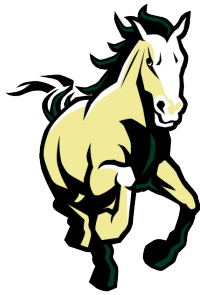




**Manitou Springs High School  
Student Handbook  
and  
Behavior Guidelines  
2019/2020**

*Relationships  
Rigor  
Opportunity*

Manitou Springs High School empowers students and staff to strive for excellence through positive **Relationships**, relevant **Rigor**, and unlimited **Opportunities**.



**Manitou Springs High School**  
**401 El Monte Place • Manitou Springs, CO 80829**  
**Phone: 719-685-2074 • <http://mssd14.org>**

**WELCOME**

Welcome! Manitou Springs High School is a great place for people to learn, to grow, to listen, to share with each other, and to develop memories that will last a lifetime.

Manitou Springs High School is fully accredited by AdvancEd. This accreditation means that, as a graduate from this school, you will receive full credit for academic accomplishments and may be considered for admission to any college or university in the United States.

**Manitou Springs High School Mission Statement**

To serve each other through the application of Rigor, Relationships and Opportunity.

# **DISTRICT DIRECTORY**

## **BOARD OF EDUCATION**

Sonya Teigen – President  
Todd Nagel – Vice President  
Natalie Johnson – Director  
Tina Vidovich – Director  
Steve Weimer – Director

## **DISTRICT 14 ADMINISTRATION**

Elizabeth Domangue, PhD – Superintendent  
Kolleen Johnson - Director of Student Success  
Suzi Thompson – Chief Financial Officer  
Laurie Wood – Assistant Superintendent

## **HIGH SCHOOL ADMINISTRATION**

Markus Moeder-Chandler, Principal	685-2074
Jesse Hull, Assistant Principal	685-2062
Cameron Jones, Athletics Director	685-2058
Jennifer Trainor, Counselor	685-2050
Alisha Strupp, Counselor	685-2059

## **IMPORTANT PHONE NUMBERS:**

Main Office	685-2074
Attendance Office	685-2078
Counseling	685-2067
Counseling Fax	685-2657
District Office	685-2024
Fax	685-4755
AD Fax	685-2023
Athletics	685-2053

## **MANITOU SPRINGS HIGH SCHOOL STAFF DIRECTORY**

Ms. Bashaw, Para	<a href="mailto:rbashaw@mssd14.org">rbashaw@mssd14.org</a>	2074
Mr. Batson, World Language	<a href="mailto:tbatson@mssd14.org">tbatson@mssd14.org</a>	2054
Mrs. Berry, Dance	<a href="mailto:nberry@mssd14.org">nberry@mssd14.org</a>	2068
Mr. Blocher, Math	<a href="mailto:sblocher@mssd14.org">sblocher@mssd14.org</a>	2051
Ms. Blyth, Building Technician	<a href="mailto:lblyth@mssd14.org">lblyth@mssd14.org</a>	2663
Mr. Bonner, Art	<a href="mailto:pbonner@mssd14.org">pbonner@mssd14.org</a>	2660
Mr. Borkowski, Industrial Arts	<a href="mailto:bborkowski@mssd14.org">bborkowski@mssd14.org</a>	2064
Mr. B. Brown, Social Studies	<a href="mailto:bbrown@mssd14.org">bbrown@mssd14.org</a>	2069
Mr. Z. Brown, Science	<a href="mailto:zbrown@mssd14.org">zbrown@mssd14.org</a>	2038
Mr. Cheney, Swim/Lifeguarding	<a href="mailto:rcheney@mssd14.org">rcheney@mssd14.org</a>	2074
Mr. DeMatto, Physical Education	<a href="mailto:bdematto@mssd14.org">bdematto@mssd14.org</a>	2075
Mrs. Faucette, Culinary	<a href="mailto:pfaucette@mssd14.org">pfaucette@mssd14.org</a>	2005
Mrs. Fournier, Para	<a href="mailto:jfournier@mssd14.org">jfournier@mssd14.org</a>	2048
Ms. Galloway, Para	<a href="mailto:sgalloway@mssd14.org">sgalloway@mssd14.org</a>	2074
Mrs. Gardner, Math	<a href="mailto:jgardner@mssd14.org">jgardner@mssd14.org</a>	2082
Mrs. Geraci, Math	<a href="mailto:ageraci@mssd14.org">ageraci@mssd14.org</a>	2661
Mr. Gillard, English	<a href="mailto:pgillard@mssd14.org">pgillard@mssd14.org</a>	2088
Mr. Gilliam, English	<a href="mailto:bgilliam@mssd14.org">bgilliam@mssd14.org</a>	2049
Mrs. Glass, Athletics Secretary	<a href="mailto:aglass@mssd14.org">aglass@mssd14.org</a>	2053
Ms. Gocinski, Art	<a href="mailto:egocinski@mssd14.org">egocinski@mssd14.org</a>	2658
Ms. Harms, Theatre	<a href="mailto:wharms@mssd14.org">wharms@mssd14.org</a>	2650
Mr. Hass, Math	<a href="mailto:rhass@mssd14.org">rhass@mssd14.org</a>	2081
Mrs. Hegg, Social Studies	<a href="mailto:khegg@mssd14.org">khegg@mssd14.org</a>	2057
Ms. Jackson, Science	<a href="mailto:jjackson@mssd14.org">jjackson@mssd14.org</a>	2084
Mr. Jeck, Study Hall	<a href="mailto:sjeck@mssd14.org">sjeck@mssd14.org</a>	2074
Mrs. Kerrigan, English	<a href="mailto:akerrigan@mssd14.org">akerrigan@mssd14.org</a>	2088
Ms. King, English	<a href="mailto:eking@mssd14.org">eking@mssd14.org</a>	2066
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Mr. Lane, Social Studies	<a href="mailto:slane@mssd14.org">slane@mssd14.org</a>	2653
Mrs. Litzelman, GATE	<a href="mailto:elitzelman@mssd14.org">elitzelman@mssd14.org</a>	2087
Ms. Mack, Yoga	<a href="mailto:amack@mssd14.org">amack@mssd14.org</a>	2074
Mr. Mack, Science	<a href="mailto:bmack@mssd14.org">bmack@mssd14.org</a>	2089
Ms. Mattison, Computer Science	<a href="mailto:dmattison@mssd14.org">dmattison@mssd14.org</a>	2074
Mrs. McCracken, Special Education	<a href="mailto:jmccracken@mssd14.org">jmccracken@mssd14.org</a>	2048
Mrs. Moen, English	<a href="mailto:jmoen@mssd14.org">jmoen@mssd14.org</a>	2071
Mrs. Nunley, English	<a href="mailto:jnunley@mssd14.org">jnunley@mssd14.org</a>	2074
Mr. Nunley, Athletic Training	<a href="mailto:nnunley@mssd14.org">nnunley@mssd14.org</a>	2198
Mrs. Perkins, Registrar/Counsel Secretary	<a href="mailto:mperkins@mssd14.org">mperkins@mssd14.org</a>	2067
Mr. Robbins, Social Studies	<a href="mailto:trobbins@mssd14.org">trobbins@mssd14.org</a>	2077
Ms. Rodearmel, Spanish	<a href="mailto:arodearmel@mssd14.org">arodearmel@mssd14.org</a>	2045
Mrs. Skokan, Attendance/Admin Assist	<a href="mailto:wskokan@mssd14.org">wskokan@mssd14.org</a>	2078
Mr. Slama, Science	<a href="mailto:aslama@mssd14.org">aslama@mssd14.org</a>	2046
Mrs. Stoneback, World Language	<a href="mailto:astonebach@mssd14.org">astonebach@mssd14.org</a>	2044
Mr. Talbott, Math	<a href="mailto:mtalbot@mssd14.org">mtalbot@mssd14.org</a>	2041
Mrs. Tindall, Special Education	<a href="mailto:etindall@mssd14.org">etindall@mssd14.org</a>	2061
Mr. B. Vecchio, Athletic Conditioning	<a href="mailto:bvecchio@mssd14.org">bvecchio@mssd14.org</a>	2075
Ms. Waters, Media Center Tech	<a href="mailto:gwaters@mssd14.org">gwaters@mssd14.org</a>	2668
Mr. Weimer, Band	<a href="mailto:tweimer@mssd14.org">tweimer@mssd14.org</a>	2645

# **Manitou High School Bell Schedules**

## **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.

## **WEATHER DELAY LATE START SCHEDULE**

### **(two-hour delay for snow days)**

Block 1	10:05 am – 11:15 am
Block 2	11:20 am – 12:30 pm
Lunch	12:30 pm - 12:55 pm
Block 3	1:00 pm - 2:05 pm
Block 4	2:10 pm - 3:20 pm

## **EXAM DAYS SCHEDULE**

### **DAY ONE FINALS**

Block One Green	8:05 – 9:55 am
Advisory	10:00 – 10:35 am
Block Two Green	10:40 am – 12:30 pm
Lunch	12:35 – 1:20 pm
Block Three Green	1:25 – 3:15 pm

### **DAY TWO FINALS**

Block Four Green	8:05 – 9:55 am
Advisory	10:00 – 10:35 am
Block One Gold	10:40 am – 12:30 pm
Lunch	12:35 – 1:20 pm
Block Two Gold	1:25 – 3:15 pm

### **DAY THREE FINALS**

Block Three Gold	8:05 – 9:55 am
Advisory	10:00 – 10:35 am
Block Four Gold	10:40 am – 12:30 pm
Lunch	12:35 – 1:20 pm

SNOW DAYS OR SNOW DELAYS: If the decision is made to cancel school, the local TV and radio stations will be asked to announce that the district schools are closed. The stations will be informed by 6:00 a.m. If school is canceled for the day, all other scheduled activities and programs are also canceled.

**\*CALENDAR FOR SCHOOL YEAR 2019 – 2020**

<b>Classes Begin</b>	<b>Friday, August</b>	<b>23</b>
<b>Open House, 6:00 p.m.</b>	<b>Wednesday, August</b>	<b>28</b>
<b>Labor Day, No School</b>	<b>Monday, September</b>	<b>02</b>
<b>Homecoming Week</b>	<b>M-S, September</b>	<b>09 - 14</b>
<b>Homecoming Parade, 1:30 p.m.</b>	<b>Friday, September</b>	<b>13</b>
<b>Picture Retake Day</b>	<b>Friday, October</b>	<b>04</b>
<b>PSAT/SAT Testing</b>	<b>Wednesday, October</b>	<b>16</b>
<b>9/10/11th graders, 1/2 day, No school 12th grade</b>		
<b>No makeup testing</b>		
<b>Thanksgiving Holiday, No School</b>	<b>M-F, November</b>	<b>25 - 29</b>
<b>Semester 1 Exams, Blocks 1, 2, 3</b>	<b>Wednesday, December</b>	<b>18</b>
<b>(Full Day of School)</b>		
<b>Semester 1 Exams, Blocks 4, 5, 6</b>	<b>Thursday, December</b>	<b>19</b>
<b>(Full Day of School)</b>		
<b>Semester 1 Exams, Blocks 7, 8</b>	<b>Friday, December</b>	<b>20</b>
<b>(Early Dismissal)</b>		
<b>Holiday Break, No School</b>	<b>M-Tu, Dec/Jan</b>	<b>23 – 07</b>
<b>Staff Professional Development Days</b>	<b>Mon/Tues, Jan.</b>	<b>06/07</b>
<b>First day of classes after break</b>	<b>Wednesday, January</b>	<b>08</b>
<b>Martin Luther King, No School</b>	<b>Monday, January</b>	<b>20</b>
<b>Presidents' Day, No School</b>	<b>Monday, February</b>	<b>17</b>
<b>Spring Break, No School</b>	<b>M-F, March</b>	<b>23 - 27</b>
<b>Practice PSAT/SAT Testing</b>	<b>TBD</b>	<b>TBD</b>
<b>9/10/11th graders, 1/2 day, No school 12th</b>		
<b>CMAS Testing</b>	<b>TBD</b>	<b>TBD</b>
<b>Seniors Last Day</b>	<b>Friday, May</b>	<b>08</b>
<b>Senior Breakfast/Green &amp; Gold Day</b>	<b>Wednesday, May</b>	<b>13</b>
<b>Academic Awards</b>		
<b>Graduation Day, 1:00 p.m.</b>	<b>Sunday, May</b>	<b>17</b>
<b>**Semester 2 Exams, Blocks 1, 2, 3</b>	<b>Tuesday, May</b>	<b>19</b>
<b>(Full Day of School)</b>		
<b>**Semester 2 Exams, Blocks 4, 5, 6</b>	<b>Wednesday, May</b>	<b>20</b>
<b>(Full Day of School)</b>		
<b>**Semester 2 Exams, Blocks 7, 8</b>	<b>Thursday, May</b>	<b>21</b>
<b>(Early Dismissal)</b>		
<b>**Last Day of School</b>	<b>Thursday, May</b>	<b>21</b>

**\*This calendar is subject to change. Please consult your parent newsletter, emails, Facebook and the mssd14.org website for updates and/or changes to the calendar that we may have to make.**

**\*\*Dates dependent upon number of snow/cold/flood days used.**

**INCOMPLETE GRADES**

Work missed, causing an incomplete grade, must be made up within ten school days after the end of the term. Work not made up will be given a grade of zero and averaged with other course grades. Appeals related to this policy should be addressed to the Principal.

**PEER TUTORING:**

11th and 12th grade students who have a cumulative GPA of 3.0 or higher and have no disciplinary issues can apply to be a Peer Tutor at the high school, middle school, or elementary school. Peer Tutors spend 60% of their block in direct instruction with other students. Peer Tutors will be required to keep a daily journal and submit an end of semester reflection paper to their supervising teacher. Peer Tutors will be graded on the regular grading scale. Teachers can only be assigned one Peer Tutor per semester. Students interested in being a Peer Tutor must complete an application and interview before enrolling.





## **NCAA CLEARINGHOUSE**

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA.) NCAA has established rules on eligibility, recruiting and financial aid. You should apply for certification before graduation if you plan to participate in athletics in college. The NCAA recommends that student-athletes register at the beginning of their junior year in high school, but many students register after their junior year. There is no registration deadline, but students must be cleared by the Eligibility Center before they receive athletic scholarships or compete at a Division I or II institution. To be certified by the NCAA Clearinghouse and to be eligible to compete in your first year of college, you must graduate from high school, earn a GPA of at least 2.3 in core courses, specific SAT and ACT scores are also required. To get a scholarship and practice, you must earn at least a 2.000 GPA in NCAA core courses. Please see specific NCAA criteria for Division I, II and III. You must also meet the NCAA Approved Core Courses for Initial Eligibility, approved for MSHS by the NCAA. See your Counselor or visit [www.2point3.org](http://www.2point3.org) for more information.

## **GUIDANCE AND COUNSELING**

Our counseling center provides developmental guidance and counseling to all students in our school. The primary objective is to provide help for students to learn more effectively and efficiently, and to assist them with problem solving skills.

The counseling center at MSHS is here to help you in many ways, including:

- Planning your schedule of classes at MSHS
- Continuing the development of skills for academic success
- Involving students in educational planning and career awareness by
  - \* school-to-career goals (planning for college or career)
  - \* choosing a college, vocational school, military or other program
  - \* applying for college or vocational scholarships or financial aid
  - \* registration and preparation for college entrance exams
- Understanding the school environment
- Increasing understanding of self and others
- Increasing decision-making and problem-solving skills
- Increasing interpersonal communication skills
- Increasing community pride and involvement

**ACADEMIC LETTERS:** At the end of each semester (Semester 1 and Semester 2), all students who have qualified under the criteria listed will be awarded academic letters:

- At least 3.0 Carnegie units earned during the semester, and
- 4.0 (GPA) for all credits taken during the semester (including college credits)

### **ACTIVITIES AND ATHLETICS**

Whether you are a new student or returning to Manitou Springs High School, it is important for you to realize that your education goes beyond the classrooms of our school. Graduates from MSHS report that, without their involvement in school activities outside the classroom, they would have been missing important experiences. 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 High School.

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

**ATHLETICS:** Manitou Springs High School offers a variety of athletic programs for 9th, 10th, 11th, and 12th grade students. The athletic programs are offered to all students who meet the eligibility requirements set forth by our school policy and the Colorado High School Activities Association (CHSAA). The teaching and coaching staff of MSHS 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.

### **ATHLETIC PROGRAMS/EXTRA CURRICULAR ACTIVITIES:**

#### **FALL:**

Boys/Girls Cross Country  
Boys Football  
Boys Soccer  
Girls Volleyball  
Boys Golf  
Cheer

#### **WINTER:**

Girls Basketball  
Boys Basketball  
Wrestling  
Swimming  
Cheer

#### **SPRING:**

Track  
Girls Soccer  
Baseball  
Girls Golf

At the beginning of each sports season, there is an informational meeting. Start off right by attending that meeting and receiving very valuable information 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 at an informational meeting are:

- **Transportation:** MSHS will provide transportation for participants to competitions. If there is any change to transportation, parents will be notified prior to the event.
- **Food:** Competitors are responsible for their own meals when traveling to an away event. Always bring money and/or food. It is up to each coach as to whether they stop for food to away competitions.
- **Maps:** Maps to away events are posted on the athletics web page.
- **Letter Jackets:** Each sport has its own criteria to determine which players earn a letter. Letters are awarded at the end of each sports season.

### **Clubs/Activities:**

Muffin Tops  
Cliffhangers  
Forensics  
Gay, Straight, Trans\*-Alliance  
Key Club  
Knowledge Bowl  
National Honor Society  
Robotics  
Student Council  
Video Game Club  
WORRRMS  
Young Life  
Teen Advocates for a Well Community  
Culture Club  
X-Fit  
Math Warriors  
Veggie Club  
Deutsch Club  
Mustang Thespian Society  
Comic Book Club  
Astronomy Club  
Manitou Monsters Bike Club

## ATTENDANCE

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 such child is enrolled.

**EXCUSED ABSENCES:** Building administrators are the final authority as to whether or not an absence is excused. It is the student's responsibility to get his or her absence excused. To excuse a student, parents should call the day of the absence or, if necessary, the following day. If a parent does not call by the end of that second day, the absence becomes unexcused. If the parent does not call by the end of the third day, the student will serve consequences for truancy. The student's individual teachers will determine how make-up work will be handled.

**UNEXCUSED ABSENCES:** If an absence is determined by the building administrator to be unexcused, the student will receive zeros for all work missed during the unexcused absence. The student is urged, however, to make up the work for the purpose of keeping up with the class.

**TRUANCIES:** If a student is absent without an excuse by the parent/guardian or if the student leaves school or class without permission of the teacher or administrator in charge, the student shall be considered truant.

**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 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, or removal from class and/or school.

**LEAVING THE BUILDING DURING THE DAY:** No student will be allowed to leave the building during the school day without prior permission from his/her parents, either by a phone call or a note to the office secretary. Students who leave the building during school hours must first check with the office secretary and, secondly, must sign out on the sign-out sheet. Failure to comply with this rule will be dealt with as a truancy.

**PRE-ARRANGED ABSENCE FORM:** Process for requesting a pre-arranged absence:

1. Parent or guardian will complete and sign a form
2. Student will submit the form to the main office for approval
3. A school administrator must then sign the form for approval
4. Student will take the approved form to every teacher. Teachers will sign or initial the form.
5. The completed form must be returned to the front office prior to the absence.

Pre-Arranged absences will not be approved during the following circumstances:

1. District or state assessments (parent can contact school office for dates)
2. During Semester Exams; the last 3 days of each semester.
3. When requested absence would move the student into excessive absence status or student has surpassed the allowable number of absences.

## **ATTENDANCE PROCEDURES**

**SIGN OUT:** Students who have permission from a parent to leave school must sign out. The sign-out procedure includes: 1) Check with the office secretary to verify that a parent has given permission

2) Complete the sign out sheet at the front counter of the main office.

**EXCUSED ABSENCES:** Parents are requested to **call 685-2078 by 9:00 a.m.** the morning of the student's absence. Calling after that time makes attendance accountability more difficult. Cooperation by parents and students is very helpful and greatly appreciated.

Attendance is an integral part of the educational process. Students who are absent miss

experiences that cannot be recreated through make up work or discussions with the teacher.

Interactions with student and teacher and among students are critical to learning. Students who

are absent sometimes find it difficult to catch up. The correlation between student performance and attendance is strong.

**Absentee call in line- Please call 719-685-2078 to report your child's absences within 24 hours of the absence Under C.R.S. 22-33-104 and District 14 Board of Education Policy excused absences result when:**

1. A student who is temporarily ill or injured

2. A student who is absent for an extended period due to mental, physical, or emotional disability

3. A student who is pursuing a work study program under the supervision of the school

4. A student who is absent in observance of an established religious holiday

5. A student whose absence is approved by the building principal at the request of the parent or guardian

6. A student who is suspended or expelled

Absences due to bereavement, court appearance, immediate family member illness and medical appointments are also considered excused. **Building administrators are the final authority as to whether or not an absence is excused.**

**Unexcused Absences/ Truancies** - If a student fails to notify the MSHS attendance office (685-2078) within one school day after the absence will be considered unexcused. MSHS Administrators will take disciplinary measures and loss of credit based upon frequency of unexcused absences.

If a student is absent without an excuse by parent/ guardian or if the student leaves school or class without permission of the teacher or administrator in charge, the student shall be considered truant.

C.R.S 22-33-104 states school attendance is compulsory for students under the age of seventeen. Students with four truancy/ unexcused absences within a 30 day period or ten truancies/ unexcused absences within a school year may be referred to the court system.

## **II. Attendance as a requirement for credit**

### **A. Absenteeism**

Students who are excessively absent shall not receive credit for courses in which they are enrolled. Excessive absenteeism shall be defined as: absences more than nine meeting times of a class block within 1 school semester.

## **B. Class Absence Totals**

For the purpose of computing excessive absenteeism, all absences shall be counted in the class absence total with the exception of those that result from any of the following:

- Religious purposes
- Doctors notes
- Death in the immediate family
- College visits (maximum of four with a letter from college admissions)
- Administrative reasons (suspensions, field trips, school sponsored extracurricular activities, etc.)
- Court Appearances
- Other (according to administrative discretion)

## **C. Notification**

The school will maintain records of absences for all students. Parents or guardians will be notified of absences as follows:

- Written notification will be supplied after the 5th absence of the term
- Notification in the form of a parent phone call will be supplied when a student is absent more than nine meeting times of a block within the current term.

## **D. Loss of Credit**

Students who are excessively absent (greater than 9 absences of a class within the semester) shall enter N/C (no credit) status. Students in N/C status shall continue to attend scheduled classes. Students in such status shall complete all course requirements in order to be eligible to file an appeal.

## **F. Appeals**

The policy is in no way intended to create hardships for serious, well intended students or their families.

- Appeals of loss of credit may be granted if it can be substantiated that the pattern of excessive absence resulted from either of the following causes:
  - An unusual, long term medical problem as documented by a physician
  - An unusual or personal family problem judged to be beyond the control of the student and parent
- A committee will review all attendance appeals. The committee includes representatives of administration and teaching staff. Their findings and recommendations are forwarded to the Principal.
- To file an appeal the parent must file a request with the Assistant Principal.

## **GENERAL INFORMATION**

**USE OF OFFICE TELEPHONE:** Students may use the office telephone only to obtain permission to leave school and for emergency calls.

**VISITORS:** All visitors must report to the office before entering the academic area. The same behavior policies that apply to students in this school also apply to visitors. **Students are not allowed to bring visitors with them to school.**

**INSURANCE:** Insurance is available to all students. This covers accidents that occur while going to and from school and at school sponsored activities. Those students taking P.E., cheerleading, or athletics, either intramural or interschool, are encouraged to carry some type of insurance. Forms are available to students at the beginning of the year and are also available in the office throughout the school year. **Please be aware that the school district does not carry or administer this insurance; all inquiries, fee payments and claims must be made through the insurance carrier.**

### **TARDY POLICY:**

#### **Per Semester:**

- Tardy 1 – 3      No Office consequences
- Tardy 4 – 5      Lunch Time Detention will be served that day.  
If a tardy is received during fourth block, 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.

**If a student is tardy without an excuse before arriving to school by parent or guardian, the tardy shall be considered unexcused.** Your overall tardy count will be reset at the end of each quarter.

**CLOSED CAMPUS:** MSHS has a closed campus. Once students arrive on campus in the morning they must stay on campus until they leave for lunch or have permission to leave. Staying on campus means staying in the building or within the boundaries of the parking lot. Students who have permission to leave during school hours include those who travel to a class at another campus, work program, or those students who **properly sign out.** **\*\*All freshmen have closed campus until notified otherwise.**

## DRIVING/PARKING

Students' use of the student parking lot is a privilege. Students are expected to follow all rules of the parking lot and they are to park in the designated student parking areas only. Students must register their vehicles on campus prior to bringing a vehicle on campus.

1. Speed limit on school grounds is 10 mile per hour. Driving deemed reckless or hazardous will not be tolerated.
2. Student cars will be parked in student areas only. Parking spots adjacent to building are reserved for teachers until 7:30 AM.
3. Cars improperly parked are subject to towing at owners expense.
4. Student vehicles are subject to search when the administration has reasonable suspicion to believe that the vehicle may contain substances or devices in violation of school policies.
5. **Any car that is illegally parked on school grounds or does not display a parking permit may be towed at the owner's expense.** This includes students that have had their privileges revoked and their vehicle is on campus.
6. No student will be allowed to loiter in cars or the parking lot during school hours.
7. Parking for students will be on a first come, first serve basis. No priority will be given for Seniors.
8. Students may park on the hill or in front of Richardson Field (football stadium) if the parking lot is full.
9. Students should not park in reserved spots for teachers. Teacher spots are along the south and east side of the building.

**Violation: Meeting with administration to determine consequences which may result in driving privileges being revoked or suspended**

**PARKING LOT SAFETY:** As winter approaches, parking lot safety becomes a more pressing concern. We are soliciting your help to keep our kids safe. Please help us by abiding by these traffic guidelines: • Drop off students on the east (track) side of the building **ONLY**. **Stopping at the top of the hill on El Monte creates congestion and a hazard for cars ascending the hill—especially in snowy weather.** • Keep speeds to a 5-mph minimum. As you come around the high school this time of year, the sun can be especially blinding and makes it difficult to see pedestrians cross the parking lot to enter the building • Pick up students after 3:20 p.m. We have little “waiting” space available. By picking up students ten minutes after the last bell, you can avoid unnecessary congestion.



## **Behavior Guidelines**

### **Restorative Practice**

When a student is suspended out of school, a reentry conference will be scheduled by administration. A reentry team consisting of administration, school support staff, parents and student will develop a behavior plan.

The reentry conference will provide the following:

- A behavior plan to support the student in making good decisions.
- The student will have an opportunity to be accountable and take responsibility for their actions.
- The student will have an opportunity to repair the harm created by the offense.

### **Truancy (unexcused absence) Regulation**

Students are expected to attend school every day. The school is expected to contact a parent or guardian at any time during the day, if the student is not in school at any time. Parents are expected to insure their child understands the importance of school attendance, and supports regular school attendance. The parent is responsible for calling the school to excuse an absence.

- **First offense**  
Instructional time missed will be made up in detention
- **Second Offense**  
Instructional time missed will be made up in detention
- **Third Offense**  
Instructional time missed will be made up in detention
- **Fourth Offense**  
Behavior Plan and/or Referral to Truancy Court

Board Policy: BOE JHB

Legal Reference: C.R.S 22-33-104

### **Academic Dishonesty Regulation**

Including, but not limited to: Plagiarism, cheating, and copying, or the use of any electronic devices when not permitted for the assignment or assessment. Plagiarism means “to present as one’s own an idea or product derived from an existing source.” (Webster’s Dictionary) **\*Note: Any offense may jeopardize student’s standing in academic affiliation/clubs.**

- **First Offense**  
No credit for the assignment and parents are notified
- **Second Offense**  
No credit for the assignment, parent conference
- **Third Offense**  
No credit for the assignment, behavior plan

Board Policy: BOE JIDA

Legal reference: C.R.S. 22-32-109.1

### **Disruptive Behavior/ Insubordination/ Class Disruption Regulation**

Students are expected to be engaged, interested, and eager to learn and demonstrate intellectual curiosity. Students should be kind and respectful to all members of the high school community. Students are expected to follow all classroom expectations. The school is expected to provide high quality instruction, safe, kind and a rigorous learning environment. Parents are expected to reinforce the need for positive behavior both at home and school.

- **First offense**  
Conference with administration and possible detention, out of school suspension, and a school service component
- **Second Offense**  
Conference with administration and possible detention or out of school suspension
- **Third Offense**  
Behavior Plan

Board Policy: BOE JIDA

Legal Reference: C.R.S. 22-32-109.1

### **Use or Possession of Tobacco Regulation**

Manitou Springs High School is committed to high standards of personal and public health and safety. Students shall be offered services through Partners for Healthy Choices to support students in quitting tobacco use.

- **First Offense**  
Detention 90 minutes after school
- **Second Offense**  
Detention – 90 minutes after school
- **Third Offense**  
One day Out of School Suspension (OSS) and Behavior plan

Board Policy: BOEJICG (x.23)

Legal Reference: C.R.S. 25-14-102 (3)

Legal Reference: C.R.S. 25-14-103 (IXF) (3)

### **Use or Possession of Drugs or Alcohol/ Paraphernalia**

Students are expected to practice good health habits and choose a healthy lifestyle for themselves. Manitou Springs High School recognizes that the use of drugs or alcohol is significant threat to the health, safety, and welfare and the school community. The high school is committed to supporting students that have substance abuse issues. The school will provide support services through Partners for Healthy Choices.

- **First Offense**  
Up to 5 days Out of School Suspension, possible expulsion hearing
- **Second Offense**  
Up to 5 days Out of School Suspension, possible expulsion hearing
- **Third Offense**  
Expulsion hearing

Board Policy: BOE JICH (x.24)

Legal Reference: C.R.S. 18-18-407 (2)

## **Vandalism**

Students are expected to be respectful of school and community member's property.

- **First Offense**  
Payment of damages, conference with administration and possible detention, or out of school suspension
- **Second Offense**  
Payment of damages, up to 5 days out of school suspension
- **Third Offense**  
Expulsion hearing

Board Policy: BOE JICDA

Legal Reference: C.R.S. 18-4-301 et. Seq.

## **Theft or Extortion**

- **First Offense**  
Payment of damages, conference with administration and possible detention, or out of school suspension
- **Second Offense**  
Payment of damages, up to 5 days out of school suspension
- **Third Offense**  
Expulsion hearing

Board Policy: BOE JICDA

Legal Reference: C.R.S. 18-4-301 et. Seq.

## **Fighting, Bullying, Cyberbullying, Harassment, Intimidation**

Students are expected to treat all school community members with dignity, kindness and respect.

- **First Offense**  
Up to 5 days Out of School Suspension, possible expulsion hearing
- **Second Offense**  
Up to 5 days Out of School Suspension, possible expulsion hearing
- **Third Offense**  
Expulsion hearing

Board Policy: JICDA

Legal Reference: C.R.S. 18-3-202 et. Seq.

## **Paraphernalia likely to cause harm (weapons)**

- **First Offense**  
Up to 3 days Out of School Suspension, possible expulsion hearing
- **Second Offense**  
Up to 5 days Out of School Suspension, possible expulsion hearing
- **Third Offense**  
Expulsion hearing

Board Policy: BOE JICI (111.46)

Legal Reference: C.R.S. 22-33-106 (1) (d), 20 U.S.C. 3351, C.R.S. 18-1-901 (3) (c), C.R.S. 18-12-101, C.R.S. 18-12-105.5

## **Inappropriate use of Technology**

- **First offense**  
Conference with administration and possible detention, or out of school suspension
- **Second Offense**  
Conference with administration and possible detention, or out of school suspension or Behavior Plan to support appropriate use
- **Third Offense**  
Behavior Plan to support appropriate use

Board Policy: BOE JS-E

Legal Reference: C.R.S. 22-87-101 et Seq

## **Possession of Obscene Material or Vulgarity**

- **First offense**  
Conference with administration and possible detention, or out of school suspension
- **Second Offense**  
Conference with administration and possible detention, or out of school suspension
- **Third Offense**  
Behavior Plan

Board Policy: BOE JICDA

Legal Reference: C.R.S. 22-32-109.1 (2) (a) (1)

## **Behavior Guidelines Points of Emphasis**

In case of flagrant violations, additional consequences may be issued.

Students and parents have the right to appeal to the principal if the assistant principal disciplines, and the superintendent if the principal disciplines.

Parents will be notified of all suspensions and unexcused absences.

Students are required to make up work when suspended out of school, the student will receive full credit for their work.

All conduct rules apply at school, during school hours off campus (lunch), on El Monte Place, and at school sponsored activities home or away.

Use or possession of a dangerous weapon or sale of a controlled substance, may result in expulsion.

The administration will call the police in all cases of vandalism, weapons, drugs and alcohol.

At any time, the administration reserves the right to place a student on a behavior/ privilege continuum to support the student in being successful at Manitou Springs High School.

ACCORDING TO STATE LAW: THE FOLLOWING ARE GROUNDS FOR SUSPENSION, EXPULSION, AND DENIAL OF ADMISSION

- Fighting/Physical Altercations: on or off school grounds

Legal reference: C.R.S. 22-33-106 (c)

Board policy: JICDA

- Smoking, possession or the use of Tobacco products/inhalants. The High School is a tobacco free campus, meaning that it is illegal for anyone regardless of age to possess or use any form of tobacco product and/or inhalant on school grounds. This includes all forms of chewing tobacco, cigarettes, vapor pens and electronic cigarettes (e-cigarettes).

Legal reference: 22-32-109.1

Board policy: JICG(x.-23.)

- Habitually disruptive, “Habitually disruptive” means a child who has been suspended three times during the course of a school year for causing a material and substantial disruption in the classroom, on school grounds, on a school vehicle, or at school activities or events.

Legal reference: C.R.S. 22-33-106 II,

Board policy: JK

- Theft

Legal reference: C.R.S. 18-3-202

Board Policy: JICDA

- Willful destruction, or defacing of property

Legal reference: C.R.S. 22-33-106 (b)

Board Policy: JICDA

- Drugs or Alcohol: possession, distribution, consumption, selling of any drugs, alcohol or controlled substances

Legal Reference: C.R.S. 12-22-303 and 22-33-106 (I), (d) (recommendation for expulsion is mandatory for the possession and sale of drug or controlled substance.)

18-18-407 (II) (crime to sell, distribute or possess controlled substance on or near school grounds or bus).

Board Policy: JICH

- Gang related activities, memberships, or involvement with anti-social behaviors including: apparel, jewelry, or accessory, notebook, computers, pictures, or manner of grooming by virtue of its color, arrangement, trademark, or any other attribute that denotes membership in gangs which advocate drug use, violence, or disruptive behavior.

Legal Reference: C.R. S. 12-33-106 (c)

Board Policy: JICB

- Carrying, bringing, using or possession of a weapon or a facsimile thereof

Legal Reference: C.R.S. 22-33-106 III paragraph (A), (B), (C), and (D)

Board Policy: **JICI (III. - 46.)**

- Blatant disobedience, defiance or disrespect to school personnel or school rules of conduct or repeatedly interfering with the school's ability to provide safe, educational environment for others.

Legal Reference: C.R.S. 22-33-106 II

Board Policy: JICDA

- Behavior on school property that is detrimental to the welfare or safety of other students or of school personnel, including profanity and behavior that creates a threat of physical harm to the student or to other students.

Legal Reference: C.R.S. 22.33.106

Board Policy: JICDA

- Chronic discipline problems at school: multiple discipline referrals in a given semester

Legal Reference: C.R.S. 22-33-106 (a)

Board Policy: **JK-R**

- Conduct, including a student's use of social networking sites, which is a violation of civil, or criminal law or the reasonable rights of others.

Legal Reference: C.R.S. 18-9-111 (harassment)

Board Policy: JICDA

- Threats of violence, harassment or bullying

Legal Reference: C.R.S. 18-9-111 (harassment)

Board Policy: JICDA

- False accusations toward student and staff members

Legal Reference: C.R.S. 22-12-105 paragraph (III)

Board Policy: JICDA

- Video-taping of any disturbance and/or without participants consent.

Legal Reference: C.R.S. 22-33-106

Board Policy: JICDA

- Violating terms of School Detention

Legal Reference: C.R.S. 22-33-106

Board Policy: JICDA

## BEHAVIORAL CONCERNS

DISRUPTIVE BEHAVIOR: Any behavior which interferes with the smooth operation of the school is not acceptable and will not be tolerated.

HAZING, PHYSICAL ABUSE, INTIMIDATION, OR BULLYING OF ANOTHER STUDENT OR SCHOOL PERSONNEL: Nationally and locally there have been incidents of hazing that have resulted in injury and even death. What begins as innocent play can become dangerous. Therefore, any behavior that would be considered hazing is strictly forbidden and may result in immediate suspension from school.

CRIME OF VIOLENCE: Any student 14 to 18 years old charged with a crime of violence will undergo a mandatory hearing with the superintendent. The purpose of this hearing shall be to determine if he/she shall be expelled or 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.

INTERGOVERNMENTAL AGREEMENT: There is an intergovernmental agreement between the City of Manitou Springs and School District #14 that treats the entire street of El Monte Place (the street that runs in front of the school) as school property for the purpose of student behavior. Therefore, **all school rules apply on the entire length of El Monte Place and adjacent trails.** Even though all school rules will be enforced on El Monte Place and adjacent trails, it is not part of the high school campus, and going out on the street or trails during school time without permission and signing out is considered a truancy.

CLOSED CAMPUS: Manitou Springs High School is a closed campus school. This means that students are not allowed to leave the campus during the school day except at lunch, or to attend Career Study, or college classes, without properly checking out. The school campus is defined as the area where school business takes place on a daily basis. It includes the buildings, the upper athletic field, the parking lot, and driveway. Open Campus is a privilege and can be revoked at any time based upon student behavior. The length of revocation will be based upon the violation of the student.

ADVISORY: Advisory is considered instructional time, and students may not leave the campus during this time. It is designed for students to get extra help from teachers and for organizations to meet. Each student is assigned a Advisory teacher and room, and on occasion we will have all students go to their Advisory teachers. When any teacher tells a student to come into his/her classroom for Advisory, the student must comply. Failure to do so will be treated as insubordination.

PERSONAL SEARCHES: The principal, or a staff member designated by the principal and acting at the direction of 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 policy, school rules or law. Refusal by the student to allow such a search can result in a recommendation to the superintendent for expulsion of such student.

LOCKER SECURITY—Lockers must remain locked at all times with a school issued combination lock.

STUDENT PRIVILEGES - Open Campus, Attending School Sponsored Events, Graduation, Driving/Parking on Campus, Senior Week Activities, Field Trips, and Early Release/Late Starts are a partial list of student privileges. Violation of school policies may result in the revocation of all or some student privileges.

DISTRICT ATTORNEY REPORT - Manitou Springs High School reserves the right to use the Colorado Prosecutors' Tracking System Juvenile School Report to offer students support, as well as hold them accountable relative to school policies and guidelines.

## **SUBSTANCE ABUSE**

### **Self-Referral of Potential Alcohol or Drug Abuse:**

When a student recognizes that he/she has a problem with chemical use and chooses to do something about this problem, the school district will cooperate as fully as possible with this student. The school will create a climate and provide resources by which a student may seek and receive education, referral and/or counseling related to this problem. This will be provided without reprisal provided that the following conditions are met:

1. There is no immediate or apparent threat of harm to self or others.
2. The student is self-referred, not caught in violation of school, district or legal policies.
3. A commitment is made to abstain from further chemical use and to cooperate with a rehabilitative plan.

### **Rehabilitative Action:**

The Rehabilitation Team will meet to develop a plan for rehabilitative action. This team may consist of parents, students, administrators, counselors, and staff members. Students considered to be in need of further education or counseling will be referred to the appropriate program(s) or person(s) within the school. Students felt to be in need of individual or group counseling beyond that which can be provided by the school shall be referred to appropriate community agencies. The Manitou Springs School District will not be financially responsible for services provided by community agencies or private treatment providers.

### **Student Substance Abuse Procedure**

- A school staff member suspects a student may be under the influence and/ or in possession of illegal drugs.
- An administrator will escort the student to the high school office or nurse's office.
- The nurse or administrator will assess the student's status.
- If a student needs immediate medical attention, the local rescue squad will be called to transport to a proper medical facility. A school representative will accompany the ambulance to the hospital. Parents and superintendent will be notified as soon as possible.
- A records release authorization form must be completed allowing a school representative to receive results of all evaluations completed
- If a student is suspected to be under the influence, but not in medical crisis, parents are notified. The school will request that a toxicology screening be performed. Parents will take their child to a physician, the hospital or certified testing facility immediately (within 1 hour) to determine medical clearance to return to school. A parent must present official urine analysis results from a physician, hospital or certified testing facility to school administration. The results of the toxicology screen will be reviewed by the administration. A positive test will result in suspension.
- A negative test will abate the suspension.
- If a student is found in possession of illegal substances or paraphernalia, the parents will be notified along with the superintendent. Manitou Springs Police will be called to the school and if the student can be charged with possession of illegal substances, the police will arrest the student.



## MSHS DRESS CODE

### Dress Code Vision:

Manitou Springs High School Dress Code Policy encourages a positive work and learning environment. The code prepares our students to enter the world dressing for success. These guidelines apply to the school day and all school sanctioned activities. The High School Administration will team with parents and students in order to support students in being compliant with the dress code.

### Dress Code Policy:

- Sunglasses should not be worn inside the building
- Clothing must cover everything from just above the chest to the mid thigh area.  
(See diagram below)
- Clothing must not be strapless or inappropriately sheer.
- Hats may be worn at the discretion of faculty
- Undergarments must not be visible
- Clothing, jewelry, accessories or body adornments may not contain, or make reference to:
  - Drugs, tobacco, alcohol, weapons, or gangs
  - Items of a sexual nature
  - No radical or hate signs
  - Obscenities, profanity, or vulgarity
  - Threatens the safety or welfare of any person
  - Promotion of activities prohibited by the Student Code of Conduct
  - Disrupting the teaching/learning process
  -

### Exceptions

Exceptions to the dress code, including length of dresses, missing of straps, etc. may be made for school sanctioned dances...all at discretion of the High School Administration. Appropriate athletic clothing may be worn in physical education class or during sports related activities.

**No exceptions will be made for spirit days and/or holidays.** School administration will have the final determination as to whether or not specific attire is in violation of the dress code.

## **CELL PHONE POLICY**

It is the objective of Manitou Springs High School to teach students the appropriate use of cell phones and other electronic devices in a public setting. **Cell phone use in Manitou Springs High School is NOT a right, it is a privilege.**

Students may use electronics before school, during passing periods, at lunch, and after school. During class periods, including Advisory, students may use electronics **ONLY WITH EXPLICIT TEACHER PERMISSION. The electronic device must be powered off during class time.** Students may NOT access their cell phones while on passes to the bathroom, locker, drinking fountain, etc.

The discipline matrix for violations of this policy will be as follows:

1st Violation: Teacher will confiscate the device and return it to the individual at the end of the block

2nd Violation: Teacher will confiscate the device, bring it down to the office at the end of the block and will contact the parent. Student can retrieve their device from the office at the end of the school day.

3rd Violation: Teacher will confiscate the device and bring it down to the office. Office will contact the parent: parents may come collect the device at the end of the day.

4th/subsequent violations: Teacher will confiscate the device and bring it down to the office. Office will contact the parent and explain the disciplinary action, which will be administered to their student. Disciplinary action could include detention, suspension, or suspension of cell phone privileges at school for a specified period of time.

\*Refusal to submit device will result in a referral for insubordination and shall result in administrative consequences.

\*Parental contact during class time will be conducted through the main office.

\*The staff of Manitou Springs High School cannot guarantee the security of electronic devices or any other valuables.

## **DANCE POLICY**

- Dances are for Manitou High School students and their guests
- Each Manitou student is allowed 1 guest. Students bringing a guest must fill out a Dance Guest Pass the Wednesday prior to the dance. Guests must be in high school or have attended a high school. No one attending a MSHS dance may be over 19 years of age unless the MSHS Administration gives special permission prior to the event.
- No middle school students will be allowed
  - School dress code applies to all dances unless otherwise stated.
  - Students and guests attending a MSHS dance agree to appropriate dancing. Consequences will include, but not limited to parent contact, disciplinary referral and being asked to leave the dance with no refund.
  - Students who leave the dance will not be allowed to reenter.
  - No one will be admitted to dances after 10:00 PM.
  - All school rules are enforced at the dance.
  - MSHS Administration and Faculty will chaperone each dance.

**EARLY DISMISSAL:** If school is in session and a storm develops, a decision may be made to send students home early. Bus drivers will be notified to be on alert for an early dismissal and, should this decision be made, they will make their regular runs in the same sequence as usual. Please review with your children what they should do if there is an early dismissal. If you believe the weather is bad enough during the day, you or a designated adult representing you may pick up your child at any time. Information about an early dismissal will be broadcast to all TV and radio stations to alert parents, and the principals will remain at the buildings until it has been determined that all students have left the buildings and have been transported safely. **If you're wondering if school has been canceled or delayed, listen to your local TV and/or radio stations.**

**SNOW DAY/LATE START ATTENDANCE FOR THE Career Start PROGRAM:**

- If school is canceled at the high school, you will not be required to attend your Career Start program.
- If school is canceled at your Career Start program but not at the high school, you will only be required to attend your classes at the high school.
- If the high school has a late start, but your Career Start program meets at the regularly scheduled time, the a.m. Career Start students will be excused from their Career Start classes, but will be required to attend their 4th block classes at the high school. Afternoon Career Start students are required to attend their Career Start program and their high school classes as scheduled.

**LOSS AND/OR THEFT:** Students shall assume full responsibility for whatever is contained in their school/gym locker, desks and/or other storage areas assigned to them. Students should not leave valuable property in their lockers. Cash, jewelry, iPads, cell phones, etc. are attractive targets for theft and should be locked up when not in use. If students must bring a valuable item to school, they should contact a coach, teacher, or administrator to have the item placed in safe keeping.

## **BUS REGULATIONS FOR MANITOU SPRINGS DISTRICT 14**

With the large number of students riding school buses each day, it is vital to the safety of all transported students that certain rules be observed faithfully.

### **A. Previous to loading:**

1. Be on time at the designated school bus stops--drivers are instructed not to wait for students.
2. Do not play on the road, in streets or on private property while waiting for the bus.
3. Do not push and shove while loading.
4. Approach bus stops carefully.
5. Do not move toward the bus at a loading zone until it has come to a full stop.
6. Line up and enter the bus one at a time after the bus has come to a complete stop.

### **B. While on the bus:**

1. Keep head and hands inside the bus.
2. Assist in keeping the bus clean and safe at all times. No eating or drinking on buses.
3. Students must stay in their seats while the bus is in motion. If necessary for better conduct, drivers are to assign specific seats.
4. Students may not reserve seats.
5. Loud talking, boisterous activities, throwing objects and the like cannot be tolerated. Bus drivers must not be distracted from the business of driving. Outside of ordinary conversation, students will observe classroom conduct while on the bus.
6. No vile language is to be permitted on the buses.
7. Students are not to damage the seats or any part of the bus. Damages must be paid for by the students. Students are not to tamper with any controls.
8. The driver may give students permission to open windows but no trash may be thrown from the windows.
9. Keep the aisles clear.
10. Be courteous to fellow pupils, the driver and safety patrol officers.
11. There will be no smoking on the bus at any time.
12. In the event of a road emergency (not an accident), passengers are to remain in the bus unless instructed by the driver.
13. Buses are to stop at regularly scheduled stops only. Parents are not to ask the bus driver to let their children off the bus except at the regular stop unless the parent is at another scheduled stop to pick up the child. With our changing population, and with increased numbers of bus passengers, the driver cannot know personally all parents and students. For the safety of your child, please have him/her board and leave the bus at his/her normal stop. Parents should not ask school officials to make exceptions to this rule unless an extreme emergency exists.
14. Great care should be exercised in leaving the bus. Do not cross the road without looking both ways.

Bus transportation is not a required service by law and is provided as an option by the local school board. Bus drivers and principals may make additional rules deemed necessary to insure the safety and welfare of the students. **Students should understand that the first violation of the above rules will result in a note being sent home to the parents to be signed and returned to the driver. The second violation will result in a three-day suspension from riding the bus, and the third violation will be cause for the student to be suspended from riding the bus for the remainder of the semester.**

## **NON-DISCRIMINATION**

Manitou Springs School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title X and Section 504.

## **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 the 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
- The annual yearbook
- The Student Directory
- The school newspaper
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, i.e. for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent, if such disclosure were considered to be in the best interest of MSSD 14 and its students. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings – unless parents have advised the LEA they do not want their student's information disclosed without prior written consent.

### **Manitou Springs School District 14 has designated the following information as directory information.**

- Student's name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

**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 school year.**

# School Health Services

There is one registered nurse who covers all four schools in the district. You may contact her directly at 719-330-6658 or call the school your student attends.

## Health Services

**Medical Information:** Please complete and return the Medical Information form letting the school know if your student has any special health concerns. We need to have the form completed every year. The information will be shared with the school's staff on a need to know basis.

**Vision/Hearing:** Annual screenings are done on all Preschool, K, 1, 2, 3, 5, 7, 9, Special Education students and any new students; as well as students that have been referred because of teacher concerns. Referrals are sent home after the student has failed two screenings.

**Injury/Emergency:** 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. The Emergency Medical Team 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 911 Emergency Medical Team. The school does not assume responsibility for costs incurred from accidents that occur on school property.

**Immunization Compliance:** All students must submit a Certificate of Immunization or Signed Exemption. Beginning July 1, 2016, new official exemption forms for Religious or Personal Belief are required and must be submitted **annually, they expire each year on June 30<sup>th</sup>**. ([Colorado Board of Health rule 6 CCR 1009-2](#)). You may file online at the link below or sign an Exemption form at your student's school. **Medical exemptions** only need to be submitted once and require the signature of your child's doctor or advanced practice nurse. To submit a non-medical or medical exemption, go to the website [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption) and follow the instructions. Children with an exemption may be kept out of school during a disease outbreak. Please respond immediately if you receive notification that your student's record is incomplete and we need further information.

**Other Health Services:** 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.

## Medication Policy

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

1. Come to school and give it to your child at the appropriate time.
2. Discuss with your doctor an alternative schedule of medication so that it can be given outside of school hours.
3. Provide a completed **Physician's Authorization For the Administration of Medication by School Personnel** form (available in the school office and on the MSSD 14 website in the Health area under Departments). This must be completed and signed by the physician and parent.

**Any prescription medication must be in a labeled pharmacy container that includes: student's name, name of the medication, dosage and instructions for administration.**

**Any over the counter medication must be in its original and unopened package with your student's name clearly identified on it.**

**Each medication requires a separate written authorization.** If your student uses an inhaler and/or an Epi-Pen and carries it with them while in the MS or HS, a **Contract to Carry form** must be signed by the student, parent, and school nurse.

This is a School District 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 lymph 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.

MSSD 14 is following the Illness Guidelines from the Colorado Department of Education/Children's Hospital Colorado. These guidelines can be found at:  
<http://www.cde.state.co.us/healthandwellness/illnesspolicyhowsickistoosickenglish>

**Please keep your contact information current and provide alternate contacts in the event the school staff is unable to reach you.**

## **CONCUSSION MANAGEMENT PROTOCOL**

Manitou Springs Schools have an established protocol to provide education about concussions for 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 seeks 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 insuring 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.

The high school contact for concussions is the school nurse, Leann Sharon. You may contact her directly at 719-330-6658



# TORNADO EMERGENCY PROCEDURES

These procedures are to be followed at Manitou Springs High School in the event that a tornado watch or warning is issued by the National Weather Bureau:

1. The local warning system is a continuous blast of Civil Defense sirens. We will notify staff and students of an alert by using the P.A. system. If power is out in the building, we will send runners to the rooms.
2. All people outside the building should return to the building. P.E. classes should go to the locker room.
3. Students in Rooms 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23 and 24 are to sit in the hall way outside their rooms. Stay away from the outside doors and trophy cases.
4. Students in Room 20 are to sit in Freshmen Hall by the office.
5. Students in the Media Center are to sit in the hall way outside of the Media Center, away from the back door.
6. Students in Wood Shop are to sit in the hall outside the room away from the Commons area.
7. Students in the Shared Integrated Learning Center (SILC) should exit the building using the south stairs to the garage. Students will then sit against the west wall once inside the garage.

## **General Precautions and Notes**

- Stay away from all windows and glass display cases.
- Under no circumstances should anyone be in the Media Center, gyms or the Commons area. **All areas with large roofs are to be avoided.**
- Teachers should leave three windows open when they leave their rooms and must shut the classroom door.
- Teachers who do not have a class at the time of the alert are to come to the office for instructions on how they can help with the alert.
- Students should be instructed to bring a book to occupy themselves during the alert. They might also use the book to help protect their heads, should a hit occur.
- **Students should be instructed to sit with their head between their legs and their hands over their head.**

## **EMERGENCY FLOOD SAFETY PLAN**

Manitou Springs Middle and High Schools, in coordination with Building and Grounds, have created a plan to ensure safety and protection of students in the event of minor flooding to catastrophic road closures, due to recent environmental factors.

First and foremost, please know that your child will be safe and protected at all times. Staff supervision will be consistently available until the student can be safely picked up and returned home in accordance with parent wishes.

**Phase 1:** Minor events and temporary road closures  
MSMS and MSHS will serve as a shelter in place. Students will be cared for and properly fed until conditions are deemed safe for parents to pick up or we transport them home.

**Phase 2:** More significant to catastrophic long-term road closures  
MSMS and MSHS will serve as shelter in place. Long-term plans could include Red Cross involvement for possible temporary housing of students, including sleeping arrangements.

At all times priority will be student safety and supervision. Parent communication is the most important part of returning students safely and in a timely manner. Therefore, we need you to help us with the following tasks:

- Update all personal contact information to include current address and ALL current phone numbers, including any cell phones that have texting capability.
- Complete emergency contact information. Please consider who your child can go home with in the event you cannot get to them due to road closures.
- Update all email addresses.
- For High School students – For those students who drive, they will not be released until the all clear is given by our local law enforcement and/or the Colorado Department of Transportation. Also, high school students who choose to go home with another student, during the school day, will only be permitted to do so if that other student is on their emergency contact list, or upon verbal agreement with a parent or guardian. After the normal school day, we will follow the regular release procedures.

In conclusion, the middle and high schools have a multi-faceted flexible plan in the event of an emergency. We will communicate by any and all means necessary, including by phone, the Internet, television, and radio.

## **SCHOOL SONG**

Oh Manitou  
We hail thee  
School that we love.  
We'll stand together  
And with one accord  
We'll sing your praise forever.  
We will all be faithful,  
Loyal and true.

Raising our standards high for Man - i - tou

**M - A - N - I - T - O - U** (clap) (slow)

**M - A - N - I - T - O - U** (clap) (faster)

**MANITOU**

**MANITOU**

Siss, boom

**MANITOU!**