Manitou Springs Elementary Student Handbook 2016-17

MSES Vision: Our whole children…

- *Empowered personally to lead and to serve,*
- *Equipped intellectually to shape the future,*
- *Enriched creatively to flourish lifelong.*

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Dear MSES Families –

We've prepared a truly remarkable year for your kids in 2016-2017, and I'd like to take an opportunity at this point to share a few of the main curricular, personnel, and calendar enhancements with you.

We are entering another super stable year with our staff, adding just two fabulous educators to our top-flight faculty:

Ms. Sarah Mortensen will become our new First-Grade Teacher after the retirement of the beloved Debbie Heidenreich. Sarah actually did her student teaching under Debbie's guidance several years ago--in the very room Sarah will now occupy as a teacher! Since then, Sarah has worked as the first-grade teacher at our sister school, Ute Pass Elementary, so she joins us with an established connection to our curriculum—and to our belief in relationship-based education for whole children.

Ms. Vanessa Roberts will join us in a new Special Education Teacher position we created to better serve our students with special needs. Vanessa is a graduate of D14 schools (as Vanessa Roller), earned her teaching degree at the University of Arizona, and taught students with special needs in Tucson elementary schools for five years before returning to Colorado Springs with her young family. We are very pleased to have another highly qualified Special Education Teacher on board at MSES!

In our academic program this year, we will continue our "**UP! Initiative**" of creating ever more authentic and interactive lessons around the integrated units in the **Core Knowledge Curriculum** we adopted last year. We will be fully activating our new **Collaboratory**, as well as our outdoor classrooms, gardens, and chicken coop, toward that same goal of authentic, interactive learning. Our UP! academics this year will also include more field trips and professional guests, because we believe nothing is more authentic than walking through the history you're studying, hearing professional music live, or touching the science or art you're learning about. Among other academic enhancements:

Our talented and incredibly energetic music instructor**, Elizabeth Lawson**, is creating a new **Third-Grade Violin Program** within her overall music program this year. With the generous support of **Supt. Longfield** and grant funding, she has secured violins for each and every one of our third-graders to use this year in learning to play this beautiful instrument. The third-grade program will be a follow-up to the K-2 Piano Program Ms. Lawson launched last year. Research clearly supports the whole-child ***academic*** **benefits** of learning music (and other arts)--but we feel it's also worthwhile just because…violins + kids = awesome!

Our PE Teacher, **Randy Niebuhr**, is developing exciting **new units for Archery and Fencing** that tie into our CKLA domains in the Middle Ages and the Renaissance Period. The Fencing unit will be supported by materials and expertise from the Olympic fencing program!

We have developed an **afterschool Spanish language and culture program** at MSES. While we can't yet fit a school-wide language program into our busy academic day, Our instructor this year will be MSHS language instructor **Terrence Batson** and his program will be a full-emersion exploration of Hispanic culture!

- We are bringing **additional student iPads** into MSES, as the district replaces the older iPads at MSHS and sends them our way. In the years that we've had iPad technology at MSES, we have learned that the iPad can be a powerful tool for research and authentic publication—but we have also learned that in many cases it is *less* powerful than **a crayon or a storybook or a basketball or ukelele**! Our fifth-graders will remain the only students who may bring an iPad home at night, but we will utilize the technology in other classrooms whenever (and only when) it is the best of our many academic tools for the job. As with all things, **balance is the key for our whole children**—and our commitment to movement, hands-on learning, and authenticity will continue to drive our instructional choices. Details to come from your child's teacher at our Open House, September 13.

- To better communicate about your child's learning growth here, we're developing a **simpler report card** and returning to a **quarter-based reporting system**, with parent-teacher conferences in October and March. We will introduce the new report cards to parents at October conferences.

- Our school counselor, **Leatha Hay**, will be implementing the highly regarded **Second Step Program** in her classroom instruction this year. This program is more fully developed than our former program, Brainwise, and is differentiated by grade to address the varying social and emotional challenges at each new age level. It will also be the basis for our efforts to improve students' focus and presence in their learning via mindful class activities.

- Our TEAMS Center teacher, **Amy Bradbury**, is developing a new program to teach students basic elements of **Computer-Aided Design**—and the ability to produce their designs on **new 3D printers** we're bringing into the Collaboratory. The connections to Math, Science, Art, Architecture, Anatomy, and so many other subjects are immediate and tremendously exciting! Details to come!

Around our facility:

- We're completing our first phase of **playground improvements**, installing a new swingset and basketball courts, adding a Winnie the Pooh 'Buddy Bench' and some other small additions, and removing many of the old wooden fences. It should provide an easier, safer, more fun flow of play outdoors in our 'big backyard.'

- We have a new welcoming look in our **front lobby**, due especially to the new Mustang-green carpet and paint!

- Just for fun, we've added a few **new art pieces** on the grounds, some made by our own students and some by community artists.

This **2016-2017 MSES Student Handbook** has some minor updates from last year and should answer many of your questions about school procedures and policies. Please look it over and share ideas with your student as you see fit.

My door is always open for parents/guardians if you have questions or suggestions.

Russ Vogel, Principal

Springs School District 14 Board of Education

Steve Weimer – President
Molly Stevens - Vice President
Gino Mendoza - Director
Todd Nagel – Director
Sonya Teigen - Director

Manitou Springs District 14 Vision Statement

Compassionate citizens contributing with knowledge and integrity to a dynamic world.

Manitou Springs School District 14 Ends Statements

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

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

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

2016/2017 Manitou Springs Board of Education
Work Session and Regular Meeting Dates

2016		**Location:**
July 25th:	Work Session (5:30 p.m.)/Regular Meeting (6:30 p.m.)	SILC
August 22nd:	Work Session (5:30 p.m.)/Regular Meeting (6:30 p.m.)	SILC
September 26th:	Work Session (5:30 p.m.)/Regular Meeting (6:30 p.m.)	SILC
October 24th:	Work Session (5:30 p.m.)/Regular Meeting (6:30 p.m.)	SILC
November 14th:	Work Session (5:30 p.m.)/Regular Meeting (6:30 p.m.)	SILC
December 12th:	Work Session (5:30 p.m.)/Regular Meeting (6:30 p.m.)	SILC
2017		
January 23rd:	Work Session (5:30 p.m.)/Regular Meeting (6:30 p.m.)	SILC
February 27th:	Work Session (5:30 p.m.)/Regular Meeting (6:30 p.m.)	MSMS
March 13th:	Work Session (5:30 p.m.)/Regular Meeting (6:30 p.m.)	MSHS
April 24th:	Work Session (5:30 p.m.)/Regular Meeting (6:30 p.m.)	MSES
May 15th:	Work Session (5:30 p.m.)/Regular Meeting (6:30 p.m.)	UPES
June 12th:	Work Session (5:30 p.m.)/Regular Meeting (6:30 p.m.)	SILC

Manitou Springs Elementary School

2016-2017 School Calendar

Russ Vogel, Principal

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

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October

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23/30	24/31	25	26	27	28	29

November

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December

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25	26	27	28	29	30	31

School Hours: 8:00 a.m. – 2:50 p.m.

AUGUST 2016

Class Lists Posted on Windows……..…….August 19
Kindergarten Orientation 5–6 pm (Parents Only)…...August 24
Meet Your Teacher 3-4 pm ……..…..……...August 25
First Day of School..……..……August 26
Kindergarten Gentle Start Days…..……August 26-30
All Kindergartens Report All Day……..….August 31

SEPTEMBER 2016

Labor Day Holiday. .....September 5
School Pictures…… .....September 12

OCTOBER 2016

School Picture Retakes……....October 19
End of 1st Quarter……October 21
Parent-Teacher-Student Conferences……....October 27, 28

NOVEMBER 2016

Thanksgiving Break..... November 21-25

DECEMBER 2016

End of 2nd Quarter……..……December 21
Winter Break……December 22-January 6

JANUARY 2017

School Reconvenes ..... January 9
Report Cards Sent Home……..……January 12
Martin Luther King, Jr. Holiday ..... January 16

FEBRUARY 2017

Spring and Group Pictures……..……..February 9
Presidents' Day Holiday ..... February 20

MARCH 2017

End of 3rd Quarter……..……March 17
Parent-Teacher-Student Conferences……..……March 23, 24
Spring Break .....March 27-31

APRIL 2017

MAY/JUNE 2017

Memorial Day Holiday……..…..……..May 29
Tentative Last Day of School……..……June 1
Teacher Work Day……..……June 2

F -- First day of school
S -- Fall, Winter, & Spring Break
P -- Parent-Teacher-Student Conferences-No School
H -- Holiday--No School
L -- Tentative Last Day of School (1/2 day -- noon release)
M – End of Year Snow Flex Days

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
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February

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March

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April

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16	17	18	19	20	21	22
23/30	24	25	26	27	28	20

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MANITOU SPRINGS ELEMENTARY SCHOOL 2016-2017 STAFF

Preschool
Julia Womochil
Julie Lavigne
Nikki Weizenecker

Kindergarten
Jeana Farrell
Lindsay Hammel
Missi Thomson

First Grade
Melissa Loftin
Sarah Mortensen
Jon Pletsch

Second Grade
Laura Pearson
Christine Whipkey
Maria Woytko-Morris

Third Grade
Amy DeLarm
Lisa Dillinder
Becki Elms

Fourth Grade
Amanda Hendrickson
Jessi Larsen
Christi Marquardt

Fifth Grade
Mark Brost
Rachel Embery
Lisa Knezha

Art
Carrie Dunlap

T.E.A.M.S. Teacher
Amy Bradbury

Music
Elizabeth Lawson

Physical Education
Randy Niebuhr

G.A.T.E.
Kristen Kanaga

Special Education
Emily Groth
Vanessa Roberts
Karen Unruh
Moira Archuleta
Misty Maestas
Katie Maloney
Sylvia Prather
Loretta Roe
Natalie Thorndyke
Jann White

Harmony Program
Malcomb Vrecenar
Shelly Garrison
Laura Maestas

Interventionists
Kelly Johnston
Heidi Koriath
Nancy Moseley
Steve Smith
Robin Sokol

Speech/Language
Leah Neilson-Johnson
Denise Spangler

Admin. Assistants
Julie Meier
Cindy Walford

Playground Para
Luz Shoemaker

Custodians
Stan Sheloski, Days
Kevin Baylor, Nights
Jim Daly, Nights

Building Tech
Marsha Weimer

Psychologist
Joyce Stafford

Outreach Counselor
Pat Moran

Nurse
LeAnn Sharon

Food Service
Paula Faucette, Dir.
Cheri Duarte
Judi Johnson

Counselor
Leatha Hay

Assistant Principal
Maria Masone

Principal
Russ Vogel

Telephone Extensions -- 2016 - 2017 School Year

Ext.	Name	Department	Ext.	Name	Department
2143	Archuleta, Moira	Paraeducator	2162	Mortensen, Sarah	1st Grade
2143	Barbarick, Sherri	Paraeducator	2155	Moseley, Nancy	Interventionist
499-4798	Baylor, Kevin	Night Custodian	2137	Niebuhr, Randy	Physical Education
2163/2142	Bradbury, Amy	Media/Innovation	2169	Neilson-Johnson, Leah	Speech
2184	Prokopiev Lab		2154	Nurse's Office	
2188	Brost, Mark	5th Grade	2186	Pletsch, Jon	1st Grade
499-4798	Daley, Jim	Night Custodian	2173	Pearson, Laura	2nd Grade
2190	DeLarm, Amy	3rd Grade	2143	Prather, Sylvia	Paraeducator
2192	Dillinder, Lisa	3rd Grade	2143	Roberts, Vanessa	SPED
2170	Dunlap, Carrie	Art	2143	Roe, Loretta	Paraeducator
2142	Elms, Becki	3rd Grade	499-4798	Sheloski, Stan	Day Custodian
2182	Embery, Rachel	5th Grade	2195	Shoemaker, Luz	Play Park
2157	Farrell, Jeana	Kindergarten	2179	Smith, Steve	Interventionist
2005	Faucette, Paula	Food Service Dir.	2164	Sokol, Robin	Interventionist
2185	Fax	MSES Fax	2169	Spangler, Denise	Speech
2158	Groth, Emily	SPED	2148	Stafford, Joyce	Psychologist
2167	Hammel, Lindsay	Kindergarten	2195	Thomson, Missi	Kindergarten
2160	Hay, Leatha	Counselor	2143	Thorndyke, Natalie	Paraeducator
2144	Hendrickson, Amanda	4th Grade	2143	Unruh, Karen	SPED
2195	Johnston, Kelly	Interventionist	499-4277	Vogel, Russ	Principal
2180	Kanaga, Kristen	GATE	2143	Vrecenar, Malcomb	SPED
2669	Kitchen		2178	Walford, Cindy	Secretary
2161	Knezha, Lisa	5th Grade	2183	Weimer, Marsha	Computer Tech
2179	Koriath, Heidi	Interventionist	2166	Weizenecker, Nikki	Paraeducator
2176	Larsen, Jessi	4th Grade	2177	Whipkey, Christine	2nd Grade
2166	Lavigne, Julie	Paraeducator	2143	White, Jann	Paraeducator
2168	Lawson, Elizabeth	Music	2166	Womochil, Julia	Preschool
2174	Loftin, Melissa	1st Grade	2165	Work Room	
2155	Lounge		2172	Woytko-Morris, Maria	Grade 2
2143	Maloney, Katie	Paraeducator			
2151	Marquardt, Christi	4th Grade			
2143	Maestas, Laura	Paraeducator			
2145	Masone, Marie	Ass't. Principal			
2178	Meier, Julie	Secretary			
2150	Moran, Pat	Outreach Counselor			

Administration	685-2024
Bus Barn	685-2231
High School	685-2074
Middle School	685-2127
Ute Pass Elementary	684-9821
Manitou Police Department	685-5407
Manitou Fire Department	685-1444
Emergencies	9-911

General School Policies And Procedures

School Day

Office Hours……..	7:00 a.m. to 4:00 p.m.
Grades K–5..……	8:00 a.m. – 2:50 p.m.
A.M. Preschool……..	7:50 – 10:50 a.m.
P.M. Preschool…….	11:50 – 2:50 p.m.

Attendance

Regular and timely attendance is the first requirement for student success. Parents and guardians can greatly aid in their child's educational achievement by supporting regular attendance and arrival on time at school. Indeed, good attendance is so important to student success that Colorado Law requires that parents/guardians make sure their students regularly attend school in a timely manner.

Tardies

We start hard and fast here, every day! Students who arrive late to school miss critical instruction and often spend the rest of the day out of synch. Frequent tardiness can greatly impact a student's progress through grade-level curriculum. A student is considered tardy when he/she arrives at school after 8:05 a.m. Parents/guardians of tardy students must stop at the office to sign them in and get an admission slip for their child. Tardies are counted on the student's attendance record. (Students arriving after 10:00 a.m. are marked absent for a half day.)

When a student has four or more tardies in a month, the school will send a letter to the parent/guardian offering our support in addressing the cause of the tardiness. If school personnel feel the tardies are negatively impacting a student's learning and growth, they may also call or meet with parents/guardians to assist the family in getting the student to school on time.

Absences

Excused Absences: If it is necessary for your child to be absent, please contact us at the school by phone, at 685-2195, first thing in the morning. If we do not receive a call, we will try to contact the parent/guardian to ascertain the nature of the absence. Parents/guardians are encouraged to call the office each day of their child's absence when ill. Parents/guardians are strongly encouraged to limit excused absences to only the most necessary occasions, to ensure their children's presence for the important learning that occurs here every day.

Unexcused Absences and Habitual Truancy: According to District 14 Board Policy, if a student is absent without an oral or written excuse from the parent/guardian or if the student leaves school or a class without permission of the teacher or an administrator, the student shall be considered truant. Students who have unexcused absences may be required to make up the time missed before school, during recesses, or after school. Parents/guardians are responsible for their child's transportation. District 14 Board Policy defines a "habitual truant" as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. A contract or plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. The contract/plan shall also include strategies to address the reasons for the truancy. The student's parent, guardian or legal custodian shall participate with district personnel during the development of the plan.

School response to excessive absences: While occasional absences for illness or appointments are unavoidable, excessive absences (excused or unexcused) can greatly impact a student's progress through our grade-level curriculum and cause them to fall behind. When a student has four or more absences in a month, the school will send a letter to the parent/guardian offering our support in addressing the cause of the absences. If school personnel feel the absences are negatively impacting a student's learning and growth, they may also call or meet with parents/guardians to assist the family in getting the student to school on time.

School-Day Supervision And Absences

Students should not report to school before 7:30 a.m. *unless enrolled in the YMCA before-school program (6:30 a.m.) or MSES breakfast program (7:15 a.m.).* The building is not open to students before this time and we do not provide supervision outdoors until 7:30 a.m.

Parents/guardians wishing to take their child out of school during the school day must stop in the office and sign their child out. The office will call the child from the classroom after the parent arrives. When a child leaves school prior to lunch being served and does not return during the afternoon, it is considered a half-day absence. If a child leaves school after 1:00 p.m., it is considered a full day of attendance.

If you wish to have your child excused from P.E. or recess for health reasons, please send a parent explanation or doctor's note. Students may read, write, or draw at the office during these times.

C**hildren are to go directly home when they are dismissed from school** unless involved in a formal after-school program**.** Students who wish to play on the playground after school may return after going home first and checking in with their parents. Parents/guardians will be responsible for their supervision after school hours. Students may not re-enter the school after dismissal.

Student Pick-Up/Drop-Off And Traffic Safety

Please help us keep our precious children safe on the sidewalks and streets before and after school. Be patient and courteous and yield to other drivers and school staff on duty at the crosswalks. Parents or guardians who drive their children to and from school are asked to pull up to the curb on Pawnee Ave. -- or to use the northwest playground access on Prospect -- to drop off and pick up children. In the morning, children should go to the playground area and wait for the 8:00 a.m. bell to ring. ***Despite the shortage of parking spaces on Pawnee, all drivers must pull over to the curb when dropping off or picking up students. It is unacceptably dangerous—and it is illegal--to drop off or pick up your children in the traffic lanes.*** Also, for our students' safety, please do not park in crosswalks, yellow zones, or posted areas, and please avoid U-turns on Pawnee Ave. Your patience and care will help ensure that our children remain safe.

Students dropped off or walking on Duclo Ave. should not walk up the parking lot driveway or be in the school parking lot unless accompanied by an adult.

Handicapped parking spaces are reserved in the parking lot off Duclo Ave. A wheelchair accessible door also is located there. Individuals with mobility issues are asked to push the speaker button by that door so office staff can buzz them in. Signage will guide those with mobility issues to our elevator and access throughout the school.

Bus Transportation

Manitou District 14 provides school bus transportation for most elementary students living in Manitou Springs and Cedar Heights. Students who ride the bus will be dropped off and picked up at the school on Duclo Ave. Students arriving by bus in the morning should walk up the Pawnee Ave. sidewalk either to the main entrance, then up the stairs to the playground, or all the way up Pawnee Ave. to the playpark gate at Prospect Ave. At the end of the day, students will meet their bus again on Duclo Ave. Buses will leave the school for afternoon dismissal at 3:00 p.m. Students may ride only on their designated bus. Bus schedules, designated stops, and additional information are sent home by the D14 Transportation Department and are available on the district website.

Bus Safety And Behavior: The safety of all students while riding our school buses is of utmost importance to the district. Therefore, those students who misbehave on the buses can expect the following consequences, which will be administered through the driver and John Hardin, Director of Transportation, and monitored by school administrators:

1. If a bus driver issues a "pink slip" to a student for misbehavior, the transportation department will call the parents/guardians to explain why that slip was issued as a warning. The student will be given an assigned seat on the bus.

2. Should a student receive another "pink slip," transportation officials will contact the parent, explain the situation, and suspend the student from riding the bus for three school days. During this suspension, it is the responsibility of the parents/guardians to provide transportation to and from school.

3. Should a student receive a third "pink slip," transportation officials will again contact the parents/guardians and suspend that student from riding the bus for up to one semester, in accordance with the school district policy.

Field Trip Transportation Fees: While general bus transportation to and from school is provided at no extra charge to parents/guardians, there will be a bus fee of up to $5.00 per trip for local/half-day field trips and up to a $6.00 bus fee for out-of-town/full-day trips.

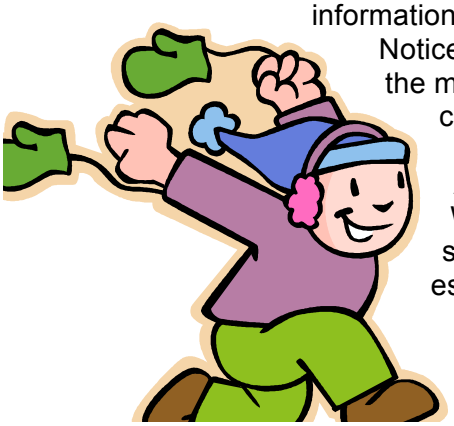
Emergency Information

Please make sure to provide current numbers for all parent contacts during the school day. If you move during the school year, be sure to notify the office with the new address and phone number. If either parent/guardian changes their place of employment, please inform the office of the new employer and phone number. ***It is important for the school office to have such information in case of emergencies. Further, you emergency contacts are the only individuals to whom your child will be released if you cannot make it to school in the event of an emergency or flood closure.***

Weather Closures And Delays

In the event of inclement weather, please monitor local radio and television stations for announcements about District #14 delay or closing school. Updates will also be made via the school's marquee, the district's robo-caller system (call the district office at 685-2024 for information), posted on the district's MSSD14 app, and posted on the www.mssd14.org website, as well. Also, in the event of a closure or delay, a sign notifying parents/guardians will be posted by the front door on Pawnee Ave.

In the event that Manitou Elementary closes earlier than usual due to an emergency, your child needs to have a safe place to go. Be sure to complete and return our Early Release for Inclement Weather information form and keep it up to date. Review this procedure with your child periodically. Notice of school closings will be made through local radio and TV stations. Following the media announcement, students will be dismissed at the designated emergency closing time.



Appropriate Dress

We rely on the weather sense of our parents/guardians for proper dress of students. Please help your child select suitable clothing to wear to school, especially when the weather is cold or wet. When the weather is unfavorable,

students will be supervised inside the building at recess times. Staff and students do, however, value outdoor recess during the colder months when weather permits. If a student becomes cold on the playpark, he/she may temporarily borrow a warmer coat from Lost and Found or go to the office and read.

We also ask for the cooperation of the parents/guardians concerning clothing appropriate for the school environment. Students' clothing or personal grooming must not be distracting, uncomfortable, unsafe, or disruptive to the educational program and school atmosphere, as determined by the principal's discretion. T-shirts with pictures and sayings must be appropriate for the elementary school environment. Hats may be worn in the school building at the classroom teacher's discretion or for special events. We do not recommend students wearing heavy chain necklaces that may become caught on the playground equipment.

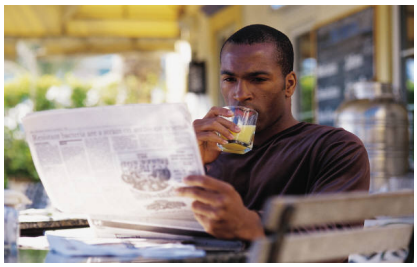
Cell Phones, Toys, And Valuable Personal Items
Students may bring cell phones to school for use in contacting parents/guardians after school, but they must be turned off and kept in the student's backpack or checked in with teacher during school hours. Parents/guardians wishing to contact students during school hours should call the office, at 685-2195. If a student needs to contact his/her parents/guardians during the day, he/she may always use school telephones.

Toys and valuable personal items should be left at home to avoid theft and distraction. If such items are brought to school for Show and Tell (with prior written teacher consent), they must be kept at the teacher's desk or in the student's backpack until school is over. The school will not be responsible for theft or loss of toys or other prohibited personal items. *Toy guns, pocketknives, and the like are not allowed at school. These items will be confiscated and disciplinary action will be taken.*

Lost And Found
Many coats, gloves, and hats are misplaced each year at MSES. Every effort is made to return lost and found articles to the rightful owner, but many never see home again! All children's clothing should be marked so that it is easily identified. Lost and found articles are located in the area at the top of the main lobby stairs across from the playpark doors. If lost articles are not claimed by the end of each semester, they are donated to One Nation, a charity in support of Native American children, Care and Share or Westside Cares.

Bicycles, Skateboards, And Heelies At School
Bicycles may be ridden to school, but must be locked in the provided bike rack or on the rail in front of the building. Bicycles must be walked at all times on school grounds. Skateboards must be carried at all times on school grounds. They must be checked in and stored at the office during the day if the classroom teacher deems there is no room in the locker or classroom. Heely (wheeled) shoes may be worn to school, but students may not wheel on school grounds.

Mustang Tales and Other News Sources
Upcoming events, activities, and newsworthy items will be published in our weekly school newsletter, *Mustang Tales*. Parents/guardians who submit their email addresses will receive the newsletter via email each issue (as well as timely email versions of important school correspondence); hard copies also will be made available at the office by request. News and announcements also will be shared on the school web page (MSSD14.org and click on Manitou Elementary) and on the school's Facebook page. Parents are encouraged to search and "like" "Manitou Springs Elementary" on Facebook for the most immediate and complete MSES information.



Spirit Days/T-Shirts
Manitou Springs Elementary has a proud history. To instill our pride, we sell T-shirts with MSES logos on them. If you are interested in purchasing an MSES T-shirt for your child or yourself, please check at the

office. Fridays are “Spirit Day”, when everyone is encouraged to wear Manitou shirts or colors (Green and Gold) to school.

Visiting School
Parents/guardians are always, always welcome at MSES. Your visit gives your child a feeling of security through knowing there is cooperation between parents/guardians and the teacher—and demonstrates the importance you place on his/her education. When you wish to visit a particular class or activity, please call the teacher to schedule the visit. Sometimes classes are not in their usual rooms or they may be taking tests and should not be disturbed—and a teacher’s day always is filled with preparation, instruction, and grading. If you wish to talk with the teacher, please make an appointment outside of class time. Talking to the teacher during class time deprives all students of valuable instruction. When you arrive at the school, you must come to the office first so that you may sign in, obtain a “Visitor” badge, and receive directions to the class you wish to visit. Parents/guardians are not allowed to hover in halls outside classrooms, for safety and security reasons. Please sign in and join us in class!

Volunteers
Volunteers play a vital role in providing educational opportunities for our students, and Manitou Elementary is blessed with tremendous parental support. You are invited to join the partnership! Individual teachers utilize volunteers to work with students and small groups, as field trip assistants, and to assist in preparing teaching materials. Volunteers serve crucial roles in our Library Lovers Committees and other literacy or fund-raising efforts. In addition, we can always use volunteers as in our Parent Action Committee (PAC), Dad Corps, and Building Accountability Advisory Committee. Teachers will provide information about volunteer opportunities early in the year or you can call the office at 685-2195 for further information. *Volunteers who attend field trips will be asked to pass a background check. All volunteers must sign in and obtain a “Volunteer” badge when they enter the building. This allows us to ensure student safety and security—and recognize our valued volunteers.* For FERPA privacy purposes, volunteers are not allowed in the school office or the workroom.

Parent Action Committee (PAC)
Manitou Springs Elementary School is pleased to have an active PAC that meets the second Tuesday of each month and occasional evenings TBA**.** All parents/guardians are welcome and encouraged to attend—and will find the committee to be a most welcoming and inclusive organization. The PAC provides an excellent opportunity for parents/guardians and school staff to work together in support of quality educational programs--and fun events--for our students. The PAC sponsors activities for students, parents, and guardians throughout the year, such as a seasonal carnival, parent services, and fund-raising activities.

After-school Programs
A wide variety of Arts14 and TAP (The Afterschool Program) classes for students are offered regularly during the school year by teachers, parents/guardians, and community members. These fabulous classes offer MSES students enrichment in areas ranging from foreign language, music, and drama to chess, space, gardening, sports, Lego engineering, and cooking. Information about programs can be found in *Mustang Tales* and periodic handouts that go home**.**

YMCA Before And After School Care
Our YMCA childcare program is available twice daily in the commons, from 6:30 a.m. until school starts and from after school until 6:00 p.m. Quality programming and homework support are available in the YMCA program on a regular or occasional basis at reasonable fees—and with no buses to catch or streets to cross. YMCA also works in concert with our MSES breakfast program mornings. Please contact the Downtown YMCA at 329-7224 or stop by the commons and talk to the Y staffers if you are interested in the program.

Breakfast, Lunch, And Food Service Procedures

Prices for our breakfast and hot lunch program for this school year are as follows:

Breakfast……$1.15/ Adult……$2.00
Grades K-5 Lunch .....$2.45/ Adult.....$3.50
Milk.....$ .45

The price for hot lunch includes milk. Silk milk and juice are available for students who are allergic to milk or are lactose intolerant. If a student is allergic to milk or certain foods, a written note from their doctor should be sent to the Food Service Office stating substitutions and/or restrictions.

Monies received are credited to students' computerized numbered account. Money is subtracted from each student's account daily in the amount of lunch/breakfast prices and/or milks. Online payment is an available option, but there is a $10 minimum payment and a $2.50 credit card charge.

Please remember to fill out your Free/Reduced Lunch forms yearly so we can continue to support our students' regular and healthy nutrition.

A limit of three (3) charges has been preset for each student. This enables the student the ability to have school lunch even though his/her account is in a negative status, giving the student and parent a grace time for sending in payment. We do not encourage this on a regular basis, but we do not want any student to go without a lunch. A negative balance will appear on the computer screen at the time of a charge, and at that time the student is told how much is owed. A card with a negative balance is also printed on a weekly basis and given to the classroom teacher to distribute to the student. It then becomes the student's and parent's responsibility to make sure owed money is repaid to the Food Service Program in a timely manner. When a third (3rd) charge occurs, the student will make a phone call to their parents/guardians telling them that they can no longer charge after that day's lunch. That lunch money needs to be brought to school, preferably at that time, to clear the negative account status. If money is not sent in within the next few days, a phone call will be placed to the parents/guardians by the school's principal or Food Service Director requesting payment.

Helpful Procedures:

- Please pay for multiple meals by check or credit card. A monthly check/charge would be ideal (20 meals at a time, etc.). You may also pay online.
- Please send money in a sealed envelope with the child's name and amount written on it and child's lunch account pin # or charge at the front office.
- Please do not combine money for lunch with money for other purposes in the same check.
- If a check is returned to the school for non-sufficient funds, an additional $6.00 fee will be added to the total.

Visitors are welcome at all times for lunch. Please notify the school office the morning you plan to purchase a lunch.

Lunch at Home: If a student lives near the school, he/she may go home for lunch if he/she is able to return in time for afternoon class. Permission slips from parents/guardians are necessary for this. Should a child return late to class, this privilege may be suspended.

Healthy Food Choices Recommendations for Snacks, Birthday Treats, and Classroom Parties

The Manitou Springs School District 14 Wellness Policy promotes "healthy schools by supporting student and staff wellness as part of the total learning environment. The District supports an educational environment that places a high value on healthy nutritional choices…"

It is hard to imagine childhood without treats—even occasional sugarplums. Our aim is to limit your child's exposure to less healthy snacks when they are in our care and not in yours. Perhaps the best way to translate our intention to limit unhealthy snacks is with some Cupcake Math: If there are 25 students in your child's classroom at school and each one brings cupcakes for his/her birthday—then you add on sweets from holiday parties and the occasional lunchroom swap—your child could face nearly 30 "cupcake events" in the course of their school year! (You can imagine the 450-child cupcake temptation that Mr. Vogel faces!) Now envision a nice veggie, fruit, or cheese tray at their next party instead!

It is strongly requested that snacks served in classrooms meet the following policy objectives:

- Food served is as close to whole and organic as possible, including whole grains and fresh fruits and vegetables and will be minimally processed.
- Food served is nutrient dense with preference given to foods low in added sugars, fat, trans fat, preservatives, growth hormones and antibiotics--and high in vitamins, minerals and phytochemicals.
- Foods come from local farmers as much as possible.

Examples of healthy foods include, but are not limited to:

- Fresh fruits and vegetables
- Whole grains
- "Real" cheese (not processed or in a can)
- Lowfat dairy products
- Seeds
- Water

Please contact Food Service Director Paula Faucette at 685-2005 or pfaucette@mssd14.org. She can answer questions, provide suggestions--and even prepare classroom treats for you at minimal cost.

Academic Policies, Procedures, And Programs

Programs

Preschool: Manitou Elementary has preschool programs for students ages three and four and for qualifying five-year-olds. The morning class, mainly for three-year olds, offers services for students with special needs, as well as peer-group students on a tuition basis. The afternoon section, for four-year-olds and some five-year-olds, offers SPED services and prekindergarten socialization and academic opportunities for all students on a tuition basis. Preschool hours will be from 7:50 to 10:50 a.m. for the morning section and 11:50 a.m. to 2:50 p.m. for the afternoon section. School is held Monday through Thursday, with Friday reserved for parent meetings and testing. About fifteen students will be enrolled in each session of preschool. If you are interested, contact our preschool director, Julia Womochil, at 685-2166.

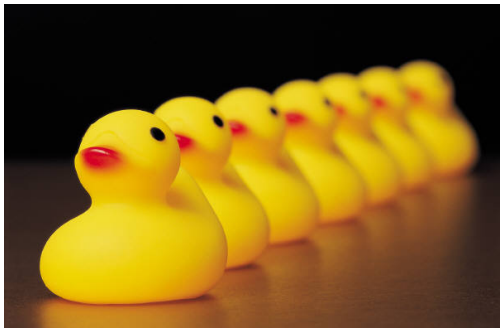
Kindergarten: We offer three sections of tuition-free, full-day kindergarten. The kindergarten program is designed to help children joyously make a transition to the school setting, as well as to provide the academic, emotional, social, and physical skills necessary to ensure their success in later grades.

Grades 1-5: The first-through fifth-grade programs are designed to continue the academic, emotional, social, and physical growth of the students. Each grade level represents a vertically integrated progression of Essential Learning targets and skills.

Special programs available at the Manitou Springs Elementary include Literacy/Math Interventionists; the school-wide gifted-talented enrichment program GATE; our Harmony Program for students with affective needs; two Response to Intervention Teams, and Special Education services.

Specials: Students in kindergarten through fifth grades also take part regularly in music, art, and physical education. Students also participate in the programming of our TEAMS (Technology, Engineering, Arts, Media, and Science) Center. Each program has a fully developed K-5 curriculum. Parents/guardians can learn more about the specials curricula by contacting the specific teacher.

Counselor: Manitou Springs Elementary offers the services of a state-certified school counselor to assist the principal, teachers, and parents/guardians in identifying and meeting children's individual needs. The counselor leads individual and need-focused small-group counseling, as well as whole-class educational programs using the Second Step Curriculum, to help students gain greater understanding of themselves and others. Parents/guardians wishing to discuss a concern about their child with the school counselor may call **Leatha Hay** at 685-2160.



Curriculum

The Core Knowledge Curriculum will become our new fully integrated curriculum for Language Arts, Social Studies, and Science. The MSES staff chose Core Knowledge Curriculum (not to be confused with the Common Core Standards) because we want to interconnect all academic and specials subjects so they have common themes and are presented in fascinating, authentic, empowering units and lessons each day. Core Knowledge Curriculum, developed from concepts in the book *Cultural Literacy* by University of Virginia Professor E.D. Hirsch, Jr., offers that fully integrated framework via a detailed language arts program, called Core Knowledge Language Arts (CKLA), that is interfaced with Science and Social Studies units, called the Core Knowledge Sequence. Among the main tenets of the program is the idea that a stronger, richer factual knowledge base enables better reading comprehension and bigger vocabulary—and builds a hunger for more knowledge across subjects. It evens the playing field for disadvantaged children exposed to less background knowledge, yet it also offers limitless enrichment and exploration to even our most gifted students! Above all, in Core Knowledge, *elementary students get to actually learn real historical, scientific, and classical content* in elementary school, instead of just endless skill drills. T table lists the CKS Domain Units your kids will learn at each grade level starting this year:

Core Knowledge Language Arts

Domains of Study

Preschool	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
All About Me	Nursery Rhymes and Fables	Fables and Stories	Fairy Tales and Tall Tales	Classic Tales: Wind in the Willows	Personal Narratives	Personal Narratives
Families and Communities	The Five Senses	The Human Body	Early Asian Civilizations	Classification of Animals	The Middle Ages	Early American Civilizations
Animals	Stories	Different Lands, Similar Stories	The Ancient Greek Civilization	Human Body: Systems and Senses	Poetry	Poetry
Plants	Plants	Early World Civilizations	Greek Myths	The Ancient Roman Civilization	Islamic Empires	The House on Mango Street
Habitats	Farms	Early American Civilizations	The War of 1812	Light and Sound	Quest: Eureka!	Adventures of Don Quixote
Classic Tales*	Native Americans	Astronomy	Cycles in Nature	The Viking Age	Geology	The Renaissance
Important People in American History*	Kings and Queens	The History of the Earth	Westward Expansion	Astronomy: Our Solar System and Beyond	The American Revolution	The Reformation
*These two domains are dispersed throughout the school year.	Seasons and Weather	Animals and Habitats	Insects	Native Americans: Regions and Cultures	Treasure Island	Quest: A Midsummer Night's Dream
	Columbus and the Pilgrims	Fairy Tales	The U.S. Civil War	European Exploration of North America		Native Americans
	Colonial Towns and Townspeople	A New Nation	Human Body: Building Blocks and Nutrition	Colonial America		
	Taking Care of the Earth	Frontier Explorers	Immigration	Ecology		
	Presidents and American Symbols		Fighting for a Cause			

The carefully designed and vertically (K-5) connected domains in Core Knowledge curriculum are the heart of our UP! Initiative, which seeks to offer authentic and meaningful learning via field trips, guest speakers, project-based lessons, hands-on and outdoor learning, and much more. Moreover, we were very pleased with the CKLA program's approach to primary literacy: In grades K-3, it involves two strands, a Skills Strand and a Listening Strand. In the Skills Strand, students learn the basics of reading--such as phonemic awareness, phonics, and decoding words--using simple texts students can access at their age-appropriate reading level. But, additionally, in the Listening Strand, students strengthen their literacy skills by listening to, discussing, and exploring much higher-level topics than their reading level would allow, because children's listening, speaking, and reasoning skills develop much stronger at a young age than their reading skills alone. In Grades 4 and 5, the strands are combined for more in-depth exploration. For more about Core Knowledge, visit their website at http://coreknowledge.org.

Our math curriculum is the widely respected Math in Focus program, based on the "Singapore math" approach, which brings student thinking about mathematical concepts from the concrete through pictoral representation to, finally, the abstract or algorithmic. It is our plan through this curriculum to make our young mathematicians more able comprehend math problems as they present themselves in the "real world," rather than just on a sheet of paper. More information is available at this link: **Math in Focus Curriculum (Click to Learn More)**

Student Growth and Performance Reporting
Our aim in our report-card system is to offer an accurate picture of a student's growth and performance in simple, direct format for parents and children—but one that represents complex body of evidence on the teacher's side of the process. We therefore offer "Skills" and "Application" performance ratings in the core subjects, indicating the follow levels:

4 = Exceeding Expectations.
3 = Meeting Expectations.
2 = Progressing Toward Expectations.
1 = Not Progressing Adequately Toward Expectations.
X = Not introduced/evaluated this quarter.
MP = Modified program.

For those children scoring a 2 on the scale, we will continue supporting their learning toward proficiency. For a child scoring a 1, we will marshal more intensive support services in the classroom and beyond, as necessary. An X indicates that the EL unit is taught in a different quarter than that being covered in the current report card. MP indicates a child who is working on his/her Individual Education Plan goals or some other program modified to a child's specific needs and capabilities.

The teacher's formation of a performance rating involves the child's scores on quizzes, chapter/unit tests, nationally-normed assessments like the STAR Reading and Math assessments—plus the personalized knowledge the teacher has about the student's effort, testing conditions, home-front status, etc. We have developed detailed rubrics to assist teachers in distilling these many factors reliably into the basic, direct report card format you see coming home each quarter.

Permanent records are kept on file for all students who attend our school. They are open to review by parents/guardians and students who are 18 years of age or older.

Conferences
Parent/guardian-teacher-student conferences are held at the end of the first and third quarters, in October and March. Classroom teachers will schedule conference times and the school will make an effort to coordinate scheduling so that parents/guardians with more than one child in school will need to make only one trip to school. *No school will be held on conference days.* We hope each parent will make a special effort to meet with the teacher at the time agreed upon for the conference. In the past, we have found that conferences afford an opportunity for mutual understanding and better planning for the good of the child.

We very strongly recommend that you bring your child to his/her conference and encourage him/her to participate! Of course, a conference may be arranged any time during the year if the student, parent/guardian, teacher, or principal deem it necessary for the success of the child.

Textbooks And Workbooks
All textbooks and workbooks are issued to students at no cost. If a book is lost or intentionally damaged during the time it is checked out to a student, he/she will be assessed a fine for the loss or damage. A new book will be provided to a student upon payment for the lost one. If the book is found, the payment will be

refunded. Insurance charges are, however, charged for fifth-grade iPad usage at home. Parents also sign an agreement to support repair of third-grade violins when damage occurs through negligence or intention.

Homework

Your child may have work to complete at home if he/she has not completed an assignment during the school day, if he/she has make-up work after an absence, or if there is skill practice or a family project appropriate to the home front. In the primary grades, this will be a minimal amount; in grades three-five, the amount will increase slightly. *If you wish to pick up homework due to illness or other reasons, please contact the office by 10:00 a.m. on the day he/she missed.* Teachers will have it ready for you to pick up at the end of the school day. If you request homework after 10:00 a.m., it will be available for pick up at the end of the next school day. If your student and you are struggling at night to get homework done in a reasonable time, please contact your child's teacher or Mr. Vogel to help find solutions!!

Student Health and Safety

School Health Programs

District 14 School Nurse **Leann Sharon** covers all the schools in the district. You may contact her by calling the school or by leaving a voicemail at 685-2154.

Health Services:

- Health information: Please complete and return the "Medical Information" form letting the school know if your student has special health concerns. This information will be shared with MSES staff only on a "need to know" basis.
- Vision/Hearing Screening: Students in preschool, Kindergarten, Grades 1, 2, 3, 4, and 5 are screened annually, as well as students that are referred because of teacher concerns. Referrals are sent home if the student fails a second screening.
- Immunization Compliance: All students must submit a Certificate of Immunization or Signed Exemption (medical, personal, religious) to attend school. Immunization requirements will be strictly enforced and students who do not meet the requirements will be denied attendance. Please respond immediately if you receive notification that your student's record is incomplete. If there is an outbreak of a disease that is controlled by required immunizations, all exempted students and students lacking required immunizations may be suspended from school to ensure their safety.
- Other Health Services: The school nurse is also available to students, staff and parents/guardians for assistance in accessing health care, accessing financial resources for health needs, emergency first aid, health consultation, health education, etc.

Illness or Injury

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, 911 will be contacted immediately; then every effort will be made to contact parents/guardians. The Emergency Medical Technician's (EMT's) on the scene will determine if medical treatment is necessary and consult with parents/guardians to determine further action. If staff is unable to contact parents/guardians, the student may be transported to a medical facility at the recommendation of the EMTs. The school does not assume responsibility for costs incurred from accidents that occur on school property.

Illness: Please *do not* send a sick student to school. This is for the benefit of not only your child, but also the other students and teachers. You should keep your child home if they have any of the following:

- 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) Keep your child home until his or her fever has been gone for 24 hours without medication.
- 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 your child home. *Please keep your contact information current and provide alternate contacts in the event that school staff is unable to contact you*.

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

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

• Obtain a “Permission for Medication at School” form from the office. The doctor must fill out and sign the top portion; parents/guardians must fill out and sign the bottom portion. Bring the form and medication to the school office. The medication must be provided to school in its original pharmacy labeled container with student’s name, name of drug, dosage, time of administration and doctor’s name.

Fire Drills And Building Evacuations

Our buildings are equipped with a fire alarm system that may be activated from multiple stations. Fire drill instructions are posted in each classroom. Teachers will acquaint students with the proper procedures in case of fire. The purpose of our fire drills is to train students to respond in a safe and orderly manner during emergencies.

If the building must be evacuated for an extended period of time, due, for example, to a bomb threat or other emergency, students will be taken to City Hall, where parent pick-up will be coordinated by school and city officials.

Flood Sheltering

The threat of flooding from rains on the Waldo Canyon burn scar has become a threat requiring contingency procedures. While it is highly unlikely that floodwaters would ever reach Manitou Springs Elementary up on our hill, it is possible that flooding would prevent buses from running and/or impede parents’ access to their children after school. In the event of a highway/street closure or other such emergency during school hours, we want you to know that we will keep your children safe with us, fed, and lovingly cared for as long as it takes for you to arrive and pick them up. We are even prepared for sleeping arrangements through the night in the unlikely event that access to the school remains blocked for a longer period.

If emergency response officials close the pass or Manitou Avenue and buses can’t access or leave MSES, we will shelter children at the school under the following guidelines:

1) For a closure announced during the afternoon, we will hold buses and shelter children after our 2:50 p.m. release—but **if** roads are reopened before 4:30 p.m., buses will run on regular routes. We will notify parents via all possible channels (see below) when buses are departing.
2) If buses are running their routes and the pass is closed during that time, buses will return students to their school to wait for parent pick-up. Again, we will notify parents as soon as possible in this event.
3) For a closure announced during the afternoon that is not reopened before 4:30 p.m., we will shelter all bused children here until parents (or a pre-identified designee) are allowed to come to the school and pick up their child personally. Buses will not run after 4:30 p.m.
4) When authorities order a road/street closure that extends after school hours, we will keep at the school all students who normally walk home. For children’s safety and to ensure they are not released to homes where parents may not yet be present, parents of children who normally walk home must come pick up their students, as well.

We will notify parents of a shelter-in-place situation via email, Facebook, Manitou Springs School District Website, the MSSD14 app, and the Manitou Springs School District robo-calling system. We will notify parents of release from a shelter-in-place situation by the same means. Please update all personal contact information to include current address, email address, and all current phone numbers, including any cell phones that have texting capability. Parents/guardians should turn also to local television or radio stations for emergency announcements. If students are being kept at school, local media stations will be notified. If electrical service and Internet services are not affected, information will be posted on the school webpage, which can be accessed through district website at http://www.mssd14.org, and via the robo-calling system if available.

When authorities finally allow access to roadways, parents may come pick up their children. For security reasons, the building will be locked and children will be held in classrooms until each family arrives and requests them. Parents will not be allowed in the building, but staff with radios will call for your children to be brought down to your car. Parents are asked to park along Pawnee Ave. and await staff contact. In the event of shelter release only, we are permitting parents also to circle the school and park in the bus area on Duclo

Ave. Staff members with radios will request student name and check driver identity, then call the student from their classroom to head home. Parents on foot may contact staff members on the sidewalk to call their child(ren).

It is, of course, imperative that drivers are patient and safe during this potentially crowded pick-up period and circle round the block until a parking spot opens.

Children will be released to any parent or legal guardian or, if the parent is unable to make it to the school, only to drivers listed on the child's Emergency Contact list. Please make sure your child's emergency contacts are up to date and include all persons you might want to have pick them up.

Any medication your child needs outside of regular school hours needs to be provided to the school with the attached paperwork. Contact school nurse LeAnn Sharon at 685-2154 if you have questions.

Student Conduct And Discipline Policies

Behavior Expectations at MSES

Manitou Springs Elementary students have a right to learn, and our teachers have a right to teach, in an atmosphere that is safe and conducive to the learning process. Each staff member is committed to the goal of helping all children develop individual self-control and self-discipline. In keeping with these goals, each classroom teacher has established a set of classroom guidelines for behavior and will approach violations as a learning opportunity for the student. Parents and guardians can help by being aware and supportive of our expectations at school and guiding their children in their development of positive behavior.

Schoolwide student behavior expectations at MSES:

1. Students will respect personal space. Students will keep hands, feet, and other objects from touching another person aggressively.
2. Students will respect feelings. Students are not permitted to verbally demean others or use profane language. This extends to the most common playground problem: name-calling or teasing that hurts another's feelings.
3. Students will respect school property and the property of others. Students and parents/guardians will be responsible for repairs, cleaning, or replacement of intentionally damaged property. Students must pay for lost or damaged books and materials.

4. Students will respect authority. This includes respect for all adults working for the school or volunteering.

Consequences for Violating Behavior Expectations

While most discipline issues are addressed proactively in the classroom, the principal and assistant principal are ultimately responsible for the safety and positive behavior of all students in the school and consider this a critical component of a good school environment. All office referrals will focus on students evaluating themselves and learning better behavior choices and skills. In addition to learning skills and choices, students may be given a consequence that allows a measure of victim restitution (apology letter, replacement of damaged property, etc.) and/or restoration of a positive school culture (creating a hall poster against bullying or pickup up trash on the playground or in the lunchroom). If misbehavior is repeated or students don't show evidence of learning/behavior changes, other potential consequences may include:

- Time at Office During Recess or Lunch
- Parent Phone Call
- Parent-Student-Principal-Teacher Conference
- Behavior Plan
- In-School Suspension
- Out of School Suspension
- Designation as a Habitually Disruptive Student per Colorado Statutes and attendant recommendation for Harmony Program as appropriate.
- Expulsion

The Board of Education and Administration of District #14, as well as the principal of Manitou Springs Elementary School, do not sanction any type of physical, threatening, or demeaning punishment by district staff.

Severe Infractions

Severe infractions can result in immediate suspension or expulsion for up to one calendar year, to protect the safety of students and staff. During the period of expulsion,

parents or guardians shall be responsible for educating their child at their own expense. In addition, parents/guardians will be notified and appropriate authorities may be notified of each serious infraction. Severe infractions include:

1. Possession, use, or sale of drugs, alcohol, or tobacco.
2. Possession or use of any weapons, such as knives, guns, razor blades, clubs, or rocks.
3. Robbery.
4. Assault.
5. Speech or actions of a sexual or racist nature.
6. Bullying, violent or aggressive behavior, or gang-related activities.

Habitually Disruptive **Students**

The Colorado Legislature has enacted several measures to help ensure that students who cause a disruption in the classroom, on school grounds, on school vehicles, or at school activities will be subject to disciplinary action. The measures require that during a school year any student who receives a suspension for such disruptions will be subject to a remedial discipline plan developed to address and correct the individual's behavioral difficulties. Further, should a student receive more than three suspensions for disruptions during one school year, he/she shall be deemed *habitually disruptive* and expulsion for up to one year, or placement is an alternative setting such as the Harmony Program, is mandatory.

The complete **'District-wide Conduct and Discipline Policy', Code JICDA,** can be found on our website, at **http://www.mssd14.org/new/district/policies/index.html**.

District 14 Policies, Procedures, and Legal Notices

District Facility Use Schedule

Use of District 14 facilities, including Manitou Springs Elementary School and the district auditorium, is available after hours on a prescheduled basis. Fees accrue according to the type of use/class of user. A schedule for use of all district facilities, including the auditorium, is maintained at central office, 685-2024. To arrange use of an MSES classroom or other room, please contact **Julie Meier or Cindy Walford**, at 685-2195. You will need the following information: room requested, dates room required, time room will be used, name of person in charge of meeting, and phone number you can be reached at for verification of schedule. Users will be required to provide a copy of their liability insurance coverage.

School of Choice Students

According to policy, all choice students must reapply for school admission each year. At Manitou Springs Elementary School, the first day for applying is April 1. On April 1 or the first school day after April 1, the *School of Choice Application* will be sent home with all choice students. It is District 14's express policy to readmit all returning choice students unless extreme circumstances -- or student behavior/attendance not in accordance with best educational practices or safety -- prevent readmission. If classroom or program space is not available for a student by June 15, the parent may request the student's name be added to the student waiting list.

Notice of Nondiscrimination

Students and parents/guardians are hereby notified that Manitou Springs School District 14 does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment in, its programs and activities. 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 is directed to contact Supt. Ed Longfield at the District 14 Administration Building, phone 685-2024. Mr. Longfield has been designated by the school district to coordinate efforts to comply with the regulations regarding nondiscrimination.

District 14 Policies

A complete volume of the Manitou Springs Board of Education policies can be found at our website, MSSD14.org.

Manitou Springs 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, such as for wrestling, showing weight and height of teams 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 MSSD14 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/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Title I Parent Involvement

Parents/guardians shall be involved in the planning, design and implementation of the Title I program. The goals of parental involvement shall be to:

1. Inform parents/guardians of the reasons their children are participating in the program and of the specific instructional objectives and methods.
2. Support the efforts of parents/guardians to work on the instructional objectives of the program at home and to understand the program requirements.
3. Train parents/guardians, teachers, and principals to build a partnership between home and school.
4. Train all staff involved with Title I to work effectively with parents/guardians.

Parents/guardians shall be informed annually of the Title I parental involvement requirements and responsibilities. District personnel shall work to insure opportunities for all parents/guardians to participate, including full participation of patents who lack literacy skills or who do not speak English.

The district annually shall assess in consultation with parents/guardians the effectiveness of the parental involvement program to determine what action if any needs to be taken to increase parental participation.