

Mesa  
Elementary  
School



Home of the  
Wildcats

## **Bell Schedule**

**First Bell**—7:20 am Doors open/Breakfast begins

Students may not be on the school grounds prior to 7:20 am

Students may go to get breakfast and then head to their classrooms

**Classes Begin**—7:50 am

First Bell rings —7:40 am

**Dismissal**— 3:00 Bus students released

3:10 Students who walk or are picked up

**Parents—Please respect our staff and pick up your children, on time, at the end of the day.**

**Montezuma—Cortez RE-1 Mission Statement**

Kids First!

Whatever it takes

Working together for Educational Excellence

## **Welcome to Mesa Elementary School!**

Mesa Elementary Administration and Staff have prepared this handbook to enable parents and students to know and understand procedures, policies and rules at this elementary school. Please review the procedures and behavior expectations in this pamphlet with your student and keep it as a reference for any question, or address a concern, please feel free to contact our school office at (970) 565-3858.

### **Mesa Elementary Vision Statement**

All Mesa Students will be performing at or about grade level by the end of third grade and maintaining that level of proficiency throughout their school careers.

### **Mission Statement**

**Kids First!**

**Partnering together to get the job done!!**

#### **Environment**

The environment is the feeling that everyone gets when they step into the building. The environment at Mesa will be one of compassion, where students, parents, and staff are cared for as individuals. Relationships will be built between all the school community, in which trust, communication, collaboration, and acceptance are the key

points. The environment will provide safety, intellectually, emotionally, and physically to all stakeholders. A sense of excitement will exist as teachers, students, and parents are encouraged to be motivated, successful, caring members of our environment. Each member of our school community will focus on respect, acceptance, and encouragement as our dominant form of interaction between members. With such an atmosphere, Mesa Elementary will be able to focus on creating success through increased achievement and ability.

### **Curriculum**

Mesa Elementary will be a school that is focused on setting and achieving goals. With students setting goals and working to achieve those goals, it will require a challenging curriculum for every student and ask those students to possess a deep understanding of content. Our curriculum will be standards based, but will focus on student's interests as well as the staff's gifts and passions. Thorough monitoring of students will assist teachers in ensuring excellent teaching as well as requiring differentiation to meet all the needs of each individual student. In order to be successful with our curriculum it will need informed parents in which they feel welcome to participate in their child's education and possess the knowledge of how to help their child succeed. This curriculum will also expose students to the world through critical thinking and enriching activities which require skills and abilities similar to situations that exist outside of the classroom and expected of students in the 21<sup>st</sup> century.

## **Students**

Students at Mesa Elementary will be known for always doing their best (responsibility). Students will work hard to put forth effort that is reflective of their best. Students will know this standard and that it is part of the culture of the school. With such a consistent culture, students will be eager to learn from teachers that have each student's individual goals in mind. Respect will be the second expectation in the culture of an exemplary school. Respect will be present in all forms of interaction between peers, staff and students, and parents and students.

## **Staff**

Staff at Mesa Elementary will be known as some of the finest with the highest expectations for all students. These expectations will be a belief that all students can learn at grade-level or above, given proper support. The staff will also be known as valued leaders, who work as a collaborative team, creating new ideas when necessary, to build a truly great education for every student. They will continually strive to be consistent, trusting, and understanding in relationships with other staff, students, and parents. This ability will come from great dedication and continued support from targeted trainings and professional development that is offered.

## **Mesa Elementary Values Statement**

- Mesa teachers believe that all students can succeed if instruction is differentiated and individualized to meet their needs and their learning style.
- Mesa teachers believe that every student, without exception, is a worthwhile, capable, and a valuable human being with unique talents and strengths that need to be discovered and nurtured.
- Mesa teachers believe in the ability of themselves, colleagues, students, and families.
- Mesa teachers believe all students have the ability to learn at the highest level given proper instruction.
- Mesa teachers believe that it takes the collaboration of staff, students, and parents to achieve the highest academics.
- Mesa teachers believe in the individuality of every student, and will take time to cultivate this on an individual basis.
- Mesa teachers believe in being a role model for their students in their actions, responsibilities, and duties.
- Mesa teachers believe in holding themselves accountable for accomplishing the vision, mission and goals of the school.

## Important Phone Numbers

### Mesa Elementary

School Phone (970)-565-3858

School FAX (970)565-5137

Principal, Robert Laymon ext. 6110

Assistant Principal, Crystal Croke ext. 6102

School Nurse, ext. 6171

Kitchen Manager, Deb Hager ext. 6115

Administrative Assistant, Jennifer Lard ext. 6100

Administrative Assistant, Connie Ruggles ext. 6101

Bus Garage: (970) 565-8130

### Administration Office

Superintendent, Dr. Risha VanderWey (970) 565-7282 ext. 1115

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

### **Accountability Committee**

Each school district has developed an accountability program tailored to its community. Each school in the district has an accountability advisory committee as well. This committee reviews the level of student performance and develops goals and plans for improving educational achievement. Please watch our newsletters for monthly meeting dates.

### **Arrival and Dismissal**

Students may NOT be on the school grounds prior to it's start, as there is no supervision before this time. If your child walks to school, please monitor departure time so that he/she will not arrive prior to 7:20 am.

**Please do not ask to pick up your student early**, as staff members are teaching right up to the end of the day. In addition, asking to release a child just before the end of the day seriously disrupts each class' end of the day announcements and distribution of school information. If it is absolutely necessary to pick up your child early, they must be signed out at the office. We can only effectively teach your child when they are present in school. An early checkout will result in your child not receiving perfect attendance for the school year.

**Please respect our staff by picking up your child promptly at the end of the day.** Children who are habitually left late, causing a staff member to stay late, will be reported to Social Services and to the Cortez Police Department.



## Attendance

Daily attendance is critical to both academic and social improvement. Absences are detrimental to performance in both areas; therefore we ask that parents limit them to unavoidable circumstances. Please keep these things in mind when scheduling appointments, trips and activities. When illnesses or other unavoidable situations occur, please notify our office before 9:00am. Our safety program may result in calls to your home, work or emergency contacts to ensure your child's whereabouts and safety. **Should school staff make a safety call, that absence is recorded as an unexcused absence.**

When a student 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 students from school for necessary and justifiable reasons. All tardies and excessive absences, as determined by the principal, will be made up during school or after school hours.

If a student 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 parents and the principal.

Students arriving at school after 7:50 am are considered absent for one-half a day, as are children who leave before 3:00 pm. We ask that your child arrive at school on time each day, and avoid early pickups, as it disrupts not only your child's learning, but that of the entire class.

Students 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 students are not acceptable. Student safety is our first priority and we will not release students into uncertain circumstances.

## **Behavioral Expectations**

**Students must show respect for others, school property and themselves at all times.**

### **Hallways and Sidewalks**

- Students are to walk in a straight line, in a quiet and orderly manner, in the hallways.
- Students are required to keep their hands to themselves.
- Hoods and other head coverings are not to be worn in the school building.
- Inappropriate language will not be tolerated
- Students are required to have a pass from their teacher anytime that they are out of the classroom.

### **Homework**

- Homework is a task to be completed outside the classroom.
- In the event a student is absent, they are responsible for obtaining and completing the required assignments.

### **Playground**

- Students will use equipment safely.
- Students will stay away from fences and hedges.
- Inappropriate language will not be tolerated.
- Students will follow instructions given by all duty staff.
- Rough play and fighting will not be tolerated.
- Students will obtain written permission before leaving the playground.
- Students will only throw approved sports equipment, no pebbles, snowballs, rocks, dirt, etc.
- Students will line up quickly when the recess bell rings or a staff member calls for lining up.
- Students will not give or take cuts in line.
- Gum and candy are not allowed for safety reasons.

## **Behavior Expectations**

It is imperative to the Montezuma-Cortez Re-1 School District that all of our students feel safe when they are at any campus for academic, sport or social events. One of our goals is that our students grow up to be responsible adults who achieve at high levels and accept responsibility for their actions. To that end, the following discipline policy has been enacted.

The following are prohibited activities:

- Criminal or delinquent activities,
- Gang related activity,
- Sexual Harassment,
- Harassment of bullying,
- Disruptive conduct,
- Refusal to identify self, and
- Refusal to cooperate with school personnel
- Fighting or engaging in violent behavior,
- Making unreasonable noise,
- Using obscene language or gestures,
- Engaging in conduct that is insubordinate, i.e., failing to comply with the lawful direction of a teacher, school administrator or other school employee,
- Selling, distributing, using or possessing weapons, fireworks or other dangerous instruments or contraband,
- Selling, using or possessing obscene materials,
- Using profane, vulgar or abusive language (including ethnic or racial slurs),
- Gambling,
- Hazing,
- Engaging in lewd behavior,

- Educational misconduct such as tardiness, missing or leaving school without permission, or
- Cheating or plagiarism.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to a verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

### **Harassment or Bullying**

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 student 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)
- 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 student’s family members.

### **Possible Consequences**

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

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

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

## **Student Disciplinary Proceeding**

Any teacher , administrator, Board Member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings. In order to promote effective student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged. All staff members are responsible for implementing the plan of student discipline for the school.

## **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 students to check out library books. If a book is not returned, or excessively damaged, the student 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. Chromebook replacement can be up to \$300.00. 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 student.** Parents are invited and encouraged to attend our school's Open House, school programs, PAWS, and Parent/Teacher Conferences. Teachers will also communicate with home through notes, phone calls and or report cards sent home every 12 weeks. Monthly calendars or newsletters and lunch menus are sent home to keep school meeting and activity schedules communicated.

## **Computer/Chromebook Use**

Use of the network and computers are a privilege. Students are mandated to follow the instructions of the teacher in reference to their use of computers. The school provides an Internet filter, to protect students from inappropriate content, to the best of our ability. Students 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 students certain rights with respect to student educational records. The Board has established written policies regarding the student's educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' 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 student. With the exception of a records 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 not 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**

### **Counseling Services**

Guidance services play an integral part in the development of individual students. These services may include individual and/or group counseling sessions. Students and guardians should feel free to arrange an appointment with the school counselor when they encounter a school-related or personal problem. Efforts are made to schedule appointments to minimize interruption of classroom instructional time.

Should the issue be beyond the scope of a school counselor, we will endeavor to ascertain community resources.



## **Curriculum**

### **Reading Instruction**

The Wit and Wisdom reading program is implemented at all grade levels. This extensively researched reading program incorporates the scientifically based principles of reading. Wit and Wisdom provides students with a comprehensive reading program in a leveled, literature-rich instructional environment.

### **Mathematics Instruction**

Engage New York is a researched-based curriculum that emphasizes the application of mathematics to the real world. Numbers, skills and math concepts are linked to everyday situations. Mathematics lessons provide the opportunities for hands-on explorations, long-term projects and on-going practice. Basic skill practice includes mental math routines, flash cards of fact families, daily review problems called math boxes, homework, timed tests and a variety of math games.

### **Writing Instruction**

Our staff has identified core grade level writing essential skills. The writing framework provides practical instructional strategies, step-by-step teaching guidelines and interactive student-to-teacher and student-to-student writing activities that enhance reading, writing, listening and speaking skills.

## Dress Code

Hats, mittens, boots and warm coats are necessary during most of the school year. Please make sure your student is appropriately dressed for the current or impending weather conditions. In addition, students need to be sure to have the appropriate footwear on the days they participate in movement education.

Students are to use good judgment in regard to dress and personal appearance, being especially careful with cleanliness and good grooming. The district's dress code prohibits the following:

1. Anything deemed inappropriate by an administrator.
2. Sunglasses and/or headwear in the building.
3. Clothing that reveals or exposes private parts of the body like stomach, buttocks, back and breasts. (no spaghetti strap shirts, halter tops or belly shirts)
4. Clothing worn in a "sagging/bagging" manner that poses a safety or security problem or shows underwear or skin.
5. Any clothing, jewelry, chains or accessory that is sexually suggestive, obscene, or disruptive, or drug –alcohol-or tobacco-related.
6. Any gang-related attire or grooming.
7. **Hair dyed in colors other than one's natural color is not allowed.**
8. Sheer, tight, or short clothing, including skirts, shorts and dresses shorter than mid-thigh (arms length) are considered inappropriate. Your student will be asked to change their clothing attire.
9. No flip-flops, sandals must be securely fastened to feet by straps.
10. No make-up including, but not limited to eyeliner, eye shadow , and colored lipstick.

## **Drop-off and Pick-ups**

All vehicles dropping-off or picking-up students must use the west parking lot. Per the Cortez Police Department, students will not be allowed to go into the street. We also ask students and parents alike to use the crosswalk. The circle drive is for bus drop-off and pick-up only.

## **Emergency and other Evacuation Drills**

Evacuation, fire and lockdown drills are for practicing orderly conduct in case of an actual emergency or disaster. Students, visitors and staff must follow directions of the teacher in charge and remain quiet and orderly during the drills.

## **Emergency School Closure Procedures**

In the event we should experience severe weather conditions, school closure information is available on both KRTZ 98.7 and KISZ 97.9 radio stations. In addition, the schools website, [www.cortez.k12.co.us](http://www.cortez.k12.co.us), posts school closure information.

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.

## **Meals**

All meals must be paid for in advance; charging meals is not allowed. Applications for free or reduced price meals are distributed at registration and are available in the school office. The cost for student breakfast and lunch is free for the 2021-2022 school year. 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 lunches are \$3.75 each. Sign in at the office and receive a visitor pass prior to joining your student.

In addition, special days have been set aside when families are invited to have lunch with students. Watch your school lunch calendar for more information.

## **Meal Time Behavior Expectations**

- Students are expected to walk in line in a quiet, orderly manner.
- Loud and disrespectful behavior will not be allowed.
- Students may talk quietly to friends around them.
- Students will show respect to all adults and students.
- Students will not take food from another student's tray.
- Students will wait for permission before leaving their seats.
- Students will leave their area clean.
- Students will not take food out of the cafeteria.
- The cafeteria duty teachers dismiss students.
- Sodas or dark colored drinks are not allowed at Mesa.

## HEALTH SERVICES

**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. When determining if your child is too sick for school, refer to the “Sick Child: Home or School” guidelines in the registration packet.

### **Medications at School:**

*Prescription Medication:* Students requiring prescription medications to be administered by school personnel must have a “permission for medication” form signed by the physician and parent. The medication must be in its original pharmacy issued container.

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

*Over-The-Counter Medication:* Comfort medicine may be given during select health room hours when parents have signed the “medicine permission consent” on the Health History form 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.

If a parent determines that a student is mature and capable of taking his/her own medicine, they may bring one daily dose with them in a clearly marked container with student name, medication name, time to be taken, date, & parent signature. These medications **must** be housed in the health/main office. Any student carrying medication, including over-the-counter, or who shares medication with another student will be subject to discipline under the “Drugs at School” Policy.

**immunization Requirements:** Colorado State Immunization Requirements for School Enrollment were provided in the registration packet.

**Permission for Health Advisory/Need to Know:** School nurses develop a Student Health List and/or a Health Care Action Plan from the Health History form 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, 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.

**Asbestos Management:** Asbestos Management plans have been formulated for every RE: 1 building. Those plans are available for review by staff, parents, and the general public at the Administration Building, Cortez, CO, or at any of the occupied buildings.

**School health services information is available electronically at <http://www.cortez.k12.co.us>**

## **Parental Concerns**

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

## **Parent/Teacher Organization**

Each elementary 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 quality of school climate.

## **Personal Property/Valuables**

Students are not to bring anything of value (Gameboys, MP3/ iPods players, headsets, etc.) to school. The school will not be held responsible for a student's personal property, should it be lost, stolen or damaged. We understand that parents believe it is sometimes necessary for their student to bring a cell phone to school. Cell phones must be turned off while at school. Should a cell phone be turned on at school, the phone will be confiscated and held for the parent or guardian to be picked up. During State and Federal testing all electronic devices, including cell phones, must be turned in to the classroom teacher at the beginning of the day and will be released at the end of the school day.

## **Report Cards**

Report cards are distributed 3 times (trimesters) each year to enable parents, guardians and students to review progress. 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 your student is having difficulty at any point in the year, please contact your child's teacher or the school counselor. Children benefit when schools and parents work together. See the school calendar for schedule of report distribution.

## **Retention**

Due to the State of Colorado's READ Act, your child's teacher will communicate 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 student.

## **Testing**

The district maintains an educational testing program. The State's Colorado Measures of Academic Success as well as district required testing dates will be available on the District Website. These assessments are used to gauge both individual strengths as well as grade and school progress. The data acquired is used to determine the quality of instruction, provide a basis for reporting student achievement to parents/guardians and help to steer future instruction. Some assessment results affect your child's future academic opportunities.

## **Nutrition**

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 student by making sure they get enough rest and have a good breakfast.

In addition, we would appreciate scheduling appointments around testing days. Students do better when they do not have to crowd make-up testing into their schedule.

## **Transfers**

A student's parents must notify the current school when a student is moving to a new location or requesting a transfer. All text and library books must have been returned and the student's lunch account must be up-to-date. When the student enrolls in the receiving school, the new school is responsible for requesting the student's educational records from the prior school.

## **Transportation**

Students who ride bicycles 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. Students 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 student's behavior warrants. The transportation department will issue bus rules which must be followed at all times to ensure the safety of all students and the driver.

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



## **Visitors**

Every effort is made to ensure student and staff safety. Therefore, all persons entering the campus, who are not registered students or school staff, are considered guests. Parents and community members are encouraged to visit the school often. Guests must sign in at the office, and receive a visitor's pass **PRIOR** to continuing into the hallways, classrooms, and playground or contacting students. We cannot have children from other schools or siblings visit during school hours, with the exception of lunch, and then only with adult supervision.

## **Three “B’s” Student Expectations**

1. Be Safe

2. Be respectful

3. Be responsible



# 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*)

Cynthia Eldredge, Executive Director of Human Resources  
400 North Elm Street  
Cortez, CO 81321  
970-565-7522 ext. 1135  
[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

**504 Compliance Officer** (*Section 504*)

Robbin Lewis, 504 Compliance Officer  
400 North Elm Street  
Cortez, CO 81321  
970-565-7522 ext. 1127  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@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](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

## CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad. El siguiente personal ha sido designado para manejar consultas sobre nuestras políticas de no discriminación:

**Coordinador del Título IX** (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos  
400 Calle Elm Norte  
Cortez, CO 81321  
970-565-7522 extensión 1135  
[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

**504 Oficial de Cumplimiento** (Sección 504)

Robbin Lewis, Oficial de Cumplimiento 504  
400 Calle Elm Norte  
Cortez, CO 81321  
970-565-7522 extensión 1127  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:

[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)