mancosre6.edu.](http://www.mancosre6.edu/)

Field Trips *Policies IJOA and IJOA-R* Field trips are a most effective and worthwhile means of learning. Guidelines for approved field trips include parental/guardian written permission. If permission slips are not returned by the day of the field trip, the student will not be allowed to attend. Sometimes classes take walking field trips. Please be sure to sign the walking permission form for the student, which is included with registration papers. Parent/Guardian chaperones are welcome and appreciated but may be limited and are subject to approval by the principal. Please let the teacher know if anyone will be attending. Staff asks chaperones to abide by the following rules:

• Students’ safety is our main concern – keep track of students at all times

• Be on time

• Confidentiality of student information

• Avoid personal phone calls on cell phones during field trips

• Dress appropriately

• Follow bus transportation rules while riding the bus

Food Allergies *Policy JLCDA* The Board recognizes that many students are being diagnosed with potentially life-threatening food allergies. To address this issue and to meet state law requirements, the Board sets forth that the parents/guardians of a student must annually submit a Medical Statement for Dietary Disability – School Meal Modification form. The form must be *completed and signed* by a licensed Physician/Advanced Practice Nurse with Prescriptive Authority/Physician Assistant Information and the parent/guardian. If this is a life-threatening food allergy resulting in anaphylaxis, the school must ensure the Allergy & Anaphylaxis Action Plan form is completed by school nursing staff.

Forms may be obtained from your students’ school secretary, or from the Food Services Director, or download it here:

<http://www.cde.state.co.us/nutrition/formsd1medicalstatementdisabiltypdf>

Fundraising *Policy JJE* The Board supports the efforts of officially recognized Mancos school student groups to raise funds to support school related activities. However, the Board does not condone solicitation of outright donations and contributions to raise funds by any student group. This policy does not preclude the acceptance of unsolicited donations and contributions to student groups by the community.

Fundraising projects must meet policy criteria. A fundraising form must be completed and turned in for approval by the Director of Operations. Any projects which do not meet the above criteria must be approved by the Board. Homeschool Students *Policy IHBG*

Mancos Schools follow District Policy and State Statutes regarding this option for a student’s education. The following

is provided:

• Information to the parents/guardians regarding the law

• List of correspondence companies

• Opportunities for taking the school wide testing when offered

• Special Education services if required by the student’s IEP

• Opportunities to be involved in school sponsored activities

(CHSAA guidelines will be followed) The following is not provided:

• Textbooks

• Curriculum guides

• Teacher tutoring

• Financial aid of any kind

• Transcripts etc.

• Counseling services

It is the responsibility of the home school parents to contact the building level office for their student to be included in testing. Home schooled students are not entitled to participate in school sponsored dances or graduation exercises. The Board of Education shall allow all First through Twelfth grade students currently participating in an authorized home school program to enroll part-time in the Mancos School District Re-6.

The following requirements shall apply:

1. The student must have on file in the district administration office, a homeschool notification form for the current school year and must be in compliance with all other requirements of the state homeschool law.

2. There must be room in the class for the student.

The student must be enrolled by October 1 for enough class time for the school district to receive partial state funding. (At least 90 hours of teacher-pupil instruction and teacher-pupil contact in the semester of the count date.)

Please see Colorado Department of Education for more information at [www.cde.state.co.us.](http://www.cde.state.co.us/)

Student Use of the Internet and Electronic Communications *Policies JS and JS-E* The internet and electronic communications (e-mail, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of district computers and computer

systems to avoid contact with material or information that may be harmful to minors. For purposes of this policy, “district technology device” means any district-owned computer, hardware, software, or other technology that is used for learning purposes and has access to the internet. To facilitate learning, personal devices may be used at school but are subject to the District’s Bring- Your-Own-Device Policy. The device must be checked by the technology director. It may take up to one week to complete this process. Please obtain the appropriate forms at the school office.

Library Services

Books are available for check out through the elementary school library. In addition, the Mancos School District has partnered with the Mancos Public Library for staff and student use. Students are expected to follow the policies and procedures of both libraries when using the facility.

**ELEMENTARY SCHOOL LIBRARY:** Please ensure the rights of fellow students by returning books undamaged and on time. Be aware of fellow students' need for an atmosphere of quiet and cooperation in the library. All checked out library books must be returned at the appropriate time. Any overdue elementary library books must be returned or paid for before the student will receive a final report card.

**MANCOS PUBLIC LIBRARY:** Teachers may take a class to the Public Library, but students must have a walking permission slip on file and may not transport themselves in a vehicle. Students will be expected to always follow school policies and Mancos Public Library policies. The library staff may sometimes allow students to use additional computers when part of a class; however, when students are visiting the library outside of class time, students are restricted to the Public Library’s teen computers. Any damaged or lost Mancos Public Library books are subject to fines. Books borrowed from the Mancos Public Library must be returned to the Mancos Public Library by the students/parents.

Lost and Found/Personal Property

Ensure personal items are marked with the student's first and last name. Any articles found are placed in the lost and found box located by each school office. Lost and found articles are taken to the local charity each semester. Students are responsible for their own property as well as school property.

Mancos Boosters Club

The Mancos Boosters Club supports and encourages all Mancos’ secondary extracurricular activities. Please join in helping our Bluejays. For more information or to help, please reference the school's web page.

Motorized and Non-Motorized Modes of Transportation

Students may not ride bicycles, skateboards, or any other motorized or non-motorized mode of transportation on campus at any time including school and non-school hours. Failure to comply may result in the device being confiscated. Students riding bicycles to and from school must use the bicycle racks and provide their own cable and lock. The school is not responsible for lost or stolen bicycles.

Nondiscrimination/Equal Opportunity *Policy AC/AC-R/AC-E*

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section

504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, the Mancos School District Re-6 does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates. Please see the information on page

2 of this handbook.

Parents as Partners/Volunteers

Parents/guardians are the most important element in a student’s education. The staff will make every effort to include parents/guardians in the daily activities at Mancos School District. Any time a parent visits a school they must obtain a visitors’ pass. The staff encourages and welcomes parents/guardians to call, visit the classroom at the teacher’s discretion and eat lunch with his/her student(s) in the cafeteria or serve on a school committee.

Parents/guardians who are interested in volunteering on a regular basis to assist in the classroom (all parents working in this capacity will be asked to sign a confidentiality agreement and are subject to FERPA regulations) or perform other duties will need to contact the school’s secretary.

Parents/guardians are also encouraged to participate in the District Accountability Committee and PTA.

Parent Teacher Association

The PTA is an organization for parents/guardians and educators who are interested in promoting education for all grades K-12. This is an excellent way to stay in touch with all of the activities planned for the school. The PTA raises money for the school with a variety of events. Please contact the elementary office for more information about PTA or email them at: [pta@mancosre6.edu.](mailto:pta@mancosre6.edu)

Following are some events and student recognition activities that PTA continues to be involved in: A/R Site License K-8

Yearbook

Secondary HS Scholarship

Staff Appreciation

Fall Fundraiser

Box Tops

Parent/Teacher Conferences and Open House

Mancos School District will host Parent/Teacher Conferences every fall, and an Open House in the spring. These occurrences are an excellent opportunity to talk with your students’ teachers informally. Although school staff will make every attempt to inform parents/guardians, it is also the responsibility of the students to keep parents/guardians informed. Our goal is to have 100% parent participation at school conferences so that common expectations and information is shared for increased student success. More information regarding the dates of parent/teacher conferences can be found on the website, on the school calendar, or in the newspaper. Should a parent/guardian wish to meet with a teacher, counselor or administrator at any time other than Conferences/Open House, she/he must contact the administrative assistant to schedule an appointment. In emergency situations, staff will always attempt to accommodate parents/guardians.

Parking Lot Searches *Policy JIHB* The privilege of bringing a student-operated motor vehicle on to 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. Routine patrolling of student parking areas and inspection of the outside of student automobiles shall be permitted at all times.

PBIS – Positive Behavior Interventions and Support

PBIS is a system which promotes positive behaviors in students. Strategies are developed that manage student behavior in classroom settings and outside of classroom settings. All students are accountable with support to behave in ways that positively affect them personally, academically, socially, and from a health perspective. PBIS is designed to positively affect not only the student behavior, but student quality of life. The 3 R’s: Respect, Responsible, Ready.

Physical Intervention *Policies JKA, JKA-R and JKA-E* In dealing with disruptive students, any person employed by the district may, within the scope of his/her employment, use reasonable and appropriate physical intervention or force as necessary for the

following purposes:

1. To prevent a student from an act of wrongdoing

2. To quell a disturbance threatening physical injury to others

3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.

4. For the purpose of self-defense

5. For the protection of persons or property

6. To maintain discipline

Pictures

During the fall and spring, students will have the opportunity to have their school and/or classroom picture taken. Information will be sent home, available at the building level offices, or found on the website*.* All students will have their pictures taken for the student cumulative file. On occasion, teachers and staff members take pictures of students’ class

projects. Sometimes teachers videotape students presenting plays, musical, or class projects. A permission form is provided at the time of registration to give the school staff permission to take video and still pictures of students for school use only.

Pledge of Allegiance

All teachers in the State of Colorado shall teach the pupils therein the proper respect of the flag of the United States, to honor and properly salute the flag when passing in parade, and to properly use the flag in decorating and displaying. The teacher and students in each classroom in each public elementary, middle, and high school in the State of Colorado shall begin each school day by reciting aloud the Pledge of Allegiance to the Flag of the United States of America. Many sporting events will start with the Pledge of Allegiance.

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

Posters, Signs, and Flyers

Any poster, sign or flyer which a student/parent/community member wishes to place on school walls, or which are handed out to students must be endorsed by the teacher, coach or sponsor and be reviewed/approved by the principal. Students may not post anything on a window for safety reasons and must take posters down within one school day of the event/activity.

All non-school related posters must be presented to the Mancos District Office for approval and for distribution to the other school buildings. Mancos Schools will post approved posters but does not endorse non-school related posters. PLC – Professional Learning Communities

Professional Learning Communities at Mancos School District are teams of teachers working together collaboratively to

continuously improve learning for all students. The concept behind Professional Learning Communities is to provide staff consistent, uninterrupted time to focus on learning. Collaboration time is critical for staff to comprehensively address student achievement and to positively impact student academic growth. PLC teams have a common mission, vision and values. The teams set goals and are action oriented.

Mancos PLC teams are using the Colorado State and National Common Core Standards to develop curriculum alignment, continuously improve instructional design, and develop measurements to assess learning. PLC teams will use the data from assessments to measure student growth and provide timely interventions.

Restorative Practice

Restorative approaches are all about building community and strengthening relationships. Restorative approaches are based on the idea that when we feel part of a supportive community, we respect others in that community and become accountable to it.

RtI – Response to Intervention

Response to Intervention (RtI) is a method of academic and/or behavioral intervention used to provide early, systematic assistance to children who are having difficulty. RtI seeks to provide academic and/or behavioral support through early intervention, frequent progress measurement, and increasingly intensive research-based instructional interventions for children who continue to have difficulty.

School Closing, Cancellations, and Evacuations *Policy EBCE* The Power Announcement system (reverse 911) will be used to call all phone numbers of staff, parents, and guardians notifying them of an emergency, closure, or event.

Should it become necessary to call for an early dismissal every effort will be made to contact parents/guardians or emergency contact persons using the Parent Alert System (reverse 911).

If it is necessary to cancel or delay school due to weather conditions, the Parent Alert System will be activated, and the following radio and television stations will be notified between 6:30-8 am.

SCHOOL CLOSURE/ACTIVITY CANCELLATIONS**–**An early dismissal will result in all activity trips being cancelled. If school is cancelled, all extracurricular activity practices, games and meetings are also cancelled. Notifications will be posted on the school website, the school sign and Facebook.

**RADIO STATIONS**

|  |  |  |
| --- | --- | --- |
| Cortez | KVFC/KRTZ | 740 AM, 98.7 FM |
| Durango | KIQX | 104.1 FM |
| Farmington | KISZ | 97.9 FM |
| Ignacio | KSUT | 89.5 FM |
| Mancos | KSJD | 96.3 FM |

**TELEVISION STATIONS Albuquerque**

KOAT-TV Ch 7

KOB-TV 4 Ch 4

KRQE-TV 13 Ch 13

**Evacuation**

If an evacuation occurs, staff will transport students to a designated location. In an effort to maintain safety, staff will dismiss students from the location only to their parents/guardians or names listed as emergency contacts on their registration papers. Please help us keep these records updated on students. In the unlikely event of having to transport students away from the school for safety, parents/guardians can tune to the radio stations listed above for details of the evacuation.

School Related Student Publications *Policy JICEA and JICEA-R* School-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing, and understanding responsible journalism. Because the Board recognizes creative student expression as an educational benefit of the school experience as it encourages freedom of comment, both oral and written, in a school setting with a degree of order in which proper learning can take place.

School Year/School Calendar/Instruction Time *Policy IC/ICA* The district calendar for the next school year shall be prepared by the superintendent and presented to the Board for approval in the spring of each year.

The superintendent shall consult with other districts in the area when preparing the calendar. A copy of the calendar shall be provided to all parents/guardians of students enrolled in district schools. Any change in the calendar except for emergency closings or other unforeseen circumstances shall be preceded by adequate and timely notice of no less than

30 days. Copies of the calendar are posted on the district website.

Screening and Testing of Students *Policies JLDAC and JLDAC-E* Parents/guardians and eligible students have the right to review, upon request, any survey, analysis or evaluation administered or distributed by a school to students whether created by the district or a third party.

At the beginning of each academic year, the district shall inform parents/guardians and eligible students that the parent/guardian or eligible student has the right to consent before students are required to submit to a survey that concerns one or more of the protected areas and to opt out of the following:

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information;

2. The administration of any protected information survey; or

3. Any non-emergency, invasive physical examination or screening (other than a hearing, vision or scoliosis screening) that is:

a. required as a condition of attendance;

b. administered by the school and scheduled by the school in advance; and

c. not necessary to protect the immediate health and safety of the student or of other students.

Send Offs

Mancos School District sendoffs are limited to school sponsored sports and activities or qualifying for any state or national competition and must be coordinated and approved by the Director of Operations.

Sex Offender Information *Policy JLFF* For information on registered sex offenders, please contact the local law enforcement agency; go to <https://apps.colorado.gov/apps/dps/sor/index.jsf>[or o](http://www.sexualoffenders.com/)n the Town of Mancos website at: <https://www.mancoscolorado.com/government/marshals-office/>

Sign

The District will post (1) school-related announcements and events, (2) any community group events occurring on District property, and (3) any community emergency announcement(s) on the District’s electronic sign. Requests must be approved by the District Office at least three days in advance. Obtain a form at the District Office or on the district’s website.

Student Distribution of Non-Curricular Materials *Policies JICEC and JICEC-R* To understand Constitutional values such as the right to free speech, students must not only study such principles but also have an opportunity to put them into practice. However, there are limitations on the right of student free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

Student Interviews, Interrogations, Searches, and Arrests *Policy JIH* The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. When reasonable grounds for a search exist, school personnel may search a student and/or the student's personal property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized, or contraband materials.

School lockers, desks, and other storage areas are school property and remain at all times under the control of the

school. Random and/or routine searches of school property, which do not require reasonable grounds, may occur at any time. When law enforcement officers are involved, school administration will be present.

Student Organizations *Policy JJA-1*

Schools in the district may encourage students to broaden their knowledge and citizenship by permitting the formation of clubs or other groups that relate to subject matter covered by the curriculum. Such organizations shall operate within the framework of state statutes, Board policy, administrative rules, and the parameters of the learning program. Student organizations need to be approved by the school's administration.

Student Transportation in Private Vehicles *Policy EEAG and EEAG-E* A staff member may transport a student or group of students in a personal vehicle for school-related purposes only if the staff member has special permission covering the specific trip.

Special permission for providing student transportation may be granted in exceptional cases by the superintendent. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors, distance, etc.

Suggestions for Improvement

Parents and students may utilize the suggestions for improvement process by documenting a proposed solution in writing and submitting the idea to the principal. Although every suggestion will be considered, there is no guarantee the district or school will make the suggested changes. All stakeholders as well as policies and procedures need to be reviewed and considered carefully before instituting new changes.

Teacher Education Requirements

As required by the Every Student Succeeds Act, Mancos Schools strive to ensure that all staff are highly qualified in the content area which they are teaching. All teaching staff members hold a current CDE teaching license. All paraprofessionals are highly qualified. According to the Federal Elementary and Secondary Education Act, staff can be highly qualified if they have passed the PLACE or PRAXIS test or have 24 hours of college credit in a specific content area.

Telephone

Students may use the phone in the office upon approval by the administrative assistant or designee to call home to verify an absence, tardy or check out of school.

Emergency messages will be delivered to students. Because of the learning and school safety issues, the office staff must handle, there is no guarantee a non-emergency message or special deliveries will be made to the student. Please make after school arrangements for students before school. If schedules need to be rearranged, please call the office before

3:30pm to allow enough time to notify students.

Tobacco-Free Schools *Policy ADC* To promote the general health, welfare and well-being of students and staff, smoking, chewing, or any other use of any tobacco / vape product by staff, students and members of the public is prohibited on all school property.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school property.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school.

Trauma-Informed Schools

Traumatic stress can arise from a variety of sources: bullying at school, dramatic weather events, school shootings — even the day-to-day exposure to events such as divorce or homelessness. Children *and* adults can be affected by traumatic stress. Having the tools to manage traumatic stress empowers the members of the school community.

In a trauma-informed school, the adults in the school community are prepared to recognize and respond to those who have been impacted by traumatic stress. Those adults include administrators, teachers, staff, and parents. In addition, students are provided with clear expectations and communication strategies to guide them through stressful situations. The goal is to not only provide tools to cope with extreme situations but to create an underlying culture of respect and support.

Vandalism *Policy ECAC* The school system’s buildings, grounds, and other property are built, purchased, and maintained with taxes levied on the community’s taxpayers, and all damage caused must be paid for in the same way. Students who willfully or maliciously destroy school property through vandalism or arson or who create a hazard to the safety of other people on school property may be referred to law enforcement authorities.

Violent and Aggressive Behavior *Policy JICDD* The Board recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the district are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action being taken by the district.

Visitors *Policy KI* The district will make reasonable efforts to accommodate requests to visit the district’s schools, yet also recognizes concerns for the welfare of students. Therefore, the district limits visitors to:

1. Parents/guardians of current students;

2. Other family members of current students who are approved by the student’s parent/guardian;

3. Board members and other persons invited by the district for official business purposes.

To ensure visitors do not disrupt the educational process or other school operations and that no unauthorized persons enter schools, all visitors shall report to the school office immediately when entering a school. Authorized visitors will: (1) be required to sign in and out; (2) be given nametags to wear identifying themselves as visitors; and (3) be accompanied by a district employee for some or all of the visit.

School administrators may approve additional building procedures pertaining to school visitors to preserve a proper and safe learning environment.

Unauthorized persons shall not loiter on school property at any time. Law enforcement authorities may be called to enforce this policy provision.

Visiting schools is a privilege, not a right, which may be limited, denied or revoked by a school administrator or designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

Other students may visit our school for 1 day only with permission from the administration or designee. Guest visitations must be pre-arranged, so the staff may plan accordingly. At times, students may be denied visitation rights. The parent or guardian must fill out an emergency/information form, so contact information is on file, and the student must sign in for the day. Student visitors will be expected to participate in the regular classroom instructional activities and assignments and to comply with school rules and policies. Please supply a sack lunch or provide money for the student to buy lunch.

Website

The Mancos School District maintains a website for parents, students, and staff to access information. District personnel make every attempt to keep the website up-to-date and as accurate as possible. The website address is [www.mancosre6.edu.](http://www.mancosre6.edu/)

School Code of Conduct

Student Conduct *Policy JIC* Mancos School District strives to provide every student with a safe learning environment conducive to learning and to teach students the concepts of cooperation, fair play, respect for others, and personal responsibility for actions. In order to provide the best possible learning environment, all students are expected to adhere to the following standard of conduct.

Be Respectful Be Responsible Be Ready

The District Discipline Plan is fully outlined in this Parent & Student Handbook. Please take time to read and study this information with your child. **All students in the Mancos Schools will be held accountable for the District Discipline Plan and the District Code of Conduct**. A copy of the District Code of Conduct policy and all other policies, rules, and procedures governing Mancos RE-6 is available upon request in the superintendent's or principal's offices.

Code of Conduct *Policy JICDA* The Board supports the endeavors of staff, students, parents/guardians, and the community to ensure positive student behavior and conduct. In addition, the board expects parents/guardians and students to recognize their responsibility in developing self-discipline.

Students shall be responsible and accountable for their behavior and conduct:

• While on school property.

• While involved in school-sponsored or related activities.

• During any recess or lunch periods on or off school property.

• While traveling to and from school; and

• Beyond the hours of school operation if the behavior or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s)

Parents/guardians play a vital role in developing student behavior and conduct. It is the district’s expectation that parents/guardians:

• Be aware of the board policy and regulations and the school’s expectations for student behavior and conduct.

• Review the board policy and regulations and the school’s expectations for student behavior and conduct with the student.

• Work with the school to resolve student behavioral issues when they affect the student.

• Cooperate with the school’s or district’s recommended course of action prior to readmission of the student following a student suspension.

Students shall show respect for:

• Authority

• Others and their property

• School property

• Ethnic, racial, religious, and gender differences

• School attendance and punctuality

• Work habits, assignments, and homework

• Textbooks and equipment

• Fire alarms and safety equipment

• District policies relating to smoking/vapes, alcohol, drugs, and inhalants

**Behavior Infractions and Consequences**

It is the goal of Mancos RE-6 School District to create safe and positive environments which allow productive learning to occur. The following rights are based on common sense, courtesy, consideration of safety, and respect for the rights of others.

1. The right to a positive learning environment. Everyone has the responsibility and the right to learn, and no one has the right to interfere with learning. Students have an obligation to be prepared to learn. This includes attending school regularly, on time, and completing assignments.

2. The right to be respected. Teachers’ and students’ dignity, welfare, and material possessions shall be respected.

3. The right to learn in a safe, positive environment. Fighting, threatening behavior and possession of any type of weapon will not be tolerated. Drugs, drug paraphernalia, alcohol and tobacco products are not allowed in the schools.

If a student chooses to ignore behavior expectations, the teacher will:

1. Work with the student to modify behavior

2. Contact the parents/guardians

3. Notify the principal

4. Meet with parent/guardian(s), student, and principal to develop a plan to improve behavior

Discipline Plan *Policy JK/JK-R* Student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self- discipline and socially acceptable behavior.

Mancos Discipline Plan

Classroom Discipline System

The Classroom Discipline system is a crucial component of the Mancos School Discipline Plan. Each teacher must develop well-defined rules and restorative/trauma-informed consequences for behavior expected of students in the classroom and shall clearly communicate these rules to the students and parents.

Teachers shall handle routine infractions internally without making Discipline Referrals to the principal. Options for teacher consequences might include student conference, natural consequences, loss of class participation points, parent conferences, counseling, removal from class for time-out, and after school detention. Routine infractions have been designated “Tier One” infractions and have been listed separately.

Discipline Referrals may be submitted when Tier One infractions are repeated and the student has been redirected 2-3 times about the behavior. After repeated redirection, if a student repeats the same infraction, a teacher may issue a Discipline Referral to the dean or principal; at this time the infraction leaves the Classroom Discipline System and enters the School Discipline System. Discipline Referrals shall be made to the dean or principal in cases of serious infractions or designated Tier Two and Tier Three infractions.

Teachers are authorized to assign school detentions and shall notify the student of the date(s) the school detention is to be served and shall note this date on the referral form before submitting it to the principal.

**Tier One: Classroom Discipline Plan**

These routine infractions are to be handled by the teacher through the Classroom Discipline Plan. Should the referral result in school detention, the teacher or dean must contact the parent and after school detention may take place after

parent/guardian is notified. Tier One infractions are not recorded in the School Discipline Report unless they result in

School Detention (SD). The degree of the severity of infractions may result in the matter taken to a higher level.

Tardy behavior

Excessive talking

Eating, drinking in the classroom Wearing hats inside the building Inappropriate dress

Throwing objects Inappropriate language Inappropriate behavior Public display of affection Pushing/shoving

Scholastic dishonesty

Inappropriate use of the internet

**Tier Two Discipline Referral**

Should a referral result in school detention (after school or during lunch), the school official must contact the parent and after school detention may take place after parent/guardian is notified. School Detentions become a matter of school record. The degree of the severity of the infraction may result in the matter taken to a higher level. If school detention results in lunch detention the student must bring a sack lunch or will be provided one from the cafeteria at their expense.

Tier One infractions include repeated offenses or increased severity

Failure to respond to a reasonable request

Failure to appear for a teacher’s detention for behavior issues

Disruptive behavior, not flagrant Harassment/Bully or Sexual Lying/giving false information Profanity, vulgar language or gestures Continued dress code violations Unsafe behavior, routine

Unexcused absences

**Tier Three Discipline Referral**

Tier Three Discipline Referrals are made to the principal. Should the referral result in an ISS the school official must contact the parent for scheduled detention/suspension. School suspensions become a matter of school record. The degree of the severity of the infraction may result in the matter taken to a higher level.

Truancy

Failure to appear for the school detention (SD) Disruptive behavior, flagrant

Insubordination Tobacco use on campus Fighting

Unsafe behavior, flagrant Scholastic dishonesty, flagrant Threats, harassment, bullying Damage to school property Forgery

Inappropriate use of the internet

**Out of School Suspensions**

Tier Three infractions that immediately move to the OSS level of the School’s Discipline System. Discipline Referral is made to the principal. Parents are contacted and a police report is made if necessary. The degree of the severity of the infraction may result in the matter taken to a higher level.

Assault – physical or sexual

Expulsion

Theft

Possession or use of alcohol, drugs or drug paraphernalia

False alarm Harassment/Bully or Sexual Extortion/coercion

Arson

Bomb threat

Vandalism

Students receive out of school suspension until an expulsion hearing can be held. A discipline referral is completed by the principal and the parent is notified and a police report may be made.

Weapons

Willful destruction or defacing of school property, vandalism

Creating a threat of physical harm to others

Selling drugs

Robbery or felony theft

Criminal assault

Any violation which would be a felony if committed by an adult

Vandalism Harassment/Bully or Sexual Truancy

**Other Infractions**

Other infractions will be dealt with in accordance with school policy and regulations. All appropriate people will be notified in accordance with the policy.

Bus and transportation violations – see district bus rules

All other items that have not been specifically mentioned that violate school policy and regulations. Each SD (School Detention) may be assigned from 1-4 days.

Each ISS (In School Suspension) may be one period to 5 days long.

Each OSS (Out of School Suspension) may last from 1-10 days including the days the Superintendent may add to the suspension.

When appropriate, the School Administration may assign additional consequences for any infraction. Additional consequences include, but are not limited to, counseling, confiscation, community service, and restitution.

Any school Code of Conduct violation, failure to comply with any school process or any conduct that detracts from the learning environment may result in a consequence to include office consultation, detention, ISS, Saturday School, suspension, or expulsion. A student who is suspended from school may not participate in or attend any school sanctioned event until the end of the suspension. A suspended student will receive 100% credit for makeup work which is completed satisfactorily; however, the work shall be turned in on the day of the student’s return. A parent/guardian or designee must call to set up a time to pick up their student’s homework following the suspension. An expelled student may not participate in or attend any event on District property for one calendar year.

Assaults/Fights

Aggressive actions such as pushing, shoving, intimidation, etc., toward another may result in in-school or out-of school- suspension. The student will be sent home immediately following the aggressive action.

Bullying Prevention and Education *Policy JICDE* We support a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. We promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school environment, which includes school buildings, grounds, vehicles, bus stops, and all school-sponsored activities and events.

A person who engages in any act of bullying is subject to appropriate disciplinary action including detention, suspension, expulsion and/or referral to law enforcement authorities.

Detrimental Behavior

Causing or attempting to cause physical injury to another person, coursework dishonesty, dishonesty, extortion, gang behavior, insubordination, profanity or prior detrimental behavior during the preceding 12-months may jeopardize the student’s “good standing” with the school and result in detention, suspension, expulsion or denial to enroll. Disciplinary Removal from Classroom *Policy JKBA/JKBA-R*

Any student who exhibits behavior that is considered a disruption of the educational process may be removed from the

classroom environment. When a student violates the Board’s policy by disrupting learning in the classroom, the instructor must follow his/her classroom management plan. The instructor may complete a discipline referral and assign the student school detention. When the student earns detention, the teacher must contact the parent/guardian’s home and the student must obtain a signature from the parent. The teacher, student or parent may require a meeting to determine a Behavior Plan upon the first behavioral referral. Following an additional disruption, the teacher will complete a second discipline referral. At this time, the student and parent must develop a Behavior Plan. Upon any further disturbance, the teacher will complete a third discipline referral and the student may be immediately removed from the classroom. Upon the third removal from a teacher’s classroom the teacher may recommend the student’s permanent removal for the remainder of the term of the class. The teacher is expected to attach all behavior referrals for the removal along with a letter of recommendation to the principal or /principal’s designee.

The principal or designee, counselor and teacher will meet to determine the educational placement for the student. The parent/guardian and student may attend the meeting. Due to the circumstances created by the student, s/he may or may not receive credit.

Discipline of Students with Disabilities *Policy 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 IEP, any behavioral intervention plan and this policy.

Drug and Alcohol Involvement by Students *Policy JICH/JICH-R* Mancos Schools promotes a healthy environment for students by providing education and support and decision-making skills in regards to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or exchange or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students. This policy shall apply to any student on district property, being transported in vehicles dispatched by the district, during school-sponsored or district-sponsored activity or event, off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

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

Due Process

This handbook is provided to ensure students understand the rules of our school. The District also provides written documentation of School Board Policy in regards to student’s behavior. Students may review this document by setting a time with the District Office personnel. It is the student's responsibility and the responsibility of the parent/guardian to become familiar with the regulation and procedures contained in both publications.

Due process means students are given an opportunity to explain their perception of an incident for which they are receiving disciplinary action. It is appropriate to contact the next individual when a school official did not follow school and Board policy. It is not appropriate to expect school officials to circumvent policy and or consequences. Questions are always welcome. Parents/guardians who have a question regarding the implementation of school policy and consequences, must follow our communication process, speaking first with the school official, then the principal, then the Superintendent and then the School Board. Contact information is provided on the first page of this handbook.

Gang Activity/Security Threat Groups *Policy JICF/JICF-R* The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior. The principal or designee shall maintain continual, visible supervision of school premises, school vehicles and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.

Individuals involved in gang activity/security threat groups; who are found to be advertising, soliciting, or recruiting gang affiliation; two or more individuals who intimidate or assault another individual, etc., will be suspended and or remanded for expulsion.

Habitually Disruptive/Repeated Interference

A habitually disruptive student is a student who is suspended three times due to continued willful disobedience or persistent defiance, willful destruction of property, behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel or carrying dangerous weapons.

Sexual Harassment *Policy JBB* It may be considered a Class Three Misdemeanor harassment for anyone who has the intent to harass; annoy or alarm; to shove, kick or otherwise subject another to physical contact; to repeatedly insult, taunt, challenge or to use offensively coarse language to communicate in a manner likely to provoke a violent or disorderly response. Individuals who are found to participate in harassing and bullying behavior may receive 3-days school detention for the 1st offense and must develop a responsibility plan. The plan must be turned into the principal at the end of the detention term. The student may receive suspension for any further violation.

Conduct of a sexual nature may include verbal or physical sexual advances, repeated requests for dates or meetings, sexual oriented touching, showing sexual pictures, photos, etc., writing graffiti of a sexual nature on school property, demeaning comments or name calling to or about a student regarding alleged physical or personal characteristics of a sexual nature, sexually oriented kidding, teasing or jokes or any harassing conduct to which a student is subjected because of or regarding the student’s sex or gender. Conduct of a bullying nature may include all of the above actions that may or may not include gender and/or sexual advances. Verbal or physical conduct of a sexual/bullying nature by one student to another may constitute harassment when the allegedly harassed student has indicated, by his or her conduct, that the harassing behavior is unwelcome.

Other Felonies

Any student who is accused of committing a felony may be suspended with a recommendation of expulsion. If the principal or designee determines the student presents a danger to him or herself or to others or his/her presence at school is disruptive to the educational process, the principal will meet with parent/guardian to determine the student’s educational program pending the outcome of legal action.

Public Display of Affection (PDA)

PDA is prohibited everywhere on the Mancos School District grounds. Students who violate this rule subject themselves to detention, suspension and/or expulsion.

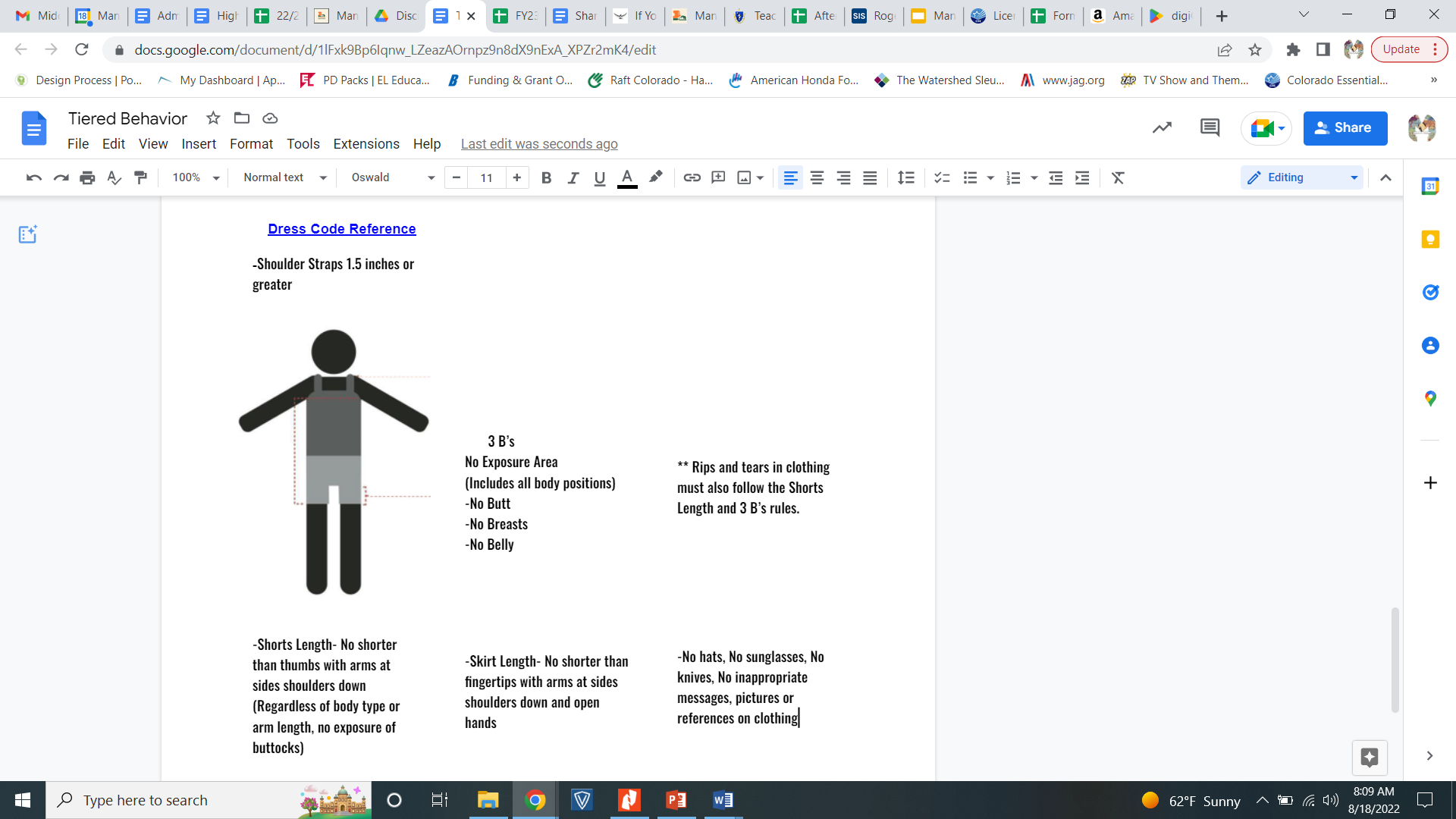
Robbery

Stealing or attempting to steal school or personal property is prohibited and students in violation subject themselves to detention, suspension and/or expulsion.

Student Dress Code *Policy 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 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.

Students are encouraged to wear practical clothing in relation to weather conditions and activities of the day. The following dress items are prohibited: shorts that are shorter than the student’s extended thumb-length at their thigh, skirts that are shorter than the student’s extended fingertips at their thigh, straps less than 1-1/2,” pants below the hips, sleep wear, slippers, visual undergarments, sunglasses inside the building, revealing clothing (any clothing that exposes any of the 3-Bs –Buttocks, Breasts, or Belly), clothing that advertises code of conduct violations such as drugs, alcohol, tobacco, gang, weapons, sexual nature, profanity and any other clothing that is disruptive to the educational process. Hats must be removed in classrooms. The student’s torso must be completely covered. Should reasonable body movement cause the torso or private areas to be exposed, the garment (e.g. holes or tears in clothing) is inappropriate to the learning environment. The Dress Code will be enforced, and non-compliance will result in a parent/guardian contact, a behavior referral and/or be excluded from school activities until acceptable clothing is provided. (Please see policy for a more detailed list of unacceptable items and exceptions.)

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty. If it continues to be a problem, then the student may be subject to after-school detention, suspension or other disciplinary action as outlined in the school discipline policy.



Suspension/Expulsion of Students *Policy JKD/JKE* The Board of Education shall provide due process of law to students, through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. *(See JKD/JKE-R)* In matters involving student misconduct that may or will result in the student’s suspension and/or expulsion, the student’s parent/guardian shall be notified and involved to the greatest possible extent in the disciplinary procedures. Proportionate disciplinary interventions and consequences shall be imposed to address the student’s misconduct and maintain a safe and supportive learning environment for students and staff.

Truancy *Policy JHB I*f a student is absent without a written excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A “Habitual Truant” shall be defined as a student of compulsory attendance age who has four days of unexcused absences from school in any one month or 10 total days of unexcused absences from school 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 a “Habitual Truant”.

Weapons in School *Policy JICI* Using, possessing, or threatening to use a dangerous weapon 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 the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

As used in this policy, "dangerous weapon" means:

a. A firearm.

b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.

c. A fixed blade knife with a blade that exceeds three inches in length.

d. A spring loaded knife or a pocketknife with a blade exceeding three and one-half inches in length.

e. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to a slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.

Students who use, possess or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing.

**Local restrictions**

The Board of Education determines that extra precautions are important and necessary to provide for student safety. All knives are prohibited. Therefore, the using, possessing, or threatening to use any edged weapon, regardless of the length of the blade, 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 the conduct has a reasonable connection to school or any district curricular or non- curricular event without authorization of the school or school district is prohibited. Students who violate this policy provision shall be subject to disciplinary action, including suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions, and other disciplinary interventions.

**Gun-Free Schools Act**

(Definition of “Firearm”)

Section 921 of Title 18, U.S.C. defines “firearm” as:

a) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;

b) The frame or receiver of any weapon described above;

c) Any firearm muffler or firearm silencer; or d) Any destructive device.

Section 921 of Title18, U.S.C. defines “destructive device” as:

a) Any explosive, incendiary, or poison gas:

1) Bomb;

2) Grenade;

3) Rocket having a propellant charge of more than four ounces;

4) Missile having an explosive or incendiary charge of more than one quarter ounce;

5) Mine; or

6) Device similar to the devices described in paragraphs 1-5 of this subparagraph a.

b) Any type of weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and

c) Any combination or parts either designed or intended for use in converting any device into any destructive device described in sub-paragraphs a and b and from which a destructive device may be readily assembled

Athletics & Extra-Curricular Activities Program

Athletic/Activities Code of Conduct

For infractions of the Athletic/Activity Code of Conduct, the student may receive a consequence up to and/or including suspension or removal from the team. Please refer to the Athletic Handbook for more information. A copy of the entire MHS Athletics and Extra-Curricular Activities handbook may be obtained on the Mancos School website or from coaches/sponsors.

Athletic Admission

The prices are as follows:

**All High School Activities Season Passes-regular scheduled home games**

|  |  |  |  |
| --- | --- | --- | --- |
| Students (K-12) | $2.00 | Students (K-12) | $25.00 |
| Adults | $5.00 | Adults | $50.00 |
| Senior Citizens (60 & up) | Free | Family | $100.00 (Students under 18 years of age) |

***Elementary students must be supervised by an adult during athletic events or other school sponsored activities. Students are expected to follow all school rules during sponsored events and activities.***

Fees - To participate in athletics or activities, students must pay as follows:

$40.00 athletic/activity fee High School

$25.00 athletic/activity fee Middle School

The fee shall not exceed $200.00 per parent/guardian or family unit. Exceptions must be approved by the Athletic

Director and Principal.

Eligibility *Policy JJJ/JJJ-R*

The eligibility process is as follows:

• Eligibility will be processed by 10:00 AM Monday and coaches will be notified of ineligible students.

• The teacher shall report participant eligibility status to the administrative assistant by 4:00 PM Thursday.

• The administrative assistant shall compile and provide a weekly list of ineligible participants to the AD and principal each Monday. The list is final and will be in effect from that Monday to Sunday.

• If the student has 1 F or more in a week, the student is ineligible to participate in that week.

• If the student has 2 or more Ds, he/she will be required to attend after school study hall until the grade is raised to a C- (70%) or higher.

• If a student has an F and is ineligible for three (3) consecutive weeks, he/she will be removed from the team.

• The student is expected to practice and is considered a team member when ineligible.

• A student will be ineligible for the next scheduled game if reported as truant or having an unexcused absence.

• Any High School student who receives “F” for the semester shall be declared ineligible the following nine (9)

week grading period according per CHSSA requirements.

• A student who has not returned his/her uniform and equipment is not eligible to participate in the next season’s sport. The most recent season coach shall ensure his/her student has returned any outstanding uniform or equipment prior to participating in the next season sport.

• A student must be in attendance at school for the entire school day in order to participate in any school- sanctioned activity that is conducted on that day. A student must be in school on the last day school is in session in order to participate in an event/activity over the weekend or breaks. An excused absence may be considered an exception if pre-arranged no later than one day before the event. Only in cases of emergency or extenuating circumstances shall the Athletic Director or designee grant an exception to this limitation. A student who is suspended out-of-school shall not participate at practice or competition during the term of the suspension.

Drug and Alcohol Policy for Extracurricular Activities *Policy JJJ-1*

The purpose of this policy is to create a safe drug/alcohol free school for all students. On the basis of information submitted to the Board of Education, the Board of Education has determined that the use of illegal drugs by student athletes in the District is a significant threat to the health, safety and welfare of students and the school community. Additionally, the Board has made the following findings and conclusions: (1) based upon the number of drug-related

disciplinary interventions in the District within the past two school years, it appears that the incidence of drug use is somewhat higher among student athletes than in the student population as a whole; (2) participation in extracurricular athletics often involves a heightened risk of physical harm that may be increased by the use of illegal drugs; (3) participation in athletics can be used as a valuable motivator to help curtail and prevent drug use, if the fact of drug use is determined; (4) participation in extracurricular athletics is a voluntary activity and privilege, is not a requirement for academic credit, and should be open to students in the District only to the extent that they comply with the drug-free schools policy of the Board of Education; and (5) students who participate in athletics as well as their parents/guardians must also recognize that because of their choice to participate in these activities, they have less expectation of privacy than do other students.

The Mancos School District and the School Board does not recognize medical marijuana as a legal drug. Therefore, any staff, student, athlete and/or extra-curricular activity participant using medical marijuana will be subject to follow the existing drug policies as stated in Mancos Schools Board policy book and handbooks.

Activity Transportation/Travel Rules

Students must have a permission note signed by parents or guardian and on file with the school official to attend a school activity. Students must ride school transportation to the event. Students may be released from an event to a parent by obtaining Principal/Designee approval signature and file the permission note with the office.

While participating in travel, students must adhere to the School Code of Conduct and Bus Discipline Code. If a student violates the School Code of Conduct, the Bus Discipline Code, or law, that student must return home immediately at the responsibility/expense of the parent/guardian.

Transportation

School Code of Conduct rules apply while riding the bus. Failure to comply may result in assigned seating, suspension and/or expulsion. Parents must make arrangements at least twenty-four hours in advance to request permission for students to leave the bus at any time other than their regular route stop. Only K-12 students can ride the bus.

Bus Scheduling and Routing

Adequate services, safety and efficient operation shall be the goals in the planning of school bus schedules, routes, and stops. Please do not park in front of the school in the bus zone during school hours from 7:20am – 4:20pm.

Any roads marked by white on red county signs are roads not maintained by the county. The school district will not drive on any of these roads.

Any student who lives within a one-mile radius of the school will not be transported by bus unless the transportation department finds it to be a dangerous situation.

A permission slip needs to be written by either the parent/guardian or a verbal conversation between the parent/guardian and appropriate school administrative assistant to ride a bus other than their regularly scheduled bus. This must be completed before 2:30pm to allow sufficient time.

Bus Safety and Conduct *Policy JICC/JICC-R* The Board of Education of Mancos School District RE-6 has authorized student transportation at district expense with the following guidelines:

1. The District may furnish transportation to students who live beyond one mile of the school. Transportation may be furnished for shorter distances if dangerous conditions prevail.

2. Students must conduct themselves in a manner, which permits and promotes safe transportation of all student passengers.

3. Students are required to be at their bus stop five minutes before the bus is scheduled to arrive at their designated bus stop.

Riding the bus is a privilege and this may be taken away at any time.

COLORADO LAW DOES NOT REQUIRE SCHOOL DISTRICTS TO TRANSPORT PUBLIC SCHOOL PUPILS TO AND FROM SCHOOL. 22-32-113 COLORADO REVISED STATUTES, 1973.

The ***safe*** transportation of students, to and from school, is of the utmost importance. If a driver is to operate the school bus safely, it is necessary that passengers behave in a controlled and orderly manner. The school district will do its utmost to provide safe, clean, and well-regulated buses. Passengers have a general responsibility to cooperate and abide by the established rules and regulations of the District. Please remember that if the student damages school property, parents/guardians will be held responsible for the cost to repair or replace damages. A Transportation Discipline Code policy is included in this handbook and in each registration packet. Remember, expectations and consequences for school behavior apply to bus behavior as well, and the District Discipline Plan will be followed.

Bus Discipline Code *Policy JICC-E*

**Tier One Displicine**

The first written infraction must be signed by a parent in order for the student to be allowed back on the bus (route and/or activity). The second written infraction must be signed in order for the student to be allowed back on the bus, and the supervisor will call to speak with the parent(s). The third written infraction will result in a meeting between parent(s), student, supervisor and administrator to decide if students will be able to continue to ride buses.

Tier One Infractions:

Eating and/or drinking on the bus

Throwing objects Inappropriate language Inappropriate behavior Pushing/shoving

Failure to respond to a reasonable request

Disruptive behavior, not flagrant

Unsafe behavior, routine

**Tier Two Discipline**

A Tier Two Infraction will result in an automatic one day off of the route and/or activity bus. The third infraction of this type will result in meeting with parent(s), student, supervisor and administrator to decide if the student will be able to continue to ride the buses.

Tier Two Infractions:

Disruptive behavior, flagrant

Unsafe behavior, flagrant

Profanity, vulgar language or gestures

Insubordination

Tobacco use on bus

**Tier Three Discipline**

A Tier Three Infraction will result in automatic three-day suspension from buses (route and/or activity). If there is property damage the student/parent(s) will be required to pay for damages. Parent(s) will receive notification from the supervisor. The parent(s) may set up meetings with the supervisor and administrator if desired. A second infraction of this type will result in a meeting with parent, student, supervisor and administrator to decide if the student will be able to continue to ride buses.

Tier Three Infractions: Fighting

Threats, harassment, bullying Damage to school property Theft

Sexual harassment Extortion/coercion Arson

Vandalism

**Long-Term Bus Suspension:**

Long-Term Bus Suspension will result in an automatic three-day bus suspension after a meeting with parent, student, supervisor and administrators, could result in student being suspended for the school year from all buses (route and/or activity).

Long-Term Bus Suspension Infractions:

Possession or use of alcohol, drugs or drug paraphernalia

Assault – physical or sexual

Willful destruction or defacing of school property, vandalism

Creating a threat of physical harm to other

Selling drugs

Robbery or felony theft Sexual harassment, physical Bomb threat

Weapons

Criminal assault

Any violation which would be a felony if committed by an adult.

**\*ALL OF THE ABOVE INFRACTIONS MAY RESULT IN ADDITIONAL DISCIPLINARY ACTIONS BY THE SCHOOL ADMINISTRATION.**

Video Recorders on Transportation Vehicles *Policy EEAEF* Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

Health Services

Administering Medications to Students *Policies JLCD/JLCD-R/JLCD-E* School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours and the student’s parent/guardian is not available to administer the medication during the school day.

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term “medication” includes both prescription medication and nonprescription medication. The term “nonprescription medication” includes but is not limited to over- the-counter medications, homeopathic and herbal medications, vitamins and nutritional supplements. Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

1. Medication shall be in the original properly labeled container. If it is a prescription medicine, the student's name, name of the medication, dosage, how often it is to be administered, expiration date, the name of the prescribing health care shall be printed on the container.

2. The school shall have received written permission from the student’s health care practitioner with prescriptive authority under Colorado law.

3. The school shall have received written permission from the student’s parent/guardian to administer the medication to the student.

4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

**Self-administration of medication for asthma, allergies or anaphylaxis**

A student with asthma, a food allergy, or other severe allergies, or a related, life-threatening condition

may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related life-threatening condition. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school- sponsored activity. Student possession and self- administration of such medication shall be in accordance with the regulation accompanying this policy.

A school shall permit a student to possess and self-administer medication for asthma or anaphylaxis if all of the following conditions are met:

1. Written authorization signed by the student's health care practitioner must be on file with the school which shall include the student's name; the name, purpose, prescribed dosage, frequency, and length of time between dosages of the medication(s) to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication.

2. The school nurse or school administrator in consultation with the student's health care practitioner and the student’s parent/guardian collaborate to make an assessment of the student’s knowledge or his or her condition and ability to self-administer medication.

3. A written statement signed by the student's parent or legal guardian must be on file with the school, which shall include permission for the student to self-administer his/her medication and a release from liability for any injury arising from the student's self-administration of such medication.

4. A written contract between the school nurse, school administrator, the student, and the student's parent**/**guardian must be on file with the school, assigning levels of responsibility to the student's parent/guardian, student, and school employees.

5. A treatment plan authorizing a student to possess and self-administer medication for asthma or anaphylaxis shall be effective only for the school year in which it is approved.

6. A student shall report to the school nurse or designee or to some adult at the school immediately after the student uses an epinephrine auto-injector during school hours. Upon receiving such a report from a student, the school nurse, designee, or other adult will provide appropriate follow-up care to the student, which shall include making a 911 emergency call. *Last Revised: June 17, 2013*

7. Authorization for a student to possess and self-administer medication to treat the student's asthma, anaphylaxis or other related, life-threatening condition may be limited or revoked by the school principal after consultation

with the school nurse and the student's parents/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

Student possession, use, distribution, sale or being under the influence of medication inconsistent with this policy shall be considered a violation of Board policy concerning drug and alcohol involvement by students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

*Adopted: 1987 Last Reviewed: May 20, 2013 Last Revised: June 17, 2013*

Administering Medicines to Students - Regulation *Policy JLCD-R* If under exceptional circumstances a student is required to take oral medication during school hours only the school nurse or the nurse's designee will administer the medication in compliance with the following regulations. In the alternative, the parent/guardian may come to school to administer the medication.

1. All directives of the accompanying policy will be followed.

2. Written orders from the student's physician or other professional licensed to prescribe medication must be on file in the school stating:

a. Student's name b. Name of drug

c. Dosage

d. Purpose of the medication

e. Time of day medication is to be given

f. Anticipated number of days it needs to be given in school g. Possible side effects

3. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

4. An individual record will be kept of such prescription medications administered by school personnel.

5. Medication will be stored in a clean, locked cabinet or container.

Unless these requirements can be met, medication will not be administered at school.

**Form**  [JLCD-E**, t**](https://www.mancosre6.edu/cms/lib/CO02201995/Centricity/Domain/31/JLCD-E_Administering_Medicines_to_Students_Exhibit.pdf)**he School First Aid and Emergency Medical Care Card *must* be completed for every student each year, and be kept current.**

Health Services *Policy JLC* Nursing services are available during normal school hours. The nurse’s office is located at the Mancos Elementary School. The objectives of the school health program are to promote good health habits, stimulate a sanitary, safe and healthful environment in school and to assist in the identification and referral to appropriate health care providers for medical, psychological and physical needs. Any health concerns should be brought to the attention of the nurse. Students may request to see the nurse by requesting a pass from the administrative assistant or teacher.

Communicable/Infectious Disease *Policy JLCC* By law, admission to school may be denied to any student diagnosed as having a disease whereby attendance could be harmful to the welfare of other students.

The Board of Education recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection.

First Aid and Emergency Medical Care *Policy JLCE/JLCE-E*I If a student becomes ill or injured at school, the school staff will administer basic first aid. In most cases, when the student becomes ill or is only slightly injured, parent/guardians will be called or the emergency contact person on file will be asked to take the student home. If the illness or injury warrants emergency medical attention, a staff member will call 911.

Health Screenings

The nurse regularly conducts vision and hearing screenings during the school day. Referrals will be sent home for follow- up as needed. The nurse will also record height and weight measurements for Body Mass Index records.

Immunizations/Exemptions *Policy JLCB/JLCB-R* No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal, or other reasons as provided by law.

Please be sure to update student’s immunization records when new shots are given. Please see the school nurse about exemptions as a signed form needs to be on file with the nurse. A new exemption form is needed every school year. Medicaid Reimbursement *Policy JLCG* In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall seek reimbursement for

health-related services rendered by a qualified district staff. The district shall obtain written consent annually from a

parent/guardian before release of any non-directory information required for billing.

Wellness Policy *Policy ADF* Pursuant to federal law, the following parties have jointly developed this school wellness policy: members of the District's Board of Education, students, parents, teachers, including but not limited to physical education teachers, the district's director of food services, school nurse, and community members knowledgeable about children's health.

The Board promotes healthy schools by supporting student wellness, good nutrition, and regular physical activity as part of the total learning environment. Schools contribute to the basic health status of students by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential, as children who eat well-balanced meals and are healthy are more likely to learn in the classroom.

To further the Board's beliefs stated above, the Board adopts the following goals:

Goal #1: The district will provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.

Goal #2: The district will support and promote proper dietary habits contributing to students' health status and academic performance.

Goal #3: The district will provide more opportunities for students to engage in physical activity. For details on this policy, please visit the district’s website at [www.mancosre6.edu.](http://www.mancosre6.edu/)

Illness at School

Please do not send ill or feverish students to school. If a student is contagious (pink eye, strep throat, chicken pox, etc.), school board policy forbids school attendance. Students who have a temperature of 100 degrees or more or who are vomiting or experiencing diarrhea will be sent home.

Students who complain of illness at school may be referred to the school nurse or designee. The parent/guardian or person designated on the medical authorization form will be notified if a student needs to be sent home. The following form will go home with each student that is sent home from school: [How Sick is Too Sick.](https://drive.google.com/file/d/1RcdCmU4SYXwmVhJrA3Pyk0gP0MTDClkF/view)

Safety

Safety is an area of concern for all students. Personal safety, school safety, and traffic safety are emphasized through lessons at the beginning of each school year and are revisited throughout the year. Please help by stressing the importance of safety with students. Encourage the student in the following areas to ensure safety:

• Going directly home after school

• Use proper bicycle riding habits including the use of helmets

• Use proper street crossing habits including crossing guard

• Use bus safety rules

• Avoid strangers – especially not accepting rides or candy

The greatest number of traffic accidents involving students occurs during the morning hour when students are going to school and in the afternoon when students are returning home. Students must be taught to use precautions at these crucial times. Please select and teach the student the safest route to and from school. Walk the route with the student at least three times. Staff is on duty at the crosswalk in front of the elementary school 15 minutes before school starts and 10 minutes after school ends. Students arriving prior to crosswalk supervision should be walked to the front door by their parent/ guardian.

When driving through the school zones, please be aware of surroundings and speed. Please park and drop students off at safe areas. Parents and students should use the crosswalks in the school zone to ensure safety. Use the following checklist when working with the student on safety issues:

• Use the crosswalk light to cross the highway

• Choose the route to and from school that has the least number of busy streets to cross

• Ask student to come home directly and quickly

• Cross streets at corners

• Check both ways for traffic

• Obey all traffic signs

• Never step into the street from between parked cars

• Face traffic when walking along roads without sidewalks

• Walk off of the roadway

• Follow traffic signs when riding a bicycle

• Ride with the traffic

• Use extra caution on snowy or rainy days

Emergency Drills (Fire, Lockdown, Lock-in)

All schools practice emergency drills monthly throughout the school year. Each year staff will review all drill requirements with students. It is the students’ responsibility to follow the established protocol for the appropriate drill to ensure safety.

Cafeteria Conduct/Information

Breakfast and Lunch Program/ Free and Reduced-Price Food Services *Policy EFC* The Mancos School District offers hot, nutritious breakfasts and lunches to all students. The District participates in the National School Lunch and School Breakfast Programs. Parents and guardians are encouraged to complete a free and reduced meal application form **regardless of eligibility**. For more information regarding the programs, visit the District website [www.mancosre6.edu o](http://www.mancosre6.edu/)r the Food Services Director, Janet Fogel at [jfogel@mancosre6.edu o](mailto:jfogel@mancosre6.edu)r 970-759-7745.

**All meals must be prepaid and charges are not permitted.** Payments for lunch and breakfast can be made by cash or check. Checks must be made payable to the Mancos School Hot Lunch Program. If parents/guardians have any questions about the lunch program, please contact the cafeteria at (970) 533-7745.

My School Bucks is the District’s online payment system where you can go online, check your students lunch account balance, set up payment options, schedule automatic payments, and set up alerts when your student’s lunch account balance is low. Go to [myschoolbucks.com t](http://www.myschoolbucks.com/)o create an account. You will need to have your students lunch ID, download the app to your phone and make payments anytime.

|  |  |  |
| --- | --- | --- |
|  | **Elementary** | **Secondary** |
| **Breakfast Prices** | $1.60 | $1.60 |
| **Lunch Prices** | $2.30 | $2.75 |
| **Extra Milk\*** | .50 | .50 |

Things to keep in mind:

• Students may **not** bring soda into the cafeteria.

• Only 3rd – 12th grades are allowed to use the microwave (subject to Health Department approval). Please do not send microwavable items with K – 2nd students as they are **not** allowed to use the microwave for safety reasons.

• Middle School students who would like to go home for lunch must seek approval from the school and have written parental permission on file with the school office. Middle School and High School students who wish to purchase items from the Deli, or a la carte, must have a permission form signed by a parent. These items purchased are cash only. See our student meal payment policy for further information. [www.mancosre6.edu](http://www.mancosre6.edu/)

Food Allergies

Meal substitutions will be made when a disability is determined, and the designated form is signed by your physician and is on file with the Food Service Director and the School Nurse. See page 24 for more information.

Breakfast and Lunch Menus

The Food Services Director will prepare breakfast and lunch menus each month*.* These are available on the following website [www.mealviewer.com o](http://www.mealviewer.com/)r in each school's office. All menus follow USDA and NSLP nutritional guidelines. Menus are subject to change at last minute due to food availability.

Lunch Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| 12:10 – 12:55 am | Middle School Students | 10:55 – 11:20 am | K-1st |
| 12:25 – 12:55 am | High School Students | 11:20 – 11:45 am | 2nd – 3rd |
|  |  | 11:45 – 12:10 pm | 4th – 5th |

Parents, guardians, and visitors are always welcome to join us for lunch. The cost is $3.25, due at time of service. Please be sure to sign in at the office or cafeteria and get a visitor/name badge.

Expected Behaviors

All facets of school provide a learning opportunity for students. Eating in the cafeteria with friends and classmates gives students an opportunity to apply appropriate behavior and social skills. Wishing to provide the best possible atmosphere for student learning, the following cafeteria conduct guidelines have been established:

• No standing or sitting on cafeteria tables

• Appropriate public eating behaviors

• No sharing food or eating off of another student's plate

• Speaking in conversational, indoor tones

• Sitting quietly

• Respecting other’s personal space and property

• Treating fellow students and cafeteria staff with courtesy and respect

• Walking in an orderly manner

• K-5 students must have permission to leave the table once seated.

Snacks/Nutrition Break

Snacks are important for providing students with nutrients to support growth and learning. Students are allowed to bring snacks to school. Classroom teachers will send home information on the types of snacks that are acceptable and a schedule of snack times.

**Please note, students only qualify for one free breakfast a day on the National School Lunch program.**

Mancos Early Learning Center

Applications and Requirements

Children must be 3 years old by August 31st in order to attend the Mancos Early Learning Center. Applications can be filled out at the Center or online, and should include the following documents:

• Certified Birth Certificate

• Updated Immunization Record

• Proof of income (taxes, pay stubs, etc.)

• Any necessary court documents

• Recent Physical Exam

Enrollment in the Mancos Early Learning Center does not guarantee acceptance into the Mancos K-12 school system.

Tuition and Funding

We are open Monday through Thursday (no school on Friday’s).

Half Day – 8:00am -12:45pm $20.00/day Full Day-8:00am -3:45pm $30.00/day Half Day with funding $15.00/day

(Breakfast, lunch, and snacks are provided)

Funding options are available through our community partners: Tri-County Head Start (TCHS), Colorado Preschool Program (CPP), ECare and CCAP (offered through Montezuma County). Funding is based on availability and specific requirements (income, housing needs, foster care, etc.)

Daily Schedule

Monday through Thursday

|  |  |
| --- | --- |
| Morning Drop Off | 8:00am |
| Breakfast | 8:45am |
| Lunch | 11:45am |
| Half Day Pickup | 12:45pm |
| Rest Time | 1:00-2:00pm |
| Afternoon Pickup | 3:45-4:00pm |

Child Safety

We use a sign-in and sign-out sheet daily when dropping off and picking up your child. This is to help us keep track of attendance daily and for field trips, fire drills, and other activities. Any person authorized to pick up your child MUST provide a photo ID to Center Staff before they will be allowed to take your child.

Transportation

There is no school transportation (bus) currently offered for children attending the MELC.

Meals and Snacks

Breakfast and lunch are provided by the Mancos School District Cafeteria. Breakfast and lunch are served family style in the classrooms. Meals are provided as a part of tuition and the National School Lunch program; however, the food service director encourages all families to fill out and return the meal eligibility form to benefit our district.

Visitors and Volunteers

We welcome family to visit and take part in your child’s education. All visitors must sign-in. We ask that parents please not bring younger siblings as we are not licensed to have children younger than 3 years old in the Center unless we have a special event. Any person wishing to volunteer must fill out the appropriate paperwork and can contact our Districts Volunteer Coordinator at (970) 533-7744.

Elementary School

AR –Accelerated Reader

Accelerated Reader (AR) is a progress monitoring software assessment for monitoring the practice of reading. There are three steps to using Accelerated Reader. First, students choose and read a fiction or non-fiction book. Second, students take a quiz on the computer. Third, the teacher receives information that is intended to assist, motivate reading, monitor progress, and target instruction. Reports regarding reading level and comprehension skills are available through the software. Mancos students can earn points by completing quizzes. Accelerated Reader is available at the Mancos Public Library for all Mancos students.

Assemblies

Assemblies are usually held in the Little Jay Gym in the later part of the afternoon. Please join us if your schedule permits.

Attendance

Students will be recognized each quarter for meeting Professional Attendance criteria and/or Perfect

Attendance criteria.

Students who report to the elementary between 8:10 and 9:10 am are considered tardy. Students who arrive after 9:10 am are considered absent for one half of a day. Students who leave before 3:00 pm are also considered absent for one half of a day. A student leaving between 3:00-4:00 will be considered a “leave early”, which is equivalent to a tardy. Two half-day absences equal one absence.

Professional Attendance:

4 or less full days absent/quarter

\*6 Tardies/Leave Early = 1 Full Day Absence

\* 2 Half Day Absences = 1 Full Day Absence

\*Absences = excused and/or unverified, a total of either 6 tardies, leave early, or a combination of the two is equivalent to an absence.

Perfect Attendance – All 3 criteria must be met:

0 – Absences

0 – Tardies

0 – Leave Early

Communication

Communication is a vital part of a student’s education. To stay up to date on what’s going on at school, announcements and reminders will be posted on the website at [www.mancosre6.edu.](http://www.mancosre6.edu./)

Another way to stay informed is to call or email the student’s teacher(s). Contact the staff member or administrative assistant for an email address.

Hats

Students are not allowed to wear hats in the building and/or classrooms Monday through Wednesday. Every Thursday is “Hat Day” and students are permitted to wear a hat all day if they pay one dollar. Money collected from Hat Days goes towards funding special events.

Homework

Specific homework guidelines will be provided by the students’ classroom teachers. Please do not hesitate to call the teacher if further clarification is needed.

Honor Students

4th and 5th grade students are recognized when they meet the Honor Roll requirements at the end of each quarter. To be eligible, a student must meet the following criteria on their report card for that quarter:

**High Honors: (All 3 areas must be met)**

**Academics:** A’s only in all core academic areas (reading, writing, math, science, and social studies) **Professional Attendance** – 4 or less days absent (both excused and unexcused absences) **Behavior:** 3 and 4’s only

**Honorable Mention: (All 3 areas must be met)**

**Academics:** A’s and B’s in all core academic areas (reading, writing, math, science, and social studies)

**Professional Attendance:** – 4 or less days absent (both excused and unexcused absences)

**Behavior:** 3 and 4’s only

Newsletter –Little Jay Journal

Announcements and reminders from the office will be posted on the District website [www.mancosre6.edu. T](http://www.mancosre6.edu/)he *Little Jay Journal* will be posted within the elementary section of the website bimonthly, and includes valuable information about school events and classroom activities. Please take time to read the *Little Jay Journal* as this is the tool used to communicate pertinent information. Classroom teachers also send newsletters home which include upcoming classroom events, homework, and other educational tips.

Information to be included in the *Little Jay Journal* must be received by the school administrative assistant no later than

Wednesday mornings in order to be included for that week and must be approved by the principal.

Personal Items

Please do not allow students to bring toys, radios, CD players, electronic or digital devices, sports equipment, skateboards, roller blades, or large amounts of money to school. These items distract from the learning environment and may be lost or stolen. Items found at school that are considered a distraction to the learning process will be held at the front office. Parents/guardians will be contacted to pick up the item(s) at the end of the day. Trading or selling of any kind of collection card is not allowed. The school cannot be held responsible for personal items.

Gloves, coats, hats, boots, and lunch boxes should be clearly marked with the student's name. A lost and found is maintained near the front entrance. Students should not share personal clothing items.

Playground Behavior

School playground supervision begins at 7:50 am when staff members are on duty. Staff members supervise all recesses. Safety and constructive cooperative play are the primary goals of supervised play. Playground behavior expectations are aligned to classroom expectations. The duty person will restrict students who are not playing in an appropriate and safe manner. In the event of poor weather or severe conditions, students will have indoor recess supervised by staff members. Rules for behavior as defined by the District Code of Conduct will be enforced during recess.

All students are welcomed to play and participate in all games. Appropriate language and sportsmanlike conduct is expected at all times. Roughhousing is not allowed.

**Winter Play Conduct**

SNOWBALLS (are not permitted to be made or thrown) Respect snow projects built by others

Clean feet before entering the buildings

All elementary students must have snow pants and snow boots to play in the snow.

All students need to wear appropriate hats, gloves and coats on cold winter season days

**Equipment not allowed on campus:**

Skateboards

Roller blades/skates

Football pads

Shoes with wheels

Students cannot ride bicycles or scooters on campus. Bicycles and scooters must be walked while on campus and locked in the bicycle rack.

Recess

• Before School Starts – There is a 15-minute recess before school starts. Students will be allowed in the library or cafeteria if it is too cold to play outside. Please make sure students are dressed appropriately for the weather.

• Lunch - Students will have a recess after eating lunch.

• Additional recesses are up to each teacher’s discretion.

School Supplies

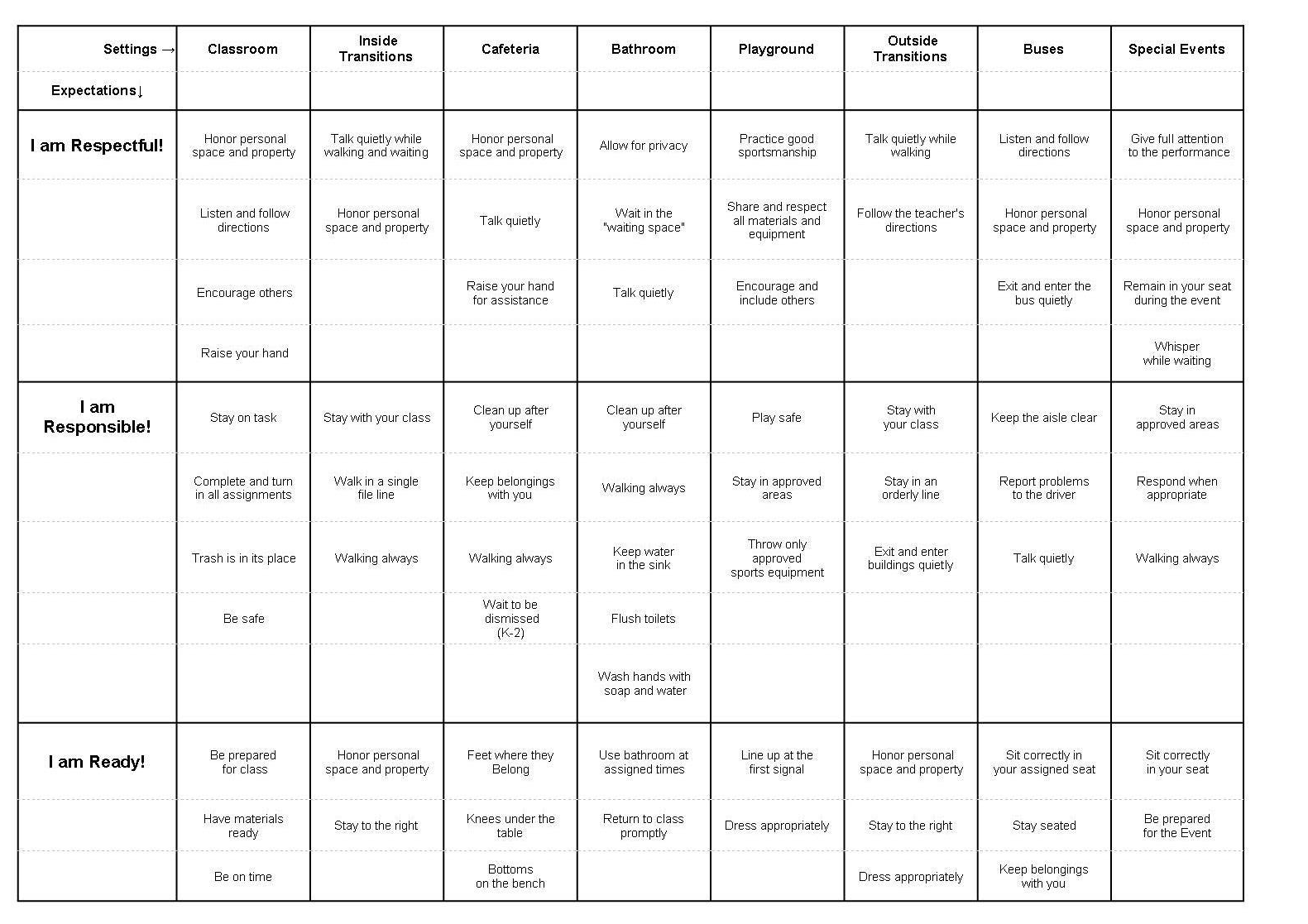
Instructional materials are furnished by the school district. Students are responsible for book care. Lost or damaged books will result in book fines. Essential supplies (crayons, pencils, glue, Expo markers, loose leaf paper, etc.) are purchased by the school district for elementary students. Classroom teachers will provide a minimal list of supplies for students to bring to school. The minimal supply list can be picked up at the office, found on the website, and at Walmart during the school supply purchasing season in the summer.

Spirit Day

Each Thursday of the school year is dedicated to spirit day. Students are encouraged to wear Mancos School attire with

Mancos School logos or blue and white colors to show Mancos Spirit!

Elementary School PBIS Matrix



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Middle School

Academic Program and Process Information

Mancos Middle School is known for high academic standards. Students are provided with a well- rounded liberal arts education which includes language arts, math, science, social studies, health and physical education, music, art, and technology. Because Mancos School is a small school, students are given an opportunity for more individualized and caring instruction.

Additional exploratory classes are offered for MS students. These courses are designed to enhance core academic learning. Students may indicate course preferences but sometimes students do not get their preferred course selections. Announcements/Bulletin

Students may submit a school announcement in writing or by e-mail for school purposes with the administrative

assistant. Announcements for the morning bulletin must be received before 12pm the preceding day. Only appropriate announcements will be accepted. Beginning each day, the announcements will be read over the intercom. Attendance

Students who report to the middle school after 7:50 am are considered tardy. Students need to sign in at the front office

before heading to class. Students who miss more than 15 minutes are considered absent for the whole class period.

\*\*Tardies could affect eligibility for rewards trips, field trips, or any other activities subject to administration.

Students are only allowed 10 absences, excused or unexcused, per semester out of the required 146 days to receive credit per year. Parents will be notified each quarter if their student misses more than 5 days each quarter. Absences in excess of 10 may result in loss of credit for that class. Students should strive to be in class.

It is the student’s, as well as the parent/guardian’s responsibility to know how many days their child has missed which they can find on PowerSchool and the Administration will run a report.

Cell Phones

Due to many challenges at the middle school level, the teachers and administration feel that cell phones have become detrimental to students' learning. Cell phones are NOT to be used in the middle school during school hours (7:50am-

4:10pm). Cell phones must stay in the student’s backpack/locker during school hours. Students need to be respectful, responsible, and ready when they come to school. Students will be allowed to use the office phone in certain situations at staff’s discretion. Abuse of the office phone may cause this privilege to be taken away. If you, as a parent, need to get a hold of your child, please call our administrative assistant (970-533-7746) no later than 3:30pm. The administrative assistant will deliver your message to your child. If you need them to call home, we will allow them to use the office phone to return your call. We also understand there are multiple after school events and your child may need their cell phones to get a hold of you. Your child can keep their phone in their backpack, so they can have it after school to keep you informed. (Consequences – upon the 4th confiscation of a phone, parents will be notified and will need to pick up their student’s phone. After the 6th offense, students will be required to leave their phone in the office when they arrive at school and may pick their phone up at the conclusion of the school day.)

Clubs and Sponsors

Athletics Mr. Heath Showalter

Student Council TBD

Knowledge Bowl Mrs. Ivy Dalley Dance/Cheer Ms. Allyson Ropes Communication

Communication is a vital part of a student’s education. To stay up-to-date on what’s going on at school, announcements

and reminders will be posted on the website at [www.mancosre6.edu. E](http://www.mancosre6.edu/)vents will also be posted in the “Mid X-Press'' newsletter (published every other week) which will be emailed to all families.

Another way to stay informed is to call or email the student’s teacher(s). Contact the administrative assistant for an email address.

Course Advancement

Students may qualify for course advancement through MAPs data, teacher recommendation, or a Gifted Education portfolio review. If any of these occur, there will be a parent meeting to discuss the best course of action.

Course Fees

Students may be charged a fee for expendable supplies and materials used in a course. Fees for expendable supplies and materials shall relate directly to the actual cost of providing these materials to the student. These fees shall be waived for students who qualify for financial support. Students shall be required to pay for materials for projects that are above the basic requirements for the course and are to be retained by the student.

There will be an annual $20 technology fee per student, per year, for the use of any technology. If you need assistance, please contact the school administration.

Chromebooks

Students will be issued chromebooks at the beginning of the school year. Students are responsible for their assigned chromebook, which includes the cost for replacement of the power cord and damage to the computer. We highly recommend that students bring their computer and charger to school every day. If students do forget their computer, we will have a one-day replacement available. If this occurs on consecutive days, parents will be called to bring in the chromebook.

Dances

Only enrolled Mancos Middle School students may attend Mancos Middle School sponsored dances. Students must dress, behave, and dance appropriately. Students are expected to follow all school rules and codes of conduct.

Parents and students, please be aware of the dress code when you are selecting attire. Students must be in good academic and behavioral standing the week the dance is taking place, in order to participate in the dance. Students must also meet attendance requirements. Administration has final say.

8th Grade Continuum

At the end of the school year, 8th grade students will have the opportunity to be honored at the Awards Assembly by being recognized for passing their core classes. Students will receive a certificate of continuum if they pass two or more of their core subjects.

Grading System

MMS follows the following chart for administering a GPA value:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A+ | 97-100 | 4.0 | B+ | 87-89 | 3.0 | C+ | 77-79 | 2.0 | D+ | 67-69 | 1.0 |
| A | 93-96 | 4.0 | B | 83-86 | 3.0 | C | 73-76 | 2.0 | D | 63-66 | 1.0 |
| A- | 90-92 | 4.0 | B- | 80-82 | 3.0 | C- | 70-72 | 2.0 | D- | 60-62 | 1.0 |
|  |  |  |  |  |  |  |  |  | F | 59-0 | 0.0 |

Pass/Fail courses are not counted toward GPA.

Parents can always access students’ grades on PowerSchool. Please see the building administrative assistant to set-up access.

Honor Roll

High Honors or Honorable Mention are the two types of honor roll students can qualify for based upon GPA. To qualify for High Honors, students must have a 4.0 GPA. To qualify for Honorable Mention, students must have a 3.0 GPA or higher, and may not have had any C’s, Ds or Fs. The honor roll qualifiers are identified each quarter.

Incentive Trips

In order to recognize students for successful behavior and provide the incentive to continue a successful path, our middle school rewards students with a field trip. To be eligible to participate on any incentive trip, students must qualify in each of the three areas:

Grades Passing all core classes with a C or better. One D is permissible

Behavior In-School or Out-of-School suspensions disqualify students from participation, repeated classroom disruptions or code of conduct referrals may affect participation.

Attendance 10 or more absences per semester may disqualify students from participation. Tardies 18 or more tardies may disqualify students from participation.

Other All school/athletic fees must be paid/uniforms must be turned in.

Incomplete (I)

An incomplete grade will be assigned should there be extenuating circumstances that prevent a student from completing the course in the appropriate time allowed. Students must complete the required work within two-weeks of the date the (I) was assigned. The (I) will convert to an (F) after that two-week period if the student does not complete the required work within the two week period. The student and parent/guardian may schedule a meeting with teachers and the principal to ensure a review of options.

Lockers

Lockers will be assigned by the administrative assistant. Students are not allowed to share lockers. All lockers are school property and subject to search at any time. If a student places a personal lock on the assigned locker, the student must turn in the combination or a spare key to the administrative assistant. The school is not responsible for theft from lockers. Students are encouraged to use locks.

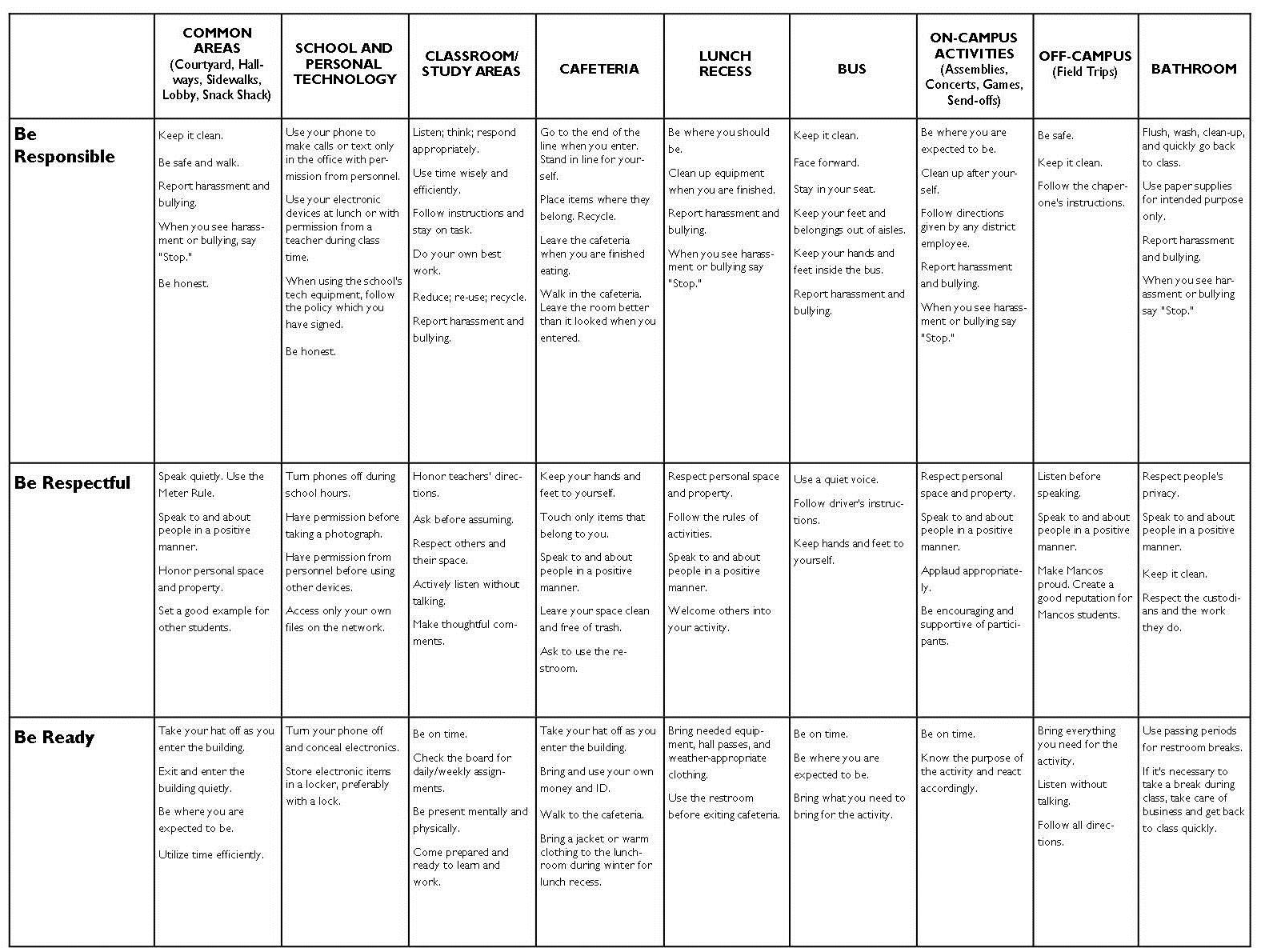
Playground Behavior

Students are expected to follow the school code of conduct at all times while on the playground. Additionally, students are reminded not to tackle or participate in any intimidating behavior.

Progress Reports

Progress reports are available midway through the quarter by contacting the administrative assistant. Teachers will follow-up with a phone contact to parents/guardians and may require students to develop a study plan for success in partnership with parents/guardians should a student’s grade show a significant decrease or reach a 62%. Parents can view grades in progress through a link to PowerSchool on the Mancos School District website throughout the school year.

Middle School PBIS Matrix



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High School

Mancos High School is known for high academic standards. Students are provided with a well-rounded liberal arts education that includes language arts, math, science, social studies, health and physical education, music, art, concurrent enrollment options, career and technical education, and technology. Because Mancos High School is a small school, our elective course offerings are limited; however, that limitation is also our strength. Because this is a small school, students are given an opportunity for more individualized and caring instruction.

Freshmen, sophomore, and junior students must take a full course load. Senior students, if they have 21 or more credits, must take a minimum of 2.5 credit hours first semester and second semester. Students participating in athletics must maintain 2.5 credit hours to be eligible by CHSAA regulations.

Admissions Requirements Colorado 4-year College and University

Students may continue their education through Post-Secondary Education Options (PSEO). Most 4-year colleges and universities require the following:

|  |  |  |  |
| --- | --- | --- | --- |
| English | 4 credits | Social Studies | 3 credits |
| Mathematics | 4 credits | Foreign Language | 1-2 credits |
| Lab Science | 3 credits | Academic Electives | 2 credits |

For more information, visit individual college websites or Colorado Commission on Higher Education.

Students who wish to play sports at the college level must acquire credits based upon NCAA Clearinghouse requirements.

Announcements/Bulletin

Students may submit a school announcement for school purposes with the administrative assistant. Announcements for the morning bulletin must be written or emailed to the administrative assistant before 12:00 PM the preceding day. Only appropriate announcements will be accepted. The announcements will be read over the intercom beginning each day.

Attendance

Students who report to the high school after 7:50am are considered tardy. Students who miss more than

15 minutes are considered absent for the whole class period.

\*\*Tardies could affect eligibility for rewards trips, field trips, or any other activities subject to administration.

Students are only allowed 10 absences, excused or unexcused, per semester out of the required 146 days to receive credit per year. Students will be notified when they reach 6 absences in any period. Absences in excess of 10 may result in loss of credit for that class. Students should strive to be in class.

It is the student’s, as well as the parent/guardian’s responsibility to know how many days their child has missed which they can find on PowerSchool and the Administration will run a report.

Class Rank

Class rank will be determined by calculating the GPA for all coursework during high school. If there are multiple students with the class rank of 1, Valedictorian and Salutatorian will be determined by using SAT scores. Transfer students must be enrolled at Mancos High School for a minimum of 1 year to be eligible for Valedictorian or Salutatorian status. It is the transfer student’s responsibility to provide either percentage grades or letter grades necessary to figure class rank. It will be the responsibility of concurrent enrollment students to provide Mancos High School with percentage grades through a signed document from the professor or a printout from the website grade portal.

When transcripts of transfer students show grades, such as pass or satisfactory, such grades shall not be counted in determining class rank or grade point average. Students entering from home-based education programs must submit student work or other proof of academic performance for each course for which credit is sought.

Any student who does not meet graduation requirements during their four-year program, or if participating in the

Ascent program, will be excluded in class rank during their 5th year.

Clubs and Sponsors

|  |  |
| --- | --- |
| Athletics | Mr. Travis Greenlee |
| Knowledge Bowl | Ms. Adyan Farrar |
| National Honor Society | Ms. Adyan Farrar |
| Student Council  FFA | TBD  TBD |
| Skills USA | Mr. Eldon Vannest |

**NHS membership**: Membership is open to sophomores and juniors who have attended the school for

the equivalent of one semester and who have a cumulative GPA of 3.5. Students who meet the scholastic requirement will be invited to submit an application to be considered for membership. Completing the application is not a guarantee of membership. Students who meet the four NHS requirements are then evaluated and interviewed by the faculty council on the basis of demonstrated scholarship, leadership, service and character. Active members must continue to demonstrate scholarship, leadership, service and character and maintain a 3.5 cumulative GPA.

Communication

Communication is a vital part of a student’s education. To stay up-to-date on what’s going on at school, announcements and reminders will be posted on the website at [www.mancosre6.edu. E](http://www.mancosre6.edu/)vents will also be posted in the “Bluejay Express'' newsletter which will be emailed to all families.

Another way to stay informed is to call or email the student’s teacher(s). Contact the administrative assistant for an email address.

Concurrent Enrollment Program *Policy IHCDA* Juniors and Seniors are eligible to enroll through Fort Lewis College (FLC), Pueblo Community College (PCC), and San Juan College (SJC). Students are eligible to enroll if they are in need of course work at a higher academic level than available at Mancos High School and demonstrate a high degree of maturity. The student must discuss his/her concurrent enrollment options with the HS Registrar. All students at Mancos High School may take concurrent enrollment classes if they meet the prerequisite classes and have approval by the teacher, HS registrar, and principal. Students may earn high school and college credit simultaneously for meeting the requirements of coursework articulated with FLC, PCC, and SJC. Students interested in this opportunity must meet with the High School Registrar or an approved staff member to review the rules, procedures, credits, and additional costs incurred by the student of concurrent enrollment. Coursework earned through the concurrent enrollment option needs to align with the student’s individual career and academic plan (ICAP). Students must exhaust all CE courses on campus and fulfill all of their graduation requirements, with the exception of electives, prior to enrolling in concurrent enrollment off campus. Required courses for graduation must be taken at Mancos High School unless the student wishes to pay all tuition expenses. Under special circumstances, exceptions to the following rule will be considered when students are identified as gifted and talented (ALP). Students must meet Mancos High School requirements and FLC/PCC/SJC admission requirements. Any student enrolling in college courses must be registered with Colorado Opportunity Fund. Students will need to pay for on campus concurrent enrollment classes if they do not receive a grade of 70% or better. Most colleges do not accept academic credit from CE classes in which the student earned an average grade of 69% or below. Students will be responsible for tuition costs if the college discontinues enrollment for violations of the college’s student code of conduct. Please see additional information below for FLC, PCC, and SJC requirements.

Course Advancement

Students may qualify for course advancement through MAPs data, teacher recommendation, or Gifted Education portfolio review. If any of these occur, there will be a parent meeting to discuss the best course of action. Students may take summer school classes in order to advance in credits. These classes will be at the expense of the student/family and they need to be from an approved online HS program.

Course Fees *Policy JQ* Students may be charged a fee for expendable supplies and materials used in a course. Fees for expendable supplies and materials shall relate directly to the actual cost of providing these materials to the student. These fees shall be waived upon approval of the teacher or Administrator. Students shall be required to pay for materials for projects that are above the basic requirements for the course and are to be retained by the student.

There will be an annual $20 technology fee per student per year for the use of any technology. If you need assistance, please contact the school administration.

Dances

Mancos High School students may attend Mancos sponsored dances. Invited guests must complete and submit a Dance/Activity Guest Permission Information form, that includes verification of attendance and good standing from an administrator at the current school of attendance; and one form of photo identification turned in one week prior to the dance. If the guest is not in school, we will need a positive reference letter from an employer. All guests must be approved by the principal or designee. When a student is allowed a guest, no more than one guest may be approved. All guests must be high-school aged under 21 years old. Students and guests must dress, behave, and dance appropriately. Students and guests are expected to follow all school rules and codes of conduct. In the event of an incident and your guest is asked to leave, you will be asked to leave as well, and your parent/guardian will be contacted. Parents and students please be aware of dress code when you are selecting attire. Students must be academically and behaviorally eligible that week in order to participate in the dance. Administration has final say.

Drop/Add Procedure

Students enrolled in high school classes can request schedule changes, if appropriate, during the initial 2 day period beginning each semester. Only in an extraordinary circumstance may a student drop a class while in good-standing (70% average) and with principal approval. Students may not add courses after the two-day period unless the student is a transfer student, or it is mandated by an IEP.

Students enrolled in online coursework and/or concurrent enrollment classes must drop a class within the college’s census date. Students who withdraw from an online class or concurrent enrollment class after the 10 day window will receive an F on their high school transcript. Students will be responsible for tuition and fees after the census date.

Early Graduation

Although Mancos Schools RE-6 Board of Education encourages all students to benefit from their entire four-year high school experience opportunity, MHS allows early graduation for those students who meet early graduation requirements. The student is responsible for obtaining information for graduation activities and placing any orders for graduation.

In order to be eligible for early graduation, the student must submit a letter requesting early graduation to the principal, and a copy to the registrar, no later than October 1 of the student's senior year. The letter content must include a student's post-secondary education or transition plan.

Failing a Class

Students may not withdraw from a class that is in session because they are failing the class. Should a student fail a course, the course may be retaken or the student may request to complete correspondence/ independent coursework under the supervision of the student's teacher or the registrar. Additional fees for correspondence course work for recovery credits are the student’s responsibility. Teachers will follow the guidelines for habitually disruptive students should a student become a behavior problem in the class while being monitored for an independent study.

Fort Lewis College (FLC)

Any senior interested in attending FLC as a concurrent enrollment student with prepaid tuition must meet FLC admission requirements, have a 3.5 GPA, have exhausted all on campus concurrent enrollment options, completed all required coursework for graduation with the exception of 3 electives, and enroll in 7-9 credits fall semester and 7-8 credits spring semester. All Post- Secondary option students are required to purchase their own learning materials such as textbooks, pay for any lab fees, pay for student fees, and provide their own transportation. Students who wish to participate in the off campus Concurrent Enrollment Program must be a student at Mancos High School for a minimum of one semester

prior to enrolling in the Concurrent Enrollment Program and complete an application and submit the application with the registrar no later than **mid-March** for the fall semester, and by **mid-November** for spring semester.

Please note: Students who plan on participating in sports must meet with the Registrar to make sure CHSAA credit requirements are being met.

Grading System

Grade point average (GPA) is a measure of a student's academic achievement calculated by dividing the total number of grade points received by the total number attempted. GPA is used by postsecondary institutions to assess and compare applicants. Students can obtain their cumulative GPA from the registrar’s office or through PowerSchool. Below is an example of how GPA is calculated:

|  |  |  |  |
| --- | --- | --- | --- |
| **Class** | **Credits** | **Grade** | **Grade Points** |
| *English* | 1 | A | 1 x 4.0 = 4.0 |
| *Biology* | 1 | B+ | 1 x 3.0 = 3.0 |
| *Economics* | 0.5 | B- | 0.5 x 3.0 = 1.5 |
| *Physical Education* | 1 | C | 1 x 2.0 = 2.0 |

If Total Credits=3.5 and Total Grade Points=10.5 then Grade Point Average=10.5/3.5=3.0 or a B. MHS follows the following chart for administering a GPA value:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A+ | 97-100 | 4.0 | B+ | 87-89 | 3.0 | C+ | 77-79 | 2.0 | D+ | 67-69 | 1.0 |
| A | 93-96 | 4.0 | B | 83-86 | 3.0 | C | 73-76 | 2.0 | D | 63-66 | 1.0 |
| A- | 90-92 | 4.0 | B- | 80-82 | 3.0 | C- | 70-72 | 2.0 | D- | 60-62 | 1.0 |
|  |  |  |  |  |  |  |  |  | F | 59-0 | 0.0 |

Pass/Fail courses are not counted toward GPA.

Credit for courses is earned based upon 135-150 hours per High School credit. Elective courses meeting for 60 minutes a day will earn ½ credit for semester courses. Students are responsible for tracking their own class grade average. Students and parents may challenge the final grade by contacting the teacher. The challenge must be made within two weeks after the posting of the grade. If applicable, the teacher will submit a grade change form to the principal for final approval.

Teachers will be responsible for contacting parents/guardians if a grade is 65% or lower. Teachers will maintain documentation of the parent/guardian’s response to the student’s low grade.

**Class rankings and grade point averages**

• Graduating seniors shall be ranked within the graduating class upon the basis of grade-point averages for the four-year program.

• Grades for regular classes will be given the following values: A=4, B=3, C=2, D=1.

• Grades for advanced placement classes and college level classes that are transferrable to a Bachelor’s degree will be given the following values: A=5, B=3.75, C=2.5, D=1.25.

• Any student who does not meet graduation requirements during their four year program, or if participating in the Ascent program, will be excluded in class rank during their 5th year.

Graduation

Participation in the Mancos Schools RE-6 graduation is a privilege and not a right for students enrolled in the Mancos School District. All students must have earned the required number of credits and completed the required courses to be eligible for graduation. In addition, students must complete appropriate paperwork and have paid all fees in order to participate in the graduation ceremony. Students are required to behave and dress appropriately. If a student’s behavior or dress detracts from the dignity of the ceremony, that student shall be ejected from the commencement ceremony.

If a student lacks one credit toward meeting the graduation requirements, they may apply to participate in the commencement. Requests must be submitted in writing to the registrar stating an appropriate summer school plan, correspondence course, college or other plan to meet the requirement to be completed within one year from the date

of commencement. The plan must be approved by the principal. During commencement, a blank folder will be given, and the official diploma will be available upon proof of completion of required coursework.

Graduation Requirements *Policy IKF* In pursuit of its mission to ensure that all students reach their learning potential, the Board of Education has established the following graduation requirements.

**State and district content standards**

All students must meet or exceed state and district academic content standards prior to becoming eligible to graduate or complete the requirements and goals as listed on a student’s Individualized Education Program (IEP), which may include modified academic content standards.

Graduation from high school is a culminating event that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student's public school career. Each level of school and each staff member or parent/ guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the content standards and to meet the expectations for graduation.

**Units of credit needed**

A credit is defined as the amount of credit given for the successful completion of a course which meets four days per week for a minimum of one class period for a calendar year or the equivalent. Successful completion means that the student obtained a passing grade for the course.

The following criteria shall entitle a student to a high school diploma:

• Achievement in content standards as demonstrated by mastery of the curriculum which may include, but is not limited to: daily classroom assignments, the district assessment program, classroom assessments, and student participation in, and completion of, assigned projects.

• Completion of core requirements plus elective credits in grades nine through twelve in the prescribed categories listed below.

• Students will have the option to choose from two types of diplomas: Honors Diploma or General Diploma.

• Completion of the requirements and goals as listed on a student's Individual Education Plan (IEP) which may include modified content standards.

|  |  |  |  |
| --- | --- | --- | --- |
| **Class** | **Honors** |  | **General** |
| English | 4 credits |  | 4 credits |
| Mathematics | 4 credits |  | 3 credits |
| Science | 4 credits |  | 3 credits |
| Social Studies | 3 credits |  | 3 credits |
| PE | 1 credit |  | 1 credit |
| Health | 1 credit |  | 1 credit |
| Foreign Language\*\* | 2 credits |  | 1 credit |
| Electives Academic | 5 credits |  | 4 credits |
| Electives General | 2 credits |  | 6 credits |
| TOTAL | 26 credits |  | 26 credits |

• *As of 2010, the Colorado Commission on Higher Education requires 4 credits of Mathematics for admission to a four-year college or university.*

*\*\* Many colleges require 2 credits of Foreign Language for admission to a four-year college or university.*

**Class of 2020 and Beyond**

Students will need to demonstrate  *competency* in Reading and Math academic areas. The state’s competency level determinations for English and Math are set to match proficiency levels on the state assessment, higher education’s cut scores for placement in credit bearing classes, industry certificates, and the military’s cut scores for academic consideration for preferred career training. They are designed to be of approximate comparable rigor and will be refined, improved, and added to over time. Students must demonstrate competency in each content area using any one of the items in the competency demonstration menu for that content area.

**See below:**

|  |  |  |
| --- | --- | --- |
| **Graduation Competency** | | |
| **Competency Demonstration** | **English** | **Math** |
| ACT | 18 | 19 |
| ASVAB | 31 | 31 |
| SAT | 470 | 500 |
| AP courses | 2 or higher | 2 or higher |
| Accuplacer Classis | 62 on Reading Comp OR  70 on Sentence Skills | 61 on Elementary Algebra |
| Accuplacer Next Generation | 241 on Reading OR  236 on Writing | 255 on Arithmetic  230 on QAS |
| Capstone | Portfolio/Rubric  70% or higher | Portfolio/Rubric  70% or higher |
| Concurrent Enrollment College Course | 70% or higher | 70% or higher |
| \*\* Students with Individual Education Plans and other special circumstances can satisfy graduation  competency by showing adequate growth on NWEA assessments and/or the Board of Education will have the final decision for students to graduate. | | |

Students must successfully complete an Individual Career and Academic Plan (ICAP). Students will follow a course of study or pathway based on their ICAP.

Students will be required to pass the Advisory Period every semester of enrollment. In advisory period, students will engage in and work on:

o ICAP

o Character Development

o Community Service

As a school district we would also highly suggest that all students develop a long term Community Service project *(NOT REQUIRED TO GRADUATE*) which will be very beneficial to all students who plan to graduate and move onto Post- education. We have found many scholarships and grants require multiple hours of Community Service to satisfy scholarship requirements. All students who receive 80 or more hours of Community Service will be recognized by wearing Colored Cords during their graduation ceremony.

**Credit from Other Institutions and Home-Based Programs**

All students entering from outside the district must meet the district graduation requirements. The principal shall determine whether credit toward graduation requirements shall be granted for courses taken outside the district. Students, who are currently enrolled in the district and wish to obtain credit from outside institutions, or through "on- line" programs, must have prior approval from the principal.

The district must accept the transcripts from a home-based educational program provided the credit meets all of the Mancos HS requirements. In order to determine whether the courses and grades earned are consistent with district requirements and district academic standards, the district shall require submission of the student's work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the district may administer testing to the student to verify the accuracy of the student's transcripts. The district may reject any transcripts that cannot be verified through such testing. On-line classes must be accredited.

**Independent study**

Independent study, work experience and experienced-based programs approved in advance by the principal may be taken for high school credit. Students must submit a request for approval that includes a summary of the educational objectives to be achieved and monitored by a faculty member.

**Student Course Load**

Freshmen, sophomores and juniors are required to take a minimum of 7 credits per school year. Seniors must maintain a full-time academic load (2.5 credits) per semester of their senior year and maintain 60% or higher in all enrolled classes to participate in the graduation ceremony. Students who wish to take fewer credits in any given school year must obtain advance permission from the principal.

**Years of Attendance**

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

Honor Roll

Students can qualify for High Honors or Honorable Mention based upon GPA. To qualify for High Honors, students must have a 4.0 GPA. To qualify for Honorable Mention, students must have a 3.0 GPA or higher and may not have had any C’s, Ds, or Fs. Honor Roll qualifiers will be identified each semester. Only courses that receive semester credit will be included in the honor roll calculation.

Incomplete (I)

An incomplete grade will be assigned should there be extenuating circumstances that prevent a student from completing the course in the appropriate time allowed. Students must complete the required work within two-weeks of the date the (I) was assigned. The (I) will convert to an (F) after that two-week period. The student and parent/guardian may schedule a meeting with teachers and the principal to ensure a review of options.

Independent Study/Work Study

Any independent study or work study must have approval of the principal at least  **one week prior** to first day of class and students must complete the required paperwork by the first day of class. Failure to turn in complete paperwork by the required date will jeopardize acceptance for independent study or work study opportunities.

Requisites to the independent study course include: **1)** supervision by a certified instructor, **2)** written request for independent study with rationale signed by the student and parent, a course syllabus, **3)** standards to be learned as a result of the independent study project, and **4)** pre/post summative evaluation based upon identified standards. Credit earned will be aligned to standard HS course time and course syllabuses. Requisites for work study include approved work study experience by a business. Credit for work study is outlined in the work study packet from the registrar’s office.

Please obtain an independent study or work study packet from the registrar’s office. In addition, students will be required to meet with the registrar or other approved staff member to review the requirements and procedures of independent study coursework or work study prior to enrolling in this opportunity. All paperwork must be complete and turned into the registrar’s office by the first day of class.

Lockers

Lockers will be assigned by the administrative assistant. Students are not allowed to share lockers. All lockers are school property and subject to search at any time. If a student places a personal lock on the assigned locker, the student must turn in the combination or a spare key to the administrative assistant. The school is not responsible for theft from lockers. Students are encouraged to use locks.

Military Recruitment Disclosure

High school directory information is released to the military recruiting officers within ninety (90) days of the request unless a parent/guardian has signed an OPT out form which is in registration packet, or available from the administrative assistant.

Online Course Work *Policy IJNDAB* The Board of Education believes online education courses that are supplemental to the district's education program may serve as an effective tool to expand the educational opportunities for students at all levels of achievement. Online courses can enhance, supplement, or enrich the existing curriculum and can also provide an alternative means of instruction.

Online education courses will be part of the district's educational program to increase accessibility and flexibility in the delivery of instruction for students in grades 9 through 12.

To the extent practicable, an effort will be made to determine that online education courses made available to students are consistent with district instructional goals, aligned with Colorado's academic standards and taught by teachers licensed in Colorado. The administration is directed to periodically review instructional materials of online courses to ensure they meet program standards. Further, such courses must provide the opportunity for substantial, personal, and timely interactions between online instructors and students and among students.

Online courses taken pursuant to the postsecondary enrollment options act shall be taken and reimbursed by the district in accordance with the district's policy on postsecondary options, not this policy. The student is responsible for additional costs such as books and fees.

**Application process**

Students shall obtain the written approval of the principal or his/her designee before enrolling in an online course. To obtain permission, a student shall do the following:

• All first-time online students must: Schedule a meeting with parents/guardians, student and principal/designee before acceptance into the online program.

• Parents and students must sign a contract agreement before enrollment into the online program.

• Complete prerequisites and provide teacher/counselor recommendations confirming that the student possesses the maturity level needed to function effectively in an online learning environment.

• Provide information regarding the online course(s) in which the student seeks to enroll.

• Agree to adhere to district policies, procedures and rules, including but not limited to the district's policy on student use of the Internet.

• Agree to adhere to the district's attendance requirements.

**Credit toward graduation requirements**

High school students may earn any number of academic credit(s) to be applied toward graduation requirements by satisfactorily completing online courses. (Online classes shall be clearly outlined in the student’s long range plan and illustrated in the student’s ICAP.)

**Juniors and Seniors:**

The District will pay for concurrent enrollment tuition costs up front for the following:

1. The student has a 3.0 GPA or higher. If the student has a GPA lower than 3.0, the student will be required to pay for the course up front and the District will reimburse the full tuition if the student passes the course with a grade of 70% or higher.

2. Students will be required to reimburse the District if they do not pass the online course with a grade of 70% or higher.

3. The school must receive an official record of the student's final grade in the online course before awarding credit toward graduation. Only online courses approved by the district shall be included on student transcripts.

The district's payment of concurrent enrollment tuition shall be limited to not more than three approved online education credits per student per year, unless the principal has approved a student's request to take additional courses to satisfy the district's graduation requirements. If a student has a scheduling issue that will inhibit their ability to meet graduation requirements on time then the District will pay tuition for the online course. There may be circumstances where a student is taking an online education course, such as during the summer to make up needed credit, where the student will be responsible for the tuition payment. The District does not pay tuition for classes taken for the sole purpose of course advancement.

**Freshman and Sophomores:**

Parents/students must prepay tuition costs before enrollment into the course and the District will reimburse tuition costs for the following:

1. The student has a 3.0 GPA or higher. If the student has a GPA lower than 3.0, the student will be required to pay for the course up front and the District will reimburse the full tuition if the student passes the course with a grade of 70% or higher.

2. The online class is passed with a 70% or higher grade.

The school must receive an official record of the student's final grade in the online course before reimbursement and awarding credit toward graduation. Only online courses approved by the district shall be included on student transcripts. The district's payment of concurrent enrollment tuition shall be limited to not more than three approved online education credits per student per year unless the principal has approved a student's request to take additional courses to satisfy the district's graduation requirements. If a student has a scheduling issue that will inhibit their ability to meet graduation requirements on time than the District will pay tuition for the online course. There may be circumstances where a student is taking an online education course, such as during the summer to make up needed credit, where the student will be responsible for the tuition payment. The District does not pay tuition for classes taken for the sole purpose of course advancement.

**Expelled students**

Online education courses may be offered to provide educational alternatives for expelled students. The district shall determine the amount of credit the student shall receive toward graduation for the online courses and the amount of tuition that will be paid by the district for these courses, in accordance with state law.

*Last Reviewed: May 2013 Last Revised: May 8, 2013*

Parking

High School students are allowed to drive to school and must park their vehicle according to the law and in designated areas.

Progress Reports

Progress reports are available either online or by contacting the Administrative Assistant. Teachers will follow-up with a phone contact with parents/guardians and may require students to develop a study plan for success in partnership with parents/guardians should a student’s grade show a significant decrease or reach a 65%. Students will use part of their Advisory class to email parents and CC their teachers, in order to inform them of their grades if they have a 69% or lower in any class. They will include a plan for how to improve their grades. Parents can view grades in progress through a link to PowerSchool on the Mancos website throughout the school year.

Scholarships

Students are encouraged to visit with the registrar to research scholarship opportunities and pick up applications. The registrar will assist and facilitate the scholarship application process; however, the responsibility for awareness and application completion is the student’s.

Pueblo Community College (PCC)/San Juan College (SJC)

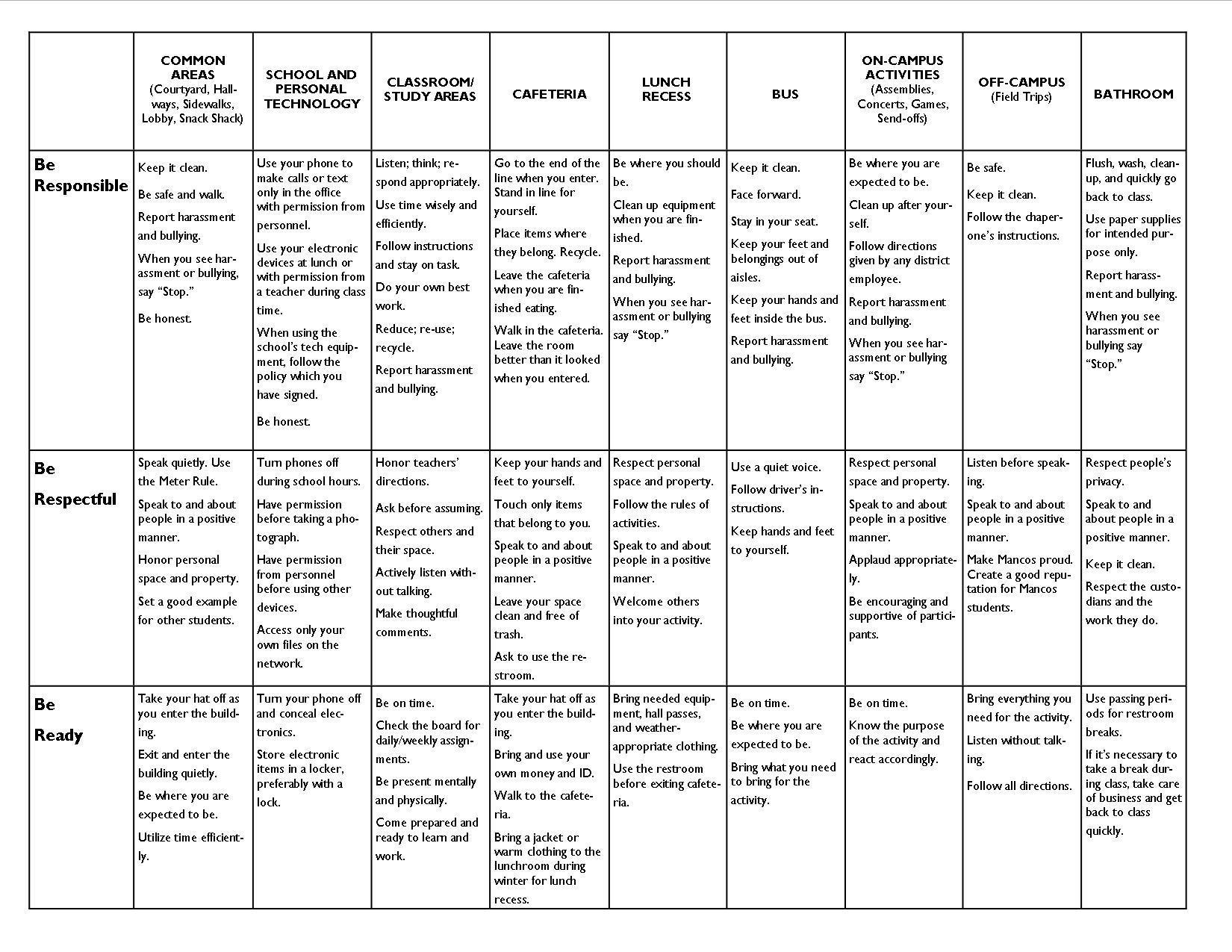
Juniors or seniors interested in career technical education at PCC must have earned a minimum of 16 required graduation credits. At this time, Mancos Schools provides tuition for SCCC career technical education coursework completed at a 70% and above. Students who complete the coursework with a 69% grade or below, who do not complete the course or withdraw from the course shall reimburse the District for the tuition. Variation of Career Technical Education (CTE) procedures will be based upon IEP and ICAP plans and only approved by the principal. Any junior or senior interested in taking a college level course from PCC with prepaid tuition must have a 3.0 GPA, have earned 16 required graduation credits and meet PCC admission requirements which may include the Accuplacer Test. Students who do not meet the 3.0 GPA and still would like to attend PCC must pay for tuition in advance. If the student passes the course with a 70% or higher, the district will reimburse tuition costs up to 2 courses or 1 CTE program of study. Students are responsible for all fees and books. Students must also pay fees and books for concurrent college level courses offered on campus. Students who wish to participate in the Concurrent Enrollment Program must be a student at Mancos High School for a minimum of one semester prior to enrolling in the Concurrent Enrollment

Program, and complete an application and submit the application with the registrar no later than mid-March for the fall semester, and by mid-November for spring semester.

Transcripts

Educational records are maintained with the administrative assistant. Students may obtain or request a transcript by presenting a Transcript Request form (obtained from the administrative assistant). Students must allow the school officials at least **48 hours** to complete the process.

High School PBIS Matrix



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