

MONTEZUMA-CORTEZ

HIGH SCHOOL

HOME OF THE PANTHERS!



Student-Parent Handbook

2019-2020



MONTEZUMA-CORTEZ HIGH SCHOOL

PREPARE, GRADUATE, TRANSITION, AND SUCCEED!

Principal's Welcome

Parents and Students,

It is with honor that I welcome you to another year at Montezuma-Cortez High School. Stepping into the role of principal has been a very exciting move for me and one that I am looking forward to. Having been at the high school for 15 years and in the district for 17, I have seen many changes over this time including changes in the staff, administration and even the building itself. I respectfully accept the challenge as principal to continue moving the school into the future. Although the task may be difficult, it is only with an outstanding staff that we can accomplish this together.

In looking towards the new year, I want to highlight our motto: **Prepare, Graduate, Transition, and Succeed!** This is the goal for every student that walks through the doors at M-CHS.

We want to *Prepare* students to become productive citizens in our ever changing world. This can only be accomplished through challenging, rigorous, and diverse course offerings. We have the goal to *Graduate* 100% of our students. Although this is a lofty goal, we believe every student has the ability to graduate through hard work and various support systems we have in place.

Following graduation, many schools simply release their students into the world on their own. We want to see our students *Transition* into the next phase of their lives. Whether that next phase is post-secondary schooling (college or vocational training), serving in our military, or entering the workforce, we have programs and opportunities to help students move from life in high school to life after high school. A successful transition to life after high school means that we have done all we can to help our M-CHS Panthers *Succeed!*

Parents, we need your help in this movement from preparing to graduating to transitioning to succeeding. Parental involvement is critical in a student's education. We encourage you to stay in contact with your student's teachers; check PowerSchool on a regular basis and talk to your student about their grades; and make sure your student comes to school. No matter how hard a teacher prepares their lessons, if students are not present, we cannot help them towards success.

The 2019-2020 school year is posed to be a great year. We have a great team of teachers and support staff to help Every Student, Every Day move towards their educational goals. Join us as we look forward to another great year at Montezuma-Cortez High School.

Eric Chandler, ReDir

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**Section 504 of the Rehabilitation Act
and Americans with Disabilities Act**

Notice of Non-Discrimination

Applicants for admission and employment, children, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Cortez School District are hereby notified that this school does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to Montezuma-Cortez district office, 970-565-7282.

RE-1 Mission Statement

Every Student. Every Day.



M-CHS

Prepare, Graduate, Transition, and Succeed!

Together We Will:

1. Graduate Students Post-secondary and Workforce Ready
2. Meet Individual Student Needs
 - Academic, Physical, Social, Emotional
3. Provide a Supportive Learning Environment
 - Safe, Trusting, Caring
4. Equip Students with Essential Skills
 - Literacy, Collaboration, Inquiry, Organization
5. Provide Diverse Offerings
 - Rigorous cores, Diverse electives, Extra-curricular

M-CHS BELL SCHEDULE FOR 2019-2020

MAXIMUM LEARNING ZONE: No interruptions for the first 20 minutes of class

*8:55 am – 5 min warning bell for school to start

Mon., Tues., Thurs., Fri.

9:00 – 10:02 Period 1

10:07 – 11:09 Period 2

11:14 – 12:16 Period 3

12:16 – 1:06 Lunch
 1:01 Warning Bell

1:06 – 2:11 Period 4

2:16 – 3:18 Period 5

3:23 – 4:25 Period 6

*Announcements will be read at beginning of 5th Pd

Mo – Tu – Th – Fr – Bell Schedule Breakdown

8:55 5-min Warning for Period 1
 9:00 Period 1 Start
 10:02 Period 1 End
 10:07 Period 2 Start
 11:09 Period 2 End
 11:14 Period 3 Start
 12:16 Period 3 End/Lunch Start
 1:01 Warning Bell for the end of Lunch
 1:06 Lunch End / Period 4 Start
 2:11 Period 4 End
 2:16 Period 5 Start
 3:18 Period 5 End
 3:23 Period 6 Start
 4:25 Period 6 End / End of Regular Day

*8:55 am – 5 min warning bell for school to start

Wednesday – Early Release Day

9:00 - 9:50 Period 1

9:55 – 10:45 Period 2

10:50 – 11:40 Period 3

11:40 – 12:30 Lunch
 12:25 Warning Bell

12:30 – 1:20 Period 4

1:25 – 2:15 Period 5

2:20 – 3:10 Period 6

*Announcements will be read at beginning of 5th Pd

Wed – Bell Schedule Breakdown

8:55 5-min Warning for Period 1
 9:00 Period 1 Start
 9:50 Period 1 End
 9:55 Period 2 Start
 10:45 Period 2 End
 10:50 Period 3 Start
 11:40 Period 3 End / Lunch Start
 12:25 Warning Bell for end of Lunch
 12:30 Lunch End / Period 4 Start
 1:20 Period 4 End
 1:25 Period 5 Start
 2:15 Period 5 End
 2:20 Period 6 Start
 3:10 Period 6 End / End of Early Release Day

Advisory Schedule (As Needed)

	M, T, TH, F		Wed.
1	9:00 -9:55	1	9:00-9:40
2	10:00-10:55	2	9:45-10:25
Advisory	11:00-11:40	Advisory	10:30-11:25
3	11:45-12:40	3	11:30-12:10
Lunch	12:40-1:30	Lunch	12:10-1:00
4	1:30-2:25	4	1:00-1:40
5	2:30-3:25	5	1:45-2:25
6	3:30-4:25	6	2:30-3:10



Helpful Contacts

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

Administration

Principal – Eric Chandler	x2120
Assistant Principal – Don Deavila	x2127
Assistant Principal/Activities Director— David Robinson	x2124
Principal’s Secretary – Debra Ramsey	x2131
APs’/Attendance/Discipline Secretary – Charlet Johnson	x2121
Receptionist – Vicki Englehart	x2100
Athletics/Activities Secretary – Elsie Walck	x2122

Faculty:

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

Guidance Counselors:

Amanda Higgins – All 11 th Graders & 12 th Graders with Last Names P-Z	x2126
Carmen Maness – All 9 th Graders & 12 th Graders with Last Names H-O	x2201
Ian O’Donnell – All 10 th Graders & 12 th Graders with Last Names A-G	x2147
Guidance Secretary – Gina Littlefield	x2129

Registrar

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

Registrar – Cammy Stevens	x2125
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Librarian:

Librarian – Kim Olson	x2144
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Nurse

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

District School Nurse – Sue Ciccia	x2146
Nurse Secretary – Natalia Erlandson	x2145

Attendance

Attendance Philosophy

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

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

1. Parents will need to sign the last page of this Student-Parent Handbook acknowledging the attendance policy.
2. PowerDialer will contact parents each period student is absent.
3. At 5 unexcused absences in a semester, a letter of concern will be sent home.
4. At 8 unexcused absences in a semester, students will get an I for all core classes, parents will be notified.
5. At 10 unexcused absences in a semester, parents will be notified of a mandatory meeting to set up a plan of remediation

If a student brings in a VALID excuse (doctor note, dentist note, funeral notice, legal notice...), that absence will not count against the student as an unexcused absence. The missed days are only tallied when a parent calls in and excuses their student without a valid note; this includes for a general illness (without a doctor's note) and family excuses.

Funeral absences will allow 2 days for a funeral (all other days taken will count against verified absence number). Please contact administration for extenuating circumstances.

If a student is absent from school, parents have two (2) business days from the date the student returns to school to contact the front office to request that the absence be changed from unverified to excused. The following are reasons approved by RE-1 school district:

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

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

Attendance Procedures

After any absence from school, all students must report to the front office to account for their absence. The student must provide verification of the absence from a parent/guardian in the form of a signed note or a phone call to 565-3722 x2100:

All arrangements for make-up work due to an absence will be made on the first day the student returns to school. It is the student's responsibility to initiate contact with the teacher for make-up work and to meet the teacher's established due date. Make-up work for unexcused absences is done at the teachers' discretion when the student first returns to school.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education, training, and, if of compulsory attendance age, attends school.

Tardies

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

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

If the student is late and **within 10 minutes** of the final bell, the student will be considered and marked tardy. If the student is late **past 10 minutes**, the student will be marked unverified. The only time a student will receive a tardy slip from the front office is when the student is tardy due to a state excused absence as stated above. Tardies will be documented in PowerSchool by the teacher.

Tardies are accumulated for all classes per semester in the high school. As detailed above, accumulating unexcused absences (due to tardiness or cutting) will result in meetings with parents. If not corrected before ten unexcused absences has occurred, disciplinary consequences occur.

The following policy will be in place concerning tardies.

1. Parents will need to sign the last page of this Student-Parent Handbook acknowledging the tardy policy.
2. Teachers will have their own tardy policy/procedure and will make at least one phone call home for the first 4 tardies to their class each semester.
3. At the 5th tardy, the student will be referred to the Assistant Principal; parents/guardians will be notified again of the excessive tardies; and the student will serve lunch detention(s).
4. At the 6th tardy, student will earn more lunch detention(s).
5. At the 7th tardy, parents/guardians will be notified of mandatory meeting where a plan for remediation will be devised and implemented.

Academic Information

General

Our curriculum balances core classes with elective course offerings and delivers instruction in a way that is age appropriate. The Board of Education has set the following minimal requirements for our students:

English / Language Arts
Math
Science

Social Studies
Physical Education/Health
Electives

Please refer to the graduation requirement table for more details.

Grades / Grading

Two semester grades will be given to students. If a student passes 1st semester, they will not have to retake that semester if they fail the 2nd semester. The final determination will be made by the teacher, based on the students' performance compared to content standard grade level equivalents at the end of the year.

*All 1.0 credit classes will be given a letter grade. No pass/fail courses will be awarded.

Semester courses will be finalized at completion of each semester.

Grading scale

I = Incomplete (No Credit will be given for the course regardless of percentage)

0-65=F (Academic Support Required)

66-69=D (Academic Support Needed)

70-79=C

80-89=B

90-100=A

Grade weight

In each class, 85% of the grade should be on demonstration of learning with only 15% given to homework.

Honor Roll

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

Scholars **4.0** **Grade Point Average** **(fulltime students only)**

Honor Roll **3.7 – 3.9** **Grade Point Average** **(fulltime students only)**

Honorable Mention **3.2 – 3.69** **Grade Point Average** **(fulltime students only)**

All students who are enrolled in Gateway to College, Fast track & early graduation will forfeit the right for the above-mentioned honors reserved for students attending M-CHS.

Examinations

In high school, each semester is divided into two grading periods. Written and/or performance exams are given in the middle and at the end of each semester. Each teacher determines the percentage of the semester grade that the exams constitutes. Each teacher will convey this information in a reasonable time before the examination.

Assessment Retakes

Students are allowed to retake any assessment with an extra practice assignment that must be completed before the end of the following unit. All retakes must be done within one week of original assigned date. Teachers are allowed to give students more time if they choose.

Late Work

Must be completed within one week of the assigned due date. Late assignments come with a maximum 20% reduction in score. Zero's on critical assignments will be overridden by teachers to either Incomplete or an F. Teachers have discretion to allow more lenient grading practices.

Progress Reports:

Teachers distribute progress reports as necessary during each grading period to inform parents of a student's progress in class. M-CHS will attempt to send out reports before each parent/teacher conference and at the end of each semester. The parent portal via PowerSchool allows parents to access their student's grades and schedule at any time. Please see Gina Littlefield in the Counseling Office to obtain your username and password to access this account.

Report Cards:

Report cards are a record of the student's work for a grading period and are mailed home at the end of each semester. The report card/transcripts include academic grades and progress reports from each teacher. Report cards/transcripts will be held if a parent has failed to reimburse the school for missing library books, textbooks, unpaid athletic fees or other financial obligations.

A.C.T./S.A.T.: College Entrance Exams:

All juniors are required to take the SAT in the spring of their junior year. We recommend that students take the ACT at least once in their junior year as well. Seniors should take the College Entrance Tests in the fall semester to ensure that colleges and universities can consider their most recent scores for admission. The M-CHS Test Center Code is 060305. Registration is best done on the internet: www.collegeboard.com for SATs and www.act.org for ACTs.

Advanced Placement Classes:

Students have the option of taking Advanced Placement classes. Montezuma-Cortez High School offers AP classes in the following disciplines: English, Social Studies, Math, Science, Computer, and Art. In an effort to uphold the highest standards for these classes, students are expected to meet or exceed class expectations and demonstrate their commitment to the class. AP students are also required to take the AP exams in May. There are costs associated with AP courses and payment is required prior to taking the tests in May. Students enrolled in AP classes must take the AP test in order to receive AP credit on their transcript.

Exceptional Student Services Special Education Requirements:

Specific requirements will include courses to be taken through the Alternative Cooperative Education (ACE) or the regular program. For graduation requirements, please stay in communication with the student's Case Manager.

Honors at Graduation:**VALEDICTORIAN:**

The valedictorian will be selected from the students who are accepted into the Honors Diploma Program and complete all the components of the Honors Diploma Program. Valedictorian will be awarded to the Honors Diploma candidate who successfully maintained the highest grade point average (GPA) during his or her four years at Montezuma-Cortez High School. The GPA will be based on students' cumulative GPA. The GPA will include the final 4th quarter grades. If two or more students tie for the highest GPA, the highest SAT test score determines valedictorian. In the event of a tie with candidates who share the same GPA and SAT score, the school will not pay for tests apart from the mandated junior year SAT test. All test scores must be submitted in an official College Board report form to the M-CHS Counseling Office by the last day of the 3rd quarter of the senior year to be considered for valedictorian status. Senior grades must be turned in the day prior to the senior checkout day.

SALUTATORIAN:

The Salutatorian will be the student accepted into the Honors Diploma Program who has completed all the components of the program and has the second highest GPA. If two or more students tie for the highest GPA, the second highest SAT test score determines salutatorian.

HISTORIAN: (May not be awarded every year)

The Historian will be the student accepted into the Honors Diploma Program who has completed all the components of the program and merits recognition based on his/her accomplishments.

NATIONAL HONOR SOCIETY:

The National Honor Society requires the student to be sophomore, junior, or senior who has completed three or more semesters and must have a 3.50 cumulative GPA, have a faculty approval, and be involved in extra-curricular and/or community activities. To qualify for the National Honor Society, a student must carry at least three subjects a semester. NHS members will wear a stole at graduation.

All students who are enrolled in Gateway to College, Fast track & early graduation will forfeit the right for the above-mentioned honors reserved for students attending M-CHS.

Graduation Requirements:

Students who graduate with the Class of 2019 must earn a minimum of **twenty-three (23)** units of credit in accordance with the district graduation requirements to be considered eligible to receive a diploma from Montezuma-Cortez High School. M-CHS offers three diploma options – Honors Diploma, Standard Diploma, and the Career & Technical Diploma. All graduation requirements must be met prior to the established deadline date in order to receive a diploma and participate in the graduation ceremony. Graduation requirements are:

Honors Diploma	Standard Diploma	Career & Technical Diploma
English - 4 Cr Math - 4 Cr Social Studies - 3 Cr Science - 3 Cr Physical Education - .5 Cr Health - .5 Cr Fine Art - 1 Cr Foreign Language - 2 Cr Electives - <u>8 Cr</u> Total - 26 Cr	English - 4 Cr Math - 3 Cr Social Studies - 3 Cr Science - 3 Cr Physical Education - .5 Cr Health - .5 Cr Electives - <u>9 Cr</u> Total - 23 Cr	English - 4 Cr Math - 3 Cr Social Studies - 2 Cr Science - 2 Cr Physical Education - .5 Cr Health - .5 Cr Electives - <u>11 Cr</u> Total - 23 Cr
*Must complete 3 Advanced Pathways & College and Career Readiness Demonstration	*Completion of College and Career Readiness Demonstration	*Completion of College and Career Readiness Demonstration
College and Career Readiness Demonstration must include <u>one</u> of the following: Accuplacer Score -62(Read) 61(Math) + Completed FAFSA & Submitted Com/Tech College Application AP Score -2(English) 2(Math) + Completed FAFSA & Submitted Unv/College Application ASVAB Score -31(English) 31(Math) + Armed Services Application ACT -18(English) 18(Math) + Completed FAFSA & Submitted Unv/College Application Concurrent Enrollment -English/Math(Passing grade per district & Higher Ed policy) + Completed FAFSA & Submitted Unv/College Application Industry Certificate -(Individualized) + Resume & Job Application SAT -470(English) 500(Math) + Completed FAFSA & Submitted Unv/College Application District Accommodation -English/Math (Individualized) + Based on Individual Student	College and Career Readiness Demonstration must include <u>one</u> of the following: Accuplacer Score -62(Read) 61(Math) + Completed FAFSA & Submitted Com/Tech College Application AP Score -2(English) 2(Math) + Completed FAFSA & Submitted Unv/College Application ASVAB Score -31(English) 31(Math) + Armed Services Application ACT -18(English) 18(Math) + Completed FAFSA & Submitted Unv/College Application Concurrent Enrollment -English/Math(Passing grade per district & Higher Ed policy) + Completed FAFSA & Submitted Unv/College Application Industry Certificate -(Individualized) + Resume & Job Application SAT -470(English) 500(Math) + Completed FAFSA & Submitted Unv/College Application District Accommodation -English/Math (Individualized) + Based on Individual Student	College and Career Readiness Demonstration must include <u>one</u> of the following: Accuplacer Score -62(Read) 61(Math) + Completed FAFSA & Submitted Com/Tech College Application AP Score -2(English) 2(Math) + Completed FAFSA & Submitted Unv/College Application ASVAB Score -31(English) 31(Math) + Armed Services Application ACT -18(English) 18(Math) + Completed FAFSA & Submitted Unv/College Application Concurrent Enrollment -English/Math(Passing grade per district & Higher Ed policy) + Completed FAFSA & Submitted Unv/College Application Industry Certificate -(Individualized) + Resume & Job Application SAT -470(English) 500(Math) + Completed FAFSA & Submitted Unv/College Application District Accommodation -English/Math (Individualized) + Based on Individual Student

*Due to changing requirements, contact your grade level Guidance Counselor (970-565-3722 EXT 2129) to ensure that you are on track for graduation. Please refer to the current course description handbook for more detailed information.

Students who do not meet yearly benchmarks are considered to be credit deficient. They and their parents should meet with the Guidance Counselor to develop a plan for credit recovery and graduation.

All students shall receive formal notification of their diploma status prior to graduation. Such notification is part of the school record which schools are required by law and school district policy to maintain.

1. The Montezuma-Cortez High School Diploma will be awarded to each student who has satisfactorily completed all state and local requirements of units of credit, competence, attendance and end of course exams. Accommodations or alternatives to assessment for students with disabilities will be determined by the unique needs of the students as documented in his/her IEP/PEP.
2. The Montezuma-Cortez High School Honors Diploma will be awarded to those students who choose a more rigorous academic course of study. The Honors Diploma will be awarded to each student who has satisfactorily completed all state and local requirements of units of credit, competence and end of course exams. In addition, each Honors student must complete the three stated components of the Honors Program.

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

- A. Determination and notification of student eligible to receive the appropriate diploma.
- B. Provisions to ensure that students receive the most favorable diploma program through counseling and other assistance as needed.
- C. Each awarded diploma, or denial of diploma, shall be rational, reasonable and nondiscriminatory. All students shall be given an opportunity to earn a Montezuma-Cortez High School diploma.

Activity ELIGIBILITY

Eligibility for extra-curricular activities, clubs, and class field trips/activities.

This policy applies to any function that causes students to miss class periods not related to the class or organization. During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must pass a minimum of the equivalent of 2.5 Carnegie units of credit. Please call or visit the Activities Office for detailed eligibility requirements.

Student Services

Food Service

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

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

Cafeteria:

The M-CHS cafeteria provides well-balanced, nutritional food at affordable prices. Applications for free and reduced lunches are distributed in the “Back to School” packet. Applications are also available at the Counseling Office should a family's financial status change during the school year. The cafeteria serves food during the morning - before school and at lunch. Students may purchase food either as a whole meal, or a la carte.

* Lunch prices:

Students: Secondary Full Lunch \$3.00

*Breakfast prices:

Students: Secondary Full \$2.25

Note: PK-12 students qualifying for Free / Reduced will not be charged for Lunch or Breakfast

* Prices are subject to change without notice.

M-CHS offers lunch accounts for students. There will be a charge of \$20.00 for each NSF check written to the District. After the District has received two NSF checks from any party, no further checks shall be accepted.

Returned Checks and Past Due Collections:

The District understands that unexpected financial hardships can occur and is willing to work with people to satisfy payments. We encourage parents who may find themselves in unanticipated financial circumstances to contact the principal before the situation becomes unmanageable and the District seeks assistance from outside collection agencies.

Counseling Office:

M-CHS counselors offer academic and personal counseling in both group and individual settings, as appropriate. Please contact an M-CHS counselor at 565-3722 ext. 2129 for more information. Personal counseling services offer assistance in areas such as death/dying, substance use, peer relationships, anger management, etc. When appropriate and possible, our counselors utilize experts and community resources to assist students.

Library:

The Library is available to students, teachers, staff and parents - Monday–Friday-8:30 a.m.–4:30 p.m. There are also computer labs available for academic use. During the school day, students must obtain a pass to visit the library.

The -M-CHS library provides many services including:

- Guidance and assistance in academic research; Processing book loans to students, faculty and staff.
- Providing a quiet place to read or study; Collaboration with teachers in student research projects;
- Maintaining accessible periodicals; Supervising Internet research.

Lockers:

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

Lockers are school property and remain at all times under control of the school. By state and federal laws, the contents of a locker may be searched by school officials without notice or consent if there is a “reasonable cause” to believe that the locker contains illegal or suspect materials. The student may also be denied the use of a school locker for serious violations. Any student found tampering with lockers or locks will be charged for replacement costs and appropriate disciplinary action will follow.

M-CHS is not responsible for the security of any items stored within lockers. Students are reminded to keep their lockers locked. Stolen items are not the responsibility of administration or M-CHS when lockers are not locked.

DO NOT SHARE YOUR LOCKER COMBINATION WITH ANYONE BECAUSE YOU ARE COMPLETELY RESPONSIBLE FOR THE CONTENTS AND CONDITION OF THE LOCKER ASSIGNED TO YOU.

Lost & Found:

M-CHS provides a lost and found for students. Please turn in any found items to the main office.

Telephones/Messages:

When students try to arrange for after school activities etc. during the school day, the focus of learning oftentimes takes a “backseat.” Therefore, students will not be allowed to use the phone to arrange after school social activities. The staff of M-CHS encourages parents to communicate closely with their child prior to coming to school and ensure that the student is aware of what his/her after school plans may be. We do understand that circumstances sometimes change and the office staff is happy to record and deliver important messages to our students. You may leave a message for your child with M-CHS Administrative Assistant, Vicki Englehart at 565-3722 x2100.

Textbooks:

The Cortez School District loans textbooks to students, and students are responsible for the issued textbooks. Students must reimburse M-CHS for any damaged or missing textbooks.

SCHOOL SAFETY

Emergency Procedures:

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

Fire Drill/Building Evacuation:

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

Lockdown Drills/Emergency Procedure Drill:

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

HEALTH SERVICES

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

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

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

DISTRICT NOTIFICATIONS

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>

District Board Policies:

Information about RE-1 Board Policies can be found at the following web address and from your school's website.

<https://www.cortez.k12.co.us/our-district/board-of-education/policies> Additional information or support can be found by calling your school or the district administrative offices at 970-565-7282.

School Performance

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

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.

English Language Learners:

The district offers programming and supports for English language learners in becoming proficient in English to help with participating in the content of their classes. If your child is identified as an English language learner, a committee composed of your child's teacher/s, the school ELL teacher, and the district Title III/English /ESL coordinator will 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.

Parent and Family Engagement:

- **Parent engagement and activities:** Parents are encouraged to participate in various school activities including volunteering in the school, 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 emailed announcements line and website.

PARENTS – PARTNERS IN LEARNING

We value our partnerships with students, parents, teachers and staff. There are a number of ways parents can be positively involved in these partnerships to strengthen the academic and personal growth of your child. Here are a few ways we encourage you to stay involved in your child’s life at school:

- Place a high value on your child’s education by discussing his or her educational progress on a daily basis. Be familiar with the educational opportunities available to your child.
- Remain in touch with your child’s teachers, counselor and principal.
- Schedule and attend conferences: Parent/ teacher /student conferences are an important component to a child’s educational program. Parental insight and input improves student involvement and learning. Use your knowledge of your child’s work at school to set goals for the future and to support their engagement in as many areas as possible.
- Let your son or daughter’s teachers know if something is going on outside of school that could adversely affect their work/life here. Also let us know if there is something we can do to help support your child at school.
- Exercise your right to access information about your child, so that teachers, staff, and parents can effectively communicate.
- Let faculty or staff know when they can be of service to you.
- Participate in or attend school events whenever possible. Parents are always welcome and encouraged to become involved!

Parental Involvement:

M-CHS parents contribute extensively to the school in many ways. Below are a few ways to get involved:

Accountability Committee

M-CHS Accountability Advisory Committee promotes student achievement and represents our students’ interests.

Working together, teachers, parents, community members, and administration analyze and discuss current programs and look toward ensuring a high quality educational program for our students. The Accountability Advisory Committee meets quarterly – on Thursdays at 5:30 p.m. in the M-CHS Library. Meeting dates for the 2019/20 school year are as follows:

- 09/19/2019
- 11/14/2019
- 01/16/2020
- 03/12/2020

Volunteering

As the school regularly coordinates curricular events, competitions, and field trips, teachers need parent volunteers to assist them. Please call the main office at 970-565-3722 to inquire about opportunities.

Parent Email Line for Announcements, Calendar and Scholarship Updates

Send your name and email address to deb.ramsey@cortez.k12.co.us in order to get on the M-CHS Parent Email Line. You will receive calendar and scholarship updates on a weekly basis and announcements will be sent out daily.

Facebook Page & Website

Follow M-CHS on Facebook at <https://www.facebook.com/Montezuma-Cortez-High-School-1403241106632820/> as well as online at <https://www.cortez.k12.co.us/our-schools/mchs> for the latest news and updates.

Nixle Updates

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

GENERAL POLICIES AND PROCEDURES

Bicycles:

Bicycle racks are located outside the building and students are welcome to use them. For safety, students riding bicycles should ride them only on the streets and driveways at M-CHS. (See Skateboards page17)

Cell Phones/Electronic Devices:

Cell phones/Electronic Devices will be allowed in M-CHS and will be allowed during class to be used for academic purposes **AND up to the discretion of the classroom teacher**. If a student's cell phone rings, buzzes, or interrupts a class in anyway, the phone can be confiscated. **Confiscated cell phones will be returned according to discipline policy:**

1st violation in class: Teacher takes cell phone and returns to student at end of class.

2nd violation in class: Teacher takes cell phone and turns in to Assistant Principal's office. Student can get it back at the end of day and there will be a phone call home from office.

3rd violation in class: Teacher takes cell phone and turns it in to Assistant Principal's office. Parent will need to pick up cell phone.

4th violation in class: Teacher takes cell phone and turns it in to Assistant Principal's office. Parent will need to pick up cell phone and sign agreement that their student will not have cell phone in building for remainder of school year.

Use of audio speakers are NOT allowed inside building.

Closings, Delayed Starts, or Dismissals:

Please stay tuned to local radio station and the District website for information regarding delayed starts, or school dismissals, due to weather.

Confidentiality:

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

- Parents who retain parental rights;
- District or school faculty and staff with a "legitimate educational interest" in the student;
- Other institutions with a "legitimate educational interest", such as colleges requesting transcripts.

Information in PowerSchool will be relied upon by the main office personnel. When general contact information changes, it is the responsibility of the parent/guardian to notify the main office or the counseling office in writing.

Dances:

School rules and discipline consequences are in place at all school dances. To maintain a safe environment, students are to arrive at the dance and stay. They may leave but may not reenter the dance. High school students wishing to invite high school students from other schools must get prior permission from the Activities Director.

All students at M-CHS Dances are subject to M-CHS rules and expectations. Smoking or drinking controlled substances is not allowed. A student who is suspected of substance violations will be detained and subject to the Discipline Code.

(See Prom page 17)

Games:

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

Military Collection of Student Directory Information:

Under the No Child Left Behind Act (NCLBA) of 2001, high schools that receive federal funds must provide certain student contact information to military recruiters upon request and must allow recruiters to have the same access to students as employers and colleges. If you DO NOT want Montezuma-Cortez High School to disclose directory information for your child, or release information to the Military without your prior written consent, you must notify the M-CHS Counseling Department **in writing** by October 15, 2019.

Parking Policy:

Limited parking is available in the southwest lot and is open to M-CHS students. Due to the size restriction of the lot, spaces are available only on a first-come-first-served basis. Vehicles parked in undesignated areas (walkways, sidewalks, fire lanes and handicap spaces) may be towed at the owner's expense. Parking on campus is a privilege, not a right, which may be withdrawn should an M-CHS student's driving and parking habits become an issue. The east road parking area is reserved for emergency and fire only. Any violators may be towed at owner's expense. The northwest and north parking lots are reserved for staff and visitor parking. There are also two loops in the front of the building. Please be aware of each of these loops and their purposes—the North loop is for parent drop off only and the south loop is for bus drop off only.

Physical Restraint:

Any person employed by the district may, within the scope of their employment, use reasonable and appropriate physical intervention when reasonably necessary:

- To quell a disturbance threatening physical injury to others;
- To obtain possession of weapons or other dangerous objects upon a student or within the control of a student;
- For the purpose of self-defense;
- For the protection of persons or property;
- For the preservation of order;

Physical restraint will only be utilized to an extent necessary for the purposes established above.

Any incident of physical restraint shall be reported, in writing, to the principal or his designee within twenty-four hours, or as soon as is practical. Report will include a concise description of the incident, including the reason for the restraint and how the incident has been, or will be, followed-up.

Prom:

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

1. M-CHS juniors and seniors are invited to attend.
2. Ticket prices will be set by the junior class each year.
3. Prom is a privilege for all students invited by a junior or senior.
4. Formal attire is required for admittance.

Smoking or drinking controlled substances is not allowed. A student who is suspected of substance violations will be detained and subject to the Discipline Code.

Public Conduct on School Property:

All visitors must sign in at the front desk and obtain a visitor's pass. All visitors must conduct themselves in a manner that does not disrupt the academic environment for our students and faculty. As such, all visitors are expected to comply with the Cortez School District Board of Education policies and building level rules.

Skateboards:

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

Student Grievances:

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

Level I: The classroom teacher involved, assuming the grievance concerns an individual classroom issue. If the grievance is not promptly resolved at this level, the student may go to Level II by presenting the grievance in writing to the school principal.

Level II: The principal will schedule an informal discussion of the grievance with the student and appropriate others as soon as possible, but in no case later than within five school days of the time of filing. It is expected that many grievances may be resolved at this level.

Level III: If the student is not satisfied with the resolution made at Level II, he or she may submit a written appeal, including all statements and evidence, to the principal for an informal conference and discussion of the grievance. Within five school days after receiving the grievance, the principal will give his written decision, with all supporting reasons and evidences, to the superintendent.

Level IV: The superintendent will review the principal's recommendation and will make a final, binding decision within five days of receiving the principal's decision.

Lori Haukeness- Superintendent: 400 N. Elm Cortez, CO 81321: Phone Number: 970-565-7522

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

Substance/Alcohol Use:

Possession or use of controlled substances, alcohol, or tobacco products at any school function is prohibited. A student who is suspected of substance violation will be detained and subject to disciplinary action.

Temporary Guardianship:

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

Transportation:

M-CHS asks for assistance in maintaining a safe school. Parents can help in this effort by:

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

We welcome support in this effort and suggestions for improvement.

Videotaping:

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

Visitors:

- Classroom Visitors: All visitors must report to the office immediately upon arrival to sign in. M-CHS will use Raptor ID System and all visitors will be required to wear a visitor badge at all times while in our building. For the safety of the school, and the maintenance of a productive educational environment, we require that any person not enrolled with M-CHS visiting during the school day have the principal's or designee's approval twenty-four hours prior to the visit.
- Prospective Parent Classroom Observations: We are confident that we have high quality teachers and instruction occurring within each classroom and we encourage parents to visit our school. Our curriculum is aligned with state standards, our teachers, in each grade level, work with one another to ensure that the curricular content is consistent within each classroom, and our performance data rates our schools among the highest achieving schools in Colorado. Therefore, when parents request to visit classrooms for the purposes of

enrolling their child in our school, we ask that they arrange this visitation with the principal. The principal will share parent contact information with the teacher whose classroom they will be visiting. That teacher will contact the parent and schedule a visitation.

Withdrawals:

Students who withdraw from school prior to the end of the school year, regardless of the reason, must present to the office a statement, signed by either parent or guardian, stating the reason for withdrawal. After the office receives this statement, the student will be issued a checkout form, which is to be signed by each teacher the student has for a class or activity, including the librarian. The form is to be returned to the front office. Monies owed to the school must be taken care of at this time.

Official grades will be mailed to the new school upon written request from that school, providing all books have been returned and all bills paid. Transcripts cannot be forwarded without an official withdrawal.

CONDUCT & DISCIPLINE CODE

It is the belief of the Montezuma-Cortez RE-1 Board of Education that a carefully planned school program, superior instruction, and individual guidance of students can eliminate serious discipline problems and that student discipline is an ongoing process.

It is the responsibility of the district and its employees to encourage growth in student self-discipline in positive ways through:

- Modeling appropriate behavior and standards for students;
- Setting appropriate expectations for students, and establishing appropriate consequences if a student should choose to violate those expectations;
- Providing consequences for infractions that will be appropriate to the level and severity of the infraction (these consequences may include, but may not be limited to the following: loss of privileges, transportation privileges, participation in clubs, athletics or activities; detention at lunch; suspension, and possible expulsion from school);
- Working closely with families - the primary teachers of students - to ensure a positive, mutually supportive, and coordinated effort on behalf of the students in the district.

BEHAVIOR EXPECTATIONS

District Discipline Policy:

It is the belief of the M-CHS administration that a carefully planned school program, superior instruction and individual guidance of students can eliminate serious discipline problems and that student discipline is an ongoing process, the goals of which are:

- To help students learn to discipline themselves or self-regulate behavior;
- To help students internalize society's values so that they can lead active, productive, and meaningful lives.

We believe it is the responsibility of the District and its employees to encourage growth in student self-discipline in positive ways through:

- setting appropriate limits for students and publishing consequences if a student should choose to violate those limits;
- modeling appropriate behavior and standards for students;
- providing consequences for infractions that will be appropriate to the level and severity of the infraction which may include, but may not be limited to the following: loss of privileges, transportation privileges, participation in clubs, athletics or activities; detention at lunch; suspension, and possible expulsion from school
- working closely with families - the primary teachers of students - to insure a positive, mutually supportive, and coordinated effort on behalf of the students in the M-CHS.

Learning Rights:

It is the goal of Montezuma-Cortez RE-1 School District to create a safe and positive environments, which allow productive learning to occur. The following rights are based on pride, respect, responsibility for and relationship to 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 the obligation to be prepared to learn. This includes attending school regularly and 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.

Expectations for Our Students:

Montezuma-Cortez High School teachers and staff, as well as community members, will support our students, as they grow, learn, and achieve. Together we relay to our students an expectation that encourages them to participate, learn, and behave in a way that reflects our high standards of academic and behavioral responsibility.

Academics:

Be prepared for class. Be on time, have a great attitude, and have the proper materials that support your learning.

Complete your assignments on time and in a quality manner.

Challenge yourself to optimize your learning, and produce quality work.

Set personal, social and academic goals that help you learn.

Cooperate with your teachers and other students in order to achieve your own goals, and help other students optimize the learning opportunities provided.

Behavior:

Pride - Take your learning seriously. Work hard to complete all in-class and homework assignments in a manner that reflects high levels of learning.

Respect - Respect others for who they are and what they may believe. Respect school facilities and the property of others. Speak respectfully to fellow students, and all staff members at all times.

Responsibility - Help others whenever you can and talk with your teachers and classmates in a kind and friendly manner. Demonstrate truth in both word and action. Follow all safety rules, and follow teacher and staff directions.

Relationship – Support one another in learning and commit to help others and receive help.

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 seat while 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 p.m. 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"

CONSEQUENCES & DEFINITIONS

Behavior Tickets:

If a student's behavior is not being modified by initial intervention or classroom infractions become chronic and persistent, support is available from administration. If a teacher requests support, there are 2 methods that can be utilized:

1. If behavioral issue does not need immediate administrative intervention, a Behavior Ticket can be filled out and given to an administrator. The necessary behavior modification/school service steps will take place and administration will follow up with the plan.
2. If behavioral issue needs immediate attention, an expedited version of the Behavioral Ticket is available. An email will be sent to administration, describing the behavior. An administrator will then visit with the student immediately. The student will then be required to meet with a behavior specialist and a plan for remediation will be devised and implemented.
 - a. The purpose of this program is to give teachers as much support regarding these issues as needed. The tickets and immediate consequences will be utilized to help students be more aware their behavior, and will hopefully help them make better decisions in the future.

If a student, however, continues to receive behavior tickets and lunch detention, more serious consequences will take place, such as parent meetings, suspension, expulsion or police involvement depending on the severity of the behavior.

Consequences:

While teachers work with students to resolve conflicts with a minimum of disruption to class instruction, there are times when a student's behavior in or out of the classroom warrants immediate removal. The infractions listed below will result in a student being "referred" to the principal's office. Once referred to the principal's office, students may serve a consequence based on the severity of their infraction, consistent with the BEHAVIOR INFRACTIONS & CONSEQUENCES section of this handbook.

Definitions:

The following are definitions of infractions that compromise the learning environment and safety of students and staff within M-CHS. The consequences for breaking the rules are detailed in the Discipline Code that immediately follows this document.

Academic Dishonesty:

"Honesty is the best policy." This building policy is intended to reinforce that simple truth. Academic cheating can exist in many forms and is considered a serious offense. Examples of academic cheating include plagiarism. This is a form of literary theft. Passing off another's work, as one's own or using another's words or answers without crediting the source constitutes plagiarism. Cheating may include but is not limited to the following.

- Turning in an assignment, project, test, or other academic product which is the result of copying someone else's work and which is considered an individual assignment or task.
- Being observed copying from another student during the course of an assignment, project, test or other academic project, which is considered an individual assignment or task.
- Handing in another individual's work as the student's own.
- Dividing and copying one another's work on assignments, which are intended to be individual in nature.
- Using a crib sheet, sharing answers, or otherwise seeking answers from another individual or source of information when taking a test or a quiz.

The above listed examples of cheating shall be considered serious offenses.

- Consequences for a **first offense** of academic cheating shall be a "0" on the assignment, project, test, or academic product. Parents or guardians shall be notified of the offense. The appropriate building administrator and counselor shall also be notified of this action.
- Consequences for a **second or further offenses** of cheating may include the student being dropped from the course and receiving an "F" for the course. Such action shall require a recommendation to and the approval of the building principal or his/her designee. Other forms of academic cheating or plagiarism include but are not limited to:
 - Copying sentences phrases, paragraphs, or pages from print medium or other sources without providing documentation or credits.

- Using plots, characters, theories, opinions, concepts, designs, or other forms of print or non-print medium and presenting them as original work without properly attributing them to the source, or providing documentation or credits. Such forms of plagiarism may result in the reduction or loss of a grade for the assignment, project, test, or other academic project or other form of disciplinary action that may include a rewrite of the assignment with or without credit for the assignment. Parents or guardians and school administration will be notified of each instance of academic cheating. Repeated acts of this manner may result in further disciplinary action by the teacher and referral to the principal or his /her designee for further disciplinary action.

Alcohol/ Drugs/ Tobacco Use:

M-CHS prohibits the consumption, possession, sale or being under the influence of alcohol, tobacco products, or any prohibited drug. Any student involved in such activity will be subject to disciplinary and/or legal action.

According to House Bill 96-1203, any student involved in the sale, gift or offer of drugs or controlled substance as defined by Colorado Law within the school domain will be expelled.

Drug Paraphernalia: M-CHS will suspend any student in possession of drug paraphernalia.

Bullying:

Bullying is harassment and will not be tolerated at M-CHS. Bullying will be considered harassment and will be defined as any behavior that involves one person coercing, intimidating, or causing a hostile environment for another person.

Bullying will be dealt with by referral to the principal. *C.R.S. 22-32-109.1*

Bus Conduct:

Students are expected to behave in a way that allows for safe transportation on school buses. This includes students:

- Responding respectfully to bus driver requests;
- Not tampering with the bus or damaging the bus in any way;
- Continuing classroom conduct and not causing distractions;
- Maintaining a clean bus by not littering;
- Keeping food, drinks, gum or tobacco off the bus;
- Keeping hands and all objects inside the bus;
- Following other standard school rules.

Notification will be sent home before the student is suspended from the bus.

Defiant Behavior:

Students are to follow teacher directives. Students who do not comply with teacher or administrative requests or directives are subject to disciplinary consequences.

Dress Code: – (File JICA)

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to encourage school pride and unity, and thereby help students concentrate on schoolwork, reduce discipline problems and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty. If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student’s parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code.

Unacceptable Items:

- The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:
1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
 2. Sunglasses and/or *headwear which is worn inside the building
 3. Inappropriately sheer, light or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
 4. Clothes worn in a “sagging/bagging” manner that pose a safety or security problem or show underwear or skin
 5. Tank tops or other similar clothing with straps narrower than .5 inches in width

6. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - a. Refer to drugs, tobacco, alcohol, or weapons
 - b. Are of a sexual nature
 - c. By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - d. Are obscene, profane, vulgar, lewd, or legally libelous
 - e. Threaten the safety or welfare of any person
 - f. Promote any activity prohibited by the student code of conduct
 - g. Otherwise disruptive the teaching-learning progress
 - h. Bandanas and Hoodies (NOTE: Hooded sweatshirts can be worn, but hoods must stay on back)

***NOTE:** Hats will be allowed in community areas, such as hallways and in the commons. Each teacher will create their own hat policy regarding their classroom. Some classes will allow hats, while others will not. **There will be a strict one strike policy for any student who is confrontational to any teacher or staff member regarding individual hat policies.** If administration is notified that a student was confrontational regarding a hat related issue, the student will lose the privilege of being able to wear the hat for the remainder of the year. *The hat policy is being instituted out of respect for students to express themselves and their individuality. However, the privilege to do so must be respected as well. Please be respectful of any teacher and staff member who asks you to remove your hat for them.*

Exceptions

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

Electronic Smoking Devices / Vape Pens:

Electronic smoking devices such as electronic cigarettes, hookah pens, and vaporizer pens are strictly prohibited at Montezuma-Cortez High School. These devices are considered drug paraphernalia, and students found to be in possession of or using such devices will receive consequences accordingly. If a student is found to be in possession of any of the listed devices, the school will confiscate the contraband and will turn the device over to Cortez Police Department to be tested for illegal substances. The device will then be disposed of, at no time will the device be returned to the student or parent.

Fighting/Assault:

M-CHS will not tolerate fighting or any type of violence within its domain. M-CHS will carefully investigate any such incidents, assign an appropriate consequence (including suspension or expulsion), and communicate with parents, and local law enforcement when appropriate.

According to House Bill 96-1203, any student committing an act that would be considered assault or battery if committed by an adult, will be expelled.

Harassment:

M-CHS will enforce disciplinary consequences and may contact law enforcement when a student creates a hostile environment or threatens the wellbeing of another student through persistent, unwelcome teasing or harassment and bullying. This includes but is not exclusive to, sexual harassment. A harassment determination will only occur after an administrative investigation.

Hazing:

According to Colorado Law, “hazing means any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for the purposes of initiation or admission into or affiliation with any student organization.” In support of the law and the safety of our students, hazing is prohibited. Any student involved in hazing another person in the school's jurisdiction will be subject to disciplinary action.

Inappropriate Language:

M-CHS students are here to support each other and to make all students feel welcome and safe. As such, students are expected at all times to present themselves in a manner that reflects positively on our school. Students may not use language that the Cortez School District staff considers vulgar, obscene, profane, degrading, racial, sexually explicit or otherwise offensive. Students should also avoid any language that may be offensive to a particular person or group.

Inappropriate Public Display of Affection:

In an effort to create and maintain a safe, productive learning environment, students, when in the school's domain, are not to engage in acts of physical affection that are contradictory to school and community standards, that disrupt the educational environment, or that make other M-CHS students, faculty or staff uncomfortable.

Insubordination:

Students and teachers are to treat each other with respect. At all times, students are to behave in a way that indicates care and respect for all people in the school. Students are to demonstrate appropriate respect for school faculty, staff and volunteers. A student who fails to comply with faculty direction may be considered to be insubordinate and may face disciplinary action.

Opening Alarmed and Unauthorized Doors:

Opening alarmed doors is a safety issue for all students and staff. When an alarmed door is opened without a passkey, the risk for an intruder entering school rises. The alarm is sounded to alert school personnel of a breach in the security of our school. When students open alarmed doors – letting other students in or exiting themselves, students and staff are at risk for a crisis situation. Consequences for students opening alarmed doors follow.

- First Offense = Parent/guardian is notified, student must write a one-page paper on school security and safety in an in-school suspension setting. When paper is written and student has processed the event with an administrator, s/he will be allowed to go back to class.
- Second Offense = Parent/guardian is notified, student will receive a 1-3 day out of school suspension, student may not return until a mandatory parent/student/administrator meeting is attended where school security and safety is discussed.
- Third Offense = Parent/guardian is notified, student will be placed on an out of school suspension until a disciplinary review hearing takes place at district office.

Racism:

Racial comments, gestures, clothing, or symbols used to intimidate students or staff at M-CHS will not be tolerated. Undertone racism is becoming an everyday minor/major incident. Knowing that much of the overt actions of our students do not go unnoticed or overlooked by anyone in the building, we are additionally concerned about the undertone atmosphere of racism. Students, who, through clothing, drawings, symbols and/or statements, intimidate other students because of their race, need to be identified and reported to the main office for disciplinary follow up.

Theft:

Students must respect others' property. A student that takes another person's property without their explicit permission will face disciplinary and/or legal action.

Tobacco:

M-CHS does not allow tobacco consumption, possession, or distribution in its domain and will assign disciplinary consequences, such as - behavior modification/school service, and/or suspension.

Trespassing:

Any student on school property without permission, outside of the school's operating hours, or that is on school grounds against school directive (i.e. suspension or expulsion) may face disciplinary or legal action.

Unsafe Behavior:

Cortez students demonstrate care for others. Students are to behave in ways that maintain and support a safe school environment. Students may not throw objects, "roughhouse," or play in ways that may endanger the safety of another.

Vandalism:

Vandalism will absolutely not be tolerated. The new M-CHS is a beautiful building that each and every one of us should truly appreciate, and any vandalism can **LEAD TO EXPULSION, MONETARY COMPENSATION AND/OR POLICE INVOLVEMENT.** Students are to demonstrate care for school property and the school facility. Students destroying, damaging, or attempting to destroy or damage school property may face both disciplinary and legal action as well as being required to make financial restitution.

Weapons:

No weapons of any kind are allowed at M-CHS or any school-sponsored event. This includes firearms, knives or other items that are considered weapons by Colorado Law or by M-CHS administration. Students who bring items to school or school-sponsored events that are considered weapons by Colorado Law (House Bill 96-1203), will be expelled.

Videotaping:

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

MISCONDUCT STEPS & DISCIPLINARY MATRIX

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

1. Work with the student to modify behavior;
2. Notify the principal (through personal contact, phone call, email or referral);
3. Contact parent(s);
4. Meet with the parent(s), student, and principal to develop a plan to improve behavior. An alternative to suspension program may be used on a case by case basis.

If misbehavior continues, the student will be referred to the Administration. The following three pages clearly describe the disciplinary actions that can/will be taken. They include the following:

Behavior modification/school service program– Students will be required to attend a class during lunch or after school, where a reflective modification plan will be introduced. The purpose of this is to help students acknowledge the decisions that they made regarding behavior, and how to adjust thought patterns and decision making.

Alternative to Suspension (ATS)– The purpose of this procedure is to make it clear to students, staff, parents and guardians the process for dealing with students whose behavior is disruptive of the learning environment at M-CHS. The M-CHS community places great value in students being respectful to others, taking responsibility for their learning and character development.

Suspension – In-School and Out of School suspensions will be assigned per severity level of disciplinary infraction as detailed in the Discipline Code.

Expulsion – Expulsions will be sought for habitual disruption of learning environment and infractions detailed in the Discipline Code.

The School District may suspend or expel a student who engages in one or more of the specific activities outlined in the matrix while in school buildings, on or off school grounds, at school sponsored activities, or in school vehicles.

Problem	Occurrence	Minimum	Maximum
Alcohol or drug use.	First*	Up to a 3-day suspension and counseling/behavioral program	Expulsion plus counseling
	Repeated**	5-15 day suspension	Expulsion plus counseling
Alcohol or drug possession.	First**	3-5-day suspension, Behavior modification/school service program and counseling	Expulsion plus counseling
	Repeated**	5-15 day suspension	Expulsion plus counseling
Possession of Drug Paraphernalia or Alcohol	First**	3-5-day suspension, behavior modification/school service program and counseling	10 day suspension
	Repeated**	5-15 day suspension	Expulsion plus counseling
Arson/Explosives/Fireworks	Any** (Restitution in all cases)	5 day suspension	Expulsion
Bus Rules Violations	First*	Refer to Bus Conduct Policy	1 week bus suspension
	Repeated*	Refer to Bus Conduct Policy	Bus suspension for the rest of year

Cell Phone in classrooms or at activities	First	Warning, teacher confiscates phone	Behavior modification/school service / Lunch Detention
	Repeated*	Beh mod/school service /Lunch Det.	Suspension/signed contract with parents
Defiance of Staff Authority or Insubordination Disruptive Behavior on Campus	First*	Behavior modification/school service	Suspension
	Repeated*	1-3 day suspension	Drop from class; "W.F." (withdraw/fail)
Disruptive Behavior on Campus	First *	Behavior modification/school service	1-3 day suspension
	Repeated*	After 1st suspension, a behavior contract may be developed; suspension	Withdraw /Fail grade, Expulsion, Refer to state law below

Forgery Inappropriate Public Display of Affection	First*	Behavior modification/school service	1-3 day suspension
	Repeated**	1 day suspension	5 day suspension
Inappropriate Public Display of Affection	First	Behavior modification/school service	Behavior modification/school service
	Repeated*	Suspension	5 day suspension

Dress Code Violations	First	Warning and correction (see Student Handbook)	Parents called to replace inappropriate garment
	First*	5 day suspension call Fire Dept.	10 day suspension call Fire Dept.

False Fire Alarms	Repeated**	10 day suspension	Expulsion
Bomb Threat	First**	5 day suspension	Expulsion
Fighting	First*	1-5-day suspension, Behavior modification/school service and counseling	1-5-day suspension, Behavior modification/school service and counseling
	Repeated**	1-5-day suspension, Behavior modification/school service class and counseling	Expulsion Refer to state law
Physical Assault	First** OR Repeated**	Suspension	Expulsion for 3 rd Degree Assault

Forgery	First*	Behavior modification/school service	1-3 day suspension
Inappropriate Public Display of Affection	Repeated **	1 day suspension	5 day suspension
Inappropriate Public Display of Affection	First	Behavior modification/school service	Behavior modification/school service
	Repeated*	Suspension	5 day suspension

Problem	Occurrence	Minimum	Maximum
Tardiness	First (office referral)	Lunch detention / school behavior modification /service	Behavior modification/school service
	Repeated*	Suspension	Attendance Contract established/loss of credit
Theft	First*	Behavior modification/school service	1 day suspension & police report
	Repeated**	3 day suspension	Expulsion
	Students will be required to return or replace stolen item		
Threats/Harassment/Bullying/Extortion	First*	Counseling and Behavior modification/school service	1-3 days in school suspension
	Repeated*	3-5 days suspension	Expulsion
Tobacco/Possession or Use	First*	Behavior modification/school service	1 day in school suspension

	Repeated*	1-3 day suspension	5 day suspension
Trespass/Campus disruption/ Throwing projectiles	First	Behavior modification/ School Service Class	Reprimand & note in file, parent called
	Repeated**	Call Police	Suspension
Truancy; Cutting class	First*	Behavior modification/school service /lunch detention	Suspension
	Repeated*	Parent conference, or Suspension	Attendance Contract; Drop from class with Withdraw/Fail; Court Referral Possible <i>** After the fourth unexcused absence in a month or the tenth unexcused absence in a year, a Teacher/Parent/Student/Counselor /Administrator meeting will be required to develop an attendance contract. (Senate Bill 93-140)</i>
Unsafe Behavior/ Horseplay, etc.	First	Behavior modification/school service/lunch detention	Suspension
	Repeated *	Behavior modification/school service/lunch detention	Suspension
Disrespect of school property including littering	First	Work Behavior modification/school service class	Behavior modification/school service
	Repeated *	Behavior modification/school service	Suspension, expulsion

MANDATORY EXPULSION

Problem	Occurrence	Minimum	Maximum
Sale, gift, or offer of drugs/controlled substance as defined by State Law	Any**	Expulsion	Expulsion

Expulsion shall be mandatory for the sale, gift, or offer of a drug or controlled substance. (House Bill 96-1203)

Problem	Occurrence	Minimum	Maximum
Weapons (as defined by State, Federal or District statutes)	Any**	Expulsion	Expulsion

Expulsion shall be mandatory for carrying, bringing, using, or possessing a dangerous weapon. (House Bill 96-1203)

Problem	Occurrence	Minimum	Maximum
Assault (3 rd Degree)	Any**	Suspension or Expulsion	Expulsion

Expulsion shall be mandatory for the commission of an act, which if committed by an adult would be assault or battery. (House Bill 96-1203)

- * = Parent called
- ** = Parent and Police called

If a student creates a dangerous and unsafe environment for other students, teachers and other school personnel shall determine if sufficient grounds exist to expel the student. (House Bill 93-1093)

THE PRINCIPAL SHALL BE THE SOLE AND FINAL ARBITER IN ASSIGNING CONSEQUENCES UP TO EXPULSION FOR VIOLATION OF THE BEHAVIOR CODE, STUDENT HANDBOOK, EXTRA-CURRICULAR CODE OF CONDUCT, OR SCHOOL BOARD POLICY.

APPEALS ARE FIRST HEARD BY THE BUILDING LEVEL PRINCIPAL AND/OR THE SUPERINTENDENT. THE SUPERINTENDENT'S DECISION IS FINAL IN ALL APPEALS.

According to the Colorado “Safe Schools Act”, expulsion is mandatory for a “habitually disruptive” student who has been suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events, because of behavior that was initiated, willful, and overt on the part of the child. A remedial discipline plan shall be developed after the first suspension, and the student and parents shall be notified in writing of each suspension counted toward declaring the student as habitually disruptive. (House Bill 96-1203)

**2019-2020 Asbestos Notification
Montezuma-Cortez School District**

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.

MONTEZUMA-CORTEZ FIGHT SONG

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

MC...MC...M-C-H-S
Orange and black,
We are the best!
M-C-H-S. We are the best.
Panthers, Panthers, Panthers!"

SCHOOL COLORS: ORANGE AND BLACK

SCHOOL MASCOT: PANTHER

MONTEZUMA-CORTEZ HIGH SCHOOL

2019 – 2020

PARENT / STUDENT HANDBOOK ACKNOWLEDGEMENT

We have reviewed the on-line (mchs.cortez.k12.co.us) version of the Parent/Student Handbook. A hard copy of the handbook may be obtained in the front office.

Our signatures indicate that we have received, read, and understand these guidelines.

Student's Name (please print): _____ Grade _____

Student's Signature: _____ Date _____

Parent / Guardian Name (please print): _____

Parent / Guardian Signature: _____ Date _____

**Signatures are NOT
required to enforce rules
and regulations listed in
the student handbook**