



**Manitou Springs High School Handbook  
2011/2012**

*Relationships  
Rigor  
Opportunity*

Manitou Springs High School empowers students and staff to continually strive for excellence, growth, and responsibility.



## **Manitou Springs High School**

- challenges each person to set and achieve goals for life-long learning and success.
  - supports diverse learning and teaching styles.
  - celebrates individual worth and dignity.
- fosters a dynamic, safe, and compassionate environment.
  - embraces partnership with the community.
  - values integrity, discipline, and respect.



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

### **WELCOME**

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

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

### **GENERAL INFORMATION**

#### **IMPORTANT PHONE NUMBERS:**

Main Office	685-2074 press 1
Attendance Office	685-2074 press 2
Counseling	685-2067
District Office	685-2024

### **NEW TARDY POLICY:**

#### **Per Quarter:**

Tardy 1 – 3	No Office consequences
Tardy 4 – 5	Lunch Time Detention Students will be signed up for lunch detention on <u>that</u> day. Students must report to the assigned location for Lunch Time detention. A staff member will escort the students to the Commons for Lunch and bring them back to the assigned location.
Tardy 6 – 7	Students will be given In-School Suspension. Students will have Prime Time, Lunch Time and after school detention, but will be allowed to go to classes within the building.
Tardy 8 +	Students will have a Mandatory Discipline Hearing with a possible Restorative Justice Component. Truancy proceedings, Saturday School, Suspension and / or Expulsion are all possible consequences.

Failure on the student's part to follow through on the consequences will be treated as insubordination. **Tardiness will be excused (not added to the total number) only for an appointment.** Your overall Tardy count will be reset at the end of each quarter.

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

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

**EXCUSED ABSENCES:** Parents are requested to **call 685-2074 by 9:00 a.m.** the morning of the student's absence. Calling after that time makes attendance accountability more difficult. Cooperation by parents and students is very helpful and greatly appreciated.

If a student returns to school without an excuse, his absence from school is considered unexcused and he is given 24 hours to provide an excuse. If the parents do not contact the school and excuse the absence, and the school is unable to contact the parents, the unexcused absence becomes a truancy. However, if the parents do excuse the absence within 24 hours, the unexcused absence becomes an excused absence.

The school administration is the final authority on excusing absences. A student who is suspended out of school will receive unexcused absences and "0" for the days suspended. A student who is suspended in school can make up work missed at the discretion of each teacher.

**SNOW DAYS OR SNOW DELAYS:** At the first sign of snowflakes, the question that pops into everyone's head is: Will there be school today, or is school at least **delayed?** If the decision is made to cancel school, the local TV and radio stations will be asked to announce that the district schools are closed. The stations will be informed of this decision by 6:00 a.m. If school is canceled for the day, all other scheduled activities and programs are also canceled.

**TWO-HOUR DELAYED STARTS:** The two-hour delayed start of school is used when weather conditions are changing, or when weather conditions are uncertain. This decision will also be made by 6:00 a.m. and called in to TV and radio stations by that time. In the case of a two-hour delay, buses will run and classes will start two hours later than usual, and classes will end at the normal time.

### **DELAYED START SCHEDULE**

1st Block	9:45 am - 10:50 am
2nd Block	10:55 am - 12:00 pm
<b>** No Prime Time**</b>	
Lunch	12:00 pm - 12:40 pm
3rd Block	12:45 pm - 1:50 pm
4th Block	1:55 pm - 3:00 pm

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

**SNOW DAY/LATE START ATTENDANCE FOR THE AVP PROGRAM:**

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

**PARKING LOT SAFETY:** As winter approaches, parking lot safety becomes a more pressing concern. We are soliciting your help to keep our kids safe. Please help us by abiding by these traffic guidelines:

- Drop off students on the east (track) side of the building **ONLY**. **Stopping at the top of the hill on El Monte creates congestion and a hazard for cars ascending the hill—especially in snowy weather.**
- Keep speeds to a 5-mph minimum. As you come around the high school this time of year, the sun can be especially blinding and makes it difficult to see pedestrians cross the parking lot to enter the building.
- Come early, especially when it is snowy outside. We all know how treacherous the hill in front of the school can be. Drivers in a hurry only add to safety problems.
- Pick up students after 2:50 p.m. We have little “waiting” space available. By picking up students ten minutes after the last bell, you can avoid unnecessary congestion.

**RULES OF DRESS: Dress Code Vision:** Manitou Springs High School Dress Code Policy will encourage a positive work and learning environment. This policy will also promote an environment that will reflect respect for self and others. The code will prepare our students to enter the world dressing for success without removing individuality. By following the basic guidelines of decency, modesty, good taste, and cleanliness, students are expected to exercise good judgment in their style of dress. *(Please refer to Behavioral Guidelines located on this website for complete policy information.)*

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

**SEARCH POLICY:** School/gym lockers, desks, and other storage areas are school property and are at all times under the control of the school. School property provided for the use of students is subject to periodic inspection, clean outs, access for maintenance, and search as deemed necessary by school officials.

**AUTOMOBILES:** Since there is an increasing number of students driving automobiles to school, certain regulations must be adhered to and enforced for the safety of all concerned. If you wish to continue to drive a car to school, you must be willing to obey the following regulations:

- Drive with care at all times. Speed limit is 5 mph.
- Park properly and only in designated areas.
- Any accident must be reported immediately.
- No excessive driving around school building.

Failure to follow these necessary regulations will result in temporary suspension of the privilege to drive and park on school grounds. *\*Due to the limited number of spaces, Sophomores may be required to park on the high school hill at any time during the school year.*

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

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

**SMOKING:** All tobacco use is prohibited on school property by everyone.

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

**THE BLOCK SYSTEM**

Each nine weeks of the school year is a one-block term. There are four terms during the school year. The block system consists of four 85-minute classes per day. Increasing the length of periods nearly doubles most traditional class times and enables students to complete a one-year course in two terms (formerly one semester). At the end of Term 2, students receive final grades and credit in four classes. Students then begin four new, previously scheduled classes for Terms 3 and 4 (formerly second semester). At the end of the school year, students will have completed eight classes.

**GPA CALCULATION**

A cumulative grade point average (GPA) of “D” (1.0) must be achieved by the end of the senior year in order to graduate from MSHS. A student’s GPA is calculated at the end of the 2nd and 4th terms, and includes all high school term grades earned to date of calculation. Please note the following:

- 1) GPA will be computed on total number of courses taken.
- 2) GPA will appear on the transcripts.

**The GPA Schedule**

A	=	4.0	C	=	2.0
A-	=	3.667	C-	=	1.667
B+	=	3.333	D+	=	1.333
B	=	3.0	D	=	1.0
B-	=	2.667	D-	=	0.667
C+	=	2.333	F	=	0.0

A student failing a required course must retake the subject until a passing grade is achieved. Selection of Valedictorian and Salutatorian is determined by computation of GPA and rank at the end of the second term of the senior year. For the 3 1/2 year graduation plan, advanced planning is needed, and counselors should be consulted very early in the senior year. Students desiring to graduate early (at the end of Term 2) in their senior year must do so by submitting a written request to the Principal.

## **GRADUATION REQUIREMENTS**

The total number of credits for graduation from Manitou Springs High School is 52. Credit is granted at the end of each term (nine weeks). A student completing one year of course work will receive two credits per year, or one credit per term.

### **Minimum Credits for Graduation**

English	8 Credits
Math	6 Credits
Science	6 Credits
Social Studies	4 Credits
American Government	1 Credit
American History	2 Credits
Consumer Econ or Sociology	1 Credit
P.E.	1 Credit
Health Education	1 Credit
Fine Arts/Practical Arts	4 Credits
Electives	16 Credits
<u>Freshmen Technology</u>	<u>2 Credits</u>
<b>TOTAL:</b>	<b>52 CREDITS</b>

### **College Prep Recommendations**

English	8 Credits
Math	8 Credits
Science	8 Credits
Social Studies	6 Credits
Foreign Language	4-8 Credits
American Government	1 Credit
American History	2 Credits
Consumer Econ or Sociology	1 Credit
P.E.	1 Credit
Health Education	1 Credit
Fine Arts/Practical Arts	4 Credits
Freshmen Technology	2 Credits

**In addition to current minimum graduation requirements** for Manitou Springs High School, students graduating in 2008 and 2010 must meet the following minimum requirements required by the State of Colorado, to be eligible to attend a four year public college/university in Colorado.

	<b><u>2008</u></b>	<b><u>2010</u></b>
Math (Algebra 1 and higher)	3 years	4 years
Foreign Language		2 years of the same language

## **INCOMPLETE GRADES**

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

## **PEER COUNSELING**

This experience is open to Sophomores, Juniors, and Seniors who meet application requirements. Peer counseling is designed to provide training in communication and helping skills. Upon completion of the training, peer counselors are assigned to the counseling center to apply their skills in assisting with personal counseling, tutoring, and new student orientation. Up to four credits can be earned in one year.

## **PEER TUTORING FOR SPECIAL ED/HIGH SCHOOL LEVEL**

Peer tutoring involves one-on-one tutoring with high school students who have special needs. The tutor must have excellent peer relations, patience, good attendance, good behavior, a sense of humor, and be willing to work hard. The peer tutor must have the consent of the instructor. Up to four credits can be earned in one year.

## **PEER TUTORING FOR SPECIAL ED AND ELEMENTARY LEVELS**

Peer tutoring involves one-on-one tutoring with elementary students who have special needs. Peer tutors must be willing to walk or drive to the elementary school. The tutor must have excellent peer relations, patience, good attendance, good behavior, a sense of humor, and be willing to work hard. The peer tutor must have the consent of the instructor. Up to four credits can be earned in one year.

## **ASSISTANTSHIPS (TA)**

Teacher Assistant privileges are only available to qualified sophomores, juniors and seniors. Students wishing to apply for an assistantship must be approved by the teacher. Teachers will provide descriptions of the duties and requirements of assistant for each class. Teacher Assistants must be in their assigned location. Teacher Assistants are only allowed to leave the classroom to complete official tasks. Teacher Assistants are not allowed to be in the Media Center, Commons or Hallway unless they are working on a teacher assignment. If a Teacher Assistant has to be removed from their position due to violation of policy, they may receive a WF on their transcripts. Students may not take a TA and free hour simultaneously.

## **FREE HOUR**

### **New Policy Adopted in 2008/2009**

Philosophy – Juniors will take more classes both core requirements and electives. Juniors will get involved in more activities and/or college classes. Junior Free Block - Starting school year 2008-2009 and thereafter, juniors will no longer be allowed to have a free block. Juniors may petition to have a free block based upon the following guidelines.

1. Junior student is enrolled in a Post-Secondary Option for that semester.

And/Or

2. Junior student is an active member of a school club or team for **that** semester.

And/Or

3. Junior student appeals to the Principal for extenuating circumstances.

The names of students with a free block will be given to the Athletic Director and the Principal for verification. It is the student's responsibility to remain a member in good standing in clubs, activities and athletics during the semester with a free block.

Just because a junior student can take a free block does not mean they have too. Manitou Springs High School encourages all students to take a full schedule including electives.

Students must meet with their counselor to insure that they are on track for graduation before a free hour is approved. Free hour students cannot be loitering in the halls. Students wishing to use the media center must have the approval of the Media Center staff. Students who have free hours are allowed to leave the building and are not supervised. School District 14 will not be liable for student's actions, conduct or injuries during free hour. Free hours will not count toward Cum Laude selection. Students may not take a free hour and TA simultaneously.

## **INDEPENDENT STUDY**

Independent Study is a means for students to earn credit while working individually with a teacher. Both the student and teacher will agree on the course content before the student enrolls in the course. A student should demonstrate good study habits and be able to manage his/her time before attempting Independent Study. Independent Study will not be scheduled in place of courses normally offered during the day as part of the regular curriculum. The intent of Independent Study is to provide an opportunity for a student to expand his/her interest in a given subject area. Students must have taken all upper level courses before taking Independent Study. Students interested in applying for Independent Study should contact the counseling center for guidelines. Independent Study classes must be approved by the building principal.

## **POST SECONDARY EDUCATION OPTIONS ACT**

In 1989, the Colorado Legislature passed the Post Secondary Options Act. This law allows juniors and seniors to take college classes at our local colleges and at our local university. Students are able to earn both high school and college credit. The student and/or a parent are responsible for paying for the class when registering. Once the student has successfully passed the class, tuition for the class is paid by School District 14. Students are required to pay for their books, parking permits, and any miscellaneous fees. Students planning to take classes under the Post Secondary Options Act must submit a letter to the Principal sixty days prior to the beginning of the semester in which they plan to attend. Please contact the counseling department for additional information.

## **AREA VOCATIONAL PROGRAMS (AVP)**

**Pikes Peak Community College Area Vocational Program (AVP)** is a youth training program designed to give students the skills and knowledge needed to obtain employment in various occupational areas. The AVP classes are held at Pikes Peak Community College (PPCC). Students participating in the AVP program attend PPCC for three blocks and the high school for one block for a full year (open to Juniors and Seniors).

The following occupational training programs are available at PPCC:

- Auto Collision Repair
- CISCO Networking Program
- Computer Application Specialist
- Diesel Power Technology
- Health Related Occupations
- Machining Technology
- Natural Resource Technology
- Visual Communications: Design
- Medical Prep #1 and #2 (health-related occupations)
- Automotive Service Technology
- Computer Aided Drafting - Mech/ Design
- Criminal Justice Administration
- Early Childhood Education\*
- Food Service
- Fire Science Technology
- Telecommunications: Production
- Welding

## **NCAA CLEARINGHOUSE**

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA). NCAA has established rules on eligibility, recruiting and financial aid. You should apply for certification before graduation if you plan to participate in athletics in college. To be certified by the NCAA Clearinghouse, you must graduate from high school, earn a GPA of at least 2.0, and earn a composite score of at least 17 on the ACT or a combined score of at least 820 on the re-centered SAT on a national test date. Please see specific NCAA criteria for Division 1 and 11. You must also meet the NCAA Approved Core Courses for Initial Eligibility, approved for MSHS by the NCAA.

## **GUIDANCE AND COUNSELING**

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

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

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

## **2011-2012 COLLEGE ENTRANCE EXAMS**

### **ACT**

#### **Test Date**

September 10, 2011  
October 22, 2011  
December 10, 2011  
February 11, 2012  
April 14, 2012  
June 9, 2012

### **SAT**

#### **Test Date**

October 1, 2011  
November 9, 2011  
December 3, 2011  
January 28, 2012  
March 10, 2012  
May 5, 2012  
June 2, 2012

The **PSAT** for Sophomores and Juniors is scheduled for Sat., Oct. 15, 2011.

## **STUDENT ACADEMIC INCENTIVE PROGRAMS**

Student academic achievement is recognized through these special programs:

**ACADEMIC LETTERS:** At the end of each semester (Term 2 and Term 4), all students who have qualified under the criteria listed will be awarded academic letters:

- At least 6.0 carnegie units earned during the semester, and
- 4.0 (GPA) for all credits taken during the semester (including college credits)

In addition to the students who have met the criteria above, one additional student per grade level will be awarded an academic letter based on these criteria:

- A student with the next highest cumulative GPA aside from all 4.0 GPA students, and
- A student who has not earned an academic letter previously

## **NON-DISCRIMINATION**

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

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

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

### **Examples include:**

- A playbill, showing your student's role in a drama production
- The annual yearbook
- The Student Directory
- The school newspaper
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, i.e. for wrestling, showing weight and height of team members

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

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

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

**If you do NOT want Manitou Springs School District 14 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15 of each school year.**

### **ASBESTOS**

Ute Pass Elementary School has been inspected for asbestos and a copy of the Asbestos Management Plan is available for your review in the office of the Principal. Small amounts of asbestos exist in the school and they have been encapsulated in accordance with the building's Management Plan.

## ACTIVITIES AND ATHLETICS

Whether you are a new student or returning to Manitou Springs High School, it is important for you to realize that your education goes beyond the classrooms of our school. Graduates from MSHS report that, without their involvement in school activities outside the classroom, they would have been missing important experiences. Leadership skills, social skills, and life-long friendships are often established as students participate in one of the many extra-curricular activities available at Manitou Springs High School.

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

**ATHLETICS:** Manitou Springs High School offers a variety of athletic programs for 9th, 10th, 11th, and 12th grade students. The athletic programs are offered to all students who meet the eligibility requirements set forth by our school policy and the Colorado High School Activities Association (CHSAA). The teaching and coaching staff of MSHS encourages all students to review the sports programs that are offered, talk to coaches, and decide if they would like to be involved in our athletic programs.

### ATHLETIC PROGRAMS

<u>Fall Season</u>	<u>Coach</u>
Football	Justin Armour
Volleyball	Bridget O'Connor
Cross Country	Jesse Hull
Boys Soccer	Ben Mack
Boys Golf	Ken Vecchio
Cheer	Alice Stoneback
<u>Winter Season</u>	
Wrestling	Jesse Hull
Girls Basketball	Brian Brown
Boys Basketball	Ken Vecchio
Girls Swimming	Roy Chaney
Cheer	Alice Stoneback
<u>Spring Season</u>	
Boys Track	TBA
Girls Track	TBA
Baseball	Rob Quarry
Girls Soccer	TBA
Girls Golf	Ken Vecchio

At the beginning of each sports season, there is an informational meeting. Start off right by attending that meeting and receiving very valuable information regarding each activity. Be sure to check with the sponsor/coach for specifics if you miss the meeting. Some things that may or may not be mentioned at an informational meeting are:

- **Transportation:** MSHS will provide transportation for participants to 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. Coaches may stop en route home for fast food.
- **Maps:** Maps will be provided at each opening season parent meeting or you may visit MapQuest.com on the internet.
- **Letter Jackets:** Each sport has its own criteria to determine which players earn a letter. Letters are awarded at the end of each sports season. Varsity jackets are available at the new Spirit Store located in our Media Center.

## **ACTIVITIES**

**BAND:** Symphonic Band and Jazz Band are offered as classes. Additionally, band members participate in a variety of competition events throughout the state, and they audition for various honor and all-state bands. The Mustang Band plays at select sports events.

**CHOIR:** Choir classes include Mixed Choir and Select Choir. Choir members perform in a variety of local and state competitions, and some members form small special groups such as "SASI" and "SKAT."

**DRAMA:** The Manitou Springs High School Theatre Department is a very active organization. Each year several quality productions are presented to the school and the community. The only requirement for membership is a sincere interest in theatre and the willingness to commit to many hours of work in the production of a play. There is a Fall Production, a One-Act Play competition in the winter, and the Spring Musical.

**MOCK TRIAL AND FORENSICS:** Mock Trial offers students the opportunity to participate in a real courtroom experience. The team of student attorneys and witnesses present a case under actual courtroom rules and procedures. Forensics is competition in oral communication skills such as Dramatic Interpretation, Humorous Interpretation, Poetic Interpretation, Solo Acting, Original Oratory, Extemporaneous Speaking, Debate, and Mock Congress. *(Not offered at this time.)*

**KNOWLEDGE BOWL:** The Knowledge Bowl team competes at the local and state level. Members also participate in "Matchwits," televised on PBS. *(Not offered at this time.)*

**NATIONAL HONOR SOCIETY:** The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service to our community, to promote leadership, and to develop character in our students. Eligibility in NHS is based on a grade point average of 3.5 or above, good citizenship, and the desire to serve the school and community. Members are expected to attend all meetings and participate in all club activities. Senior members of NHS wear a white robe at graduation rather than the traditional green or gold.

**STUDENT COUNCIL:** Student Council elections are held every spring. The Student Council acts as a liaison between the students and the administration. The council attempts to develop cooperation between students and staff and provides a method for student participation in school policy decisions. The council also promotes positive relationships among other schools and communities. Each class has a set of officers who also act as student council representatives. Officers are elected each year in the spring, and becoming a class officer is one method a student can use to develop leadership skills.

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

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

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

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

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

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

## **EMERGENCY PROCEDURES FOR TORNADO**

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

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

## **General Precautions and Notes**

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

# School Health Programs

There is a Registered Nurse who provides health services to all the schools in the district. You may contact her by calling 685-3004.

## Services:

- **Health Information:** Please complete and return the “Medical Information” form EVERY YEAR; this enables the nurse to address any special health concerns. The information will be shared with school staff on a “need to know” basis.
- **Vision/Hearing Screening:** Pre-school, K, 1, 2, 3, 5, 7, 9, Special Education students are screened annually; as well as students that are referred because of teacher concerns. Referrals home are sent if the student fails a second screening.
- **Immunization Compliance:** Colorado law requires that all students must submit a Certificate of Immunization or Signed Exemption (medical, personal, religious) to attend school. Immunization requirements will be strictly enforced and students who do not meet the requirements will be denied attendance according to CRS 25-4-902. Please respond immediately if you receive notification that your student’s record is incomplete. If there is an outbreak of a disease that is controlled by required immunizations, all exempted students and students lacking required immunizations would be suspended from school to ensure their safety.
- **Other Health Services:** The school nurse is also available to students, staff and parents for assistance in accessing health care, accessing financial resources for health needs, emergency first aid, health consultation, health education, etc.

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

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

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

**Injury/Emergency:** Basic first aid will be administered by qualified school staff should your child be injured at school. If your child is seriously injured at school 911 will be contacted immediately; then every effort will be made to contact parents. The Emergency Medical Technician's (EMT'S) on the scene will determine if medical treatment is necessary and consult with parents to determine further action. If 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.

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

- Come to school and give it to your child at the appropriate time.
- Discuss with your doctor an alternative schedule of medications so that it can be given outside of school hours.
- Obtain a "Permission for Medication at School" form from the office. The doctor must fill out and sign the top portion; parents must fill out and sign the bottom portion. Bring the form and medication to the school office. The medication must be provided to school in its original pharmacy labeled container with student's name, name of drug, dosage, time of administration and doctor's name.

# STATE OF COLORADO

Bill Ritter, Jr., Governor  
Martha E. Rudolph, Executive Director

Dedicated to protecting and improving the health and environment of the people of Colorado

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TDD Line (303) 691-7700      (303) 692-3090  
Located in Glendale, Colorado  
<http://www.cdphe.state.co.us>



Colorado Department  
of Public Health  
and Environment

January 3, 2011

Dear Parents of Students in Colorado Schools, K through 12<sup>th</sup> Grades (School Year 2011-12)

Immunizations are an important part of our children's health care and Colorado law requires that children going to school be vaccinated to prevent vaccine preventable disease. The purpose of the first part of this letter is to let you know which vaccines your student will be **required** to have in order to attend a Colorado school in the 2011-12 school year. The second part of the letter includes recommended vaccines. The following information also lists websites where you can go to find out more about the diseases and the vaccines.

## Required Vaccines

- ! **Hepatitis B (Hep B)** – Three doses are required for all students K through 12<sup>th</sup> grades to protect against a serious liver disease that can lead to liver damage, liver cancer and death: <http://www.immunize.org/hepb/>
- ! **Tetanus/Diphtheria/Pertussis (DTaP/Tdap/DT/Td)** – Five doses of DTaP or DT are required for children under 7 years of age and one dose of Tdap is required for students in 6<sup>th</sup> through 12<sup>th</sup> grades. Td is required for children 7 to 10 years of age who have not completed the DTaP or DT series. DTaP, DT, Td & Tdap are the vaccines that protect against tetanus (a disease that causes painful muscle stiffness, convulsions and death) and diphtheria (a disease that can cause suffocation, paralysis, heart failure and death). The pertussis portion of the vaccine protects against whooping cough which can lead to pneumonia, seizures and death. Tdap vaccine will help protect adolescents from the whooping cough or pertussis disease and it will help prevent them from infecting infants and smaller children in the family:  
<http://www.immunize.org/tetanus/>      <http://www.immunize.org/pertussis/>  
<http://www.immunize.org/diphtheria/>
- ! **Polio (IPV)** – Up to 4 doses of the vaccine are required and protects against paralysis, typically of the legs, as well as the muscles that help us breathe: <http://www.immunize.org/polio/>
- ! **Measles/Mumps/Rubella (MMR)** – Two doses of this vaccine are required to protect against three diseases. Measles can cause ear infection, pneumonia, seizures, inflammation of the brain and death. Mumps can lead to deafness, meningitis and painful swelling of the testicles or ovaries and occasionally, death. Rubella in pregnant women can cause miscarriage or serious birth defects to the unborn child:  
<http://www.immunize.org/measles/>      <http://www.immunize.org/measles/>  
<http://www.immunize.org/rubella/>
- ! **Varicella or Chickenpox (Var)** – Two doses are required for children in kindergarten through 4th grade and one dose is required for children in 5<sup>th</sup> through 11<sup>th</sup> grade. This vaccine protects against chickenpox disease, a rash illness that can lead to skin infections, pneumonia, swelling of the brain and on occasion, death: <http://www.immunize.org/varicella/>

**Recommended Vaccines  
for the best protection against vaccine preventable diseases**

As a parent, it is important to know that in addition to the vaccines **required** by the state of Colorado Board of Health for school entry, there are vaccines that are **recommended** by the Advisory Committee on Immunization Practices (ACIP). This is the immunization schedule that will best protect your child from even more vaccine preventable diseases.

- ! **Influenza (Flu)** – Recommended for children 6 months to 18 years of age to prevent respiratory illness caused by the flu that can cause illness and sometimes death: <http://www.immunize.org/influenza/>
- ! **Meningococcal Meningitis (MCV)** - Adolescents 11 -18 years of age should receive one dose of the vaccine which helps prevent meningitis that can cause hearing loss, damage to the nervous system, loss of arms or legs and possibly death: <http://www.immunize.org/mening/> <http://voicesofmeningitis.org/#/psa>
- ! **Human Papillomavirus (HPV)** - Three doses of this vaccine are recommended for females 11-12 years of age and this vaccine prevents HPV-type related cervical cancer: <http://www.immunize.org/hpv/>
- ! **Hepatitis A (Hep A)** – Two doses of this vaccine prevent the disease that can affect the liver causing fever, fatigue, loss of appetite, stomach pain, vomiting and in rare cases, death: <http://www.immunize.org/hepa/>

Included with this letter is the document entitled: “*Minimum Number of Immunization Doses Required- Kindergarten through Grade 12, 2011-12.*” The chart in this document should help you figure out which **required** vaccines your child will need for school as well as the number of doses needed for protection. Exemption information is also included at the end of this document.

Parents often have concerns or want more information on children’s immunization and vaccine safety. An informative website developed for parents can be located at: [www.immunizeforgood.com](http://www.immunizeforgood.com) . The Colorado Immunization Section’s website is located at: [www.ColoradoImmunizations.com](http://www.ColoradoImmunizations.com) .

Schools work hard to insure compliance with the immunization laws and your help in providing updated immunization records at school registration is greatly appreciated. *Please discuss your child’s vaccination needs with your child’s doctor or local public health agency. (To find your local public health department’s contact information call the Family Health Line at 1-303-692-2229 or 1-800-688-7777). Please bring your child’s updated immunization records to the school each time your child receives an immunization.*

Sincerely,

The Colorado Immunization Program  
Colorado Department of Public Health and Environment  
303-692-2650

## MINIMUM NUMBER OF DOSES REQUIRED FOR CERTIFICATE OF IMMUNIZATION

### Kindergarten through Grade 12, 2011-12

VACCINE	Number of Doses	Grades K-12 (5-18 Years of Age)
		<i>Vaccines administered " 4 days before the minimum age are valid</i>
<b>Pertussis</b>	5 to 6	5 <b>DTaP</b> or if dose 4 was administered on or after the 4 <sup>th</sup> birthday, the requirement is met. The final dose must be administered no sooner than 4 years of age. (DTaP is only licensed for children under 7 years of age). 1 <b>Tdap</b> is required for students entering 6 <sup>th</sup> through 12 <sup>th</sup> grades.
<b>Tetanus/Diphtheria</b>	3 to 5	5 <b>DT</b> or if dose 4 was administered on or after the 4 <sup>th</sup> birthday, the requirement is met. A student 7 through 9 years of age who has had only a 2 doses of DTaP or DT (before the age of 7 years) can meet the tetanus/diphtheria requirement by receiving a dose of Td if it is given 6 months after the 2 <sup>nd</sup> dose. ( <b>Tdap</b> should be given to students at 10 or 11 years of age to complete the tetanus/diphtheria requirement if possible).
<b>Polio</b>	4	4 <b>IPV</b> or if dose 3 was administered on or after the 4 <sup>th</sup> birthday, only 3 doses are required. The final dose must be given no sooner than the 4 <sup>th</sup> birthday. <i>A laboratory test showing immunity is acceptable.</i>
<b>Measles/Mumps/Rubella (MMR)</b>	2	For school certification, the 1st dose cannot be administered more than 4 days before the 1 <sup>st</sup> birthday. The minimum interval between dose 1 and dose 2 is at least 28 days. <i>A laboratory test showing immunity is acceptable.</i>
<b>Varicella (Chickenpox)</b> <i>Documentation of disease from a health care provider (physician, RN or PA) is required.</i>	1 or 2	For school certification, the vaccine cannot be administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for children entering K, through 4th grade. 1 dose is required for 5th through 11 <sup>th</sup> grade. <i>A laboratory test showing immunity is acceptable.</i>
<b>Hepatitis B</b> <i>Students who have not received 3 doses of Hep B vaccine prior to 7/1/09, must follow the minimum intervals recommended by the Advisory Committee on Immunization Practices (ACIP)</i>	3	<b>ACIP minimum intervals:</b> The second dose must be administered at least 4 weeks after the first dose. The third dose must be administered at least 16 weeks after the first dose and at least 8 weeks after the second dose. The final dose is to be administered no sooner than 24 weeks or 6 months of age. The 2-dose series is acceptable for ages 11-15. 2 doses can only be accepted using the approved vaccine for the 2-dose series with proper documentation (name of the vaccine, dosage, dates, and interval). <i>A laboratory test showing immunity is acceptable.</i>

**You must provide one of the following to your child's school in order to comply with the law:**

1. A completed Certificate of Immunization certifying that the student has received minimum immunizations as indicated above.
2. If a student's Certificate of Immunization is not up to date, the parent/guardian or emancipated student has 14 days after direct notification to provide documentation that the next required immunization was administered and submit a written plan for completion of any additional required immunizations. If the plan is not completed, the student shall be expelled or suspended from school for non-compliance. Exception to this rule is a shortage of vaccine.
3. Statement of Exemption to Immunization Law printed on the reverse side of the Colorado Department of Public Health and

Environment Certificate of Immunization:

- a) a **medical** exemption signed by licensed physician stating that the student's physical condition is such that immunizations would endanger life or health or is otherwise medically contraindicated; or
- b) a **religious** exemption signed by the parent, guardian, or emancipated student that the student adheres to a religious belief opposed to immunizations; or
- c) a **personal** exemption signed by the parent, guardian, or emancipated student that the student adheres to a personal belief opposed to immunizations.

**Immunization requirements will be strictly enforced for all students.** Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes 25-4-902.

**To learn where to obtain immunizations free or at low cost call the Family Health Line at 303-692-2229 or 1-800-688-7777.**

**\*CALENDAR FOR SCHOOL YEAR 2011 - 2012**

Registration (Mandatory for all students)	Monday, August	22
Classes Begin	Wednesday, August	31
<b>Labor Day, No School</b>	<b>Monday, September</b>	<b>05</b>
Open House, 6:30 p.m.	Thursday, September	08
Homecoming Week	M-F, September	26 - 30
Homecoming Parade, 1:30 p.m.	Friday, September	30
Homecoming Game, 7:00 p.m.	Friday, September	30
ACT Prep/EPAS Testing (Frosh, Soph, Jrs Only for Testing)	Wednesday, October	05
	(Amended afternoon block schedule, TBA)	
<b>Columbus Day, No School</b>	<b>Monday, October</b>	<b>10</b>
Term 1 Exams (Regular Bell Schedule)	Thursday, October	20
Term 1 Exams (Exam Bell Schedule)	Friday, October	21
<b>Thanksgiving Holiday</b>	<b>M-F, November</b>	<b>21-25</b>
Term 2 Exams (End Semester 1) (Regular Bell Schedule)	Monday, December	19
Term 2 Exams (End Semester 1) (Exam Bell Schedule)	Tuesday, December	20
<b>Holiday Break</b>	<b>W-F, Dec/Jan</b>	<b>21 - 06</b>
First day of classes after break	Monday, January	09
<b>Martin Luther King, No School</b>	<b>Monday, January</b>	<b>16</b>
<b>Presidents' Day, No School</b>	<b>Monday, February</b>	<b>20</b>
CSAP Testing	<b>TBA</b>	<b>TBA</b>
Term 3 Exams (Regular Bell Schedule)	Thursday, March	22
Term 3 Exams (Exam Bell Schedule)	Friday, March	23
Spring Break	M-F, March	26 - 30
**ACT Testing-Jrs. Only	Tuesday, April	24
	(Amended afternoon block schedule, TBA)	
Seniors Last Day	Friday, May	11
Green & Gold Day	Wednesday, May	16
Graduation Day, TBA	TBA	TBA
Term 4 Exams (Regular Bell Schedule)	Wednesday, May	23
Term 4 Exams (Exam Bell Schedule)	Thursday, May	24
Last Day of School	Thursday, May	24

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

**\*\*Date determined per Colorado ACT office.**

# Manitou High School Bell Schedules

Please post these schedules in a handy spot for reference all year long.

## REGULAR BELL SCHEDULE

Block 1	7:45-9:10
Grab and Go Breakfast	9:10-9:25
Block 2	9:25-10:50
Advisory (Tue-Thur)	10:50-11:35 (No food available)
Prime Time (Mon and Fri)	10:50-11:35 (Food available)
Block 3	11:35-1:00
Lunch	1:00-1:35
Block 4	1:35-3:00

\* Food is available for purchase 7:00-7:45 a.m. M-F and P/T Mon & Fri.

## WEATHER DELAY LATE START SCHEDULE

(two-hour delay for snow days)

1st Block	9:45 am - 10:50 am
2nd Block	10:55 am - 12:00 pm
** No Prime Time**	
Lunch	12:05 pm - 12:40 pm
3rd Block	12:45 pm - 1:50 pm
4th Block	1:55 pm - 3:00 pm

## EXAM DAYS SCHEDULE

### DAY ONE SCHEDULE

7:45 – 9:15 a.m.	Block 1 Class
9:25 – 10:55 a.m.	Block 2 Class
10:55 – 11:15 a.m.	Prime Time
11:20 – 12:50 p.m.	<b>Block 3 EXAM</b>
12:50 – 1:25 p.m.	LUNCH
1:30 – 3:00 p.m.	<b>Block 4 EXAM</b>
- School Dismissed at 3:00 p.m.	

### DAY TWO SCHEDULE

7:45 – 9:15 a.m.	<b>Block 1 EXAM</b>
9:25 – 10:55 a.m.	<b>Block 2 EXAM</b>
10:55 a.m.	DISMISSAL
- School dismissed at 10:55 a.m.	



## SCHOOL SONG

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

Raising our standards high for Man - i - tou

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

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

**MANITOU**

**MANITOU**

Siss, boom

**MANITOU!**