

Monte Vista Middle School

Student/Parent Handbook 2017-2018

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.

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 students' 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

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					
	Q1	Q2	Q3	Q4	total		Q1	Q2	Q3	Q4	total		Q1	Q2	Q3	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

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 \$2.60 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.

Backpacks- Due to safety concerns, students will be able to bring their personal belongs to school in backpacks or other bags but will be required to leave those bags in their lockers. 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.

Homework Help- MVMS provides a one hour after school program (Mon-Wend) 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 kids off at marsh, Safeway and the High School.

Friday School- Friday school sessions will take place at the High School on each Friday from 8am to 12pm except those days on which teachers have work days/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 as well.

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 to 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.

Cell Phones- The Monte Vista School district understands that the use of cell phones is prevalent throughout our society. However, due to the increasingly disruptive nature of the devices, it is the districts policy that student use of cell phones and other personal electronic devices are not allowed during school hours (7:50-4:05). If these devices are discovered being used, they will be taken to the office and parents will be notified so that they can pick them up at their convenience. Please, provide a good example for you student by calling the office with messages rather than calling or texting them throughout the day.

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, boys' basketball, girls' basketball, wrestling, boys' and girls' track and baseball. Sixth graders may participate in wrestling and track during the second semester. 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 31st at the Middle School, beginning at 4:30pm.

School/Athletic insurance may be purchased at school.

Co-Curricular Activities. A variety of co-curricular and extra-curricular 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 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 an 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 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 a 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 @ 12:00pm 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 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 15th and 16th from 5 to 8pm. 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 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.

There are three basic areas that may warrant action by school personnel which we hope students will avoid.

Disciplinary Action: Disciplinary action shall be taken for violations of the Monte Vista Schools Code of Conduct. Three levels of action shall be addressed by the administration. They are:

Minor Tier 1: Includes but not limited to public displays of affection, use of profanity, classroom misconduct, unsafe behavior affecting self, etc.

Offense	First Infraction	Second Infraction	Third Infraction
-Minor -Tardiness -PDA -Horseplay -Failure to follow classroom rules -Unprepared for class -Out of assigned area -Physical contact- -Misuse of school equipment - Disrespect toward peers _Writing on self/others -Profanity -Classroom disruptions- -Minor cheating -Lying -Taking items from cafeteria -Dress code violation	Posted teacher consequences "" "" "" "" "" "" "" "" "" "" "" "" "" "" "" "" "" "" "" Zero on assignment. Call home ASD Eat Solo/ clean tables to office if needed	Posted teacher consequences and mandatory parent contact (phone or email with reply)"" "" "" "" "" "" "" "" "" "" "" "" "" "" "" "" "" "" ASD. Zero. Call home ASD Eat Solo/ clean tables to office if needed	<u>All result in parent contact</u> 3 tardies per quarter is one day Friday School Office discipline referral (1st Major) "" "" "" "" "" "" "" "" "" "" ASD. Zero. Call home ASD Eat Solo/ clean tables student home for the day
Other Issues <ul style="list-style-type: none"> • Bus/Transportation Violation 	See above if applicable. One week sitting by driver	One month sitting by driver	<u>Loss of bus privileges for the semester/ year</u>

• <u>Harassment</u>	“”	“”
• <u>Possession</u>	“”	“”
• <u>Alcohol/Drug Distribution</u>	“”	“”
• <u>Destruction of School property</u>	Police- Expulsion	Expulsion
• <u>Weapons</u>	“”	“”
• <u>Major Assault</u>	“”	“”
• <u>Extortion</u>	“”	“”
• <u>Bomb threat</u>	“”	“”
• <u>Arson</u>	“”	“”

Student Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Unacceptable Items The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
 2. Sunglasses and/or hats worn inside the building
 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
 4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
 5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - Are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching-learning process
- Exceptions Appropriate athletic clothing may be worn in physical education classes.

Clothing normally worn when participating in school-sponsored extra-curricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach. Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

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.

Monte Vista Middle School, similarly to Marsh and Bill Metz, is a title 1 school. The information below is mandated to be communicated to parents of students enrolled in Title 1 schools.

Monte Vista School District

School-Parent-Student Agreement

Monte Vista School District and parents agree that this agreement outlines how the improved academic achievement of each student is a responsibility shared by the entire school community, including school district personnel, staff members, community members, and parents (as defined for purposes of this policy to include guardians and all members of a student's family involved in the student's education). The agreement will describe the procedures and practices by which the school, parents, and students will build and develop a partnership that will help children achieve Colorado's high standards.

District Responsibilities

Schools will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- Engage in high-quality professional development in order to provide increasingly more effective instruction.
- Follow curriculum that is systematically revised to reflect alignment with Colorado State Content Standards, Read Act, and Colorado Assessment Frameworks in English Language Arts (ELA), Math, Science, and Social Studies.
- Engage in effective, systemic, explicit, standards-based instruction leading to increasingly higher student achievement.
- Follow school-wide and diagnostic assessment processes for math and ELA that includes screening, progress-monitoring, and benchmarking to identify students who may need additional interventions to reach benchmarks.
- Provide small group and/or one-on-one prescriptive support (in-class or out-of-class) for all students with identified needs.
- Provide social emotional learning for all students in grades PreK-8.
- Provide Summer Academy for identified students who are recommended by their teacher(s).

Hold parent-teacher conferences once each semester during which student achievement will be discussed.

- Conferences will be held at least twice during the school year. Parents unable to attend during established times, will be contacted individually to set an alternative time for a conference.
- Dates of these conferences will be published on the district activity calendar on the District Website.
- Meet yearly with parents to discuss a Read Plan for students who have a significant reading deficiency. Meetings to be held prior to the end of the school year.

Provide parents with frequent reports on their children's progress.

- Progress reports and/or Report Cards are sent home or discussed at Parent/Teacher conferences.
- Inform parents of all formal assessments.

- Communication is provided to parents regarding school activities.
- Personal telephone contact as needed.
- Spanish translation is provided for parents who speak only Spanish.
- Inform parents about accommodations planned and provided during PARCC/CMAS testing.

Provide parents reasonable access to staff.

- Conferences may occur at the request of parents and/or teachers by appointment at any time throughout the school year.
- Deliver telephone messages to teachers when not available for immediate contact.
- Hold a Fall Open House within the first month of the school year.
- Provide each parent with access to the Student/Parent Handbook at the beginning of each school year which includes all pertinent information.

Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities

- Maintain an open door policy for parents to visit and/or volunteer in classrooms.
- Encourage and recruit parents to participate in the School Improvement Team or the District Improvement Team with public announcements.

Provide parents opportunities to be engaged in their child's learning

- Invite and encourage families and their children to attend building level activities.
- Participate in school-based surveys.
- Participate in events that allow for student demonstrations of learning.

Parent Responsibilities

Parents will:

Support our children's learning in the following ways:

- Ensure consistent and timely attendance and 8-10 hours of sleep at night.
- Participate in decisions relating to my children's education.
- Stay informed, read and respond to school communication.
- Participate in my child's education including visiting, participating and volunteering.
- Serve on or volunteer to help the School Improvement Team
- Support building based activities such as awards assemblies, classroom activities, academic and extracurricular events.
- Provide positive academic support including reading with your child, homework assistance, limiting electronic time, and increasing family time.
- Attend Parent/Teacher conferences and remain in contact with my child's teacher.
- Pick up homework assignments when my child misses school.
- Stay informed of student achievement through Infinite Campus when possible.

Student Responsibilities

Students will:

Share the responsibility to improve our academic achievement and achieve the state's high standards.

- Follow the school-wide expectations: Everyone has a right and responsibility to learn; everyone has a right to his/her personal space and property; and everyone has a right to be safe at school.
- Show respect to all teachers and school staff.

- Turn in completed assignments.
- Practice math skills and read daily.
- Work on study skills and study habits.
- Demonstrate responsible attendance.
- Complete and turn in missed assignments when absent.
- Maintain positive attitude.
- Participate in clubs, organizations, and activities when possible.

Additional Required District Responsibilities

Schools will:

- Inform parents of the school's participation in Title I, Part A programs, explain the Title I, Part A requirements, and their right to be involved in Title I, Part A program.
- Provide information to parents in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and in a language that parents can understand.
- Provide information to parents in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as possible.
- Work to ensure that a copy of the State Educational Agency's (SEA) written complaint procedures for resolving any issue of violation(s) of a federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.