
MONTEZUMA-CORTEZ
HIGH SCHOOL
Student-Parent Handbook



2022-2023



Helpful Contacts

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

Administration

Principal – Emily Moreland	x2127
Principal’s Secretary – Bea Valdez	x2131
Assistant Principal –	x2127
Assistant Principal / Activities Director — Lauren White	x2124
Athletics / Activities Secretary – Elsie Walck	x2122
Assistant Principal Secretary – Cammy Stevens	x2121
Receptionist – Cristy Reyes	x2100

Faculty:

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

Counselors:

Carmen Maness – All 12 th Graders & 10 th Graders last names Q-Z	x2201
Colin Noel — All 11 th Graders & 10 th Graders last names I-P	x2147
Kristy Charles – All 9 th Graders & 10 th Graders last names A-H	x2126
Counseling Office Secretary – Gina Littlefield	x2129

Registrar:

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

Natalia Erlandson	x2125
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Librarian:

Librarian – Kim Olson	x2144
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Nurse:

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

MCHS School Nurse –Jennifer Blackmer, LPN	x2145
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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

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

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

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

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

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

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Montezuma-Cortez High School Graduate Profile

The graphic features the text "M-CHS GRADUATE PROFILE" in orange and black on the left. To the right is a stylized landscape with a black mountain range, a grey sky, and wavy orange and black lines representing water or a path. A white box on the right contains a list of skills.

**M-CHS
GRADUATE
PROFILE**

The M-CHS Graduate Profile is a collection of Essential Skills, in demand by employers, that all students should strive to build into their own profile. They include:

- Self Awareness • Self Confidence • Initiative
- Career Awareness • Academic Knowledge
- Information Management • Critical Thinking
- Media Literacy • Community Awareness
- Cultural Identity • Empathy • Collaboration
- Effective Communication • Resilience
- Perseverance • Promptness • Dependability
- Reliability • Financial Literacy
- Tech Literacy • Inquisitive • Innovative
- Leadership • Adaptability • Marketing
- Career Experience • College Experience
- Marketing • Civic Responsibility
- Project Management

Montezuma-Cortez High School 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, Panther, Panthers!”

School Colors: Orange & Black
School Mascot: Panther

ACADEMIC PROGRAM INFORMATION

Diploma Options

Montezuma-Cortez High School Diploma Options		
<i>Our flexible diploma options recognize the different pathways our M-CHS graduates take. The Honors and Standard Diplomas are for students considering a four-year college or university after high school, while our Career and Technical Diploma is tailored to students wishing to enter the workforce directly after graduation. For more information on these diploma options (and their requirements), see page ## of this handbook.</i>		
Honors Diploma	Standard Diploma	Career & Technical Diploma
English: 4 credits	English: 4 credits	English: 4 credits
Math: 4 credits Algebra I Geometry Algebra II Math Elective	Math: 3 credits Algebra I Geometry Algebra II	Math: 3 credits Algebra I Geometry Math Elective
Social Studies: 3 credits Social Studies Elective US History American Government	Social Studies: 3 credits Social Studies Elective US History American Government	Social Studies: 2 credits US History American Government
Science: 3 credits Physical Science Biology Science Elective	Science: 3 credits Physical Science Biology Science Elective	Science: 2 credits Physical Science Biology
Physical Education: 0.5 credits	Physical Education: 0.5 credits	Physical Education: 0.5 credits
Health: 0.5 credits	Health: 0.5 credits	Health: 0.5 credits
Fine Art: 1 credit Music, Art, Drama	Electives: 9 credits	Electives: 11 credits
Foreign Language: 2 credits	23 credits	23 credits
Electives: 6 credits 24 credits	* Must demonstrate College and Career Readiness (see <i>Graduation Competency Requirement Options on next page</i>)	* Must complete 2 Elective Pathways * Must demonstrate College and Career Readiness (see <i>Graduation Competency Requirement Options on next page</i>)
* Must complete 3 Advanced Pathways * Must demonstrate College and Career Readiness (see <i>Graduation Competency Requirement Options on next page</i>)		

Students who do not meet yearly benchmarks are considered credit deficient and should meet with their counselor to develop a plan for credit recovery and graduation. Contact your grade level counselor (970-565-3722, ext 2129) to ensure that you are on track for graduation.

Montezuma-Cortez High School

Graduation Competency Requirement Options

Per the state of Colorado, all high school graduates are required to demonstrate *College and Career Readiness* in the areas of English and Math in addition to obtaining the appropriate number of credits to graduate with an M-CHS Diploma. Below, please find the many different options seniors have for meeting this state requirement.

Accuplacer

<i>English</i>	<i>Math</i>
62 on Reading Comprehension or 70 on Sentence Skills	61 on Elementary Algebra

Accuplacer is a computerized test that assess reading, writing, math, and computer skills.

ICAP Requirements: Completed FAFSA, Completed College Application

Accuplacer – Next Generation

<i>English</i>	<i>Math</i>
241 on Reading or 236 on Writing	255 on Arithmetic (AR) or 230 on Quantitative Reasoning, Algebra and Statistics (QAS)

Next Generation Accuplacer is a computerized test that assess reading, writing, math, and computer skills.

ICAP Requirements: Completed FAFSA, Completed College Application

ACT

<i>English</i>	<i>Math</i>
Scale Score of 18 in English	Scale Score of 19 in Mathematics

ACT is a national college admission exam. It measures four subjects – English, reading, math and science. The highest score is 36.

ICAP Requirements: Completed FAFSA, Completed College Application

ACT WorkKeys Assessment

<i>English</i>	<i>Math</i>
Score of at least level 3 in Workplace Documents	Score of at least level 3 in Applied Math

ACT WorkKeys assessments measure foundational skills required for success in the workplace and help measure the workplace skills that can affect job performance.

ICAP Requirements: Completed Job Application, Resume

Advanced Placement (AP) Exam

<i>English</i>	<i>Math</i>
2 in AP Language and Composition or AP Literature and Composition	2 in AP Calculus, AP Statistics or AP Computer Science

AP exams test students' ability to perform at a college level. Scores range from 1 to 5 (highest).

ICAP Requirements: Completed FAFSA, Completed College Application

Armed Services Vocational Aptitude Battery (ASVAB)

<i>English</i>	<i>Math</i>
31 on the AFQT	31 on the AFQT

The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 are eligible for service (along with other standards).

ICAP: Completed Armed Services Application

Concurrent Enrollment	
<i>English</i>	<i>Math</i>
Passing with a C or higher in PCC English 121, PCC English 122, PCC Introduction to Literature 1, or equivalent college English course	Passing with a C or higher in PCC Introduction to Statistics, PCC College Algebra, PCC College Trigonometry, PCC Personal Mathematics, or equivalent college Math course
Concurrent enrollment provides students the opportunity to enroll in postsecondary courses while simultaneously earning high school and college credit. ICAP Requirements: Completed FAFSA, Completed College Application	
INDUSTRY CERTIFICATE	
<i>English</i>	<i>Math</i>
Individualized	Individualized
An industry certificate is a credential recognized by business and industry. Industry certificates measure a student's competency in an occupation, and they validate a knowledge base and skills that show mastery in a particular industry. This decision will fall upon a school team. ICAP Requirements: Completed Job Application, Resume	
SAT	
<i>English</i>	<i>Math</i>
470 in EBRW score	500 in Math score
SAT is a national college entrance exam. It includes sections on reading, writing, and math. The highest score is 800 per section. ICAP Requirements: Completed FAFSA, Completed College Application	
DISTRICT ACCOMODATIONS	
<i>English</i>	<i>Math</i>
Individualized	Individualized
The school district reserves the right to accommodate students that qualify under an individualized plan. This decision will fall upon a school team. ICAP Requirements: Based on Individual Student	



ACADEMICS

Equal Education Opportunity [JB]

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed, sex, sexual orientation, religion, national origin, marital status, disability or need for special education services.

Honors Diploma Program

The Honors Diploma Program represents the most academically-rigorous course of study at Montezuma-Cortez High School. Available to all fulltime students, the program provides an individualized academic experience for participants so they can get the most out of their experience at Montezuma-Cortez High School as well as prepare for future studies.

Honors Diploma candidates are required to complete all aspects of the program which includes five components: An Educational Plan, Academic Excellence Requirement, Specialized Learning Assignment, ICAP (Individualized Career and Academic Plan), and Individual Involvement.

For more information or to apply to the program, please contact the program coordinator, Mrs. Copeland (scopeland@cortez.k12.co.us) or visit the Counseling Office.

Academic Letters

The Academic Letter is based on Grade Point Average (GPA). To qualify for an Academic Letter, a student must carry at least five subjects a semester. Eligibility is based on the following scale:

9th Grade – Cumulative GPA of 3.70

10th Grade – Cumulative GPA of 3.65

11th Grade – Cumulative GPA of 3.60

12th Grade – Cumulative GPA of 3.55

Advanced Placement Classes [IHCDA-R, IJNDAB]

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

ASCENT (Accelerating Students through Concurrent Enrollment)

Acceleration Students through Concurrent Enrollment (ASCENT) is a fifth-year high school program that allows students to participate in concurrent enrollment the year after 12th grade. To qualify, students must have earned at least 9 college credits. Students enrolled in the ASCENT program will have their tuition paid for (excluding books and fees). For more information on the ASCENT program, students should reach out to their grade-level counselor.

Concurrent Enrollment [IHCDA]

M-CHS offers the option for high school students to enroll in college courses, allowing the student to earn high school credit simultaneously with college credit. Some of these classes can be taken online while students are working on M-CHS's campus; others can be taken directly at a local community college (ex: PCC). Note that while the district will pay the cost of tuition for concurrent enrollment courses (for students earning a C or better), the qualified student and the student's parent/guardian shall be responsible for the cost of textbooks and fees. If you are interested in this program, please see your counselor for more information.

Courses through M-CHS for Non-enrolled Students

Students wishing to take individual courses through M-CHS will be charged a semesterly fee of \$250 (additional course fees may apply). This can be paid through the Counseling office. Students taking M-CHS courses are expected to adhere to all M-CHS policies and procedures outlined in this handbook and must sign in and out at the front office when arriving to and leaving campus. In addition, non-enrolled students taking classes at M-CHS may only be on campus during the time that their class is scheduled and will need to leave campus once the class concludes each day.

Credits From Other Institutions and Home-based Programs [IKF]

Students entering from outside the district must meet the district's course requirements. The principal or principal's designee shall determine whether credit toward course requirements shall be granted for courses taken outside the district. In accordance with applicable state law, college courses completed pursuant to the student's participation in a "dropout recovery program" shall count as credit toward completion of the district's credit requirements.

Credit Recovery

In an effort to allow students to recover credit and stay on path to graduation, students may be required to attend Summer School, enroll in a Foundations class during the following school year, or potentially retake failed courses to make up credits lost. In order to prioritize in-person learning opportunities, students will generally be unable to work on credit recovery during the school day and will instead be required to make up missing credit on their own time.

Early Graduation/Path4Ward [IKF]

The Board of Education believes that most students benefit from four years of high school experience. However, in some cases, students are ready for postsecondary education or other opportunities prior to completing four years of high school. Therefore, the superintendent or designee will grant permission to students wishing to graduate early, provided the student has met all district graduation requirements in accordance with this policy and its accompanying exhibits. In addition, the Path4Ward program may provide students graduating early with scholarships to pursue college classes, workforce training, or other certificate programs to prepare for life after high school graduation.

Students interested in early graduation and/or the Path4Ward program must meet with the senior level counselor to learn more information. To graduate early, eligible juniors must fill out and turn in a completed application packet by April 1st of their junior year (if intending to graduate at the end of second semester of junior year) and November 1st of their senior year (if intending to graduate at the end of the first semester of senior year).

English Language Learners [IHBEA]

In keeping with the intention of the state of Colorado and this school district to offer educational opportunities to those students with limited English proficiency, the district shall provide suitable, research-based language instructional programs for all identified English language learners in grades kindergarten through 12. The district shall identify students as English language learners using the state-approved assessment for English language proficiency. Identified students shall be assessed annually to determine their level of proficiency in the English language.

Exceptional Student Services (ESS) [IHBA]

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

Section 504 [Montezuma-Cortez School District RE-1 504 Handbook]

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities. If a student has a physical or mental impairment that substantially limits one or more major life activities, he or she is eligible for educational protection under Section 504 which may include the creation of a specific 504 Plan to ensure that the student is receiving full access to a Free and Appropriate Public Education (FAPE) per federal law. Families wishing to learn if their child meets the eligibility criteria for a 504 Plan should contact their student's grade-level counselor. In addition, the school district's 504 Compliance Officer is James Parr (504complianceofficer@cortez.k12.co.us; 970-565-7522, ext. 1131).

Honor Roll

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

<i>Scholar</i>	4.0	GPA
<i>Honor Roll</i>	3.7 – 3.9	GPA
<i>Honorable Mention</i>	3.2 – 3.69	GPA

Students pursuing ASCENT, Early Graduation, or Path4Ward will not be included on the Honor Roll after they complete their regular course studies at M-CHS.

Work Study, Internships, Apprenticeships and Career-Connected Learning

The Career-Connected Learning program at M-CHS includes work study, internships, and apprenticeships, and is designed to help qualified students build skills and gain real-world work experience to prepare them for the future. Students may earn elective credits towards graduation by participating in Career-Connected learning (.5 credits will be awarded for 80 hours of work-based learning). To qualify for the program and earn credit, students must apply and be accepted, document their work, and meet all deadlines set by the Internship/Work Study Coordinator. Students may be placed back into a regular class schedule if they do not meet the requirements of the program. Students who want to participate in Career-Connected learning should consult their grade-level counselor and then talk to the Internship/Work Study Coordinator regarding scheduling and placement.

Teacher/Student Aides

Seniors who wish to become an Aide must find the teacher/office that they wish to work under and get their approval (signature form) in the spring before their senior year. Each teacher may only have one Student Aide; therefore, the first to submit their approval form for a teacher will get that placement. For approval, student's grades, attendance, and discipline records will be reviewed. Seniors may only earn one (1) Student Aide credit during high school.

Tutoring/Friday School

The school provides numerous academic supports for any students needing extra help in their core subjects. Tutoring is offered for M-CHS students every Tuesday from 4:15-5:30. Additionally, students may attend optional Friday school from 8-12 to retake tests*, make up work, etc. Sept. 23, Oct. 21, Dec. 9, Jan. 6, March 3, April 7, May 5, May 19. * *Note that students who plan to attend tutoring or Friday school must make arrangements with their regular core class teacher PRIOR to attending either option to ensure that the teacher can arrange the requested work and activities.*



M-CHS Graduation Requirements

All graduation requirements must be met by Monday, May 22 at 8 a.m. to participate in the 2023 graduation ceremony. Seniors who do not complete all the requirements by this date will not be allowed to walk at graduation. These seniors may still receive their diploma if they complete all requirements by June 30, 2023.

Seniors shall receive notification from the Counseling Office if their graduation status is in jeopardy prior to graduation.

1. A **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 and have met the state of Colorado graduation competency requirement. Additionally, each Honors Diploma student must complete all the requirements of the Honors Diploma Program to receive this diploma.
2. A standard **Montezuma-Cortez High School Diploma** will be awarded to each student who has satisfactorily completed all state and local requirements of units of credit and have met the state of Colorado graduation competency requirement. 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.
3. A **Montezuma-Cortez High School Career and Technical Diploma** will be awarded to those students who satisfactorily complete all state and local requirements of units of credit and have met the state of Colorado graduation competency requirement. This diploma option is for students wishing to enter directly into the workforce following graduation. To receive this diploma, parents must meet with the students' counselor and/or case manager.

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

1. Determination and notification of students eligible to receive the appropriate diploma.
2. Provisions to ensure that students receive the most favorable diploma through counseling and other assistance as needed.
3. Assurance that 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.



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 time at Montezuma-Cortez High School. The GPA will be based on students' cumulative GPA and will include the final 2nd semester grades from senior year. If two or more students tie for the highest GPA, the highest submitted SAT test score determines valedictorian. The school will not pay for additional tests apart from the mandated junior year SAT test. All test scores must be submitted in an official College Board report form to the M-CHS Counseling Office by April 1st of the senior year to be considered for valedictorian status.

Students who choose to graduate early or are taking classes at the college level through ASCENT or Path4Ward will not be eligible for either Valedictorian, Salutatorian, or Top 20 Student acknowledgement.

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 are tied for second-highest GPA, the highest submitted SAT score of those tied will determine the salutatorian.

Honors Diploma Program


Students who complete all the requirements of the Honors Diploma Program will be acknowledged at graduation and will be awarded a medallion acknowledging completion of the program.

Top 20 Students

The top 20 students in the graduating class, as determined by GPA, will be acknowledged at graduation.

National Honors Society

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





GRADING AND ASSESSMENT

Grading and Assessment Overview [IKA, IKA-R, IKE, IKF/IKF-2-R]

Students earn credit based on semester grades. Generally, the majority (85% or more) of a student's grade is based on assessments, including (but not limited to) end-of-course exams, unit tests, and portfolio writings. Homework, classroom engagement, daily activities such as do nows and exit tickets, etc. are considered "classwork" and will constitute a smaller portion (no more than 15%) of a student's grade.

Cumulative, skills-based written and/or performance assessments are given in the middle and end of each semester in all courses, including electives, to assess each student's progress toward meeting the standards for the course. These may include formal exams, standardized tests, projects, writing portfolio submissions, and performance-based activities.

Each core academic department establishes requirements to determine student grades for a course.

- English:* To gain credit, students must earn a final classroom grade of at least 60% and have a complete Writing Portfolio with all pieces earning at least a 60%.
- Math:* To gain credit for Algebra I, Geometry, and Algebra II, students must earn a final classroom grade of at least 60% and pass all unit exams with a 60% or higher. A 60% is required in all other M-CHS Math classes while PCC Math classes must earn a 70% to gain credit.
- Science:* To gain credit for Physical Science, Biology and Earth Science, students must earn a final classroom grade of at least 60% and pass each unit exam, as well as the required labs. with a 60% or higher. All other Science courses must earn at least a 60% to gain credit.
- Social Studies:* To gain credit for all Social Studies courses, students must earn a final classroom grade of at least 60% and have passed all unit exams with a 60% or higher.

Final determination of student grades will be made based on student performance on required skills and knowledge as determined by grade equivalent District and State standards. If students pass 1st semester, they will not have to retake that semester if they fail the 2nd semester or vice versa.

Grading Scale

- 90-100% = A
80-89% = B
70-79% = C
60-69% = D (Academic Support Recommended)
0-59% = F (Academic Support Required)

- I = Incomplete Credit is not awarded for the course regardless of percentage; students with an Incomplete must complete required work within 2 weeks of the end of the semester to earn credit in a course. If required work is not completed within 2 weeks, the grade will automatically turn to an F regardless of the percentage at the end of the semester.
- NC = No Credit Credit is not awarded for the course and the course does not affect the students grade point average (GPA); students may be required to recover the credit through Summer School or an approved Credit Recovery class.
- P/F = PASS/FAIL Only a select few classes that are solely attendance-based award credit on a Pass/Fail basis; these courses are identified in the Course Description Guide. A grade of P in a Pass/Fail class does not factor into a student's GPA, while a grade of F does factor into a student's GPA calculation.

Grade Point Average (GPA)

For the purposes of calculating student GPA, the following values are used: A = 4.0; B = 3.0; C = 2.0; D = 1.0. Montezuma-Cortez High School does not award partial values for + or – grades.

For the purposes of calculating student GPA, grades in AP and concurrent college enrollment classes are weighted and therefore are awarded the following values: A = 5.0; B = 4.0; C = 3.0; D = 2.0

College Entrance Exams

The State of Colorado requires all grade 11 students to take the SAT and offers this test, free of charge, on M-CHS's campus in April. Because some colleges and universities require the ACT, M-CHS recommends that students take the ACT at least once in their junior year as well. Though M-CHS does offer the SAT on campus periodically throughout the year, students wishing to retake the SAT or ACT will have to pay for these exams themselves and arrange to do so on their own time. The M-CHS Test Center Code is 060305. Registration for all exams, aside from the state-mandated April SAT for Juniors, is completed on the internet: www.collegeboard.com for SATs and www.act.org for ACTs. Students may also learn more about these exams from their counselor or the school librarian Kim Olson.

District Assessments [IKA; IKA-E]

The district administers a variety of state tests to help our teachers better understand your child's academic needs and progress. You will receive information on your child's performance (achievement and growth) on those tests including, but not limited to: *READ Act*, *Colorado Measures of Academic Success (CMAS)*, *ACCESS for English language learners*, *P-SAT*, and *SAT for High School students*. Parents are encouraged to reach out to their child's teachers, counselor, or the principal with any questions about these assessments or their child's performance. Parents wishing to opt their student out of any of these tests need to schedule an appointment well in advance of the exam with the building principal to discuss the formal process for exemptions.

Assessment Retakes

Excluding midterm exams and finals, students may retake any assessment (including projects, essays, tests, etc.) at M-CHS*. Requirements for a retake are determined by departments and may include completion of all homework, conferencing with the teacher, revision of the original assessment, etc. A student's desire to retake an assessment should be communicated to the teacher in a timely manner. Schoolwide, no student may retake assessments, make-up, or submit work for a class after the following dates:

- All Quarter 1 assessments and classwork must be submitted by October 28th, 2022 at 12 p.m.
- All Quarter 2 assessment and classwork must be submitted by January 6th, 2023 at 12 p.m.
- All Quarter 3 assessments and classwork must be submitted by April 7th, 2023 at 12 p.m.
- For seniors, all Quarter 4 assessments and classwork must be submitted by May 18th at 4 p.m.
- For grades 9-11, all Quarter 4 assessments and classwork must be submitted by May 24th at 4 p.m.

If a student does not submit required assessments for courses in the time frame above, they will be required to recover the credit lost. See section on "Credit Recovery" earlier in this document for more information.

**Retakes are generally not given in AP and Concurrent Enrollment courses due to the advanced nature of these courses.*

Late versus Make-up Assessments and Classwork [JH]

M-CHS distinguishes between assessments and classwork that are late and assessments and classwork that are made up following an excused absence (make-up work). In the case of an excused absence (either for a school-sponsored event or parental excuse), the school follows the district's policy of allowing students 1 day of make up for each day missed. It is the responsibility of the student to pick up make-up work from teachers on the first day that they return to school. Make-up work is not subject to late penalties if it is submitted within the timeframe described above.

Students who are marked UNV or CUT for class periods when an assessment takes place or classwork is completed or submitted will be subject to penalties. All students, regardless of if they are marked UNV or CUT on an assessment day, will be allowed to complete these assessments, though they will be subject to a 20% reduction from the grade that is earned. Policies regarding classwork that is submitted late are determined by academic departments and will be communicated to students and parents in the course syllabus. No assessments and classwork may be submitted after the deadlines listed in the above section on retakes.

Progress Reports


The parent portal via PowerSchool allows parents to access their student's grades and schedule at any time. Please contact Gina Littlefield (970-565-3722, ext. 2129) in the Counseling Office to obtain your username and password or if you have any issues setting up your account.

Report Cards

Report cards are a record of the student's work for a grading period and are mailed home at the end of each semester. The report card includes academic grades from each teacher and reflects official grades that also appear on the student's transcript. Discrepancies must be reported immediately to ensure timely correction and accuracy of student transcripts.

ATTENDANCE

Bell Schedule



2022-2023
M-CHS BELL SCHEDULE

1st Period	8:00 - 9:05
2nd Period	9:10 - 10:15
3rd Period	10:20 - 11:25
LUNCH	11:25 - 12:10
4th Period	12:15 - 1:20
Homeroom* /5th Period	1:25 - 3:00
6th Period	3:05 - 4:10

*Homeroom will run for the first 30 minutes of period 5.
Announcements will be read during the last 5 minutes of Homeroom

Attendance [JEA, JFBA, JFBA-R, JFC, JFC-R, JH, JHB, JLIB]

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 missed classwork.

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

1. PowerDialer will contact parents each period a student is absent.
2. Upon the 3rd full day of unexcused absence (consecutive or non-consecutive) in a semester, parents will be contacted via phone, and a meeting will be arranged to discuss remediation concerning attendance.
3. If a student continues to miss school following the implementation of a remediation plan, he or she may be referred to truancy court by the high school.

After any absence from school, students should 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 and/or a phone call to 565-3722 x2100. If a student brings in a valid excuse (signed note from parent confirming reason for absence, a doctor's note, dentist note, funeral notice, legal notice, etc.), that absence will not count against the student as an unexcused absence. Please contact administration for extenuating circumstances.

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

1. A student who is temporarily ill (Code: ILL) or injured (Code: ILL) 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 (Code: DOC), court appearances (Code: LGL), family trips (Code: FAM), and college visits for seniors (Code: FAM)
2. A student who is absent for an extended period due to physical, mental or emotional disability (Code: ILL or FAM)
3. A student who is attending any school sponsored activity or activities of an educational nature with advanced approval of the administration. (Code: SAC or SSM)
4. A student who misses for impassable roads (for bus transportation)(Code: RWC)

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

When an absence is known about in advance, parents should notify the school and students should arrange with their teachers any work that will be missed during the absence. All arrangements for make-up work due to unknown or unexpected absences will be made on the first day the student returns to school. It is the student's responsibility to initiate contact with the teacher for make-up work and to meet the teacher's established due date. Per district policy, students will have one day to make up work per day missed (whether the absence is excused or unexcused, known about in advance or unexpected).

Late assessments or classwork from unexcused absences are subject to penalties (up to 20%). Please note that in the case of **truancy** (UNV or CUT), students may also be subject to discipline procedures (see below). In the case of a missed quiz, test, etc. due to truancy, teachers may require the assessment be made up the day a student returns to school, and teachers may offer an alternative version of the assessment in order to protect the integrity of the original assignment. Late assessments will be subject to a 20% grade deduction.



Attendance During Remote Learning Periods [EBCE]

During days of remote instruction, teachers will take attendance and monitor student participation through Google Classroom. Students and families should follow the same documentation/communication procedures when addressing a remote-learning absence as they would during periods of in-person learning.

Tardies

At M-CHS, 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 to any class (after the final bell rings), the student must report to the front office.

The following policy will be in place concerning tardies:

1. If a student comes to class without an excuse in the first 10 minutes following the bell, the teacher will mark them TUX (tardy unexcused). If a student comes late with an excuse from a teacher, the teacher will mark them TDY (tardy excused).
 - If the student comes MORE than 10 minutes late, the teacher will mark them UNV (absent unverified) and may also request that the office mark them CUT (cut – truant).
2. Following the second tardy in a class, the teacher will address the issue with the student
3. Following the third tardy, the teacher will contact home to alert guardians of the issue and will log the contact in PowerSchool
4. On the fourth tardy, the administration will contact home and issue a lunch detention to be served the next school day
5. **Continued issues with tardies:** Further consequences will be implemented by the administration and may include lunch detentions, after-school detentions, and/or in-school solutions (ISS)

Checkout from school [JLIB]

In order to leave campus, students must be checked out at the front office window by a parent or guardian who is listed as an approved pick-up in PowerSchool. Parents or guardians must be physically present on campus to pick up the child from school. For security reasons, additional contact/pick-ups may only be added to PowerSchool by the parent or guardian filling out a form and returning it to the office; the school is not authorized to allow students to leave campus or be signed out by adults who are not listed in PowerSchool as approved pick-ups, even if a parent approves this by phone.

Concurrent Enrollment Student Attendance

Students who are taking classes off campus at PCC or have a work-study period may not be on M-CHS's campus unless it is during a time when they have an on-campus, M-CHS class.

Attendance for Seniors

It is the school's belief that in-person learning is a vital part of the learning experience; at the upper level, it is especially vital for students to be present each day in order to participate to the fullest extent in their classes. Therefore, all seniors will be required to attend at least 85% of the calendar days during their final year of high school; students who fall below this mark and whose absences are not excused using the criteria in this handbook will not be allowed the privilege of walking at graduation.

Temporary Guardianship

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

School Dismissal/Cancelation [EBCE]

The superintendent is empowered to close the schools or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. Parents and students will be alerted to any school cancelations via the school district's automated calling system.

In the event school is physically closed due to an emergency, the district will utilize remote instruction via Google Classroom. To ensure all students have the ability to access their lessons via remote instruction, the district will provide one-to-one electronic devices and supply internet hotspots when appropriate.



ADDITIONAL M-CHS POLICIES AND PROCEDURES

Bicycles

Bicycle racks are located outside the building and students are welcome to use them. For safety, students riding bicycles should ride them only on the streets and driveways at M-CHS and not on the sidewalks or in the courtyards beyond the metal barriers or in the bus loading zones. Additionally, bicycles are not allowed in the building at any time.

Bus Riders

Riding the bus to and from school is a privilege provided to students within the Montezuma-Cortez School District. Students must adhere to the district's policies relating to student conduct on the school bus and will be subject to the district's penalties in the case that these policies are violated. In addition, in order to prioritize consistent attendance at M-CHS, students who are marked unverified (UNV) or cut (CUT) for 1 or more class periods in one school day will not be allowed to ride the school bus home that day.

Cell Phone/Personal Technology Device (PTD) Policy [JICJ]

The policy on cell phones and other personal electronic devices at M-CHS is based on the district's policy [JICJ] which states:

The Board of Education believes personal technology devices may be useful tools for students in the educational environment and can play a vital communication role during emergency situations. However, use of personal technology devices in school situations must be regulated to assure that the use of such devices does not disrupt or interfere with the educational process or school operations. Therefore, students may only use PTDs on district property, on a district vehicle or at a district or school-sponsored activity or event in accordance with this policy.

For purposes of this policy, "personal technology device" (PTD) includes any privately-owned portable technology device, including but not limited to cell phones, pagers, tablets, laptops, cameras, audio and/or video recorders and players, and all other hand-held electronic communication and data storage devices."

Students may use PTDs as a designated tool for learning if authorized by the student's teacher. It is the student's responsibility to ensure that the PTD is turned off or placed in silent mode during unauthorized times.

1. Student use of PTDs with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms or any other location where such use could violate another person's reasonable expectation of privacy.
2. Students shall not use PTDs to engage in, promote or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law.

Violation of this policy or any other district, school or classroom rule or regulation on student use of PTDs may result in disciplinary measures and/or temporary confiscation of the PTD. Confiscated devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel. If the building principal or designee believes a student's possession or use of a PTD may involve a violation of the law, the building principal or designee may also refer the matter to law enforcement.

The district shall not be responsible for loss, theft or destruction of PTDs brought onto school or district property or while the student is attending district or school-sponsored activities or events.

The M-CHS policy on PTDs is built on the school district's policy, prioritizing student learning, engagement, and the learning environment above all else. Therefore, students at M-CHS will adhere to the following procedure regarding PTDs:

- I. All students will be required to place their cell phones and PTDs on silent mode, including deactivation of any vibration or flashing-light alerts, during class time
- II. When they enter a classroom or learning space, students may be asked to either place their PTDs in a storage caddy* provided by the teacher OR that they secure their PTDs out of reach and sight (ex: in a zipped backpack)
*The teacher will secure the storage caddy during class time, and students will not have access to their PTDs
- III. It is at the discretion of the teacher if and when students may access their cell phones during class time. The teacher will clearly indicate to students when these times are by flipping a sign at the front of their room to the "green light."
 - A. Students will never NEED a cell phone in class for any activity; they will be provided a Chromebook by the school that may be used for all electronic learning activities.
- IV. Students may NOT use their PTDs in the hallway or bathroom during class time
 - A. Students MAY use their PTDs in the hallways during passing periods, before school, during lunch, and after school.
 - B. Per district policy, they may NOT use PTDs with recording capabilities in bathrooms, locker rooms, or any other space with a reasonable expectation of privacy.

Students who violate the procedures above will be subject to disciplinary penalties according to this handbook (see "General Code of Conduct Violations" on page ____). In addition, the teacher may ask that a student who violates this policy take their device to the office where it will stay for the remainder of the school day. Refusal to do so will be treated as "non-compliance" ("General Code of Conduct Violation").

-The first time this happens, a parent must pick up the cell phone from the front office

-Any repeat violation of the school's PTD policy may result in additional penalties covered under "general code of conduct violations"

Please note that in accordance with school district policy JICJ, the district and school shall not be responsible for loss, theft or destruction of PTDs brought onto school or district property or while the student is attending district or school-sponsored activities or events.

-Students are encouraged to use personal lockers with locks while they are in class to ensure the safety of their PTDs.

-Students may request a locker from the library (see policy on "lockers" later in this handbook)

Communication with teachers during periods of online learning

In periods of online learning, electronic communication between students and teachers should take place only via email or the Google Suite (Google Chats, Google Docs, Google Classroom, etc.), and should occur between the regular school hours of 8:00 and 4:10. Communication, questions, etc. that occur outside of these hours may result in a delayed response as they are occurring outside of normal school hours. In general, teachers will respond to an email no more than 24 hours after it was sent with the exclusion of weekends or during designated breaks as determined by the school district calendar.

Course Amendment Requests and Schedule Changes

Students seeking exceptions to requirements stated in the Course Description Guide may request permission to override these requirements by filling out a “Course Amendment Request” form that can be acquired from their grade-level counselor.

Changes to course schedules must be made in the first two weeks of the semester. Students who wish to change their schedules must first fill out a “Schedule Change Request” form obtained from a classroom teacher or the front office. It is the responsibility of the student to then turn in this form to the Counseling Office secretary, Gina Littlefield. Changes are only made when there is room available to make the switch and for legitimate academic purposes.

Testing Out of Courses

Students may request to test out of required course work that is a prerequisite for a diploma. This requires successful performance on an exam designed to measure mastery of the exit outcomes of that course. Upon passing with a 70% or higher, the student will receive high school credit (but no letter grade) for the course. Students may only test out of core classes for which end-of-course outcomes have been established. Prior to testing, the student may request a copy of the course syllabus, objectives, and/or unit topics from the course. Students must request test-out opportunities in the counseling office and may only attempt to test out of a course twice.

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 before the dance is over but may not reenter the dance. High school students wishing to invite high school students from other schools must complete ‘Dance Guest’ form from the Activities office by the deadline set by that office. Middle School students may not attend any dances at M-CHS, nor may any student guest over the age of 20.

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 Student Code of Conduct and applicable penalties outlined in this handbook.

Deliveries to the School

Flowers and balloons may be delivered to the school. Deliveries will be received by the secretaries in the office and the student will be notified of the delivery. Items may only be retrieved by students before school, during lunch, or after school. In addition, delivered items such as flowers, balloons, etc. may not be brought into the hallways or into classrooms on campus during the school day.

NOTE: Door Dash or other food deliveries may not be sent to the school and will not be received by the secretaries.

Dress Code [based on JICA] A safe and disciplined learning environment is essential to a quality education program. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing (provided by the school) or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

1. Violations should be treated as minor on the continuum of school rule violations.
2. No student should be disproportionately affected by dress code enforcement because of gender, race, body size, or body maturity.
3. The dress code should be clearly conveyed and articulated to students.
4. Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to, kneeling or bending over to check attire fit, measuring straps or skirt length, asking students to account for their attire in the classroom, and directing students to correct a dress code violation during instructional time.

Dress code infractions will be addressed by administration and will be noted in PowerSchool for record-keeping purposes. Continued issues with dress code may result in disciplinary action per the handbook for "willful defiance/disobedience" (General Code of Conduct violation).

Students May Wear:

1. Religious headwear
2. Hoodie sweatshirts (covering the head is not allowed)
3. Caps and hats in the school building
4. Fitted pants, including leggings, yoga pants and "skinny jeans"
5. Ripped pants, as long as underwear is not exposed and rips in thigh do not extend above mid-thigh
6. Tank tops, including spaghetti straps, and halter tops
7. Athletic Attire

Students May Not Wear:

1. Sheer or see-through clothing or clothing that exposes private areas normally covered by undergarments
2. Visible underwear. Visible straps on undergarments worn under other clothing are not a violation
3. Tops that are cut or cropped to reveal the stomach
4. Hoodie that is covering the head
5. Pajamas
6. Swimwear
7. Sunglasses worn inside the building
8. Shorts, dresses, skirts, or other similar clothing shorter than mid-thigh length
9. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - o Refer to drugs, tobacco, alcohol, or weapons
 - o Are of a sexual nature
 - o By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - o Are obscene, profane, vulgar, lewd, or legally libelous
 - o Threaten the safety or welfare of any person
 - o Promote any activity prohibited by the student code of conduct

Exceptions

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

Fees

M-CHS public education is tuition-free, but not completely free of expense. We do have RE-1 school-board approved fees for consumables such as laboratory supplies, visual arts supplies, PE uniforms, catering cooking supplies, fashion design/sewing supplies, etc. In addition, students must buy their own pencils, paper, pens, erasers, notebooks, and other personal items that are needed for classes on the school supply list.

Food and Drinks in the Classroom

It is at the discretion of the teacher whether students may consume food or drinks in the classroom.

Hall Passes

If a student needs to leave the classroom during regular class time, they must first clear it with the teacher, and then take the standard school hall pass from the classroom. Only one student will be allowed out of class at a time from classrooms. Students who are found in the hallway without the standard school hall pass may be subject to disciplinary action relating to truancy. Similarly, if a teacher reports that a student is abusing the use of the hall pass by being out of class for an unreasonable amount of time, the student may be subject to penalties relating to truancy, including lunch detention.

Johnson O'Malley Program

JOM Program is set up for any Native American student that can provide a certificate of Indian blood. This certificate must be turned into our Activities/Athletic Office. If a student qualifies for this program, JOM funds can be used to cover certain fees required by the school. For more information about this program, please see the Activities Secretary, Ms. Elsie Walck (970-565-3722, x2122).

Games

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

Internet Usage Policy [JS]

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right.

All M-CHS students and parents will be required to review the district's policy concerning internet usage (policy can be found [here](#)), and students who violate the policy will face discipline consequences under the section "General Code of Conduct Violations."

Lockers

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

Lockers are school property and remain 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. A 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.

All lockers in use must have a lock provided by the student; a locker will not be issued unless a student can show proof of lock ownership. Contents of lockers used without a lock will be bagged and held in the Main Office. M-CHS is not responsible for the security of any items stored within lockers. Students are reminded to keep their lockers locked and to not share their combinations with anyone else.

Lost & Found

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

Parent Drop-Offs

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.

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. 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 and pick up only.

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. Unsafe driving or behavior in vehicles on campus may be subject to school disciplinary procedures and may be referred to law enforcement.

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; jeans and baseball hats are not allowed.

Smoking or drinking controlled substances is not allowed. A student who is suspected of substance violations will be detained, may be subject to the penalties outlined in this handbook, and may be referred to law enforcement.

Public Conduct on School Property

All visitors, during school hours, 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.

School Transcripts

If students need a copy of their official transcript from the school district, they should contact the school's registrar at (970-565-3722, ext. 2125) or visit the registrar in the Counseling Office.

Skateboards

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

Speakers

Use of audio speakers are not allowed inside building. In addition, personal music played over headphones or ear pods should only be loud enough for the individual listener to hear.

Student Distribution of Non-Curricular Materials [JICEC-R]

Students who wish to distribute more than 10 items or copies of noncurricular materials on school property or at a school activity must notify and receive approval from the principal a minimum of one day in advance.

Teaching about Controversial/Sensitive Issues and the Use of Controversial Materials [IMB]

Controversial issues are defined as those problems, subjects or questions about which there are significant differences of opinion, for which there are no easy resolutions, and discussion of which generally create strong feelings among people. Although there may be disagreement over what the facts are and what they mean, subjects usually become controversial issues because of differences in interpretation or the values people use in applying the facts.

Controversial materials are defined as learning resources which are not part of the district's approved learning resources and which are subject to disagreement as to appropriateness because they refer or relate to a controversial issue or present material in a manner which is itself controversial. Examples of such materials include, but are not limited to, those that depict explicit sexual conduct, graphic violence, profanity, drug use, or other socially-undesirable behaviors, or materials that are likely to divide the community along racial, ethnic, or religious lines.

It is the opinion of the school, district, and board that "controversy is inherent in the democratic way of life. It is essential, therefore, that the study and discussion of controversial issues have an important place in education for citizenship in a free society. Students can develop into free citizens with informed loyalty to democracy only through the process of examining evidence, facts and different viewpoints; through the exercise of freedom of thought and moral choice, and through the making of responsible decisions."

Therefore, the following policies exist regarding the teaching and discussion of controversial issues per the district:

- Teachers may use controversial learning materials and discuss controversial issues if they contribute to the attainment of course objectives directly related to Board-adopted academic standards and when the goal is in the student achievement of academic standards rather than reaching conclusions about the validity of a specific point of view
- Teachers will work cooperatively with the principal to obtain approval prior to the use of controversial materials or discussion of controversial issues. If a teacher has a question regarding whether an issue or resource is controversial within the meaning of this policy, the teacher shall contact the principal.
- When appropriate as deemed by the building principal, parents/guardians will be notified of the use of controversial materials or the discussion of controversial issues through a permission slip that will be sent home; alternative learning activities shall be provided when feasible at the request of a student or the student's parents/guardians
- Teachers shall inform the principal of controversial issues that arise unexpectedly which cause or are likely to cause concern for students and/or their parents/guardians
- When teaching about controversial issues, teachers will present information in an objective manner and impartially to ensure multiple perspectives are represented, and model citizenship to present fairly the various sides of an issue
- Controversial issues are to be presented with good judgment and coordination with the building principal, keeping in mind the maturity and background of the students. The influence on values, attitudes, and responsibility of the individual students must be considered in conjunction with the actual subject content

Textbooks [JQ]

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

Video surveillance [ECAF]

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.

Visitation or Volunteering

All visitors or volunteers must report to the office immediately upon arrival to sign in. M-CHS will use Raptor ID System and all visitors or volunteers will be required to wear a visitor badge at all times while in our building during school hours. 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. Anyone planning to visit campus may call to talk with the secretaries at 970-565-3722.

Withdrawals

Students who wish to officially withdraw from school prior to the end of the school year, regardless of the reason, must present to the registrar's office a statement, signed by either a parent or guardian, stating the reason for withdrawal or fill out a form in the registrar's office. 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 registrar's office. Monies owed to the school must be taken care of prior to withdrawal.

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.



STUDENT SERVICES

Food Service

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

All families may apply for the free and reduced meal program. Applications can be obtained from the high school office, cafeteria, or at the district website at www.cortez.k12.co.us. Families must submit an application each year for eligibility consideration.

Cafeteria

The M-CHS cafeteria provides well-balanced, nutritional food at affordable prices. The cafeteria serves food before school and at lunch. Students may purchase food either as a whole meal, or a la carte. M-CHS offers lunch accounts for students.

* Lunch prices:
Secondary Full Lunch \$3.00

*Breakfast prices:
Secondary Full \$2.25

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

* Prices are subject to change without notice.

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. 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.

Counseling Office

M-CHS counselors offer academic and career counseling to all students grades 9-12. In addition, the counseling department offers short-term personal counseling in both group and individual settings to address areas such as peer relationships, substance use and abuse, emotional support, grief management, etc. If long-term counseling is requested or needed, counselors will refer students to appropriate community resources. Please contact an M-CHS counselor at 565-3722 ext. 2129 for more information.

Library

The library is available to students, teachers, staff and parents Monday–Thursday, 8:00 a.m.–4:10 p.m. During the school day, students must obtain a pass from their teacher to visit the library. The M-CHS library provides many services including guidance and assistance in academic research, processing book loans to students, faculty, and staff, providing a quiet place to read or study, collaboration with teachers for student research projects, maintaining accessible periodicals, and supervising internet research.



SCHOOL SAFETY

Emergency Procedures

The safety of M-CHS students, faculty and staff largely depends upon its students' knowledge of its emergency procedures and their calm execution of those procedures. Students should be ready to take part in appropriate drills to ensure the safety of all students and staff should an emergency 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 monthly fire drills. Exit maps are posted in each classroom and on the bulletin boards. Upon hearing the fire alarm, all students, faculty and staff will exit the building in an orderly manner according to the mapped exit routes. Administration will announce when students, faculty and staff may return to the building.

Lockdown Drills/Emergency Procedure Drill

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

Nixle Updates

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



HEALTH SERVICES INFORMATION 2022-2023 School Year

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

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

Medications at School:

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

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

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

Food Allergy Policy and Form [Required posting]

The Montezuma-Cortez School District RE-1 has a food allergy and anaphylaxis policy which is available from your school nurse. The Standard Allergy and Anaphylaxis Form is included in the registration packet for your convenience. Rescue medication cannot be administered or carried by the student without medical provider orders and parent permission.

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 Screening Questionnaire in the registration packet. All information is confidential and is shared only on a need-to-know basis. Alert your school nurse if you do not want your student's medical information shared with appropriate school personnel.

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

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

COVID-19: COVID-19 is a virus currently circulating around the world. It can cause no symptoms at all, mild or serious illness, or death. For the most up-to-date information regarding the district's policies concerning COVID-19 including requirements for masking, social distancing, quarantining/self-isolation, and remote learning, please visit the district's website at www.cortez.k12.co.us.



STUDENT AND FAMILY RIGHTS AND RESPONSIBILITIES

Confidentiality (FERPA) [JRA/JRC]

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

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

Other parties seeking information about grades, discipline, attendance, etc. who are not one of the parties stated above will not be granted this information, even if they are listed in PowerSchool under Contacts or as an Emergency Contact.

If you do not want Montezuma-Cortez High School to disclose **directory** information such as phone numbers and addresses for your child, please notify the M-CHS Counseling Department **in writing** by October 14, 2022.

Military Collection of Student Directory Information [JRA/JRC]

Under the No Child Left Behind Act (NCLBA) of 2001, high schools that receive federal funds must provide certain student contact information to military recruiters upon request and must allow recruiters to have the same access to students as employers and colleges. If you DO NOT want Montezuma-Cortez High School to disclose directory information for your child, or release information to the Military without your prior written consent, you must notify the M-CHS Counseling Department **in writing** by October 14, 2022.

Teacher Qualifications

Parents and guardians are entitled to information regarding the qualifications of the teachers in their school. If desired, please call your school's office and ask for an appointment with your principal to talk about the qualifications of your child's teacher or paraprofessional. More information is available at:

<https://www.cde.state.co.us/fedprograms/essaeducator>

District Board Policies

Information about RE-1 Board Policies can be found at the following web address and from your school's website: <https://www.cortez.k12.co.us/our-district/board-of-education/policies>. Additional information or support can be found by calling your school or the district administrative offices at 970-565-7282.

School Performance

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

Physical Restraint [JKA-R]

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

Sexual Harassment [JBB]

The district is committed to maintaining a learning environment that is free from sexual harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature, or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor, or principal in their school building and file a complaint, through the district's complaint process addressing sex-based discrimination. All reports and indications from students, district employees, and third parties must be forwarded to the Title IX Coordinator. The district will initiate and investigate in accordance with the appropriate procedures addressing sex-based discrimination and sexual harassment and take appropriate corrective action.

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

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interrogate the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing.

School administration may search a student and/or the student's personal property including backpacks, purses, etc. while on school premises or during a school activity in accordance with district policy and may seize any illegal, unauthorized or contraband materials. Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested except in the case of searches of school property including desks and lockers in which no reason or advanced warning is necessary.

The privilege of bringing a student-operated motor vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband. Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle on to school premises. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials. Routine patrolling of student parking lots and inspection of the outside of student automobiles shall be permitted at all times.

A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action. An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search the results and the names of any witnesses to the search. Any contraband items found during the search will be confiscated and held by school administration and may be used as evidence for suspension, expulsion, or may be turned over to law enforcement for further action.

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall ascertain that the law enforcement officer has proper identification.

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the student's parent/guardian. It is expected that all procedural safeguards prescribed by law are followed by law enforcement officers conducting student arrests. However, district staff is not responsible for an officer's legal compliance when arresting a student.

Student Grievances [JII-R]

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

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

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

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

Tom Burris - Superintendent: 400 N. Elm Cortez, CO 81321: Phone Number: 970-565-7282

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.

Accountability Committee

M-CHS Accountability Advisory Committee promotes student achievement and represents our students' interests. Working together, teachers, parents, community members, and administration analyze and discuss current programs and look toward ensuring a high quality educational program for our students. The Accountability Advisory Committee meets quarterly. Contact Bea Valdez for more information (bvaldez@cortez.k12.co.us)

Parent Email Line for Announcements, Calendar and Scholarship Updates

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

Facebook Page, Website, and School District App

Follow M-CHS on Facebook at <https://www.facebook.com/Montezuma-Cortez-High-School-1403241106632820/> as well as online at <https://www.cortez.k12.co.us/our-schools/M-CHS> for the latest news and updates. In addition, please download the Montezuma-Cortez School District RE-1 App at the App Store.



ACTIVITY AND ATHLETIC ELIGIBILITY

[JJ, JJA-1, JJA-2, JJA-2-R, JJIB, JJJ]

Note: This policy applies to any activity that causes students to miss class periods during the school day including competitions, performances, fundraisers, etc. For more information about specific activities or athletic programs, please call or visit the Activities Office.

CHSAA (Colorado High School Activities Association) requirements

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 that are related to school purposes. In this regard, 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. (b) During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 units of credit per semester and must pass a minimum of the equivalent of 2.5 credits per semester.

M-CHS Requirements

In accordance with CHSAA policy 1710.a, Montezuma-Cortez High School will check grades and attendance weekly, beginning in the first full week of each season. Each Monday of the season, 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 and identify students who are failing one or more classes and/or those students in danger of failing (D grade). It is the responsibility of the sponsor/coach to inform their students about failing or near-failing grades. On the first Wednesday of each season and every subsequent Wednesday, the grades of each student involved in an activity or athletic program will be distributed to each activity sponsor and/or coach. **If on the Wednesday grade report a student has one or more F's, that student will be ineligible to participate in CHSAA regulated competition or M-CHS sponsored activities from Thursday 8 a.m. following grade checks until the Thursday 8 a.m. after the next grade check.**

NCAA Eligibility

To play sports at a Division I or II school, you must graduate from high school, complete 16 NCAA-approved core courses, earn a minimum GPA and earn an ACT or SAT score that matches your core-course GPA. For more information, be sure to talk with your grade-level counselor, visit the following link (tinyurl.com/ncaagradreq22), or see the Course Description Book for more information.#

Transfer Students

If a student transfers enrollment to another school without an accompanying change of domicile by the student's parent/guardian, the student's eligibility to participate is determined by the district's eligibility requirements, CHSAA bylaws, and applicable law. CHSAA regulates transfer students and has categories of different levels of transfer. Online paperwork must be approved by CHSAA before practice or competition can begin. Please refer to the Activities Office for guidance on transfers.

Participation Fees

Students are required to pay a participation fee for all extracurricular athletic programs.
Current participation fees:

Marching Band, Cheer, Dance, Boys and Girls Cross Country, Volleyball, Boys and Girls Soccer, Boys and Girls Basketball, Boys and Girls Golf, Wrestling, Boys and Girls Track, Softball, Baseball	\$60
Football	\$70

Appeals

Any student who is sanctioned or is found by the school, school district, or CHSAA to be ineligible to participate in any extracurricular activity may appeal the sanction or finding. Such an appeal must first be directed to the Activities Director. Students may not appeal sanctions for unsportsmanlike conduct or ejection from the activity.

Student eligibility relating to grade or for-credit classes

If an activity is tied to a grade in class or a for-credit unit, the M-CHS eligibility policy will be enforced with this exception: students who are deemed ineligible on Wednesdays will be able to participate in events that do not require the student to miss any classes beyond the class in which the activity is required; ineligible students may not participate in any events that require them to miss other classes.



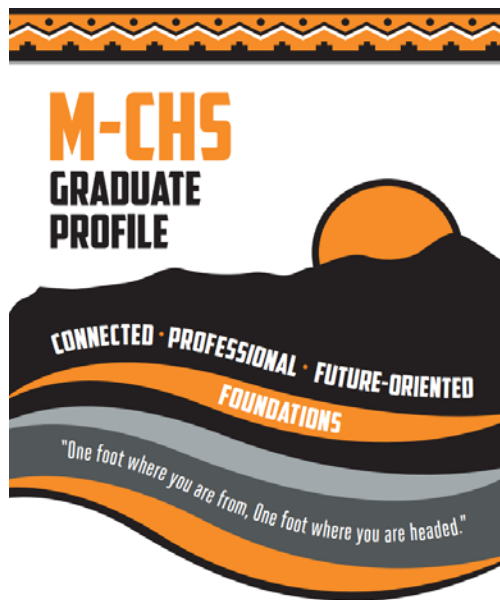
STUDENT CODE OF CONDUCT

It is the policy of the Board and M-CHS to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively, or the ability of other students to participate in classroom learning activities. The school shall take reasonable steps to ensure the health and safety of its students during the school day. Students shall be expected to abide by the M-CHS Student Code of Conduct and any other appropriate classroom rules established by the classroom teacher and/or administration for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

General Tenets that Guide M-CHS Student Behavior

At M-CHS, our focus is on Student Learning, Student Engagement, and Post-Graduate Success.

Our discipline practices are implemented in a way that is transparent, aligned with state law and board policies, and rooted in equity. We strive to protect our learning environment so that it is safe, welcoming, and respectful of differences. Above all, M-CHS works to prepare our students to be connected, professional, and future-oriented as per our graduate profile.



Note on Students with Disabilities [JK-2]

Students with disabilities are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their Individualized Education Programs (IEPs), any Behavioral Intervention Plan [BIP] and this policy. Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP and/or Behavioral Intervention Plan. For more information about discipline of students with disabilities, consult RE-1 District Policy document [JK-2](#).

General Discipline Procedures [[JKBA-R](#)]

Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior interferes with the classroom environment and will not be tolerated.

Each teacher should create a classroom management policy that reflects and adheres to the school and district policies concerning student conduct and clearly communicate this policy to students and parents. Whenever possible and appropriate, teachers must first work with students within the classroom to address behavior that violates the code of conduct. For low-level behavioral violations and transgressions, teachers should implement their own management policies and penalties which may include verbal warnings, redirection, limited time out of class to “cool down,” and calls home to parents. Teachers should also use PowerSchool to document any behavioral violations that occur within their classroom that are habitual or might require further mediation by the administration.

A student who engages in classroom conduct or behavior prohibited by the code of conduct may be removed from class by a teacher and placed temporarily in an alternative setting in accordance with these procedures. For purposes of this policy and procedure, a "class" includes regular classes, special classes, resource room sessions, labs, study halls, library time, school assemblies and other such learning opportunities taught or supervised by a teacher. "Teacher" means a person holding a teaching license issued by the state who is employed to instruct, direct or supervise the instructional program. It does not include substitute teachers as defined in state law.

Academic Dishonesty

Academic Dishonesty can exist in many forms and is considered a serious offense; it is a form of literary and intellectual theft. Academic Dishonesty may include, but is not limited to, the following:

- Turning in an assignment, project, test, or other academic product which is the result of copying or adapting someone else's work.
- Using a crib sheet, sharing answers, or otherwise seeking answers from another individual or source of information unless expressly permitted by the instructor.
- Copying sentences phrases, paragraphs, or pages from print medium or other sources without providing documentation or credit.
- Using plots, characters, theories, opinions, concepts, designs, or other forms of print or non-print medium and presenting them as original work without properly attributing them to the source.
- Sharing one's work with others or working with others when the expectation is that students complete the work individually.

As a general rule, the appearance of cheating will be treated as cheating.

Offense:

Academic Dishonesty

First Occurrence	The teacher must report the incident to the Assistant Principal, who will arrange a meeting between the teacher, student, guardians, and admin to review the incident and discuss penalties per the Student/Parent handbook. The student must redo the assignment from scratch (not just modify) to receive credit; otherwise, they will receive a "0". Please note that the teacher reserves the right to provide an equitable but alternate assignment to preserve the integrity of the assignment. A note will be added to the student's record on PowerSchool.
Second Occurrence	The teacher must report the offense to the Assistant Principal. If a documented incidence of Academic Dishonesty has been recorded in PowerSchool during the same academic school year (even in another class), a meeting between the Assistant Principal, the teacher, the student, and guardians will be arranged. The student will receive a "0" on the assignment, and the assignment cannot be made up during the regular school year. If the assignment is a requirement for course credit, it may only be made up during Summer School. An incident report will be recorded in PowerSchool.
Third/Subsequent Occurrences	If a third or subsequent occurrence of Academic Dishonesty is reported during the same academic school year (in any class), a meeting will be arranged by the Assistant Principal that includes the teacher, student, and guardians. The student will fail the semester of the class in which the strike occurred and may only recover the credit once the semester has elapsed. An incident report will be recorded in PowerSchool.

Alcohol Violation

M-CHS prohibits the consumption, possession, sale, or being under the influence of alcohol on school grounds, in school vehicles, or at school activities or sanctioned events. Any alcohol and/or paraphernalia will be confiscated and turned over to Cortez PD. Any student involved in such activity will be subject to disciplinary and/or legal action.

<i>Offense:</i> Consumption, possession, sale, or being under the influence of alcohol	First Occurrence	Minimum to include 1-5 day suspension and parent notification plus potential behavior modification, counseling, police notification	Maximum to include 5-15 day suspension, parent notification, and police notification
	Repeated Occurrence	Minimum to include 3-15 day suspension, parent notification, police notification, plus potential behavior modification and counseling.	Maximum to include expulsion, parent notification, and police notification

Assault (Fighting)

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

<i>Offense:</i> 3 rd Degree Assault (infliction of bodily injury on another person)	First Occurrence	Minimum to include 1-5 day suspension, parent notification, and police notification plus potential behavior modification and counseling	Maximum to include 5-15 day suspension, parent notification, and police notification
	Repeated Occurrence	Minimum to include 3-15 day suspension, parent notification, and police notification plus potential behavior modification and counseling	Maximum to include expulsion, parent notification, and police notification
<i>Offense:</i> 1 st Degree Assault, 2 nd Degree Assault, or Vehicular Assault	Any Occurrence	Mandatory expulsion following a Discipline Review Hearing according to House Bill 96-1203; police notification	

According to House Bill 96-1203, any student involved in first-degree assault in a school building or in or on school property as defined in the Colorado Revised Statutes will be expelled.

Bullying/Harassment*

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically-transmitted expression or by means of a physical act or gesture. Harassment includes behavior that is intended to demean, terrorize, embarrass, humiliate, or otherwise cause mental harm to another person. Harassment may be sexual or nonsexual in nature and falls under the general umbrella of bullying. **Note that bullying and harassment based on criteria protected by Title IX will be referred to the district’s Title IX Coordinator to determine appropriate next steps.*

<i>Offense:</i> Bullying, coercion, harassment (including sexual harassment), or intimidation of an M-CHS community member	First Occurrence	Minimum to include consequences for behavior and parent notification plus potential behavior modification, counseling, police notification	Maximum to include parent notification, 1-5 days suspension plus potential behavior modification, counseling, police notification
	Repeated Occurrence	Minimum to include 1-5 day suspension and parent notification plus potential behavior modification, counseling, police notification	Maximum to include parent notification, 5-15 day suspension, and potential behavior modification, counseling, police notification. For particularly egregious, repeated acts, expulsion may be recommended.

Bus Conduct [JICC]

Transportation is a privilege. Consequences for behavior on buses will be administered and recorded under the appropriate category of violation but may also include bus suspension depending on the offense. Bus suspensions may be administered by either the transportation department, or school administration.

<i>Offense:</i> Bus Rules Violation	First Occurrence	Minimum to include consequences for behavior and parent notification plus potential behavior modification, counseling, police notification	Maximum to include consequences for behavior, parent notification and up to 1 week bus suspension plus potential behavior modification, counseling, police notification
	Repeated Occurrence	Minimum to include sequences for behavior and parent notification plus potential behavior modification, counseling, police notification	Maximum to include consequences for behavior, parent notification, and bus suspension for the rest of the year plus potential behavior modification, counseling, police notification

Drugs Violation

M-CHS prohibits the use, possession, sale, or being under the influence of a drug or controlled substance other than marijuana on school grounds, in school vehicles, or at school activities or sanctioned events. Possession of drug paraphernalia will also result in disciplinary action. Any drugs and/or paraphernalia will be confiscated and turned over to Cortez PD. Students 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 of a drug or controlled substance as defined in section 12-22-303 of the Colorado Revised Statutes will be expelled following a Discipline Review Hearing.

<i>Offense:</i> Use, possession, or being under the influence of drugs or controlled substances other than marijuana	First Occurrence	Minimum to include 1-5 day suspension and parent notification plus potential behavior modification, counseling, police notification	Maximum to include expulsion, parent notification, and police notification
	Repeated Occurrence	Minimum to include 3-15 day suspension and parent notification plus potential behavior modification, counseling, police notification	Maximum to include expulsion, parent notification, and police notification
<i>Offense:</i> Sale of drugs or controlled substances other than marijuana	First Occurrence	Mandatory expulsion following a Discipline Review Hearing according to House Bill 96-1203	
	Repeated Occurrence	Mandatory expulsion following a Discipline Review Hearing according to House Bill 96-1203	

Habitual Disruption [JK-R]

A student may be declared “habitually disruptive” if three or more times during the course of the school year the student causes a material and substantial disruption on school grounds, in a school vehicle, or at a school activity or sanctioned event.

<i>Offense:</i> Habitual Disruption	Repeated Occurrence	1. The principal will inform the superintendent when a student causes a second material and substantial disruption. 2. The student and the student’s parent/guardian will be notified in writing of each disruption which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of “habitually disruptive student.” 3. A student who has been declared habitually disruptive shall be suspended for up to 10 days and/or recommended for a Discipline Review Hearing in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions
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Marijuana Violation

M-CHS prohibits the unlawful use, possession, sale, or being under the influence of marijuana on school grounds, in a school vehicle, or at a school activity or sanctioned event. Possession of marijuana paraphernalia and/or electronic smoking devices (Vaping pens, etc.) found with marijuana or THC will be confiscated and turned over to the Cortez Police Department. 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 of a drug or controlled substance as defined in section 12-22-303 of the Colorado Revised Statutes will be expelled following a Discipline Review Hearing.

<i>Offense:</i> Consumption, possession, or being under the influence of marijuana	First Occurrence	Minimum to include 1-5 day suspension and parent notification plus potential behavior modification, counseling, police notification	Maximum to include 5-15 day suspension, parent notification, and police notification
	Repeated Occurrence	Minimum to include 3-15 day suspension and parent notification plus potential behavior modification, counseling, police notification	Maximum to include expulsion, parent notification, and police notification
<i>Offense:</i> Sale of marijuana	Any Occurrence	Mandatory expulsion following a Discipline Review Hearing according to House Bill 96-1203	

Tobacco Violation including Electronic Smoking Devices (Vaping) [ADC]

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

<i>Offense:</i> Use, possession, or sale of a tobacco product	First Occurrence	Minimum to include confiscation of product and paraphernalia, parent notification plus potential behavior modification, counseling, police notification	Maximum to include confiscation of product and paraphernalia, parent notification, 1 day suspension plus potential behavior modification, counseling, police notification
	Repeated Occurrence	Minimum to include confiscation of product and paraphernalia, parent notification, 1-3 day suspension plus potential behavior modification, counseling, police notification	Maximum to include confiscation of product and paraphernalia, parent notification, 5 day suspension plus potential behavior modification, counseling, police notification

Truancy [JHB]

If a student is absent from class without permission from a parent, the teacher, or an administrator, the student shall be considered truant. A "habitually truant" student shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as "habitually truant."

Truant students who miss entire days of school without an excused absence will be handled according to the attendance policy outlined earlier in this document. Those who leave school for a portion of the school day without permission will be dealt with in the following manner:

<p><i>Offense:</i> Truancy</p>	<p>First Occurrence</p>	<p>Minimum to include lunch detention, parent notification via PowerDialer for any classes missed, and subject to academic departmental policies concerning late assessments and classwork. Lunch detention must be served the next school day after the offense occurred and the detention is issued. If a student has an in-school or after-school activity or sport the same day he or she is truant, he or she will be ineligible for participation. Students who are marked unverified (UNV) or truant (CUT) for 1 or more class periods in one day will not be permitted to ride the school bus home</p>	<p>If lunch detention is not served by the end of next day, a phone call will be made home alerting parents to the infraction; student will be issued an additional 2 lunch detentions which must be served consecutively. If the student misses either lunch detention, they will be issued an in-school suspension the next school day for non-compliance (general code of conduct violation)</p>
	<p>Repeated Occurrences</p>	<p>Minimum to include ineligibility from sports or activities for to be determined period (decided with coaches and the Activities Director), lunch detentions, and a phone call home to parents</p>	<p>Maximum to include 1-3 days suspension due to continued defiance of general code of conduct, parent notification (either to be served on campus OCD or off campus OSS)</p>

Note that leaving the school from any of the side, alarmed doors during the school day will be considered an act of truancy and will be subject to the above consequences.

Weapons [JICI]

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

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

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

<p><i>Offense:</i> Bringing, carrying, possessing, or using a non-dangerous weapon (as defined above) or facsimile of a firearm</p>	<p>Any Occurrence</p>	<p>Minimum to include parent notification, confiscation of weapon, plus potential behavior modification, counseling, potential police notification; 1-5 day suspension</p>	<p>Maximum to include parent notification, confiscation of weapon, 5-15 day suspension plus potential behavior modification, counseling, police notification</p>
<p><i>Offense:</i> Bringing, carrying, possessing, or using a dangerous weapon (as defined above)</p>	<p>Any Occurrence</p>	<p>Mandatory expulsion following a Discipline Review Hearing according to House Bill 96-1203. All firearm related offenses fall under the Gun-Free School Act (GFSA).</p>	

General Code of Conduct Violation [JICDA, JICDD]

Violations to the M-CHS and district Code of Conduct which may include, but are not limited to, stealing or attempting to steal district or personal property, robbery, destruction or defacement of district property, verbal abuse including ethnic or racial slurs (may also fall under the category and penalties of “bullying/harassment”), hazing, gang and gang-like activity, internet usage violations, profanity/vulgar language/obscene gestures, lying or making a false accusation of criminal activity, behavior that is threatening or detrimental to welfare/safety, behavior that is disruptive, racist behavior, violent or aggressive behavior, roughhousing, willful disobedience or defiance. If a violation to the Code of Conduct falls more clearly under a more-specific category above, then the consequences will apply in that category.

<i>Offense:</i> Violation to the Code of Conduct that is not specified in another category	First Occurrence	Minimum to include consequences for behavior and parent notification plus potential behavior modification, counseling, or police notification	Maximum to include parent notification, 1-5 days suspension plus potential behavior modification, counseling, or police notification
	Repeated Occurrence of the same offense OR repeated code-of-conduct violations (general)	Minimum to include sequences for behavior and parent notification plus potential behavior modification, counseling, police notification; 1-5 day suspension	Maximum to include parent notification, 5-15 day suspension plus potential behavior modification, counseling, police notification