2019-2020 MVHS

STUDENT HANDBOOK

Phone 364-4547

Fax 364-3436

Web Page: rsu10schools.com

Facebook.com/pages/Mountain-Valley\_High-School

Email: (first Initial, Last Name)@rsu10.org

Mr. Matthew Gilbert, Principal

Mr. Thomas Danylik, Asst. Principal/Athletic Director

 ***MISSION STATEMENT***

***All MVHS students will graduated prepared for College, Career and Citizenship***

**MOUNTAIN VALLEY HS**

**PBIS Key to Success**

* **Be Safe**
* **Be Respectful**
* **Be Responsible**
* **Be Involved**

**SCHOOL CREST**

 **SCHOOL SONG** by Joan Hall

Falcons fly! We have the strength and spirit

To win out, over all foes

Here we stand, eager to meet each challenge

Mightiest, everyone knows

Setting goals, striving for recognition

To our school, loyal and true

Ever game to try, Mountain Valley High

For nothing can stop the silver and blue

**School Colors: Cobalt Blue and Silver**

**School Mascot: Falcon**

**2019–2020 BELL SCHEDULE**

**Monday, Tuesday, Thursday, Friday**

**Period**

**Homeroom**

**Period 1**

**Period 2**

**Period 3**

**Period 4 & Lunches**

**1st Lunch (Gr. 10-12, 1st & 2nd floor)**

**2nd Lunch(Gr. 9,ramp,gym,bandroom)**

**Period 5**

**Period 6**

**Check and Connect**

**Time**

**7:55 – 8:05**

**8:10 – 9:00**

**9:05 – 9:55**

**10:00 – 10:50**

**10:55 – 12:20**

**10:50 – 11:20**

**11:50 – 12:20**

**12:25 – 1:15**

**1:20 – 2:10**

**2:10 – 2:20**

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**Wednesday**

**Period Time**

**Late Arrival Wednesday 7:45 – 8:45**

**Period 1 8:50 – 9:30**

**Period 2 9:35 – 10:15**

**Period 3 10:20 – 11:00**

 **Period 4 & Lunches 11:05 – 12:15**

 **1st Lunch (Gr. 10-12, 1st & 2nd floor) 11:00 -11:30 2nd Lunch (Gr. 9,ramp,gym,bandroom) 11:45 – 12:15**

**Period 5 12:20 – 1:00**

**Advisory 1:05 – 1:35**

**Period 6 1:40 – 2:20**

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| --- |
| **FACULTY EXTENSIONS BY DEPARTMENT** |
|  |  |
|  |  |
| Matthew Gilbert – Principal 7128 | Debbie Buotte - Principal's Secretary 7100 |
| Thomas Danylik– Asst. Principal 7126 | Brenda Curtis – Secretary 7500 |
| Thomas Danylik - Athletic Director 7126 | Linda Woods - Guidance Secretary 7122 |
|  |  |
| **ENGLISH** | **UNIFIED ARTS** |
| Meg Doughty 7217 | Jeff Bailey 7219 |
| Will Lane 7109 | Kristen Allen 7113 |
| John Bell 7110 | Steve McGinty 7306 |
| Natalie Simmons 7107 | Victoria Monsalve 7111 |
|  | Todd Papianou 7236 |
| **MATH** | Michael Prescott 7228 |
| Lisa Russell 7210 | Lorraine Tanguay 7303 |
| Melissa Forbes 7215 | Marie Lane 7114 |
| Jeffrey Pelletier 7211 | Christopher Aruajo 7233 |
| Duane Dorion 7214  |  |
|  | **ED TECHS** |
| **SCIENCE** | Kathy Carey – Ed. Tech. I 7302 |
| Craig Dilman 7205 | Paige Berry -Ed. Tech III 7213  |
| Kristen Garbarini 7201 | Vanessa Billings – Ed. Tech III 7304 |
| Jennifer Bolduc 7203 | Sarah Bolduc – Ed. Tech. III 7304 |
| Adam Curato 7206  | Branson Corlett– Ed. Tech. III 7304 |
|  | Christine Ford- Ed Tech. III 7304 |
| **SOCIAL STUDIES** | Jon Matlz – Ed. Tech. III 7213 |
| Chris Carver 7221 | Courtney McPherson– Ed. Tech. III 7304 |
| Deb Carver 7220 | Sara Perry– Ed. Tech. III 7304 |
| Dan Hodge 7103 | Lora Surette – Ed. Tech. III 7213 |
| Patrick Mooney 7105 | Leanne Virgin – Ed. Tech. III 7213Kasey Zadakis– Ed. Tech. III 7213**SPECIAL SERVICES** |
|  |
| **SPECIAL EDUCATION** | Trina Fortin – Guidance Counselor 7123 |
| Andy Steck 7304 | Mary Gamble – Librarian 7190 |
| Brenda Gross 7208 | Justin Beaudet - Comp. Tech. 7209 |
| Jessica Casey 7218 | Kim Clement – Nurse 7116  |
| Jennifer Bonnet 7191 | Christopher Brennick–Alt. Ed. 7211 |
| Kim Peaslee 7202 | James Aylward – Dean of Students 7125 |
|  | Richard Greene – Social Worker 7124 |
|  | Laurence Thornton – JMG 7212 |
|   |   |

**ACADEMICS**

**RSU #10 Grading Procedures**

1. Grades should be based upon clearly specified learning expectations and performance standards (Does Not Meet the Standards, Partially Meets the Standards, Meets the Standards, Excels at the Standards).
2. Evidence used for grading should be valid
3. Grading is based on established criteria, not on arbitrary norms.
4. Practice work is not graded.
5. There will be a rubric provided for all graded assignments.

**Academic Achievement Scoring Guide**

Academic Achievement Scores are communicated on a four-point scale. A student’s Academic Achievement Scores will be used to determine such things as GPA, class-rank, and credits applied towards graduation. Teachers will develop rubrics to grade assessments that clearly differentiate between the levels of performance. The Academic Achievement Score that appears on a student’s report card is a straight average of all assessments to that point in the ranking period.

***Seven Point Scale Definition***

**The passing grade is 2.7**

|  |  |  |
| --- | --- | --- |
| **Academic Achievement Score** | **Definition of Performance** | **Traditional Comparison** |
| **4** | Excellent Work | A |
| **3.5** | Meets the standard with multiple characteristics of excellent work  | B+/A- |
| **3** | Meets the standard | B/C |
| **2.5** | Partially-Meets standard with multiple characteristics of meeting the standard  | D |
| **2** | Partially-Meets the standard | F |
| **1** | Does not meet the standard | F |
| **0** | Did not take or No Reasonable Attempt | 0 |

Grade Scales/Performance Levels (definitions, increments)

 **Excels at the Standard** (4) - MEA definition, “ The student’s work demonstrates and understanding of essential concepts in the content area, including the ability to make multiple connections among central ideas. The student’s responses demonstrate the ability to synthesize information, analyze and solve difficult problems, and explain concepts.”

 **Meets the Standard** (3) - MEA definition,” The student’s work demonstrates an understanding of essential concepts in a content area, including the ability to make connections among central ideas. The student’s responses demonstrate the ability to analyze and solve problems, and explain concepts.”

 **Partially Meets the Standard** (2) - MEA definition, “The student’s work demonstrates incomplete understanding of essential concepts in a content area and inconsistent connections among central ideas. The student’s responses demonstrate some ability to analyze and solve problems, and explain concepts.”

 **Does Not Meet the Standard** (1) - MEA definition, “The student’s work demonstrates limited understanding of essential concepts in a content area and infrequent or inaccurate connections among central ideas. The student’s responses demonstrate minimal ability to solve problems and explain concepts.”

 **Incomplete** (0) – Did not take or no reasonable attempt.

**DEMONSTRATION OF MASTERY PROTOCOL**

Learning happens differently for all students; some may take more time to understand the material. For this reason, all students are eligible for retakes on summative assessments if a student receives a grade below 2.5 on any summative assessment given the following conditions:

1. A remediation is initiated by the student within 5 days of the grades being posted on Powerschool.
2. Once the remediation is initiated, the teacher will establish an appropriate deadline.
3. The teacher and student will complete a remediation contract.
4. The student will only have to retake the portions representing the Learning Targets in which they are not proficient.
5. The retake will not be the same assessment previously taken. It could be different questions or a different format.
6. Retakes may be verbal.
7. Retakes may be completed independently, before or after school, depending on the task.
8. Students can earn up to a 3.0 through remediation.

*At the end of a term, if a student has not earned a 2.5 or higher on all Learning Targets he/she will receive the average grades he/she has earned but will receive no credit. The student will only receive credit when he/she has met all Learning Targets by earning a 2.5 or higher. If a student is in this situation, the teacher will post a comment attached to the student’s grade that will state, “The student has missed one or more learning targets and has not received credit for this class.” The teacher and advisor will also communicate that same information directly with the student and parent(s).*

**MAKE-UP WORK**

 Students who are absent from school must make up all work missed. Students should see their teachers the day they return to school for make–up. This will help them attend their regularly scheduled class prepared to take an active part and turn in assignments which are due. Extenuating circumstances may allow for a longer period of time to complete make-up work. An unexcused absence on a test day or due date will count as a zero “0” for the first attempt on the initial assessment.

 Suspended students must make up missed work during the period they are suspended and submit assignments upon their return if they are to receive full credit.

 There will be no make-up allowed for students with unexcused absences without administrative approval.

**INCOMPLETES**

 Incompletes are reserved for students with extenuating circumstances and needs to be approved by the Principal. Students receiving an incomplete on their report card will have two (2) weeks to complete any missing work. If a student chooses not to make up an incomplete within the two week time period, the teacher is to enter a zero “0”for the grade which will be calculated into the average.

**SPECIAL EDUCATION**

 Replacement procedures, modifications and other assessments/decisions made by the Individual Educational Plan and described in a student’s I.E.P. take precedence over RSU #10 Grading Procedures.

**GRADUATION REQUIREMENTS**

 In order to graduate from Mountain Valley High School and receive a diploma, students in the Class of 2019 must accumulate 22 credits, the Class of 2020 and beyond – 21 credits. The following courses and credits are graduation requirements:

* English 4 credits
* Math 4 credits
* Science 4 credits
* Social Studies 4 credits
* Fine Arts \*\* 1 credit
* Health .5 credit
* Phys Ed. 1 credit
* Electives 2.5 credits
* **Total Credits 21 Credits**

\*\*Fine Arts classes are listed in the program of studies.

 Students that take Algebra while enrolled at the middle school will have the credit placed on their transcript, but he/she will still need to earn 4 math credits while enrolled as a high school student.

 Students in grades 9-11 must be enrolled in five courses per semester. Students in grade 12 may be enrolled in four courses per semester pending remaining graduation requirements. A student may be excused from a course due to a medical condition only with a doctor’s note. Credit for post secondary courses will be awarded on the basis of one high school credit for each three-credit college course.

**WEIGHTED GRADES**

1. A.P. courses, and courses which earn college credit from an accredited college, will be weighted at 1.1.
2. Accelerated, advanced, or honors courses will be weighted at 1.05.
3. Weighted grades will be used for the purposes of calculating GPA only. GPA will then be used to determine class rank. Weighted grades will not appear on progress reports or report cards.
4. Each school will develop its own criteria and guidelines regarding academic accolades such as honor roll, honor students, and top ten.

**GRADUATION ACTIVITIES**

 Students will receive diplomas based on standards addressed and board policy**.** Honor Cords will be awarded to students with a G.P.A. of 3.25 or higher and the students must pass all classes the first semester of their senior year.

 No student shall be allowed to participate in any graduation activities, (i.e. final assembly, senior banquet, class night, graduation, marching and project graduation) unless he/she has fulfilled all graduation requirements prior to the week before graduation.

**HONOR ROLL**

This will be based on overall student performance at the end of each reporting period. Honor Roll is an overall average of 3.25 or higher with no failing grades. High Honors is an overall average of 3.6 or higher with no failing grades. All courses count towards a students honor roll status except those taken on a pass/fail basis.

**DUAL ENROLLMENT COLLEGE COURSES**

MVHS has developed articulation agreements with multiple post-secondary schools. These agreements allow students to earn college credits, which can be applied toward high school graduation standards. MVHS students enrolled in Dual Enrollment College Courses are required to adhere to the following criteria:

1. Any Junior or Senior with a GPA above 3.0
2. Register for all courses through our MVHS Guidance Department
3. Be responsible for all communication and course work requested by the college
4. Provide MVHS with grade reports at the time of eligibility checks
5. Provide final grade within three (3) weeks of course completion. If this grade is not provided, a grade of zero (0) will be entered
6. All Dual Enrollment College Courses count towards a student’s GPA, class rank and honors recognition

**CLASS STANDING**

The policy for determining class standing is established as follows:

1. All grades earned by the students in grades 9-12 will be reported in a numerical format and computed into class standing, with the exception of pass/fail courses.
2. Summer school courses, correspondence courses, university level courses, and adult education courses may be used in the computation of class standing as long as the principal has approved the course for inclusion prior to student enrollment in the course.
3. Any student who is withdrawn from a course after the first five weeks of class meetings will have the course included in his/her class standing using the cut-off grade.
4. A student’s class rank will be official at the end of the first semester of the senior year.
5. All students attending Mountain Valley High School are included in the computation of class standings.
6. All courses at Mountain Valley High School will be weighted based upon the length of their meeting time as follows: 1.00 for a full year one credit course, .50 for a semester one-half credit course.
7. Class standing is computed by multiplying each of the traditional numerical grades earned by the factor based upon the credit value. The number that is generated is then added with those derived from the other courses that have been attempted. The resulting total is then divided by the total number of classes attempted. Advanced Placement and college courses receive a weight of 1.10. Honors courses will have a weight of 1.05. The resulting numerical value is used to determine class standing, rounding to the nearest hundredth.
8. Advanced Placement (AP) courses follow the guidelines outlined on the College Board website (<https://student.collegeboard.org/>) so that students are well prepared for the national AP tests in May. Students in AP courses are required to take the AP Exam at the scheduled time in May. Failure to take the exam will result in the AP designation for that course being removed from the student’s transcript.

 **POWER SCHOOL**

 A student’s academic performance in all classes is regularly updated on Powerschool. All parents and students have access to Powerschool and can receive a progress report on demand. Powerschool also has the capacity to email a progress report to users on a regular basis (i.e. every Friday). If a teacher does not regularly update Powerschool, please contact them and the office. Powerschool is a great way to stay informed. Only Regularly Graded Assessments (RGA) count towards a student’s overall grade. Below are a list of other acronyms that you might find on Powerschool:

Regularly Graded Assessment – (RGA)

 Practice Work - (PW)

 In Progress – (IP)

 No Reasonable Attempt - (NA)

 Off Teacher Pace – (OTP)

# SENIOR PRIVILEGES

 We feel that allowing senior privileges promotes responsibility and maturity in making good decisions regarding school work and behavior. This will also encourage students to maintain grades necessary to meet graduation requirements.

To qualify for privileges, a senior must meet the following criteria:

1. Students must maintain a 3.0 overall average (we do not round up) during the previous

 grading period with **no** failing grades.

2. They must attend school regularly.

3. They must submit a copy of a privilege contract signed by their parent/guardian.

4. Students **must** be in attendance at all assemblies, rallies, Wednesday homerooms and any other school

 events between 7:55 a.m. and 2:20 p.m.

5. Students are responsible for keeping informed of the notices and announcements posted in the

 lobby/office bulletin board and on email.

6. Students must sign self in or out upon entering or leaving the building.

Students opting to participate in full privileges must not return to school grounds more than ten minutes before the commencement of their next scheduled class. Students may not leave any time after the first ten minutes of their last academic class has finished. **Loss of senior privileges will be at the discretion of the principal or assistant principal.**

***Privileges each grading period will not become effective until the eligibility list is published each grading period. Students will immediately become ineligible for privileges if they receive any of the following:***

1. ***Any type of suspension (in-school or out of school) will result in loss of senior privileges for the semester.***
2. ***Excessive tardiness will result in a loss of privileges for a time length determined by the Assistant Principal.***
3. ***If a student reaches five (5) absences in a semester, a letter will go home stating that the student has temporarily lost their privileges. When the letter comes back signed by the parent/guardian, then the student can receive privileges back.***
4. ***If a student reaches seven (7) absences in a semester, they will lose privileges for the remainder of the semester.***
5. ***If a student is found signing another student in/out.***

\*\*If a student is academically eligible at the start of 2nd semester, student will start 2nd semester with a clean slate.

**GUIDANCE DEPARTMENT**

 Guidance counselors are here for 5 reasons: scheduling, academic testing, scholarships, college admissions and career choices. Your counselors are trained, certified and here to help you with problems or questions. Students wishing to visit the guidance office must obtain a pass from the guidance secretary, and are encouraged to make appointments during free periods.

# ADD/DROP PERIOD - STUDENT SCHEDULES

Changes in courses may be allowed only within the **first 2 weeks of a semester**. If a student withdraws from a course after the first two weeks, he/she will have the course included on his/her transcript using the grade at the time of the drop.

 To make a schedule change, a student must get an add/drop form from guidance, obtain the signatures of both the teacher being dropped and the teacher being added. Last, the student must obtain a parental signature and turn the form into the guidance office. Until this process is completed, the student is to remain in the room of the original course.

**LIBRARY/MEDIA CENTER**

 Students coming to the library from study halls need to adhere to the following procedure:

1. They must have a pass from their teacher, and signed by the study hall advisor if they are coming from a Study Hall.
2. Upon entering the library, students must sign in and are expected to stay for the entire period.

**STUDY HALL PROCEDURES**

 Study halls are regular class periods. Study halls are quiet areas where students may do homework, work on subject matter or read. Students must observe the following rules:

1. Bring enough work to last all period or material to read.
2. Only one student is allowed out of the class at a time to go to the bathroom or office.
3. No playing of games.
4. Listening to music will be permitted with headphones at the teacher’s discretion.
5. Student’s are only allowed to leave a study hall if they have acquired a pass prior to the start of the period.

# HALL PASSES

 When a student wishes to leave a room to get extra help from another teacher, the student should, at some time prior to the visit, procure a pass from the teacher he/she wishes to visit. Students will not be allowed to leave a class to get a pass and the study hall teacher is only allowed to write out passes to lockers and the bathroom. Teachers are responsible for keeping a classroom log that documents the times a student leaves and returns to the classroom.

**COUNSELING**

 Every person in our school community needs someone with whom to share thoughts, ideas, feelings or conversations. At Mountain Valley we have both professional counselors and peer support groups. There is no pressure to access these services but they are available if needed. As a district, we contract out several of these services and if there is a referral to a counselor, we will use contracted services and outside agencies which have undergone background checks and which are recognized professionals within their field.

# DANCE REGULATIONS

 Only Mountain Valley High School students and their guests will be admitted.

1. The administration and advisor reserve the right to approve or disapprove of any guests.
2. Guests must be at least ninth graders and not older than 20 years old.
3. Guests must be signed in at the office prior to the dance in the case of high school graduates and those over the age of 18.
4. All regular dances will begin at 7:00 p.m. and end no later than 11:00 p.m.
5. No one will be admitted in a dance after 7:30 p.m. without a note from the principal or assistant principal.
6. Once a person leaves the building, he/she will not be readmitted.
7. All dances must have four chaperones plus the activity advisor and a uniformed security officer.
8. Middle school students are not permitted to attend any high school dances.
9. Students absent, dismissed or tardy on the day of a dance will not be allowed to attend the dance.
10. For Saturday dances, you must have a doctors’ note or meet with the principal if absent on the Friday before the dance.

## EMERGENCY DRILLS

 An emergency drill evacuation sign is posted in each room. Students should familiarize themselves with proper exits in each of their classrooms. The teacher in each classroom will give the students departure instructions when an alarm sounds. Students should evacuate the building in a rapid, quiet, and orderly fashion. The driveways in and around the building should remain clear of any obstructions so that emergency equipment and vehicles may move about freely and unhampered. In case of an emergency, there will be an identified area for parents and we will keep them informed as best as we can.

**HEALTH**

R.S.U. 10 has worked hard to develop specific policies around health. Your child will receive handouts when changes are made. We have several health policies available upon request.

**DISCIPLINE**

**CODE OF CONDUCT**

 Students are expected to conform to reasonable standards of socially acceptable behavior, respect the rights, person and property of others and preserve the degree of order necessary to the educational program in which they are engaged. Illegal or unlawful conduct at school could result in disciplinary action. Proper behavior is expected of all students at Mountain Valley High School. It is the responsibility of all students and staff to maintain an appropriate learning atmosphere in the school. **All students have the right to an education. They do not have the right to disrupt the education of someone else.**

 All of the rules in this section apply on or off school grounds when school activities are occurring or when the incident is apt to have a direct effect upon the school. Rules of conduct include, but are not limited to:

1. Upon arrival on school property, students may not leave the building or grounds without the permission of the school administrator or dismissal permission by parent/guardian.
2. Fighting or use of abusive language or obscene language will not be tolerated.
3. There will be no unauthorized use of a teacher’s or student’s belongings.
4. Opendisplays of affection are not permitted.
5. There are to be no back packs in the hallways or classrooms during school hours unless the student is going to or from physical education.
6. Personal electronic devices (i.e. iPods, Cell Phones, etc.) are not permitted during instructional times or during assessments unless an Individual Education Plan specifies its use. Misuse may result in the confiscation of said devices.

**BE SAFE, BE RESPECTFUL, BE RESPONSIBLE, BE INVOLVED**

**DISCIPLINARY ACTIONS**

 When students choose to practice misbehavior at school or at school-sponsored events, the administration and faculty at Mountain Valley High School reserve the right to enforce consequences. We will be working from a Progressive Discipline Model. Consequences include but are not limited to teacher detentions, office detentions, long and short-term suspensions and recommendations for expulsion. If a student has accumulated more than four office detentions, it will result in an in-school suspension. Any of these steps could include parent conferences and behavior contracts.

 Physical force and corporal punishment shall not be used as disciplinary methods. State law provides that a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to:

 a. control the disturbing behavior; or

 b. remove the person from the scene of the disturbance

**PASS ABUSE**

 Students that spend excessive time in the hallway or found in areas of the building without permission will be placed on pass abuse. Students on pass abuse are not allowed to leave a classroom during class period without a teacher. If this is violated, further consequences will be enforced.

**TEACHER DETENTION**

 Teacher detentions will not exceed one hour per day. The student must be given 24-hour notice. It is the student’s responsibility to notify the teacher if he/she is unable to attend a teacher detention due to an office detention or other extenuating circumstances. If the student does not, he/she may receive additional consequences.

## OFFICE DETENTION

 Office detention is held on Tuesday and Thursday from 2:30 p.m. to 3:15 p.m. Students are expected to abide by the following rules:

1. Office detention takes precedence over teacher detention.
2. Students must be on time and seated by 2:30 p.m., students who are late will not be admitted.
3. Talking, food, beverages, and electronic devices are not permitted.
4. Students need to bring enough work to last the entire time.
5. If a student is removed from detention, there will be additional consequences assigned the following school day.

## SUSPENSION

 Students who are in violation of school policy may be suspended from school for a period of time not to exceed ten days per infraction. The school board has the power to extend suspensions beyond ten days. No student under suspension is permitted to participate in any school activity and will not be allowed on school grounds. Arrangements will be made through the main office for make-up work. If a student is found to be on school grounds during suspension, additional days of suspension and/or other consequences will be assigned. Prior to a student’s re-entry to school from suspension the student may be asked to meet with the assistant principal and/or principal. At times the parents of the student may be requested to be present at this meeting.

 The local authorities may be informed of infractions in instances where the law has been violated. In instances of extremely violent behavior or violation of state or federal law, the student may be removed from the school by law enforcement officials contacted by local school officials.

## EXPULSION

 A student may be recommended for expulsion from school for a period in excess of ten days for serious infractions of school policies. The student may be afforded procedural due process during a hearing conducted by the Board of Directors.

**MVHS Dress Code**

In case you missed it, **MVHS has a Dress Code**. The goal of the Dress Code is to create a clean and safe learning environment that is conducive to the learning atmosphere (MVHS Key to Success #2: **Be Respectful.** In regards to the Dress Code, respect yourself enough to not be over exposed and respectful to those around you so that you are not a distraction.) The Dress Code is relatively vague and leaves room for interpretation, so here’s something to help clarify our *expectations*.

A. **No mid-riff or sleeveless apparel:** Bra-Straps are covered, straps at least an inch and cleavage is completely covered. Also shirts need to meet your pants.

B. **Shorts and skirts must be mid-thigh:** With your arms hanging straight down your shorts/skirt must at least meet your fingers. If you wear leggings you must also wear shorts/skirt.

C. **Excessively ripped or torn clothing:** Rips or tears in clothing are not to expose any body part from your shoulders to your mid-thigh.

D. **Clothing that has a questionable message:** Clothing that has a message promoting drugs, alcohol, tobacco, sex, or any other inappropriate message is not to be worn at school.

E. **Hats, hoods, bandanas or other headgear:** Take your hats off inside. The only thing allowed to be worn on a person’s head is a product designed to hold back long hair.

F. **Other attire based on safety or distractions:** This covers any expectations that might come with a specific program or an unforeseen fashion trend that might become an issue at MVHS. Violators will be dealt with on an individual basis on a progressive discipline scale.

Do your part to uphold the Dress Code: **Be Respectful and Responsible**

## CHEATING & PLAGIARISM

 Students are expected to do their own schoolwork, thereby gaining the maximum benefit of their educational experience. Cheating includes, but is not limited to:

1. Plagiarism, using someone else’s thoughts without giving them credit (even when you use your own words).
2. Allowing someone to copy your schoolwork.
3. Having improper access to answers.
4. Copying from another’s work.
5. Concealing information to aid one during an examination.

 In the event that a student is caught or suspected of cheating or if a student supplies information in aiding a student to cheat, the following will occur: score of zero (0) for the initial assessment, parental notification by the teacher, student conference with an administrator, two nights of detention and there will be a letter placed in the student's file. On the second offense the student may receive up to a three-day suspension and removal from the course.

**MOTOR VEHICLES AND PARKING**

1. All student vehicles brought on school groundsmust be registered in the office after proof of insurance and registration has been validated and displaying a Mountain Valley High School parking permit. The vehicle registration form and Student Parking Permit request must be signed by both the student and his/her parent/guardian.
2. Senior parking is in a designated area in the upper parking lot (1st entrance).
3. All underclassmen vehicles are to be parked in the student auditorium parking lot.
4. Unregistered vehicles without a permit while on the school grounds are not permitted and may be towed at the owner’s expense.
5. A vehicle not registered for highway use, including ATVs, snowmobiles and dirt bikes, may be permitted on school grounds only with permission of the administration, and should be parked in designated areas only.
6. The speed limit while on school property is 10 miles per hour.
7. All state and local traffic laws apply while on school property.
8. Disregard for any of the above rules may result in the loss of the privilege of parking on school grounds for a period of time to be determined by the Principal/Assistant Principal.
9. The school is not responsible for the car, maintenance, or supervision of student vehicles or personal belongings.
10. The upper level parking lot by the auditorium entrance is for handicap parking only.
11. There will be an assigned parking area for students with senior privileges.
12. Student vehicles on school grounds are subject to searches conducted by the Building Administrator.

**LOCKERS**

 Lockers are assigned on the opening day of school. The lockers are the property of the school and the school reserves the right to inspect the lockers at any time.Students are responsible for items in the lockers. The school will accept no responsibility for items missing from lockers. Locks will be provided to all MVHS students free of charge. No private locks may be placed on the lockers. Students are responsible for the cleanliness of their assigned lockers and will be billed for excessive damages.

**LOST AND FOUND**

 All articles that are found should be turned in to the office where the owner may identify and recover the lost article. After a period of time, items not claimed by their owners will be donated to a local charity.

**TELEPHONE CALLS/CELL PHONE USE**

 **School telephones are business phones and are not to be used by students.** Incoming calls for students will not be accepted unless a parent/guardian has an important message they wish to be delivered to the student. The classroom phones are for teacher use only. Students may use the office phone during breaks, lunches, after school or in cases of emergency.

 **Cell phones may not be used during direct instruction or assessments.** Cell phones may be used during lunch time in the cafeteria, the main office and in between classes. A violation of the protocol for acceptable use of a cell phone will result in the phone being confiscated and turned in to the main office.

## ELEVATOR USE

The elevators are to be used by those who are unable to use the stairways. A key to the elevator is available from the office. When the elevator is no longer necessary for the student’s usage, the key must be returned to the office. Failure to do so promptly will result in the student’s being billed for the key replacement.

## DEBT POLICY

 Students who owe money to the district may be required to forego special privileges until their debt has been paid. Debts include such things as lost or damaged books, lost or damaged uniforms, lost or damaged school equipment, stolen articles, vandalism and unpaid fees.

 Students may not participate in graduation exercises if they owe a debt to the district. Students should contact the high school principal to make arrangements to pick up their diplomas. In the event that debts are not paid, legal action may be taken.

**LUNCH**

 There are two lunch periods. Each student is expected to pick up his/her debris and dishes and put them in the proper receptacles. Students’ are to remain in the cafeteria during the entire lunch period. MVHS currently has universal free breakfast/lunch program. In order to continue to offer this benefit, we need all parents to complete and submit all lunch forms.

**ACCIDENT & ACCIDENT REPORT**

 Any accident in the school building, on the school grounds, on school transportation or at any school activity - home or away - must be reported immediately to the person in charge.

# ATTENDANCE POLICY

 Mountain Valley High School believes that daily attendance and participation in class are important aspects of meeting school requirements. It therefore requires all students enrolled at Mountain Valley High School to attend school during the time school is in session. The only legitimate absences from school are as follows:

1. Personal illness
2. Professional health appointments that cannot be made outside of the regular school day
3. Observance of recognized religious holidays, when the observance is required during the school day
4. Emergency family situations (severe illness or death in the family)
5. Personal or educational leaves which have been approved in advance.

Requests for student dismissals:

1. A request should be made to the principal in writing at least two weeks in advance, if at all possible.
2. Upon approval it becomes the student’s responsibility to meet class and make-up requirements as established by the principal and teachers
3. Parents/guardian shouldrequest leaves for students only when absolutely necessary
4. Students who are absent 5 times in any semester will need to complete an attendance contract and meet with Attendance Committee in order to be awarded credit.

 In the event of school cancellation, listen to radio station WOXO 100.7 FM or watch television stations 6, 8 or 13. You do have the option to be notified by the Power Announcement system.

Attendance Procedure 2019-2020

**Goal:** MVHS will improve college and career readiness by decreasing the percentage of chronically absent students to 25% through adhering to a series of procedures which will include: Advisory Phone Calls, Student Assistance Team (SAT), Home Visits, and Attendance hearings. To be measured by student attendance rates through May 1, 2020.

 **Advisory Phone Calls:** A call home if a student has missed 5 days in a semester. The Advisor will notify the parent of the number of days absent, identify the reason for the absences, identify if there is a need for supports, and advise the parent if the student misses more than 9 days in a semester. If so, the student and parent will need to participate in an Attendance Hearing in order to receive credit. The Advisor completes a form documenting the phone conversation and submits it to an SAT member within two days of completing the form. If possible, the Advisor should speak to the student before they reach 5 absences to check in and make them aware a phone call is going to be made home once they reach 5 absences.

 **Student Assistance Team:** Reviews the form submitted by the Advisor and determines the next steps based on the information provided. The SAT will meet on a weekly basis and will have the discretion to address the situation as the team sees fit using interventions provided at MVHS or possibly looking for assistance outside of the school. If necessary, there will be communication to the Advisor to inform them about information discussed at the SAT meeting and if there is any further assistance required by the Advisor. Below is a list of possible interventions:

 **Interventions:**

 Social Work

 Home Visits

 Check and Connect – Tier 2 PBIS

 Letters Home

 RENEW – Tier 3 PBIS

 Special Education Ref.

 504

 Outside Services

 Guidance Ref.

 **Home Visits:** The SAT will use this as a possible intervention. All home visits will include at least two staff members and will be documented by the SAT. This documentation will include the following: Date, Time, Staff Members, Summary of Conversation and Recommendations. A Rumford Police Officer can serve as a substitute for a staff member. If parent/guardian(s) or student is not home, the staff members will leave a note stating the reason for the visit and next steps required by the parent/guardian(s).

 **Attendance Hearing:** After a student has missed 9 school days, the student and parent (guardian or caring adult) will be required to attend a hearing. The hearing will be scheduled by a member of the SAT. The attendance committee will be made up of the Principal and/or Assistant Principal, member of Guidance Department, SAT member, social worker and teacher(s). The purpose of the attendance hearing is to:

 \*Review reasons for absences

 \*Review documentation for absences

 \*Review previous interventions

 \*Develop new interventions or strategies to prevent future absences

 \*Design a contract

 \*Distribute outcomes to all pertinent adults (Staff, Parents, Case Managers, etc…)

 If the case is a documented medical issue (broken leg, Mono, etc…), and the absences will not continue, the SAT has the option to waive the mandatory attendance hearing.

 \*If the student does not meet the requirements developed in the contract, they will be required to have another Attendance Hearing to discuss their plan. If the student does not attend the second hearing, the school has the ability to withhold the student’s credit until requirements are met.

\*The office will also attempt to identify any students that have missed 9 or more days from a

specific class. We will implement the same procedure as is used for chronic absent students. To accomplish this, it is imperative that all teachers follow the prescribed attendance procedures.

## ABSENCE PROCEDURE

 For a planned absence, the student is expected to bring a note in advance to the office for approval. For an unplanned absence, one of the following procedures will be followed:

1. The parent/guardian is expected to call the school on the day the student is absent. Please call 364-4547, ext. 7500.
2. If the parent/guardian is unable to call, the student is expected to call the school promptly. In this instance, the student is expected to present a note confirming the reason for absence from the parent/guardian to the office upon his/her return to school.
3. If no note is presented or no phone contact has been made within 24 hours, the student will be considered truant**.** A phone call or visit may be made to the home of any absent student.
4. The school will typically initiate telephone contact with an absent student when a student is absent without prior knowledge of a school administrator.
5. If the student is truant, he/she will receive a zero for all school work missed during the absence and will make up his/her missed time. This includes cutting classes.
6. If a student has received an excused absence he/she will be required to follow the make up policy for missed work.

**PERFECT ATTENDANCE**

Any student who achieves perfect attendance for the entire school year with no absences (other than religious holidays or off campus educational experiences), no dismissals, and no tardiness will be awarded a “Perfect Attendance Pass” which will entitle that student to free admission to all school events during the next year. There can be no exceptions to perfect attendance; it means every minute, every day, and all year.

## TARDINESS PROCEDURE

 Students who are tardy at the start of the day must report to the office for an admittance slip. Unexcused or habitual tardiness (four or more tardies per semester) will result in disciplinary action.

## A student involved in extra-curricular activities will be allowed one tardy per season without restrictions to participation.

## DISMISSAL PROCEDURE

 For dismissals & absences, please call 364-4547 ext. 7500. For a planned dismissal, a note from the parent/guardian must be presented to the office and approved.

 For an unplanned dismissal:

1. The student must report to an administrator in the office.
2. The office will call the parent, will report the nature of the dismissal and get parental approval.
3. Parents should report to the office to dismiss their child.

**DRUG AND ALCOHOL USE BY STUDENTS**

 RSU #10 is dedicated to providing a safe, healthy, productive learning environment free from alcohol, tobacco and illegal substances. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the healthy development of all students entrusted into our care.

 In order to promote the safety, health and well being of students, the Board endorses a three-pronged approach to address the issue of drug and alcohol use: prevention/education, intervention and discipline. The Superintendent/designee is responsible for developing appropriate administrative procedures, curricula and cooperative programs to implement this policy.

Prohibited Conduct

 No student shall distribute, dispense, possess, use, or furnish cigarettes, e-cigs, chewing tobacco, snuff or any other tobacco products, alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, imitation drug or substance purported to be a drug, and any other controlled substance defined in federal and state/laws regulations.

 These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school. It is not a violation of this policy for a student to be in possession of a legally defined drug properly administered and specifically prescribed by his/her physician.

Prevention/Education

 RSU #10 will provide students with evidence based substance abuse prevention curriculum focused on educating students about tobacco, drugs and alcohol and preventing their use. Programs shall teach students that the use and/or misuse of tobacco, drugs and alcohol is wrong and harmful: how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol use and possession.

Intervention

 RSU #10 will use a team approach to intervene and assist students with tobacco, drug/alcohol problems. Students will be encouraged to address their tobacco, drug/alcohol usage and in continuing their educational program. Students will be provided with information and/or referrals, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

Discipline

 Based upon the facts of each case and in accordance with established disciplinary procedures, building administrator may suspend and/or recommend expulsion of students who violate this policy. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

**MISCELLANEOUS**

 If a policy is not covered in this handbook, please refer to the R.S.U. 10 policy handbook, it can be found on-line at RSU #10.org

**QUESTIONS/COMPLAINTS PROTOCOL**

 Questions and complaints shall be handled and resolved as close to their origin as possible. Issues should be addressed with the teacher/staff member involved in a timely manner first. Then if there is no resolution after meeting with the teacher/staff member, the issue may be pursued with the Building Administration. If the issue is still unresolved at that point, Central Office can be contacted.

**CO-CURRICULAR ACTIVITIES**

 It is a privilege for a student to participate in co-curricular activities. Participation is also voluntary and is not a requirement for graduation; therefore, extra time and effort are required of those who participate. Since the reputation of a school is often judged on the actions of a co-curricular program and its participants, high standards must be maintained. Those who have earned the right to represent MVHS in co-curricular activities are expected to accept greater responsibilities as school citizens.

 Participation in clubs and activities is open to all students. All groups must have an adult supervisor who assumes responsibility for supervision, direction, fund raising and planning for the activity. All eligibility requirements for participation apply to co-curricular activities. Additional clubs may be considered when students indicate an interest. All teams/groups have additional eligibility requirements, which will be provided upon request. The list of co-curricular activities is included below:

**EXTRA-CURRICULAR & ADVISOR**

Civil Rights Team – Mrs. Marie Lane & Mr. Jeff Bailey

Class Officers – Mr. Chris Carver, Mrs. Kristen Garbarini

Mrs. Leanne Virgin, Mrs. Kati Mazza

Environthon Club – Mrs. Jennifer Bolduc

Fall Play – Mrs. Natalie Simmons

Intramurals – Mr. Todd Papianou

Pep Band – Mr. Mike Prescott

National Honor Society – Ms. Meg Doughty & Mr. Chris Carver

N.H.S. Tutoring

Select Vocal Group – Mr. Mike Prescott

Spring Musical – Mrs. Natalie Simmons

Student Council – Ms. Lisa Russell

Yearbook – Ms. Melissa Forbes

Quiz Bowl – Mr. Jeffrey Pelletier

Audio Engineering – Mr. Mike Prescott

Math Team – Mr. Jeffrey Pelletier

Mentoring – Mr. Matt Gilbert

Captain’s Club – Mr. Thomas Danylik/Mr. Matt Gilbert

Falcon’s Nest Newspaper – Mrs. Marie Lane

**RSU 10 POLICIES AND PROCEDURES**

Most of the following policies and procedures are online at rsu10schools.com. If they are not on line, a hard copy is available at all district offices, including MVHS.

AC – Nondiscrimination/Equal Opportunity and Affirmative Action

ACAA – Harassment and Sexual Harassment of Students

ACAA-R – Student Discrimination and Harassment Complaint Procedure

ACAD – Hazing

ADC – Tobacco Use and Possession

ADC-R – Tobacco Use and Possession Administrative Procedure

EBCC – Bomb Threats

ECB – Pest Management in School Facilities and on School Grounds

EEABB – Student Conduct on School Buses

GBEB – Staff Conduct with Students

IHBAC – Child Find

IGDA – Substance Abuse Policy for Co/Extra Curricular Participants

IGDA-E1 – Annual Student Participation – Parental Approval Form

IJJ – Instructional in Library Media Materials Selection

IJNDB-R – Student Computer and Internet Use

IJNDB-E – Student Computer and Internet Use Acknowledgement Form

IJNDC-E – Agreement to Publish Student Information on the School Website

IKB – Homework

IKE – Grade Retention

IFK – Graduation Requirements

ILD – Education Research: Student Submission to Surveys/Analyses or Evaluations

JA – Elementary Student Placement (grades K-6 only)

JAEE – Student Attendance, Student Absences and Student Tardiness

JEA – Compulsory Attendance

JIC – System-wide Student Code of Conduct

JICA – Student Dress

JICH – Drug and Alcohol Use by Students

JICH-R – Drug and Alcohol Use by Students Procedure

JICIA – Weapons, Violence and School Safety

JICK – Bullying and Cyberbullying in Schools

JIH – Questioning and Searches of Students

JJI – Eligibility for Participation in Co & Extra-Curricular Activities

JJIF – Management of concussions and Other Head Injuries

JJIF-E – RSU #10 Concussion Information Sheet

JKAA – Use of Physical Restraint and Seclusion

JKAA-R – Procedures on Physical Restraint and Seclusion

JLCA – Physical Examinations of Students

JLCC – Communicable/Infectious Disease Policy

JLCD – Administering Medication to Students

JLCD-R – Administering Medication to Students Procedure

 JRA-E – Annual Notice of Student Educational Records and Information Rights