

Mountainville Academy Middle School Student Handbook



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School Mission Statement:
*Building leaders one student at a time,
through personal and academic excellence.*

Mountainville Academy 2017-2018 Calendar

August/September				
M	T	W	T	F
	22 A	23 B	24 A	25 B
28 A	29 B	30 A	31 B	1 A
4	5 B	6 A	7 B	8 A
11 B	12 A	13 B	14 A	15 B
18 A	19 B	20 A	21 B	22 A
25 B	26 A	27 B	28 A	29 B

October				
M	T	W	T	F
2 A	3 B	4 A	5 B	6 A
9 B	10 A	11 B	12 A	13 B
16 A	17 B	18 A	19	20
23	24 B	25 A	26 B	27 A
30 B	31 A			

November				
M	T	W	T	F
		1 B	2 A	3 B
6 A	7 B	8 A	9 B	10 A
13 B	14 A	15 B	16 A	17 B
20 A	21 B	22	23	24
27 A	28 A	29 A	30 B	

December				
M	T	W	T	F
				1 A
4 B	5 A	6 B	7 A	8 B
11 A	12 B	13 A	14 B	15 A
18 B	19 A	20 B	21	22
25	26	27	28	29

January				
M	T	W	T	F
1	2	3 A	4 B	5 A
8 B	9 A	10 B	11 A	12 B
15	16 A	17 B	18 A	19 B
22 A	23 B	24 A	25 B	26 A
29 B	30 A	31 B		

February				
M	T	W	T	F
			1 A	2 B
5 A	6 B	7 A	8 B	9 A
12 B	13 A	14 B	15 A	16 B
19	20 A	21 B	22 A	23 B
26 A	27 B	28 A		

March				
M	T	W	T	F
			1 B	2 A
5	6 B	7 A	8 B	9 A
12 B	13 A	14 B	15 A	16 B
19 A	20 B	21 A	22 B	23 A
26 B	27 A	28 B	29 A	30 B

April				
M	T	W	T	F
2	3	4	5	6
9 A	10 B	11 A	12 B	13 A
16 B	17 A	18 B	19 A	20 B
23 A	24 B	25 A	26 B	27 A
30 B				

May				
M	T	W	T	F
	1 A	2 B	3 A	4 B
7 A	8 B	9 A	10 B	11 A
14 B	15 A	16 B	17 A	18 B
21 A	22 B	23 A	24 B	25 A
28	29 B	30 A	31 B	

1 st Term Aug 22 – Oct 27 Total Days = 45	2 nd Term Oct 30 – Jan 12 Total Days = 44	3 rd Term Jan 16 – Mar 23 Total Days = 47	4 th Term Mar 26 – May 31 Total Days = 44
Aug 22: First Day of School Grades 1-9 Aug 28-Sept 1: Elementary School Assessment Week – School dismissed at 12:30 for Elementary Students only Aug 28: First Day of School Kindergarten – ½ day all week Sep 04: Labor Day – No School Oct 18: Half Day – School dismissed at 12:30 Oct 19-20: Fall Break – No School Oct 13: Professional Development – No School for Students Nov 24: Half Day – School dismissed at 12:30 Nov 22: Teacher Comp Day – No School Nov 23-24: Thanksgiving Break – No School Dec 21-Jan 02: Christmas Break – No School	Jan 8-12: Elementary Assessment Week – School dismissed at 12:30 for Elementary Students only Jan 15: Martin Luther King Day – No School Feb 15: Washington Lincoln Day – No School Mar 5: Professional Development – No School Apr 2: Snow Make-Up Day – No School Apr 3: Teacher Comp Day – No School Apr 4-6: Spring Break – No School May 14-18: Elementary Assessment Week – School dismissed at 12:30 for Elementary Students only May 28 – Memorial Day - No School May 31: Last Day of School – School dismissed at 12:30.		

Middle School Bell Schedules

Regular A/B Day

Friday A/B Day

1	8:00 – 9:23	1	8:00 – 8:50
2	9:28 – 10:51	2	8:55 – 9:45
	Lunch 10:51-11:21	4	9:50-10:40
3	LLS 11:26- 12:04	5	10:45-11:35
4	12:09-1:32	3(LLS)	11:40-12:30
5	1:37-3:00		

Student Learning and Planning

The school's learning management system (Canvas) is a great way to simplify teaching and learning by connecting all the digital tools teachers use in one easy place. Students will access most school assignments and receive most teacher curriculum and homework instruction outside of school from Canvas. If Canvas is used effectively, students will be aware of class assignments and expectations. The student calendar on Canvas will be used to help students keep track of important academic events, dates, and times by creating new events and adding notes via Canvas student calendar. Students will update their Canvas calendar during Monday L.L.S. Student Canvas calendars are checked regularly by classroom teachers for completion.

Being a Responsible Student

Mountainville Academy wants students to be their best by making responsible choices. Please keep our school a win-win environment by:

- Proactively take charge of your learning.
- Attending school regularly and being on time to class.
- Using academic honesty and submitting school assignments on time.
- Respecting school and personal property.
- Treating everyone with kindness and respect.
- Taking charge of your own problems and getting help from staff when needed.

Academic Integrity

Cheating is dishonest and irresponsible. Plagiarism is a form of cheating. Any student found cheating will be corrected by the teacher and likely will lose credit for the in question assignment and/or complete an appropriate corrective consequence.

Backpacks

Backpacks remain in student lockers at school. Backpacks found in class will be returned to student lockers by the student or forwarded to a secure area for end-of-day check out.

Dockets or Other Organizational System

Students are required to have an organizational system such as a trapper keeper. Mountainville Academy will provide one docket for each student in a school year. Students are expected to use their organizational system or docket to organize current homework. If a student loses or damages their school-provided docket, a new docket may be purchased from Mountainville Academy.

Electronic Devices

Mountainville Academy recognizes the value of electronic devices as a learning tool. Electronic devices may be used before school, after school, during class breaks, and lunches. During class time, electronic devices should be put away, turned off and kept out of sight, unless they are being used under the direction of the teacher. Electronic devices that are inappropriately used will be forwarded to the front office for end-of-day parent check out. For more information, refer to policy 3204 Electronic Devices in the Mountainville Academy Policy and Procedures Manual on the school's website.

Middle School Homework Policy

Students are expected to turn in assignments on time. Teachers are expected to clearly communicate due dates. Teachers reserve the right to deduct points for assignments turned in late, whose due dates have been communicated online, that are not due to an excused absence. Students with an excused absence have two class days to turn in missing assignments without penalty unless other arrangements have been made with the teacher. For example, if a student is absent on an A Day, their missing assignments are due on the second A Day after they return to school. Teachers will update Aspire each Friday for assignments turned in on Wednesday or earlier. Assignments turned in on Thursdays or Fridays will be updated the following week.

Student Locker Responsibility

Locker combinations are issued to students at the beginning of each school year to access their lockers. Unattended lockers should be secured at all times. Students are responsible for keeping their assigned locker clean. Damaged lockers are the

responsibility of the student. Lockers are school property and may be inspected by school staff as needed. The school is not responsible for lost or stolen items. Students must assume responsibility for their own personal items. Students are discouraged from bringing valuable personal property to school.

Lunch

Middle School lunch is held from 10:51-11:21. Students in 8th and 9th grades are assigned to the Middle School Lunchroom/Middle School Gym. Students in 6th and 7th grades are assigned to the Main Lunchroom/Big Gym. Please follow these rules for safe and courteous lunchroom behavior. (1) leave no trace after you eat, (2) follow lunchroom staff instructions, (3) display responsible and respectful behavior.

School Dress Code

Mountainville Academy believes a dress standard is a necessary element in promoting a healthy learning environment, including equality, citizenship and school pride. All students attending Mountainville Academy will be required to adhere to a uniform-style dress code and abide by the standards of the Mountainville Academy Uniform Dress Code Policy.

Boy's Dress Monday:

- Navy blue pants or shorts (no cargo styles)
- Navy blue or Marymount Plaid tie
- Belt (black, brown, navy blue)
- White collared button down dress shirt
- Shirt must be tucked in

Girl's Dress Monday:

- Navy blue or plaid skirt or jumper
- White collared blouse or collared dress shirt
- Navy blue or Marymount Plaid cross tie (Middle School can also wear traditional tie)

All Student Tuesday-Thursday Dress:

- Khaki or navy pants (no cargo styles), shorts (no cargo styles) or skirts/jumper (girls)
- Solid navy blue, red, or white collared polo or white collared dress shirt
- Shirts can be untucked
- Belt is needed if your shirt does not cover the belt loops.

Friday Dress:

- Khaki or navy pants (no cargo styles), shorts (no cargo styles) or skirts (girls) with Mountainville Spirit Shirt (you can buy them at the front desk)
- Other approved Mountainville uniforms (see above) if student desires

Tips:

- Keep an extra belt or tie in your locker in case you forget one (Middle School)
- Wear an approved outwear item if you forget a belt. Belts are not needed unless the belt loops are visible.
- Cleanly remove belt loops if you do not want to wear a belt

Outerwear:

- Non-hooded Sweaters are acceptable as long as they are solid white, navy blue or cardinal red
- Coats/Jackets are not allowed in class but they can be worn in the halls as long as they are removed while in class.
- Warm and comfortable uniformed hoodies are available for purchase at the front desk.

Hair Color: No extreme hairstyles or unnatural hair color.

School Discipline

The purpose of school discipline is to maintain a safe and respectful environment. Discipline should be a positive learning experience that maintains trust for the student and school staff. Mountainville Academy will partner with parents to provide win-win discipline for their students. The school's discipline mission focuses on making positive student connections, teaching responsible skills, and adding consequences when needed. School discipline consequences and procedures will

focus on making student growth with positive change, and maintaining a safe school. For more details on Mountainville Academy discipline policies and procedures, please refer to the Mountainville Academy Policy and Procedures Manual under 3202 Discipline Code on the school's website.

Bullying and Harassment

Mountainville Academy defines bullying as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to actions such as verbal taunts, name calling, and put downs (including ethnically based or gender based verbal put downs), and extortion of money or possessions." Such conduct is disruptive to the educational process, and therefore is considered unacceptable behavior at Mountainville Academy and is prohibited. Students who engage in any act of bullying while at school, at any school function, in connection to or with any school sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion.

Mountainville Academy maintains a safe and respectful school climate and culture. Any form of harassment, whether by word, gesture, or action, will not be tolerated. Students will have the right to participate in school activities without being subjected to conduct that is discriminatory, humiliating, demeaning, offensive, or embarrassing. Harassment refers to sexual harassment, as well as ethnic, religious, and general harassment. Students and parents should report any harassment concerns to the school leader.

Vandalism

Property defacement, damage and destruction are criminal acts. Please be considerate and respectful to school property. Don't put yourself in a position where the school may need to contact parents and/or police. Responsibly report vandalism concerns to a school leader.

Attendance Policy

Students are expected to be in school every day. There is a direct correlation between school attendance and learning. Students who miss a class for any reason must make arrangements for completing missed school work within one week of their return to school. Exceptions can be made and will be based on individual circumstances. For any student absence, the parent/guardian must call or email the school office. Please access the school website to excuse your student conveniently online. Attendance will be taken at the beginning of each class period.

9th Grade Attendance Policy

Students in 9th grade are allowed 4 excused absences per term. A student in 9th grade will receive No Credit (NC) on their transcript until a session of attendance recovery school is made up for each day absent after 4 absences. For complete details, refer to the Mountainville Academy Policy and Procedures Manual under 3201 Attendance and Truancy Policy on the school's website.

Win-Win Procedures to Avoid No Credit (NC)

1. Prior-approved absences (vacations, family related absences, or other unusual circumstances) excused through the School Leader. Extended Absence Request Forms must be completed by parent and approved by School Leader to be accepted. Prior-approved absences are limited to 4 consecutive days per term.
2. Written verification from medical provider is acceptable and correspondence should include specific dates and times of absences related to the medical condition.
3. Attendance petitions can be made at the front desk.

Tardy Procedure (First Period Middle School)

Students are expected to be in class by 8:00 A.M. each school day. Students who are tardy to class disturb the educational process of on time students in class. Students late to first period will remain outside the classroom door until after the morning school announcements. Late students are unable complete the bellringer and will be marked tardy.

Tardy Procedure (Second - Fifth Period Middle School)

Teachers will record student tardies. Teachers will remind and correct tardy issues with the student. All tardies will be tracked by the front office or school leader. Students who are tardy 3 or more times per class, per term, will be referred to the school leader for a tardy consequence (school service or study hall during lunch).