

MONTEZUMA-CORTEZ HIGH SCHOOL

Home of the Panthers!



Student-Parent Handbook
2017-2018

Revised 8/9/17 SF

Principal's Welcome

Parents and Students,

I look forward to another great year of teaching, learning, and growth at M-CHS. Our school's mission is to provide *A Quality Education for All*. I am proud of our students, parents, and school, and am excited to work together with our team to help every student graduate from high school prepared with the necessary skills they will need to succeed in the future. We know that together we can inspire, foster, and empower every student to achieve his or her dreams.

Before we begin the new school year, it is important that we outline our expectations for behavior, attendance, and academic procedures so that we are all "on the same page" right from the start. Each of these policies and procedures has been carefully reviewed. They exist for one purpose and one purpose only: so that we can create a work and learning environment that supports the success and well-being of all students and staff.

At the beginning of this handbook you will find our attendance policy and grading policy. Please be sure to look them over. With respect to attendance, we expect all of our students to ***Be Present*** every day possible to engage in the learning activities our teachers have prepared for their students. We have an attendance goal of **95%**, and are confident that this goal is attainable. We have a firm commitment for every family we serve to put education as a top priority. It is important to note that these changes are not without increased expectations on part of the M-CHS staff. Our teachers have recommitted themselves to raising the bar even further, and the staff at M-CHS will use Early Release time on Wednesday afternoon to review results and plan instructional strategies to meet the needs of their students.

Each Wednesday, the administrative team will review student attendance and focus on students and families who need support. This weekly focus and resulting improvement in student attendance will allow classes to go more in-depth on topics since they will have more students in class and students will not be left behind.

Parental involvement in a student's education is critical. Parents and students need to stay in contact with the teacher, as well as check PowerSchool for any changes in grades. Communication is a very important element to the successful education of each student. If ever questions arise, feel free to call or email teachers with any questions you may have. M-CHS has a goal to send out notification on low grades every three weeks to improve our communication.

As the school year progresses, I invite you to check our *website*, mchs.cortez.k12.co.us, for frequently updated information on athletics, fine arts, special school events, your child's progress, and the school calendar. There you will find forms, documents, and other information you will need. Help us save a tree by using these electronic forms when possible.

Thank you for all the time and support you have invested in receiving a great education and we look forward to another great year.

Jason Wayman, E.D.D.

Section 504 of the Rehabilitation Act and Americans with Disabilities Act

Notice of Non-Discrimination

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

IMPORTANT CHANGES for 2017 - 2018

Bell Schedule	Page 5
Attendance Policy	Pages 9 - 10
Eligibility Policy	Pages 14 - 15

STUDENT HOT TOPICS for 2017 - 2018

Lockers	Page 16
Cell Phones	Page 16
Dress Code	Pages 23

RE-1 Mission Statement

Kids First!

Whatever it takes

Working together for educational excellence

Positive **B**ehavior **I**nterventions and **S**upport Values Statement

PRIDE RESPECT RESPONSIBILITY RELIABILITY RELATIONSHIPS

Cortez Fight Song

"From the halls of Montezuma, to the north, south, east, and west.

Come our boys and girls together, to the high school they love best.

We're the loyal sons and daughters. To the colors we'll be true.

We'll go forth with adoration and fond memories of you.

Give us men to match our mountains. Give us maids to match our skies.

And the glory of our native land will be Montezuma High!

MC...MC...M-C-H-S

Orange and black,

We are the best!

M-C-H-S. We are the best.

Panthers, Panthers, Panthers!"

School Colors: Orange and Black

School Mascot: Panther

M-CHS Bell Schedule for 2017-2018

MAXIMUM LEARNING ZONE

No Interruptions the first 20 minutes of any class

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

Mon., Tues., Thurs., Fri.

9:00 – 10:00 Period 1

10:05 – 11:05 Period 2

11:10 – 12:10 Period 3

12:10 – 12:50 Lunch

12:50 – 1:50 Period 4

1:55 – 2:55 Period 5

3:00 – 3:20 FIT (Focused Intervention Time)

*Announcements will be read at beginning of FIT

3:25 – 4:25 Period 6

Mo – Tu – Th – Fr – Bell schedule breakdown

8:55 5-min Warning for Period 1
9:00 Period 1 Start
10:00 Period 1 End
10:05 Period 2 Start
11:05 Period 2 End
11:10 Period 3 Start
12:10 Period 3 End / Passing: Lunch Start
12:45 End of Lunch / Passing
12:50 Period 4 Start
1:50 Period 4 End
1:55 Period 5 Start
2:55 Period 5 End
3:00 FIT Start
3:20 FIT End
3:25 Period 6 Start
4:25 Period 6 End / End of Regular Day

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

Wednesday – Early Release Day

9:00 - 9:50 Period 1

9:55 – 10:45 Period 2

10:50 – 11:40 Period 3

11:45 – 12:25 Lunch

12:30 – 1:20 Period 4

1:25 – 2:15 Period 5

2:20 – 3:10 Period 6

Wed – Bell schedule breakdown

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

Parent/Student Resources

All Montezuma-Cortez High School staff members maintain an open door policy and are available to all students, parents and teachers. Call, 970.565.3722, or come by and **arrange an appointment** whenever we can be of service to you.

Administration, Counseling and Support Staff

Principal – Jason Wayman	x2120
Assistant Principal – David Robinson	x2124
Assistant Principal/Activities Director—Chris Kelley	x2116
Principal’s Secretary – Debra Ramsey	x2131
APs’/Attendance/Discipline Secretary – Sarah Fox	x2121
Receptionist – Vicki Englehart	x2100
Athletics/Activities Secretary – Elsie Walck	x2122
M-CHS Registrar – Cammy Stevens	x2125

Guidance Counselors:

Amanda Higgins – 9 th	x2126
Lee Ann Pearsall - 10 th	x2127
Carmen Maness – 11 th	x2201
Tami Slagle - 12 th	x2147
Guidance Secretary – Gina Littlefield	x2129

Attendance

The Attendance Secretary maintains and updates attendance records for students. Throughout the day, she also issues student admit slips to class. Please refer to the Attendance section of this handbook or call our clerk whenever you have an attendance question or concern.

Faculty

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

You can e-mail teachers or staff at: (first initial)(last name)@cortez.k12.co.us

Example: John Smith’s email would be jsmith@cortez.k12.co.us

Library

The library is available to students, teachers, staff and parents during hours of operation (Monday – Friday 8:30 a.m. – 4:30 p.m.; closed during advisory) for research, reading and studying. There are also computer labs available for academic use. Please refer to the Library section of this handbook or call for more information.

Librarian – Kim Olson	x2144
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Nurse

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

District School Nurse – Sue Ciccio	x2146
Nurse Secretary—Nancy Hoffheins	x2145

Registrar

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

Registrar – Cammy Stevens	x2125
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Parent/Student Resources

Cortez School District RE-1 Mission & Results

Montezuma-Cortez High School's mission: 'A Quality Education for All'

Montezuma-Cortez High School assumes the responsibility for:

1. Maintaining high expectations for student learning. We will teach for understanding, assess our students frequently, provide feedback, and provide all students with a variety of opportunities to demonstrate their mastery of learning outcomes.
2. Helping our students identify and meet challenging goals.
3. Promoting a positive school climate by modeling the qualities and characteristics that we hope to instill in our students.
4. Providing a welcoming and safe classroom environment for all students. Students will be respected for who they are.
5. Ensuring that all students are prepared for assessments by providing them with standards based curriculum, flexible grouping strategies, engaging activities, and meaningful feedback.
6. Respecting the fact that students have different learning styles and will design our instruction accordingly.
7. Working collaboratively to monitor the results of our efforts, and use the evidence to continually improve programs for our students.
8. Reflecting upon our instructional and professional practices, and always striving to improve the program for our students.
9. Reaching out to the parents of our students and the community by communicating closely, listening and responding to concerns, and creating shared learning experiences.
10. Celebrating our students' and colleagues' accomplishments.

Our Students' Right to Learn

It is the goal of Cortez RE-1 School District to create a safe and positive environment that promotes productive learning. The following student rights are based upon common sense, courtesy, consideration of safety, and respect for the rights of others:

The right to a positive learning environment

All students have the right to learn, and no one has the right to interfere with that learning.

The right to be respected

All students have the right to be respected for who they are.

The right to learn in a safe environment

All students have the right to feel emotionally and physically safe in their school.

The right to learn in a substance free environment

In accordance with Colorado State law, all students have the right to learn in a drug, alcohol, and tobacco free school.

Parents - Partners in Learning

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

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

Parental Involvement

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

Accountability Committee

M-CHS Accountability Advisory Committee promotes student achievement and represents our students' interests. Working together, teachers, parents, community members, and administration analyze and discuss current programs and look toward ensuring a high quality educational program for our students. Accountability Advisory Committee will meet in September to pick a schedule for meetings.

Booster Club

The Booster Club meets monthly to discuss relevant topics pertaining to the interscholastic sports program.

Volunteering

As the school regularly coordinates curricular events, competitions, and field trips, teachers need parent volunteers to assist them. Please call your child's teacher to see how you may help.

Parent Email Line

Send your name and email address to deb.ramsey@cortez.k12.co.us in order to get on the M-CHS email list. Monthly calendar announcements are sent on Mondays and special scholarship information is sent on Thursdays.

Facebook Page & Website

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

Notify Me

Go to mchs.cortez.k12.co.us, click on the "Notify Me" icon, and sign up to get news and updates for school weather closures faster than anywhere else.

Confidentiality

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

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

If you do not want Montezuma-Cortez High School to disclose directory information for your child, or release information to the Military without your prior written consent, you must notify the high school in writing by October 15

Attendance

Attendance Philosophy

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

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

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

M-CHS Attendance policy information:

<u>Attendance Policy and Competency Based Learning System</u>				
Class Passed (Attendance 90%+)	Class Passed (Attendance <90%)	Class Failed (Attendance 90%+)	Class Failed (Attendance <90%)	Class Acceleration
All Competency Based Learning Completed	All Competency Based Learning Completed	Completed Competency Based Learning for the course	Complete Competency Based Learning for the course	Take Concurrent Enrollment Courses corresponding to High School Course
Grade Placed on Transcript - Credit Awarded	Complete Online Course Make-up	F on transcript until Competency Based Learning is completed*	Complete Online Course Make-up	Complete Concurrent Enrollment Course
	No Credit until make up class completed	* Completed course in summer school will have a grade override	* Completed course will receive a separate grade	Grade placed on transcript once course is completed
		* Completed course in credit recovery will receive a separate grade		
Competency Based Learning Rationale: Competency Based Learning brings transparency to learning for both educators and students, and also helps calibrate teachers by providing a clear benchmark for each performance level. It is valuable to bring definition to competency based learning because it will establish the target for competency.				
Attendance Rationale: The school recognizes that a significant amount of learning occurs in the classroom. One criteria of a student’s success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student’s progress more quickly than frequent tardiness or absence.				
Why Both: Attendance rates of schools often are directly tied to the achievement level and the school rating. Each period missed by a student equates to an hour lost of learning. Allowing students to exceed 10% in periods missed, communicates a strong message that showing up is not a critical element in success. Allowing students to achieve success with putting in time, reinforces the message. Allowing students to achieve credit without achieving levels of competency communicates that attendance and not achievement, is what is valued. The most realistic environment possible for students is one that contains accountability for achievement and attendance.				

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

If a student brings in a VALID excuse, (doctor note, dentist note, funeral notice, etc.) that absence will not count against the student. The missed days are only tallied when a parent calls in and excuses their student without a valid note.

- Funeral notice will give 2 days for funeral (all other days taken will count against verified absence number). Please contact administration for extenuating circumstances.

ATTENDANCE GOALS: Goal - 95%: 2014-2015 - 89% : 2015-2016 – 88.4% 2016-2017 – 87.53%

168 secondary school days for 2017/18 school year

1. 160 days = 95% attendance = EXCELLENT

2. 152 days = 90% attendance = AVERAGE

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

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

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

Attendance Procedures

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

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

Tardies

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

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

If the student is late and **within 10 minutes** of final bell the student will be considered and marked tardy. If the student is late **past 10 minutes** the student will be marked unverified. The only time a student will receive a tardy slip from the front office is when the student is tardy due to a state excused absence (dr. visit, dental visit, counseling appt, etc...).

Tardies will be documented in Powerschool by the teacher. At the end of the semester each student's tardies will be totaled and that total will be moved over to their absences. Tardy rate will be 0.1 absence per tardy (10 tardies = 1 unverified absence in class).

Tardies are accumulated for all classes per semester in the high school. As detailed above, accumulating cuts or unexcused absences will result in meetings with parents, and if not corrected before ten unexcused absences other disciplinary consequences may occur.

Classroom Visitors

All visitors must report to the office immediately upon arrival to sign in. For the safety of the school, and the maintenance of a productive educational environment, we require that any person not enrolled with M-CHS visiting during the school day have the principal's or designee's approval twenty-four hours prior to the visit.

Prospective Parent Classroom Observations

We are confident that we have high quality teachers and instruction occurring within each classroom and we encourage parents to visit our school. Our curriculum is aligned with state standards, our teachers in each grade level work with one another to ensure that the curricular content is consistent within each classroom, and our performance data rates our schools among the highest achieving schools in Colorado. Therefore, when parents request to visit classrooms for the purposes of enrolling their child in our school, we ask that they arrange this visitation with the principal. The principal will share parent contact information with the teacher whose classroom they will be visiting. That teacher will contact the parent and schedule a visitation.

Temporary Guardianship

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

Public Conduct on School Property

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

Academic Information

General

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

English / Language Arts
Math
Science
Social Studies/History
World Language
Fine Arts
Physical Education/Health
Technological Literacy

Graduation requirements

Students who graduate with the Class of 2018 must earn a minimum of **twenty-three (23)** units of credit in accordance with the district graduation requirements to be considered eligible to receive a diploma from Montezuma-Cortez High School. All graduation requirements must be met prior to the established deadline date in order to receive a diploma and participate in the graduation ceremony. Graduation requirements are:

1. English – 4 credits
2. Social Sciences – 3 credits
3. Mathematics – 3 credits
4. Science – 3 credits
5. PE – .5 credit
6. Health - .5 credit
7. Additional Electives – 9 credits

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

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

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

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

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

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

Academic Information- High School

All Montezuma-Cortez High School courses meet both district and state standards for curriculum and instruction. All high school students must be registered for six classes each year unless administrative approval has been granted.

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

All juniors are required to take the SAT their junior year. We recommend that students take the ACT at least once in their junior year as well. Seniors should take the College Entrance Tests in the fall semester to insure that colleges and universities can consider their most recent scores for admission. Our test center code is 060305. Registration is best done on the internet: www.collegeboard.com for SATs and www.act.org for ACTs.

Advanced Placement Classes

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

Examinations

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

Exceptional Student Services Special Education Requirements:

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

HONORS AT GRADUATION

VALEDICTORIAN:

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

SALUTATORIAN:

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

HISTORIAN: (May not be awarded every year)

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

NATIONAL HONOR SOCIETY:

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

HONOR ROLL:

An Honor Roll is published in the Cortez Journal at the end of each semester for students who have accomplished as such and are designated as:

Scholars	4.0	Grade Point Average	(fulltime student)
Honor Roll	3.7 – 3.9	Grade Point Average	(fulltime student)
Honorable Mention	3.2 – 3.69	Grade Point Average	(fulltime student)

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

Reporting of Student Progress

Grades / Grading

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

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

Semester courses will be finalized at completion of semester.

Grading scale:

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

0-65=F (Academic Support Required)

66-69=D (Academic Support Needed)

70-79=C

80-89=B

90-100=A

Cheating/Plagiarism:

1st offense –Behavior modification/school service class after school, then completion of an alternative assignment with loss of one letter grade; maximum penalty is failure of the course.

2nd offense – Cheating/plagiarism for a second time in the same course will result in the automatic maximum penalty which is failure of the course.

Grade weight:

85% should be on demonstration of learning and 15% on homework.

Assessments:

Students are allowed to retake any assessment with an extra practice assignment that must be completed before the end of the following unit. All retakes must be done within one (1) week of original assigned date. This applies to finals that will be scheduled during the last week of the semester. Teachers are allowed to give students more time if they choose.

Late work:

Must be completed within 1 week of the assigned due date. Late assignments come with a maximum 20% reduction in score. Zero's (0's) on critical assignments will be overridden by teachers to either Incomplete or an F. Teachers have discretion to allow more lenient grading practices.

Progress Reports

Teachers distribute progress reports as necessary during each grading period to inform parents of a student's progress in class. M-CHS will attempt to send out progress reports every three weeks to keep parents informed. The parent portal via PowerSchool allows parents to access their student's grades and schedule at any time. Please see Elsie Walck in the counseling office to obtain your username and password to access this account.

Report Cards

Report cards are a record of the student's work for a grading period and are mailed home at the end of each grading period (2nd & 4th Quarter). The report card/transcripts include academic grades and progress reports from each teacher. Report cards/Transcripts will be held if a parent has failed to reimburse the school for missing library books, textbooks, unpaid athletic fees or other financial obligations.

SPORTS ELIGIBILITY

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

This policy applies to any function that causes students to miss class periods not related to the class or organization.

C.H.S.A.A.-The Colorado High School Activities policy on eligibility is as follows:

Participation in interscholastic activities as a part of a school's educational program is a privilege and not a right. Students wishing to participate are required to meet standards of personal behavior and academic performance which are related to school purposes. In this regard, the CHSAA and its member schools may exercise the fullest discretion permitted under law.

A student enrolled in a high school shall be eligible to represent that school in CHSAA sanctioned interscholastic activities if the student meets the following specific requirements: (a) The student is a bona fide undergraduate member of the high school in which he/she is enrolled.

- EXCEPTION 1: Home based and other students which meet statutory requirements shall be eligible. Statutory requirements state that a student in a home based education program must be registered with the school district of participation a minimum of 14 days prior to being considered a home schooled student. Students who do not meet statutory requirements shall be considered ineligible for interscholastic competition, but may practice (provided he/she is registered with the school district).
- EXCEPTION 2: A student who registers at the beginning of the school year in a nonpublic home-based educational program may participate in the activities program at a public or private school. In the case of a private school, the student must be accepted for inclusion in the school program by the school and meet any criteria set by that private school. (b) In the judgment of the principal of the student's school he/she is representative of the school's ideals in matters of citizenship, conduct and sportsmanship.

During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must pass a minimum of the equivalent of 2.5 Carnegie units of credit.

In accordance to CHSAA policy 1710.a, Montezuma Cortez High School will choose to check grades weekly, beginning on the first Monday of each semester. Each first Monday of the semester, and every Monday subsequently, grades for each student involved in an activity or athletic program will be printed and given to each activity sponsor and/or coach. These grades will serve as a warning to coaches which students are failing 1 or more classes. It is the responsibility of the sponsor/coach to inform their students about each of their grades. On the first Wednesday of each semester and every subsequent Wednesday, the grades of each student involved in an activity or athletic program will be printed again, and given to each activity sponsor and/or coach. **If, on this grade report, a student has 1 or more F's, that student will be ineligible to participate in CHSAA regulated competition until grades are checked again on the following Wednesday.** There will be no exceptions to this requirement, unless a valid human error or unforeseen circumstance takes place, which will be considered on a case by case basis. If the F(s) is removed from the student's grade report by the following Wednesday grade report, that student will once again be eligible to participate; however, if said student still has an F on their report card, they will continue to be ineligible.

If an activity is tied to a grade in class or a Carnegie credit unit, this ineligibility policy will be enforced with one caveat—students who are deemed ineligible on Wednesdays will be able to participate in home events that do not require a student to miss any classes. If a student is ineligible, they may not be able to participate in any events that require them to miss any classes.

Notable Changes to Previous Policy:

- Warning week is no longer applicable. This is replaced by the coach’s grade check on Mondays. Sponsors/coaches will provide students their grades on Mondays, and it will be the responsibility of the student to fix any failing grades on their report card, before the Wednesday report.
- No exceptions to the Wednesday policy will be accepted unless there is a valid human error or unforeseen circumstance present. The reasoning behind this is to prevent additional last-minute grading hardships on teachers. Eliminating the ability to waive ineligibility by notes and/or emails places undue stress on teachers, and transfers grade responsibility from the student to the teacher.
- Students whose eligibility in an activity is tied to a classroom grade or Carnegie credit unit will be able to participate in events that do not require them to miss any classes. The reasoning behind this is to allow students, whose participation in home events is tied to a grade in applicable class, cannot be denied the opportunity to gain said grade/credit. Events, however, that require a student who is ineligible to miss class will be the exception to this policy.

Student Services

Cafeteria

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

* Lunch prices:			* Prices are subject to change without notice.			*Breakfast prices:		
Students:		Full		Reduced		All:	Full	Reduced
Regular		\$2.50		\$.40			\$1.75	no cost
Adults:								
Regular		\$3.50						

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

Returned Checks and Past Due Collections

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

Counseling Office

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

Library

- The -M-CHS library provides many services, including:
- Guidance and assistance in academic research;
 - Processing book loans to students, faculty and staff.
 - Providing a quiet place to read or study;
 - Collaboration with teachers in student research projects;
 - Maintaining accessible periodicals;
 - Supervising Internet research.

The library is open Monday through Friday 8:30 am – 4:30 pm (closed during advisory). During the school day, students must obtain a pass to visit the library.

Lockers

M-CHS will provide 300 academic hallway lockers to students. Students are encouraged to share a locker with another student. Combinations to these lockers will be given on a first come first serve basis. Students are responsible for the security and upkeep of their own lockers. If there are any problems, students should report them to the front office. No modifications to the inside or outside of the lockers may be made. Appropriate pictures may be hung only with scotch or masking tape – no stickers, decals, etc. are allowed. The student assigned to the locker is responsible for any and all damage and will be charged for all cleanup, repairs or damage.

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

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

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

Lost & Found

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

Telephones/Messages

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

Cell Phones/Electronic Devices

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

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

2nd violation in class: Teacher takes cell phone and turns in to VP Robinson’s office. Student can get back at end of day and there will be a phone call home from office.

3rd violation in class: Teacher takes cell phone and turns in to VP Robinson’s office. Parent will pick up cell phone.

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

Use of audio speakers are NOT allowed inside building.

Textbooks

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

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

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.

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.

Medications at School: When possible, please administer medication at home. When medication needs to be administered at school, our school nurse, or front office staff will administer medication. To maintain the health and safety of students taking medication on campus, the school nurse requires all students to register medications (prescription and nonprescription, including Advil and Tylenol) with the front office by completing a "Medication Permission Form". This form requires both a parent/guardian and physician's signature. Teachers may not administer medication to students, and students may not self-administer medication or administer medication to another student.

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.

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 on-line 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 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, 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.

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 his/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.

General Policies and Procedures

Confidentiality

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

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

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

Dances

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

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

Prom

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

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

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

Emergency Procedures

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

Fire Drill/Building Evacuation

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

Closings, Delayed Starts, or Dismissals

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

Lockdown Drills/Emergency Procedure Drill

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

Games

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

Physical Restraint

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

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

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

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

Student Grievances

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

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

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

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

Level IV: The superintendent will review the principal's recommendation and will make a final, binding decision within five days of receiving the principal's decision.
- Superintendent: 400 N. Elm Cortez, CO 81321: Phone Number: 970-565-7522

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

Substance/Alcohol Use

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

Withdrawals

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

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

Transportation

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

Not leaving cars unattended in the drop off lane / fire lane;

Observing and adhering to all traffic signs;

Keeping a keen eye out for, and yielding to pedestrian traffic;

Using common sense and safe driving habits when driving through the parking area.

We welcome support in this effort and suggestions for improvement.

Parking Policy

Limited parking is available in the southwest lot and is open to M-CHS students. Due to the size restriction of the lot, spaces are available only on a first-come-first-served basis. Vehicles parked in undesignated areas (walkways, sidewalks, fire lanes and handicap

spaces) may be towed at the owner's expense. Parking on campus is a privilege, not a right, which may be withdrawn should an M-CHS student's driving and parking habits become an issue. The east road parking area is reserved for emergency and fire only. Any violators may be towed at owner's expense. The northwest and north parking lots are reserved for staff and visitor parking. There are also two loops in the front of the building. Please be aware of each of these loops and their purposes—the North loop is for parent drop off only and the south loop is for bus drop off only.

Bicycles

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

Skateboards

Students are welcome to use skateboards as transportation. However, once on school grounds, students must carry their boards and not attempt tricks or jumps. They cannot ride them inside the building. Students may keep their skateboards in their lockers or other teacher approved areas.

Videotaping

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

CONDUCT & DISCIPLINE CODE

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

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

Modeling appropriate behavior and standards for students;

Setting appropriate expectations for students, and establishing appropriate consequences if a student should choose to violate those expectations;

Providing consequences for infractions that will be appropriate to the level and severity of the infraction (these consequences may include, but may not be limited to the following: loss of privileges, transportation privileges, participation in clubs, athletics or activities; detention at lunch; suspension, and possible expulsion from school);

Working closely with families - the primary teachers of students - to ensure a positive, mutually supportive, and coordinated effort on behalf of the students in the district.

BEHAVIOR EXPECTATIONS

DISTRICT DISCIPLINE POLICY

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

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

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

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

LEARNING RIGHTS

It is the goal of Cortez RE-1 School District to create safe and positive environments, which allow productive learning to occur. The following rights are based on pride, respect, responsibility for and relationship to others.

1. The right to a positive learning environment. Everyone has the responsibility and the right to learn, and no one has the right to interfere with learning. Students have the obligation to be prepared to learn. This includes attending school regularly and on time, and completing assignments.
2. The right to be respected. Teachers' and students' dignity, welfare, and material possessions shall be respected.
3. The right to learn in a safe, positive environment. Fighting, threatening behavior and possession of any type of weapon will not be tolerated. Drugs, drug paraphernalia, alcohol, and tobacco products are not allowed in the schools.

Expectations for Our Students

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

Academics

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

Complete your assignments on time and in a quality manner.

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

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

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

Behavior

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

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

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

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

CONSEQUENCES & DEFINITIONS

Behavior Tickets

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

1. If behavioral issue does not need immediate administrative intervention, a Behavior Ticket can be filled out and given to an administrator. The necessary behavior modification/school service steps will take place and administration will follow up with the plan.
2. If behavioral issue needs immediate attention, an expedited version of the Behavioral Ticket is available. An email will be sent to administration, describing the behavior. An administrator will then visit with the student immediately. The student will then be required to attend a Behavior modification/school service class either during lunch or after school.

The purpose of this program is to give teachers as much support regarding these issues as needed. The tickets and immediate consequences will be utilized to help students be more aware their behavior, and will hopefully help them make better decisions in the future. . The focus of this program will be on the following behavioral issues:

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

Consequences

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

Definitions

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

Academic Dishonesty

Commonly called cheating, academic dishonesty includes, but is not exclusive to:

- Using notes, electronic devices, or study aids without permission during an assignment, quiz or test;
- Falsifying someone else's work as one's own, including plagiarism;
- Forgery of a signature on an assignment or school document;
- Looking at another person's quiz, or test, without the teacher's explicit permission;
- Providing work to another student with the knowledge that it will be plagiarized;
- Using electronic devices to copy, replicate, distribute, or transmit class work.

Consequences for academic dishonesty may include a zero for the assignment with/without an opportunity for making-up the assignment. M-CHS may assign additional consequences as appropriate for highly serious or persistent incidents.

Alcohol/ Drugs/ Tobacco Use

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

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

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

Electronic Smoking Devices

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

Bullying

Bullying and/or harassing behavior is not tolerated at M-CHS. Bullying is defined as any behavior that involves one person coercing, intimidating, or causing a hostile environment for another person. Bullying will be dealt with by referral to the principal.

C.R.S. 22-32-109.1

Bus Conduct

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

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

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

Defiant Behavior

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

Dress Code

To promote a positive, safe, and productive learning and working environment for the students and staff of M-CHS, a Dress Code has been developed to help guide students, parents, and staff members when selecting appropriate school attire. In general, we expect students and staff to be attired in a clean, neat, and modest fashion. To maintain a positive, productive, and safe school environment, **all students and staff will expect each other to dress in a professional manner and will encourage everyone to dress for post-secondary success.**

Prohibited Attire:

- Sheer or short clothing, including skirts, shorts and dresses shorter than mid-thigh (within 3 inches of knee cap or cell phone width distance of knee cap)
- See-through clothing (if see-through clothing is worn, the clothing worn underneath must meet dress code)
- Halter tops, tube tops, fishnet clothing, muscle shirts, spaghetti straps and tank tops with less than 1" inch-strap

- Bandanas and Hoodies (NOTE: Hooded sweatshirts can be worn, but hoods must stay on back)
- 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 that show underwear or skin; pants/shorts are to be worn at the hip level
- Any clothing, jewelry, or accessories that are sexually suggestive, obscene, disruptive, or that promote drugs, alcohol, tobacco or violence
- Chains or spiked accessories or any gang attire
- **NOTE:** Hats will be allowed in community areas, such as hallways and in the commons. Each teacher will create their own hat policy regarding their classroom. Some classes will allow hats, while others will not. **There will be a strict one strike policy for any student who is confrontational to any teacher or staff member regarding individual hat policies.** If administration is notified that a student was confrontational regarding a hat related issue, the student will lose the privilege of being able to wear the hat for the remainder of the year. *The hat policy is being instituted out of respect for students to express themselves and their individuality. However, the privilege to do so must be respected as well. Please be respectful of any teacher and staff member who asks you to remove your hat for them.*

The above list is not all-inclusive. For the orderly and efficient operation of the school, the school administration may determine other attire to be inappropriate as situations arise. If there are questions as to whether an article of clothing is appropriate for school wear, the school administration should be contacted prior to wearing. Students who are considered to be in violation of the student dress code will be required to come into compliance immediately. In extreme cases of dress, makeup, jewelry and/or hair, etc., the student may be sent home to make corrections. All infractions will be documented on the student's discipline record.

Fighting/Assault

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

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

Harassment

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

Hazing

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

Inappropriate Language

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

Inappropriate Public Display of Affection

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

Insubordination

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

Racism

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

Theft

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

Tobacco

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

Trespassing

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

Unsafe Behavior

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

Vandalism

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

Weapons

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

Videotaping

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

MISCONDUCT STEPS & DISCIPLINARY MATRIX

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

1. Work with the student to modify behavior;
2. Notify the principal (through personal contact, phone call, email or referral);
3. Contact parent(s);
4. Meet with the parent(s), student, and principal to develop a plan to improve behavior.

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

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

After School Detention: Some students, regarding which infraction had taken place, will be required to attend lunch and/or after school detentions by helping maintain the cleanliness of the cafeteria.

Suspension – Suspensions will be assigned as detailed in the Discipline Code.

Expulsion – Expulsions will be sought for infractions detailed in the Discipline Code.

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

Problem	Occurrence	Minimum	Maximum
Alcohol or drug use.	First*	Up to a 3-day suspension, Saturday school and counseling	Expulsion plus counseling
	Repeated**	5-15 day suspension	Expulsion plus counseling
Alcohol or drug possession.	First**	3-5-day suspension, Behavior modification/school service class and counseling	Expulsion plus counseling
	Repeated**	5-15 day suspension	Expulsion plus counseling
Possession of Drug Paraphernalia or Alcohol	First**	3-5-day suspension, Detention and counseling	10 day suspension
	Repeated**	5-15 day suspension	Expulsion plus counseling
Arson/Explosives/Fireworks	Any** (Restitution in all cases)	5 day suspension	Expulsion
Bus Rules Violations	First*	Refer to Bus Conduct Policy	1 week bus suspension
	Repeated*	Refer to Bus Conduct Policy	Bus suspension for the rest of year
Cell Phone in classrooms or at activities	First	Warning-teacher confiscates phone	Behavior modification/school service class
	Repeated*	Behavior modification/school service class	Suspension/signed contract with parents
Defiance of Staff Authority or Insubordination	First*	Behavior modification/school service class	Suspension
	Repeated*	1-3 day suspension	Drop from class; “W.F.” (withdraw/fail)
Disruptive Behavior on Campus	First *	Behavior modification/school service class	1-3 day suspension
	Repeated*	After 1st suspension, a behavior contract may be developed; Saturday School	Withdraw /Fail grade, Expulsion, Refer to state law below

Problem	Occurance	Minimum	Maximum
Profanity/ Inappropriate gestures/ Pornography	First	Counsel, Behavior modification/school service class, per computer use policy	1-3 days in school Suspension, Behavior modification/school service class
	Repeated *	1-3 days in school Suspension	Refer to state law or Computer Policy
Laser Pointer, Lighters, Matches	First*	Confiscated; Behavior modification/school service class	Suspension
Academic Dishonesty as defined in the Student Handbook	First*	Zero on assignment; Behavior modification/school service class	Suspension/Grade Reduction
	Second* (Any class)	Zero on assignment; Suspension	Suspension with counseling
Sexual Harassment	First*	Behavior modification/school service class	3-10 day suspension
	Repeated*	3 day suspension, counseling required	Expulsion

Dress Code Violations	First	Warning and correction (see Student Handbook)	Parents called to replace inappropriate garment
	Repeated*	Behavior modification/school service class followed by Saturday School for each 3 warnings and parent conference	
False Fire Alarms	First*	5 day suspension call Fire Dept.	10 day suspension call Fire Dept.
	Repeated**	10 day suspension	Expulsion
Bomb Threat	First**	5 day suspension	Expulsion
Fighting	First*	1-5-day suspension, Behavior modification/school service class and counseling	1-5-day suspension, After school Behavior modification/school service class and counseling
	Repeated**	1-5-day suspension, Behavior modification/school service class and counseling	Expulsion Refer to state law
Physical Assault	First** OR Repeated**	Suspension	Expulsion for 3rd Degree Assault

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

Problem	Occurrence	Minimum	Maximum
Tardiness	First (office referral)	Behavior modification/school service class	Behavior modification/school service class
	Repeated*	Suspension	Attendance Contract established/loss of credit
Theft	First*	Behavior modification/school service class	1 day suspension & police report
	Repeated**	3 day suspension	Expulsion
	Students will be required to return or replace stolen item		
Threats/Harassment/Bullying/Extortion	First*	Counseling and Behavior modification/school service class	1-3 days in school suspension
	Repeated*	3-5 days suspension	Expulsion
Tobacco/Possession or Use	First*	Behavior modification/school service class	1 day in school suspension
	Repeated*	1-3 day suspension	5 day suspension
Trespass/ Campus disruption/ Throwing projectiles	First	Behavior	Reprimand & note in file, parent called
	Repeated**	Call Police	Suspension
Truancy; Cutting class	First*	Behavior modification/school service class	Suspension
	Repeated*	Parent conference, or Suspension	Attendance Contract; Drop from class with Withdraw/Fail; Court Referral Possible ** After the fourth unexcused absence in a month or the tenth unexcused absence in a year, a Teacher/Parent/Student/Counselor/Administrator meeting will be required to develop an attendance contract. (Senate Bill 93-140)
Unsafe Behavior/ Horseplay, etc.	First	Behavior modification/school service class	Suspension
	Repeated *	Behavior modification/school service class	Suspension
Disrespect of school property including littering	First	Work Behavior modification/school service class	Behavior modification/school service class
	Repeated *	Behavior modification/school service class	Suspension, expulsion

MANDATORY EXPULSION

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

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

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

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

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

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

* = Parent called

** = Parent and Police called

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

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

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

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

Montezuma-Cortez High School
2017 – 2018
Parent / Student Handbook Acknowledgement

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

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

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

Student's Signature: _____ Date _____

Parent / Guardian Name (please print): _____

Parent / Guardian Signature: _____ Date _____

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