

Manaugh Elementary School



Home of the Tigers

STUDENT HANDBOOK

2019-2020

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Welcome to Manaugh Elementary School

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

Daily Schedule

7:25-7:45 am **Arrival-** Scholars may be on the school grounds at 7:25 am, Buses and walkers begin to arrive, Breakfast is served from 7:25-7:50

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

Lunch-

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

1:30 pm- Dismissal for Wednesday's only

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

~PARENTS and GUARDIANS~

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

MISSION STATEMENT

Our mission is to provide a relevant, engaging, and challenging education to ensure all our scholars demonstrate excellence.

VALUE STATEMENT

P.R.I.D.E. Values	Description
Perseverance <i>We haven't mastered it yet but we will!</i>	We are determined to push ourselves to do better and work relentlessly to achieve our goals. We get up when we fall. We find a way to overcome obstacles. We perform to a high standard of quality in all that we endeavor.
Respect <i>We treat one another with kindness, concern, and empathy.</i>	We treat others how we want to be treated. When a teammate needs help, we give. When we need help, we ask. We work collaboratively to solve problems.
Integrity <i>We do the right thing even when no one is looking.</i>	We are each able to be trusted and depended on to complete tasks and follow directions. We take accountability for our own actions and performance, recognizing our strengths and areas of growth and strive to meet and exceed expectations.
Diversity <i>Our differences make our team stronger.</i>	We celebrate different individuals and value each other regardless of culture, talent, intelligence, size, or age and work together as a team.
Enthusiasm <i>We each bring a thirst for knowledge and a passion for new discoveries.</i>	We each bring a high degree of engagement, curiosity, creativity, optimism and passion to our work. We each show enthusiasm for learning.

VISION STATEMENT

- Manauh School commits itself to the vision of each scholar achieving above grade-level skills in literacy and numeracy and envisioning excellence in themselves.
- Manauh School will actively pursue partnerships with our families and our community to reach our academic goals.

Contact Information

Manaugh Elementary

School Phone

(970) 565-7691

School FAX

(970) 565-5142

Principal, Whitney Rapp

ext. 5102

Assistant Principal, Donald Deavila

ext. 5103

Scholar & Family Advocate, Liz Filas

ext. 5104

School Nurse

ext. 5106

Kitchen Manager, Elvia Martinez

ext. 5107

Secretary, Trena Quick

ext. 5101

Secretary, Lena Jaramillo

ext. 5100

Bus Garage:

(970) 565-8130

Administration Office

Superintendent, Lori Haukeness

(970)565-7282 ext. 1119

Asst. Superintendent, Dan Porter

(970)565-7282 ext. 1127

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

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

Facebook: www.facebook.com/manaughelementary



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

ABSENCES

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

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

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

Unexcused absences:

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

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

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

Reporting absences:

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

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

ACCOUNTABILITY COMMITTEE

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

ARRIVAL AND DISMISSAL

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

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

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

ASBESTOS MANAGEMENT PLAN

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

ATTENDANCE

Regular attendance is vital to the on-going continuity of the education program. Scholars are expected to be at school from 7:50am-3:10pm Monday, Tuesday, Thursday, and Friday and 7:50am-1:30pm on Wednesday. Daily attendance is critical to both academic and social achievement and absences are detrimental to performance in both areas. We ask that families not allow absences except for serious illness or emergency circumstances, and to schedule appointments for Wednesdays after 1:30pm. **Makeup work never compensates for school attendance.** State law on compulsory attendance and district policy mandates that families have the obligation to make sure their children are in school. Please keep these things in mind when scheduling appointments, trips and activities. When illnesses or other unavoidable situations occur, please notify our office before 7:50am.

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

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

Scholars arriving after 7:50am are considered tardy. Scholars arriving at school after 9:30am are considered absent for one-half a day, as are children who leave before 1:30pm. Scholars will only be permitted to leave campus prior to dismissal time if accompanied by the parent/guardian, a person designated by the parent/guardian in verifiable written form, adults listed on the emergency contact list or a school official. Phone calls to dismiss scholars are not acceptable. Scholar safety is our first priority and we will not release scholars into uncertain circumstances.

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

See District Policy: File JH and JHB

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

BEHAVIORAL EXPECTATIONS

It is imperative at Manaugh Elementary that all of our scholars feel safe when they are on our campus for academics, sports or social events.

Scholars are expected to demonstrate our PRIDE values while at school: *See page 3 for detailed descriptions*

1. Perseverance
2. Respect
3. Integrity
4. Diversity
5. Enthusiasm

Hallway/Line Behavioral Expectations	
Looks Like	Sounds Like
<ul style="list-style-type: none"> ● Body Awareness <ul style="list-style-type: none"> ○ Hands and feet to self ○ Walking forward/no running ○ Be aware of surroundings ○ Right side of hallway ○ Directly to destination ● Class Awareness <ul style="list-style-type: none"> ○ Pause for other classes/class lines ○ Stop at corners ○ Don't block doorways ○ Stay with class <p style="color: red; font-weight: bold; margin-top: 10px;"><i>Show PRIDE in the hallway!</i></p>	<p style="text-align: center;">“Zero while walking, whisper while waiting.”</p>
Playground Behavioral Expectations	
Looks Like	Sounds Like

- Use equipment safely
- Stay in designated play areas
- Follow directions of supervision staff
- Practice good sportsmanship
- Let others join your games
- Apologize for accidents
- Line up quickly

Show PRIDE on the playground!



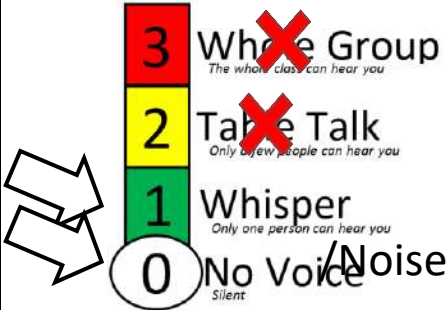
Cafeteria Behavioral Expectations

Looks Like

- Enter the ZERO ZONE to get your milk and tray.
- Enter the cafeteria and sit along one side of the tables in the order you entered.
- Touch only your food and no one else's.
- Line up and dump trays when dismissed.
- Walking exit through the back doors to recess.

Show PRIDE in the cafeteria!

Sounds Like



- Keep a voice/noise level of one (1)
- Return to zero (0) voice/noise level when determined by lead staff and to dismiss.

Assembly Behavioral Expectations

Looks Like

- Enter assembly with zero noise
- Actively listen to the speaker
- Respond when appropriate, and with the appropriate voice level (e.g. if asked to turn and talk = 1)
- Keep hands and feet to self
- Wait for teacher to direct you to lineup at the end of assembly

Show PRIDE in assemblies!

Sounds Like



Bathroom Behavioral Expectations	
Looks Like – 4 G’s	Sounds Like
<ul style="list-style-type: none"> ● Go to the toilet and flush ● Get tidy and professional ● Get healthy ● Get respectful and show integrity <p>Show PRIDE in the bathroom!</p>	<p>3 Whisper Group <i>The whole class can hear you</i></p> <p>2 Take Talk <i>Only a few people can hear you</i></p> <p>1 Whisper <i>Only one person can hear you</i></p> <p>0 No Voice <i>Silent</i></p>

BOOKS AND CARE OF PROPERTY

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

BULLYING PREVENTION and EDUCATION DISTRICT POLICY- JICDE

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

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

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived. *[Note: At the Board’s discretion, the policy may state “or against whom federal and state laws prohibit discrimination upon the bases described in CR.S. 22-32-109(1)(II)(I)” instead of listing the specific classes protected by federal and state discrimination laws.]*

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

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

decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

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

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

BUSING

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

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

School Bus Safety Rules

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

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

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

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

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

COLD WEATHER PROCEDURES

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

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

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

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

COMMUNICATION

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

COMPUTER USE

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

CONFIDENTIALITY OF RECORDS

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

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

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

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

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

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

COURT ORDERS OR LEGAL DOCUMENTS

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

CURRICULUM

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

Reading Instruction

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

Mathematics Instruction

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

Writing Instruction

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

Social Studies and Science Instruction

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

DISCIPLINARY PROCEEDING for SCHOLARS

Any scholar, teacher, administrator, Board Member, parent, or other person may report a violation of scholar disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings. In order to promote effective scholar discipline, the assistance of parents in enforcing rules for scholar discipline

shall be invited and encouraged. All staff members are responsible for implementing the plan of scholar discipline for the school.

Possible Consequences

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

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

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

DRESS CODE

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

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

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

1. Athletic/Jogging/running shorts.
2. Sheer, tight, or short clothing (skirts, shorts and dresses shorter than mid-thigh).
3. Sunglasses, head wear and jackets in the building (coats, jackets, and outerwear should be left in lockers during class).
4. Underwear as outerwear.
5. Flip-flops or bedroom slippers.
6. Clothing that exposes private parts of the body like stomach, buttocks, back and breasts.
7. Clothes worn in a sagging/bagging or loose fitting manner. Pants are to be worn at waist level (belts must be worn in belt loops; waist and crotch of pants must fit).
8. Pants, belts and shorts shall be worn so that they do not pose a safety or security hazard or show underclothing or skin (pant legs may not drag the floor).

9. Any clothing, jewelry, chains or accessories that are sexually suggestive, obscene, and disruptive or drug, alcohol or tobacco related.
10. Unnatural or multicolored hair, painted faces or body parts.
11. Any gang-related attire or grooming.
12. Anything else deemed inappropriate by an administrator.

DROP-OFF AND PICK-UPS

All vehicles dropping-off or picking-up scholars must pull up to the curb and park. Per the Cortez Police Department, scholars will not be allowed to go into the street. We also ask scholars and parents to use the crosswalk.

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

EMERGENCY AND OTHER EVACUATION DRILLS

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

Drills include:

LOCKOUT: Doors are locked and scholars continue as usual.

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

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

EMERGENCY SCHOOL CLOSURE PROCEDURES

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

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

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

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

FIELD TRIPS

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

HABITUALLY DISRUPTIVE

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

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

HOMEWORK EXPECTATIONS

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

HEALTH AND NURSING SERVICES

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

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

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

PARENTAL CONCERNS

Parental concerns should be handled at the most immediate level; that is between the parent and teacher involved. Should a concern be brought to the principal, he or she will inform the teacher of the substance and names of concerned party. A conference with the parent, teacher, principal, and perhaps the scholar, will be scheduled.

PARENT AND FAMILY ENGAGEMENT

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

PARENT INVOLVEMENT

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

MANAUGH PIC (Parent Involvement Committee) & ACCOUNTABILITY MEETINGS

Each school in our district has an organization of parents and teachers involved in the educational climate. Parents are encouraged to join this group to learn more about their child's school and have their questions answered about their child's education. This group also raises funds to improve the opportunities and quality of school activities. We meet every two months to plan and prepare. Our monthly newsletter will keep you up to date with dates of meetings.

PERSONAL PROPERTY/VALUABLES

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

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

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

RELEASE FROM SCHOOL DURING THE DAY

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

REMOVAL OF A STUDENT

Informal removal to the Principal's office

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

Formal Removal from Class

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

1. Conduct that is prohibited in the scholar code of conduct. It should be noted that building administrators make decisions regarding suspension and the superintendent makes recommendations for expulsion. Thus, a teacher's decision to remove a scholar from class for behavior covered by district policies regarding suspension and expulsion may, but does not necessarily, mean that the scholar will also be suspended or expelled.
2. Disruptive, dangerous, or unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly:
 - a. inappropriate physical contact intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing;
 - b. inappropriate verbal conduct intended or likely to upset, distract, or annoy others such as name calling, teasing, or baiting;
 - c. behavior that may constitute sexual or other harassment;
 - d. repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other scholar, presentation by visitor) or during quiet study time;
 - e. throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.;
 - f. inciting other scholars to act inappropriately or to disobey the teacher or school or class rules, including without limitation, inciting others to walk out;
 - g. destroying or damaging the property of the school, the teacher or another scholar; or
 - h. loud, obnoxious or outrageous behavior.
3. Conduct that otherwise interferes with the ability of the teacher to teach effectively. Scholars are required to cooperate with the teacher by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A scholar's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the scholar's inappropriate behavior. By way of example and without limitation, this behavior includes:
 - a. open defiance of the teacher, manifest in words, gestures, or other overt behavior;
 - b. open disrespect of the teacher, manifest in words, gestures, or other overt behavior; or other behavior likely or intended to sabotage or undermine classroom instruction.

REPORT CARDS

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

RETENTION

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

SAFETY

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

SCHOLAR & FAMILY SUPPORT SERVICES

Manaugh Elementary School is proud to offer scholar and family support services which are important to ensure the success of each and every scholar. Services are aimed to meet scholars' personal/social, academic and career needs. These services are provided in order to help scholars become successful in school and in the community.

School staff and parents/guardians may refer scholars for individual or group support or scholars may request support themselves. Families may also request to meet for support in areas that help assist their scholar. Our advocate is here to help make your scholar successful.

STUDENTS RIGHTS AND RESPONSIBILITIES

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

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

1. The student and his/her parent or guardian first discusses the problem with the staff member involved.
2. If an acceptable solution cannot be reached, the student and his/her parent or guardian may discuss the problem with the principal of the school, who may involve other individuals as he/she deems necessary.

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

TARDINESS

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

TELEPHONE USE BY STUDENTS

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

TESTING

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

Studies have shown that proper sleep and a good breakfast go a long way to helping children do their best on their assessments, so please help your scholar by making sure they get enough rest and have a good breakfast. In addition, we would appreciate scheduling appointments around testing days. Scholars do better when they do not have to crowd make-up testing into their schedule.

TRANSFERS & WITHDRAWALS

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

TRANSPORTATION

Scholars who ride bicycles, skateboards, or scooters to school must park them in the bike rack. Locks are recommended, as the school is not responsible for lost or stolen property. Scholars must

dismount their bike and walk it while on school grounds. Skateboards, Rollerblades and other wheeled transportation may not be used on the grounds and must be stored while at school.

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

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

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

VISITORS

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

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

VOLUNTEERS

There are times when a parent may wish to visit or volunteer in the classroom. WE LOVE IT WHEN YOU VISIT! We just ask that this request be made to the classroom teacher and then to the principal at least one day in advance. If a parent would like to stop by the classroom unexpectedly, the office will call the classroom and make sure it is an appropriate time so as not to interrupt instruction. All general guidelines listed above must be followed. Ongoing volunteer opportunities require the completion of a district form which requires a CBI background check and fingerprints.

DISTRICT NOTIFICATIONS

ASBESTOS NOTIFICATION

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

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

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

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

ASSESSMENT

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

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

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

BOARD POLICY

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

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

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

ENGLISH LANGUAGE LEARNERS

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

- a. provides for an English language instructional program that will meet your child's strengths and areas of need,
- b. outlines how your child will learn English and meet age appropriate academic achievement standards,

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

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

FOOD SERVICE

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

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

PARENT AND FAMILY ENGAGEMENT

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

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

SCHOOL PERFORMANCE

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

TEACHER QUALIFICATIONS

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

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