

# Manitou Springs Elementary Student Handbook 2022-2023



***MSES Vision: Our whole children...***  
*Empowered personally to lead and to serve.*  
*Equipped intellectually to shape the future.*  
*Enriched creatively to flourish lifelong.*

***Manitou Springs District 14 Vision Statement:***  
*Compassionate citizens contributing with knowledge and integrity to a dynamic world.*

## ***Manitou Springs District 14 Board Ends Statements:***

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

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

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

## ***Manitou Springs School District 14 Board of Education***

*Tina Vidovich – President*

*Natalie Johnson – Vice President*

*Jack Sharon – Treasurer*

*Gus Moen – Director*

*Gary Smith – Director*

# HANDBOOK CONTENTS

## Page

- 3. MSES Staff List
- 4. General School Policies and Procedures, Absences
- 5. Student Pick-Up/Drop Off and Traffic Safety
- 6. Bus Transportation, Emergency Information
- 7. Appropriate Dress, Lost and Found, Valuables at School, Bicycle and Skateboards
- 8. *Mustang Tales* and Other News Sources, Visiting School, Volunteers and PAC
- 9. Food Service Procedures
- 10. Academic Policies, Procedures and Programs
- 13. Student Health and Safety
- 16. Student Conduct and Discipline Policies
- 17. District 14 Policies, Procedures and Legal Notices

# Manitou Springs Elementary School Staff List

## Preschool

Julie Lavigne

Katie Taylor

Nora Brachtenbach

## Kindergarten

Jeana Farrell

Lindsay Hammel

Taylor Schneider

## First Grade

Paige Carley

Jon Pletsch

Luz Shoemaker

## Second Grade

Erin Huffman

Sophia Marchiando

Merry Monk

## Third Grade

Becki Elms

Lisa Mussi

Maria Woytko- Morris

## Fourth Grade

Madeline Goldman

Jessi Larsen

Christi Marquardt

## Fifth Grade

Amy DeLarm

Rachel Kazmier

Brandon Wood

## Media/T.E.A.M.S.

Amy Bradbury

## Art

Carrie Dunlap

## Music

Elizabeth Lawson

## Spanish

Alejandra Lillemon

## Physical Education

Randy Niebuhr

## On Beyond/GATE

Kristen Kanaga

## Special Education

Anna Fox

Vanessa Roberts

Jenny Romano

Moirra Archuleta

Darrian McGhee

Philip Jody

Cari Vermillion

Heather Van Eimeren

Heather Klock

## Harmony Program

Malcomb Vrecenar

Laura Maestas

Megan Reynolds

## Interventionists

Judy Bray

Danae Duke

Keren Hale

## Speech/Language

Leah Neilson-Johnson

## Security

Thomas Tryggestad

## Custodians

Paul Quigley, Days

Russell Adams, Nights

Steven Lucero, Nights

## Building Tech

Logan Read

## Psychologist

Joyce Stafford

## Nurse

Sarah Lee

## Health Tech

Amy Evans

## Food Service

Paula Faucette

Judi Johnson

Roanna Jiron

Tatiana Schaeffer

## Counselor

Ashley Root

Jessica Rucks (intern)

## Social Worker

Chrissy Zakrzewski

## Admin. Assistants

Sarah Luggie

Caitlin Morissette

## Assistant Principal

Jennifer Sueppel

## Principal

Maria Masone

# General School Policies And Procedures

**Academic Calendar:** [Academic Calendar 2022-2023 link.](#)

More information can also be found at the district website: [www.mssd14.org](http://www.mssd14.org)

**School Day:** *Students should not report to school before 7:45 a.m. The building is not open to students before this time and we do not provide supervision outdoors until 7:45 a.m.*

School Hours: 8:00am - 2:50pm      Office Hours: 7:00am-4:00pm

AM Preschool: 7:50am - 10:50am      PM Preschool: 11:50am - 2:50pm

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. Here is the Manitou Springs School District attendance policy:



## Tardies

Students who arrive late miss critical instruction and can spend the rest of the day out of synch. Frequent tardiness thus greatly impacts a student's progress through grade-level curriculum. A student is tardy when he/she arrives at school after 8:05 a.m. and the tardy is counted on the student's attendance record. Tardy students must stop at the office to get an admission slip. Students arriving after 10:00 a.m. are marked absent for half a day. 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 school personnel feel the tardies are negatively impacting a student's learning and growth, they may 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 719-685-2195, by 9 a.m., if possible. 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. Please limit excused absences to only the most necessary occasions, to ensure children's presence for the important learning that occurs here every single 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 asked to make up work missed during recesses.

District 14 Board Policy defines a "habitual truant" as a student of compulsory attendance age who has four (4) total days of unexcused absences from school in any one month or ten (10) total days of unexcused absences during any school year. A 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 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 overall:** 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. Our goal in this effort is to be a support to families for the success of their children!

### Manitou Springs School District Attendance Policy

1. After three days of UNEXCUSED absences, the designated front office personnel will call home and document in power school.
2. **Day 5-Letter & Attendance Contract:** After 5 days of UNEXCUSED absences, the student's Counselor will reach out to the family (and student) to discuss absences, policy, and attendance contract will be put into place per administration.
3. **Day 7--Administration Student Attendance Plan (SAP) Meeting:** After 7 days of UNEXCUSED absences, the student's School Administrator will meet with the parent (and student) to discuss absences and to create the Student Attendance Plan (SAP). This SAP will need to be signed by the student, parent, and administrator.
4. **Day 10--Truancy Filing:** After 10 days of UNEXCUSED absences: paperwork to district office is filed.

### Other School-Day Supervision And Absences

**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 to the health office.

**Children 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 playpark after school may return after going home first and checking in with their parents. Parents/guardians will be responsible for their behavior and safety 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 a pre-communicated alternative entrance -- to drop off and pick up children. ***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 dangerous and 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 Duclou 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 Duclou 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 to the main entrance, then up the stairs to the playground. 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 is available on the district website. You may reach our transportation director at 719-685-2231.

**Bus Safety And Behavior:** The safety of all students while riding our school buses is important.

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 supported by school administrators:



1. If a bus driver issues a “pink slip” to a student for misbehavior, the school will call the parents/guardians to explain why that slip was issued as a warning. The student may be given an assigned seat on the bus. School administrators also will meet with the student.

2. Should a student receive another “pink slip,” the school will contact the parent, explain the situation, and suspend the student from riding the bus. School administrators also will meet with the student. 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,” the school 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. School administrators also will meet with the student.

**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, your 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, updates will be made via the school’s marquee, the district’s robo-caller system (call the district office at 719-685-2024 for information), the D14 phone app, and posted on the [www.mssd14.org](http://www.mssd14.org) website. Also, in the event of a closure or delay, a sign notifying parents/guardians will be placed by the front door on Pawnee Ave. Parents might also monitor local radio and TV stations for delay/closure information.

**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 our Early Release for Inclement information form and keep it up

to date. Review this procedure with your child periodically. Notice of school closings will be made through the school's marquee, the district's robo-caller system (call the district office at 719-685-2024 for information), the D14 app., and posted on the [www.mssd14.org](http://www.mssd14.org) website, as well local radio and TV stations and Facebook. Following the announcement, students will be dismissed at the designated emergency closing time.

### **Appropriate Dress**

We rely on the weather sense of our kids' 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 students become cold on the playground, they may temporarily borrow a warmer coat from Lost and Found. 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 cellphones 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 the teacher during school hours. Parents/guardians wishing to contact students during school hours should call the office (719-685-2195). 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 cannot be responsible for theft or loss of toys or other prohibited personal items. Toy guns, pocket knives, and the like are not allowed at school. These items will be confiscated and disciplinary action will be taken.

### **Lost And Found**

Dozens and dozens of 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 at the end of the Skyway Gallery Ramp, just beyond the gym door. 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 out front 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 School News**

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 (as well as timely email versions of important school correspondence); hard copies also will be made available at the office. 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 welcome at MSES. Your visit gives your child a feeling of security through knowing there is a connection 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 or email 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 planning time is always 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 linger 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 small groups in the classroom, as field trip chaperones, and to assist in preparing teaching materials. Volunteers serve crucial roles in our Library and other literacy or fund-raising efforts. In addition, we can always use volunteers in our Parent Action Committee (PAC)/Building Accountability Committee (BAC), and Dad Corps (crossing guards). Teachers will provide information about volunteer opportunities early in the year or you can call the office at 719-685-2195 for further information. Parents/guardians who wish to serve as chaperones on field trips will need to be fingerprinted and pass a background check. (District background checks roll over from one year to the next.) Parents/guardians wishing to volunteer in the classroom or attend parties/programs do not need a background check. All visitors must sign in and obtain a "visitor" badge when they enter the building. This allows us to ensure student safety and security. For FERPA privacy purposes, parents/guardians are not allowed in the school office or the workroom.

### **Champions Childcare**

Our after school childcare program is available and registration is online: [www.discoverchampions.com](http://www.discoverchampions.com)  
Please contact the front office at 719-685-2195 if you have questions or need more information.

### **Parent Action Committee (PAC)**

Manitou Springs Elementary School is pleased to have an active PAC that meets monthly in the MSES Commons. This group also serves in an advisory capacity as our Building Advisory Committee, interacting with Principal Masone about building budgets, data, and policies. All parents/guardians are welcome and encouraged to attend PAC meetings—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 Halloween carnival, Fun Run, parent services, and fund-raising activities.

### **After-school Connect14 Classes**

Connect14 after-school classes offer MSES students enrichment in areas ranging from foreign language and drama, to chess, space, gardening, Lego Robotics, music, and cooking. Information about programs can be found in *Mustang Tales* and periodic handouts that go home, or online at [www.connect14.org](http://www.connect14.org)



## Breakfast, Lunch, And Food Service Procedures

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

Student Breakfast.....	\$1.45/	Adult.....	\$2.50
Grades K-5 Lunch .....	\$2.95/	Adult.....	\$4.60
Milk.....	\$ .50		

The price for hot lunch includes milk. 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. Credit-card 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.**

[https://www.mssd14.org/departments/food\\_service](https://www.mssd14.org/departments/food_service)

**A limit of three (3) charges on an empty account 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. The parents will receive a robocall about the balance of their students' account on Monday evenings. It then becomes the parent's and student's responsibility to make sure owed money is repaid to the Food Service Program in a timely manner. That lunch money needs to be brought to school or paid online via Pay For It.Net, preferably at that time, to clear the negative account status.

### Helpful Procedures:

- Please pay for multiple meals by check or online with Pay For It. A monthly check/charge would be ideal (20 meals at a time, etc.).
- Please send money in a sealed envelope with the child's name and amount written on it and child's lunch account pin #.
- 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.
- Visitors are welcome at all times for 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! Our aim is to limit your child's exposure to less healthy snacks when they are in our care and not in yours. It is strongly requested that snacks served in classrooms are individually wrapped, and labeled for potential allergens.

Please contact Food Service Director Paula Faucette at 719-685-2005 or [pfaucette@mssd14.org](mailto: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:** The MSES Preschool Program is located in the main school building. This preschool provides programming for three- and four-year-olds. The morning program is designed for three- and young four-year-olds. The afternoon session provides programming for older four-year-olds.. Both the morning and afternoon sessions provide specialized education to children who have special needs. The preschool is a tuition-based program; however, tuition may be charged on a sliding scale, or free, if certain qualifications are met. The preschool follows the District 14 school calendar, but is in session only Monday through Thursday.

Fridays are reserved for parent meetings and staff curriculum planning. The morning class meets from 7:50 until 10:50 a.m. and the afternoon program from 11:50 a.m. until 2:50 p.m. Each preschool class enrolls a maximum of fifteen students. If you are interested in preschool for your child, please contact Julie Lavigne at [719-685-2166](tel:719-685-2166) or email [jlavigne@mssd14.org](mailto:jlavigne@mssd14.org).



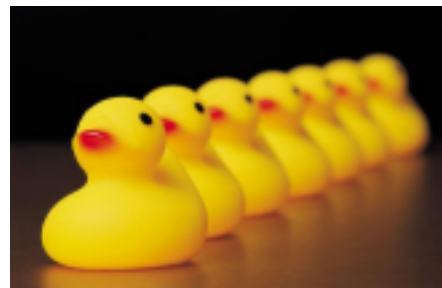
**Kindergarten:** We offer three sections of tuition-free, full-day kindergarten. The kindergarten program is designed to help children make a good transition to the school setting, as well as to provide the academic, emotional, social, and physical skills necessary to ensure their success in later grades.

**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 new skills, knowledge, and behaviors.

**Special programs** available at the Manitou Springs Elementary include Speech and Language Services; Literacy/Math Interventionists; our school-wide GT enrichment program called On Beyond; our Harmony Program for students with affective needs and Special Education services.

**Specials:** Students in kindergarten through fifth grades also take part regularly in music, art, physical education, Spanish, and TEAMS (technology, engineering, art, media, science) programs on a rotating schedule.

**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. Individual and need-focused small-group counseling, as well as our Second Step, Mindfulness and Teaching Tolerance whole-class educational programs, 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 **Ashley Root** at 719-685-2160.



## Curriculum

**The Core Knowledge Language Arts Curriculum (CKLA)** is our integrated curriculum for Language Arts, Social Studies, and Science. We chose CKLA (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 that is interfaced with Science and Social Studies units, called Domains. 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 CKLA, *elementary students get to learn real historical, scientific, and classical content* in elementary school, instead of just endless skill drills.

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>. See the chart below for the CKLA Domains we teach at each grade level:

## 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			

**Eureka Math Curriculum:** *Eureka Math*<sup>2</sup> classrooms look and sound different from other math classes. Every lesson includes opportunities for student discourse because peer-to-peer discussion helps students solidify their understanding of math concepts. The Eureka Math<sup>2</sup> digital experience was carefully crafted to further support discourse, giving all students an opportunity to access the learning and share their

mathematical thinking with their classmates while also providing teachers with a window into student thinking. Whether with a partner, in small groups, or in a full-class discussion, in a Eureka Math<sup>2</sup> classroom you see and hear students sharing their mathematical knowledge. Students learn to think like mathematicians as they tackle tough problems and answer their own questions.

<https://greatminds.org>

### **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 a 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 following levels:

**4 = Exceeding Expectations.**

**3 = Meeting Expectations.**

**2 = Progressing Toward Expectations.**

**1 = Not Progressing Adequately Toward Expectations.**

**X = Not introduced/evaluated this quarter.**

12

**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 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 the 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 Aspire Reading, Writing, 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. 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. ***Please always 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, their family will be assessed a fee 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 and for fifth-grade

iPads that are taken home by students during evenings or weekends.



### **Homework**

Homework at MSES will consist mainly of spelling or math practice at home (with parents!), daily free reading at home (with parents!), and authentic family learning opportunities like Science Fair or building log cabins. In the primary grades, this will mean a very minimal amount; in grades three-five, the amount will increase slightly, but should never be more than a half-hour or so. 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!!

Your child also may occasionally need to complete work at home if they have not completed an assignment during the school day or if they have make-up work after an absence. *If you wish to pick up homework due to illness or other reasons,*

*please contact the office by 9:00 a.m. on the day your child missed.* Teachers will have it ready for you to pick up at the end of the school day.

## **Student Health and Safety**

### **School Health Programs**

MSES has one registered nurse and one health tech that support our school. Parents/guardians may contact the nurse, Sarah Lee, by calling our school health office at 719-685-2154 or emailing her at [slee@mssd14.org](mailto:slee@mssd14.org). There are COVID protocols in place that are frequently updated on the district webpage.

### **Health Services:**

- Health information: Please look at the MSSD website, [www.mssd14.org](http://www.mssd14.org), under District Information and then Health Information, for the most recent medical forms needed for any student. Please complete the online registration forms and/or the Medical Information form. If your student has special health concerns or life-threatening allergies, please ask to speak with the school nurse, so we can work together for your child's safety while at school. 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, 5, and students qualifying for Special Education 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. If you do not want your student screened, please notify the health office in writing at the beginning of the school year.
- Immunization Compliance: All students must submit an updated Certificate of Immunization, a Non-Medical Exemption form, or a parental statement for Immunization Exemption annually to attend school. A Medical Exemption Form must be signed by a licensed healthcare provider and only needs to be submitted one time. All of these forms and instructions are on the Health Information page on the district website. 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 required to stay home from school for a prescribed time to ensure their health and 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 at school, 911 will be contacted immediately; then every effort will be made to contact parents/guardians. The Emergency Medical Team (Paramedic/EMT) 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 99.4 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 24 hours
- sore throat, especially with swollen neck lymph nodes
- red/irritated/itchy 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. For the health and well being of all the students/staff at the school, we will need your sick child to be picked up and taken home as soon as possible. We cannot keep sick/ill feeling students at school for any reason.

### **Medication Policy**

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

- Come to school and give it to your child at the appropriate time.
- Discuss with your doctor an alternative schedule of medication so that it can be given outside of school hours.
- Provide a completed PHYSICIAN'S AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL form (available in the school office). This must be completed and signed by the physician and by you. **You must provide prescribed medication in a labeled pharmacy container that includes: student's name, name of drug, dose, and instructions for administration. Over-the-counter medication must have your student's name clearly identified on it.**

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

### **Fire Drills And Building Evacuations**

Our building is equipped with an alarm system that may be activated from multiple stations throughout the building. Lockdown and fire drill regulations are posted in each classroom. Teachers will acquaint students with the proper procedures in case of fire or other emergency. The purpose of our lockdown and 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**

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 bussed children here until parents (or a pre-identified designee) 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, and the Manitou Springs School District robo-calling system and D14 app. 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 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 the 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 safely 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 Duclou 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 around 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.

## **Student Conduct And Discipline Policies**

## Behavior Expectations at MSES

Manitou Springs Elementary students have a right to learn in an atmosphere that is safe and conducive to the academic process. Each staff member is committed to the goal of helping all children develop individual self-control and self-discipline as keys to scholarship. 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 or inappropriately.
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 is ultimately responsible for the safety and positive behavior of all students in the school--and considers this a critical component of a good school environment. All office referrals will focus supportively on students evaluating themselves and helping them to learn 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.) 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 to process with administrators
- Parent Phone Call
- Parent/Guardian-Student-Principal-Teacher Conference
- Behavior Plan
- In-School Suspension
- Out of School Suspension
- Designation as a Habitually Disruptive Student per Colorado Statutes
- Recommendation for Harmony Program if 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. 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 or

paraphernalia.

2. Possession or use of any weapons, such as knives, guns, razor blades, clubs, etc.
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 in 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>.

### **Bullying**

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

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

- An imbalance of power: Kids who bully use their power – such as physical strength, access to embarrassing information, or popularity – to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding some from a group on purpose. Manitou Springs District 14 takes all situations of bullying seriously and will handle situations identified as bullying with appropriate consequences.

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

### **Harassment, Threatening, or Intimidation**

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

A complete volume of the Manitou Springs Board of Education policies can be found at our website, [MSSD14.org](http://MSSD14.org)

### **District Facility Use Schedule**

Use of District 14 facilities, including Manitou Springs Elementary School and the district auditorium, is available after hours on a pre-scheduled 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, 719-685-2024. To arrange use of an MSES classroom or other room, please contact **Sarah Luggie or Caitlin Morissette**, at 719-685-2195. 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 where you can be reached for verification of schedule. Users will be required to provide a copy of their liability insurance coverage.



### **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. Elizabeth Domangue at the District 14 Administration Building, phone 719-685-2024. Dr. Domangue has been designated by the school district to coordinate efforts to comply with the regulations regarding nondiscrimination.

### **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 parents 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.