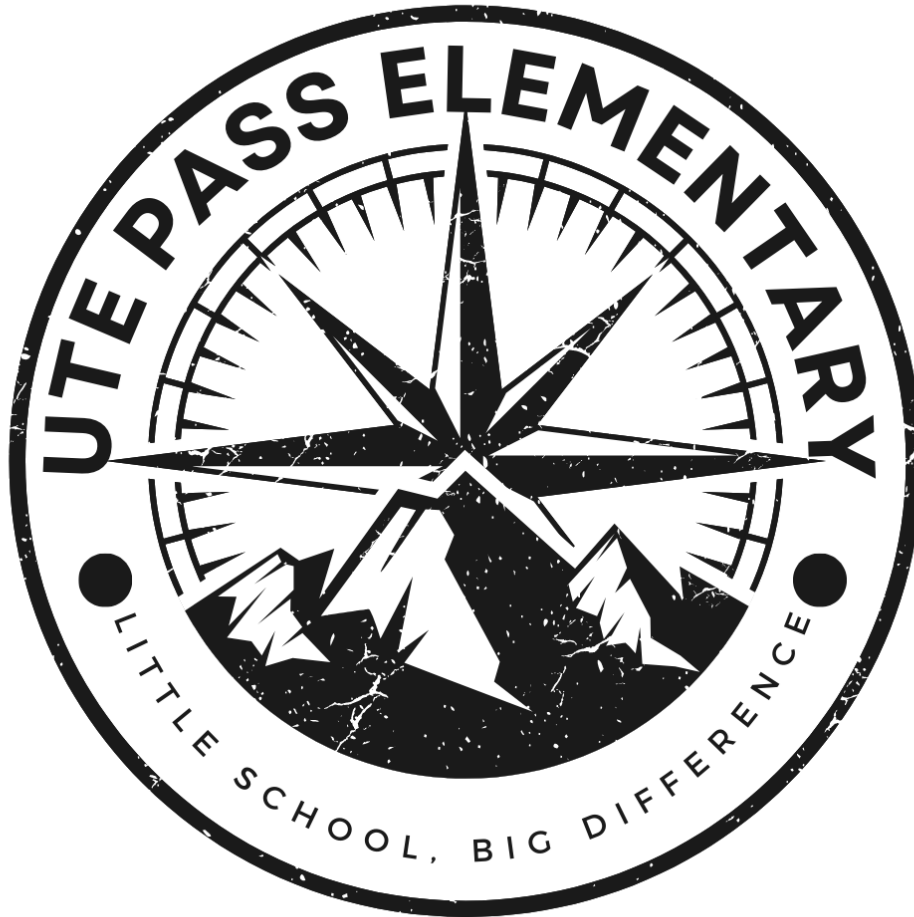


Ute Pass Elementary School

Student/Family Handbook

2023 / 2024



**9230 Chipita Park Rd
Chipita Park, Colorado 80809**

**Office: 719-685-2227
Fax: 719-685-2220**

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

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About Manitou Springs School District 14

The district serves approximately 1,300 students from Pre-Kindergarten to Grade 12, who reside in the communities of Manitou Springs, Crystal Park, and Cedar Heights, as well as the communities up the pass. Approximately 50% of our students “choice” into our district from other locations in El Paso and Teller Counties.

We offer a “small town” educational environment and at MSSD14 we are proud of our success in meeting the needs of every student. In addition to a challenging academic curriculum, all of our schools offer comprehensive art, physical education, music, computer technology, Special Education, gifted/talented, and other instructional offerings. Students may also choose from many enriching after school programs.

Class sizes in our elementary schools typically range from 18-25 students. The middle school average class size is around 24 students, and the high school average is 22 students.

District’s Vision:

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

District Mission Statement:

Manitou Springs School District 14 is dedicated to:

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

Core Values:

Relationships:	We value authentic connections grounded in trust and respect between ALL people.
Deep Learning:	Our community practices dynamic, divergent, critical, and global thinking. We challenge each learner to master, transfer, and apply the knowledge, skills, and abilities needed for success.
Opportunity:	We provide accessible and engaging opportunities for purposeful growth and visionary learning.

Board of Education

Natalie Johnson, President
Jack Sharon, Vice-President
Tina Vidovich, Director
Gustav Moen, Director
Christi-Marie Butler, Director

District Directory

Sean Dorsey, Superintendent
Eric McMartin, Assistant Superintendent
Suzi Thompson, Chief Financial Officer
Kolleen Johnson, Director of Student Success
Cathrine Olimb, Director of Technology
Sarah McAfee, Director of Human Resources
John Harden, Director of Transportation

Janie Anderson, Director of Safety and Security
Stuart Cross, Director of Building and Grounds
Daniel Tramel, Director of Community Wellness and Arts Integration
Paula Faucette, Director of Nutrition Services
Amanda Strider, School Resource Director

Ute Pass Elementary Mission:

We provide unique learning experiences that challenge all students to be their best selves.

Ute Pass Elementary School Profile:

Ute Pass Elementary School is a growing school community, serving approximately 200 students. UPES creates a truly unique experience for preschool through sixth grade students to explore, create, discover, and grow. Students at Ute Pass Elementary receive a challenging education and become active participants in their own learning. We believe in fostering an inclusive environment and creating a safe place for all students to find and use their voice. With one class per grade level (and two in sixth grade), students receive personalized instruction with enrichment and intervention opportunities.

Our dedicated staff educate the whole child- leading to academic growth and achievement while also creating environmental stewards and compassionate humans who love coming to school. Beyond the core content areas, students at Ute Pass Elementary participate in music, physical education, environmental education, art, and Spanish. Our sixth grade program, Mountain Academy of Arts and Sciences offers a unique hands-on experience where students participate in water science and ecology studies, multiple camping experiences, design and engineering projects, photography, caving, mountain biking, band and various music opportunities, and so much more.

Students at Ute Pass are able to experience and drive their own learning through collaboration, inquiry, and exploration. Our staff creates opportunities for students to work together, challenge one another, create beautiful music and art, and take risks while receiving an incredible education.

Principal's Message

On behalf of the entire staff, welcome to Ute Pass Elementary School! It is an honor and privilege to serve as the principal at Ute Pass Elementary School. UPES creates a truly unique experience for preschool through sixth grade students to explore, create, discover, and grow. Seated beautifully at the foot of Pikes Peak, Ute Pass Elementary takes environmental learning to the next level! Our amazing staff extends education far beyond the four walls of a classroom. Students at Ute Pass Elementary receive a challenging education and become active participants in their own learning. We believe in fostering an inclusive environment and creating a safe place for all students to find and use their voice.

Ute Pass Elementary embodies Manitou School District 14's core values: Relationships, Opportunities, and Deep Learning. With one class per grade level (and two in sixth grade), students receive personalized instruction with enrichment and intervention opportunities. Our dedicated staff educate the whole child- leading to academic growth and achievement while also creating environmental stewards and compassionate humans who love coming to school! Beyond the core content areas, students at Ute Pass Elementary participate in music, physical education, environmental education, art, and Spanish. Our sixth grade program, Mountain Academy of Arts and Sciences offers a unique hands-on experience where students participate in water science and ecology studies, multiple camping experiences, design and engineering projects, photography, caving, mountain biking, band and various music opportunities, and so much more.

Ute Pass Elementary is a true gem, with a culture that is unsurpassable. In a society where many children are ingrained all day in technology, students at Ute Pass are able to experience and drive their own learning through collaboration, inquiry, and exploration. Simply driving by the beautiful school, you will see and hear students working together, challenging one another, creating beautiful music and art, taking risks, and certainly not being afraid to get a little dirty in one of our outdoor classrooms or nearby resources.

We are incredibly connected to the amazing families and Ute Pass community, and look forward to extending our partnership with you. Please contact our front office to schedule a tour of our very special small school, or even to volunteer in one of our incredible classrooms. Thank you for your interest in Ute Pass Elementary School!

UPES Faculty and Staff

Admin/Front Office Team:

Principal	Jackie Powell	jpowell@mssd14.org
Counselor	Stephanie Wilson	swilson@mssd14.org
Secretary	Terri Dudley	tdudley@mssd14.org

Preschool Team:

Lead Teacher	Savanna Anstedt	sanstedt@mssd14.org
Paraeducator	Melissa Cowman	mcowman@mssd14.org

Classroom Teachers:

Kindergarten	Kym Ferguson	kferguson@mssd14.org
First Grade	Mia Harriman	mharriman@mssd14.org
Second Grade	Audra Maruszak	amaruszak@mssd14.org
Third Grade	Amy Babcock	ababcock@mssd14.org
Fourth Grade	Barrett Weisheipl	bweisheipl@mssd14.org
Fifth Grade	Rebecca Johnson	rjohnson@mssd14.org

Mountain Academy 6th Grade Team:

ELA	Miles Groth	mgroth@mssd14.org
Mathematics	Mel Riffle	mriffle@mssd14.org

Specials Team:

Physical Education	Eric Wester	ewester@mssd14.org
Music	Ian Ferguson	iferguson@mssd14.org
Art/Library	Kate Kettler	kkettler@mssd14.org
Spanish/GT	Terrence Batson	tbatson@mssd14.org

Special Education Team:

Special Ed. Teacher	Mikayla Norris	mnorris@mssd14.org
Paraeducator	Beth Held	eheld@mssd14.org
Paraeducator	Jami Ingerling	jingerling@mssd14.org

Interventionist:

Reading/Math	Charla Schwartz	cschwartz@mssd14.org
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Health Office:

Nurse

Sarah Lee

slee@mssd14.org

Custodians:

Building Tech

John Hall

jhall@mssd14.org

Evening Custodian

Enrique Torres

etorres@mssd14.org

UPES Schedule

7:35-7:55 am	Drop-off, Breakfast, AM Recess
7:55 am	First Bell Rings
8:00 am	Tardy Bell Rings/Instruction Begins
11:10-11:50 am	K, 1st, 2nd, 3rd Grade Lunch/Recess
11:35 am	Preschool Half Day Dismissal
11:40 am-12:20 pm	4th, 5th, 6th Grade Lunch/Recess
2:50 pm	Dismissal

School/District Calendar

Manitou Springs School District 14

2023-24 District Calendar

2023



2024



- School Not in Session
- Staff Work Day - No Students
- 2 Hr Delay Start for Students
- New Staff Induction
- ★ First Day of School Grades 1-12
- ★ First Day of Kindergarten
- District Office Closed
- Parent-Teacher-Student Conferences
- Parent-Teacher-Student Conferences - No Students
- ★ Last Day for Students
- Last Day for Staff
- Testing - No Delay Start



- July**
3-5 Fourth of July Holiday - District Office Closed
- August**
8-11 New Staff Induction
14-17 Staff Work Days
18 First Day of School Grades 1-12
21 First Day for Kindergarten
30 2 Hr Delay Start for Students
- September**
4 Labor Day - Schools & District Office Closed
13, 20 2 Hr Delay Start for Students
29 Staff Work Day
- October**
4 2 Hr Delay Start for Students
11 PSAT Testing - No Late Start for Students
20 Staff Work Day
26 Parent-Teacher-Student Conf. (MS/HS 12:30 Dismissal, Elem 12:00)
27 Parent-Teacher-Student Conf. (No Students)
- November**
1, 8, 15, 29 2 Hr Delay Start for Students
20-24 Thanksgiving Break
- December**
6 2 Hr Delay Start for Students
20-Jan 3 Winter Break
- January**
4-5 Staff Work Days
8 School Reconvenes
15 MLK Jr. Day - Schools & District Office Closed
10, 24, 31 2 Hr Delay Start for Students
- February**
9 Staff Work Day
19 President's Day - Schools & District Offices Closed
14, 28 2 Hr Delay Start for Students
- March**
8 Staff Work Day
14 Parent-Teacher-Student Conf. (MS/HS 12:30 Dismissal, Elem 12:00)
15 Parent-Teacher-Student Conf. (No Students)
20 2 Hr Delay Start for Students
25-29 Spring Break
- April**
3 2 Hr Delay Start for Students
8-25 State Testing - No Late Start
26 Staff Work Day
- May**
1, 8, 15 2 Hr Delay Start for Students
19 MSHS Graduation
23 Last Day for Students (MS/HS 12:30 Dismissal, Elem 12:00)
24 Last Day for Staff
27 Memorial Day - District Office Closed
- June**
19 Juneteenth - District Office Closed

General Information

In Alphabetical Order

Academics

Classroom Expectations and Procedures

Ute Pass Elementary School works to build a climate of respect, pride and ethical behavior. Appropriate expectations for each grade level have been developed. Each grade level teacher will communicate their classroom expectations with our students.

Family Conferences

Family conferences will be held twice per year or by family/teacher request. These conferences will provide an opportunity to partner with students and their families to ensure the most successful educational experience for each student at UPES. If you need to collaborate with a staff member outside of these scheduled conferences, please contact the staff member or front office to schedule.

Report Cards and Grading

Our grading system is based on a 9 week cycle or “quarter” for all classes. Report cards are issued at the end of each semester. Grades may be accessed and reviewed through the Power School system. Parents have their own login and password.

Activities & Clubs

Connect 14

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

Landsharks

Landsharks Running Club is offered to kindergarten through 6th grade students twice per year. Practices are held for 4-6 weeks (twice per week) with four meets for each season taking place in Woodland Park.

Animals on Campus

Animals are not allowed on school property before, during, or after school hours unless approved by building administration and/or when allowed by law (i.e. service animals, law enforcement animals). Classroom pets or special animal visits must be approved by building administration. If your child will be around one of these animals, the classroom teacher will notify you of animal exposure in advance. You will be responsible for the supervision and behavior of your animal. All animals must be leashed on school property. You may be asked to remove your animal from any and all school grounds if there is a problem as deemed by the supervising school staff.

Athletics

Whether you are a new student or returning to Ute Pass Elementary School, it is important for you to realize that your education goes beyond the classrooms of our school. Leadership skills, social skills,

and life-long friendships are often established as students participate in one of the many extra-curricular activities available with our school district. UPES sixth grade students may participate in all sports offered at Manitou Springs Middle School. Cost to participate is \$70.00 per sport/activity, with a maximum of \$140.00/student for the school year. Please call Mrs. Guynn at 685-2127 at Manitou Middle school if you have questions. Students who receive free or reduced lunch may be eligible for reduced fees. No student will ever be denied the opportunity to participate due to the inability to pay.

Manitou Springs Middle School offers a variety of athletic programs for our sixth grade students. The athletic programs are offered to all students who meet the eligibility requirements set forth by our school policy and the CCAL. The teaching and coaching staff encourages all students to review the sports programs that are offered, talk to coaches, and decide if they would like to be involved in our athletic programs. It is important that each student display the best of good sportsmanship. We certainly want to be welcomed by each school we go to and it becomes the responsibility of all the student body to treat visitors and hosts with equal respect.

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

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

Attendance

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

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

- If it is necessary for your child to be absent, please contact the school prior to

9:00 am (685-2127). Long term absences should be discussed with a child's teachers, a school administrator, or the school counselor.

- If a student is absent and we have not heard from the parent, we will try to contact them by phone to ascertain the nature of the problem (**please ensure all contact information is current**).
- If a parent does not call by the end of the second day, the absence becomes unexcused.
- If the parent does not call by the end of the third day, the student will be considered truant.
- Students may email teachers or check Canvas to obtain missed work.
- Students and parents are expected to work with teachers to resolve any missing assignments in a timely manner. Contact the school at 685-2127 for assistance in resolving missing assignments.
- **Students must be in attendance a minimum of 2 periods during the school day to participate in any extracurricular activities (Athletics, Clubs, Plays, Concerts, Enrichments, dances, etc.).**

District 14: Excused Absences Policy: One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age (6-17), attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy. Regular attendance is also less impactful on the educational staff of a building ie: prepping additional teaching materials, tools, and explanations for students who are out of the learning environment.

The following will be considered excused absences:

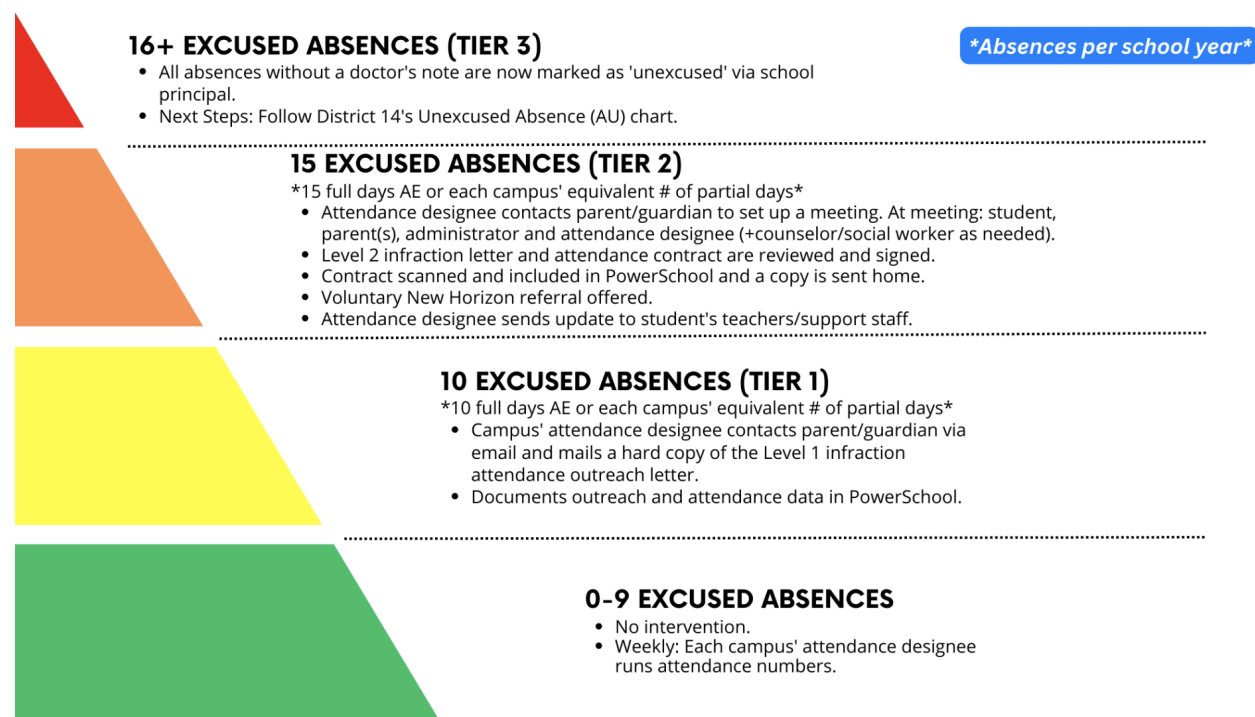
- A student who is temporarily ill or injured.
- A student whose absence is prearranged and approved by the administrator of the school of attendance. Prearranged absences will only be approved for appointments or circumstances of a serious nature which cannot be taken care of outside of school hours.
- A student who is absent for an extended period due to a physical disability or a mental or behavioral health disorder as documented by a healthcare provider.
- A student who is attending any school-sponsored activity or activities will be marked as "SA" for student activity designation by the school and not marked absent.
- A student who is suspended or expelled.
- A student who is in the custody of a court or law enforcement authorities.
- A student who is hospitalized for any reason.

- A student who is in out-of-home placement (as that term is defined by C.R.S. [22-32-138](#) (1)(h)), their absence due to court appearances and participation in court-ordered activities will be excused. The student's assigned social worker must verify the student's absence was for a court appearance or court-ordered activity.

As applicable, District 14 may require suitable proof regarding the above exceptions, including written statements from healthcare providers.

District 14 Excused Absences Process: CRS 22-33-104 states only a school principal can excuse an absence. Therefore, Manitou Springs School District 14's excused absence policy will include the following process:

Each school year, once a student reaches 10 days of excused absences, District 14 will follow its tiered intervention protocol.



Truancy: If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. "Habitual truant" shall be defined as a student who has reached age six by August 1 and is under age seventeen and who has four total days of unexcused absences from school in any one month or ten total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as "habitually truant."

In order to reduce truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. The school shall establish a system of monitoring individual unexcused absences.

When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

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. When practicable, the student's parent, guardian or legal custodian shall participate with district staff during the development of the plan. Appropriate school staff shall make reasonable efforts to meet with the parent or guardian to review and evaluate the reasons for the student's truancy.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant.

Legal Refs: C.R.S. 22-14-101, et seq. (dropout prevention and student re-engagement)

C.R.S. 22-33-104 (compulsory school attendance)

C.R.S. 22-33-105 (suspension/expulsion)

C.R.S. 22-33-107 (enforcement of compulsory school attendance)

1 CCR 301-67, Rule 2.01 (7) (definition of "dropout" student)

1 CCR 301-78 Rules 1.00 et seq. (standardized calculation for counting student attendance and truancy)

Cross Refs:

JFC, Student Withdrawal from School/Dropouts

Age of School Attendance

Entrance for Kindergarten in MSSD14 requires the student to be five years of age on or before September 1. Entrance into the 1st grade is six years of age on or before September 1, or that the student has attended Kindergarten in another public school district or in a private Kindergarten approved by the building principal and superintendent. A birth certificate and immunization record are required at the time of registration. Colorado Revised State Statute requires a student to be in an educational program from ages 6-17. Schools may provide the opportunity to graduate up to the semester in which a student turns 21.

Preschool entrance requires the student to be three on or before October 1 for the three-year old program and four years of age on or before October 1 for the four-year-old program. A birth certificate, immunization record, and proof of a well-child check-up are required to begin the program. See the Preschool Handbook for further information.

Assessments

In addition to regular classroom testing, grades 3-6 will be administered the Colorado Measures of Academic Success (CMAS) test. These tests are used to tell us how individual students are growing academically, and how groups of children perform in relation to others. Families are welcome to all information regarding their child's test scores.

Elementary School Assessments

- Fall – Beginning of Year
 - SEL Screener
 - iReady (K-6th grade)
 - DIBELS (K-3rd grade)

- CoGat (6th grade only)
- Winter – Middle of Year:
 - iReady (K-6th grade)
 - DIBELS (K-3rd grade)
- Spring – End of Year
 - SEL End-of-Year Assessment
 - iReady (K-6th grade)
 - DIBELS (K-3rd grade)
 - CMAS
 - CoGat (2nd grade only)

Birthday Celebrations

If you wish to have your child celebrate a birthday at school, please contact your child's teacher before sending in any snacks/treats to determine any special dietary requirements. Birthday party invitations may only be distributed at school if ALL students in the classroom are invited.

Bus Behavior Guidelines and Consequences

All students *deserve* a safe ride to and from school and school activities. Please understand transportation is a service we provide students but is not a right. It is a privilege. For everyone's safety, it is important that students behave appropriately and follow the expectations while riding the school bus. We're addressing bus behavior and safety and we respectfully ask for your support.

CLASS 1 OFFENSE:

1. Eating/drinking on the bus
2. Horseplay
3. Excessive noise
4. Spitting
5. Not sitting bottom to bottom, back-to-back
6. Moving seats while bus is in motion
7. Standing while bus is in motion
8. Throwing material inside and/or outside the bus
9. Turned to where your body is in the aisle
10. Other offense as reported by the driver or principal

CLASS 1 CONSEQUENCE:

Students will be corrected directly by the driver when rules are broken. When students respond in a positive way, no consequences will be assigned. This is the warning level of our plan. When poor behavior continues, drivers will notify the student's principal and the following consequences will take effect:

First Offense - Warning from principal and a misconduct report sent to the parents.

Second Offense - Misconduct report sent to parents and 3 school day suspension from bus.

Third Offense - Suspension from the bus for the remainder of the semester.

Fourth Offense - Loss of bus service for the remainder of the year.

CLASS 2 OFFENSE:

1. Defying and/or disobeying the bus driver
2. Hanging out of the windows
3. Holding onto or attempting to hold onto the exterior of the bus
4. Vandalism to bus (student/parent is responsible to pay for damage)
5. Physical aggression towards any person
6. Riding any bus after receiving a suspension (including field trips)
7. Profanity, verbal abuse, harassment, obscene gestures, or possession of unacceptable material
8. Creating any disturbance deemed dangerous/distracting by the bus driver
9. Tampering with emergency exits/equipment
10. Unauthorized entering/leaving through emergency exits
11. Possession of tobacco or any controlled substance
12. Lighting of matches, lighter, firecrackers or any flammable object or substance
13. Other offenses as reported by driver or principal.

CLASS 2 CONSEQUENCES:

First Offense - Misconduct report send to parents and a 3-school day suspension.

Second Offense - Results in the student being suspended form the bus for the remainder of the semester as well as a misconduct report send to parents.

Third Offense - Loss of bus service for the remainder of the year.

Depending on the severity of offense, student may lose bus service with the first offense.

Chain of Communication for Reporting Concerns

1. Staff/Teacher- Report initial concerns
2. Principal- After initial report is taken to the staff/teacher and remains unsolved
3. Superintendent- After speaking with staff/teacher, then principal, and remains unsolved

Change of Contact Information

Please notify the school immediately of any changes in contact information (address, email, phone number) or legal documentation that applies to students. No matter when changes occur, it is incredibly important that our office has current information for student safety. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless a current court order is on file and specifically states denial of parenting rights, we must provide equal rights and access to both biological parents. Your emergency contacts are the only individuals to whom your child will be released. If you need to update this information at any point in the school year, please see our front office.

Closures/Inclement Weather

On inclement weather days you may listen to a local TV station for information regarding school closings. Announcements are generally made by 7:00 am in the event of school cancellation. TV stations who broadcast this information are KKTV, KOAA and KRDO, along with all major radio stations and our website at www.mssd14.org. On mornings when there is inclement weather but school is still in session, students will report to their advisory classroom beginning at 7:45. Families

are invited to participate in the text messaging service offered through School Messenger to receive information on school closures or delays. Send “Y” or “Yes” to 67587 to opt-in to this service. The cell phone number has to be correct in Powerschool for this to work, please contact colimb@mssd14.org if you need to update your number.

Communication

Individual schools and Manitou Springs School District 14 communicate with families and the community in various ways. Some of these include the following: email, phone calls, PowerSchool, School Messenger, and newsletters. Schools and the district can also be found on social media including Facebook and the district Instagram page.

Download our Mobile App - “Manitou Springs SD14”

Calendars, School Closures, Menu's, Directories, Connect 14 and more.
Download on the App Store or Google Play.

Discipline

Detention

Lunch and in-school detention will be assigned at the discretion of the principal as a consequence for a variety of inappropriate behaviors. This will be done as a way to give the student a place to reflect and repair the problem.

Expulsion

Expulsion refers to the termination of enrollment of a student as authorized by the Board of Education. The School District 14 Expulsion office and Superintendent of Schools make final decisions concerning expulsion based on the circumstance, Board of Education policy, and recommendation of the principal. Expelled students living within district boundaries will be supported educationally by the District 14 Expelled Services program and the expulsion officer.

Habitually Disruptive

“Habitually disruptive” means a child who has caused a material and substantial disruption on school grounds, in a school vehicle, or at a school activity or sanctioned event three or more times during the course of a school year.

In School Suspension (ISS)

ISS refers to the interruption of attendance (excused absence) at school as an act of the administrator. Students serving ISS will be in the office or another grade level classroom for the duration of the day completing school work and reflective ISS assigned work. Students serving ISS may not participate in any after-school activities until the start of school after their ISS has been served. Students should make up work missed while in ISS. A restorative meeting with an administrator, student, and a parent/guardian may be required before a student returns to the classroom.

Out-of School Suspension (OSS)

OSS refers to the interruption of attendance (excused absence) at school as an act of the administrator. Students serving OSS may not be on school grounds and may not participate in any after-school activities until the start of school after their OSS has been served. Students should make up work missed while on OSS. A restorative meeting with an administrator, student, and a parent/guardian will likely be required before a student is allowed to re-enter the school. If an infraction is considered by an administrator to be a serious violation in accordance with 22-33 106(1)(d)C.R.S, the suspension may be levied for a maximum of 10 days.

Field Trips

Our school believes in experiential learning opportunities for our students. Additional fees may apply to certain field trips throughout the school year. If the field trip requires transportation, only students and approved chaperones are permitted on district transportation.

Health

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

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

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

Concussion Management Protocol

Manitou Springs Schools have an established protocol to provide education about concussions to the athletic department and other school personnel. They outline the district's procedures for staff to follow in managing head injuries, and the school's procedure as it pertains to "return to play" and "return to learn" issues after concussion.

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

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.

Mental Health/Crisis Management

Students have the ability to see their school counselor for support with immediate needs regarding a variety of issues. Both elementaries and the middle and high school are also served by a school social worker for ongoing support to access their education. These professionals can also support community based offerings for on-going mental health needs.

Student Illness

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

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

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

Late Start Wednesdays

On certain Wednesday mornings, educators meet as teams to collaborate and support the success of all students. We engage in Professional Learning Communities (PLCs) and Multi-Tiered Systems of Support (MTSS) at this time. School starts at 10:00 AM on late start Wednesdays. The school will offer limited spots for before school care on late start Wednesdays by sign-up only. These dates include the following: (8/30, 9/13, 9/20, 10/04, 11/01, 11/08, 11/15, 11/29, 12/6, 1/10, 1/24, 1/31, 2/14, 2/28, 3/20, 4/03, 5/01, 5/08, 5/15)

Mandated Reporters

Mandatory reporters are **required by law to report suspected child abuse and neglect**. The training educates mandatory reporters on what constitutes abuse and/or neglect, when to call for assistance, and how to make a report. It also explains the process undertaken when a call is received.

Resources

Counselor

The services of a certified counselor are available at Ute Pass Elementary School. Counseling programs provide preventive and developmental problem-solving skills for students, parents and teachers through individual consultation, group facilitation, parent workshops, and professional in-services. Student appointments with the counselor are made through referrals by staff members, parents, or students themselves. Parents are encouraged to contact the counselor, Stephanie Wilson, at 685-2227 with any concerns regarding the personal welfare of their students.

Food Services

Healthy school meals for all students will begin this school year. This means all meals will be FREE. Each family will need to fill out a meal application (that can be found on the district web page) This will insure your student will receive their FREE meal. Students may also bring lunch from home and purchase just milk (\$.50). Ala carte items are available for purchase and prices vary according to item. All information contained in the application is confidential and may not be accessed by lunchroom personnel. If you have any questions please feel free to contact. Paula Faucette Director of Nutrition Services. pfaucette@mssd14.org

Gifted and Talented

Manitou Springs School District 14 is dedicated to helping all students, including gifted learners, high-achievers, and creative thinkers reach their potential. It is our mission to do this by providing a K-12 continuum of educational programs and services that recognizes their advanced abilities. For more information about Gifted and Talented Programming at UPES, contact Terrence Batson at tbatson@mssd14.org.

Media Center/Library

Students will visit the library/media center at least twice a month. The UPES Library is home to a large selection of paper-based books, and an ever-expanding selection of digital books which are available day or night through the digital reader App on the iPad. If you have a title that you would like to see added to the library, please contact Kate Kettler at kkettler@mssd14.org. Loan periods are two weeks, digital books are simply checked back in automatically.

Multi Tiered Systems of Support (MTSS)

MTSS teams monitor student performance and growth. MTSS teams consist of teachers, mental health professionals, and the school's administration. Students experiencing either temporary or long-term academic or social/emotional difficulties or academic excellence may benefit from an individualized intervention plan. These plans are created through the collaboration of students, parents, teachers, and the MTSS team. For more information about MTSS or intervention services, contact the building principal.

Wellness

The district will support and promote nutrition education, healthy nutrition choices, and proper dietary habits contributing to students' health status and academic performance to include the federal government guidelines. We strongly encourage students, staff and families to:

- Contribute healthy food and beverage items to classroom celebrations to comply with nutrition standards detailed in policy EFEA.
- Plan non-food fundraisers such as flowers, giftwrap, sporting events and family runs for all fundraisers that occur during the school day. Any food used outside of the school day should comply with nutrition standards detailed in policy EFEA.

All wellness and nutrition standards are detailed in the district's wellness and nutrition policies: [ADF](#), [ADF-R](#), and [EFEA](#). For more information about Wellness, contact Danny Tramel: dtramel@mssd14.org or Jane Squires: jsquires@mssd14.org.

Safety and Security

Closed Campus

UPES is a closed campus, with all exterior access doors locked during school hours. There will be no student supervision prior to 7:35 am. Students may not leave school grounds once they have reported to school, except when a parent signs them out at the office. At the end of the school day, all students are to leave the building and school property.

Safety Drills

Periodic safety drills (HOLD, SECURE, LOCKDOWN, EVACUATE, SHELTER) will be held throughout the school year. All employees are expected to know the proper procedures for their building.

MSSD14 follows the I Love You Guys Standard Response Protocol

(HOLD, SECURE, LOCKDOWN, EVACUATE, SHELTER).

<https://www.youtube.com/watch?v=5nT94s6lakw>

Fire drills with an evacuation will be conducted once per month and within the first 10 days of school.

Safe2Tell

Safe2Tell is a way for individuals to anonymously report threats of individual safety, others' safety or school safety. Threats reported can range from bullying, physical violence, unsafe conversations overheard, explicit threats or more. All calls will be taken seriously and investigated. Call 1-877-542-7233, go to safe2tellco.org or download the Safe2Tell Colorado mobile app to make an anonymous report.

Vehicles on School Grounds (Bikes, Skateboards, Cars)

All vehicles on school grounds must be used and parked in designated areas. If not, students may lose the privilege of having these on school grounds.

Student Code of Conduct

(See District 14 BOE Policies # J1-J4)

The Student Code of Conduct is intended to:

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

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

Bullying

Bullying means any written or verbal expression, or physical or electronic act or gesture and a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

Cell Phones & Electronic Devices

Cell phones and personal electronic devices (Airpods, smartwatches, etc.) must be kept out of sight during the regular school hours of 8:00 a.m. to 2:50 p.m. Students may not use cell phones during class hours, passing periods, or at lunch. You can always leave a message in the office for your middle schooler if you need to pass something along. Additionally, email is another way to get messages to your student during the school day. If a student has a phone out during the school day:

- First time - reminder (mistakes happen)
- Second time - turn phone into the office, student may collect at the end of the day
- Third time - turn in phone into office, guardian or designee (18 or older) must collect at the end of the day
- Fourth time - Parent, student, and administrator meeting for repeated policy infractions to determine next steps. Parent or parent designee over 18 years old must pick up the phone in the office.

Crimes of Violence

Any student charged with a crime of violence will undergo a mandatory hearing. The purpose of this hearing shall be to determine if he/she shall be expelled, moved to home tutoring, or an alternative

education program until his/her charge has been disposed of in court. If the student is found guilty or pleads guilty to such a charge, he/she may be expelled.

Dangerous Weapons

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

Defiance/Insubordination

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

Disruptive Behavior

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

Dress Code and Appearance

Manitou Springs School District 14 believes appropriate student dress is essential to a safe, disciplined and quality educational program for all students. The dress and grooming of students shall be clean, neat and in a manner conducive to learning and in support of the accomplishment of the Mission Statement and Learner Goals. Additional standards may be established by building supervisors and approved by the Superintendent.

Students are expected to dress appropriately for all district and school sponsored events. If a student is found to be in violation of the student dress code, he/she will be counseled appropriately. If the student continues to be in violation of the dress code standards, this will be treated as insubordination.

The following procedures listed in ***must wear***, ***may wear***, and ***cannot wear*** will be used to guide students, staff, and parents in appropriate school attire. In the case of questionable dress, school staff will have the final word on what is appropriate.

Students Must Wear:* while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms).
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts).
- Shoes.
- Clothes that are clean and neat and meet reasonable standards of health and hygiene.

Students May Wear: **as long as these items do not violate "must wear" requirements*

- Hats
- Religious headwear
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Pajama pants
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps and halter tops

- Athletic attire

Students Cannot Wear:

- Clothing that distracts from the educational process or causes a disruption to the school environment.
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment) such as head coverings that fully or partially cover the ears including hats and hoods, unless special permission is granted to accommodate student needs.
- Any clothing that reveals undergarments.
- Clothing that includes violent or obscene language or images such as hate speech, profanity, pornography, or gang affiliation.
 - Images or language depicting/suggesting drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity).
 - Swimsuits (except as required in class or athletic practice).
 - Accessories that could be considered dangerous or could be used as a weapon (bullet proof vest, handcuffs, body armor, tactical gear, chains, spikes, etc..).

**Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire or appearance. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

Drugs and Alcohol

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

Drug and Alcohol Involvement by Students (see Policy JICH & JICH-R)

1. **Use, Possession, Distribution, and Exchange:** If a student is suspected of use, possession, distribution or exchange of drugs, alcohol, other controlled substances or drug-containing or drug-related paraphernalia in violation of Board Policy JICH and JICH-R, administration (or designee) will begin investigation and searches in compliance with the Board policy. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated.

The principal or designee shall refer the student to appropriate law enforcement officials in accordance with applicable law. The student's parent/guardian will be requested to attend a conference at school to explain consequences, develop a safety/support plan, and offer general information and resources regarding the use and/or distribution of drugs/alcohol.

2. **Disciplinary Action with Drugs and Alcohol:** Students are subject to disciplinary action up to and including suspension and expulsion for any single violation of Policy JICH and JICH-R. Offenses and consequences for violations shall be cumulative for three calendar years and may include offenses confirmed from schools prior to the student's enrollment in the district.

Possession and/or Being Under the Influence

First Offense:	Second Offense	Third Offense:
<ol style="list-style-type: none">1. The student will be suspended from school for three days.2. A parent conference will be held.3. The principal or designee will attempt to develop with the student's parent/guardian and student a plan that will outline the responsibilities of the parent/guardian, the student and the school in an effort to prevent further offenses from occurring.4. The principal or designee may recommend additional suspension and/or expulsion depending on the severity of the case.	<ol style="list-style-type: none">1. The student will be suspended from school for five days.2. The principal or designee may recommend additional suspension and/or expulsion depending on the severity of the case.	<ol style="list-style-type: none">1. The student will be suspended for 10 days and recommended for expulsion.2. Alternatively, the expulsion may be waived and a suspension of no less than five days shall be imposed if the student agrees to complete an approved education/counseling/treatment program mutually agreed to by the student's parent/guardian and the principal or designee. The student and student's parent/guardian shall be responsible for the program's completion and its costs. Failure to provide documentation of completion of the program within the required time limits shall result in the imposition of the full expulsion period initially recommended.3. The principal or designee may determine that the alternative to suspension is not appropriate.4. Students who complete the approved education/counseling/treatment program shall be expelled for subsequent offenses of the Board's policy regarding student involvement with drugs and alcohol.

Purchase, Sale, Distribution and Exchange

First Offense:	Second Offense
<ol style="list-style-type: none">1. The student will be suspended for 10 days and recommended for expulsion.2. Alternatives to expulsion may be considered by the principal or designee.	<ol style="list-style-type: none">1. The student will be suspended for 10 days and recommended for expulsion upon the second offense and all subsequent offenses within any three-year period.

Tobacco and Nicotine

Manitou Springs School District 14 students shall not possess tobacco products or use tobacco products on school property, in all school owned buildings, in vehicles owned or leased by the school district, or when participating in or attending any school sponsored activity.

Possession and Use of Tobacco Products (see Policy JICG)

Possession of any tobacco product by students is prohibited on District property per Board Policy JICG. The following definitions apply:

1. "Tobacco product" means:
 - a. Any product or facsimile thereof that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco or liquid nicotine/e-liquids; and
 - b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, pipe, or vape.
 - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product and is prescribed for the person using it.
2. "Use" means lighting, chewing, smoking, ingesting, inhaling, vaping or application of any tobacco product.

Disciplinary measures for students who violate this policy will include detention, revocation of privileges, and exclusion from extracurricular activities in alignment with Athletics & Activities Handbook if applicable.

First Offense:	Second Offense:	Third Offense:
<ol style="list-style-type: none">1. Confiscate tobacco product and/or device2. Notify Parent/Guardian of infraction3. Refer to school counselor or nurse if applicable	<ol style="list-style-type: none">1. Confiscate tobacco product and/or device2. Notify Parent/Guardian of infraction3. The student will be suspended from school for one day with	<ol style="list-style-type: none">1. Confiscate tobacco product and/or device2. Notify Parent/Guardian of infraction3. The student will be suspended from school for three days with

<p>4. Assign educational anti-tobacco program to be completed during assigned time by administration (ie: after-school detention, ISS, etc.)</p> <p>5. Failure to provide documentation of completion of the program within the required time limits shall result in the imposition of additional consequences until program is completed</p>	<p>re-entry meeting upon return including student, parent/guardian, and administrator</p> <p>4. Assign educational anti-tobacco program for second time to be completed during OSS</p> <p>5. Failure to provide documentation of completion of the program during re-entry meeting shall result in the imposition of additional consequences until program is completed</p>	<p>re-entry meeting upon return including student, parent/guardian, and administrator</p> <p>4. Assign educational anti-tobacco hotline contact with school counselor or nurse</p> <p>Additional offenses will result in additional suspensions at the discretion of the principal or designee.</p>
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Food and Drink

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

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.

Investigations by Administration/Security

In order to thoroughly investigate allegations of wrongdoing or unsafe behavior, students and staff may be interviewed by administration/security and/or asked to complete a written statement on an as-needed basis.

Personal and Vehicle Searches

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

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

Student Pick Up and Drop Off

Student Drop Off - You may drop your student off in front of the school no earlier than 7:35 AM, and students should enter the building through the front doors.

Student Pick Up - You may pick your child up at dismissal at 2:50 pm. Teachers will walk students out to the family pick-up lane where family members may meet the students by parking and walking up, or by driving their vehicle through the pick-up lane. Please make arrangements to pick up your student on time every day.

Student Sign Out

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

Technology

Canvas and PowerSchool

Students in grades KG-12 use a classroom management system called Canvas. This is where you can find valuable classroom information such as assignments, grades, classroom notes, and assessments. Canvas does not replace PowerSchool, where we house all final grades, transcripts, and attendance. Your grades will be kept up-to-date in Canvas. If you have any questions or concerns about your grades and assignments or access to additional information, please contact your classroom teacher first.

Student Canvas Login

<https://mssd14.instructure.com>

Canvas Student Username and Password

First name, middle initial, last initial - example: johnqw

First name and last four digit of student ID - example: john1123

Powerschool Login

<https://mssd14.powerschool.com/public/home.html>

Powerschool Student Username and Password

Last name and last 4 of student ID- example: Cooper2231

First name and last 4 digits of student ID - example: john2231

Cyber Security and Safety

Manitou Springs District 14 is committed to continual improvement in Cyber Security and Safety which remains a priority as the internet grows and tools to help mitigate safety concerns evolve.

Most proxies today are web proxies, and their main job is facilitating access to content on the internet, and filtering all websites and apps for inappropriate materials. This feature will allow us to filter content

on a student device, even when the student uses their school device away from school. Every app will be filtered, as well as all internet browsing. Students are not allowed to install VPN on any school devices.

Electronic Devices

All electronic devices brought to school are the responsibility of the student. **MSSD is not responsible for lost, stolen, or damaged items.**

Email Information

We use Gmail at Manitou Springs School District which can be accessed from anywhere you have internet. Please log into gmail.com and use your full email address to log in. Your email address is your first name, middle initial, last initial @mssd14.org. Example: johnqw@mssd14.org. Your tech will let you know what your password is. Please do not share your password with anyone. If you need help with your password, please contact your building tech for help.

Kami

When you are in Canvas and working on your assignments, it's easy to work on digital PDFs and submit them quickly and easily from your device. Your teachers may or may not be using Kami for their assignments - if you like using Kami, let them know!!

How to use Kami in Canvas

- Select your assignment and click View Assignment.
- Open your assignment under Your Work and click the Open with Kami button to start!
- Save your work as you go so you can come back to it, and before submitting.
- Once you're done (and saved), click the Turn In button inside Kami. This sends your work back to your teacher.

For more information on Kami, please watch the short video provided.

<https://msh.mssd14.org/cms/one.aspx?portalId=58144&pageId=28966715>

Sora

Be sure that the Sora app is installed on your device (you can find the app on Google Play and the Apple App store if you are using a personal device).

You can also access Sora on a computer at: <https://soraapp.com/welcome>. The app and website should work from both home and at school.

Once you've downloaded Sora or gone to the URL above, click on

- Find My School
- My School isn't Listed.
- Type in "Colorado BOCES Association" in the "Find Your School" section
Click this is my school
- Then click "Select my school" and find Manitou Springs School District14
Use your school's credentials to finish the login process

Username: first name, middle initial, last initial (example: maryss) Password: First name and last four digits of school ID (example: mary2453)

Click on the binoculars icon to begin exploring the collection. You can also search for and add “Pikes Peak Library District”.

Visitors/Volunteers

Partnerships with our schools are an important piece in a child’s education. Volunteers are expected to make arrangements prior to volunteering in the school or classroom. In some instances where volunteers or chaperones are supervising students alone, a background check is required. If you think you’ll want to chaperone for events, etc., please contact your child(ren)’s teacher to find out about needs and opportunities. For the safety of our students and staff, during school hours, all family members, visitors, non-district workers, and volunteers **must** sign in at the office and receive a badge to be visible at all times when in our building. Identification is required by school personnel for check in through our Raptor system. When leaving, all visitors must sign out at the office.

Parent Action Committee

The Parent Action Committee (PAC) enriches the MSSD14 Community by giving all families a way to be involved and connected. PAC gives parents and guardians the opportunity to build connections with other parents/guardians and school administrators, recognize extraordinary facilitators, support community-building events, and have fun and make new friends!

School Accountability Committee

The School Accountability Committee is an advisory committee, not a governing body, that advises the principal on school performance, budget priorities and parental engagement. The purpose of the committee is to inform, encourage and provide opportunities for parent and community members to be involved in the planning and evaluation of the school’s instructional program and quality improvement processes. Each SAC is comprised of parents, community members, principals and teachers.

Notices

Board of Education

A complete volume of the Manitou Springs Board of Education policies can be found at:

<http://www.mssd14.org/new/district/policies/index.html>

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

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

Examples include:

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

Notice of Nondiscrimination

MSSD14 educational programs, activities, and employment opportunities are offered without regard to race, color, gender, religion, national origin, age, sexual preference, creed, ancestry, or disability. Students and parents having inquiries concerning the district's compliance with the regulations implementing Title IX, The Americans with Disabilities Act (ADA) or Section 504 are directed to contact the Director of Student Success at District 14 Administration Building, phone 685-2000.