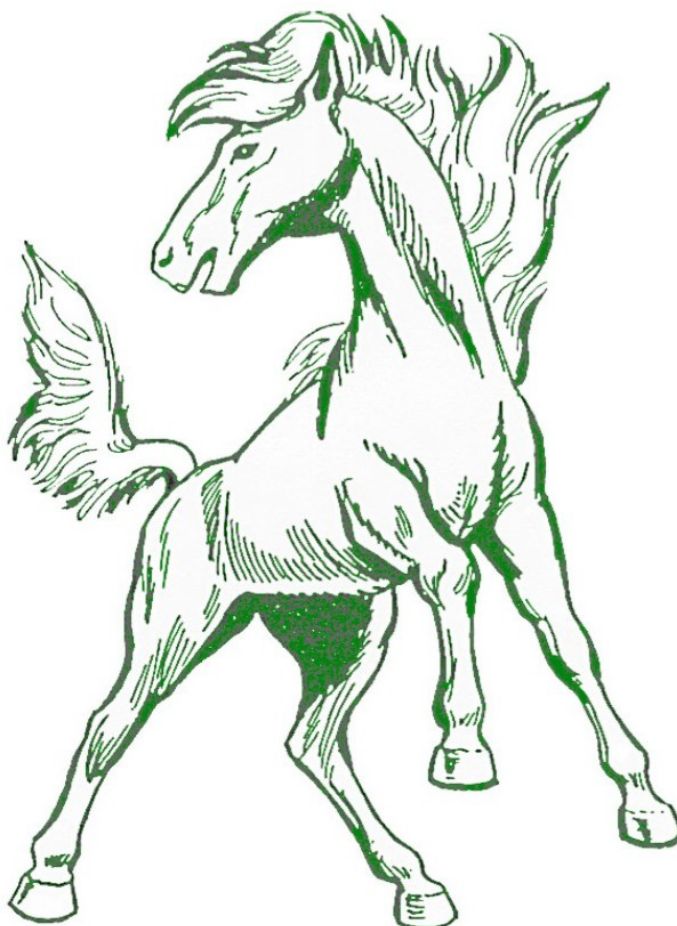


Manitou Springs Middle School

Student/Parent Guide

2019 / 2020



**415 El Monte Place
Manitou Springs, CO 80829**

**Office: 719-685-2127
Fax: 719-685-4552**

**www.mssd14.org
Manitou Springs School District 14
"Relationships, Deep Learning, and Opportunity"**

District Vision

Compassionate Citizens Contributing with Knowledge and Integrity to a Dynamic World

District Mission Statement:

Manitou Springs School District 14 is dedicated to:

- Providing a safe and caring environment
- Encouraging all students to reach their potential
- Preparing responsible citizens

District Ends Statements:

ES1: Students have acquired the skills and knowledge required to continue learning and experience success in the next stage of life.

ES2: Students have acquired the skills and knowledge required to be productive citizens and contribute to their communities.

ES3: Students have acquired the skills required to develop and sustain positive, healthy relationships.

At Manitou Springs Middle School We Believe.....

- Students will be treated with dignity and respect at all times.
- Problems are really opportunities to learn and grow.
- Adults are always available to help, not judge.
- There is a logical connection between choices and consequences.
- Students will be responsible for solving their own problems, with guidance.
- Teachers will stimulate critical thinking and encourage academic risk-taking, while fostering a willingness to try and try again.
- Meaningful feedback and growth reporting facilitates learning far more than grades alone.
- Students will seek out opportunities to learn, rather than solely receiving what the teacher directs.
- Teachers are responsible for facilitating differentiated learning.
- Students are active participants and responsible for their own learning.
- Practice is an essential component of a rigorous education, and should be consistently relevant and individualized.
- Reading, writing, discussion, and debate are essential components of rigorous learning in EVERY classroom.
- Students will be challenged to exceed their own expectations and individual learning goals.
- Education in the Arts is an integral part of a well-rounded, highly intelligent student experience.
- Students should be encouraged to experience many opportunities, before choosing a path of interest.
- Students who regularly “have fun” and enjoy the opportunities provided will excel in meaningful ways.

DISTRICT DIRECTORY

BOARD OF EDUCATION

Tina Vidovich, Board President
Natalie Johnson, Board Vice President
Jack Sharon, Treasure
Gus Moen, Director
Gary Smith, Director

DISTRICT 14 ADMINISTRATION

Elizabeth Domangue, PhD – Superintendent

Eric McMartin, Asst. Superintendent

Kolleen Johnson - Director of Student Success

Suzi Thompson – Chief Financial Officer

Cathrine (Cat) Olimb, Director of Technology

MSMS Faculty and Staff

Interim Principal:	Eric McMartin	emcmartin@mssd14.org
Assistant Principal:	Areashera Bartlett	abartlett@mssd14.org
Counselor:	Lisa Ward	lward@mssd14.org
Counselor:	Stephanie Wilson	swilson@mssd14.org
Secretary:	Lynda Strickland	lstrickland@mssd14.org
Secretary:	Jenny Guynn	jguynn@mssd14.org

6th Grade Team:

Mathematics	Cory Urban	curban@mssd14.org
Science	Greg Trieble	gtrieble@mssd14.org
Language Arts	Noli Morath	nmorath@mssd14.org
Social Studies	Betsey Niebuhr	bniebuhr@mssd14.org

7th Grade Team:

Mathematics	Lisa McClure-Wright	lwright@mssd14.org
	Shaunda McQueeney	smcqueeney@mssd14.org
Science	Vi Gaunce	vgaunce@mssd14.org
Language Arts	Sue Spengler	sspengler@mssd14.org
Social Studies	Bret White	bwhite@mssd14.org

8th Grade Team:

Mathematics	Kjerstin McCune	kmccune@mssd14.org
Science	Brice Smith	bsmith@mssd14.org
Social Studies	Kevin Connors	kconnors@mssd14.org
Language Arts	Jennifer Weimer	jweimer@mssd14.org

Special Education:

Storrie Paknys	spaknys@mssd14.org
Jodi Wilt	jwilt@mssd14.org
Jenna Conlin	jconlin@mssd14.org

Interventionists:

Mary Carol Cowart	mccowart@mssd14.org
Racquel Knapp	rknapp@mssd14.org

Alternative Education:

Barak Ben Amots	bbenamots@mssd14.org
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Exceptional Scholars:

Melanie Gordon	jgordon@mssd14.org
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Exploratories:

Art	Noa Fodrie	nfodrie@mssd14.org
Band	Taylor Weimer	tweimer@mssd14.org
Drama	Wendy Harms	wharms@mssd14.org
Orchestra	Danny Tramel	dtramel@mssd14.org
Music, Vocal	Sandi Rosen-Wilson	swilson@mssd14.org
PE/Health	Tiffany Allen	tallen@mssd14.org
PE/Health	Brandon Lutz	blutz@mssd14.org
Swimming	TBA	
SMARTE Design	Nathan Johnson	njohnson@mssd14.org
World Language	Claudine Huntington	chuntington@mssd14.org
Spanish	Madison Stuart	mstuart@mssd14.org
Computer Science	Dana Mattison	dmattison@mssd14.org

Paraprofessionals:

Julie Adams	jadams@mssd14.org
Annette Choate	achoate@mssd14.org
Mollie Wickes	mwickes@mssd14.org
Margaret Black	mblack@mssd14.org
Stacy Thomson	sthomson@mssd14.org
Jann White	jwhite@mssd14.org
Lissa Trolinder	ltrollinder@mssd14.org
Megan Lamoreauz	mlamoreauz@mssd14.org

Technology/Media:

Mallory Susen	msusen@mssd14.org
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Nurses:	LeAnn Sharon	lsharon@mssd14.org
	Catherine Wilson	cwilson@mssd14.org
	Alice Barnett	abarnett@mssd14.org
Custodians:	Lon Glover	lglover@mssd14.org
	Shane Baird	sbaird@mssd14.org

Manitou Spring Middle School Bell Schedules

6th GRADE REGULAR BELL SCHEDULE

Period 1	8:05 – 9:04 a.m.
Period 2	9:07 – 10:06 a.m.
Period 3	10:09 – 11:08 a.m.
Lunch	11:08 a.m. – 11:38 a.m.
Period 4	11:41 - 12:40
Period 5	12:43 - 1:42
Advisory	1:42 - 2:00
Period 6	2:05 – 3:20 p.m.

7th & 8th GRADE REGULAR BELL SCHEDULE

Block 1	8:05 – 9:35 a.m.
Advisory	9:40 – 10:05 a.m.
Block 2	10:10 – 11:40 a.m.
Lunch	11:40 a.m. – 12:10 p.m.
Block 3	12:15 – 1:45 p.m.
Block 4	1:50 – 3:20 p.m.

Academics

Classroom Expectations and Procedures

Manitou Springs Middle School works to build a climate of respect, pride and ethical behavior. Appropriate expectations for each grade level have been developed. Each grade level team will share the guidelines with our MSMS students and families during the first week of school.

Required courses

All students take four core classes consisting of Language Arts, Math, Science, and Social Studies, along with two exploratory classes. Exploratory classes are offered in visual arts, instrumental and vocal music, world language, Spanish, French, Drama, PE, Health, Swimming, Computer Science, and SMARTE design. Classes in academic support are also offered to students who need that support. All 6th grade students are required to take at least one semester of music. If one of the music choices is band or orchestra, the student will be in that class all year long! Students are expected to take a year of French or Spanish prior to continuation from the 8th grade.

Report Cards and Grading

Our grading system is based on a 9 week cycle or “quarter” for all classes. Report cards are issued at the end of each semester. Grades may be accessed and reviewed through the Power School system. Parents have their own login and password. We recommend that parents and students review grades once a week (not daily) and email teachers for clarification on any questions. Teachers are expected to update gradebooks a minimum of once a week and to return communication within 24 hours during the school week. On our report card, the grading system for academic subjects is as follows:

- A - Superior Work (90-100)
- B - Good or Above Average Work (80-89)
- C - Average Work (70-79)
- D - Passing Work (60-69)
- F - Failing Work (59-and below)

There is a strong correlation between a student’s success and their behavior in the classroom; therefore, the classroom teachers may indicate, by coded remarks on the report card, his/her assessment of a student’s behavior..

Continuation Policy

ALL students are welcomed and encouraged to participate in the Continuation Ceremony. This ceremony is an opportunity to celebrate the middle school journey, the memories, the relationships, the learning and to reflect on the temporary heartaches. This is the first step in bridging the gap between the end of a season and the beginning of another one. Participation in all other 8th grade end of year activities are based on behavior, grades and regular school attendance. Any students with two or more failing grades will not be allowed to participate in these activities. Participation decisions are made by a team including the student's teachers and building counselor, taking into consideration the academic, developmental, and social-emotional needs of the child. Final decisions regarding participation in activities will be the responsibility of the building principal. Students in danger of not participating in end of year activities will be monitored by teachers, the Student Inspiration Team, and will be assisted via intervention, which may take place during advisory, lunch, after school.

Gifted and Talented Ed and Exceptional Scholars Program (ESP)

Manitou Springs School District 14 is dedicated to helping all students, including gifted learners, high-achievers, and creative thinkers - our Exceptional Scholars - reach their potential. It is our mission to do this by providing a K-12 continuum of educational programs and services that recognizes their unique abilities, individual potential, and educational needs - in traditional academic areas as well as athletics, leadership, and the arts.

For more information about Manitou ExSP services, contact:
Melanie Gordon (MSMS) at 685-2122/jgordon@mmsd14.org

Student Inspiration Team - Interventions

The Student Inspiration Team monitors student performance and growth and is composed of teachers, counselors, educational specialists, and the school's administration. Students experiencing temporary or long-term academic or social/emotional difficulties may benefit from an individualized intervention plan. These plans are created through the collaboration of students, parents, teachers, and the Student Inspiration Team.

For more information about the Student Inspiration Team or intervention service, contact: Mary Carol Cowart at 685-2127/mccowart@mssd14.org

General School Information

Bus Rules and Regulations

Please help ensure your child's safety on the buses by following these simple but important procedures:

- Provide your child with a backpack or book bag. Loose papers or other items are dangerous as children get off the bus.
- Check your child's clothing for the presence of long drawstrings or other dangling items, which could get snagged in the bus door.
- Make sure your child arrives at the designated bus stop five minutes early.
- Insist that your child wait for the bus safely and in an orderly fashion, back away from the road.
- When the bus arrives, your child should wait for the bus driver's signal before boarding. Children should board in single file.

Procedures while on the bus (whether a daily bus route, or activity trip):

- Keep head and hands inside the bus.
- Assist in keeping the bus clean and safe at all times.
- No eating or drinking on the bus.
- Students must stay in their seats while the bus is in motion.
- Students may not reserve seats.
- Loud talking, boisterous activities, throwing objects, and the like will not be tolerated. Outside of ordinary conversation, students will observe classroom conduct while on the bus.
- Offensive language will not be permitted.
- Students are not to damage any part of the bus. If damaged, the student will pay for repair.
- Students are not to tamper with bus equipment.
- Students are not to throw objects inside or out of the bus.
- Keep aisles clear.
- Be courteous to fellow students and the driver.
- No smoking on the bus.

- In the event of a road emergency (not an accident), passengers are to remain in the bus unless instructed by the driver to unload.
- With increased numbers of passengers, the driver cannot personally know all parents and students. Therefore, if you need your child to depart the bus at a different stop, he/she MUST provide a note, signed by the parent/guardian, to the SCHOOL OFFICE giving that permission, and the office will issue an “official” bus pass.
- Great care should be exercised when leaving the bus. Do not cross the road without looking both ways. Wait for the driver’s signal to cross, then cross 10 feet in front of the bus.
- Due to safety regulations, the following items cannot be permitted on the bus: skateboards, live animals, insects, and other objects that might cause injury.

If anything makes your child feel unsafe at the bus stop or on the bus ride, please contact John Harden, Director of Transportation, at 685-2231, immediately. They are deeply committed to the safety of your child.

Closed Campus

Manitou Springs Middle School is a closed campus, with all exterior access doors locked during school hours. Students should not be dropped off at school prior to 7:30 am (as there is no supervision outside until the doors open at 8:00 am). Breakfast service and open gym begin at 7:30. Upon arrival, students may report to the area outside of their respective grade level doors (Eighth grade – double doors at the back of the building; seventh grade – SE corner; and sixth grade – NE corner of the building), or they may stand outside the front entrance.

Students may not leave school grounds once they have reported to school, except when a parent signs them out at the office. Leaving school without permission is treated as a truancy. At the end of the school day, all students are to leave the building and school property. ***Since we are a closed campus, student visitors are not permitted at the middle school.***

Student Pick Up and Drop Off

Student Drop Off - You may drop your student off in front of the middle school prior to 8:00 am, and students should report to their designated grade level doors.

Student Pick Up - You may pick your child up at the middle school main entrance at 3:20 pm. Please obey all posted parking restrictions and drive extra carefully and slowly, as students are present. The inner lane of the parking lot is for pulling through and the outer lane is for pick up and drop off. The end of the school day is at 3:20. Please make arrangements to pick up your student on time every day.

Student Sign Out

If a student is to be dismissed early for any reason, a parent/guardian must sign them out at the office. Please bring ID with you!

School Closures/Inclement Weather

On inclement weather days you may listen to your favorite local radio/tv station for information regarding school closings. We are Manitou Springs School District #14. Announcements are generally made by 7:00 am in the event of school cancellation. TV stations who broadcast this information are KKTV, KOAA and KRDO, along with all major radio stations and our website at www.mssd14.org.

On mornings when there is inclement weather but school is still in session, students will report to the Commons beginning at 7:30

Visitors

For the safety of our students and staff, all parents, visitors, workmen, and volunteers **must** sign in at the office and receive a badge to be visible at all times when in our building. Student visitors are not allowed in classes. When leaving, please sign out at the office. Identification may be required by school personnel.

Volunteers

Parents may volunteer in a number of ways: in the classrooms, the media center, as a member of the Parent Action Committee, support class parties, attend concerts or events, etc., at the school. You do not need a background check to volunteer in these areas; however, you will always be with a certified staff member when working with students.

Chaperones (those parents who attend field trips, take groups around museums, zoos, etc., on their own, or who work regularly with groups of students without the supervision of a certified teacher) **MUST** complete the background check procedure. A teacher must request that a parent receive a background check by completing the appropriate paperwork and submitting it to the principal.

If you think you'll want to chaperone for events, etc., please contact your child(ren)'s teacher to find out about needs and opportunities.

School Resources

Counselor

The services of a certified counselor are available at Manitou Springs Middle School. Counseling programs provide preventive and developmental problem-solving skills for students, parents and teachers through individual consultation, group facilitation, parent workshops, and professional in-services. Student appointments with the counselor are made through referrals by staff members, parents, or students themselves. Parents are encouraged to contact the counselors, Kristy Emerson at 685-2127 and Stephanie Wilson at 685-2135 with any concerns regarding the personal welfare of their students.

Food Services

Every student is assigned a "PIN" number that gives them and the cashier access to their account. Students will punch in their pin number or swipe their ID in order to access their account. Cash and checks will also be taken by the cashier.

Breakfast- Cost is \$1.50 Breakfast will be available beginning at 7:30 am.

Lunch- The price of school lunch \$2.95 includes a choice of milk or juice, one main entrée, small salad, and fruit.

Students may also bring a lunch from home and purchase just milk (\$.50). Ala carte items are available for purchase and prices vary according to item.

Free or reduced lunch applications are available in the school office. If a student receives FREE or REDUCED lunch, this entitles them to free breakfast, but not items from the ala carte menu. The cost for REDUCED lunch is also Free this year. All information contained in the application is confidential and may not be accessed by lunchroom personnel.

Library Media Center

The Media Center is typically open to all students at anytime during school hours, with teacher permission. There will be times when classes or meetings cause the Media Center to close. The Media Center is home to a large selection of paper-based books, and an ever-expanding selection of digital books which are available day or night through the digital reader App on the iPad! If you have a title that you would like to see added to the library, please contact the library/media specialist! Loan periods are two weeks, digital books are simply checked back in automatically.

MASH (Mustang After School Help)

MASH is for anyone who needs or wants a quiet space after school. Students will have access to computers and teachers, when available. MASH is a time to: catch up, chill out from your school day, organize your school work, rehearse lines for class, complete assignments before you go home, etc. Students who do not complete assignments may also be referred to MASH and parents will be notified when students are expected to attend. Students are supervised by a staff member and will have access to snacks during MASH. It runs Monday – Thursday, 3:20-4:30 pm, in the Media Center. If you would like more information, please call the main office at 685-2127.

Look for a MASH/student support request form on the website (under the Parents and Media Center tabs) to sign your students up for this extra help. Our Interventionist will take these requests and then connect with students, teachers, parents, and the MASH supervisor.

School Health & Safety

There are three staff in the Nursing department who cover all four schools in the district, LeAnn Sharon, Lisa Kadlec, and Alice Barnett. When they are at the middle school, you may reach them at the following phone number 685-3005.

All elementary, special education, 7th, and 9th grade students will receive vision/hearing screenings. The family will be contacted if there are concerns.

The school nurse is available to students, staff and parents for assistance in accessing health care and financial resources for health needs, administering emergency first aid, health consultations, health education, etc.

Basic first aid will be administered by qualified school staff should your child be injured at school. If your child is seriously injured at school, 911 will be called immediately; then every effort will be made to contact parents/guardians. Emergency Medical Technicians (EMT's) on the scene will determine if medical treatment is necessary and consult with parents to determine whether further action is required. If the staff is unable to contact parents, the student may be transported to a medical facility at the recommendation of the EMT's. The school does not assume responsibility for costs incurred from accidents that occur on school property.

Medication Policy

If your child must have medication **of any type** (including over-the-counter medicine) during school hours, you may:

- Come to school and give it to your child at the appropriate time.
- Discuss with your doctor an alternative schedule of medication so that it can be given outside of school hours.

• Provide a completed PHYSICIAN'S AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL form (available in the school office). This must be completed and signed by the physician and by you. **You must provide prescribed medication in a labeled pharmacy container that includes: student's name, name of drug, dose, and instructions for administration. Over-the-counter medication must have your student's name clearly identified on it.**

This is school policy and protects not only your child, but also the staff administering the medication. This policy must be strictly followed and is the only way we will be able to administer medication to your child.

Student Illness

Please DO NOT send a sick child to school. You should keep your child home if they have any of the following symptoms:

- Constant runny nose – especially if the discharge is yellow or green
- Congestion – lung or nasal
- Persistent coughing and/or sneezing
- Elevated temperature (over 100 degrees)
- Vomiting and/or diarrhea within the last 12 hours
- Sore throat, especially with swollen neck nodes
- Red eyes with discharge (not allergy related)

Sores that are “weeping” (especially around the mouth)
Rashes that are not diagnosed

If your child becomes ill at school you will be contacted immediately so that you can take them home. **Please keep your contact information current and provide alternate contacts in the event the school staff is unable to reach you.**

Attendance

Regular school attendance is essential for intellectual, social and emotional growth. Illnesses, emergencies and parental plans are some causes of student absenteeism, and provisions for making up lost work do exist. The Colorado General Assembly declares that two of the most important factors in ensuring a child's educational development are parental involvement and parental responsibility. It further declares that it is the obligation of every parent to ensure that every child under the parent's care and supervision receives adequate education and training; therefore, every parent of a child who is under the age of seventeen years shall ensure that such child attends the public school in which they are enrolled.

MSMS recognizes the importance of regular school attendance and has the following procedures in place to encourage and promote student success:

- If it is necessary for your child to be absent, please contact the school prior to 9:00 am (685-2127). Long term absences should be discussed with a child's teachers, a school administrator, or the school counselor.
- If a student is absent and we have not heard from the parent, we will try to contact them by phone to ascertain the nature of the problem (**please ensure all contact information is current**).
- If a parent does not call by the end of the second day, the absence becomes unexcused.
- If the parent does not call by the end of the third day, the student will be considered truant.
- Students may email teachers or check Canvas to obtain missed work. Students and parents are expected to work with teachers to resolve any missing assignments in a timely manner. Contact the school at 685-2127 for assistance in resolving missing assignments.
- **Students must be in attendance a minimum of 2 blocks during the school day to participate in any extracurricular activities (Athletics, Clubs, Plays, Concerts, Enrichments, dances, etc.). Exceptions can be made by the Principal/Assistant Principal based on individual circumstances.**

Excused Absences

The following will be considered an excused absence:

- A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis.
- A student who is absent for an extended period due to physical, mental or

- emotional disability.
- Serious emergencies or hardship.
- Family emergencies or hardship.
- Family vacations. (While discouraged, such absences should be prearranged with the school administration at least five (5) days prior to leaving. If a student has poor attendance or poor academic performance, the principal may deny excused absences for vacation purposes).
- Religious observances when requested by a parent or guardian.
- Absence required by a legal body or social agency (court, juvenile authorities, public health department or police).

Any student who has been absent more than ten (10) days during a school year may be required to provide a note from a doctor to excuse any additional absences, or those absences may be counted as unexcused. Building administrators are the final authority as to whether or not an absence is excused.

Unexcused Absences

Absences determined by the building administrators to be unexcused will be recorded as such in the student's records. Students who accumulate excessive unexcused absences may be considered habitually truant according to Colorado State Law. The parents or guardians of students with 10 or more unexcused absences will receive written notification from the school. Habitually truant students may be referred to the El Paso County court system.

Truancies

Truancies can be classified as in-school or out-of-school. An in-school truancy occurs when a student has an unexcused absence from class but remains in the building. An out-of-school truancy occurs when a student leaves the building without permission from the office and/or fails to properly sign out before leaving. Being absent from school without a valid excuse is also an out-of-school truancy. Truant students are free to make up work in order to stay current with the class; however, credit may not be given for such work.

Habitually Truant

A child who is under the age of seventeen years and has four unexcused absences in any month, or ten unexcused absences in a year, is considered habitually truant and may face legal proceedings dealing with the compulsory school attendance law. Remedial measures to correct the attendance of a student who is habitually truant may include, but are not limited to, a conference with the parents and appropriate school personnel, a written attendance contract with the student, a home visit, revocation of choice status for the following school year, or removal from class and/or school.

Tardy Policy

An Unexcused Tardy is defined as a student not being in the classroom with appropriate materials and prepared to learn when the class begins. A valid, written excuse from a faculty

member will be considered an Excused Tardy. Work missed because of an unexcused tardy will fall under the same provisions as work missed while truant. Habitually tardy students (including students who purposefully come to class late or without materials) will be referred to the Assistant Principal, where additional consequences will be considered. Students who are habitually tardy will not be permitted to attend after school functions and/or activities, which may include participation in athletics.

Per Semester:

Tardy 1 – 3 No Office consequences

Tardy 4 – 5 Lunch Time Detention will be served that day.

If a tardy is received after lunch, lunch detention will be served the next school day.

Tardy 6 + After school detention and possible behavior plan

Failure on the student's part to follow through on the consequences will be treated as insubordination.

Student Code of Conduct

(See District 14 BOE Policies # J1-J4)

The Student Code of Conduct is intended to:

- Promote responsible behavior and create opportunities for everyone to learn and grow in a safe and comfortable setting.
- Assure every student an opportunity to succeed at Manitou Springs Middle School.
- Maintain an orderly school environment.
- Inform all students about the guidelines for acceptable and unacceptable behavior and the consequences for the latter.

The goal of any discipline action is to maintain a safe and orderly learning environment and to support the student in learning from their behaviors. They reflect the laws of the State of Colorado and the Policies of the MSSD14 Board of Education. All students, parents, and staff should be involved in preventing behavior problems from occurring at school and during school functions.

Bullying

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both the person who is bullied and those who bully others may have serious long-lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An imbalance of power: Kids who bully use their power – such as physical strength, access to embarrassing information, or popularity – to control or harm others. Power imbalances can change over time and in different situations, even

- if they involve the same people.
- Repetition: Bullying behaviors happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding some from a group on purpose.

Manitou Springs District 14 takes all situations of bullying seriously and will handle situations identified as bullying with appropriate consequences.

Please see Board Policies: 22-32 – 109.1 (2) (Board of Education – Specific Powers and Duties), and 22-32 – 109.1 (2) (a) (VII) and (IX) (Safe Schools – Conduct and Discipline Code).

Cell Phones

Cell phones are permitted in hallways, and other areas of the building, providing that use of the phone does not disrupt or interfere with the educational environment. Cell phones and earphones/buds may not be visible or on the head in classrooms. Cell phone usage that is disruptive will result in confiscation of the cell phone, at the discretion of any MSMS employee. Confiscated phones will be turned in to the office at the employees' earliest convenience, and a meeting with students and parents will take place. *Students are encouraged to Disconnect to Reconnect and not use phones during lunch.* **MSMS will not be responsible for lost, stolen, or damaged cell phones.**

Crimes of Violence

Any student charged with a crime of violence will undergo a mandatory hearing with the Superintendent of Schools. The purpose of this hearing shall be to determine if he/she shall be expelled, moved to home tutoring, or an alternative education program until his/her charge has been disposed of in court. If the student is found guilty or pleads guilty to such a charge, he/she may be expelled.

Dangerous Weapons

Offenses for the use or possession of any dangerous weapon on school grounds will result in the notification of the local police department to take that student into custody and recommendation to the Superintendent of Schools for expulsion. A weapon is defined by law as any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict serious bodily injury or death.

Defiance/Insubordination

A student's refusal to follow reasonable requests by any member of the school staff will result in disciplinary consequences, including suspension.

Disruptive Behavior

Any behavior which interferes with the safe and orderly operation of the school is not acceptable and will result in disciplinary consequences, including suspension. Habitually disruptive students may be placed on a behavior plan.

Food and Drink

In order to maintain a clean school environment, water in a bottle is allowed throughout the school building. Dry snacks may be consumed in classrooms at the teacher's discretion, and all other food and drink must be consumed in the commons or hallways. Students who eat breakfast at school must plan ahead so they can finish eating and attend classes on time.

Drugs and Alcohol

The use of any drugs or alcohol on school grounds or property is prohibited by Colorado State Law and will result in discipline consequences. Possession of drug paraphernalia on school property will result in discipline consequences. These consequences may include expulsion.

Electronic Devices

All electronic devices brought to school are the responsibility of the student. **MSMS is not responsible for lost, stolen, or damaged items.** Electronic devices that disrupt the educational environment will be confiscated and retained by MSMS in the same manner as a cell phone.

Harassment, Threatening, or Intimidation

Behavior that has the intent or is perceived to be of harassing, threatening, or intimidating nature will result in discipline consequences. When this kind of behavior occurs on-line or off of school property, and creates a problem at school or is made known to school administrators, it may lead to disciplinary consequences.

Skateboards

Students may not ride skateboards on MSSD14 property and grounds. Violation of this policy may result in discipline consequences and confiscation. Students must store skateboards in the main office when used as a method of transportation to get to school.

Dress Code

The MSMS Dress Code Policy encourages a positive learning environment. This policy promotes respect for self and others by following the basic expectations of decency, modesty, good taste, and cleanliness. Students should feel free to wear any clothing that does not cause a problem.

The following are guidelines for what would or would not be acceptable in school buildings, on school grounds, or at school activities. These guidelines are not all-inclusive, and each concern will be addressed individually and with the goal of protecting students from embarrassment:

- Clothing that does not allow private body parts or undergarments to show, is acceptable.
- Sunglasses should only be worn outside of the building.
- Appropriate hats are permitted. Teachers, at their discretion, will have classroom policies on the wearing of hats.
- Any clothing that might be considered “gang” related.
- Clothing, jewelry, accessories or body adornments that are or contain a reference to any of the following should not be worn:
 - Drugs, tobacco, alcohol or weapons
 - Things of a sexual or violent nature
 - Racism or hate signs or symbols
 - Obscenity, profanity or vulgarity
 - Threaten the safety or welfare of any person
 - Promote activities prohibited by the Student Code of Conduct

No exceptions will be made for spirit days and/or holidays, etc. School administration will have the final determination as to whether or not certain attire is in violation of the dress code, and will work with students and parents to fix the problem with the least disruption to the student’s education. Continued infractions of the dress code will result in disciplinary consequences.

Sale of a Controlled Substance

Offenses for the sale of a drug or controlled substance on school grounds will result in the notification of the local police department to take that student into custody and recommendation to the Superintendent of Schools for expulsion.

Lockers

Each student will be assigned his/her own locker. Students are responsible for their lockers and its contents. School lockers, desks, and other storage areas are school property and remain at all times, under the control of the school, and are therefore subject to periodic inspection, clean-outs, access for maintenance, and search, as deemed necessary by school officials. The Board of Education authorizes the building administration or their designee to conduct inspections or searches of student-used, school-owned property and to confiscate any property deemed injurious or detrimental to the safety and welfare of students and staff. **It is strongly recommended that students keep their combination as confidential as possible. MSMS is not responsible for lost or stolen items.**

Personal Searches

The Principal, Assistant Principal, or a staff member designated by the principal, may search the person of a student or a student's personal effects on school property, including vehicles, if the principal or designee has reasonable grounds to suspect that the search will uncover evidence that the student has violated Board policies, school rules, or law. If a student refuses to allow a search by a staff member, the police may be called to conduct the search. In cases of police search, the principal or designee will be present during the search. Refusal by the student to

allow such a search can result in a recommendation to the Superintendent of Schools for expulsion of such students.

Restorative Justice

In addition to the traditional system of discipline, MSMS uses Restorative Justice (RJ) practices. RJ is a mediation and conferencing process that brings the “victim” and the “offender” together to repair relationships and move forward in a positive and productive way. In the criminal justice system, RJ practices have been used as an alternative to traditional punitive systems. In schools, RJ is being used to help students who have experienced behavior problems understand the negative impact their behavior has had on their fellow students, teachers, and parents. It also empowers the victims of that negative behavior by giving them a voice and allowing them to be heard in a facilitated process. Lastly, RJ provides the mechanism to repair relationships and bring closure to disciplinary issues.

RJ does not seek to deny consequences for misbehavior or to add to the impact on the victim in a situation. Instead, it focuses on helping students understand the real harm done by their actions, take responsibility for the behavior, and commit to positive change. Problem solving is central to the process.

RJ is a voluntary process for both the victim and the offender. To be eligible for RJ students must take responsibility for their actions, be remorseful, and have a genuine desire to make things right. Participation in the Restorative Justice process is at the discretion of the school counselor and principal.

Smoking, Tobacco, and Marijuana Products

The use of any and all tobacco/Marijuana products on school grounds or property is prohibited by Colorado State Law and will result in discipline consequences.

Discipline Consequences

It is our goal at MSMS to maintain a safe, caring, and educational environment. Our general philosophy is based on concepts inspired by Love and Logic. We will treat students with dignity and respect, without resorting to anger, lectures, threats, or warnings. Students will, whenever possible, be given a chance to fix any problems they may create. If further intervention is needed, we will always contact parents. It is our belief that parents are the discipline authority for their own children, and we will strive to do only what is necessary to protect students, staff, and the educational environment.

The following definitions are not intended to represent an inclusive list of all possible infractions. Consequences will be assigned based on the circumstances warranted by the infraction. Further, an accumulation of minor infractions may result in consequences more severe than are detailed below for any given singular infraction. Decisions of the principal may be appealed to the Superintendent of Schools. The Board of Education has directed the administration to turn

over all cases of vandalism, drugs and alcohol directly to the police department for investigation and/or prosecution.

Detention

Lunch detention and after-school detention will be assigned at the discretion of the principal and assistant principal as a consequence for a variety of inappropriate behaviors. This will be done as a way to give the student a place to fix the problem that has been created by the student, hopefully preventing the need for at-home recovery. Students who choose not to successfully complete lunch detention may recover at home.

In School Suspension (ISS)

ISS refers to the interruption of attendance (excused absence) at school as an act of the administrator. Students serving ISS will be in the ISS room for the entire day and may not participate in any after-school activities until the start of school after their ISS has been served. Students should make up work missed while in ISS and will receive full credit; however, labs and other in-class assignments may be made up with alternative assignments at the teacher's discretion. A restorative meeting with an administrator, student, and a parent/guardian may be required before a student returns to the classroom.

Out-of School Suspension (OSS/At-Home Recovery)

OSS refers to the interruption of attendance (excused absence) at school as an act of the administrator. Students serving OSS may not be on school grounds and may not participate in any after-school activities until the start of school after their OSS has been served. Students should make up work missed while on OSS and will receive full credit; however, labs and other in-class assignments may be made up with alternative assignments at the teacher's discretion. It is an option for parent(s)/guardian(s) to attend school with the suspended student in lieu of some out-of-school suspensions; however, all of the student's teachers must grant prior permission and approval is needed from an administrator. Parents must request permission from the building administrator at the time of notification of suspension. A restorative meeting with an administrator, student, and a parent/guardian will be required before a student is allowed to re-enter the school. If an infraction is considered by an administrator to be a serious violation in accordance with 22-33 106(1)(d)C.R.S., the suspension may be levied for a maximum of 10 days.

Expulsion

Expulsion refers to the termination of enrollment of a student as authorized by the Board of Education. The School District 14 Expulsion office and Superintendent of Schools make final decisions concerning expulsion based on the circumstance, Board of Education policy, and

recommendation of the principal. Expelled students living within district boundaries will be supported educationally by the District 14 Expelled Services program and the expulsion officer.

Athletics/Extracurricular Activities

Whether you are a new student or returning to Manitou Springs Middle School, it is important for you to realize that your education goes beyond the classrooms of our school. Leadership skills, social skills, and life-long friendships are often established as students participate in one of the many extra-curricular activities available at Manitou Springs Middle School. Cost to participate is \$60.00 per sport/activity, with a maximum of \$120.00/student for the school year. Please call Mrs. Guynn at 685-2127 if you have questions. Students who receive free or reduced lunch may be eligible for reduced fees. No student will ever be denied the opportunity to participate due to the inability to pay. Contact the principal for further information.

Since students represent MSMS in other schools throughout the year, it is important that each student display the best of good sportsmanship. We certainly want to be welcomed by each school we go to and it becomes the responsibility of all the student body to treat visitors and hosts with equal respect.

Eligibility grade pulls - prior to season, middle of season, Students can play with 1 F, but not 2, within a 2 week period. Fix must happen prior to grade next pull. Coach can bench player for having 1 F - must communicate with parents at sport meeting. Coach can bench player for behaviors.

Athletics

Manitou Springs Middle School offers a variety of athletic programs for our students. The athletic programs are offered to all students who meet the eligibility requirements set forth by our school policy and the CCAL. The teaching and coaching staff of MSMS encourages all students to review the sports programs that are offered, talk to coaches, and decide if they would like to be involved in our athletic programs.

All students will have the opportunity to make the A, B, or C team. Football is only offered to 7th and 8th grade students.

Athletic Seasons

Boy's Golf- August – October (Randy and Betsey Niebuhr)

Boy's Soccer- August – October (Kevin Connors)

Cross County- August - October (Nate Kisergreen)

Football- August - October (Brice Smith)

Volleyball- August - October (Melanie Gordon, Cory Urban, Tiffany Allen, Racquel Knapp, and Jenelle Krohn)

Boy's Basketball- October - January (TBD)

Girl's Basketball- December - February (Tiffany Allen)

Wrestling- January - March (Todd Nagel)

Girl's Golf- March – May (Randy and Betsey Niebuhr)

Girl's Soccer- March – May (Kevin Connors)

Track- April - May (TBD)

At the beginning of each sports season, there will be an informational meeting where students and parents will receive practice calendars, game dates, etc. regarding each activity. Be sure to check with the sponsor/coach for specifics if you miss the meeting. Some things that may or may not be mentioned are:

- **Athletic eligibility:** Students who have more than one failing grade cannot participate. Grades will be reviewed every two weeks. If, during the season, a student athlete has more than one failing grade, he/she will go on probation until the following grade check (two weeks). During that time, the student athlete may practice only.
- **Transportation:** MSMS will provide transportation for participants to most competitions. Occasionally, there is a conflict with other needs for the vehicle(s) and parents may be asked to help provide transportation.
- **Food:** Competitors are responsible for their own meals when traveling to an away event. Always bring money and/or food. At their discretion, and considering time, coaches may stop en route home for purchases of food.
- **Maps:** Please visit MapQuest.com or check under Athletics on our website for directions to schools.

Concussion Management Protocol

Manitou Springs Schools have an established protocol to provide education about concussions to the athletic department and other school personnel. They outline the district's procedures for

staff to follow in managing head injuries, and the school's procedure as it pertains to "return to play" and "return to learn" issues after concussion.

Manitou Springs Schools seek to provide a safe return to physical and academic activities for all athletes after injury, particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in ensuring that concussed athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day, including academic assistance, and are fully recovered prior to returning to physical and academic activity.

These procedures are based on the REAP Project (Reduce, Educate, Accommodate, Pace), developed by a partnership between Rocky Mountain Hospital for Children at Sky Ridge Medical Center, the Swedish Medical Center and Cherry Creek, Denver Public, Aurora Public and Littleton Public Schools. The REAP project is endorsed by CDE.

Manitou Springs Schools has a concussion management team comprised of: Athletic Director, Athletic Trainer, School Nurse, School Psychologist, and Director of Special Services.

Activities

Connect 14

Connect 14 is the overarching program that contains Arts 14, Sports 14, and all other activities designed to support families and students through participation in extended learning outside of the classroom. Many clubs and afterschool activities are offered throughout the school year and students and parents may suggest new activities by communicating with a school principal.

Arts14

Arts14 is an after-school program students can sign up for. Some offerings include: guitar, knitting, drama, instrumental music, visual arts, etc. Dates and times will be announced for each new session via email, the Connect 14 school district webpage, and paper announcements.

Sports 14

Sports 14 is an after-school program students can sign up for. Some offerings include: sports camps for younger students, The Mountain Monsters Mountain Bike Team, Cliff Hangers Climbing Club, etc. Dates and times will be announced for each new session via email, the Connect 14 webpage, and paper announcements.

Builder's Club

Builders Club is an international organization run by the students at MSMS, providing members with opportunities to perform service, build character, and develop leadership. Activities include sponsoring dances, hosting a Valentine's Day lunch for senior citizens, and fun events to raise money for charities. Meetings are every Thursday from 11:15-11:40 (8th grade lunch/7th grade

prime time) and during 6th grade lunch for 6th graders. There is no cost associated with this club.

Chess

Chess Club is intended for all grade levels and if you'd like, you can go to competitions. You will learn to hone your skills as well as get to know new friends. Chess Club will start some time during the 3rd quarter. There is no cost for chess club.

Cliffhangers

Sponsored by Partners for Healthy Choices, students can learn to rock climb at City Rock every-other Wednesday during the school year (starting/ending times TBA). A physical and City Rock Participation Agreement must be turned in to the office prior to participation. Cost is: FREE!

Drama

The Manitou Springs Middle School Theatre Department is a very active organization. Each year a quality production is presented to the school and community. Requirements for membership include a sincere interest in theatre, a willingness to commit to many hours of work in the production of a play, and payment of the \$60.00 activity fee.

Fitness Day

This is a one-day event, usually in February/March, where ALL students and faculty members from MSMS will participate in some form of fitness. Past choices have included: skiing at Monarch Mountain, rock climbing, caving, skating, bowling, swimming, hiking, etc. There is a fee associated with each choice, to be determined later. No student will be denied participation due to cost concerns. Participation in a student's choice of activities is determined by timing and the number of students interested. No student is guaranteed a specific activity. Parent's interested in chaperoning activities should refer to the volunteer section of this handbook.

Forensics

Forensics is competition in oral communication skills such as Dramatic Interpretation, Humorous Interpretation, Poetic Interpretation, Solo Acting, Original Oratory, Extemporaneous Speaking, and Debate. Dates and times TBA. The \$60.00 activity fee applies.

Knowledge Bowl

Knowledge Bowl is a competitive academic club that uses knowledge as a basis for responding to questions in a timed environment. The Knowledge Bowl teams compete at the local and state levels. Dates and times TBA.

National Junior Honor Society

National Junior Honor Society (NJHS) is an academic and service club hosted by teachers and student officers at MSMS. Students are offered membership in NJHS based on the grades they earn during the school year. Candidacy begins by meeting the scholarship criterion of a 3.5 GPA

and above at the end of first semester. Students at each grade level are invited to become NJHS candidates in the second semester of the school year. Each candidate will submit a candidate information form to the faculty council. Students whose candidacy is approved will participate in an induction ceremony and other activities during the school year. NJHS members must meet yearly criteria in academic achievement and service, and reflection at mid-year in order to remain members in good standing. Students must apply to become National Honor Society members when they transition to the high school level since being a member in NJHS does not guarantee membership in NHS.

Robotics

Robotics is an official district-sponsored team, and the \$60.00 activity fee applies. Meeting times are after school and Saturdays, but are very flexible so that you can participate in other sports/activities at the same time. You will learn to work within a team, programming the robot to do various tasks, as well as other skills required to compete on the state level.

Manitou Mountain Monsters Bike Club

This club gets together throughout the school year to bike on various trails around Colorado Springs. They ride throughout the community and participate in competitions.

Mustang Ambassadors

This leadership and service group works with the school counselor and principal to make sure that all students feel welcomed and excited to be a part of the Mustang Family

Teens Advocating for a Well Community (TAWC)

TAWC is a student service group working with the school's assistant principal and the assistant director for Partners for Healthy Choices to bring health focused education and activities to students and staff outside of the classroom.

Notices

For a complete listing of all MSSD 14 Board of Education policies please go to www.mssd14.org.

Notice of Nondiscrimination

MSSD14 educational programs, activities, and employment opportunities are offered without regard to race, color, gender, religion, national origin, age, sexual preference, creed, ancestry, or disability. Any persons having inquiries concerning the district's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 are directed to contact Kolleen Johnson at the District 14 Administration Building, phone 685-2024. Mrs. Johnson has been designated by the school district to coordinate efforts to comply with the regulations regarding nondiscrimination.

Asbestos

Manitou Springs Middle School has been inspected for asbestos and a copy of the Asbestos Management Plan is available for your review in the office of the Principal. The ceiling texture material in the building secretary's office and the teacher's lounge contains a small percentage of asbestos, which has been encapsulated in accordance with the Management Plan.

Board of Education

A complete volume of the Manitou Springs Board of Education policies can be found at:
<http://www.mssd14.org/new/district/policies/index.html>

Manitou Springs School District 14 Family Educational Rights and Privacy Act Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Manitou Springs School District 14, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education data and records. However, Manitou Springs School District 14 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures. The primary purpose for disclosing directory information is to allow Manitou Springs School District 14 to include information from your child's education records in certain school publications. These publications may be posted on the District and individual school websites.

Examples include:

- A playbill, showing your student's role in a drama production
- Annual yearbook
- The school newspaper
- Honor roll or other recognition lists
- Promotion programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

If you do NOT want Manitou Springs School District 14 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15 of each year.