

**Manaugh  
Scholar  
Handbook**



# 2021-2022

*Welcome to Manaugh Elementary School!*

Please review the procedures and behavior expectations in this pamphlet with your scholar and keep it as a reference for any questions that might arise. Please feel free to contact our school office at (970) 565-7691 with any questions or concerns.



## *Daily Schedule*

<b>7:25 – 7:45 am</b>	<b>Arrival</b> <ul style="list-style-type: none"> <li>● Scholars may be on the school grounds at 7:25 am</li> <li>● Buses and walkers begin to arrive</li> <li>● Breakfast – serving begins at 7:25 am. Serving ends after school starts.</li> </ul>
<b>7:50 am</b>	<b>Classes Begin</b> <ul style="list-style-type: none"> <li>● After 7:50 am = Tardy</li> <li>● After 9:30 am, Before 1:30 pm = ½ day absence</li> </ul>
<b>LUNCH</b>	<b>5<sup>th</sup> Grade:</b> 11:25-11:45 <b>4<sup>th</sup> Grade:</b> 11:30-11:50 <b>3<sup>rd</sup> Grade:</b> 11:35-11:55 <b>2<sup>nd</sup> Grade:</b> 11:50-12:10 <b>1<sup>st</sup> Grade:</b> 11:55-12:15 <b>Kindergarten:</b> 12:00-12:20
<b>1:30 pm</b>	<b>Dismissal: Wednesday’s only</b>
<b>3:10 pm</b>	<b>Dismissal: Monday, Tuesday, Thursday, &amp; Friday</b>

### *~PARENTS and GUARDIANS~*

*Scholars learn and grow by being here. Every second of every day matters. Having your scholar here EVERY DAY, and on-time, will set them up for success and help them stay on track.*

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## CONTACT INFORMATION

### **Manaugh Elementary**

School Phone (970) 565-7691  
School FAX (970) 565-5142

Principal, Whitney Rapp ext. 5102  
Assistant Principal, Robbin Lewis ext. 5103  
Counselor, Liz Filas ext. 5104  
School Nurse, Karen Ragland, LPN ext. 5106  
Kitchen Manager, Elvia Martinez ext. 5107  
Secretary – Head of Operations/Logistics, Tasha Schiedel ext. 5101  
Secretary – Registration/Attendance, Todd Hoffmann ext. 5100

**Bus Garage - Transportation:** (970) 565-8130

### **Administration Office**

Superintendent, Lori Haukeness (970)565-7282 ext. 1115  
Asst. Superintendent, Carol Mehesy (970)565-7282 ext. 1133

**District Web Site:** [www.cortez.k12.co.us](http://www.cortez.k12.co.us)

**Manaugh Web Site:** [www.manaugh.cortez.k12.co.us](http://www.manaugh.cortez.k12.co.us)

**Facebook:** [www.facebook.com/manaughelementary](http://www.facebook.com/manaughelementary)

**Instagram:** [www.instagram.com/manaughelementary](http://www.instagram.com/manaughelementary)  
**@manaughelementary**



You'll get updates on all our special events, any weather-related cancelations or



delays, and highlights of our scholars hard work/projects.

## Mission Statement

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

## Value Statements

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

## Vision Statements

- Manauh School commits itself to the vision of each scholar achieving above grade-level skills in literacy and numeracy and envisioning excellence in themselves.

- Manaugh School will actively pursue partnerships with our families and our community to reach our academic goals.



**ACCOUNTABILITY COMMITTEE**

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

**ARRIVAL AND DISMISSAL**

*(also see “Drop Off and Pick Up” section)*

Morning arrival begins at 7:25am. Upon arrival scholars should go directly to their classroom for breakfast and morning work. The school day begins promptly at 7:50am.

Please respect our staff by picking up your child promptly at the end of the day.

**ATTENDANCE**

Scholars are expected to be at school from 7:50am-3:10pm Monday, Tuesday, Thursday, and Friday and 7:50am-1:30pm on Wednesday. Daily attendance is critical to both academic and social achievement and absences are detrimental to performance in both areas. We ask that families not allow absences except for serious illness or emergency circumstances, and to schedule appointments for Wednesdays after 1:30pm. State law on compulsory attendance and district policy mandates that families have the obligation to make sure their children are in school. Please keep these things in mind when scheduling appointments, trips and activities. When illnesses or other unavoidable situations occur, please notify our office before 7:50am.

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

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

improvement plan meeting will be encouraged between the family and the principal.

**ATTENDANCE (continued)**

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

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

See District Policy: File JH and JHB

See Colorado State Education Laws:

Colorado Revised Statute 22-33-104

## **BEHAVIORAL EXPECTATIONS**

It is imperative at Manaugh Elementary that all our scholars feel safe when they are on our campus for academics, sports or social events. To that end Manaugh has developed our PRIDE values and adopted Restorative and Trauma-Informed practices.

### **Restorative Practices**

Restorative Practice is a collaborative process that builds community and provides students and teachers with a voice when conflicts or issues arise in the school. It is a way of repairing the harm that was done within the community without using exclusionary practices. It is a facilitated conversation where a protocol is used that addresses what happened, as well as what the effects were. This helps the parties develop a plan to move forward in a positive manner.

### **Trauma-Informed School Practices**



Adverse childhood experiences (ACES) can impact a child's cognitive abilities and impede their development, which limits their academic potential. With the right support, children and young adults can successfully process adverse events and go on to thrive. Schools are the single point of connection between home life and community dynamics, and the responsibility of educators to prepare young people to function successfully in the world as adults can only be bolstered with a trauma-sensitive approach.

“Specifically, a trauma-informed school promotes a safe and welcoming climate;


seeks to create a structured and predictable learning environment that minimizes unnecessary trauma and loss reminders; focuses on building positive and attuned relationships between teachers and students, and among school staff; has anti-bullying and suicide prevention programs; and uses a balanced restorative justice (a.k.a. restorative practices) approach to conflict and conflict mediation with appropriate disciplinary action.” (Emily Eilers, Crisis Prevention Institute)

Scholars are expected to demonstrate our PRIDE values while at school: See page 4 for detailed descriptions


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

<b>Hallway/Line Behavioral Expectations</b>	
Looks Like	Sounds Like
<ul style="list-style-type: none"> <li>● <b>Body Awareness</b> <ul style="list-style-type: none"> <li>○ Hands and feet to self</li> <li>○ Walking forward/no running</li> <li>○ Be aware of surroundings</li> <li>○ Right side of hallway</li> <li>○ Directly to destination</li> </ul> </li> <li>● <b>Class Awareness</b> <ul style="list-style-type: none"> <li>○ Pause for other classes/class lines</li> <li>○ Stop at corners</li> <li>○ Don't block doorways</li> <li>○ Stay with class</li> </ul> </li> </ul> <p style="color: red; font-weight: bold; margin-top: 10px;"><i>Show PRIDE in the hallway!</i></p>	 <p style="text-align: center;">“Zero while walking, whisper while waiting.”</p>
<b>Playground Behavioral Expectations</b>	
Looks Like	Sounds Like
<ul style="list-style-type: none"> <li>● Use equipment safely</li> <li>● Stay in designated play areas</li> <li>● Follow directions of supervision staff</li> <li>● Practice good sportsmanship</li> <li>● Let others join your games</li> <li>● Apologize for accidents</li> <li>● Line up quickly</li> </ul> <p style="color: red; font-weight: bold; margin-top: 10px;"><i>Show PRIDE on the playground!</i></p>	


### Cafeteria Behavioral Expectations

Looks Like	Sounds Like
<ul style="list-style-type: none"> <li>● Enter the ZERO ZONE to get your milk and tray.</li> <li>● Enter the cafeteria and sit along one side of the tables in the order you entered.</li> <li>● Touch only your food and no one else's.</li> <li>● Line up and dump trays when dismissed.</li> <li>● Walking exit through the back doors to recess.</li> </ul> <p style="color: red; font-weight: bold; margin-top: 10px;"><i>Show PRIDE in the cafeteria!</i></p>	 <ul style="list-style-type: none"> <li>● Keep a voice/noise level of one (1)</li> <li>● Return to zero (0) voice/noise level when determined by lead staff and to dismiss.</li> </ul>

### Assembly Behavioral Expectations

Looks Like	Sounds Like
<ul style="list-style-type: none"> <li>● Enter assembly with zero noise</li> <li>● Actively listen to the speaker</li> <li>● Respond when appropriate, and with the appropriate voice level (e.g. if asked to turn and talk = 1)</li> <li>● Keep hands and feet to self</li> <li>● Wait for teacher to direct you to lineup at the end of assembly</li> </ul> <p style="color: red; font-weight: bold; margin-top: 10px;"><i>Show PRIDE in assemblies!</i></p>	

### Bathroom Behavioral Expectations

Looks Like – 4 G's	Sounds Like
	<p style="margin: 0;">Sounds Like</p>

- Go to the toilet and flush
- Get tidy and professional
- Get healthy
- Get respectful and show integrity



Hand Washing



**Show PRIDE in the bathroom!**



## **HARASSMENT OR BULLYING**

Bullying is the **use of verbal or physical aggression with the intention of hurting someone else. Bullying can result in pain, distress or even depression to the victim.** Persecution, intimidation, bullying or sexual harassment have no place in the educational environment and will not be tolerated. The ‘educational environment’ includes all school facilities as well as the bus, bus stops, walking to and from school, school-sponsored activities on and off campus.

The scholar must report any type of persecution, intimidation, bullying or sexual harassment to a teacher, counselor, nurse, building administrator or other school adult employee. This includes:

- Physical assaults (touching in an angry way, intent to harm)
- Threats (“Better watch your back.” “I’m gonna hurt you.” “We’ll get you.”)
- Harassment (always bothering someone)
- Name-calling (including racial or ethnic slurs)
- Intimidation (making someone feel weak and powerless through words or gestures)
- Sexual harassment – physical or verbal
- Spreading rumors
- Extortion (making someone give you something of theirs)
- Foul language
- Taunting (making fun of someone their appearance, their intelligence, their name)
- Making insulting remarks about another scholar’s family members.

## **SCHOLAR DISCIPLINARY PROCEEDING**

Any scholar, teacher, administrator, Board Member, parent, or other person may report a violation of school behavior expectations to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings. In order to maintain a positive learning environment, the assistance of parents in communicating scholar behavior concerns

or violation of behavior expectations shall be invited and encouraged. All staff members are responsible for implementing the school-wide behavior expectations.



## **Possible Consequences**

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

- Verbal redirection
- Loss of Privilege
- Time Out
- Parent Contact
- Conference with student
- Restorative Consequence (repairing harm)
- Classroom management system
- Written notification to parents
- Conference with parents
- Counselor and/or Nurse Follow up
- Detention
- Suspension from transportation
- Suspension from extracurricular activities
- Suspension of other privileges including field trips
- Exclusion from a certain class
- In-school suspension
- Suspension for one to ten days
- Expulsion

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

## **HABITUALLY DISRUPTIVE**

District Policy: JKBA and JKBA\*-R

Colorado Revised Statute: 22-33-106

### **Habitually Disruptive**

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

### **Informal removal from class**

An informal removal from class occurs when a scholar violates one or more of the School-Wide Behavior Expectations or classroom rules in a class period or during the school day. The teacher may remove a scholar by using approved **Tiered Behavior Strategies/Interventions** such as a teacher directed break, calm corner, or having the scholar go to the scholar support classroom for a short period of time. Generally, the scholar will be allowed to return to his or her classroom later the same day. The procedures set forth below do not apply to an informal removal from class.

### **Formal removal from class**

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

1. Conduct that is prohibited in the scholar code of conduct. It should be noted that building administrators make decisions regarding suspension and the superintendent makes recommendations for expulsion. Thus, a teacher's decision to remove a scholar from class for behavior covered by district policies regarding suspension and expulsion may, but does not necessarily, mean that the scholar will also be suspended or expelled.

2. Disruptive, dangerous, or unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly:
  - a. inappropriate physical contact intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing;
  - b. inappropriate verbal conduct intended or likely to upset, distract, or annoy others such as name calling, teasing, or baiting;
  - c. behavior that may constitute sexual or other harassment;
  - d. repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other scholar, presentation by visitor) or during quiet study time;
  - e. throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.;
  - f. inciting other scholars to act inappropriately or to disobey the teacher or school or class rules, including without limitation, inciting others to walk out;
  - g. destroying or damaging the property of the school, the teacher or another scholar; or
  - h. loud, obnoxious or outrageous behavior.
  
3. Conduct that otherwise interferes with the ability of the teacher to teach effectively. Scholars are required to cooperate with the teacher by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A scholar's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the scholar's inappropriate behavior. By way of example and without limitation, this behavior includes:
  - a. open defiance of the teacher, manifest in words, gestures, or other overt behavior;

- b. open disrespect of the teacher, manifest in words, gestures, or other overt behavior; or
- c. other behavior likely or intended to sabotage or undermine classroom instruction.

## **HEALTH SERVICES**

*RE-1 Health Services information is available electronically at <http://www.cortez.k12.co.us>*

**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 they are symptom-free for 24 hours.

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

### **Medications at School:**

**ALL MEDICATION SHALL BE SECURELY STORED IN THE MAIN OFFICE 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. Parents must provide a copy of their child's **immunization record** to the school nurse's office. All scholars must have up-to-date immunizations to attend school. Parents may exempt their child due to medical, religious or personal reasons by signing a form available from the school nurse or on-line. Non-medical (religious/personal) exemptions must be updated annually. 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 4<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> 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.

**Lice:** We do not exclude students from school if lice or nits are found. We do educate and support parents as they work to remove lice and nits from their student. Please contact your school nurse if you suspect your student has a lice infestation so we can help. Teach your child to use only their own comb, brush, hair ornaments, hats and coats. Sharing these items is a common way for lice to move from one person to another. For sleep-overs, send your child with their own pillow and sleeping bag.

**Accident Insurance:** Student accident insurance information forms are available in the front office and should be mailed directly to the insurance company. Any student who misses the initial application period, may apply at any time during the school year. These forms are available in the front office. All students involved with M-CHS sponsored athletics must have appropriate insurance coverage.

## **HOMEWORK EXPECTATIONS**

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

## **BOOKS AND CARE OF PROPERTY**

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

## **COMMUNICATION**

Communication between school and parents is an important part of education. Parents are encouraged to stay in contact with the school regarding changes in phone, address, emergency contacts, educational progress, discipline or personal issues regarding the scholar. Parents are invited and encouraged to attend our school's Open House, school programs and Parent/Teacher Conferences. Teachers will also communicate with home through notes, phone calls, e-mails and report cards made available every nine weeks. Monthly calendars or newsletters and lunch menus are sent home to keep school meetings and activities communicated. If you would like to meet with your child's teacher, please call and make arrangements in advance.

## **COMPUTER USE**

Use of the network and computers are a privilege. Scholars are mandated to follow the instructions of the teacher in reference to their use of computers. The school provides an Internet filter, to



protect scholars from inappropriate content, to the best of our ability. Scholars and their parents sign letters of compliance with Internet protocols annually. Inappropriate use of computer equipment will result in suspension of computer privilege.

**CONFIDENTIALITY OF RECORDS**

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

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

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

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

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

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

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**SCHOLAR & FAMILY SUPPORT SERVICES**

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

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

**COURT ORDERS OR LEGAL DOCUMENTS**

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

## **CURRICULUM**

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

### **Reading Instruction**

Wit & Wisdom curriculum is our core reading resource. It is a K-8 English curriculum that brings rich, knowledge-building content into our classrooms. Every text is authentic, engaging, and of the highest quality. Scholars use the grade level texts to learn essential reading, writing, and language skills. Every module focuses on a topic essential for building background knowledge and vocabulary in multiple content areas. Scholars will be exposed to works of literature, informational text and art. Wit & Wisdom helps teachers meet the expectations of the new standards while celebrating the joy of reading and writing with our scholars.

In addition to Wit and Wisdom, district elementary schools will use Saxon Phonics in grades K-2. Saxon Phonics and Spelling was developed to provide targeted foundational skill instruction and interactive, multisensory classroom kits to keep students engaged, excited, and advancing. Backed by years of research and proven results, Saxon Phonics and Spelling supports teachers in meeting the needs of every learner.

### **Mathematics Instruction**

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

### **Writing Instruction**

Our staff has identified core grade level writing essential skills. The writing resource, *The Write Tools*, is used to provide practical instructional strategies, step-by-step teaching guidelines and

interactive scholar-to-teacher and scholar-to-scholar writing activities that enhance reading, writing, listening and speaking skills.

### **Social Studies and Science Instruction**

We use Inspire Science which includes digital licenses for students and teachers. K-1 has readers and 2<sup>nd</sup>-5<sup>th</sup> grades have supplemental workbooks. For Social Studies we utilize support materials which include leveled readers for grades K-2, and Studies Weekly resources for grades 3-5. Instruction and assessments are planned by grade level teachers and are based on Colorado Academic Standards using resources including and in addition to the district provided resources.

### **DRESS CODE**

Hats, mittens, boots, hoodies and warm coats are necessary during most of the school year. Please make sure your scholar is appropriately dressed for the current or impending weather conditions. Hats are to be removed upon entering the building. Scholars are also expected to wear appropriate footwear (i.e. sneakers, flat sole and covers foot, no sandals or slip on) on the days they participate in movement education.

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

Anything deemed inappropriate by an administrator including:

1. Sunglasses and/or headwear in the building.
2. Clothing that reveals or exposes private parts of the body like stomach, buttocks, back and breasts.
3. Clothing worn in a "sagging/bagging" manner that poses a safety or security problem.
4. Any clothing, jewelry, chains or accessory that is sexually suggestive, obscene, or disruptive, or drug- alcohol- or tobacco-related.
5. Any gang-related attire or grooming.

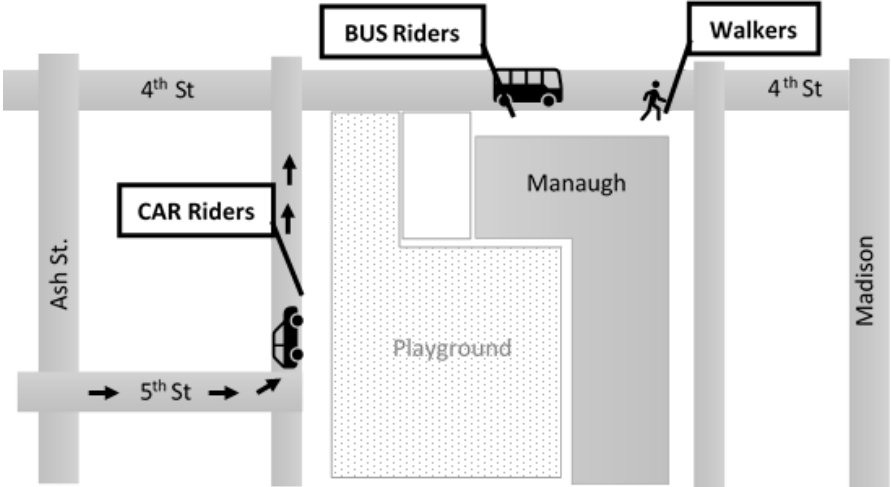
**DROP-OFF AND PICK-UPS**

	Location for Scholar Drop Off & Pick Up
<b>BUS Riders</b>	<b>Main entrance on 4th Street</b>
<b>CAR RIDERS</b>	<b>West side of playground</b> This is a ONE-WAY street. You must enter from Ash and 5 <sup>th</sup> street to go North on the alleyway road and stop in the designated zone. Parents must remain in their vehicles. Staff will assist with traffic flow and directing scholars.
<b>WALKERS</b>	<b>North-East entrance (door # __) on 4<sup>th</sup> street</b> Any adult picking their scholar up on foot should wait for them on the sidewalk outside these doors.

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

If there is a change in your child’s mode of transportation, notify the office at least 30 minutes before the end of the school day to ensure adequate time to communicate the change to staff.

If you have any questions, please call the office at (970) 565-7691.



## **EMERGENCY AND OTHER EVACUATION DRILLS**

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

### **Drills include:**

**LOCKOUT:** Doors are locked and scholars continue as usual.

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

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

## **EMERGENCY SCHOOL CLOSURE PROCEDURES**

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

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

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

**IF THERE IS AN EMERGENCY AND SCHOLARS ARE EVACUATED TO ANOTHER SITE, YOU WILL BE NOTIFIED**

**WHERE THAT PLACE WILL BE. THE DISTRICT HAS PROCEDURES FOR THIS TYPE OF EVENT.**



## MEALS

Applications for free or reduced priced meals are distributed at registration and also available in the school office. The cost for elementary scholar breakfast is \$1.75 and elementary scholar lunch is \$2.75 each day. If you would like to eat with your child, please notify the office to be included in the lunch count. Adult breakfast is \$2.50 and adult lunch is \$3.70 each. Sign in at the office and receive a visitor pass prior to joining your scholar. **These prices are subject to change.**

The Montezuma-Cortez School District has a policy in place regarding charging of school meals. Your scholar(s) are only allowed to charge up to 3 meals but it will not be the hot meal served that day. The meal will be a brown bag or cold lunch of a peanut butter sandwich, milk and fruit. After 3 cold lunches your scholar(s) will not be able to charge to receive a meal. The school cafeteria manager sends home friendly reminders when your scholar(s) balance is negative. We ask that you come in as soon as possible or send a payment with your scholar so that they may continue to receive a hot meal. If you have not received a reminder and are unsure of your scholar(s) balance, you can call the cafeteria and ask to speak to the manager. They will be able to tell you how much is owed, if any, and what their balance is. Parents and Guardians are encouraged to pay their scholar(s) meals in advance. This is the most effective way to ensure that your scholar(s) have money in their account. Parents and staff members are not allowed to charge meals or a la carte purchases, as per USDA policy regarding school food service use of federal NSLP funds.

If you are ever in need of assistance with paying for meals or providing food for your family, please let a staff member know and we can assist you in getting connected with resources, submitting free/reduced lunch paperwork, or offering participation in our backpack food program or food pantry.

## **PARENTAL CONCERNS**

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

## **MANAUGH PIC (Parent Involvement Committee) & ACCOUNTABILITY MEETINGS**

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

## **PERSONAL PROPERTY/VALUABLES**

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

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

We understand that parents believe it is sometimes necessary for their child to bring a cell phone to school. The school will not be held responsible should a cell phone be lost, damaged or stolen. Cell phones must be turned off while at school. Should a cell phone be turned and lead to class disruption, the phone will be confiscated and held for the parent or guardian to be picked up. During state testing all electronic devices, including cell phones, must be turned in to the

classroom teacher prior to testing and will be returned to the scholar when testing has concluded for the day.

## **REPORT CARDS**

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

## **RETENTION**

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

## **SAFETY**

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

## **TESTING**

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

Studies have shown that proper sleep and a good breakfast go a long way to helping children do their best on their assessments, so

please help your scholar by making sure they get enough rest and have a good breakfast. In addition, we would appreciate scheduling appointments around testing days. Scholars do better when they do not have to crowd make-up testing into their schedule.

## **TRANSFERS & WITHDRAWALS**

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

## **TRANSPORTATION**

Scholars who ride bicycles, skateboards, or scooters to school must park them in the bike rack. Locks are recommended, as the school is not responsible for lost or stolen property. Scholars must dismount their bike and walk it while on school grounds. Skateboards, Rollerblades and other wheeled transportation may not be used on the grounds and must be stored while at school.

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

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

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

## **VISITORS**

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

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

## **VOLUNTEERS**

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