

Monte Vista Middle School
Student/Parent Handbook
2018-2019

Welcome!!!

It gives us, the staff of Monte Vista Middle School, great pleasure to welcome you. The purpose of this school is to provide a focused, well-balanced education for every student. We will strive to help you become a positive and responsible member of society. Included in this letter are a few policies and a few policy changes from last year that are specific to the Middle School and not included in the District Handbook that is referenced in the letter from the Superintendent.

The purpose of our school rules and regulations is to insure that our building will run smoothly and that each student will have a safe, worthwhile, and successful experience. Listed in this document are details on how the District policies are put into practice at the Middle School. Many policies listed in the District handbook (ie, those pertaining to school law, dress code, sexual and personal harassment, bus regulations etc) and are consistently enforced throughout the district are still applicable at MVMS, even though they are not in this document.

It is our hope that you will reach your personal goals and aspirations. We are here to help you in any way we can. Have a great school year!!!

District Vision: Achieve educational excellence by preparing students, parents, staff and community members for the future.

District Mission: Build a safe, student focused; achievement oriented learning community for Everyone

KEY INFORMATION

4 DAY SCHOOL WEEK We are continuing with the four day school week. For that reason it is even more important than before that you make every effort not to miss school. Please be sure to pay close attention to the school calendar for vacation or other non-school days. School will not be in session on Fridays except for September 8th and the last day of school, May 25th.

DOCTOR/DENTIST AND OTHER APPOINTMENTS Because of the shortened school week and the impact absences will have on the student's time in class, and ultimately their success, it is EXPECTED that parents will make every effort to schedule student non-emergency appointments on Fridays.

School Contact Information:

Middle School Phone Number: **719.852.5984**

District Phone Number: 719.852.5996

Bus transportation: 719.852.2881

Backpacks- Due to safety concerns, students will be able to bring their personal belongings to school in backpacks or other bags but will be required to leave those bags in their lockers. Backpacks **will not** be allowed in classrooms or to be carried around the school during the day. Only class supplies, resources, Chromebooks or jackets worn directly on students will be allowed in classrooms. All other personal items should be left in students lockers. 6th grade lockers are somewhat small, so large backpacks are not advised for this grade level.

Cell Phones- *Please set a good example for your child by calling the office with messages rather than calling or texting them throughout the day.* The Monte Vista School district understands that the use of cellphones is prevalent throughout our society. However, due to the increasingly disruptive nature of the devices, it is the district's policy that student use of cell phones and headphones will **not be used** and **may not be visible** in school with the following exceptions: **Before 7:45 a.m., after 4:05 p.m.** "Visible" means in direct view of a staff member in any way whether or not it is turned on.

- Any student caught cyber-bullying or threatening another person during the school day will be in breach of technology contract as well as reported to the Monte Vista Police department. This will result in loss of all technology equipment used throughout the school day, including their 1 to 1 device. The period of loss will be at the discretion of the school principal.

Consequences:

1st Offense- Parents will pick up the phone or headphones at the end of the day.

2nd Offense- Parents will pick up the phone or headphones at the end of the day.

3rd Offense- Parents will pick up phone or headphones at the end of the day.

4th Offense- Loss of all technology privileges

Additional offenses will result in a parent meeting.

Individual teachers may have classroom policies and consequences regarding cell phones in addition to the rules stated in the student handbook.

Credit System- Middle School "credits" (requirements to successfully be promoted to the next grade).

Students will earn points every quarter that will be added up at the end of the year to determine if students will successfully continue onto the next grade. Students will earn the following points for each of the 4 quarters.

A=4 points B=3 points C=2 points D=1 point F=0 points

Students will need 4 points at a minimum in order to successfully complete a core class (Math, Language Arts, Science and Social Studies). If a student earns less than this (**or two failing grades in any one core class**)

throughout the year regardless of their credits earned they will be required to attend summer school and could be required to repeat the class or the grade level during the next year. If a student earns a failing grade in any subject for a quarter, there will be required meeting scheduled between the student, their parent/guardian and the teacher (with an administrator often in attendance) to insure that a plan is developed to insure that this poor performance is not repeated and that the student gets back on track for promotion to the next grade.

Following are a few examples of hypothetical students

Student A- Student successfully completes grade						Student B- Student attends summer school						Student C- Student repeats the grade next year					
	Q 1	Q 2	Q 3	Q 4	total		Q1	Q 2	Q 3	Q4	total		Q	Q	Q	Q4	total
Math	C	F	C	B	7	Math	D	F	F	D-	2	Math	C	F	F	D	3
Language Arts	D	D	D	D	4	Language Arts	D	C	F	D-	4	Language Arts	F	D	D	D	3
Science	B	C	B	C	10	Science	F	D	D	B	5	Science	C	B	B	C	10
Social Studies	B	D	F	D	5	Social Studies	A	D	F	D	6	Social Studies	F	D	F	C	3

Student Dress Code

A complete explanation of the student dress code is included in the District Handbook. The following includes specific information about recurring issues we see at MVMS. Not complying with these rules will result in items being confiscated (ie hats, hoodies etc) or parents called to bring appropriate clothing.

Unacceptable Items

1. Hats or unnecessary body or headgear (i.e., bandanas, hairnets & sweatbands) worn inside the building, or sunglasses worn over the eyes. Sweatshirts with hoods will be allowed **only if the hoods are not worn!** For safety reasons, the district has found that it is difficult to positively identify individuals either in person or on security cameras when hoodies are worn.
2. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length. A good general rule is to hold arms straight down. Clothing should cover all skin down to the tips of students fingers. This includes torn jeans, meaning that the tear must not show skin above the length explained above.
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private

parts of the body including, but not limited to, the stomach, buttocks, back and breasts. All underwear, including briefs and bras, must be concealed (ie, boys cannot wear pants low enough to show their underwear).

4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width.

5. Students dressing up on game days can be ok'd by their coaches on what is appropriate. These include sports jerseys but also current fashions in female attire. However, they still must follow the rules presented above, especially in regards to the length of skirts/shorts and the showing of underwear. Staff of MVMS can overrule coaches if student choices break any of this policy.

Fitness/ Lunch: Students are grouped in two sections for lunch. During one 40 minute segment the students will both eat lunch and participate in a 20 minute fitness class, while the other group will be in a class where students will work on math or reading supplemental learning aligned with their ability level. The Fitness class is organized around providing all students with the opportunity and the expectation that they will be engaged in a physical activity that they enjoy. This activity can include a wide variety of activities as long as the students are physically moving. There is not enough time to check out students, go to lunch and return in time to make it to class. Parents and Guardians are asked to please limit the numbers of days that they take students out to lunch.

Meal prices for students are: **Breakfast Free** **Lunch \$2.65** **extra milk \$0.40**

Student's Emergency Contact Sheet: If students need to leave school during school hours, **only those persons listed on the contact sheet may check the student out.** All students must be signed out in the office.

Lockers and combination locks will be assigned to you with your combination number. Do not share your locker or combination numbers as this had led in the past to lost and stolen items.

Homework Help- MVMS provides a one hour after school program (Mon-Wed) for students whose parents and teachers feel need extra support in math, reading, writing and/or science. Students in need of tutoring are encouraged to take advantage of this opportunity; students with excessive zeros in their classes, tardies or absences will be required to attend these scheduled days. As in past years, the afterschool program provides a bus that leaves the Middle School at 5:05 every day, and drops students off at Marsh, Safeway and the High School.

Friday School- Friday school sessions will take place at the High School each Friday from 8am to 12pm except those days on which teachers have workdays/PLC days scheduled (please see district calendar). These Friday sessions will take place with teachers from both the Middle School and High School available to provide support to those students who need it. Students who are required to attend Homework Help but do not show up will be assigned Friday School.

Tardies- In a 4 day school week, each and every minute is important. Coming late to class not only hurts that students education, but disrupts the entire classes as well. MVMS has acquired software to track tardies. If students are late three times to any class in a quarter, they will be assigned to one hour of Friday school

(starting at 8am). The 4th tardy will earn 2 hours, 5th three hours and so on. Also, due to state attendance requirements, the Monte Vista School District keeps track of attendance diligently. Coming to school late on a consistent basis will result in the accumulation of unexcused absences.

Sports. Monte Vista Middle School offers a variety of sports for its students. We believed that participation in sports increases the chances of academic success. MVMS offers the following sports: football, volleyball, cross country, boys' basketball, girls' basketball, wrestling, boys' and girls' track and baseball. Sixth graders may participate in cross country, wrestling, and track. Students who participate in athletics must have passing grades. Eligibility requirements and other policies are provided for each student athlete at the beginning of a sports season. Student Physicals are free if completed on August 23rd at the Middle School, beginning at 5:00pm.

School/Athletic insurance may be purchased at school.

Co-Curricular Activities. A variety of co-curricular and extracurricular activities are provided at Monte Vista: Science Fair, Spelling Bee, Yearbook, Knowledge Bowl, Summer Band and Student Council. We encourage you to join as many as you can.

Awards/Recognitions. Each nine weeks, students who make the honor roll will be recognized. If a student earns straight A's for the three years he/she is at the middle school, he/she will receive an honor student jacket. *Students of the Quarter* and *Hardest Working for the quarter* will be announced at the end of each nine weeks. Other areas in which students may be recognized include student of the year, class awards, and honor roll.

SCHOOL POLICIES

Attendance: One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. There is no greater impact on a student's level of success than school attendance.

If a student is ill or must be absent from school, parents are to call the school before 9:00 a.m. The phone number is **852-5984**. Tardiness is not accepted. A student is considered tardy if he/she is not in his/her seat when the second bell rings.

The following may be considered an **excused absence**:

1. Temporary illness or injury, provided prior approval is obtained from the building principal. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours. **Dental appointments, routine medical care, etc. may not be**

considered excusable absences due to the fact students are not in school on Fridays. Therefore it is crucial that parents make every effort to schedule appointments during non school hours.

2. A student who is absent for an extended period due to physical, mental or emotional disability. It will be necessary to have medical verification for these situations.
3. A student who is attending any school-sponsored activity or activities of educational nature with advance approval by the administration.
4. A student who is suspended or expelled.

An **unexcused absence** is defined as an absence that is not covered by one of the above exceptions. The District policy states that a student may miss no more than 10 days of school in a school year. Unless the absence is excused by a doctor or pre-arranged with the school's principal, no more than 6 absences will be excused in the 1st semester or 10 absences for the school year. If a student has 4 unexcused absences in one month or **10 total unexcused absences in a year**, truancy court proceedings may be initiated. Please understand that no absences will be excused after a student has missed 10 days for any reason *unless* there is a doctor's note. Therefore, all absences after a student accumulates 10 will be considered unexcused.

The MVMS school attendance officer will send out a letter inviting you and your child to a mediation meeting in a couple of situations:

- 1) If a student has at least 3 unexcused absences in any quarter, or
- 2) 5 total absences (excused or unexcused) through the first semester of the school year, or
- 3) 9 total absences for the school year, or
- 4) excessive tardies and/ or early pick-ups.

A student who has four or more unexcused absences in any month or ten excused or unexcused absences during any school year is considered "**habitually truant.**" A meeting between the student's parent and appropriate school personnel will then be required to evaluate the reasons for the truancy and develop a plan for helping the student remain in school. Continued absences will require the school to file truant procedures with the Rio Grande County Court.

Make-up work will be allowed for all absences. It is the responsibility of the student to pick up make-up assignments on the day he returns to class. There shall be one day allowed for make-up work for each day of absence with the work being done in the order of absences. A building administrator may make exceptions to this provision when warranted.

Tardies: On time attendance to class can be equated to on time arrival for work. We hope parents can help students make this connection. Parents may call and excuse a student in the morning, but district policy authorizes that only the school may decide what is excusable. If a student receives three tardies in a nine-week period they will be expected to attend one day of Friday school.

Calendar: A calendar of school district activities is available on the School District website at: www.monte.k12.co.us.

Closing of School: Radio station KSLV 1240AM or 95.3 FM, will carry all school closing announcements due to inclement weather or other emergencies by 6:30 a.m., when possible. Parents will be sent a text or an electronically recorded message with this information as long as their phone numbers are current in the system.

Complaint or Concern: If a student or parent has a concern about a school situation, the following procedure should be followed in order to ensure timely, positive communication.

1. Contact the person(s) involved to ensure complete information about the incident.
2. If the concern is not resolved, contact the school office for an appointment with the principal.
3. If still unresolved, contact the superintendent.
4. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

Eligibility

Eligibility will be reported on every Monday of each week by the teachers through Infinite Campus. Grades will be pulled by administration on Monday @ 8:00am of every week. Coaches will be given a copy of eligibility report by 4:00 p.m. on each Monday. Those student athletes who are ineligible will remain ineligible the current week (Monday thru Saturday).

- Two F's or more in one week, automatically ineligible for the week
- One F in any class must attend Homework Help for that class before going to practice (will remain eligible)
- One F in two consecutive weeks, ineligible for the week

Students who are not in sports and who are on the Ineligible list will be required to attend Homework Help and ZAP. Failure to attend will result in mandatory Friday School attendance.

Emergency Drills: The MVSD takes emergency preparedness seriously and detailed plans have been developed in coordination with state and local emergency services for a wide variety of emergencies. Please contact the school or our website at www.monte.k12.co.us for detailed procedures.

Food and Beverages at School: We take pride in the cleanliness of our building. Everyone must work together to keep our school attractive. Food or drink is only allowed in the classroom when authorized by the teacher. Students are expected to keep all cafeteria food in the cafeteria unless escorted by a teacher.

Homework: It is the student's responsibility to complete all homework assignments. A zero for the missing homework will be recorded in the grade book. If a student is absent one day, he/she is given one day to turn in

assignments, two days absent he/she is given two days to turn in assignments, etc. The teacher will notify the parents when failure to turn in work becomes a problem. A conference will be held with the teacher, parents, student and the principal if this continues.

Homework Help/ZAP- Homework help will be held in the library on Monday, Tuesdays and Wednesdays from 4:05-5:00pm. Students are encouraged to take advantage of this opportunity to stay afterschool to make up missing assignments or get extra help from teachers. Zero Aren't Permitted (ZAP) will take place during a student elective period. Students in need of extra support can or will be required to work during this time to make up missing assignments in the library until their grade returns to passing.

Parent/Teacher Conferences: Parent/Teacher conferences are scheduled twice a year, with the first conferences being held October 16th and 17th from 5:00 to 8:00pm. Please make every effort to attend. If you wish to meet with teachers at other times during the year, please call the office to set up a meeting. Core teachers usually have a common planning period and can meet with parents during that time.

Progress Reports: Progress Reports are mailed to parents during each nine-week period.

Report Cards: Report Cards will be handed out at the first parent/teacher conferences. After that they will be mailed home.

Parents Wanted

Parents are necessary in order for the team to be complete. You are the first and most important teacher your child will ever have. It is a tremendous responsibility, but as a team working together, we will be successful. Volunteer your time for any idea you have. We need your input. There are some programs in place that could use parent volunteers, and some programs that need to be started. If there are any suggestions as to how the school could be made better come and share those ideas.

Parents are encouraged to be members of the Middle School Improvement Team (SIT). Meetings are held 5 times throughout the year. We encourage you to attend as many meetings as possible. Call the office for dates and times.

We encourage you to come to school whenever you can. Support the students in the activities offered at the Middle School. Encourage them to participate. Activities enhance the educational process for students.

Student Conduct

The students are expected to:

- Respond appropriately to any reasonable request by any adult in the building.
- Use positive scholarly language.
- Maintain a safe and orderly environment at all times.

Major Tier 1: Includes but not limited to; use of tobacco, harassment [verbal, sexual or physical], insubordination, inappropriate physical contact, damage or destruction of school property, being in an unauthorized area, defiance of proper authority, truancy.

Offense	First Referral	Second Infraction	Third Infraction-
<p>Major level 1- all result in parent contact and entered into SWISS in order to be reported to the State.</p> <ul style="list-style-type: none"> ● <i>Repeated Level 1</i> ● <u>Inappropriate touching</u> ● Skipping Detention ● <u>Unsafe/rough play</u> ● <u>Physical Aggression</u> ● <u>Insubordination/ Disrespect to staff</u> ● Habitual Dress Code ● <u>Abuse of school equipment</u> ● Technology violation ● Forgery ● <u>Rumor monger</u> ● Skipping class ● Major cheating 	<p>Meeting with restorative justice coordinator (RJC) to develop a plan to repair the damage done by the action to other (peers, teachers, etc). Consequences will be taken from the list below and aligned to the severity of the action.</p> <ul style="list-style-type: none"> ● In school suspension ● After school detention ● Loss of privileges ● Multiple day lunch detention ● Parent Shadowing 	<p>Return to RJC, mandatory parent meeting. Plan will include one or more of the below consequences.</p> <ul style="list-style-type: none"> ● Parent Shadowing ● ISS 2-4 days ● Loss of privilege. ● LOP One quarter ● 4 days ASD ● Day(s) Friday school. 	<p>In addition to one or more of the consequences below, <u>those highlighted in column 1 will also result in a citation being issued pursuant to CO Statute 18-9-109; Interference with staff, faculty, or students of educational institutions</u></p> <ul style="list-style-type: none"> ● 4 days ASD. P/T conference ● Up to 4 days OSS ● Up to 4 days ISS ● Parent Shadowing ● Removal from school and alternative placement for up to 3 weeks. ● No Credit

Major Tier 2: Includes but not limited to theft; violation of city or state law; use, sale, or possession of alcohol or drug substances or paraphernalia; verbal or physical assault on a staff member.

<p>Major level 2 <u>All result in parent conference/ Behavior Contract-</u></p> <ul style="list-style-type: none"> ● <u>Profanity directed at teacher</u> ● <u>Pulling Fire Alarm</u> ● <u>Fighting/ physical aggression</u> ● <u>Bullying</u> ● <u>Stealing</u> ● <u>Sexual Harassment</u> ● <u>Intimidation</u> ● <u>Harassment</u> ● <u>Possession</u> ● <u>Alcohol/Drug Distribution</u> ● <u>Destruction of School property</u> ● <u>Weapons</u> ● <u>Major Assault</u> ● <u>Extortion</u> ● <u>Bomb threat</u> ● <u>Arson</u> 	<p>1st occurrence In addition to the consequences below, <u>all level 2 majors</u> may also result in a citation being issued pursuant to CO Statute 18-9-109; Interference with staff, faculty, or students of educational institutions</p> <p>4 days ISS</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>● Police Notified. 4 days OSS</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>Police- Expulsion</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p>	<p>2nd occurrence</p> <p>4 days OSS</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>4 days OSS/ Police notified</p> <p>“”</p> <p>“”</p> <p>Expulsion</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p>	<p>3rd occurrence Meeting with Superintendent and MVSD School Board to determine Habitually Disruptive Student Status and expulsion hearing. Up to 10 days OSS prior to expulsion.</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p>
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Student Conduct in School Vehicles

The privilege of riding in a school vehicle is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at designated school vehicle stops and on-board school vehicles. The operator of a school vehicle shall be responsible for safety of the students in the vehicle, both during the ride and while students are entering or leaving the vehicle. Students shall be required to conform to all rules concerning discipline, safety and behavior while riding in the school vehicle. It is the vehicle operator's duty to notify the supervisor of transportation and the principal of the school

involved if any student persists in violating the established rules of conduct. After due warning has been given to the student and to the student's parents/guardians, the principal may withhold from the student the privilege of riding in the school vehicle. Violation of district policies and regulations while in a school vehicle may also result in the student's suspension or expulsion from school, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.