

# 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 2018-19 AB Calendar**

| August/September |         |         |         |         |
|------------------|---------|---------|---------|---------|
| M                | T       | W       | TH      | F       |
| 20<br>A          | 21<br>B | 22<br>A | 23<br>B | 24<br>A |
| 27<br>B          | 28<br>A | 29<br>B | 30<br>A | 31<br>B |
| 3<br>A           | 4<br>B  | 5<br>A  | 6<br>B  | 7<br>A  |
| 10<br>A          | 11<br>B | 12<br>A | 13<br>B | 14<br>A |
| 17<br>A          | 18<br>B | 19<br>A | 20<br>B | 21<br>A |
| 24<br>A          | 25<br>B | 26<br>A | 27<br>B | 28<br>A |

| October |         |         |         |         |
|---------|---------|---------|---------|---------|
| M       | T       | W       | TH      | F       |
| 1<br>B  | 2<br>A  | 3<br>B  | 4<br>A  | 5<br>B  |
| 8<br>A  | 9<br>B  | 10<br>A | 11<br>B | 12<br>A |
| 15<br>B | 16<br>A | 17<br>B | 18<br>A | 19<br>B |
| 22<br>B | 23<br>A | 24<br>B | 25<br>A | 26<br>B |
| 29<br>A | 30<br>B | 31<br>A |         |         |

| November |         |         |         |         |
|----------|---------|---------|---------|---------|
| M        | T       | W       | TH      | F       |
|          |         |         | 1<br>B  | 2<br>A  |
| 5<br>B   | 6<br>A  | 7<br>B  | 8<br>A  | 9<br>B  |
| 12<br>A  | 13<br>B | 14<br>A | 15<br>B | 16<br>A |
| 19<br>B  | 20<br>A | 21<br>B | 22<br>A | 23<br>B |
| 26<br>B  | 27<br>A | 28<br>B | 29<br>A | 30<br>B |

| December |         |         |         |         |
|----------|---------|---------|---------|---------|
| M        | T       | W       | TH      | F       |
| 3<br>A   | 4<br>B  | 5<br>A  | 6<br>B  | 7<br>A  |
| 10<br>B  | 11<br>A | 12<br>B | 13<br>A | 14<br>B |
| 17<br>A  | 18<br>B | 19<br>A | 20<br>B | 21<br>A |
| 24<br>B  | 25<br>A | 26<br>B | 27<br>A | 28<br>B |
| 31<br>A  |         |         |         |         |

| January |         |         |         |         |
|---------|---------|---------|---------|---------|
| M       | T       | W       | TH      | F       |
|         | 1<br>B  | 2<br>A  | 3<br>B  | 4<br>A  |
| 7<br>A  | 8<br>B  | 9<br>A  | 10<br>B | 11<br>A |
| 14<br>B | 15<br>A | 16<br>B | 17<br>A | 18<br>B |
| 21<br>A | 22<br>B | 23<br>A | 24<br>B | 25<br>A |
| 28<br>B | 29<br>A | 30<br>B | 31<br>A |         |

| February |         |         |         |         |
|----------|---------|---------|---------|---------|
| M        | T       | W       | TH      | F       |
|          |         |         |         | 1<br>A  |
| 4<br>B   | 5<br>A  | 6<br>B  | 7<br>A  | 8<br>B  |
| 11<br>A  | 12<br>B | 13<br>A | 14<br>B | 15<br>A |
| 18<br>B  | 19<br>A | 20<br>B | 21<br>A | 22<br>B |
| 25<br>A  | 26<br>B | 27<br>A | 28<br>B |         |

| March   |         |         |         |         |
|---------|---------|---------|---------|---------|
| M       | T       | W       | TH      | F       |
|         |         |         |         | 1<br>A  |
| 4<br>B  | 5<br>A  | 6<br>B  | 7<br>A  | 8<br>B  |
| 11<br>B | 12<br>A | 13<br>B | 14<br>A | 15<br>B |
| 18<br>A | 19<br>B | 20<br>A | 21<br>B | 22<br>A |
| 25<br>B | 26<br>A | 27<br>B | 28<br>A | 29<br>B |

| April   |         |         |         |         |
|---------|---------|---------|---------|---------|
| M       | T       | W       | TH      | F       |
| 1<br>B  | 2<br>A  | 3<br>B  | 4<br>A  | 5<br>B  |
| 8<br>A  | 9<br>B  | 10<br>A | 11<br>B | 12<br>A |
| 15<br>B | 16<br>A | 17<br>B | 18<br>A | 19<br>B |
| 22<br>A | 23<br>B | 24<br>A | 25<br>B | 26<br>A |
| 29<br>B | 30<br>A |         |         |         |

| May     |         |         |         |         |
|---------|---------|---------|---------|---------|
| M       | T       | W       | TH      | F       |
|         |         | 1<br>B  | 2<br>A  | 3<br>B  |
| 6<br>A  | 7<br>B  | 8<br>A  | 9<br>B  | 10<br>A |
| 13<br>B | 14<br>A | 15<br>B | 16<br>A | 17<br>B |
| 20<br>A | 21<br>B | 22<br>A | 23<br>B | 24<br>A |
| 27<br>B | 28<br>A | 29<br>B | 30<br>A |         |

- Term 1 August 20 - October 17 (42 days)**
- Aug 20: 1<sup>st</sup> Day of School Grades 1-5 / Kindergarten Interviews
  - Aug 27: 1<sup>st</sup> Day of School for Kindergarten
  - Sep 3: Labor Day - No School
  - Sep 4<sup>th</sup>-7<sup>th</sup>: Elem Assessment Week - Elementary students dismissed at 12:30 all week
  - Oct 11-12: Student-Led Conferences
  - Oct 17: End of Term 1
  - Oct 17: Half Day - School dismissed at 12:30
  - Oct 18-19: Fall Break
  - Oct 22: Professional Development - No school for students
- Term 2 October 23 - December 19 (39 days)**
- Oct 31: Half Day - School dismissed at 12:30
  - Nov 20: Half Day - School Dismissed at 12:30
  - Nov 21-23: Thanksgiving Break
  - Dec 19: End of Term 2
  - Dec 19: Half Day - School dismissed at 12:30
  - Dec 20-Jan 2: Christmas Break

- Term 3 January 9 - March 8 (44 days)**
- Jan 2: First day back after Christmas Break
  - Jan 7-11: Elem Assessment Week - Elementary students dismissed at 12:30 all week
  - Jan 21: Martin Luther King Day - No School
  - Feb 7-8: Student-Led Conferences
  - Feb 18: Washington Lincoln Day - No School
  - Mar 4: Professional Development Day - No School for students
  - Mar 8: End of Term 3
- Term 4 March 11 - May 30 (53 days)**
- April 1: Snow Makeup Day
  - April 2: Teacher Comp Day
  - April 3-5: Spring Break
  - May 13-17: Elem Assessment Week - Elementary students dismissed at 12:30 all week
  - May 27: Memorial Day - No School
  - May 30: Last day of School - School dismissed at 10:00

## Middle School Bell Schedules

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

# **Middle School Student Policies and Procedures**

## **Student Learning and Planning**

The school's learning management system (Canvas) is a great way to simplify and enhance 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. When Canvas is used effectively, students will be aware of class assignments and expectations. The Canvas calendar will be used to help students keep track of important academic events, dates, and times. Current, missing, and upcoming teacher assignments can be viewed on the Canvas Calendar. Students may also create new events and add notes via their personal Canvas student calendar. Students will review their Canvas calendar during Monday L.L.S. Student weekly academic planning is checked regularly during Monday L.L.S for completion and accuracy.

## **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.

## **Classroom Expectations**

Students are expected to honor classroom rules. Classrooms are food and beverage free zones except for occasional classroom celebrations (water bottles are allowed). The computer labs are always a food/beverage free zone (including water bottles). The school is a chewing gum free zone. Students are responsible to leave their classrooms clean and orderly.

## **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 while students are 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.

### **Mountainville Academy Electronic Information Resources Acceptable Use**

Students may not have access to the school's computers and internet until they have reviewed and agreed to this policy. Student and parent acknowledge that they have read the Mountainville Academy Electronic Information Resources Acceptable Use Policy. "I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the electronic network. This includes, but is not limited to, claims that may arise from the unauthorized use of the network components. I give permission for my child to access all components of the school electronic network, which includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes." For full policy details refer to policy 3204 in the Mountainville Academy Policies and Procedures Manual.

### **Middle School Homework Policy**

Students are expected to turn in assignments on time. Teachers are expected to clearly communicate due dates on Canvas and syllabus. 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 missed assignments without penalty unless other arrangements have been made with the teacher. For example, if a student is absent on an A Day, their missed assignments are due on the second A Day they are back in 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.

### **End of Term Deadlines**

Students may submit late work for credit up to the last day of the school term for school terms 1-3. Students may submit late work for credit up to 2 days before the end of 4<sup>th</sup> term to allow teachers to complete their end of the school year responsibilities.

### **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. Teachers will check students for dress code compliance regularly. Students out of dress code will promptly be referred to the front office. Non-uniformed outerwear and accessories will be forwarded to the front desk for end of day check out.

#### All Student Monday-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 desire.

#### 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.

## **School Property**

Students are expected to care for and maintain school lent items. Lost or damaged school property is the responsibility of the student. Replacement fees: Math textbook \$80. Headphones \$15. Library books are based on market value.

## **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 (two class periods). 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. Each student/parent has agreed in the school enrollment packet to prevent student chronic absenteeism and to avoid unnecessary student absences and tardies (no more than 10% of any school term absent or 5 school days per term). Students who chose to leave class without school approval may be marked as "sluff".

## **Tardy Expectations**

Students are considered on time when they are in their seats and quiet as the tardy bell rings. Teachers will remind and correct tardy issues with the student. Refer to the school's tardy policy for discipline.

### **First Period Middle School Tardy Policy and Procedure**

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. Students late to first period will remain outside the classroom door until after the Pledge of Allegiance is completed. Late students will not be able to re-take the bellringer and will be marked tardy.

### **Second Through Fifth Period Tardy Policy and Procedure**

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 or after school).

## **9<sup>th</sup> 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) must be 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.

### **Conflict Resolution**

Parents and students are encouraged to resolve teacher concerns with the teacher first. If the concern remains unresolved after teacher contact, the student or parent is then encouraged to seek out a school leader for resolution.

### **Grading Scale**

|           |          |          |                |          |          |         |          |
|-----------|----------|----------|----------------|----------|----------|---------|----------|
| 93-100% A | 90-92 A- | 87-89 B+ | 83-86 B        | 80-82 B- | 77-79 C+ | 73-76 C | 70-72 C- |
| 67-69 D+  | 63-66 D  | 60-62 D- | 59 and lower F |          |          |         |          |

I have reviewed the Mountainville Academy Middle School Student Policies and Procedures and agree to honor and abide by it.

Student Name and Date:

\_\_\_\_\_

Parent Name and Date:

\_\_\_\_\_