



PARENT HANDBOOK 2025-26

Non-Discrimination Statement: The San Juan School District does not discriminate on the basis of age, color, disability, national origin, pregnancy, race, religion, or sex in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policy: Human Resource Director, San Juan School District, 200 North Main Street, Blanding, Utah 84511, (435) 678-1270. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.

Vision:

We are motivated, courteous, engaged, and successful in everything we do.

Mission:

We will maximize each child's academic, social, and emotional capacity in order to nurture lifelong learners and prepare students to become productive, responsible, creative and compassionate members of society.

Montezuma Creek Elementary School Core Values:

1. We will embrace and protect the identity, culture, and values of all students.
2. We will use student data to make decisions that improve student learning outcomes.
3. We will remain passionate, dedicated, and invested in doing what is best for student learning.
4. We will make decisions that ensure student equity.
5. We will foster a student-centered environment throughout the school.
6. We will cultivate collaborative relationships with colleagues, students, families, and community members.

The MCES Parent Handbook has been mindfully aligned to our school's Core Values. As such, we will continually reflect and revise this handbook as needed.

Dear Parents and Caregivers,

Welcome to the 2025-26 school year at Montezuma Creek Elementary! In this handbook you will find our school schedule, staff directory, and student policies and procedures. We hope you understand how much we appreciate your support and involvement in our school community. All of our school policies, procedures, and rules have been carefully aligned to our MCES Core Values and always with student learning and safety in the forefront of our mind.

Two of our school's priorities we will address this year are student attendance and student literacy. Our school and district goal is to have students attend school at least 95% of the time. This means being absent less than 9 days per academic year. In fact, chronic absenteeism is defined as missing more than 10% of the academic year- this is being absent more than 2 days per month.

In addition to 95% attendance, we strive to increase the literacy levels of all students in our school. It is crucial that all students are reading on grade level and our instructional team has created a plan to achieve this, but we need your support. The most important thing you can do is send your child to school every day. Secondly, we ask that you promote reading at home by reading together, visiting the library, encouraging writing, and limiting time spent on technology in favor of reading.

Our school's front entry is getting remodeled this year to improve our school safety. Building construction will be ongoing throughout the school year. This, along with the road construction happening right outside, may cause a bit of inconvenience. Please know that student safety is our priority and we ask for your cooperation as we navigate this together. Student drop offs and bus zones may be different this school year and we thank you in advance for your flexibility and patience. We will provide ongoing updates about student drop offs and pick-ups at the school via text messaging and social media. Please ensure your phone numbers on file are current so you will receive these important updates.

In closing, we want to express to you how much we value your children and we look forward to partnering with you to help every child reach their greatest potential.

Kind Regards,
Jenny Atcitty, Principal

Please do not drop your child off at school before 7:45 AM because there is no student supervision before that time.

Daily Schedule-Monday, Tuesday, Wednesday, Thursday

7:45	Unload Buses, Breakfast & Morning Recess
8:10	First Bell (students go to class)
8:15	Tardy Bell; Classroom Instruction begins
11:30-12:15	K-3 Lunch
12:00-12:45	4-6 Lunch
3:00	Dismissal/Load Buses

Friday Schedule (½ Day)

7:45	Unload Buses, Breakfast & Morning Recess
8:10	First Bell (students go to class)
8:15	Tardy Bell; Classroom Instruction begins
11:30-12:00	K-6 Lunch and Recess
12:00-1:00	Fun Friday activities and Cougar Cash Store open
1:00	Dismissal/Load Buses

Outdoor Recess Guidelines:

Outdoor Recess	Indoor Recess
25 degrees or above All students play outside All duty teachers outside <i>Doctor and/or parent notes accepted for clear medical needs only.</i>	25 degrees or below All students stay inside All duty teachers in cafeteria

The above guidelines will help us determine whether to have indoor or outdoor recess. Teachers will consult the weather app on their phone or visit www.weatherchannel.com to find current weather conditions. We will use the “**Feels Like**” temperature as our guide since

that factors in windchill and other conditions. We will have indoor recess if it is *actively* raining or snowing, regardless of the temperature.

Principal Visits:

8:00- 9:00 AM daily is set aside for drop-in visits to the Principal. You are welcomed to stop by and see the Principal after checking in at the front office during this block of time. If you are unable to come in between 8:00- 9:00, you can make an appointment to visit at another time. Same day or next day appointments are usually available before, during, or after school to best fit your schedule.

School Updates and Announcements:

MCES will provide information to parents in a variety of ways. Important information and updates will be posted on our public school Facebook page. You can follow us on both Facebook and Instagram for the most current information.

We will also send school-wide announcements via text message, phone call, and sometimes email. Teachers may also contact you in a variety of ways including phone, text, and email. Please make sure the front office has your current email address and phone numbers so you will receive our messages. To update your contact information, you can email the front office at jbecenti@sjsd.org or do so during registration.

Breakfast and Lunch Program:

Breakfast is open from 7:45 to 8:10 AM. Students arriving after the 8:10 bell who would like breakfast will be provided a to-go breakfast to eat in the classroom. Students will not be penalized in any way for getting breakfast. K-3 lunch is from 11:30- 12:15 and 4-6 lunch is from 12:00- 12:45 daily. All meals at the school are free for all students. Parents are welcome to come have lunch with their child. To do so, you need to call the front office before 9:00 AM and prepay for your meal. Once you arrive at the school, you should sign in at the front office, pay for your meal, and take the receipt to the cafeteria to get your meal.

Student Chromebooks:

We are a 1:1 Chromebook school, meaning every student K-6 is provided with a Chromebook for the school year to use in class. Students' Chromebooks are checked out to them via our library system and students/parents are responsible for intentional or accidental damage. Students in grades 5-6 have the option of taking their Chromebook back and forth between home and school on a daily basis. In order to do this, a parent/guardian must come to the school and sign a permission form in the front office that

explains SJSD device-use policies and replacement costs. Below are our schoolwide Chromebook expectations for students. Students with outstanding fines will not be allowed to take their Chromebook home until all the fines have been paid. Feel free to contact any teacher if you have questions.

- I will carry my CB with the *lid closed* and with **two** hands.
- I will touch my CB softly using only my fingers on the screen, pad, and keyboard.
- I will not have food, drinks, candy, or gum near any CB. (This includes water!)
- I will not touch another person's CB.
- I will use the right website at the right time because my CB is a learning tool and not a toy.
- I can change my settings to personalize my CB as long it is functional
- I will only take my CB out of my classroom with my teacher's permission.
- I will take care of my headphones, not lose them, not break them, and not take them home.
- I will NOT take off the keys from the keyboard at any time.
- I will not write on my CB or place stickers on my CB or case.

Not following the rules may result in one or more of these consequences:

- Not being allowed to use a Chromebook for a certain amount of time (a day, a week, or longer)
- Parent Notification
- Parent Meeting
- Office Referral
- Loss of other privileges
- Pay fines for chromebook damage

Student Behavior Expectations:

School-wide behavior expectations are:

- **Respect yourself and others**
- **Maintain balance**
- **Walk in beauty**

School wide behavior expectations are taught and reinforced by every teacher and staff member in the building. Throughout the school year, our students will learn these expectations from their classroom teachers, Specials teachers, duty teachers, front office staff, kitchen staff, custodial staff, and all other adults in the building. In this way, we will set our students up for success.

Student Clothing Policy:

- Clothing should be appropriate for the activities and weather of the day.
- Hoodies cannot be worn over the head during the school day so that students can be easily identified
- Hats, caps, and beanies can be worn as long as it doesn't interfere with learning
- Students may not wear clothing, jewelry, or personal items that:
 - Are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
 - Contain obscene language or demonstrate hate group association/ affiliation and/or use hate speech
 - Intentionally show private parts
 - Demonstrate gang association/affiliation such as bandanas tied to body parts or tucked into pockets
 - Students will **not** be sent home or removed from class for clothing violations. However, students may be instructed to leave their classroom *briefly* to change clothes as they will be provided with a change of clothes in the front office. The Principal or other designated staff will notify a student's parent/guardian of the school's response to violations of the student clothing policy.

Student Personal Belongings:

- Students are encouraged to bring a water bottle to school every day. Students are not permitted to bring drinks other than water to school to drink, even during lunch. Sugary drinks and caffeinated beverages can interfere with a student's ability to learn.
- Junk food is not allowed to be brought from home and eaten at school. This includes during recess, breakfast, and lunch. Optimal learning starts with healthy and alert bodies!
- Students should not bring toys, trinkets, stuffed animals, pillows, blankets, expensive items, and electronics to school. These items should remain at home. Teachers and staff will confiscate items that are being played with, used, or cause a distraction during instructional time.
- Students may bring backpacks, bags, and purses to school, depending on the teacher's preference. Parents should check the contents of their child's bags as parents are responsible for what is brought to school.

- Please understand that any personal belonging your child brings to school might be permanently lost or confiscated. MCES is not responsible or liable for lost or stolen items.

Student Cell Phone and Electronic Device Policy:

MCES strongly recommends that students do NOT bring a cell phone or electronic device to school as they are expensive and can be damaged, lost, or stolen. However, if a student chooses to bring a cell phone or electronic device (including smart watches that can send or receive messages/ calls, two-way radios, tablets, video games, cameras, headphones, earbuds, speakers, etc.) **the device must be turned off before entering school grounds and put in the student's backpack until they leave school grounds.** Cell phones and electronic devices are not allowed to be used during the after school program. Cell phones and other electronic devices are not allowed to be used in the cafeteria or gym, outside on the playground, in the bathroom, hallway, or classroom. Cell phones and electronic devices are not allowed to be used during breakfast or lunch. If a student does not have a backpack, the homeroom teacher can store the device in a secure location until the end of the day; *cell phones and electronic devices are not allowed to be stored in a student's pocket.* All electronic device usage (school-owned devices and personal devices) is subject to San Juan School District's Acceptable Use Policy.

Montezuma Creek Elementary School is not liable for any lost, broken, damaged, or stolen cell phones or electronic devices. School staff will not spend time searching for lost or stolen devices or investigating damage or vandalism to devices.

If a student needs to contact their parents, they will be allowed to call them from the school phone in the front office. If a parent needs to contact their student during the school day, they can call the front office and leave a message. The phone number is 435-678-1261.

Students may use a cellphone, smart watch; or emerging technology:

- to respond to an imminent threat to the health or safety of an individual;
- to respond to a school-wide emergency;
- to use the SafeUT Crisis Line;
- for a student's IEP or Section 504 accommodation plan; or
- to address a medical necessity.

Violation of the school cell phone policy will result in the following consequences:

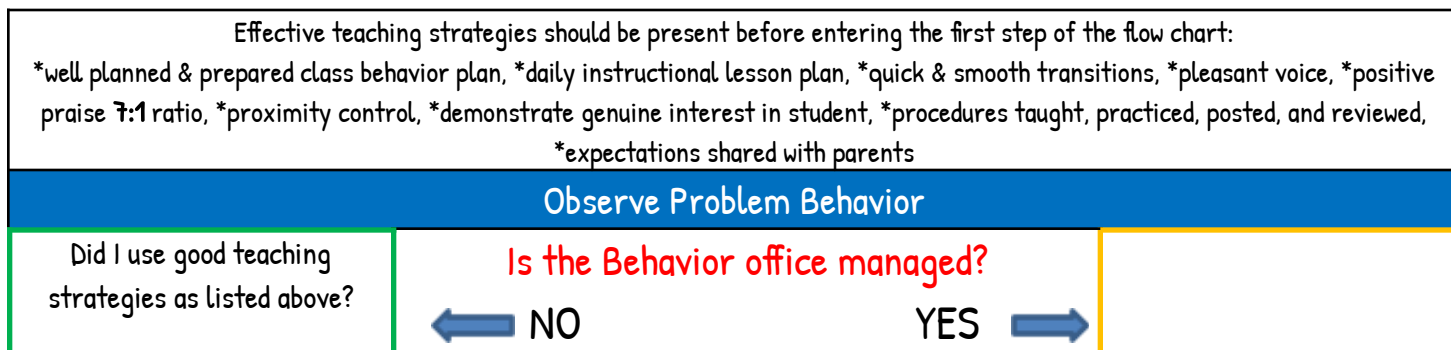
1. First offense: Students will have their device immediately confiscated by the teacher/staff and delivered to the principal's office. The school will then contact the parent/guardian via text, phone call, or email and arrange for the parent/guardian to pick up the device from school.

2. Second offense: The device will be confiscated and taken to the principal's office. The parent/guardian will be required to come to the school and meet with the principal before picking up the device. Additional consequences *may* occur.
3. Third and subsequent offenses will result in the device being confiscated and taken to the principal's office. A parent meeting with the student, parents, and teacher, and principal will follow before the device is returned. Repeated offenses will result in additional consequences and may include not allowing a student's device to be brought to school for the remainder of the school year. This violation may be documented in the student's permanent educational record.
4. It is school district policy that students and others in public schools should not be subject to video or audio capture or recording of their words or images by any student at a school without express prior notice and explicit consent for the capture or recording. Any use of an electronic device to record sounds or images will result in increased discipline based on the circumstances. The violation will be documented on the student's permanent educational record.

Montezuma Creek Elementary Student Behavior Flow Chart:

The goal of the flowchart below is to create a climate of caring, respect and learning for all students and to maximize learning time. MCES is committed to partnering with parents to support the education of all students. We recognize the role of parents as a child's first and most important teacher. MCES will work together with parents to address the root cause of student misbehavior and create a plan of action to support students so that they can maximize their learning and achieve their greatest potential.

The Principal will handle office-managed discipline on an individual basis affording each student due process and fair treatment within the guidelines of the San Juan School District Safe Schools' Policy. The Principal will also use the SJSD Elementary Schools Behavior Matrix to address behavior infractions. The SJSD [Student Conduct and Discipline-Safe Schools Policy 6510 can be found HERE.](#)



- Follow regular classroom consequences. - Make parent contact. - Document on MCES Behavior Tracker by end of day - If inappropriate behavior continues, meet with the Student Support Team to create a behavior support plan for the student. - Make parent contact again informing them of the behavior plan details - Document again on MCES Behavior tracker - After following classroom consequences/behavior support plan and parent has been notified 3 times for the same behavior an office referral is appropriate.	Classroom Managed - Disruptive - Refusal to follow directions or classroom procedures - Put Downs, Rude Comments , Unkind Teasing - Inappropriate tones/ noises - Chromebook Violation - Cheating/ lying - Stealing (< \$10) <u>Bullying</u> (first instance) - Inappropriate, Aggressive, or Foul Language - Physical aggression - Intentional non-Learner - Property Damage/ Graffiti (< \$10)	Office Managed - Threats-verbal or written* - Cell phone/ electronic device policy violation <u>Repeated</u> Inappropriate, Aggressive or Foul Language - Fighting/ Aggressive Physical Contact Towards People or Property* - Stealing (> \$10) - Sexual Harassment (Inappropriate sexual behavior or comments) - Vandalism/Graffiti/Intentional Property Damage (> \$10) - Alcohol, Tobacco, or Drugs* - Weapons* <u>Bullying</u> (repeated) - Repeated minor offenses (documented and parent previously contacted 3 or more times) - Gender-based Teasing/Bullying - Racial Slurs - Repeated and Prolonged Disruptive Behavior* - Bus Violations	- Contact the Principal or Behavior Interventionist immediately, informing them of the details of the incident. - If behavior is one that is *starred*, remove the student from the classroom to Principal's office - Document the incident on the MCES Behavior Tracker immediately - Principal will meet with the student to discuss the incident. Details will be documented and provided to parents and teacher. - Principal determines consequences using the SJSJ Elementary Behavior Matrix and creates support plan as needed - Principal contacts the parent and teacher to schedule a meeting about consequences and support plan - Principal/ teacher/ parent will follow through with consequences and support plan and provide feedback to each other. - Continue student supports as needed.
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		● Suicidal Ideations*	
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Suggested classroom interventions/consequences: 1 on 1 student conference, loss of a privilege, admin contact (not a referral), phone call/ email/ letter to parent or caregiver, referral to school social worker, student reflection form, short break in a safe space to cool down

Bullying:

The Utah Legislature revised [Utah Code 53G-9-605](#) regarding bullying during the 2024 Legislative Session. As a result, SJSD has revised our student bullying policy. Linked here is [SJSD Policy 6560 STUDENT CONDUCT & DISCIPLINE SAFE SCHOOLS – BULLYING AND HAZING](#). Additionally, here is a copy of the [SJSD Conflict Resolution Action Plan](#) that will be used when bullying has occurred.

Here are a several important things to note about the updated SJSD 6560 policy:

- Compliance to this policy applies to students while on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. **This means that this policy is in effect at any time students are on SJSD property or during a school-sponsored activity.** When students attend community sports team practices and games held on SJSD property, they are required to adhere to this policy and subject to school disciplinary action if they violate the policy.
- Students who are in violation of this policy are subject to disciplinary action up to and including expulsion, consistent with the school district's Safe Schools Policy.
- According to Utah state law, the definition of bullying is very broad: *"Bullying" means intentionally or knowingly committing an act that is done for the purpose of placing a student in fear of physical harm to the student or harm to the property of the student...Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from remaining registered in school..."*
- Students who fail to report incidents of bullying may face disciplinary action for conspiring or engaging in the incident.

Student Attendance:

It is our school and district goal for students to have 95% or better attendance. This means only missing 9 or less days of school throughout the entire school year. Students whose attendance rates are lower than 90% are considered chronically absent.

All youth, ages 5-18, are required by Navajo Nation Code (CJY-37-05 ss118), and Utah State Law, to attend school daily and to obey all school rules. According to law, any student not attending school for ten consecutive days will be dropped from the school records.

It is important to understand that when students miss school, they miss critical learning time. They miss the opportunity to learn new material from their teacher, who is a professional and expert in his or her field. Missed learning cannot be made up by completing worksheets or watching videos. This is why attending school every day is so important.

An absence is any time a student is not in school-**excused, unexcused, or medical**. Students who arrive late or leave early are to sign in and out at the office and receive a tardy slip. A tardy is any time a student is not in the classroom by 8:15- **whether it is excused, unexcused, or medical**. For the purpose of earning attendance awards and incentives, 3 tardies equals one absence and an early checkout (before 12:00) is also considered an absence.

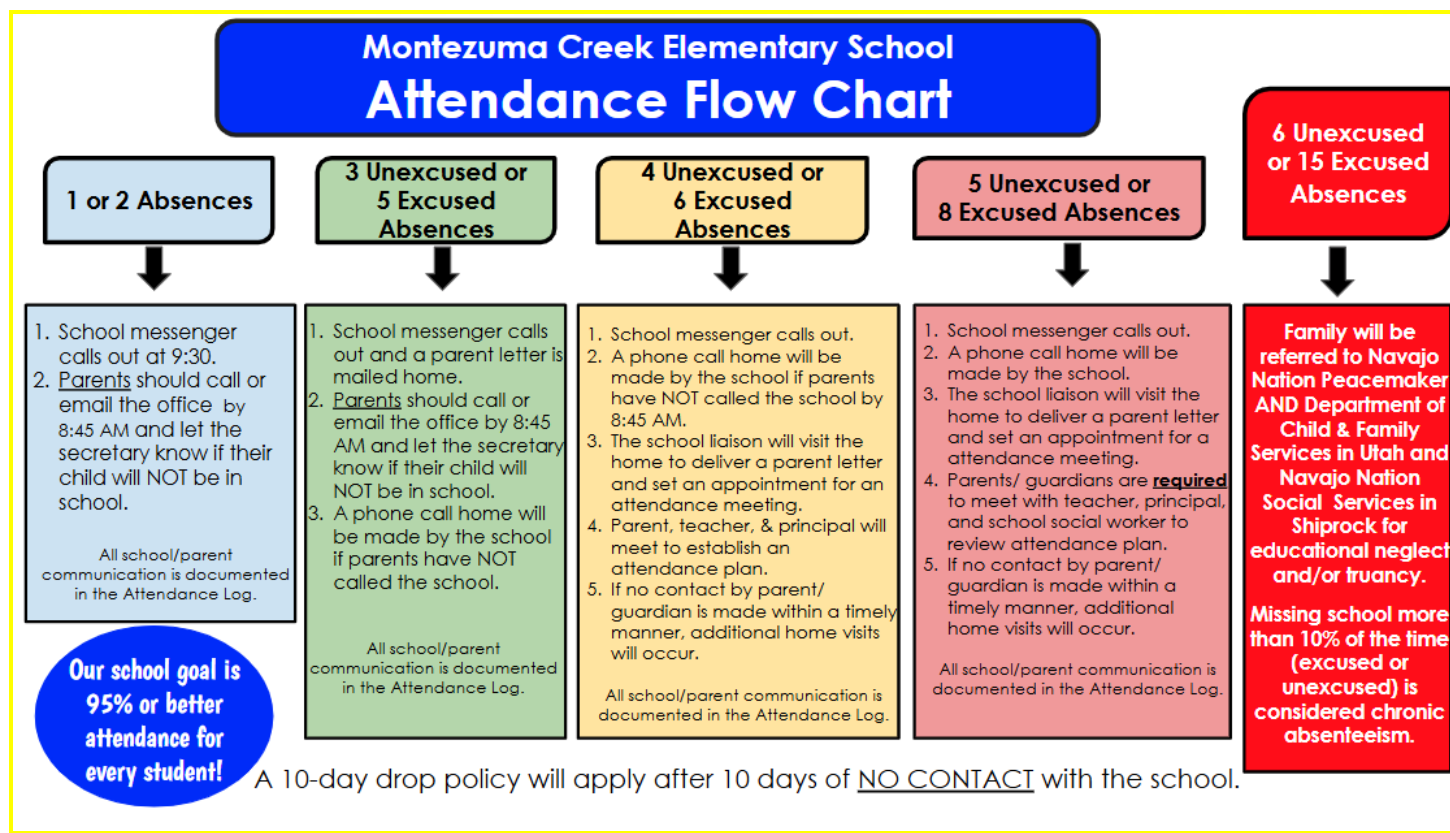
Parent(s)/guardian(s) must inform the school secretary of a student's absence. Absences due to illness, medical treatment, death in the family, religious ceremonies, weather/road conditions, or an unusual cause *approved by administration* may be excused. If the office is not notified in a timely manner (24 hours), an unexplained absence becomes an Unexcused Absence. For medical absences lasting longer than 3 days, doctor's notes are requested. Please note that excused absences and medical absences do count against earning attendance awards and incentives.

Early checkouts are any time a student is checked out of school before 12:00 PM. These will be counted as absences due to missing more than half a day of school. If the child returns to school within 2 hours of being checked out it will not be considered an early checkout. Students that are here on time, checked out for an appointment, and return to school within two hours will not be counted as tardy or absent. Students are not permitted to leave the school campus during the day unless they are accompanied by a parent or an adult with written parent permission. Early checkouts count against earning attendance awards and incentives.

If excessive tardies/absences occur, an attendance plan will be created by the school and the parent. If a parent is facing a challenge in ensuring their child attends school every day and on time, please reach out to either our school liaison, Tiffany Blackgoat, or our school

social worker, Cherish Harvey, and let us know how we can support you. We have programs and funding in place to support student attendance. Our goal is to support you and your child so that your child is learning and thriving.

Students who have a pattern of poor attendance will be referred to the Department of Child and Family Services in Utah and the Navajo Nation Division of Social Services. Below is our attendance procedure that we will follow when a student is absent.



Student Illness Guidance

When can my child come to school?

- The child has not had a fever (and is not using fever-reducing medicine) for at least 24 hours
- Fever with a new rash has been evaluated by a healthcare provider and fever has resolved
- Uncovered skin sores are crusting, and the child is under treatment from a provider
- Vomiting has resolved overnight and the child can hold down food / liquids in the morning.
- Diarrhea has improved, the child is no longer having accidents or is having bowel movements no more than 2 above normal per 24-hour period for the child. Bloody diarrhea should be evaluated by a healthcare provider prior to return.
- Respiratory virus symptoms are getting better overall for at least 24 hours.

When should my child stay home?

- Fever (any temperature of 100.4° Fahrenheit or greater), including fever with a new rash
- Vomiting (more than twice in the previous 24 hours)
- Diarrhea that causes 'accidents', is bloody, or results in greater than two bowel movements above what the child normally experiences in a 24-hour period
- Skin sores that are draining fluid on an uncovered part of the body and are unable to be covered with a bandage
- Respiratory virus symptoms that are worsening or not improving and not better explained by another cause such as seasonal allergies
- Pink eye (eye redness, irritation, swelling and drainage)

The above guidance is provided by the CDC (Centers for Disease Control). As always, please consult with your medical provider when determining whether or not to send your child to school.

Guidelines for Attendance Celebrations:

Our school goal for attendance is 95% or better, which means students should be present at least 169 days out of 178 school days. This year our school will celebrate good attendance in a variety of ways. Below is a guideline for how students can qualify for an attendance incentive. For all attendance incentives 3 tardies will equal 1 absence. An early checkout before 12:00 is also considered an absence.

- Weekly Popcorn: 0 absences 0 tardies
- Quarterly: ≤ 2 absences **OR** 6 tardies **OR** 1 absence and 3 tardies (*early checkouts count as an absence*)
- End of Year: ≤ 9 absences (3 tardies will equal 1 absence)
- Other attendance incentives will be offered so that all students have the opportunity to earn incentives throughout the school year.
- **Please note that an absence is an absence, whether it is excused or unexcused!**

Students who have 95% or better attendance for each quarter will earn a field trip at the end of each quarter. Students who have 95% or better attendance for the school year will earn an additional field trip in May.

Student Check-out Policy:

Students needing to be checked out before the end of the school day can be checked out in the front office. Students can only be checked out or visited by custodial parents, biological parents listed on the birth certificate, or other adults listed on the student's enrollment forms. During registration, parents have the option of listing other adults who have permission to check out their child (grandparents, aunts/uncles, adult siblings, family friends, etc). Student check-out can only be done in person in the front office and you may be asked to show your ID, for safety reasons. Students can only be released to someone 18 years of age or older.

Bus Departures and Policies:

Students that ride the bus to school are expected to go home on that same bus. If bus students are not riding the bus both to and from school, we need a signed parent note or verbal communication with the office letting us know what is permissible. **Parents must contact the school before 2:30 PM if they wish to change their child's departure method,** meaning if they do not want their child to get on the bus. The front office will NOT answer the school phone after 2:30 in order to facilitate a smooth transition from the classrooms to the buses at 3:00. The front office will notify teachers of any bus changes after 2:45 and before 2:55 PM, usually with a school-wide announcement. Staff will NOT accommodate any changes after 2:30 except in the event of an emergency. Last minute changes create safety concerns for bus drivers, students, and staff and we appreciate your support in keeping all students safe.

Students without notes or parental communication with the office before 2:30 will be put on the bus to return home.

On Friday, the school must be contacted **before 12:30 PM** with any transportation requests or changes.

Riding a school bus is a privilege; students must obey the rules to keep the privilege. A copy of the SJSD bus expectations can be found [HERE](#).

- The Bus Driver is in charge at all times.
- The bus policy is that students CANNOT ride on any other bus except the bus they are assigned to for safety and insurance reasons. There should be no exception to this, regardless of what the student says. In the event of a medical emergency or a law enforcement emergency, parents can call the Bus Barn at 678-1307 to discuss their situation.

- Use of tobacco or any illegal substance will not be allowed.
- Food, drink, items that may cause injury to passengers, oversized objects, animals, and glass containers are prohibited on the bus.
- Horseplay, unruly behavior, abusive and obscene language or gestures are unacceptable.
- Remain seated until the bus comes to a complete stop. Keep the aisle, emergency exits and steps clear.
- Never extend any portion of your body out bus windows.
- Always be at your bus stop at least 5 minutes early every day.
- If you cause damage to the bus, you will be required to pay for that damage.
- Drivers will not unload students at places other than their regular stop. A note from a parent, teacher or Principal will not give the driver permission to change a stop. Call SJSD Transportation Director in an emergency bus stop change.
- Adults and non-students cannot ride a bus.

Students not complying with these expectations are given a Conduct Notice from the bus driver. A Conduct Notice will result in disciplinary action from the Transportation department and could result in a student losing their bus riding privileges. Conduct Notices require parent and/or Principal signatures before a student is allowed to ride the bus again.

SCHOOL BUS CONDUCT REPORT (Please write hard, you are making 3 copies)	SAN JUAN SCHOOL DISTRICT- TRANSPORTATION BLANDING, UTAH 84511 (435) 678-1306
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Student Name: _____	Class/Grade: _____
Date of Incident: _____	Parent _____ Principal _____ Transportation Office _____

Bus #: _____	Route: AM K/PS PM LH	Driver Name: _____
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NOTICE TO PARENTS

The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.

DRIVER REPORT: _____ VIOLATION OF SAFETY PROCEDURE _____ DESTRUCTION OF PROPERTY _____ FIGHTING, PUSHING, TRIPPING _____ USE OR POSSESSION OF TOBACCO, DRUGS OR ALCOHOL. _____ OTHER: _____	_____ EXCESSIVE MISCHIEF _____ POSSESSION OF ANY TYPE OF WEAPON _____ EATING, DRINKING WHEN NO PERMITTED _____ UNACCEPTABLE LANGUAGE DIRECTED TOWARDS THE DRIVER OR OTHER STUDENT.	_____ DELIBERATE DEFIANCE OF THE RULES _____ RUDE, DISCOURTEOUS _____ DISREPECTFUL _____ UNACCEPTABLE LANGUAGE
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SEVERITY OF MISCONDUCT CAN IMPLEMENT HIGHER WARNINGS

1ST WARNING – PARENTS MUST SIGN BEFORE STUDENT IS ALLOWED BACK ON THE BUS.

2ND WARNING – PRINCIPAL MUST SIGN BEFORE STUDENT IS ALLOWED BACK ON THE BUS.

3RD WARNING – TRANSPORTATION OFFICE VISIT WITH PARENT AND STUDENT REQUIRED BEFORE STUDENT IS ALLOWED BACK ON THE BUS.

DRIVER COMMENTS: _____

DRIVER SIGNATURE _____	PARENT/ADMINISTRATOR SIGNATURE _____	DATE _____
PARENT—WHITE COPY	PRINCIPAL—PINK COPY	TRANSPORTATION OFFICE – YELLOW COPY

Walkers or Non-Bus Riders:

Students who walk or are picked up need to wait in the front hall until the crossing guard walks them to the road or until their ride arrives in the front. Parents, please pull as far forward as possible. There is limited room in our parking lot to maneuver around vehicles. *If you are leaving your vehicle to come into the school, please park in a parking space, not along the curb. Parents should pick their children up promptly at 3:00; we appreciate your cooperation and attention to this matter.

School Visitors:

Parents are always welcome to visit the school, but need to stop in at the office, sign the visitor's roster and wait in the office. Your student will be called to meet you there. Parents and school visitors are not permitted in school hallways without admin approval and only in specific circumstances. Adults other than custodial or biological parents and those listed on a student's enrollment forms cannot visit students during the school day. Exceptions to this involve visits by law enforcement officials, social service personnel, and/or mental health counselors.

Parents who wish to become regular visitors must complete a [volunteer form](#). This [form](#) is available in the front office.

Parents wishing to meet with a teacher or other school staff need to make an appointment because teachers and staff cannot be called away from student instruction to meet with a parent or answer a parent phone call. Student learning is our first priority and we will not use student instructional time to meet with parents. However, every accommodation will be made to meet with parents before or after school, or during appointments made during teacher prep time. Teachers' email addresses and phone extensions are listed in the staff directory inside this handbook. You can make an appointment with a teacher by leaving a message or emailing the teacher.

Safety Protocols:

During the 2024 Legislative Session, Utah lawmakers [passed HB140](#), which streamlines school drills and procedures for incidents and threats. These can include a range of potential disruptions during a school day and are designed to ensure the safety of students, educators, and emergency responders. Utah has adopted the [Standard Response Protocol](#)

[\(SRP\)](#) to address all school drills, incidents, and threats. The image below shows the Standard Response Protocols that are used in the state of Utah, including our school.

We are required by law to hold 10 emergency drills every school year. An evacuation map is posted and visible in every classroom. All emergency drill dates for the school year are posted in the MCES Parent Calendar.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazard
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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CCR Day (College and Career Readiness):

Twice each year (September and February) we invite parents and students to meet with the classroom teachers for CCR Day. CCR Day is held in the afternoons and school is dismissed early. More information about our school's CCR day will be provided closer to the event.

Grades and Grading Scale:

Teachers (1st- 6th) will enter grades on a regular and frequent basis in Aspire to assist parents in keeping track of their child's progress. At a minimum, grades and other points will be entered no less than every other Friday throughout the year. Kindergarten teachers will send home progress reports regularly and frequently throughout each quarter. If you need help setting up a parent Aspire account to monitor your child's attendance or grades, you can refer to the last page of this handbook for information on how to set up your parent account in Aspire.

Report cards are due to the front office on the following dates. Gradebook closures are also listed below:

Quarter 1: August 13- Oct 9 (41 days)

Gradebook closure- October 7

Q1 Report cards due- October 13 at noon

Quarter 2: Oct 14- Dec 22 (46 days)

Gradebook closure- Dec 17

Q2 Report cards due- Dec 19 by end of day

Quarter 3: Jan 6- March 13 (47 days)

Gradebook closure- March 13

Q3 Report cards due- March 16 by end of day

Quarter 4: March 17- May 22 (48 days)

Gradebook closure- May 15

Q4 Report cards due- May 22 by end of day

The following grade scale will be used across the school to ensure student equity. We use a weighted and standards-based marking system in Aspire. Grades in Aspire fall into two weighted categories: *Summative and Formative*. Summative scores account for 60% of a student's overall grade and formative scores make up 40% of a student's grade. Summative scores include test scores, quizzes, unit tests, and other benchmark exams. Formative scores include homework, classwork, bellringers, and assignments.

A student's report card grade will reflect their proficiency of grade-level standards and not be solely based on effort, extra credit, or simply completing assignments. MCES feels it is

critical to provide parents with an accurate understanding of how well their child is learning the Utah Core Standards and your student's report card will reflect that.

Grading Scale:

- 0% to 62% = "1" Below Grade Level Proficiency
- 63% to 79% = "2" Approaching Grade Level Proficiency
- 80% to 94% = "3" Meets Grade Level Proficiency
- 95% to 100% = "4" Exceeds Grade Level Proficiency

Report Cards and Progress Reports- Aspire Website:

1. Visit SJSD's ASPIRE website by using the link or QR code below. You can access ASPIRE on your computer, tablet, or smartphone. You can also access ASPIRE by visiting www.sjsd.org > Menu> Students & Parents > ASPIRE.

Website: <https://sis.sanjuanschools.org/Login.aspx>



2. Click on "**Request a Username**". All you need is your student's ID number (called an "SIS number") and their birthdate to log-in for the first time. If you do not know your student's ID number, you can ask their teacher, the front office, or Principal.

Your parent account will work as long as your student is enrolled in any school in San Juan School District- you do not need to re-register every school year or if your child changes schools within SJSD. As your student gets older, they can also create their own ASPIRE account to check their own grades. If you have more than one student, you can add them to your parent account. Aspire is available for parents of students in grades pre-k through 12th grade.

Student ID Number: _____

A screenshot of the ASPIRE login page. At the top, it says "San Juan School District Welcomes You!". Below this are two input fields: "Username" and "Password". To the right of the "Password" field is a blue "Login" button with a right-pointing arrow. Below the login fields is a link that says "Contacts with Web Access may Request a Username". At the very bottom, there is a link that says "Forgot Your Password?". A large red arrow points from the right side of the page towards the "Request a Username" link.

What information can be found in ASPIRE?

You can register your student for school on the Aspire website. Student grades, daily attendance, transcripts and report cards, testing scores, and contact information are all available in Aspire. You can update your student's emergency contact information or email your child's teacher directly in ASPIRE. You can also print your child's report cards or progress reports directly from ASPIRE. Student grades are updated in real-time.

Student Assessment:

We participate in several different student assessments throughout the school year. K-6 participates in Acadience Math benchmark testing and progress monitoring and Acadience Reading benchmarks and progress monitoring. We also use the Phonics Screening Inventory and other diagnostic assessments to group students for small groups. 3-6 will also use the RISE Interim tests and benchmark tests to guide instruction throughout the school year. At the end of the school year, students in grades 3-6 will take the Utah State RISE summative assessment. Students in grades K-6 will take the Acadience Reading benchmark to determine their reading fluency and the Acadience Math benchmark to determine their proficiency in math fluency.

Classroom Assignments:

Every effort is made by the school to provide an equitable educational experience for all students. Classrooms are carefully organized at each grade level to provide classroom teachers with balanced student rosters. For this reason, requests for a specific teacher are very hard to accommodate; these requests will be considered on a case by case basis and only approved in exceptional circumstances. Teacher requests for SY26 were due May 16, 2024. Teacher requests for the 2026-27 school year can be submitted in May 2026.

Extracurricular programs:

San Juan District Policy does not allow the school to sponsor athletic programs. Through community volunteers the following programs are available: football, cross-country, volleyball, and basketball. While MCES cannot sponsor sports teams, we do our very best to accommodate and support our student's extracurricular activities.

Community Building Use:

If there is an interest or need to use the building after hours, please contact the principal to obtain proper paperwork, pay the required fees, and to schedule time and date.

School Community Council:

The School Community Council (SCC) is an elected group of parents, teachers, and the principal who meet monthly to discuss school policies, school activities, schedules, curriculum, Title I plan and Trust Land funds. The meetings are open to the public (date, and time are posted in advance). MCES encourages all parents to run for a position on the council. Elections are held in August.

Montezuma Creek Elementary School Family Engagement Policy:

MCES welcomes and encourages parents to be engaged in their child's educational progress as well as with the development of policies and procedures for the school.

Montezuma Creek Elementary, and the parents of the students participating in activities, services and programs funded by Title I, Part A of the Elementary and Secondary Act (ESEA), agree the compact below outlines how parents, the school staff and students will share the responsibility for improvement in student academic achievement and to help parents build a partnership to help their child/children achievement success and proficiency.

Parents may become engaged in the following ways:

- Attend assemblies, events, and other school sponsored activities
- Attend CCR Day conferences
- Chaperone field trips
- Volunteer in classrooms
- Serve on the School Community Council (SCC)
- Participate in developing their child's IEP (for those in special education)
- Participate in surveys
- Meet with administration as needed, by making an appointment or visiting during Prime Parent Time hours
- Ensuring student comes to school on time everyday
- Informing school when student is absent
- Showing a positive interest in student learning and social well being
- Assisting the school in addressing behavior, attendance, and learning concerns
- Communicating with teachers via email or text or by making an appointment to visit in person or on the phone
- Supporting student learning at home

In order to assist parents with engagement the school does the following:

- Holds an annual back to school night in which parents are informed of Title I and their right to be involved
- Posts SCC meeting dates and minutes on the school website
- Provides digital access to grades and attendance on the SJSD Aspire website
- Provides student policies, expectations, and procedures yearly during registration
- Notifies parents regarding any problems with their child's academic progress, behavior or attendance
- Announces and solicits parents to run for SCC
- Works with SCC to develop the Trust Lands Plan, 90 -day Plan/Title I plan.
- Monitors, plans, and reviews data during SCC meetings and parent meetings
- Provides individual student testing results to parents
- Maintains a website with important information about the school
- Maintains a school Facebook page to keep parents informed of events and important announcements
- Provides information on the curriculum in use at the school, assessments and proficiency levels
- Provides an annual parent input survey
- Communicates volunteer opportunities
- Coordinates with WHS to prevent dual scheduling when possible

- | | |
|--|---|
| | <ul style="list-style-type: none">• Maintains a Navajo Liaison to provide interpretation services as needed |
|--|---|

Montezuma Creek Elementary School does not discriminate based on ethnicity, gender, color, race, national origin, disability, religion, or age and encourages parents of all students to become more engaged.

Steps for Parents to Address a Concern or Complaint:

STEP ONE:

A parent who has a concern or complaint shall request a conference with the classroom teacher or school employee within a timely frame that the parent knew of the event or series of events causing the concern or complaint. The classroom teacher or school employee will schedule and hold a meeting with the parent to discuss the situation.

STEP TWO:

If the outcome of the meeting with the classroom teacher or school employee is not to the parent's satisfaction, the parent will then schedule a meeting with the Principal. Prior to or at the meeting, the parent shall submit a written concern or complaint that includes a statement of concern or complaint and any evidence in its support, the solution sought, the parent's signature, and the date of the meeting with the teacher.

STEP THREE:

If the outcome of the meeting with the principal is not to the parent's satisfaction, the parent may present the concern or complaint to the Elementary Assistant Superintendent at the San Juan School District Office. Prior to or at the conference, the parent shall submit a written concern or complaint that includes a statement of concern or complaint and any evidence in its support, the solution sought, the parent's signature, and the date of the meeting with the principal.

STEP FOUR:

If the outcome of the meeting with the Elementary Assistant Superintendent is not to the parent's satisfaction, the parent may present the concern or complaint to the Superintendent at the San Juan School District office. Prior to or at the conference, the parent shall submit a written concern or complaint that includes a statement of concern or complaint and any evidence in its support, the solution sought, the parent's signature, and the date of the conference with the Elementary Superintendent.

STEP FIVE AND STEP SIX:

The Human Resource Director or Superintendent shall listen to the concern or complaint. It may result in a verbal or written response or in taking action in the matter. It will be at their discretion to resolve the concern or complaint and determine if further action is needed.

1.1 School Contact Information and Staff Directory

Mailing: PO Box 630
Shipping: 1470 E Hwy 162

Front Office: 435.678.1261
Fax Number: 435.678.1299

Grade/ Position	Name	Extension	Email	Room Number
Principal	Jenny Atcitty	1822	jatcitty@sjsd.org cell: 435.220.1006	123
Administrative Assistant	Juanita Becenti	1261	jbecenti@sjsd.org	104
Kindergarten	Francine Sam	2601	fsam@sjsd.org	101
1st Grade	Patricia Benally	2611	pbenally@sjsd.org	111
2nd Grade	Ida Tohonnie	2609	itohonnie@sjsd.org	109
2nd Grade	Christine Kenison	2608	ckenison@sjsd.org	108
3rd Grade	Char Poyer	2613	cpoyer@sjsd.org	113
3rd Grade	Hasbah Bitsui	2615	hbitsui1@sjsd.org	115
4th Grade	Susan Howe	2614	showe@sjsd.org	114
4th Grade	Inez Burke	2612	iburke@sjsd.org	112
4th Grade	Caitlyn Dennison	2610	cblack9@sjsd.org	110
5th Grade	Evelyn Kaniatobe	2618	ekaniatobe@sjsd.org	118
5th Grade	Kenneth Miller	2619	kmiller@sjsd.org	119
6th Grade	Christina Boone	2617	cboone1@sjsd.org	117
6th Grade	Shania Paul	2616	@sjsd.org	116
Heritage Language (K, 3-6)	Mabel Martin	2603	mmartin@sjsd.org	103
Heritage Language (K-2)	Nellie Tohtsonie	2604	ntohtsonie@sjsd.org	105
Instructional	Amanda Lincoln		abouchard@sjsd.org	

Coach (K-3)				
Special Education	Michael Detering	1880	mdetering@sjsd.org	107
Special Education	Hughberta Benally	1885	hbenally1@sjsd.org	107
Preschool	Sharon Jay	1881	sjay@sjsd.org	100
Preschool Paraprofessional	Malinda Holland-Evans	1881	mholland-evans@sjsd.org	100
Preschool Paraprofessional	Chasity Smiley	1881	csmiley@sjsd.org	100
Instructional Assistant (SpEd)	Jacqueline Pelt	1880	jleo@sjsd.org	107
Instructional Assistant (SpEd)	Vacant	1880		107
Instructional Assistant (SpEd)	Vacant	1880		107
Instructional Assistant (SpEd)	Marina Smallcanyon	1880	msmallcanyon1@sjsd.org	107
Social Worker	Cherish Ahtsosie	1882	cahtsosie@sjsd.org	119B
Parent Liaison	Tiffany Blackgoat	1330	tblackgoat@sjsd.org	
Librarian	Levonica Benally	1867	lmiller@sjsd.org	Library
STEAM	Shauntae Jim	2602	sjim@sjsd.org	105
PE	Darla Yellowman		dyellowman@sjsd.org	120
Art	Donna Crank	2638	dcrank@sjsd.org	138
Behavior Interventionist	Shaycie Yellowman	1336	syellowman2@sjsd.org	
Instructional Assistant	Katerina Nakai		knakai@sjsd.org	120
Instructional Assistant	Phyllis Sam		psam@sjsd.org	120

Instructional Assistant	Tiana Sam		tsam@sjsd.org	120
Ed Tech Technician	Rob Henderson	1883	rhenderson@sjsd.org	
Kitchen Manager	Alice Norton	1417	anorton@sjsd.org	Kitchen
Food Service	Rene Boo	1417	rboo@sjsd.org	Kitchen
Food Service	Ella Carter	1417	ecarter@sjsd.org	Kitchen
Food Service	Nellie Dishface	1417	ndishface@sjsd.org	Kitchen
Head Custodian	Lynelle Yazzie		lyazzie1@sjsd.org	
Sweeper	Regina Hamm		rhamm@sjsd.org	
Sweeper	Alvin Lee		alee1@sjsd.org	
Groundskeeper	Frank Begay Jr		fbegay1@sjsd.org	
Nurse	Kelsey Homedew	2625 MZC 1182	khomedew@sjsd.org	124B
Bus Drivers	Phil Cardenas Christina John Stella Lee Susie Begaye Anna Vigil Lisa Jones Mary Beletso Vickie Benn			