

Mountain Vista Community School



Home of the Rams

2550 Dorset Drive
Colorado Springs, CO 80910
O: 719-327-3400
F: 719-473-1134

<https://www.hsd2.org/Domain/26>
<https://www.facebook.com/mvcsrams/>

Dr. Angela Valdez
Principal
719-527-3405
avaldez@hsd2.org

Dr. Nicole Paxton
Assistant Principal
719-527-3440
npaxton@hsd2.org

Mr. Aaron Vandewarker
Assistant Principal
719-527-3417
avandewarker@hsd2.org

2024-2025 Student/Parent Handbook

TABLE OF CONTENTS

Welcome	1
Nondiscrimination Declaration.....	1
District Core Beliefs.....	1
MVCS Mission, Vision, Core Beliefs.....	1
About Us.....	1
School Hours.....	2
School Calendar.....	2
Pick Up / Drop Off.....	2
Signing Students In/Out.....	3
Operations	3
Breakfast.....	3
Lunch.....	3
Food and Drink.....	3
Transportation.....	3
Bus Rules.....	3
Field Trips.....	4
Technology 1:1.....	5
Academics	6
Elementary School Grading Policy.....	6
Middle School Grading Policy.....	6
Middle School Finals.....	7
Academic Integrity.....	7
Report Cards.....	7
Progress Reports.....	7
Eligibility.....	7
Citizenship.....	7
Award Ceremonies.....	7
Continuation Ceremonies.....	7
Gifted and Talented.....	7
High School Courses.....	8
Multi-Tiered Systems of Support.....	8
Culturally and Linguistically Diverse Education.....	8
Special Education.....	8
Athletics/Activities	8
PE/Dressing Out.....	8
Athletics.....	9
Expectations for Fans.....	9
Activities/Clubs.....	10
Tutoring.....	10
Attendance	10
Excused Absences.....	10
Unexcused Absences.....	10
Tardies.....	11
Make Up Work.....	11
Truancy.....	11
Rules Governing Behavior	11

Student Rights	12
Discipline Systems	12
Cooperating with Adults	12
Hallway Expectations	12
Cafeteria Expectations	13
Recess Expectations	13
Restroom Expectations	13
Guest Teachers	13
Cell Phones	13
Phone Calls	14
Restorative Practices	14
Defiance	14
Disruptive Behavior	14
Tobacco	14
Alcohol /Drugs	14
Weapons	15
Personal Searches	15
Bullying	16
Fighting	16
Sexual Harassment	16
Dress Code	16
Uniform Code	17
School Resources.....	17
Mental Health	17
Counseling Team	17
Safety	17
Student Illness	18
Medication Policy	18
Library	18
Communication Home	18
Volunteers.....	19
Visitors	19
Community Partnerships	19

WELCOME

Dear Students and Parents,

Welcome to the Mountain Vista Community School. Each year we provide a student/ parent handbook as an outline to our policies and procedures. Whether you are a newcomer to our school or an “old-timer,” this handbook is designed to help you make this school year a positive one. It gives helpful school information and addresses the role of student and parent involvement and responsibility. This is also a booklet about expectations and rules, but it is not all-inclusive, as no handbook ever could be. We hope that both parents and students will read through it carefully – together – and discuss it, so that everyone will be prepared for the year that lies ahead and be successful. Again, welcome to the new school year. Students: take pride in yourselves, your education, and your school. Do whatever it takes. Parents: take pride in your children and their accomplishments. Teach them to do whatever it takes. Praise them when they do. We’re excited to have you as a part of our Rams family! Let’s make this our best year ever!

NONDISCRIMINATION DECLARATION

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the District are subject to all federal and state laws and constitutional provisions prohibiting discrimination by race, color, national origin, religion, sex, age, disability, sexual orientation, genetic information or any other applicable status protected by federal, state or local law. No otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subject to unlawful discrimination under any district program or activity on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation,

genetic information or any other applicable status protected by federal, state or local law.

HSD2 CORE BELIEFS

- All students are capable of excellence
- Our purpose is to maximize student success
- The well-being of our students, staff, families, and community is worthy of our investment

MVCS MISSION, VISION, AND CORE BELIEFS

We believe in student success and nothing less.

We develop all students' hearts and minds through engaging academic and rigorous content-rich opportunities to build the foundations necessary to be successful college and career-ready learners.

- My main purpose is to improve student academic performance through effective instruction.
- I will provide quality instruction at all times.
- With my help, at-risk students will achieve at the same rate as non-at-risk students.
- I will commit to children and the pursuit of excellence.

ABOUT US

Mountain Vista K-8 Community School is the home of the Rams! We are a campus of approximately 625 students and pride ourselves in being a diverse community of excellence where every student is seen, heard, and celebrated.

Our students excel academically as well as through the various athletic programs and clubs that we offer. In 2017, our campus received the Succeeds Prize Award. The Succeeds Prize is one of the most prestigious awards and recognition events for Colorado schools and teachers.

We value the uniqueness that each student brings and our teachers work relentlessly to meet students where they are to provide relevant, real-world tasks for them to apply their learning to.

We collectively are champions of our future. We constantly challenge ourselves to make our learning environments responsive and engaging through:

- Wireless access throughout the school
- Classrooms equipped with Smart Boards, document cameras, Swivels, interactive data projectors
- Restorative Justice student leadership teams in elementary and middle school
- Top-notch instructional program for English language learners, which emphasizes both the acquisition of English as well as content acquisition
- Multiple special education programs (moderate needs as well as Autism)
- High retention of staff and students

We are proud to be Mountain Vista Rams!

SCHOOL OFFICE HOURS

8:00am – 3:45pm

SCHOOL CALENDAR

The instructional calendar can be found at: [2024-2025 HSD2 Calendar](#).

PICK UP / DROP OFF PROCEDURES

Student Drop Off

The doors to the school will open at 9:30 AM on Mondays and 8:00 AM Tuesday through Friday. Supervision of students and access to the building will not be provided before these times. The preferred location for Kindergarten through 3rd grade students to be dropped off is the west parking lot. The preferred location for 4th-8th grade is the south parking lot. Spreading out across the two parking lots will help with

traffic and make the process more efficient. However, this will not be strictly enforced. Please do not park in the carpool loop. If you need to walk your child in, please find a parking space. Please be considerate of others and mindful of other's safety in your driving.

In the mornings, students will only be allowed to enter through the main lobby and the east doors by the cafeteria. Students may get breakfast, Tuesday through Friday, if they'd like. Elementary students go to their classrooms. Middle school students go to the gym until the first bell. Parents and families will not be allowed access to the building in the mornings unless arranged in advance with administration. In accordance with the visitor's policy, ALL visitors must check in at the front office (including district employees). The first bell rings at 8:10 AM and the tardy bell rings at 8:15 (9:40 AM and 9:45 AM respectively on Mondays).

Student Dismissal/Pick Up Line

After walkers and bus riders are dismissed, Kindergarten through 3rd grade will be dismissed by their teachers from the west parking lot. 4th through 8th grade students will be dismissed by their teachers from the south parking lot. Older siblings may join their younger sibling's line to eliminate the need to go through both carpool lines. Students must be picked up by 3:50 PM (no supervision is provided after this time).

Severe Weather Dismissal

In the event of a severe weather dismissal, you will receive a notification from the school.

Students will remain in the building during severe weather dismissal until individual students are called for. A staff member will be in each carpool loop (once determined to be safe), using the radio to call for individual students to be dismissed. This procedure may be altered

depending on circumstances. Information will be communicated by the school as it becomes available.

SIGNING STUDENTS IN/OUT OF CAMPUS

If students are to be dismissed early for any reason, a parent/guardian must sign them out at the office, by coming into the building and presenting their ID.

OPERATIONS

BACKPACKS

All students are allowed to bring a backpack to carry with them at school. Since we do not have lockers, K-5 students will need to keep their backpacks in their classroom cubbies and 6-8 students will hang their backpack on the back of their chair or keep them in a designated area of the teacher's choosing.

BREAKFAST

The school cafeteria is open to all students for breakfast, free of charge. The cafeteria doors open at 8:00am and close at 8:20am. Students who eat breakfast at school must plan ahead so they can finish eating and attend classes on time.

LUNCH

The school cafeteria is open to all students for lunch, free of charge. Lunch for all grade levels is 20 minutes. Students in 6th, 7th, and 8th grade may have seconds during lunch by request. For more information please visit the school district nutrition page [here](#).

FOOD AND DRINK

In order to maintain a clean school environment, water in a bottle is allowed throughout the school building. Snacks may be consumed in K-5 classrooms at the teacher's discretion. Any food for classroom festivals will be preapproved by administration.

TRANSPORTATION

School transportation is provided free of charge as a convenience for all eligible students. The District is not required by law to provide transportation services. Only students who are assigned to a bus may ride that bus. For more information please visit the school district transportation page [here](#).

BUS RULES

Cooperation in informing students of the importance of obeying school bus rules and regulations is appreciated. All students and parents of students in Harrison School District should be aware of these rules and regulations. While at bus stops or on school buses all students are expected to behave in the same manner as they would in the classroom and all school rules and regulations regarding student behavior will apply.

Conduct at Bus Stops

- Only students who are assigned to a bus may ride that bus.
- Be 5 minutes early at the designated school bus stop to help keep the bus on schedule.
- Only use designated bus stop locations and do not change from one bus stop location to another.
- For your safety, stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting. Students will be respectful of private property while waiting for the bus.
- Students must wait until the bus has stopped before approaching to load the bus. A safe distance would be to wait approximately 10 feet away from the side of the bus or on the curb
- Be careful when moving toward the bus. Do not push or shove as it may lead to a serious accident.
- Do not bring pets or large objects on the bus. Please make other

arrangements for transporting pets or large objects to school.

Conduct on the Bus

- For your safety, please keep hands and head inside the bus at all times after entering and until leaving the bus. Ask the driver permission when wanting to open windows or doors.
- Bus drivers work hard at keeping the bus clean. Do not eat or drink on the bus.
- Smoking is not allowed on the bus.
- Assist the driver with keeping the bus safe and sanitary.
- Remember that loud talking, laughing, or screaming causes confusion diverts the driver's attention, and could result in a serious accident.
- Treat the bus and bus equipment as you would valuable furniture in your own home. Damage to seats, windows, etc. must be paid for by the offender.
- Bus riders should never tamper with the bus or any of its equipment.
- Keep the bus aisle clear at all times. Everything brought on the bus should be kept on laps or under the seat.
- For safety reasons, no animals, matches, weapons, tools, controlled substances, or hazardous materials can be allowed on the bus. The driver shall make reasonable and prudent determination that all carry-on items are properly handled in order to minimize the danger to all others.
- Do not throw anything out of the bus window.
- Help look after the safety and comfort of fellow passengers, especially smaller children.
- Wastebaskets are provided on each bus. Do not throw anything inside the bus, on the bus floor, or out of the window.
- For safety reasons, stay seated with backs against the seat. Standing is

permitted only when loading or unloading at the students' designated bus stop.

- Bus drivers assign seats and prepare seating charts used during emergencies. Do not change or move from your assigned seat without the bus driver's permission.
- Bus riders should be courteous to the bus driver, bus assistant, and each other. Verbal or physical abuse and bullying will not be tolerated.
- For safety reasons, horseplay is not permitted around or on the bus.
- Riders are expected to be courteous to people outside the bus. Obscene or antagonistic gesturing will not be tolerated.
- Students must be quiet when approaching a railroad crossing stop.
- In case of an emergency, students are to remain in the bus unless directed by the bus driver to evacuate.

Conduct After Leaving the Bus

- If you need to cross the road, do so at least 10 feet in front of the bus after looking in both directions.
- Be alert for any danger signals from the driver.
- The driver will not discharge riders at any places other than designated bus stops or at the school.

Conduct on Extracurricular Trips

- Rules and regulations stated above will apply to any trip under school sponsorship.
- Students will follow the directions of the driver, adult supervisor, or chaperone at all times.

FIELD TRIPS

From time to time, teachers may arrange for their students to go on field trips. These trips will

be academic and related to District standards. Parents/ guardians must sign a permission slip before the student is allowed to go. Some field trips may have a cost and the student may be asked to cover some or all of that cost. In cases of financial hardship, parents/ guardians are encouraged to contact the team leader or counselor as payment plans and/or scholarships may be available. Students are required to complete assignments missed due to field trips. The students' teachers may request that assignments be completed and turned in prior to a field trip.

TECHNOLOGY 1:1 – POLICY JS, JS-E, JS-R

All computers having Internet access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this agreement will result in revocation of access privileges.

Proper and Acceptable Use of All Technology Resources: All district technology resources, including but not limited to district computers, the computer network, and the Internet, must be used in a manner consistent with the educational mission and objectives of the Harrison School District. Activities that are permitted and encouraged include:

- School work
- District committee work
- Original creation and presentation of academic work
- Research on topics being studied in school
- Research for opportunities outside of school related to community service, employment, or further education · Publishing of student work online
- Engaging in distance learning experiences
- Completing online testing required for some courses (e.g., AP and language tests)

- Engaging in online collaborative projects using blogs, wikis, or other collaborative tools
- Engaging in electronic discussions with experts outside the classroom
- Sharing or exchanging school-related files with students in or outside the classroom
- Storing student work on school servers in designated places
- Storing files in "sites" on students' hsdtwo.org Google Apps accounts
- Storing work as directed by teachers on the District Moodle server
- Completing online/Internet-based college or financial aid applications using district technology resources · Downloading educational videos, podcasts, simulations, or content, copyright restrictions permitting · Using an hsd2.org mail account for school-related correspondence

Activities that are not permitted when using district or personal technologies include but are not limited to:

- The use of encryption technology to encrypt files on the district file servers
- The use or attempted use of Internet proxy servers for any purpose other than approved Internet activities on district computers
- Possessing key packet capturing technologies
- Logging in or attempting to log in as another user, with or without their consent or knowledge
- Using a computer that is already logged in with someone else's credentials
- Computer vandalism, either physical or virtual
- Storing music collections on district file servers

- Loading any software or storing executables on district computers
- Attaching a wireless access point to the network or configuring a laptop computer to act as the same · Configuring any district computer to join an Internet bit torrent or another like system
- Enabling remote access to any district computer system
- Attempting to defeat district filtering software in any way
- Executing programs from removable media without prior approval by an authorized adult
- Violating copyright by illegally downloading material or using copyright protected material without permission · Any other activity that is not consistent with the educational mission and objectives of the Harrison School District

ACADEMICS

ELEMENTARY SCHOOL GRADING POLICY

Schools at the elementary level will utilize a standards-based grading system, consisting of a 1-4 numerical system indicating the student level of mastery on grade level state standards. Students will receive standards-based grade in all content areas in which they receive instruction as well as a variety of learning behaviors. The performance levels are as follows:

- 4 – Exceeds the standard
- 3 – Meets all of the standard
- 2 – Meets part of the standard
- 1 – Does not meet the standard

MIDDLE SCHOOL GRADING POLICY

Middle schools and high school will utilize a letter based grading system, consisting of

traditional A-F letter grades. Grading scales are as follows:

- 93% and above = A
- 90-92% = A-
- 87-89% = B+
- 83-86% = B
- 80-82% = B-
- 77-79% = C+
- 73-76% = C
- 70-72% = C-
- 67-69% = D+
- 63-66% = D
- 60-62% = D-
- 59-50% = F

We do not give any grades below a 50%

Middle school weights for grades will be as follows:

- 40% Classwork
- 30% Tests, Finals, and Projects
- 20% Quizzes
- 10% Homework*

* Given once per week in each core classroom

In addition, schools will utilize a 50% grading policy. This means when a student submits work, teachers will input 50% into the gradebook if they earned a grade less than 50%. If students do not turn in the assignment, the grade will be indicated as “missing”, and missing grades are reflected by a 50% in the grade book. This helps students track instances where they need to make up work.

Grade books will be updated weekly. Each student will have two grades per week in all of their classes, core and electives. All secondary students will be given the opportunity to make up missing or incomplete assignments for a higher grade. Missing or incomplete work can be completed within each quarter for an opportunity for a higher grade. Schools can deduct up to 10% for late assignments.

Grades need to be reflective of a student’s level of mastery of the grade level standards, not primarily on effort, attendance or participation. Thus, graded assignments and assessments should be meaningful opportunities for students to demonstrate their understanding of the content.

MIDDLE SCHOOL FINALS

Final exams are recommended for all middle school academic courses, although a final exam is not required in order for a student to pass the course. Middle school students enrolled in a course may take a common final, complete a culminating project, or other formalized assessment. The final must be graded and weighted according to the standards for semester grading (second and fourth quarter) noted above.

ACADEMIC INTEGRITY – POLICY JICDA

Academic honesty and integrity in school work is an essential component to student achievement. Copying another student’s work, plagiarizing the work of another author, or cheating on academic tasks and assessments are prohibited. Students who commit acts of dishonesty in the academic area are subject to disciplinary action and academic penalty. Furthermore, the use of Harrison District 2 electronic media to commit academic dishonesty is a violation of the Harrison District 2 Acceptable Use Agreement and may lead to the loss of computer privileges, as well as further disciplinary action.

REPORTS CARDS

Report cards will be issued to students and available for parents through Infinite Campus four times per school year, after the end of each quarter. Parents should be aware of the school calendar and on the lookout for report cards.

PROGRESS REPORTS

Progress reports will be issued to students and shared with K-5 parents through Infinite

Campus, three times per school year, in between each quarter.

ELIGIBILITY

Student grades will be used to determine eligibility for athletics and activities. Students who have an “F” will not be allowed to participate in games, meets, and contests the following week. Grade checks will be conducted every Thursday to determine eligibility for the following week.

CITIZENSHIP

Citizenship grades are based on our PBIS system for communication behavioral expectations to students through the acronym RAMS. Grade level teams will set behavioral expectations that create a positive learning environment and self-disciplined, self-directed, independent learners. It will be the student's responsibility to meet these expectations.

- R = Respect
- A = Accountable
- M = Mindful
- S = Success

AWARD CEREMONIES

Award ceremonies will take place at the end of each quarter to recognize students’ achievements in academics, attendance, citizenship, athletics, and activities. In addition, 8th graders’ last ceremony will take place in a formal setting in an evening at the end of the school year.

CONTINUATION CEREMONIES

Each school year we choose to celebrate the continuation of our students making milestones on their education path. These ceremonies signify the journey, the memories, the relationships, the learning, and to reflect on the temporary heartaches. This is the first step in bridging the gap between the end of a season and the beginning of another one. Participation is based on academics, attendance, and

citizenship. Participation decisions are made by administration.

- Kindergarten Graduation
- 5th Grade Continuation to Middle School
- 8th Grade Continuation to High School

GIFTED AND TALENTED

Identification for gifted education is completed through a process that includes nomination, screening, and a body of evidence. Once identified, an Advanced Learning Plan (ALP) is developed. Gifted learners often receive differentiated instruction, additional projects or extension activities, or other means of challenging and extending their learning. Student and parent input is critical in developing and implementing these plans.

HIGH SCHOOL COURSES

High school courses are offered to students who have exceeded standards proficiency in 8th grade. These students will be selected by their teachers to participate in high school course based also on benchmark testing and work ethic. The high schools follows the same grading policy as the middle school, so it is imperative to do well, as their courses grades will live on students' permanent high school transcripts.

Offerings:

- Algebra 1
- English 1
- Historical Foundations of Government
- Earth Science

MTSS/INTERVENTIONS

MTSS is a framework for delivering instruction to all students. Tier 1 instruction captures what all students participate in; core instruction from the classroom teacher. Based on assessment data, if a student is struggling to show appropriate growth or mastery within tier 1 instruction, they may be identified for tier 2 interventions. This may be an additional small group time for

scaffolding concepts or the teacher may use an intervention program to target the specific skill deficit. Most student receive instruction through tier 1 and tier 2 throughout their educational career. Some students continue to have difficulty with skills after tier 2 supports are put into place. In these cases, students may or may not be referred to tier 3 interventions. This could include instruction in an intervention program, an even smaller group, or possibly a referral to consider services through special education.

CULTURALLY AND LINGUISTICALLY DIVERSE EDUCATION

Our CLDE program is designed to address the unique needs of students coming from homes that do not use English as their primary language. This is determined initially through a home language survey and parent interview. Students are then assessed and receive services based upon their English proficiency and determined need. Services typically include addition instruction in language and vocabulary, and foundational literacy skills. The four domains focused on are listening, speaking, reading, and writing.

SPECIAL EDUCATION

Mountain Vista Community School has a variety of programs, Kindergarten through 8th grade, to provide services for students with special needs. Our Mild/Moderate Needs teachers provide academic, behavioral, and social supports for students with a variety of disabilities. Speech therapists or speech pathologist work with students targeting articulation, receptive language, and expressive language. The Communication and Social Development (CSD) programs serve students with high functioning autism. The Autism Program (TAP) classrooms provide comprehensive services for students whose autism significantly impacts their cognition and behaviors. Services are centered around

student needs, are based on research-based assessments and evaluations, and are delivered compassionately by dedicated staff.

ATHLETICS/ACTIVITIES

PE / DRESSING OUT

Students taking PE are required to dress out each day. Gym lockers will be provided, but students will need to provide their own locks. It is the students' responsibility to make sure their belongings are secure and that their PE clothes are cleaned on a regular basis.

In order to be excused from PE for the day, the student must have a written note from the parent/ guardian. For the student to be excused for an extended period of time, the school requests a note from the student's doctor.

ATHLETICS

Athletics are an important part of the Mountain Vista Community School educational program. The experience of participating in athletics is an excellent opportunity for all students who attend school Mountain Vista Community School. Participation in a sound athletic program contributes to good sportsmanship, character and physical development, coordination, and a wholesome interest in sports.

Interscholastic sports competition exemplifies the value of the democratic process and of fair play. Through participation, the student athlete learns how to work with others for the achievement of group goals. Participation in interscholastic sports is a living laboratory of equal opportunity in action where all students are treated without favor or prejudice.

Good sportsmanship practices have life-long values. The athlete who acts fairly, who observes laws and customs, who treats others with consideration, and who takes adversity gracefully earns respect. Students in today's schools are tomorrow's community citizens and,

as adults, will demonstrate some of the attitudes they are now learning.

Mountain Vista Community School is aware of the importance of the athletic program, but it recognizes that it should never overshadow the emphasis placed on classroom work. We strongly support the maximization of student-teacher classroom contact by minimizing the loss of school time involved in extra-curricular activities. Transportation is available after school for bus riders at 4:45pm.

Offerings

- **Fall:** Co-ed Cross Country, Football, Girls Volleyball, Boys Basketball, Cheerleading, Girls Soccer.
- **Winter:** Girls Basketball, Co-ed Wrestling
- **Spring:** Girls Softball, Co-ed Track and Field, Boys Soccer

EXPECTATIONS FOR FANS

Acceptable Behavior

- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents who foul out while both sets of fans recognize player's performance with applause.
- Accept all decisions of officials.
- Cheerleaders lead fans in positive school yells in positive manner.
- Handshakes between participants and coaches at end of contest, regardless of outcome.
- Treat competition as a game, not a war.
- Coaches/players search out and congratulate opposing participant or coach.
- Applause at end of contest for performances of all participants.
- Everyone showing concern for injured player, regardless of team.
- Encourage only sportsmanlike conduct.

Unacceptable Behavior

- Yelling or waving arms during opponent's free-throw attempt.
- Disrespectful or derogatory yells, chants, songs, or gestures.
- Booming or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming loss of game on official, coaches, or participants.
- Taunting or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.

ACTIVITIES/CLUBS

Students are encouraged to attend after school activities and clubs. If students are interested in starting a club, it requires them to select a staff member for sponsorship and supervision. If clubs go to contest, they must follow eligibility guidelines. Transportation is available after school for bus riders at 4:45pm.

Selection Offerings:

- Chess Club
- Anime Club
- Yearbook
- Pride/GSTA
- Art Club
- Science Olympiad
- Spanish Club
- My First Lego League
- 3D Printing Club
- Drama Club

TUTORING

Mountain Vista Community School believes in supporting students by offering extra support for students that were absent, are struggling, or for

reinforcing concepts. A tutor will be made available for elementary and middle school students one day a week after school. However, feel free to reach out to classroom teachers to schedule something specific.

ATTENDANCE – POLICY JH, JHB

Colorado statutes and district policies continue to stress the importance of parent/guardian involvement and responsibility in ensuring their student's educational development. Furthermore, it is the responsibility of the parent/guardian to make sure that children under their care attend school on a regular basis. The Colorado Compulsory Attendance Law was created to make sure that students from the age of six to seventeen attend school. Harrison School District 2 believes that mandatory attendance is an essential component of student achievement and works hard to make sure that attendance is accurately recorded, monitored, and reviewed for every student. The guidelines outlined in this attendance policy apply to all traditional, charter, alternative, and online schools within Harrison School District 2.

EXCUSED ABSENCES

The following will be considered an excused absence:

- Is temporarily ill or injured
- Has an absence approved by a school administrator
- Has been removed from school for a disciplinary action
- Is in the custody of law enforcement
- Is pursuing a school-sponsored work study program under appropriate supervision
- Any other reasons set forth in school policies or provided by law

UNEXCUSED ABSENCES

If a student misses more than 10 min. or 20% of a class, their attendance is marked as absent. Students are allowed 10 excused absences per

school year, anything in excess of this will be marked as unexcused. When a student fails to report on a regularly scheduled school day, and school personnel have not received notice, the school shall make a reasonable effort to notify the parent/guardian by telephone and/or the dialer.

TARDIES

An Unexcused Tardy is defined as a student not being in the classroom with appropriate materials and prepared to learn when the class begins. A valid, written excuse from a faculty member will be considered an Excused Tardy. Work missed because of an unexcused tardy will fall under the same provisions as work missed while truant. Habitually tardy students (including students who purposefully come to class late or without materials) will be referred to the administration team, where additional consequences will be considered. Students who are habitually tardy will not be permitted to attend after school functions and/or activities, which may include participation in athletics.

MAKE UP WORK – POLICY JH

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be two days allowed for make-up work for each day of absence. Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit, to the extent possible as determined by the building administrator.

TRUANCY

The following steps may be taken by a school when a student is considered habitually truant, exceeding 10 unexcused absences. They may be referred to the El Paso County court system.

- The school will use best efforts to avoid instituting court proceedings for a student's failure to attend school.
- The school will develop an attendance plan and send a letter to inform the parent/guardian of attendance issues and, District, and state policies, regarding unexcused absences.
- A truancy filing checklist will be maintained to document any communication, intervention or school involvement. The school will convene a school attendance team (SAT) meeting with the family to address the implementation of an attendance plan. The SAT will then review the child's attendance as needed. If the child is still not complying with attendance policies, the school will notify the Compulsory Attendance Specialist at Student Support when he/she has reached the non-attendance threshold requiring truancy court intervention.
- A copy of a Notice of Non-Compliance will be sent to the parent or guardian. If the student remains non compliant, court action will be brought.
- After court action is initiated, the school personnel and parent/guardian will be notified of the initial advisement court date.
- The school will continue to monitor student's attendance. If the student or parent fails to follow the court order, contempt will be filed with the court.
- If at any time during this process, a student who has been identified as an attendance concern withdraws to homeschool, they must comply with Colorado law including the submission of a written description of

the curriculum to be used in the program.

- Truancy records will be maintained in the student's permanent file.

RULES GOVERNING BEHAVIOR

Harrison School District 2 has developed the Code of Student Conduct to help students, parents/guardians, and school personnel understand the guidelines for maintaining a safe learning and working environment. It is intended to guide all students in grades K-12 in all of the District's traditional, charter, and alternative education settings.

The Colorado Revised Statutes and district policies make it clear that behavior which takes place off of school grounds may properly be the subject of suspension or expulsion where the behavior is detrimental to the safety and welfare of other students or school personnel. Not all off-campus behavior will have adverse effects at school, but behavior which does subject a student to potential discipline, including suspension and expulsion. Furthermore, students who are disciplined for infractions according to the provisions of this Code may also be subject to additional consequences by law enforcement for acts that violate local, state and federal law.

STUDENT RIGHTS

- To a safe and positive learning environment free of crime, violence, intimidation, bullying, harassment, and other forms of discrimination
- To be informed of the policies and procedures for student discipline, attendance, and truancy
- To free expression of thoughts, in speech and writing, that does not violate the rights of others or is disruptive to the learning environment

- To learn about the grading standards used throughout all curriculum and classes
- To privacy of their personal property, unless reasonable suspicion exists to examine such property
- To have a confidential student record as provided by state and federal law
- To due process related to discipline and attendance decisions at all levels

DISCIPLINE SYSTEMS

In order to ensure consistency across all K-5 and 6-8 classrooms Mountain Vista provides a structured environment where learning can thrive. All classrooms will implement the following step system:

Elementary School

- Redirect/reteach/set positive expectation (repeat as appropriate)
- Redirect/prompt, add layer of support (move to a different seat, reflection sheet, etc)
- Provide consequence and contact parent, log in IC
- Repeated and/or disruptive behavior: consult with admin for next steps
- Possible referral for behavior MTSS

System may include the following visual within the classroom

- Blue = Exceptional behavior all day
- Green = Great behavior all day, all students start their day here
- Yellow = Visual warning for frequent redirections
- Orange = Constant redirections, private reflection (written or verbal), optional parent contact and log in Infinite Campus
- Red = Constant redirections, ineffective reflections, must contact parent and required log in Infinite Campus.

Middle School

- Student Warning
- Student Conference/Reflection
- Parent Contact, Logged in IC
- Assigned Consequence
- Restorative Practices/Counselor/Admin Support

COOPERATING WITH ADULTS

Students are expected to cooperate with all persons in authority. Disobedience of a person in authority, failure to comply with a reasonable request of a person in authority, or the use of abusive or disrespectful language or action toward any person in authority, including any administrator, staff member, volunteer, District personnel, or police officer, is considered insubordination and will not be tolerated. Students not cooperating with persons in authority can be subject to disciplinary action,

HALLWAYS/PASSING PERIODS

Students are expected to display appropriate behavior when in the hallways. They should not run, use loud voices, whistle, or be involved in unsafe or disruptive behavior. There should not be any eating or drinking (except for water) in the halls. During class time, students in the halls must have a pass and should never do anything to disrupt or distract 16 from the learning that is taking place in a classroom. To facilitate the flow of traffic, students are expected to walk on the right side of the halls, to not congregate in the halls, and to not block others from moving in the halls in any way.

CAFETERIA EXPECTATIONS

Students shall always maintain appropriate behavior in the cafeteria. The following policies specifically apply to the cafeteria:

- Students should not be in the halls during the lunch period.
- Students are expected to get to the cafeteria by the bell just like any other class period.

- Students will not be permitted to return to the main building without a pass during the lunch period.
- On cold, windy, or rainy days, students should get their coats and hats from before coming to the cafeteria.
- All food and drink is to be consumed in the cafeteria. No food or drink is to be taken outside of the cafeteria unless authorized.
- Orderly conduct is expected while in the cafeteria. No pushing, shoving, or cutting in line.
- Unless a student is waiting in line, he/she needs to remain seated.
- Throwing or grabbing food or drinks or being otherwise disruptive will not be tolerated.
- Students are expected to keep the cafeteria clean. It will be their responsibility to clean the area around where they are sitting before leaving the cafeteria.

RECESS EXPECTATIONS

Students will remain in the designated areas for their grade level during recess. For elementary school, this includes the playground, sections of the field, and the courtyard. For middle school, this includes the blacktop area and a portion of the field. Students may utilize equipment provided by the school. They should not bring personal items from home. The principles found in the student code of conduct apply to recess as well. This includes, but is not limited to, dress code, respectful interactions with peers and staff, and the treatment of school property. PBIS expectations for student behavior should be followed at all times. Students may lose up to 5 minutes of recess as a classroom consequence.

RESTROOM EXPECTATIONS

Restrooms are available to students throughout the day with the permission of a staff member. Behavior reflects respect for others and for school property. Students respect the

privacy of others while in the restroom. They clean up after themselves and return to class in a timely manner. Interactions with others is limited during this time. Cell phones and personal devices are not to be accessed for privacy reasons.

GUEST TEACHERS

They are to be treated with the respect shown to any guest in the building. When there is a guest teacher in the classroom, it is especially necessary for students to be attentive, cooperative, and hard working so that learning will continue in the absence of the regular classroom teacher. It is the student's job to act appropriately and not encourage (or laugh at) the misbehavior of others in any way. S

CELL PHONES

Cell phones are to be kept turned off and stowed away out of sight. They should not be seen out in hallways, classrooms, outside at recess, in the lunchroom, or anywhere else during school hours.

- 1st Offense: Warning
- 2nd Offense: Student may pick up their phone after the last bell of the day from their teacher or administrator.
- 3rd Offense: Parent may pick up the phone after the last bell of the day from the administrator.
- 4th+ Offense: Parent may pick up the phone after the last bell of the day from the administrator. Progressive disciplinary consequences will be enforced, up to and including suspension.

PHONE CALLS

We understand that in cases of emergency parents need to contact their children. However, we appreciate parents keeping these interruptions to a minimum. The preferred way is for parents to drop off a note that can be sent

to the student or to call and leave a message with the main office and we can have the student call the parent back. All classrooms and offices are equipped with landlines and staff have access to parent contact information.

RESTORATIVE PRACTICES

Mountain Vista Community School is a Restorative Practice school K-8 to support all students. These practices strengthen relationships and build community, both in the classroom and throughout the school campus. With this philosophy, the emphasis shifts from traditional, punitive discipline as a go-to towards restorative discipline looking to develop character, maintain accountability, and rebuild relationships.

Throughout the year, staff and students will participate in different aspects of Restorative Practice. Restorative Circles can be held at any time within the classroom setting to build classroom relationships and problem solve. Restorative Practice Conferences are currently happening in grades 4-8 through the student Restorative Practice Team. The student team is selected via staff recommendations and an interview committee. The majority of discipline concerns go through this committee to help support students with next steps.

DEFIANCE

Defiance can be defined as a student's refusal to follow reasonable requests by any member of the school staff will result in disciplinary consequences.

DISRUPTIVE BEHAVIOR

Disruptive behavior can be defined as any behavior which interferes with the safe and orderly operation of the school is not acceptable and will result in disciplinary consequences. Habitually disruptive students may be placed on a behavior plan.

TOBACCO – POLICY ADC

To have a healthy school environment and the general health, welfare and well-being of students, use or possession of tobacco or other nicotine delivery devices by students while in or on school property or at school-sponsored activities is prohibited. Any student in possession of tobacco, or other nicotine delivery devices, is subject to disciplinary action, including suspension from school.

ALCOHOL / DRUGS – POLICY JICH, JICH-R, JLCDB

Harrison School District 2 has no tolerance for the use, possession, purchase, or distribution of alcohol, controlled substances, or drug paraphernalia. Students who violate this policy may be suspended from school immediately and may receive additional consequences from civil authorities. Students may also be immediately placed on behavior plans, be referred for drug and alcohol counseling, or referred to the Student Support Office for expulsion and suspension from school.

The use, possession, sale or other distribution of marijuana, excluding the lawful use of Medical Marijuana, is prohibited on District grounds, upon a school bus or at any school-sponsored event. When a student has a valid prescription for the use of marijuana for medical purposes the District may maintain it for ingestion on its grounds, in its vehicles or at District events if there is a school personnel volunteer. Harrison District 2 personnel may volunteer but shall not be required to administer medical marijuana in a permissible form. A qualified student's primary caregiver may administer a permissible form of medical marijuana to a qualified student in a designated location by the provisions contained in Harrison District 2 policy JLCDB.

WEAPONS – POLICY JICI

Harrison School District 2 prohibits weapons of any kind on school property, at school events, or off school property where the carrying, bringing, using, or possession of a weapon creates, in the determination of District personnel, a threat to other students or school district personnel. Any

student who brings a weapon onto school property is subject to disciplinary action, including possible suspension and expulsion from school. School administrators will contact law enforcement in cases where there is an illegal or dangerous weapon on school grounds, or if there is the use of any object in a threatening manner. Law enforcement authorities have the right to arrest for any weapons infraction on school grounds that violates Colorado state statutes. Knives, brass knuckles, chemical sprays, slingshots, and firearms are among the weapons that are prohibited on Harrison School District 2 property. Additionally, items that shoot projectiles by compressed air or spring, like airsoft and paintball guns, are considered dangerous weapons under district policy. Using a weapon for self-defense will not excuse a student from being disciplined according to District policy.

PERSONAL SEARCHES – POLICY JIH

Searches may be conducted by a school official who has reasonable suspicion that a search will turn up evidence that the student has violated the law, board policy, or school rules. When reasonable suspicion for a search exists, school personnel may search a student and his property while on school premises or participating in a school-sponsored activity, under the circumstances outlined in board policy, and may seize any illegal, unauthorized, or contraband materials.

Any search conducted by a school official will respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction. Whenever possible, the student will be informed of the reason(s) for searching, and the student's permission to perform the search will be requested. A student's failure to cooperate with school officials searching will be considered grounds for disciplinary action.

Searches of School Property

School lockers, desks, and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time with or without notice. · Students shall assume full responsibility for the security of their lockers and other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers.

Searches of the Student’s Person

- The administration may search the person of a student if the school official has reasonable suspicion to believe that the student is in possession of contraband, stolen items or a weapon.
- A search of the person will be limited to any object in the student's possession such as a purse, book bag or briefcase, and the student pulling out his/her pockets.
- Searches of the person will be conducted out of the presence of other students and as privately as possible. At least one, but not more than three additional persons of the same sex as the student being searched will witness but will not participate in the search.
- The parent/guardian of any student searched will be notified of the search as soon as reasonably possible.

BULLYING – POLICY JICDE

By Colorado Statute 22-33-109.1, Harrison School District 2 is committed to protecting students and staff from discrimination, bullying and harassing behaviors. Bullying is verbal or physical behavior that is intentional and targeted towards an individual or group. Bullying is usually ongoing, not an isolated incident. Bullying, hazing, intimidation, and harassment (hereafter collectively noted as “bullying”) of any

kind will not be tolerated in Harrison District 2 schools, regardless of how they are communicated. Programs throughout the District are designed to help educate students, staff, and parents/guardians on identifying bullying behaviors in schools; providing strategies for addressing bullying behaviors; and implementing administrative procedures for the reporting and disciplining associated with such behaviors. Any student, who commits an act of harassment or bullying, is subject to disciplinary action. The student should report bullying behaviors immediately to a school staff member, the administration, or call Safe2Tell at 1-877-542-SAFE.

FIGHTING – POLICY JICDA, JIC

Violent or aggressive behavior towards staff or other students disrupts the learning environment and jeopardizes the safety of others. These behaviors, among others, would be violations of board policy and will result in disciplinary action including, but not limited to, community service, suspension, or expulsion. Behavior incidents will be investigated by school staff prior to determining disciplinary action. Law enforcement will be consulted as needed.

SEXUAL HARASSMENT – POLICY J-JBB, JIC

Unwanted conduct or communication of a sexual nature is prohibited. These behaviors, among others, would be violations of board policy and will result in disciplinary action including, but not limited to, community service, suspension, or expulsion. Behavior incidents will be investigated by school staff prior to determining disciplinary action. Law enforcement will be consulted as needed.

DRESS CODE – POLICY JICA

Harrison School District 2 is committed to a learning environment that is safe, conducive to high student achievement and free from unnecessary disruption. The District’s

dress code helps to establish a minimum standard of dress for all schools. All Harrison District 2 Middle Schools have uniforms. It is expected that students follow the uniform guidelines for their school. Individual school administrators may develop their dress code policies that meet the guidelines set forth by board policy. Exemptions to this dress code for special occasions or personal consideration are up to the discretion of the administrators.

School Appropriate Clothing

- Clothing that has been approved by the administration for specific school events.
- Clothing, paraphernalia and jewelry that contain appropriate messages, free of references to sexually suggestive activity, drugs, and alcohol, gangs, or are obscene and profane, hateful, or disruptive to the learning environment.
- Clothing that is worn as designed and covers all private parts of the body, to include midriffs and backs.
- Clothing that fits properly and does not expose undergarments.
- Clothing with appropriate length with hemlines no shorter than mid-thigh for shorts and skirts.
- Clothing that is free of excessive holes, rips, and tears that expose private areas of the body or undergarments.
- Clothing that is a part of an extra-curricular activity that has been approved by administration.

UNIFORM CODE

All students are expected to arrive dressed in their school uniform on the first day of school and each school day thereafter; unless prior notice has been given by school administration.

All school staff will be involved in the dress code enforcement. Students who may be considered in violation of the dress code will be referred to administration for final decisions. A student found to be in violation of the dress code will be given a warning and parents will be notified.

Uniform or dress code issues will be corrected before returning to class. Clothing options will be provided by the school if the parent is unable to provide an option, a fee may be assessed. Students refusing to comply with the dress code policy may have increasing levels of accountability.

- **Must be School Colors:** navy, maroon, khaki, white, and black
- **Tops:** T-shirts, collared shirts, long sleeves shirts, sweatshirts, and hoodies (not to be worn covering the head).
- **Bottoms:** Shorts, skirts, dresses, cargo pants, dress/regular slacks, joggers, jeans, and sweatpants
- **Footwear:** Tennis shoes, dress shoes, or sandals
- **Hats:** Must be solid school colors with no logos, no beanies or hoodies.
- **Not Allowed:** sagging, bandanas, athletic shorts (except for in PE or after school sports practice), pants with holes or tears, sunglasses, slippers, or any attire that violates board policy JIC.

SCHOOL RESOURCES

MENTAL HEALTH

Our district and our school understand the importance of supporting the social/emotion/mental health of students. We have a licensed social worker, school psychologist, and two school counselors to support these needs. Our staff builds in time during the to make connections with students, teach social skills and coping skills, and provide a safe place for students to engage and process.

COUNSEING TEAM

Mountain Vista Community School is fortunate to have 2 school counselors. School counselors have a diverse roll. As members of the MTSS team, they support positive behaviors

throughout the building. Our school counselors utilize restorative practices to address student conflict. They build relationships with students and foster a safe environment for students to express needs and concerns. School counselors provide positive coaching for students and connect families with resources to address physical needs and mental health needs. School counselors are involved with the attendance procedures and can connect families with resources to help improve their student's attendance if needed. They are involved in many of the community events and resource fairs sponsored by the school and by the district.

SAFETY

The safety of our students and staff is of the utmost importance. We have procedures in place to screen visitor prior to entering the school. Access to the building is limited throughout the day and only granted when prearranged or under the direct supervision of staff. The school conducts drills each month to practice for a range of emergency situations. There are five full-time security offices that support the district's needs as well. As with most things, security is made better with the help and cooperation of the community. Please be understanding of the inconveniences that are necessary to support security efforts. Observe rules and procedures for visitors, dropping off and picking up students, being respectful during events, etc. If you notice anything suspicious, please report it to school staff or submit a Safe-to-Tell report so we can address it.

STUDENT ILLNESS

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

- Fever – Temperature Of 101 or greater
- Cough – Frequent or uncontrollable, producing mucous, fever

- Diarrhea or Vomiting – More than once in a 24 hour period
- Strep Throat – the only way to confirm is through a throat culture
- Runny Nose – Cloudy or yellow/green discharge with congestion, fever
- Chicken Pox – Itching pink/red spots with blister-type center, fever
- Rash – If cause is unknown
- “Pink Eye” Conjunctivitis – Eye is red, swollen, itching, crusty, white or yellow drainage is occurring
- Head Lice – Nits or lice present on initial inspection.

MEDICATION POLICY

Medications can be administered at school only if the conditions listed below are met. All medications to include over-the-counter (OTC) medications such as Tylenol, cough drops, etc. must follow the conditions listed below:

- The school shall have received written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law
- The school shall have received written permission from the student's parent/guardian to administer the medication to the student
- The parent/guardian shall be responsible for providing all medication to be administered to the student
- Medication shall be in the original properly labeled container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container
- Students must also have doctor's orders for medical devices such as crutches, arm slings, finger splints, etc.

- Medication orders are good for one year from the date of the written order. Once expired, students will need to get a new order from the doctor for the schools to be able to administer the medication
- Parents must bring in the medication. Students are not allowed to carry or use medications that have not been approved for self-carry. For self-carry procedures contact the school health clinic or a district nurse
- Blackboard – You will periodically receive messages from our school via phone call, text, or email about upcoming events, notifications, attendance updates, or emergency situations. Please make sure your contact information is correct on school file.
- Web Help Desk – For all things related to laptop concerns, feel free to put in a web ticket for help [here](#).

LIBRARY

Mountain Vista Community School has a gorgeous library that is full of wonderful books. Teachers arrange time with the librarian for checkouts. Books can be renewed or returned the following week. Students are responsible for the items they check out until they are returned. Items returned damaged or not returned may result in a fee.

COMMUNICATION HOME

Communication between students, parents, teachers, and administration is vital to the success of our students. There are a variety of ways to stay in touch and receive support:

- Phone – You may leave a message for staff on their voicemail during school hours. They may return your call within 48 business hours.
- Email – You may send an email to staff. They may reply to your email within 48 business hours.
- Canvas / Class Dojo / Online Platforms – You may leave a message through classroom-based systems.
- Infinite Campus – This is a great tool to access student information from attendance, schedules, grades, etc. For more information to gain access reach out to our school registrar for your unique username and password.

VOLUNTEERS

There is tremendous value added when parents and community members volunteer. This may be a half hour a week supporting a teacher in class, reading to students, shelving library books, or providing some math practice. There are a variety of ways to make a difference. Volunteers must complete training and background checks through the district before being added to the approved volunteer list. You can make a positive difference this year by volunteering! Speak to the front office staff for more information.

VISITORS

Parents and community members are vital components of Mountain Vista Community School. To support the safety and daily functioning of our school, all visitors must check in at the front office before accessing the school building. To honor the learning environment, visitors must arrange/schedule the visit with the classroom teacher or staff member in advance. If you would like to visit and/or volunteer, please coordinate the day and time with the staff member. The staff member will notify the front office of your scheduled visit. We are very grateful to those that are able to give of their time and energy to support our students and staff.

COMMUNITY PARTNERSHIPS

There are a number of community partnerships Mountain Vista Community School works with to bring opportunities to our students and staff to grow the whole child. For more information, please reach out to administration.

- Children's Hospital
- City Serve
- COS I Love You
- Education for a Lifetime
- Operation School Bell
- Peak Education
- Sergeant Major
- TESSA Fresh Start
- UCCS Pre-Collegiate
- Upward Bound
- YMCA