

# Mancos School District RE-6

*“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 2023-2024 school year! The Mancos School District has continued to evaluate and revise our 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.

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 practiced by 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 are in place to promote positive behavior.

The language used in this handbook speaks to our school’s operating procedures, it is typically not the same language as the policies themselves but follows the more general guidelines of our policies. The links to our district policy that accompanies most sections within the handbook, are there for parents and students to reference the actual school district policies if they choose.

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 the 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  
Superintendent

Tyra Hughes  
Preschool Director

Seth Levine  
K-5 Principal

Ed Whritner  
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 are established for students, parents, employees and members of the public. The following person(s) has been identified as the compliance officer for the district:

Todd Cordrey  
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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# 2023-2024 Academic Calendar

## MANCOS SCHOOL DISTRICT RE-6 2023-2024 ACADEMIC CALENDAR 4 DAY WEEK

ELC 8:00 am - 3:45 pm    ELEMENTARY 8:05 am - 4:00 pm    MIDDLE SCHOOL 7:50 am - 4:10 pm    HIGH SCHOOL 7:50 am - 4:10 pm

August 2023					September 2023					October 2023					November 2023					December 2023						
Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday		
	1	2	3	4					1	2	3	4	5	6			1	2	3					1		
Staff Day	Staff Day	Staff Day	Staff Day	Staff Day	Labor Day				Staff Day										Staff Day							
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
School Starts														Staff Day												
PS Starts				Staff Day				Pres. Conferences	Pres. Conferences							Thanksgiving Break								John Inok		
21	22	23	24	25	26	27	28	29	30	31											Christmas Break					
28	29	30	31		25	26	27	28	29	30	31				27	28	29	30		25	26	27	28	29		

January 2024					February 2024					March 2024					April 2024					May 2024					
Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	
	Christmas Break									1						1	2	3	4	5					1
Staff Day									Staff Day					Staff Day					Staff Day					Staff Day	
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
SNLX Day				Staff Day																					
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				1	2	3	4	5	
				Presidents Day				Staff Day		Spring Break												Staff Day			
22	23	24	25	26	27	28	29	30	31											6	7	8	9	10	
29	30	31			26	27	28	29		25	26	27	28	29	30					Memorial Day					
																				27	28	29	30	31	

Preschool Open House - August 17  
Preschool Conferences - November 9-10  
Open House - TBA

Student In Session Days  
Staff Days  
Holidays

High School Graduation  
May 19, 2024 @ 3:30 p.m.

## 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	Parent/Teacher Conferences
DI	Destination Imagination	Conferences	
ELL	English Language Learner	PTA	Parent/Teacher Association
ESL	English as a Second Language	RtI	Response to Intervention
ESS	Exceptional Student Services	SASID	Student State ID
ESSA	Every Student Succeeds Act	SAT	Scholastic Aptitude Test
FEP	Fluent English Proficient	SCCC	Southwest Colorado Community College
FERPA	Family Educational Rights & Privacy Act	SD	School Detention
FLC	Fort Lewis College	SPED	Special Education
F/R Meals	Free and Reduced Meals	TCAP	Transitional Colorado Assessment Program
G/T	Gifted and Talented	TOSA	Teacher on Special Assignment
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		

## 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

### **Middle School**

100 Beech St  
Mancos CO 81328  
Phone: 970.533.9143  
Fax: 970.533.2003

### **Elementary School**

301 W Grand Ave  
Mancos CO 81328  
Phone: 970.533.7744  
Fax: 970.533.1165

### **High School**

355 W Grand Ave  
Mancos CO 81328  
Phone: 970.533.7746  
Fax: 970.533.7537

District Website

[www.mancosre6.edu](http://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

<p style="text-align: center;"><u>Superintendent and Business Office</u> Todd Cordrey – Superintendent Chrissie Miller – Business Manager Heather McKie – Assistant Business Manager</p> <p style="text-align: center;"><u>Cafeteria</u> Kacey Armes – Director Kathy Zufelt – Kitchen Manager/Cook Makayla Eubanks – Dishwasher/Kitchen Asst. Cheryl Greer – Kitchen Asst.</p>	<p style="text-align: center;"><u>District</u> Travis Greenlee – Athletic Director Adyan Farrar – PBL Instructional Coach Keith Huskey – Technology Director Sharon Martinez – PK-12 Nurse TBD – K-12 ELL Brad Higinbotham – K-12 EARSS Alys Hansen – K-12 Art Andrew Saletta – K-12 Music</p> <p style="text-align: center;"><u>Maintenance</u> Travis Greenlee – Director Javier Jaime – Groundskeeper, Maintenance Zachary Monroe – Custodian, Maintenance Maria Moreno – Senior Custodian Alma Jaime – Custodian Elvira Hayes-Woolsey – Custodian Franklin Holley – Custodian</p>
<p style="text-align: center;"><u>Mancos Elementary School</u> Seth Levine – Principal Alice Miller – Administrative Assistant Linda Unsworth – K – 5 Counselor Nicole Gregersen – Kinder Melodie Mitchell – Kinder Jen Paschal – 1<sup>st</sup> Grade Kim Russell – 1<sup>st</sup> Grade Shanti Savage – 2<sup>nd</sup> Grade Monica Ramirez – 2<sup>nd</sup> Grade Tara Willburn – 3<sup>rd</sup> Grade Cathy Epps – 3<sup>rd</sup> Grade Staci Greenlee – 4<sup>th</sup> Grade Amanda Zufelt – 4<sup>th</sup> Grade Martha Endres – 5<sup>th</sup> Grade Kerisha Small – 5<sup>th</sup> Grade</p> <p>Holly Figueroa – Title 1 Reading Specialist Amanda Krupa – Special Education Teacher Liza Eschallier – Gifted &amp; Talented/PE Chyrise Bay – Librarian/Technology</p> <p>TBD – Special Education Teacher TBD – K-5 Math Interventionist Heather Mestas - K-5 Title 1 Paraprofessional Tina Maki – K-5 Title 1 Paraprofessional Blake Hughes – Special Ed. Paraprofessional Laura McNeil – K-5 Title 1 Paraprofessional Jenny Lyons – Special Ed. Paraprofessional</p>	<p style="text-align: center;"><u>Mancos Secondary Schools</u> Ed Whritner - Principal Tracey Imel – Secondary (MS/HS) Administrative Assistant Destri Lockhart- Athletic/Transportation Secretary - O&amp;M Assistant (operations and maintenance) Tiffany Aspromonte – High School Academic Counselor TBD – 6-12 Counselor Brady Archer – 6<sup>th</sup> Grade Ivy Dalley – 6<sup>th</sup> Grade Stephanie Slough – 7/8 Science Meagan Higinbotham – 7/8 English Matt Redford – 7/8 Math Sarah Levine – 7/8 Social Studies Jaime Becktel – MS ESS Teacher Will Custer – High School Social Studies Eldon Vannest – High School CTE/Welding Josh Dalley – High School Math/Physics Thomas Riddle – High School English Mary Marable – High School Math Ashton Devillier – High School Science James Martin – American Sign Language Josh Gardner – Dean of Students Sarah Carr – Concurrent Enrollment English Angela Guiles – MS/HS ESS Teacher Greg Ruybulid – MS/HS Health/PE</p>
<p style="text-align: center;"><u>Mancos Early Learning Center</u> Tyra Hughes: Director/ Lead Teacher Kate Kearns: Lead Teacher Rachelle Tulio-Leroy: Lead Teacher Tonilyn Saletta: Assistant Teacher Lacy Patcheck: Administrative Assistant</p>	<p style="text-align: center;"><u>Transportation</u> Bart Small- Director/Head Mechanic/Driver Jasen Coulier-Driver/Mechanic Karen Callahan-Driver Dan Santopietro-Driver</p>

# 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
Jumping Jays	7:45am
Playground-Open Recess	7:50am
First Bell	8:05am
Tardy Bell	8:10am

### **Lunch**

K & 1 <sup>st</sup> Lunch	10:55-11:20am
K & 1 <sup>st</sup> Lunch Recess	11:20-11:40am
2 <sup>nd</sup> & 3 <sup>rd</sup> Lunch	11:20-11:45am
2 <sup>nd</sup> & 3 <sup>rd</sup> Lunch Recess	11:45am-12:05pm
4 <sup>th</sup> & 5 <sup>th</sup> Lunch	11:45am-12:10pm
4 <sup>th</sup> & 5 <sup>th</sup> Lunch Recess	12:10-12:30pm

### **Specials – Art, Library, Music & PE**

4 <sup>th</sup> & 5 <sup>th</sup> Specials	10:00-11:15am
K & 1 <sup>st</sup> Specials	11:45am-1:00pm
2 <sup>nd</sup> & 3 <sup>rd</sup> Specials	1:00-2:15pm

Additional Recess	Teachers set time
Classes Dismissed	4:00pm
Buses Depart	4:15pm

## **MANCOS MIDDLE SCHOOL (MMS)**

1 <sup>st</sup> Period	7:50-8:50am
2 <sup>nd</sup> Period	8:55-9:55am
3 <sup>rd</sup> Period	10:00-11:00am
4 <sup>th</sup> Period	11:05-11:25am
5 <sup>th</sup> Period	11:30-12:20pm
Lunch	12:20-1:05pm
6 <sup>th</sup> Period	1:10-2:10pm
7 <sup>th</sup> Period	2:15-3:15pm
8 <sup>th</sup> Period	3:20-4:10pm

## **MANCOS HIGH SCHOOL (MHS)**

1 <sup>st</sup> Period	7:50-8:40am
2 <sup>nd</sup> Period	8:44 to 9:34am
3 <sup>rd</sup> Period	9:38 to 10:28am
4 <sup>th</sup> Period	10:32 to 11:22pm
5 <sup>th</sup> Period	11:26 to 12:16pm
Lunch	12:16 to 12:53pm
A Block	12:57 to 2:17pm
Advisory	2:21 to 2:46pm
B Block	2:50 -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](http://www.mancosre6.edu) or see any one of the building level administrative assistants.

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

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

# School Program and Process Information

## Email Account

All students Kindergarten through 12<sup>th</sup> 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](http://www.mancosre6.edu) or from any administrative assistant.

## Report Cards

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](http://www.mancosre6.edu) with 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](#)

*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. The policy link below contain details of the following topics, and you can click on the policy links to read through the specific information within each policy.

### **Content and custody of student education records**

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

#### **Request to amend student education records**

#### **Disclosure with written consent**

#### **Disclosure without written consent**

#### **Disclosure of directory information**

#### **Disclosure of disciplinary information to school personnel**

#### **Disclosure to military recruiting officers**

#### **Disclosure to Medicaid**

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

#### **Annual notification of rights**

#### **Governing law**

*Adopted: April 18, 2022 (CASB Core Policy Adoption)*

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-E-1](#)

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.

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. The policy itself contains details of the following topics, and you can click on the policy link above to read through the specific details for each topic.

### **Request to review student education records**

### **Request to amend student education records**

### **The right to privacy of personally identifiable information**

### **The right to file a complaint regarding district failure to comply with FERPA**

### **The right to request information NOT be provided to military recruiters**

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

## Student Records/Release of Information on Students

[Policy JRA/JRC-R](#)

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

**Request to review student education records**

**Request to amend student education records**

**Request for a formal hearing**

*Adopted: April 18, 2022 (CASB Core Policy Adoption)*

## 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. The policy itself contains details of the following topics, and you can click on the policy link above to read through the specific details for each topic. The policy itself contains details of the following topics, and you can click on the policy link above to read through the specific details for each topic.

**Sharing of information by the school district**

**Information obtained from state agencies**

*Adopted: April 18, 2022 (CASB Core Policy Adoption)*

## 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 10<sup>th</sup> 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

[Policy JH & JHB](#)

### **Attendance Procedures:**

Once a student is identified as having truancy issues he/she begins an attendance track. An attendance track is a path where each time the consequence becomes greater with each truancy incident. There are 2 pathways on this attendance track, the *Academic Attendance Pathway* and *Discipline Attendance Pathway*. Continued truancy issues while on these pathways will ultimately lead to an Attendance Contract between the student, the student's guardians, and the Mancos RE6 School District. Ultimately, if the Attendance Contract were to be broken, drastic measures such as, but not limited to, reports of *Educational Neglect* to Social Services or student expulsion may take place. Please keep in mind, it is the student guardian's legal responsibility to ensure that his/her child attends school and is provided with an education.

### **Why does the school district have attendance procedures?**

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. No single factor may interfere with a student's progress more quickly than chronic tardiness or absences.

Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For these reasons, the Board believes that a student must exhibit good attendance habits.

### **When is a student identified as having truancy issues?**

Unexcused, Unverified, and Excused Absences will be kept track of through a point system. A student is identified as having truancy issues when he/she has accrued 9 points in one semester. At the beginning of each semester, all points are erased and the student starts with a clean slate unless they have entered into an attendance contract. Once a student enters an attendance contract, there will be an individualized plan developed between administrative staff and guardians.

## **Definitions: Excused, Unverified, and Unexcused Absences.**

**Excused Absence:** These are absences or missed classes that are pre-arranged and/or approved by the Mancos Secondary Principal, and/or Mancos Secondary Dean of Students. Examples of pre-arranged absences could be a student who is temporarily ill or injured, following district concussion protocols, family vacations, family religious or holiday events, funerals, etc. Also included as Excused Absences, are absences due to court appearances and court-mandated activities, suspensions, and expulsions, absences related to school-supervised work-study programs, extended absences due to mental illness, absences where parents have submitted documentation of doctor's visits, dental visits, other scheduled appointments, and students being sent home by the school nurse. All absences related to attendance of school and school athletic functions fall into this category as well. It is advisable for guardians to seek input from the secondary principal or dean of students when concerned or having questions with regard to Excused Absences.

**Important Note:** The term *pre-arranged* is defined as - 1 day notice in advance for a 1-day absence. 2 days notice for a 2-day absence, and so on. For example, if a student will leave school for a funeral at 1:00 PM on Wednesday, the school attendance secretary must have been notified by 1:00 PM on the preceding Tuesday. Another example is if you are planning a family vacation where the student will miss 5 school days, the school attendance secretary must be notified no later than 5 school days previous to the family vacation taking place.

**Unverified Absence:** An absence where the student's guardian HAS CALLED the school attendance secretary but the absence was not verified. So the absence was not pre-arranged, not approved by the administration, not accompanied by a doctor's note, or not any of the exceptions stated under an Excused Absence. For example, a guardian who calls the school, the morning of, to report their child is staying home sick but does not have verifying evidence from the doctor is considered an Unverified Absence.

**Unexcused Absence:** An unexcused absence is defined as an absence that is not covered by one of the exceptions stated under Excused Absence or Unverified Absence. For example, an absence where there has been NO COMMUNICATION by the student's guardian to the school attendance secretary.

### **How does the attendance point system work?**

The following types of absences are worth the corresponding points.

Unexcused Absence (one day) = 1 point

½ Day of unexcused missed classes = 1 point

Unexcused missed classes (less than ½ day) = .5 points

Unverified Absence (one day) = .5 points

Unverified missed class (one or more classes) = .5 points

Excused Absence (one day) = 0 points

**Let's review:** The most possible points that a student can accrue in one single day is 1 point. The most possible points any Unverified Absence can accrue in a single day is .5 points. .

### **What about tardiness? Does tardiness accrue points?**

If a student is more than 15 minutes late to class, whether it be unexcused or unverified it is considered a missed class. In this situation, the tardy would accrue points. It is the classroom teacher's responsibility to deal with tardiness that is 15 minutes late or less, in a way that they see fit. In this situation, the tardy would not accrue points.

**Let's review:** If you would NOT like your child to accrue points for valid excused absences, family vacations, or special family days, make sure the absence is an Excused Absence. You can do this by planning in ADVANCE and calling the school secretary responsible for recording attendance, submitting documentation of scheduled appointments, or communicating in advance with the administration when clarity is needed. All absences and classes missed while attending school sports and academic functions will automatically be recorded by the secretary as Excused Absences, the parent has no responsibility to call in or pre-arrange these school-related functions.

**What are the two attendance pathways?** When the administration has identified a student as having truancy issues (accrued 9 points in one semester), the student will be placed on one of two pathways.

(Each “step” = one single attendance infraction, whether it be an unexcused or unverified, missed class, classes, or day.)

*Academic Attendance Pathway:* This pathway is for students who are presently failing one or more classes

Step 1: Enter this pathway at 9 points and receive a warning.

Step 2: 2 After-school Homework Helps are assigned to the student.

Step 3: 3 Additional after-school Homework Helps are assigned.

Step 4: 1 Friday School is assigned. This does not take away the accrued Homework Helps. (Possible loss of off-campus lunch privileges.)

**Step 5:** Attendance Contract with the student, guardians, and school.

Step 6: 2 After-school Homework Helps are assigned to the student.

Step 7: 3 Additional after-school Homework Helps are assigned.

Step 8: 1 Friday School assigned. This doesn't take away the Homework Helps.

Step 9: The school has exhausted its resources. We will look for outside agency help or exhibit extreme measures. This may include but is not limited to; reporting Educational Neglect to Social Services, expulsion, and/or providing non-traditional education such as online school.

*Discipline Attendance Pathway:* This pathway is for students who are NOT presently failing any classes.

Step 1: Enter this pathway at 9 points and receive a warning.

Step 2: 1 After-school Detention is assigned to the student.

Step 3: 1 Additional after-school detention is assigned.

Step 4: 1 Friday School is assigned. (Possible loss of off-campus lunch privileges.)

**Step 5:** Attendance Contract with the student, guardians, and school.

Step 6: 1 Additional after-school detention is assigned.

Step 7: 1 Additional after-school detention is assigned.

Step 8: 1 Friday School is assigned.

Step 9: The school has exhausted its resources. We will look for outside agency help or exhibit extreme measures. This may include but is not limited to; reporting Educational Neglect to Social Services, expulsion, and/or providing non-traditional education such as online school.

**Important Note:** Whether the majority of the points accrued from a student are unexcused or unverified, it takes an extreme amount of absences in a semester before entering an attendance track. It is important to remember, once a student enters an attendance track there is an increased consequence for each attendance infraction from then on.

**What about make-up work? Can my child make up his/her missed work?**

Make-up work shall be provided for any class in which a student has an excused and/or unverified absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day of returning to class. There shall be one 1 day allowed for make-up work for each day of excused/unverified absence. For consecutive absences over 5 days, students will have a limit of 10 days to submit make-up work. End-of-course exams or projects must be completed prior to the end of the semester. 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.

## 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 a pass, 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/Age Requirements

[Policy JEB](#)

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/Public Information & Communication

[\*PolicyKD\*](#)

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](http://www.mancosre6.edu)) for 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 believes personal technology devices may be useful tools for students in the educational environment and can play a vital communication role during emergency situations. However, use of personal technology devices in school situations must be regulated to assure that the use of such devices does not disrupt or interfere with the educational process or school operations. Therefore, students may only use PTDs on district property, on a district vehicle or at a district or school-sponsored activity or event in accordance with this policy.

Student use of PTDs with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms or any other location where such use could violate another person's reasonable expectation of privacy. The district shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

Cell phone procedures vary across the elementary, middle, and high schools. Please see the appropriate section of the handbook for more specific guidelines, and be aware that—as our students continuously find new ways to use smartphones—we will adjust our procedures to meet the demands of the time. Violation of policy and/or use that violates any other district procedure 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.

## 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](#)

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>

## Student Activities Funds

[Policy JJE](#)

Student activity funds may be raised and spent to promote the general welfare, education and morale of all students and shall finance authorized activities of student organizations and the school district.

## Homeschool Students

[Policy IHBG](#)

When a parent/guardian of a student who has attained the age of seven years and is below the age of 16 wants to establish a home-based educational program for his/her child, an extensive set of procedures shall be followed in accordance with law. To view the guidelines for homeschooling in the state of Colorado, please go to the board policy using the policy link above, and 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.

## 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. Exceptions to the use of non/motorized modes of transport, such as skateboards and scooters, may be allowed at the discretion of a PE teacher, in a designated and safe location, during PE class, provided that the student has appropriate personal protective equipment.

## Nondiscrimination/Equal Opportunity

*Policy [AC/AC-E-1/AC-E-2/AC-R-1](#)*

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 specific policies by using the links provided above.

## 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.

## 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.

## 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-E2](#)*

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

### **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.

### **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. Restorative practices include, but are not limited to the use of restorative “circles” when harmful interactions occur, in order to teach students how to resolve conflict, repair damage, and take ownership of their actions.

### **Rtl – Response to Intervention**

Response to Intervention (Rtl) is a method of academic and/or behavioral intervention used to provide early, systematic assistance to children who are having difficulty. Rtl 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 notifications will be sent out via email, text, and phone, between 6:00-7 am.

### **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.

Students produced materials will be removed or not allowed that are deemed offensive, obscene, or lack any serious literary, artistic, political or scientific value.

## 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.

## 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 on 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.

## 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, or are on a path to acquiring their CO 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

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.

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.

## 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 (K-12)

[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 school-specific procedures** 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 recommended course of action prior to readmission of the student following a student suspension.

## 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 or Dean of Students
4. Meet with parent/guardian(s), student, and principal/Dean 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 Tiered Discipline Plan (6-12)

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.

Examples of tier one infractions include, but are not limited to: excessive (disruptive) talking, 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 their lunch or one will be provided from the cafeteria at their expense. Examples of tier two infractions include, but are not limited to: repeated violation or increased severity of tier one infractions, failure to respond to a reasonable request, disruptive behavior, 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/OSS 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.

Examples of tier three infractions include, but are not limited to: excessive truancy, failure to appear for school detention (SD), disruptive behavior, flagrant insubordination, tobacco use on campus, fighting, unsafe behavior, repeated 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. A 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.

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.

## **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 up to 5 days long.

Each OSS (Out of School Suspension) may last from 1-10 days.

When appropriate, the School Administration may assign additional consequences for any infraction. Additional consequences include, but are not limited to, counseling, confiscation, community service, Restorative Justice, Friday school, 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, Friday 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, Investigation, and Education**

*Policy [JICDE/JICDE-E-2](#)*

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

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action. Upon the third formal removal from class, a teacher may remove the student from the teacher's class in accordance with this policy, its accompanying regulation and applicable law. 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. 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. 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](#)*

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in the Board's policy concerning unlawful discrimination and harassment.

### **District's commitment**

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

## 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

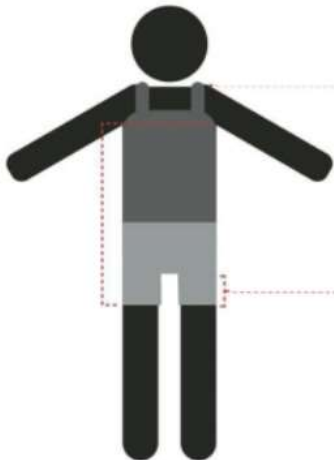
A safe and disciplined learning environment is essential to a quality educational program. District wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students shall not wear 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. 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.

### Dress Code Reference

-Shoulder Straps 1.5 inches or greater



**3 B's**  
No Exposure Area  
(Includes all body positions)  
-No Butt  
-No Breasts  
-No Belly

**\*\* Rips and tears in clothing must also follow the Shorts Length and 3 B's rules.**

-Shorts Length- No shorter than thumbs with arms at sides shoulders down (Regardless of body type or arm length, no exposure of buttocks)

-Skirt Length- No shorter than fingertips with arms at sides shoulders down and open hands

-No hats, No sunglasses, No knives, No inappropriate messages, pictures or references on clothing



## Suspension/Expulsion of Students

*Policy [JKD-JKE-E](#)/[JKD JKE](#)/[JKD JKE-R](#)*

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](#)*

If 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 [JIC](#)*

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, nun chucks, 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 Title 18, 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 is available on the Mancos School website, the Mancos School Athletic office or from coaches/sponsors.

### Athletic Admission

Prices are determined and set forth by the athletic office in conjunction with SJBL guidelines and CHSAA guidelines. For current admission prices please refer to the Athletic Handbook.

***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** - Participation fees are determined by the Athletic department and approved by the Mancos School Board of Directors. Fees are set at one rate for Middle School participants and one rate for High School participants. There is a yearly family max set forth that would cover a total between middle school and high school same family participants. For a detailed schedule of athletic participation fees refer to the Athletic Handbook.

### Eligibility

[Policy JJJ/JJJ-R](#)

The eligibility process is as follows:

- Eligibility is processed by 3:00 PM Thursday and coaches will be notified of ineligible students.
- The teacher shall report participant eligibility status to the administrative assistant by 3:00 PM Thursday.
- The administrative assistant shall compile and provide a weekly list of ineligible participants to the AD and principal each Thursday. The list is final and will be in effect from that following Monday to Sunday.
- If the student has 1 F or more in a week, the student is ineligible to participate the following 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.

#### Out-of-District Homeschool Students

Out-of-district, homeschool students cannot compete in Colorado High School Activities Association (CHSAA) sanctioned, Mancos school district athletic programs. An out-of-district student must attend classes in person at a school district, per CHSAA eligibility rules, in order to compete with their programs.

#### In-District Homeschool Students

In-district homeschool students have the freedom to choose their preferred homeschooling program. These students can participate in MHS athletics as long as they meet the eligibility criteria established by MHS and CHSAA.

### 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

### 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](#)

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](#)

#### **Tiered Discipline**

**Tier One:** 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 Two:**

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 Three:**

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.

<b>Tier One Infractions</b>	<b>Tier Two Infractions</b>	<b>Tier Three Infractions</b>
Eating and/or drinking on the bus	Disruptive behavior, flagrant	Fighting
Pushing/shoving	Unsafe behavior, flagrant	Threats, harassment, bullying
Inappropriate behavior	Profanity, vulgar language/gestures	Damage to school property Theft
Inappropriate language	Insubordination	Sexual harassment
Failure to respond to a reasonable request	Tobacco use on bus	Extortion/coercion Arson
Disruptive behavior, not flagrant		Vandalism
Unsafe behavior, routine		

#### **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).

**\*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](#)

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.

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

A school may permit a student to possess and self-administer medication, such as an inhaler, epinephrine, or other prescription medication, if all of the conditions within policy [JLCD-R](#) are met.

### First Aid and Emergency Medical Care

Policy [JLCE](#)

No treatment of injuries except first aid shall be permitted in the schools. First aid is that immediate help given by the best qualified person at hand in case of accident or sudden illness.

### Students with Food Allergies

Policy [JLCDA](#)

The Board recognizes that many students are being diagnosed with potentially life-threatening food allergies. To address this issue and meet state law requirements concerning the management of food allergies and anaphylaxis among students, the Board sets forth the requirements outlined in Policy JLCDA.

### 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.

### 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 qualified district staff. District staff shall make a reasonable effort to coordinate care with the student's health care provider to avoid duplication of services.

### Wellness Policy

Policy [ADF](#)

The Board promote healthy schools by supporting student and staff 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.

## 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](#).

## 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.

## 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](http://www.mancosre6.edu) or the Food Services Director, Kacey Armes at [karmes@mancosre6.edu](mailto:karmes@mancosre6.edu) or 970-759-7745.

**All items from the Blue Jay nest (grab n go deli) must be prepaid and charges are not permitted.** Payments for and Blue Jay nest can be made by cash or check or 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](http://myschoolbucks.com) to create an account. You will need to have your students lunch ID, download the app to your phone and make payments anytime.

**\*\*School year 2023-24 all meals will be free for all under the healthy meals for all provision act provided by the state of Colorado. Please fill out a confidential meal eligibility for at registration to help our district qualify for other programs that are beneficial to our district.**

Things to keep in mind:

- Students may **not** bring soda into the cafeteria.
  - Only 3<sup>rd</sup> – 12<sup>th</sup> grades are allowed to use the microwave (subject to Health Department approval). Please do not send microwavable items with K – 2<sup>nd</sup> 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 Menu

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

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 Behavior

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 food service staff expect students to adhere to the school's Code of Conduct while in the cafeteria.

## 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 31<sup>st</sup> 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).

Full Day M-Th 8:00 am- 3:45 pm.....\$700 per month

Half Day M-TH 8:00 am- 12:45 pm.....\$350 per month

(Breakfast, lunch, and snacks are provided)

Funding options are available through our community partners: Tri-County Head Start (TCHS), Universal Preschool Colorado (UPK), and Colorado Child Care Assistance Program (CCCAP). Funding is dependent on qualifying factors such as income, foster care, housing, etc.

### Applications:

UPK Colorado- <https://upk.colorado.gov/>

TCHS- <https://tchs4c.org/enrollment-information/>

CCCAP- Program is administered through county departments of human/social services.

## Daily Schedule

Monday through Thursday

Morning Drop Off	8:00am
Breakfast	9:00am
Lunch	12:00pm
Half Day Pickup	12:45pm
Rest Time	1:15-2:30pm
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 ELC Administrative Assistant at 970.533.1587.



# Elementary School

## 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 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.

## 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), through the bi-monthly Little Jay Journal, and classroom newsletters.

## 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 contact the teacher if further clarification is needed.

## Honor Students

4<sup>th</sup> and 5<sup>th</sup> 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](http://www.mancosre6.edu). The *Little Jay Journal* will be emailed to families and posted within the elementary school section of the website bimonthly. The *Little Jay Journal* 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.

## Personal Items

Students are not 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 bin is maintained near the front entrance.

## 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 redirect 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.

## Winter Play Conduct

SNOWBALLS are not permitted to be made or thrown at any time on campus

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.
- 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 attire with Mancos School logos or blue and white colors to show Mancos Spirit.

# Elementary School PBIS Matrix

Settings →	Classroom	Inside Transitions	Cafeteria	Bathroom	Playground	Outside Transitions	Buses	Special Events
<b>Expectations ↓</b>								
<b>I am Respectful!</b>	Honor personal space and property	Talk quietly while walking and waiting	Honor personal space and property	Allow for privacy	Practice good sportsmanship	Talk quietly while walking	Listen and follow directions	Give full attention to the performance
	Listen and follow directions	Honor personal space and property	Talk quietly	Wait in the "waiting space"	Share and respect all materials and equipment	Follow the teacher's directions	Honor personal space and property	Honor personal space and property
	Encourage others		Raise your hand for assistance	Talk quietly	Encourage and include others		Exit and enter the bus quietly	Remain in your seat during the event
	Raise your hand							Whisper while waiting
<b>I am Responsible!</b>	Stay on task	Stay with your class	Clean up after yourself	Clean up after yourself	Play safe	Stay with your class	Keep the aisle clear	Stay in approved areas
	Complete and turn in all assignments	Walk in a single file line	Keep belongings with you	Walking always	Stay in approved areas	Stay in an orderly line	Report problems to the driver	Respond when appropriate
	Trash is in its place	Walking always	Walking always	Keep water in the sink	Throw only approved sports equipment	Exit and enter buildings quietly	Talk quietly	Walking always
	Be safe		Wait to be dismissed (K-2)	Flush toilets				
				Wash hands with soap and water				
<b>I am Ready!</b>	Be prepared for class	Honor personal space and property	Feet where they belong	Use bathroom at assigned times	Line up at the first signal	Honor personal space and property	Sit correctly in your assigned seat	Sit correctly in your seat
	Have materials ready	Stay to the right	Knees under the table	Return to class promptly	Dress appropriately	Stay to the right	Stay seated	Be prepared for the Event
	Be on time		Bottoms on the bench			Dress appropriately	Keep belongings with you	

# 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.

\*\*Tardiness 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 4<sup>th</sup> confiscation of a phone, parents will be notified and will need to pick up their student's phone. After the 6<sup>th</sup> 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. Travis Greenlee
Student Council	TBD
Knowledge Bowl	Mrs. Liza Eschallier
Dance/Cheer	TBD

## 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). Events 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.

## 8<sup>th</sup> Grade Continuum

At the end of the school year, 8<sup>th</sup> 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

	<b>COMMON AREAS</b> (Courtyard, Hallways, Sidewalks, Lobby, Snack Shack)	<b>SCHOOL AND PERSONAL TECHNOLOGY</b>	<b>CLASSROOM/ STUDY AREAS</b>	<b>CAFETERIA</b>	<b>LUNCH RECESS</b>	<b>BUS</b>	<b>ON-CAMPUS ACTIVITIES</b> (Assemblies, Concerts, Games, Send-offs)	<b>OFF-CAMPUS</b> (Field Trips)	<b>BATHROOM</b>
<b>Be Responsible</b>	<p>Keep it clean.</p> <p>Be safe and walk.</p> <p>Report harassment and bullying.</p> <p>When you see harassment or bullying, say "Stop."</p> <p>Be honest.</p>	<p>Use your phone to make calls or text only in the office with permission from personnel.</p> <p>Use your electronic devices at lunch or with permission from a teacher during class time.</p> <p>When using the school's tech equipment, follow the policy which you have signed.</p> <p>Be honest.</p>	<p>Listen; think; respond appropriately.</p> <p>Use time wisely and efficiently.</p> <p>Follow instructions and stay on task.</p> <p>Do your own best work.</p> <p>Reduce; re-use; recycle.</p> <p>Report harassment and bullying.</p>	<p>Go to the end of the line when you enter. Stand in line for yourself.</p> <p>Place items where they belong. Recycle.</p> <p>Leave the cafeteria when you are finished eating.</p> <p>Walk in the cafeteria. Leave the room better than it looked when you entered.</p>	<p>Be where you should be.</p> <p>Clean up equipment when you are finished.</p> <p>Report harassment and bullying.</p> <p>When you see harassment or bullying say "Stop."</p>	<p>Keep it clean.</p> <p>Face forward.</p> <p>Stay in your seat.</p> <p>Keep your feet and belongings out of aisles.</p> <p>Keep your hands and feet inside the bus.</p> <p>Report harassment and bullying.</p>	<p>Be where you are expected to be.</p> <p>Clean up after yourself.</p> <p>Follow directions given by any district employee.</p> <p>Report harassment and bullying.</p> <p>When you see harassment or bullying say "Stop."</p>	<p>Be safe.</p> <p>Keep it clean.</p> <p>Follow the chapter's instructions.</p>	<p>Flush, wash, clean-up, and quickly go back to class.</p> <p>Use paper supplies for intended purpose only.</p> <p>Report harassment and bullying.</p> <p>When you see harassment or bullying say "Stop."</p>
<b>Be Respectful</b>	<p>Speak quietly. Use the Meter Rule.</p> <p>Speak to and about people in a positive manner.</p> <p>Honor personal space and property.</p> <p>Set a good example for other students.</p>	<p>Turn phones off during school hours.</p> <p>Have permission before taking a photograph.</p> <p>Have permission from personnel before using other devices.</p> <p>Access only your own files on the network.</p>	<p>I honor teachers' directions.</p> <p>Ask before assuming.</p> <p>Respect others and their space.</p> <p>Actively listen without talking.</p> <p>Make thoughtful comments.</p>	<p>Keep your hands and feet to yourself.</p> <p>Touch only items that belong to you.</p> <p>Speak to and about people in a positive manner.</p> <p>Leave your space clean and free of trash.</p> <p>Ask to use the restroom.</p>	<p>Respect personal space and property.</p> <p>Follow the rules of activities.</p> <p>Speak to and about people in a positive manner.</p> <p>Welcome others into your activity.</p>	<p>Use a quiet voice.</p> <p>Follow driver's instructions.</p> <p>Keep hands and feet to yourself.</p>	<p>Respect personal space and property.</p> <p>Speak to and about people in a positive manner.</p> <p>Applaud appropriately.</p> <p>Be encouraging and supportive of participants.</p>	<p>Listen before speaking.</p> <p>Speak to and about people in a positive manner.</p> <p>Make Mancos proud. Create a good reputation for Mancos students.</p>	<p>Respect people's privacy.</p> <p>Speak to and about people in a positive manner.</p> <p>Keep it clean.</p> <p>Respect the custodians and the work they do.</p>
<b>Be Ready</b>	<p>Take your hat off as you enter the building.</p> <p>Exit and enter the building quietly.</p> <p>Be where you are expected to be.</p> <p>Utilize time efficiently.</p>	<p>Turn your phone off and conceal electronics.</p> <p>Store electronic items in a locker, preferably with a lock.</p>	<p>Be on time.</p> <p>Check the board for daily/weekly assignments.</p> <p>Be present mentally and physically.</p> <p>Come prepared and ready to learn and work.</p>	<p>Take your hat off as you enter the building.</p> <p>Bring and use your own money and ID.</p> <p>Walk to the cafeteria.</p> <p>Bring a jacket or warm clothing to the lunchroom during winter for lunch recess.</p>	<p>Bring needed equipment, hall passes, and weather-appropriate clothing.</p> <p>Use the restroom before exiting cafeteria.</p>	<p>Be on time.</p> <p>Be where you are expected to be.</p> <p>Bring what you need to bring for the activity.</p>	<p>Be on time.</p> <p>Know the purpose of the activity and react accordingly.</p>	<p>Bring everything you need for the activity.</p> <p>Listen without talking.</p> <p>Follow all directions.</p>	<p>Use passing periods for restroom breaks.</p> <p>If it's necessary to take a break during class, take care of business and get back to class quickly.</p>

## 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

**Please read the attendance procedures and definitions on pages 14-16. MHS now has a very clear and specific point system with clear consequences and support for attendance issues.**

### 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 5<sup>th</sup> year.



## Clubs and Sponsors

Athletics	Mr. Travis Greenlee
Knowledge Bowl	Ms. Liza Eschallier
National Honor Society	Ms. Adyan Farrar
Student Council	Thomas Riddle
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](http://www.mancosre6.edu). Events 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 [IHEDA](#)*

Juniors and Seniors are eligible to enroll through Fort Lewis College (FLC), Pueblo Community College (PCC), and AIMS College. 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 AIMS. 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/AIMS 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 AIMS 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

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 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 up to 12 credits fall semester and up to 12 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.

## 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
<i>English</i>	1	A	1 x 4.0 = 4.0
<i>Biology</i>	1	B+	1 x 3.0 = 3.0
<i>Economics</i>	0.5	B-	0.5 x 3.0 = 1.5
<i>Physical Education</i>	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.

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 5<sup>th</sup> 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	<u>26 credits</u>	<u>26 credits</u>

- *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:

- ICAP
- Character Development
- 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.

**Introduction**

The Mancos School District recognizes the importance of providing students with a comprehensive education that meets their individual needs and interests. In certain cases, students may require supplemental courses outside of what Mancos High School (MHS) has to offer. This approval process outlines the guidelines for requesting and approving such courses.

**Eligibility (Academic & Athletic)****1.1 Exhaustion of MHS Course Offerings**

Students must have exhausted all course subject areas offered by MHS before requesting supplemental courses from external providers. This ensures that students have fully utilized the educational resources available within the district.

**1.2 Freshman and Sophomore Electives**

Freshman and Sophomores are not eligible for supplemental core-content courses from external providers unless they have exhausted course subject areas offered by MHS

**1.3 Junior and Senior Electives**

Juniors and seniors have the opportunity to request supplemental elective courses beyond MHS course offerings. This allows older and advanced students to explore additional areas of interest and enhance their educational experience.

**1.4 Out-of-District Homeschool Students**

Out-of-district, homeschool students cannot compete in Colorado High School Activities Association (CHSAA) sanctioned, Mancos school district athletic programs. An out-of-district student must attend classes in person at a school district, per CHSAA eligibility rules, in order to compete with their programs.

**1.5 In-District Homeschool Students**

In-district homeschool students have the freedom to choose their preferred homeschooling program. These students can participate in MHS athletics as long as they meet the eligibility criteria established by MHS and CHSAA.

**Approval Process****2.1 Course Selection and Approval Request**

To request approval for supplemental courses outside of MHS offerings, students must complete an approval request form, available from the MHS guidance office or the district's website. The form must include the following information:

- Student's name, grade level, and contact details
- Course name, description, and provider information
- Reason for requesting the supplemental course
- Documentation showing exhaustion of MHS course offerings (if applicable)
- Parent/guardian signature

**2.2 Review and Evaluation**

The MHS administration, in collaboration with the guidance department, will review and evaluate each approval request based on the following criteria:

- Academic need: The supplemental course should align with the student's educational goals and fill a gap in the MHS course offerings.
- Relevance and quality: The course content, instructional methods and provider's credentials should meet the district's standards for academic rigor and relevance.
- Scheduling feasibility: The requested course should be compatible with the student's existing course schedule without creating conflicts or overburdening the student.
- Resource availability: The district will consider the availability of resources, such as internet access or specialized equipment required for the supplemental course.

**2.3 Decision and Notification**

Upon reviewing the request, the MHS administration will make a decision regarding the approval of the supplemental course. The student and parent/guardian will be notified of the decision within a reasonable timeframe.

## 2.4 Enrollment and Monitoring

If the supplemental course is approved, the student and parent/guardian will be responsible for enrolling and completing the course according to the provider's guidelines. A student's progress and performance in the supplemental course may be monitored periodically by MHS staff to ensure academic engagement and success.

### Summary

The Mancos School District strives to provide students with a well-rounded education that encompasses a variety of subjects and interests. The approval process for supplemental course offerings ensures that students have access to additional educational opportunities while maintaining the integrity of the district's academic programs and requirements. By adhering to this process, students can pursue their educational goals and interests effectively.

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### 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.)

### 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.

### 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

	<b>COMMON AREAS</b> (Courtyard, Hallways, Sidewalks, Lobby, Snack Shack)	<b>SCHOOL AND PERSONAL TECHNOLOGY</b>	<b>CLASSROOM/ STUDY AREAS</b>	<b>CAFETERIA</b>	<b>LUNCH RECESS</b>	<b>BUS</b>	<b>ON-CAMPUS ACTIVITIES</b> (Assemblies, Concerts, Games, Send-offs)	<b>OFF-CAMPUS</b> (Field Trips)	<b>BATHROOM</b>
<b>Be Responsible</b>	<p>Keep it clean.</p> <p>Be safe and walk.</p> <p>Report harassment and bullying.</p> <p>When you see harassment or bullying, say "Stop."</p> <p>Be honest.</p>	<p>Use your phone to make calls or text only in the office with permission from personnel.</p> <p>Use your electronic devices at lunch or with permission from a teacher during class time.</p> <p>When using the school's tech equipment, follow the policy which you have signed.</p> <p>Be honest.</p>	<p>Listen; think; respond appropriately.</p> <p>Use time wisely and efficiently.</p> <p>Follow instructions and stay on task.</p> <p>Do your own best work.</p> <p>Reduce; re-use; recycle.</p> <p>Report harassment and bullying.</p>	<p>Go to the end of the line when you enter. Stand in line for yourself.</p> <p>Place items where they belong. Recycle.</p> <p>Leave the cafeteria when you are finished eating.</p> <p>Walk in the cafeteria. Leave the room better than it looked when you entered.</p>	<p>Be where you should be.</p> <p>Clean up equipment when you are finished.</p> <p>Report harassment and bullying.</p> <p>When you see harassment or bullying say "Stop."</p>	<p>Keep it clean.</p> <p>Face forward.</p> <p>Stay in your seat.</p> <p>Keep your feet and belongings out of aisles.</p> <p>Keep your hands and feet inside the bus.</p> <p>Report harassment and bullying.</p>	<p>Be where you are expected to be.</p> <p>Clean up after yourself.</p> <p>Follow directions given by any district employee.</p> <p>Report harassment and bullying.</p> <p>When you see harassment or bullying say "Stop."</p>	<p>Be safe.</p> <p>Keep it clean.</p> <p>Follow the chaperone's instructions.</p>	<p>Flush, wash, clean-up, and quickly go back to class.</p> <p>Use paper supplies for intended purpose only.</p> <p>Report harassment and bullying.</p> <p>When you see harassment or bullying say "Stop."</p>
<b>Be Respectful</b>	<p>Speak quietly. Use the Meter Rule.</p> <p>Speak to and about people in a positive manner.</p> <p>Honor personal space and property.</p> <p>Set a good example for other students.</p>	<p>Turn phones off during school hours.</p> <p>Have permission before taking a photograph.</p> <p>Have permission from personnel before using other devices.</p> <p>Access only your own files on the network.</p>	<p>Honor teachers' directions.</p> <p>Ask before assuming.</p> <p>Respect others and their space.</p> <p>Actively listen without talking.</p> <p>Make thoughtful comments.</p>	<p>Keep your hands and feet to yourself.</p> <p>Touch only items that belong to you.</p> <p>Speak to and about people in a positive manner.</p> <p>Leave your space clean and free of trash.</p> <p>Ask to use the restroom.</p>	<p>Respect personal space and property.</p> <p>Follow the rules of activities.</p> <p>Speak to and about people in a positive manner.</p> <p>Welcome others into your activity.</p>	<p>Use a quiet voice.</p> <p>Follow driver's instructions.</p> <p>Keep hands and feet to yourself.</p>	<p>Respect personal space and property.</p> <p>Speak to and about people in a positive manner.</p> <p>Applaud appropriately.</p> <p>Be encouraging and supportive of participants.</p>	<p>Listen before speaking.</p> <p>Speak to and about people in a positive manner.</p> <p>Make Mancos proud. Create a good reputation for Mancos students.</p>	<p>Respect people's privacy.</p> <p>Speak to and about people in a positive manner.</p> <p>Keep it clean.</p> <p>Respect the custodians and the work they do.</p>
<b>Be Ready</b>	<p>Take your hat off as you enter the building.</p> <p>Exit and enter the building quietly.</p> <p>Be where you are expected to be.</p> <p>Utilize time efficiently.</p>	<p>Turn your phone off and conceal electronics.</p> <p>Store electronic items in a locker, preferably with a lock.</p>	<p>Be on time.</p> <p>Check the board for daily/weekly assignments.</p> <p>Be present mentally and physically.</p> <p>Come prepared and ready to learn and work.</p>	<p>Take your hat off as you enter the building.</p> <p>Bring and use your own money and ID.</p> <p>Walk to the cafeteria.</p> <p>Bring a jacket or warm clothing to the lunchroom during winter for lunch recess.</p>	<p>Bring needed equipment, hall passes, and weather-appropriate clothing.</p> <p>Use the restroom before exiting cafeteria.</p>	<p>Be on time.</p> <p>Be where you are expected to be.</p> <p>Bring what you need to bring for the activity.</p>	<p>Be on time.</p> <p>Know the purpose of the activity and react accordingly.</p>	<p>Bring everything you need for the activity.</p> <p>Listen without talking.</p> <p>Follow all directions.</p>	<p>Use passing periods for restroom breaks.</p> <p>If it's necessary to take a break during class, take care of business and get back to class quickly.</p>

