

**MONTEZUMA-CORTEZ MIDDLE SCHOOL
STUDENT HANDBOOK**



2022-2023

EVERY STUDENT. EVERY DAY.



MONTEZUMA CORTEZ

SCHOOL DISTRICT RE-1

Nondiscrimination Clause

Montezuma-Cortez School District RE-1 does not discriminate on the basis of race, color, national origin, sex, disability, or age. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator (*Title II/ADA, Title VI*)

Cyndi Eldredge, Executive Director of Human Resources

400 North Elm Street

Cortez, CO 81321

970-565-7522 ext. 1135

titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer (*Section 504*)

James Parr, Executive Director of Student Academic Services

400 North Elm Street

Cortez, CO 81321

970-565-7522 ext. 1131

504complainceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:

www.cortez.k12.co.us/our-district/board-of-education/policies

Helpful Contacts

District Administration Contacts

Superintendent:	Tom Burris - (970) 565-7282 ext. 1119 tburris@cortez.k12.co.us
Executive Director of Student Academic Services	Jim Parr - (970)565-7824 ext. 1131 jparr@cortez.k12.co.us
Executive Director of Human Resources	Cynthia Eldredge - (970) 565-7282 ext. 1135 cynthia.eldredge@cortez.k12.co.us
Health Services Director	Jaclyn Hall RN - (970) 565-7313 ext. 2146 jhall@cortez.k12.co.us

M-CMS Contacts

Administration

Principal	Drew Pearson - (970) 565-7824 ext 3126 apearson@cortez.k12.co.us
Principal's Secretary	Kristy Aiken - (970) 565-7824 ext 3112 kaiken@cortez.k12.co.us
Assistant Principal	Beth Benavidez - (970) 565-7824 ext 3111 bbenavidez@cortez.k12.co.us
AP's Secretary	Denise Gallegos - (970) 565-7824 ext 3100 dgallegos@cortez.k12.co.us
AP/Activities Director	David Robinson - (970) 565-7824 ext 3113 drobinson@cortez.k12.co.us
AP/AD's Secretary	Joni Anderson - (970) 565-7824 ext 3127 janderson@cortez.k12.co.us

Counselors

6th Grade Counselor	Robyne Cote (970) 565-7824 ext 3115 rcote@cortez.k12.co.us
7th Grade Counselor	Logan Worley (970) 565-7824 ext 3140 lworley@cortez.k12.co.us
8th Grade Counselor	Carrie Schneider (970) 565-7824 ext 3118 cschneider@cortez.k12.co.us
Registrar/Counseling Secretary	Mechelle Moser (970) 565-7824 ext 3114 mmoser@cortez.k12.co.us

Nurse

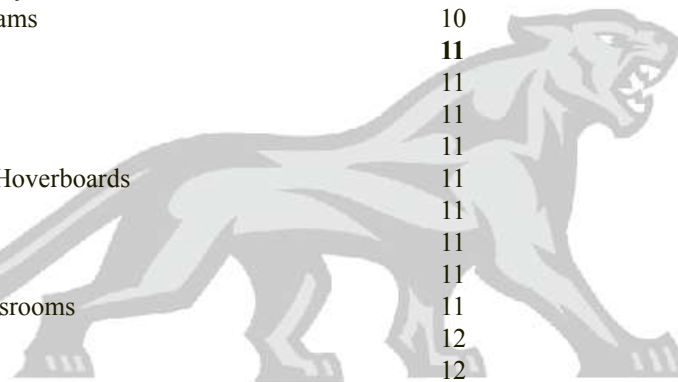
School Nurse	Karen Maxwell (970) 565-7824 ext 3116 kmaxwell@cortez.k12.co.us
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Secretaries

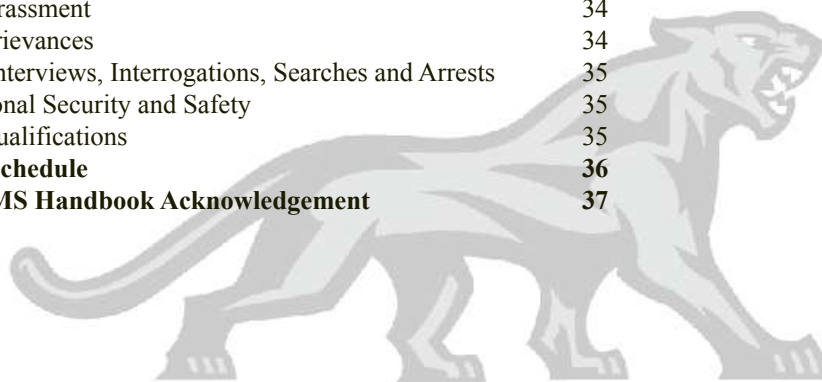
Rotunda Secretary	Michelle McDaniel (970) 565-7824 ext 3125 mmcdaniel@cortez.k12.co.us
Attendance Secretary	Cindee Gapp (970) 565-7824 ext 3227 cgapp@cortez.k12.co.us

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Academic Program Information

Course Outline

6th Grade	7th Grade	8th Grade
<p>Required Courses *full year required each year</p> <p style="text-align: right;"><i>Core Full Year</i></p> <p>English Language Arts Math Science Social Studies</p> <p style="text-align: right;"><i>Full Year</i></p> <p>Intervention</p> <p>Elective Courses *8 quarters total required</p> <p style="text-align: right;"><i>Quarter Long (1 quarter)</i></p> <p>-Art -Choir -College & Career Enrichment -Computer Science Discoveries -Family & Consumer Sciences -Health -Physical Education -Theater</p> <p style="text-align: right;"><i>Year Long (4 quarters)</i></p> <p>-Beginning Band</p>	<p>Required Courses *full year required each year</p> <p style="text-align: right;"><i>Core Full Year</i></p> <p>English Language Arts Math Science Social Studies</p> <p style="text-align: right;"><i>Full Year</i></p> <p>Intervention</p> <p>Elective Courses *4 semesters total required</p> <p style="text-align: right;"><i>Semester Long (1 semester)</i></p> <p>-Art -College & Career Enrichment -Computer Science Discoveries -Family & Consumer Sciences -Health -Native Hands & Voices -Physical Education -Theater</p> <p style="text-align: right;"><i>Year Long (2 semesters)</i></p> <p>-Beginning Band -Choir -Concert Band</p>	<p>Required Courses *full year required each year</p> <p style="text-align: right;"><i>Core Full Year</i></p> <p>English Language Arts Math Science Social Studies</p> <p style="text-align: right;"><i>Full Year</i></p> <p>Intervention</p> <p>Electives Courses *4 semesters total required</p> <p style="text-align: right;"><i>Semester Long (1 semester)</i></p> <p>-Art -Computer Science Discoveries -Family & Consumer Sciences -Health -Native Hands & Voices -Piano -Physical Education -Robotics -Theater</p> <p style="text-align: right;"><i>Year Long (2 semesters)</i></p> <p>-Choir -Symphonic Band</p>

Course Grading Standards

Cumulative grades to date will be updated in Powerschool weekly

Realtime grades available in Google Classroom

Classwork must account for 40- 60% of the grade per 9 weeks

Exam/Tests must account for 40- 60% of the grade per 9 weeks

Participation may account for a maximum of 20% of the final grade

Courses Through M-CMS for Non-Enrolled Students

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

English Language Learners [[IHBEA](#)]

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

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

We encourage 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.

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

Any student identified as a child with disabilities pursuant to the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA) who is between the ages of three and 21 and who has not been awarded a regular high school diploma and graduated from high school has the right to a free and appropriate public education. These eligible students with disabilities shall be provided individualized programs appropriate to meet their educational needs, as determined by the student's Individualized Education Program (IEP) or Individual Family Service Plan (IFSP) teams.

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

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

Grade Level Advancement Requirements

In order for students to advance to the following year's grade, they must meet the following requirements:

- Have attendance of 75%
 - Medical or special exemptions must be pre-approved by the Principal
- Have a passing grade (D or better) in at least five of the eight semester grades for all required core courses (English Language Arts, Math, Science, Social Studies)
- Have a cumulative grade point average of 2.0 or better for all combined courses.

Honor Roll

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

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

Honors Continuation Recognition Requirements

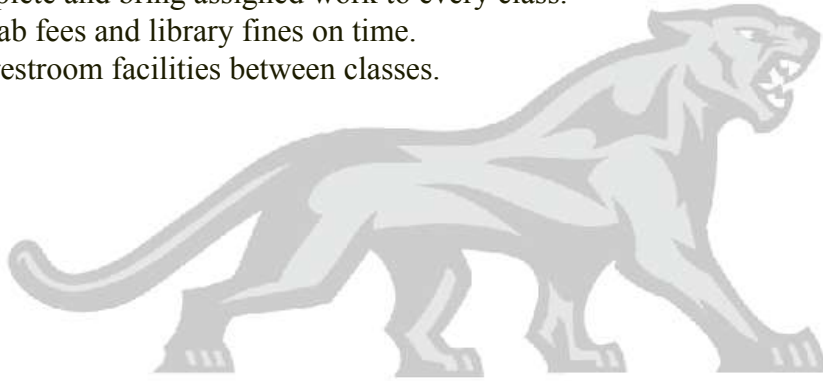
Students who have met the five of the six following requirements will be recognized with a

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

Student Responsibilities

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

- Adhere to classroom expectations
- Bring supplies needed for class.
- Complete and bring assigned work to every class.
- Pay lab fees and library fines on time.
- Use restroom facilities between classes.



Attendance

Attendance Compulsory Law [JEA]

Colorado State Attendance Law

...“Every child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen years, shall attend public school”... C.R.S. 22-33-104-(5)

Unexcused absences and trancies are counted toward the four (4) and ten (10) day absence rules as defined in C.R.S. 2233104 and C.R.S. 2233.107. A “habitually truant student” is any student of compulsory attendance age with four (4) unexcused absences in any one (1) month or ten (10) unexcused absences in any school year. Absence due to suspension is not counted toward this total.

Absences [JH]

Parents/Guardians are encouraged to verify a student's absence by telephone on the day the student is absent. absences not verified within 24 hours of the student's return to school will be considered unexcused.

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

- Upon the 4th unexcused absence, a letter is mailed to parents/guardians informing them that the student has four unexcused absences in one or more classes and asking them to arrange a meeting with the school administration to set up a plan of remediation. Please contact the office and set up this meeting.
- Upon the 6th unexcused absence, the parent/guardian is notified in writing of the violation of the mandatory attendance law. Parents/guardians must meet with the Attendance Officer and set up a contract detailing what will be different and how this will affect the student’s attendance.
- Upon the 10th unexcused absence, parent notification, and confirmation that the student is under 17, the administration will recommend that the student be placed into the court system for non-compliance with Colorado state attendance laws. In this event, the District may petition the court and request the parent and student be made responsible for court costs and legal fees.

Excessive Excused Absences [JH]

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

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

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

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

Health Services

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

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

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

First Aid/Illness

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

Accidents at School

Anyone involved in or witnessing an accident in which injury or potential injury has occurred should immediately seek the nurse's assistance. If there is any question regarding the condition of an accident victim, those present should leave the person stationary, stay with them and send someone to get the nurse.

Medications at School

ALL MEDICATION SHALL BE SECURELY STORED IN THE MAIN OR HEALTH OFFICE.

When possible, please administer medication at home. Medication administration in the school setting is under the direction of the school registered nurse.

- Prescription Medication: Students requiring prescription medication administration in the school setting must have a Medication Authorization Form signed by the physician and parent. The medication must be in its original pharmacy-issued container.
- Over-The-Counter Medication: Comfort medicine (Tylenol, ibuprofen, antacid tablets, calamine lotion, bacitracin, and cough drops may be given if parents have signed the "medicine permission consent" on the Health Screening Questionnaire in the registration packet.
- Emergency Medication: Students who need to carry asthma inhalers, epi-pens, or diabetic supplies at school may do so as long as there is a Health Care Action Plan signed by a health care provider on file in the health office. Health Care Plans for Severe Allergies, Diabetes, Asthma, and Seizures are available from the school nurse, or on the district website below.

Immunization Requirements

Colorado State Immunization Requirements for School Enrollment are provided to parents annually. Non-medical (religious/personal) exemptions must be updated annually. Forms are available online or from your school. This school utilizes the Colorado Immunization Information System (CIIS), a confidential, secure, statewide immunization registry. You may choose to exclude your child's shot information from CIIS at any time. Please contact your school nurse for further information.

Permission for Health Advisory/Need to Know

School nurses develop a Student Health List and/or a Health Care Action Plan from the Health Screening Questionnaire in the registration packet. All information is confidential and is shared only on a need-to-know basis. Alert your school nurse if you do not want your student's medical information shared with appropriate school personnel.

Permission for Emergency Care

In the event of a medical emergency, the Montezuma-Cortez School Department will render emergency aid and/or transportation to a medical facility as needed. Costs incurred are at the expense of the family. Every effort will be made to contact the family in such a situation. If this practice concerns you, contact the school administrator. Please keep emergency contact information current with the school.

Screenings/Physical Exams

Parents/guardians may opt-out of routine, non-emergency screenings provided by the district. Current screenings might include hearing, vision, dental, lice, height, and weight. Contact your school if you do not want your child to participate in these screenings. Parents are encouraged to have physical and dental examinations for their school-aged child before entering school and again before the 4th, 7th, and 10th grades. Contact your school nurse if you do not have a health care provider and would like to arrange a physical exam for your child.



Policies and Procedures

Access to Records

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

Announcements

Announcements will be made each day during intervention class to inform students of upcoming events and other important information.

Closed Campus

M-CMS is a closed campus. Students shall not be on school grounds until 15 minutes before the first bell unless they are enrolled in a sports program or before-school activity. Students are asked to leave the campus by 4:15 pm unless involved in sports or other activities. The campus is not supervised before 7:40 am and after 4:15 pm.

Students cannot leave campus unless checked out through the security office by a parent, legal guardian, or emergency contact individuals. Students who ride the bus may not leave campus after exiting the bus or before getting on the bus before returning home. Any student who is off-campus during the school day without being properly checked out will be considered truant.

Bicycles, Skateboard, Hoverboard

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

Drinks

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

Deliveries to Students

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

Drug Dog Searches

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

Eating/Drinking in Classrooms

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

Hall Passes

All students, not in their regular assigned classroom MUST have a hall pass indicating day, time of departure, destination, and a teacher's signature.

Library Books

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

Lost or Stolen Items

Montezuma-Cortez Middle School is not responsible for lost or stolen property. This includes personal property (i.e., electronic devices) and books or materials either assigned to or checked out by the student.

Parent/Teacher Conference Dates

A Parent/Teacher or Student-led Conference is the bridge of communication between teachers and parents. We must have this component to ensure the student's success. Montezuma-Cortez Middle School schedules two (2) (See District Calendar) Parent/Teacher Conferences each year. Notification to the parent is made well in advance, so parents know dates and times and can make plans to attend.

Request for Homework

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

Schedule Changes

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

School Dances

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

- Students will use PBIS Reward Points to attend each dance.
- Individuals not enrolled at Montezuma-Cortez Middle School will not be admitted to any dance.
- Clothes exhibiting good taste and in accordance with the school dress code are to be worn unless otherwise specified by the sponsoring organization.
- No beverages are brought inside.
- Unruly or disrespectful students are sent out of the building if the dance is in the evening.
- Parents are always encouraged to attend school dances.

School Phones

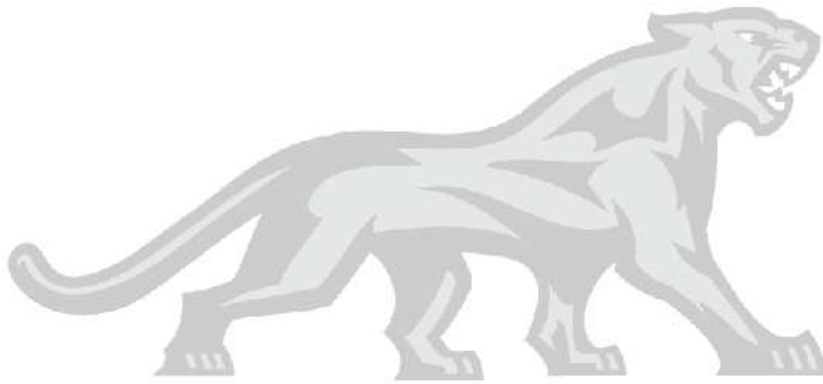
School phones are business phones and are used for business only. Students may bring cell phones, but they must be off or remain silenced and placed in the student's backpack each day from 7:55am-4:00pm. Students may use the office phone before and after school and during lunch. They may also use the phone if they have a pass from their teacher.

School Pictures

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

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

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



School Safety/Emergency Procedures

Cameras

Montezuma-Cortez Middle School is equipped with surveillance cameras. They are used to ensure the safety and security of Montezuma-Cortez Middle School's staff and students. Cameras monitor school activities and may be referenced in disciplinary actions.

Check-In/Check-Out Procedures

Students and parents must check-in at the security office when a student arrives late at school. Students are expected to be in their classrooms when class begins at 7:50 am. The student checkout sheet is located in the rotunda security office. Any parent coming to visit for any reason must present a valid ID, sign in at the security office, and have a pass displayed at all times as they move through school. Only parents, legal guardians, or emergency contact individuals may remove students from campus and must be present, present valid ID, and sign the student out of school. Students may not get verbal permission over the phone to leave campus or be excused from classes to attend other activities at the middle school.

Campus Security

The RE-1 School Board, in conjunction with the Cortez Police Department, provides a full-time School Resource Officer (SRO) for M-CMS/MCHS throughout the school year. This officer can be reached at 565-7824. Additionally, both indoor and outdoor surveillance cameras are installed to monitor the campus. In specific situations, Montezuma-Cortez Middle School's administration reserves the right to use a metal-detecting wand for school safety.

Emergency Plan

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

Fire Drills

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

Jurisdiction Over Students

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

Sports & Extra Curricular Activities

Sports & Extra Curricular Activities are an important part of helping students become well-rounded and productive in the community. There are many different opportunities for all students, from chess club to football and volleyball. Some of these activities have little or no cost; however, many of our varsity sports will have an activity fee of \$50.00, with football having an additional \$15.00 helmet fee. Please check with the Activities Department to determine the activity fee for each activity. The number of participants will be limited to varsity sports, i.e., volleyball, three teams, football, two teams, basketball, and three teams for boys and three for girls.

Academic Eligibility Policy

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

1. On the second Monday of each season and every Monday subsequently, each student's grades in an activity or athletic program will again be printed and given to each activity sponsor and coach. Suppose, on this grade report, a student has one or more Fs. In that case, that student will be ineligible to participate in any school-sponsored extracurricular activity or athletic event until grades are rechecked on the following Monday. Students are still required to attend all mandatory practices and team events. There will be no exceptions to this requirement unless a valid human error or unforeseen circumstance occurs, which will be considered on a case-by-case basis.
2. If the F(s) is removed from the student's grade report by the end of the school day, the school day prior to an event or competition; that student will once again be eligible to participate.
3. Attendance guidelines are still applicable for school and practice for ineligible students.

Behavioral Eligibility Policy

Montezuma-Cortez Middle School will monitor behavioral eligibility daily.

1. Students are expected to maintain behavioral standards as outlined in the student's handbook at all times while participating in school activities or athletics. This includes, before, during, and after practices or games while on school property, on the bus to and from practices or games, and at all points while on trips for school events or competitions.
2. Students assigned to a half-day (4 periods) or more of Out-of-Class Detention (OCD) during the season will be ineligible to participate in the next event or competition following the infraction.
3. Students who are assigned Out-of-School Suspension (OSS) during the season will miss the next 40% of the season (total number of regular-season games multiplied by 0.4) following the infraction. This includes post-season play (ie. If there are 10 games in the season and the student is suspended with only two games left in the regular season, they will miss the last two games, and if the team qualifies for post-season play, they would not be eligible to play in the first two games).
4. The Athletic Director and/or building Principal has the right to remove any student from any sport or activity for safety, academic or behavioral reasons. This decision will be made collaboratively with Coaches, Athletics Director, and Building Principal.

2022-23 Activities and Sports Programs

The following sports and activities are included during the school year at Montezuma-Cortez Middle School. Some programs require fees and/or sports physicals.

School Sports

Fall Sports

- Co-ed Cross Country (6th, 7th, and 8th)
- Co-ed Football (7th and 8th)
- Girls Volleyball (7th and 8th)

Winter Sports

- Boys Basketball (7th and 8th)
- Girls Basketball (7th and 8th)
- Co-ed Wrestling (6th, 7th and 8th)

Spring Sports

- Co-ed Track & Field (7th and 8th)

Year-Round Sports

- Co-ed Cheerleading (6th, 7th, and 8th)

School Sponsored Clubs/Activities

- Destination Imagination
- Knowledge Bowl
- Ski Club
- Track & Field (6th grade only)
- Theater
- YearBook

Student-Led Clubs/Student Organizations

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

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

Student Code of Conduct

[JICDA]

Code Of Conduct Outline

Behavior On or Off School Grounds

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

Behavior at Extracurricular Activities

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

Behavioral Reward Activities

Students are continuously encouraged to demonstrate positive behavior at M-CMS and reward activities are scheduled periodically to recognize students who show this behavior consistently. Students who show positive behavior will have the opportunity to participate in special school activities, assemblies, reward days, or dances. Positive school culture is not only developed through large group activities but also with many positive supports that will celebrate individual student success.


Habitually Disruptive Students

Colorado State Law defines a "Habitually Disruptive Student" as a student suspended three (3) times during a school year. The law requires that notice of each suspension is counted toward defining the student as "habitually disruptive," and notice is given to the student's parent or legal guardian. The school is required, in cooperation with the student's parent or legal guardian, to develop a remedial discipline plan for a student after the first suspension and to review and modify the plan after the second suspension. (H.B. 961203).

Students suspended three (3) times for causing material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events during the school year, in violation of their individual remedial discipline plans, shall be declared habitually disruptive students. A disciplinary review hearing with the Review Board is mandatory for habitually disruptive students (File: JK Montezuma-Cortez School District Policy).

Positive Behavior Intervention Support (PBIS)

The core of any successful organization comes from the positive outlook of all participants. Here at M-CMS, we believe that celebrating the positive is better than focusing on poor choices. These expectations let our students know what is necessary for ultimate success. Take a moment to learn our expectations. It will be required for every student and staff member to know these by heart. We also have a reward point system that staff use to reward positive behaviors explicitly. These points may be used to purchase items from the PBIS Rewards Store and admit entry into special school functions such as assemblies and dances.

M-CMS P R I D E					
	PERSEVERANCE	REASONABLE	INTEGRITY	DEPENDABLE	EMPATHY
 LEARNING SPACES	<ul style="list-style-type: none"> • SET GOALS • GIVE YOUR BEST EFFORT • FOCUS YOUR ATTENTION • ASK FOR HELP • DON'T GIVE UP 	<ul style="list-style-type: none"> • ENCOURAGE OTHERS • LISTEN TO UNDERSTAND • RESPOND APPROPRIATELY • MAKE LEARNING A PRIORITY 	<ul style="list-style-type: none"> • DO WHAT IS RIGHT • KEEP YOUR WORD • OWN YOUR MISTAKES • GIVE CREDIT WHERE IT'S DUE 	<ul style="list-style-type: none"> • ARRIVE ON TIME AND PREPARED • PARTICIPATE IN CLASS ACTIVITIES • LET OTHERS LEARN 	<ul style="list-style-type: none"> • LISTEN FIRST • WORK TO UNDERSTAND OTHERS' PERSPECTIVES • TREAT OTHERS WITH RESPECT • SUPPORT OTHERS & YOURSELF
TRANSITION SPACES	<ul style="list-style-type: none"> • STAY FOCUSED • MAINTAIN SELF CONTROL • KEEP MOVING • BE ORDERLY 	<ul style="list-style-type: none"> • RESPOND APPROPRIATELY • PRACTICE POLITENESS • MOVE WITH AWARENESS • KEEP YOUR HANDS TO YOURSELF 	<ul style="list-style-type: none"> • DO WHAT IS RIGHT • BE SAFE • GET THERE ON TIME 	<ul style="list-style-type: none"> • BE WHERE YOU'RE SUPPOSED TO BE • USE APPROPRIATE VOLUME • COLLECT THE MATERIALS YOU NEED 	<ul style="list-style-type: none"> • BE UNDERSTANDING • TREAT OTHERS WITH RESPECT
SOCIAL SPACES	<ul style="list-style-type: none"> • GIVE YOUR BEST EFFORT • BE HOPEFUL • HAVE FUN • FIND A SOLUTION 	<ul style="list-style-type: none"> • TREAT OTHERS WITH RESPECT • LISTEN TO UNDERSTAND • BE FAIR 	<ul style="list-style-type: none"> • DO WHAT IS RIGHT • RESPECT OTHERS' SPACE • CLEAN UP AFTER YOURSELF • USE SPACE APPROPRIATELY 	<ul style="list-style-type: none"> • KEEP YOUR WORD • OWN YOUR BEHAVIOR • BE WHERE YOU'RE SUPPOSED TO BE • TAKE THE MOST DIRECT ROUTE 	<ul style="list-style-type: none"> • CONSIDER OTHERS' WORK • WORK TO UNDERSTAND OTHERS' PERSPECTIVES • TREAT OTHERS WITH RESPECT • MAKE OTHERS FEEL SAFE AND WELCOME
PERFORMANCE SPACES	<ul style="list-style-type: none"> • PRACTICE PATIENCE • MAINTAIN SELF CONTROL • FOCUS ATTENTION ON THE PERFORMANCE 	<ul style="list-style-type: none"> • LOOK FOR LEARNING OPPORTUNITIES • MATCH ACTIONS TO EXPECTATIONS • RESPOND APPROPRIATELY 	<ul style="list-style-type: none"> • DO WHAT IS RIGHT • RESPECT OTHERS • OWN YOUR BEHAVIOR • BE SAFE 	<ul style="list-style-type: none"> • USE APPROPRIATE VOLUME • BE WHERE YOU'RE SUPPOSED TO BE • PARTICIPATE IN ACTIVITIES 	<ul style="list-style-type: none"> • SUPPORT THOSE PERFORMING • BE POSITIVE • CELEBRATE THE SUCCESS OF OTHERS • ENCOURAGE YOUR PEERS
DIGITAL SPACES	<ul style="list-style-type: none"> • FOCUS ATTENTION ON THE TASK • TROUBLESHOOT DIFFICULTIES • ASK FOR HELP 	<ul style="list-style-type: none"> • LOOK FOR LEARNING OPPORTUNITIES • MATCH ACTIONS TO EXPECTATIONS • KNOW YOUR AUDIENCE 	<ul style="list-style-type: none"> • DO WHAT IS RIGHT • USE DIGITAL TOOLS APPROPRIATELY • GIVE CREDIT WHERE IT'S DUE 	<ul style="list-style-type: none"> • OWN YOUR BEHAVIOR • BE WHERE YOU'RE SUPPOSED TO BE 	<ul style="list-style-type: none"> • WORK TO UNDERSTAND OTHERS' PERSPECTIVES • TREAT OTHERS WITH RESPECT • BE KIND TO YOURSELF
COMMUNITY SPACES	<ul style="list-style-type: none"> • PRACTICE PATIENCE • MAINTAIN SELF CONTROL • SUPPORT A POSITIVE ENVIRONMENT 	<ul style="list-style-type: none"> • RESPOND APPROPRIATELY • LISTEN TO UNDERSTAND • BE FAIR 	<ul style="list-style-type: none"> • DO WHAT IS RIGHT • RESPECT OTHERS' SPACE • CLEAN UP AFTER YOURSELF • USE SPACE APPROPRIATELY 	<ul style="list-style-type: none"> • KEEP YOUR WORD • OWN YOUR BEHAVIOR • BE WHERE YOU'RE SUPPOSED TO BE 	<ul style="list-style-type: none"> • CONSIDER OTHERS' WORK • WORK TO UNDERSTAND OTHERS' PERSPECTIVES • TREAT OTHERS WITH RESPECT

Restorative Practices

M-CMS utilizes Restorative Practices to assist in building social discipline through participatory learning and decision making. We use Restorative Practices proactively to build community and reactively repair harm and wrongdoing. We will encourage students to focus on these steps when working through a situation:

- Relationship
- Respect
- Responsibility
- Repair
- Reintegration

Code of Conduct Expectations

Abusive/Obscene Language Gestures or Material

Name-calling, derogatory and obscene statements addressed to any person, or possession of obscene materials that may precipitate disruption of the educational process or incite violence is not tolerated. Depending on the severity of the statement and how it disrupted students' ability to learn, consequences are determined by the administration following school behavioral guidelines.

Academic Dishonest or Plagiarism

Dishonesty and plagiarism are shown through students not doing the appropriate level of work through stealing others' work, cheating on tests, or gaining an unfair advantage over the students' peers. Consequences for this offense are at the teacher's discretion and will include parent contact and loss of credit for the assignment. Administrative involvement may take place.

Computer Damage

Students are responsible for appropriate care and use of school computers. If damage occurs to a student's computer, repair or replacement will be the responsibility of the student and guardians. M-CMS tech department will assess the damage and create an invoice.

Direct/Indirect Threat

Any threat made directly or indirectly to or about a staff member or another student will be investigated by the administration. If a threat is confirmed, at the minimum, a Threat Assessment Screening conducted by the TA team, consequences will be determined on a case by case basis and communicated to parents by the administration.

Dress Code [[JICA](#)]

The primary reason for the dress code is for safety; however, we wish to minimize disruptions to the educational process. Students in violation of the dress code will be sent to the office. A parent will be contacted to bring appropriate replacement clothing. The student is not allowed to return to class until he/she has fixed the dress code infraction. Other clothing may be available if the parent is unable to bring clothing to school.

The following will not be accepted::

- Anything deemed as inappropriate by the Principal
- Hoods worn in the building
- Sleeping attire, i.e., pajamas, blankets
- Trench coats of any style
- Sheer, tight, or short clothing, that is, skirts, shorts and dresses shorter than mid-thigh
- Leggings need to be worn with a shirt or dress extended beyond the length of your fingertips.
- Halter tops, tube tops, fishnet clothing, muscle shirts, and tank tops with a width of fewer than two inches
- Sunglasses in the building
- Flip-Flops, bedroom slippers, or spiked heels
- Clothing that exposes private parts of the body (i.e., stomach, buttocks, back, or breasts)
- Clothes worn in a "sagging/baggy" manner that poses a safety or security hazard or show underwear or skin. Pants are to be worn at or above the waist or hip level.
- Any clothing, jewelry, or accessories that are sexually suggestive, obscene, disruptive, or promote drugs, alcohol, tobacco, or violence
- Any clothing or jewelry which causes a disruption to the learning environment.
- Bandanas, chains, or spiked accessories; any gang attire or grooming.

Extortion, Coercion, or Blackmail.

These are defined as obtaining money (or other objects of value) from an unwilling person through force or intimidation. Parents are notified, and the proper authorities and the student will receive an appropriate disciplinary consequence.

False Alarm/Dialing 911/Threats

Students willfully setting off a fire alarm, creating an emergency situation, or falsely calling “911” are subject to appropriate school discipline and are reported to the proper authorities. Possible consequences include but are not limited to detention, restorative projects, suspension, a recommendation for expulsion, and legal charges depending on the severity and circumstances of the threat.

False Information

Any student giving false identification or misinformation to any school personnel is assigned a consequence as determined by the administration.

Firecrackers, Explosives, or Incendiary Devices [[JICDA](#)]

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

Food Deliveries to Students

No food or drinks other than water are allowed on the pod or outside the cafeteria unless approved by staff ahead of time. Fast Food/Restaurant deliveries will not be allowed on campus. If you wish to provide this type of lunch, we ask that you check your student out to eat with you, as these lunches will not be allowed in the cafeteria. This regulation is in accordance with county health/safety regulations through the Montezuma County Health Department.

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

For the purpose of this policy, a “gang” is any group of two or more persons whose purpose includes the commission of illegal acts or acts in violation of disciplinary rules of the Montezuma-Cortez Middle School.

- Offense: No student on school property or at any school-sponsored activity shall:
 - Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items that evidence or reflect membership in, or affiliation with any gang and is representative of any gang.
 - Engage in any verbal or nonverbal act, including gestures or handshakes, showing membership or affiliation in any gang and is representative of any gang.
 - Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to
 - Soliciting membership in or affiliation with any gang.
 - Soliciting any person to pay for “protection,” or threatening any person, explicitly or implicitly, with violence or other illegal or prohibited act.
 - Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school grounds. This may also include wearing clothing and accessories that promote groups that have gang affiliation.
 - Engaging in violence, extortion, or any other illegal act or violation of school policy.
 - Soliciting any person from engaging in physical violence against any other person.

Gambling

Gambling in any form is not allowed on school grounds. Students will be assigned at least a Restorative Project for the first offense; each subsequent time, the severity of the consequence will get more severe.

Laser Pointers

Because of the potential dangers surrounding these devices, laser pointers will be confiscated and will not be returned.

Public Displays of Affection

Students are not to hold hands, kiss, passionately embrace, or display inappropriate physical contact with one another at school or on school grounds. As this behavior is not appropriate in the educational setting, we insist that students please keep all interactions appropriate and respectful.

Stealing/Theft

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

Tardies

Tardiness is a student's arrival to class after the defined time without a proper excuse and documentation. Students are tardy if they are not in their seats or assigned work areas when class is scheduled to begin. The administration will work with the student and parents to create an Attendance Contract.

Vandalism,

Any student willfully marking, defacing, damaging, or destroying property belonging to another person or the school district is referred to the proper authorities. Depending on the severity and circumstances, the student may also face disciplinary and legal actions and be required to make restitution. For this reason, all staff shall confiscate permanent markers. Permanent Markers (Sharpies, etc.) are not allowed for any reason!

Code of Conduct Violation Outcomes

Offense: Violation of any of the above Code of Conduct expectations	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of Class Detention ● Parent notification ● Completion of a Tier 1 Restorative Project. Once the project and classwork are adequately completed, the student will return to class.
		Maximum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of School Suspension plus 1-5 days Out of Class Detention ● RTI referral to the Child Study Team (CST). ● Potential counseling and/or Police notification
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of School Suspension plus 1-5 days Out of Class Detention ● Parent notification ● Completion of Tier 2 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Remedial Discipline Plan ● Potential counseling and/or Police notification
		Maximum to include:	<ul style="list-style-type: none"> ● 5-15 days Out of School suspension plus 1-5 days Out of Class Detention ● Parent notification ● Completion of Tier 2 or 3 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Expulsion Intervention Meeting ● Potential Recommendation for Expulsion

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

M-CMS prohibits the use, possession, sale, or being under the influence of a drug or controlled substance on school grounds, in school vehicles, or at school activities or sanctioned events. Possession of drug paraphernalia will also result in disciplinary action. Any student involved in such activity will be subject to disciplinary and legal action.

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

Offense: Use, possession, or being under the influence of drugs or controlled substances	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 1-5 day suspension plus 1-5 days Out of Class Detention ● Parent notification ● Completion of a Tier 1 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Potential behavior contract and/or counseling ● Police notification ● Remedial Discipline Plan
		Maximum to include:	<ul style="list-style-type: none"> ● Recommendation for Expulsion
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 5-15 day suspension plus 1-5 days Out of Class Detention ● Parent notification ● Completion of a Tier 2 or 3 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Expulsion Intervention Meeting ● Potential behavior contract and/or counseling, ● Police notification
		Maximum to include:	<ul style="list-style-type: none"> ● Recommendation for expulsion
Offense: Sale of drugs or controlled substances	Any Occurance	Minimum to include:	<ul style="list-style-type: none"> ● Mandatory expulsion according to House Bill 96-1203

Fighting (Assault)

Any offense that is considered assault under the Colorado CRS including first-degree assault (18-3-202), second-degree assault (18-3-203), third-degree (18-3-204) or vehicular assault (18-3-205) will be carefully investigated with assistance from local law enforcement.

Offense: 3rd Degree Assault (infliction of bodily injury on another person)	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 1-5 day suspension plus 1-5 days Out of Class Detention ● Parent notification ● Completion of a Tier 1 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Potential behavior contract and/or counseling, ● Remedial Discipline Plan
		Maximum to include:	<ul style="list-style-type: none"> ● 5-15 day suspension plus 1-5 days Out of Class Detention ● Police notification ● Expulsion Intervention Meeting
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 5-15 day suspension plus 1-5 days Out of Class Detention ● Parent notification ● Completion of a Tier 2 or 3 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Potential behavior contract and/or counseling, ● Police notification ● Expulsion Intervention Meeting
		Maximum to include:	<ul style="list-style-type: none"> ● Recommendation for Expulsion
Offense: 1st Degree Assault, 2nd Degree Assault, or Vehicular Assault	Any Occurance	Maximum to include:	<ul style="list-style-type: none"> ● Mandatory expulsion according to House Bill 96-1203 and police notification According to House Bill 96-1203, any student involved in first-degree assault in a school building or in or on school property as defined in the Colorado Revised Statutes will be expelled.

Harassment/Hazing/Bullying/Intimidating

This offense is defined as any willful act causing another student to be distressed (mentally or physically) while on or off school grounds. (Types of harassment are outlined below.)

- Abuse: Any physical or verbal action from another that causes emotional or physical pain is considered abuse. Behavior can be blatantly cruel or subtly unkind.
- Bullying: When intentionally cruel verbal, social, or physical abuse happens from one student to another student or an adult, it is considered bullying. Bullying usually consists of repeated offenses but can also consist of one incident.
- Cyberbullying: Includes the use of social media sites, email, and texting to threaten, intimidate or humiliate another student or group of students. Videotaping fights is also another form of this type of bullying. If these incidents happen off-campus or after hours but directly impact the educational environment, the M-CMS administration can investigate and assign disciplinary consequences. If proven, cell phone privileges will be suspended for the remainder of the year, and the standard harassment consequence will apply.
- Hazing: Any participation in the persecution of others by rough practical jokes, forced or demeaning acts or tasks, or physical or verbal abuse for the entertainment of others will be considered hazing.
- Intimidation: Bullying or any action from another that causes the student to feel threatened or fearful; physical or verbal abuse is intimidation.
- Physical bullying: Includes hitting, pinching, or kicking the victim. It can also involve taking or damaging the victim's property.
- Reactive victims: Those who intentionally encourage a bully to harass them to provoke the bully into action, fight back, and claim self-defense.
- Relational bullying: Includes excluding or rejecting another from social activities or connections and purposely leaving others out at the encouragement of another student.
- Sexual harassment: Any unwelcome verbal or physical conduct of a sexual nature, requests for sexual favors, or other unwelcome sexual advances is considered sexual harassment. Sexual harassment can be as blatant as rape, as obvious as telling dirty jokes or using vulgar language, or as subtle as a look. It can occur with opposite or same-sex persons. It can occur from adult to student, student to student, or student to adult.
- Verbal bullying: Includes using words to hurt or humiliate another. It can involve name-calling, insulting, making social comments, or constant teasing.

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

Offense: Bullying, coercion, harassment (including sexual harassment), or intimidation of an M-CMS student or staff member	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of Class Detention ● Completion of a Tier 1 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● RTI referral to the Child Study Team (CST).
		Maximum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of School Suspension plus 1-5 days Out of Class Detention ● Parent notification ● Potential Police notification ● Remedial Discipline Plan
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of School Suspension plus 1-5 days Out of Class Detention ● Parent notification ● Completion of Tier 2 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Remedial Discipline Plan ● Potential counseling and/or behavior contract
		Maximum to include:	<ul style="list-style-type: none"> ● 5-15 days Out of School suspension plus 1-5 days Out of Class Detention ● Completion of Tier 2-3 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Expulsion Intervention Meeting ● Potential Police notification ● Potential Recommendation for Expulsion

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

Personal Technology Devices are defined as but not limited to: phones, tablets, mp3 players, wired or wireless headphones, wired or wireless speakers, or other like items. Personal Technology Devices are not allowed for use on campus during the school day. Personal Technology Devices must be placed in backpacks for the entirety of the day. They are not permitted in the cafeteria, classrooms, hallways, gym, restrooms, or the playground. If seen, they will be confiscated and a parent pickup required

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

Offense: Use or visible possession of a Personal Technology Device on campus during school hours	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> Item is confiscated; item must be picked up in the office by the parent
		Maximum to include:	<ul style="list-style-type: none"> 1-5 days Out of Class Detention Completion of a Tier 1 Restorative Project. Once the project and classwork are adequately completed, the student will return to class.
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> Items are confiscated; items must be picked up in the office by the parent. Parent/student meeting required including student contract required outlining item(s) being turned into the office and retrieved at the end of the day. 1-5 days Out of School Suspension plus 1-5 days Out of Class Detention Completion of Tier 2 restorative project. Once the project and classwork are adequately completed, the student will return to class. Remedial Discipline Plan
		Maximum to include:	<ul style="list-style-type: none"> Parent/student meeting required including student contract required outlining item(s) being turned into the office and retrieved at the end of the day. Including regular backpack searches. 3-15 days Out of School suspension plus 1-5 days Out of Class Detention Completion of Tier 3 restorative project. Once the project and classwork are adequately completed, the student will return to class. Expulsion Intervention Meeting

Physical Aggression

Behavior which harms or threatens harm to another individual. This behavior includes but is not limited to; biting, damaging possessions, hitting, kicking, pushing, targeting with objects, and tripping others.

Offense: Violation of any of the above Code of Conduct expectations	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of Class Detention ● Completion of a Tier 1 restorative Once the project and classwork are adequately completed, the student will return to class. ● RTI referral to the Child Study Team (CST).
		Maximum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of School Suspension plus 1-5 days Out of Class Detention ● Parent Notification ● Remedial Discipline Plan ● Potential counseling and/or behavior contract
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of School Suspension plus 1-5 days Out of Class Detention ● Parent notification ● Completion of Tier 2 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Remedial Discipline Plan ● Potential counseling and/or behavior contract
		Maximum to include:	<ul style="list-style-type: none"> ● 5-15 Out of School suspension plus 1-5 days Out of Class Detention ● Completion of Tier 2-3 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Expulsion Intervention Meeting ● Potential Police notification ● Potential Recommendation for Expulsion

Weapons [[JICI](#)]

No weapons of any kind are allowed at M-CMS or any school-sponsored event. Carrying, bringing, using, or possessing a dangerous weapon on school grounds, in school vehicles, or at school activities or sanctioned events without the authorization of the school or school district is prohibited and will be subject to expulsion procedures per state law. The definition of a dangerous weapon includes a firearm whether loaded or unloaded, any pellet or BB gun or other devices, whether operational or not designed to propel projectiles by spring action or compressed air; a fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or pocket knife with a blade longer than three and one-half inches; or any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury that are considered weapons by Colorado Law or by M-CMS administration.

According to House Bill 96-1203, any student involved in carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school or the school district as defined in section 12-22-303 of the Colorado Revised Statutes will be expelled.

Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action including but not limited to suspension and/or expulsion. School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion, or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

Offense: Bringing, carrying, possessing, or using a non-dangerous weapon (as defined above) or facsimile of a firearm	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● Confiscation of weapon ● 1-5 days Out of School Suspension plus 1-5 days Out of Class Detention ● Parent Notification ● Completion of a Tier 1 restorative Once the project and classwork are adequately completed, the student will return to class. ● RTI referral to the Child Study Team (CST). ● Remedial Discipline Plan ● Potential counseling and/or behavior contract
		Maximum to include:	<ul style="list-style-type: none"> ● 5-15 days Out of School suspension plus 1-5 days Out of Class Detention ● Completion of Tier 2 or 3 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Potential Police notification ● Potential Recommendation for Expulsion
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 5-15 days Out of School suspension plus 1-5 days Out of Class Detention ● Parent notification ● Completion of Tier 2 or 3 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Potential counseling and/or behavior contract ● Police notification ● Expulsion Intervention Meeting
		Maximum to include:	<ul style="list-style-type: none"> ● Recommendation for Expulsion
Offense: Bringing, carrying, possessing, or using a dangerous weapon (as defined above)	Any Occurance	Maximum to include:	<ul style="list-style-type: none"> ● Mandatory expulsion according to House Bill 96-1203. All firearm-related offenses fall under the Gun-Free School Act (GFSA).

Willful Disobedience/Open and Persistent Defiance

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

Offense: Willful Disobedience	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of Class Detention ● Completion of a Tier 1 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● RtI referral made to the Child Study Team (CST).
		Maximum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of School Suspension plus 1-5 days Out of Class Detention ● Parent notification ● Remedial Discipline Plan ● Potential counseling and/or behavior contract ● Potential Police Notification
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of School Suspension plus 1-5 days Out of Class Detention ● Parent notification ● Completion of Tier 2 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Remedial Discipline Plan ● Potential counseling and/or behavior contract
		Maximum to include:	<ul style="list-style-type: none"> ● 5-15 days Out of School suspension plus 1-5 days Out of Class Detention ● Completion of Tier 2-3 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Expulsion Intervention Meeting ● Potential Police notification ● Potential Recommendation for Expulsion

Tobacco [ADC]

M-CMS prohibits the use, possession, or sale of tobacco products on school grounds, in school vehicles, or at school activities or sanctioned events. Tobacco products include but are not limited to cigarettes, chewing tobacco, and all forms of electronic smoking devices such as electronic cigarettes, hookah pens, and vaporizer pens. If students are found to be in possession of or using such devices, the school will confiscate the contraband and will turn the device over to the Cortez Police Department to be tested for illegal substances. The device will then be disposed of and at no time will the device be returned to the student or the parent. If an electronic smoking device is determined to have an illegal substance, the consequences will be administered under the drug violation. Any student involved in such activity will be subject to disciplinary and/or legal action.

Offense: Use, possession, or sale of a tobacco product	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● Confiscation of product and paraphernalia ● 1-5 days Out of Class Detention ● Parent notification ● Completion of a Tier 1 Restorative Project Once the project and classwork are adequately completed, the student will return to class. ● Police notification ● Potential behavior contract and/or counseling
		Maximum to include:	<ul style="list-style-type: none"> ● 1-5 days Out of School Suspension plus 1-5 days Out of Class Detention ● Remedial Discipline Plan
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● Confiscation of product and paraphernalia ● 1-5 days Out of School Suspension plus 1-5 days Out of Class Detention ● Parent notification ● Completion of a Tier 2 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Police notification ● Potential behavior contract and/or counseling ● Remedial Discipline Plan
		Maximum to include:	<ul style="list-style-type: none"> ● 5-10 days Out of School Suspension plus 1-5 days Out of Class Detention ● Completion of a Tier 2 or 3 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Expulsion Intervention Meeting ● Recommendation for Expulsion

Truancy [[JHB](#)]

Truancy is defined as being absent from class. If a student misses a class or is late more than 5 minutes into a class period, they will be considered truant. When a student endangers themselves by not being in school or class it must be handled accordingly.

Offense: On campus truancy	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 1 day Out of Class Detention ● Parent notification ● Completion of a Tier 1 Restorative Project Once the project and classwork are adequately completed, the student will return to class.
		Maximum to include:	<ul style="list-style-type: none"> ● RtI referral made to the Child Study Team (CST)
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 2-5 days Out of Class Detention ● Parent notification ● Completion of a Tier 2 or 3 Restorative Project Once the project and classwork are adequately completed, the student will return to class. ● Attendance Contract ● RtI referral made to the Child Study Team (CST)
		Maximum to include:	
Offense: Off campus truancy	First Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 1 day Out of School Suspension plus 1-5 days Out of Class Detention ● Parent notification ● Completion of a Tier 1 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Police notification ● Attendance contract ● Remedial Discipline Plan
		Maximum to include:	<ul style="list-style-type: none"> ● 2-5 days Out of School Suspension plus 1-5 days Out of Class Detention ● Completion of a Tier 2 or 3 Restorative Project. Once the project and classwork are adequately completed, the student will return to class.
	Repeated Occurrence	Minimum to include:	<ul style="list-style-type: none"> ● 2-5 days Out of School Suspension plus 1-5 days Out of Class Detention ● Parent notification ● Completion of a Tier 2 or 3 Restorative Project. Once the project and classwork are adequately completed, the student will return to class. ● Police Notification ● Expulsion Intervention Meeting
		Maximum to include:	<ul style="list-style-type: none"> ● Recommendation for alternative educational placement ● Recommendation for expulsion

Student Services

Food Services

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

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

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

School Counseling and Registrar Office

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

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

Follow-up is based on student needs.

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

Student and Family Rights and Responsibilities

Confidentiality [[JRA.JRC](#)]

According to the Family Educational Rights and Privacy Act (FERPA), the confidentiality of student records is protected from unauthorized inspection. Information pertaining to a student's educational history, such as grades, test results, discipline and records regarding student disabilities are confidential, and may only be accessed by: • Parents or guardians who retain parental rights; • District or school faculty and staff with a "legitimate educational interest" in the student; • Other institutions with a "legitimate educational interest," such as colleges requesting transcripts. Other parties seeking information about grades, discipline, attendance, etc. who are not one of the parties stated above will not be granted this information, even if they are listed in PowerSchool under Contacts or as an Emergency Contact. If you do not want Montezuma-Cortez Middle School to disclose directory information such as phone numbers and addresses for your child, please notify the M-CMS Counseling Department in writing by October 15, 2022.

Communication of Disciplinary Information

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

District Administered State Assessments

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

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

Parents are encouraged to 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.

District Board Policies

Information about RE-1 Board Policies can be found at the following web address and on the school's website: <https://www.cortez.k12.co.us/our-district/board-of-education/policies>

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

On occasion, it may be necessary for an employee of the district to physically restrain a student. The use of restraining will be limited to emergency situations when the safety of students is in jeopardy. In compliance with Colorado law, restraints shall only be used in an emergency and with extreme caution, and after a) the failure of less restrictive alternatives (such as Positive Behavior Supports, constructive and non-physical de-escalation, and restructuring of the environment); or b) a determination that such alternatives would be inappropriate or ineffective under the circumstances. Restraints shall never be used as a punitive form of discipline or as a threat to gain control or gain compliance with a student's behavior. Any incident of physical restraint shall be reported, in writing, to the principal or his designee within twenty-four hours, or as soon as is practical. Reports will include a concise description of the incident, including the reason for the restraint and how the incident has been or will be, followed up. Parents of the student who was restrained will be notified of the incident by the principal on the same day as the incident.

School Performance

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

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

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

Sexual Harassment [\[JBB\]](#)

The district is committed to maintaining a learning environment that is free from sexual harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature, or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation. Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor, or principal in their school building and file a complaint, through the district's complaint process addressing sex-based discrimination. All reports and indications from students, district employees, and third parties must be forwarded to the Title IX Coordinator. The district will initiate and conduct an investigation in accordance with the appropriate procedures addressing sex-based discrimination and sexual harassment and take appropriate corrective action.

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

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

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

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

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

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interrogate the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing. School administration may search a student and/or the student's personal property including backpacks, purses, etc. while on school premises or during a school activity in accordance with district policy and may seize any illegal, unauthorized, or contraband materials. Whenever possible, the student shall be informed of the reason(s) for conducting the search, and the student's permission to perform the search shall be requested except in the case of searches of school property including desks and lockers in which no reason or advanced warning is necessary. Refusal to submit to a search may result in disciplinary action and law enforcement notification. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action. An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results, and the names of any witnesses to the search. Any contraband items found during the search will be confiscated and held by the school administration and may be used as evidence for suspension, expulsion, or may be turned over to law enforcement for further action. When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall ascertain that the law enforcement officer has proper identification. Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the student's parent/guardian. It is expected that all procedural safeguards prescribed by law are followed by law enforcement officers conducting student arrests. However, the district staff is not responsible for an officer's legal compliance when arresting a student.

Staff Personal Security and Safety

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

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

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

Teacher Qualifications

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



Monday - Thursday		
6th Grade	7th Grade	8th Grade
PERIOD 1 Elective 7:55 - 8:50 (55)	PERIOD 1 Core 7:55 - 9:05 (70)	PERIOD 1 Core 7:55 - 9:05 (70)
PERIOD 2 Elective 8:53 - 9:48 (55)	PERIOD 2 Core 9:08 - 10:18 (70)	PERIOD 2 Core 9:08 - 10:18 (70)
PERIOD 3 Core 9:51 - 11:01 (70)	PERIOD 3 Elective 10:21 - 11:16 (55)	LUNCH 10:21 - 11:01 (40)
PERIOD 4 Core 11:04 - 12:14 (70)	LUNCH 11:19 - 11:59 (40)	PERIOD 3 Core 11:01 - 12:11 (70)
LUNCH 12:17 - 12:57 (40)	PERIOD 4 Elective 11:59 - 12:54 (55)	PERIOD 4 Core 12:14 - 1:24 (70)
PERIOD 5 Core 12:57 - 2:07 (70)	PERIOD 5 Core 12:57 - 2:07 (70)	PERIOD 5 Elective 1:27 - 2:22 (55)
PERIOD 6 Core 2:10 - 3:20 (70)	PERIOD 6 Core 2:10 - 3:20 (70)	PERIOD 6 Elective 2:25 - 3:20 (55)
Period 7 Intervention 3:23 - 4:00 (37)	Period 7 Intervention 3:23 - 4:00 (37)	Period 7 Intervention 3:23 - 4:00 (37)

**2022/2023 M-CMS HANDBOOK
ACKNOWLEDGMENT**

Student's Name _____ **Grade** _____

Parent's Name _____
(Please Print)

Email address (Vital Information) _____

I have reviewed the Montezuma-Cortez Middle School Student Handbook including the school's academic, attendance, and code of conduct policy. I understand that it is my responsibility to read and understand this handbook and the policies as outlined and then accept the provisions therein. A complete copy of Montezuma-Cortez RE-1 district policies is available at the central office and online at www.cortez.k12.co.us Going to the district website will also allow you to access this handbook. Once on the website, click on schools and go to the M-CMS webpage.

Signature of M-CMS Student

_____ **Date** _____

Signature of Parent

_____ **Date** _____

