

Monte Vista Middle School
Student/Parent Handbook
2023-2024

Welcome!!!

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

The purpose of our school rules and regulations is to ensure 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: To inspire the pursuit of excellence, one student at a time.

School Starts at 7:50 AM until 4:05 PM

Breakfast will be provided at the beginning of 1st hour.

4 DAY SCHOOL WEEK MVSD runs in a 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.

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

School Contact Information:

Middle School Phone Number: **719.852.5984**

District Phone Number: 719.852.5996

Bus transportation: 719.852.2881

Lockers- *Will be available for all students. The school will provide each student a locker and a lock.*

All students will be assigned a locker which they may access throughout the day. **Lockers and combination locks** will be assigned to you with your combination number. Do not share your locker or combination numbers as this had led in the past to lost and stolen items.

Cell Phones- *Please set a good example for your child by calling the office with messages rather than calling or texting them directly throughout the day.* The Monte Vista School District understands that the use of cellphones is prevalent throughout our society. However, due to the increasingly disruptive nature of the devices, it is the [district's policy](#) that student cell phones will **not be used** in school with the following exceptions: **Before 7:50 a.m., after 4:05 p.m** with permission from the office. **Smart Watches** fall under these same restrictions and considerations if abuse of use has been determined.

Use in a bathroom is strictly prohibited for the sake of privacy.

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

Consequences:

1st Offense- Student retrieves from office.

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

3rd Offense- Students will forfeit technology at the beginning of each day in the office.

Additional offenses will result in a parent meeting.

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

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

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

Students will need 4 points at a minimum in order to successfully complete a core class (Math, Language Arts, Science and Social Studies). If a student earns less than this (**or two failing grades in any one core class throughout the year regardless of their credits earned**) they will be required to attend summer school and could be required to repeat the class or the grade level during the next year. If a student earns a failing grade in any subject for a quarter, there will be required meeting scheduled between the student, their parent/guardian and the teacher (with an administrator often in attendance) to insure that a plan is developed to insure that this poor performance is not repeated and that the student gets back on track for promotion to the next grade.

Following are a few examples of hypothetical students

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

Student Dress Code

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

Unacceptable Items

1. Hats or unnecessary body or headgear (i.e., bandanas, hairnets & sweatbands) worn inside the building, or sunglasses worn over the eyes. Sweatshirts with hoods will be allowed **only if the hoods are not worn!** For safety reasons, the district has found that it is difficult to positively identify individuals either in person or on security cameras when hoodies are worn.
2. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length. A good general rule is to hold arms straight down. Clothing should cover all skin down to the tips of students' fingers. This includes torn jeans, meaning that the tear must not show skin above the length explained above.
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts. All underwear, including briefs and bras, must be concealed (ie, boys cannot wear pants low enough to show their underwear).
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width.
5. Students dressing up on game days can be ok'd by their coaches on what is appropriate. These include sports jerseys but also current fashions in female attire. However, they still must follow the rules presented above, especially in regards to the length of skirts/shorts and the showing of underwear. Staff of MVMS can overrule coaches if student choices break any of this policy.
6. Blankets must be left in a locker during the school day.

Fitness/ Lunch: Students will have 20 minutes of lunch and 20 minutes of recess everyday. There is not enough time to check out students, go to lunch and return in time to make it to class. **Lunch may not be brought in for students at the beginning of the lunch period.**

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.

Sports. Monte Vista Middle School offers a variety of sports for its students. We believe that participation in sports increases the chances of academic success. MVMS offers the following sports: football, volleyball, cross country, boys' basketball, girls' basketball, wrestling, boys' and girls' track and baseball. Sixth graders may participate in all the offered sports. 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. All students must have an active physical on file at the school to participate.

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

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 **(719) 852-5984**. Tardiness is not acceptable. A student is considered tardy if he/she is not in his/her classroom when the second bell rings. A student is considered absent if they attend if they enter class 10 minutes after the Tardy bell has sounded.

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. Therefore it is crucial that parents make every effort to schedule appointments during non school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability. It will be necessary to have medical verification for these situations.
3. A student who is attending any school-sponsored activity or activities of educational nature with advance approval by the administration.
4. A student who is suspended or expelled.
5. COVID Quarantine.

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

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

- 1) If a student has at least 3 unexcused absences in any quarter, or
- 2) 6 total absences (excused or unexcused) through the first semester of the school year, or

- 3) 8 total absences for the school year, or
- 3) 10 total absences for the school year
- 5) 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 family 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 they return 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. Tardiness takes place in the first 10 minutes of class.

3,4,5- Will result in lunch detention and the building of a plan to assist in punctuality.

6,7,8- Will result in an After School Detention for 1 hour to build and practice a plan for punctuality to classes

9 or more- Will result in 8-12 Friday school and a parent meeting.

Calendar: A calendar of school district activities is available on the School District website at: [2022-2023 Calendar](#).

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

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

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

Eligibility

Eligibility will be reported on every Monday of each week by the teachers through Infinite Campus. Grades will be pulled by administration on Monday @ 8:00 am of every week. Coaches will be given a copy of the

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 WIN Study Hall. 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 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.

Make up work: It is the student's responsibility to complete all homework assignments. A zero for the missing homework will be recorded in the grade book. If a student is absent one day, he/she is given one day to turn in assignments, two days absent he/she is given two days to turn in assignments, etc. The teacher will notify the parents when failure to turn in work becomes a problem.

Parent/Teacher Conferences: Parent/Teacher conferences are scheduled twice a year, 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.

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

Opting out of State Testing: Families interested in opting their child out of State testing must make an appointment to meet in person with school administration. This appointment must take place prior to the start of testing.

Parents Wanted

Parents are necessary in order for the team to be complete. You are the first and most important teacher your child will ever have. It is a tremendous responsibility, but as a team working together, we will be successful. Volunteer your time for any idea you have. We need your input. There are some programs in place that could

use parent volunteers, and some programs that need to be started. If there are any suggestions as to how the school could be made better come and share those ideas.

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

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

Student Conduct

The students are expected to:

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

These 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:

Teacher Handles in classroom

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	Posted teacher consequences ""	Posted teacher consequences and mandatory parent contact (phone or email with reply)""	<u>All result in parent contact</u>
-Tardiness	""	""	· 3 tardies per quarter is one day Friday School
-PDA	""	""	· Office discipline referral (1st Major)
-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-	Zero on assignment. Call home	ASD. Zero. Call home ASD	ASD. Zero. Call home ASD
-Minor cheating	ASD	Eat Solo/ clean tables to office if needed	ASD
-Lying	Eat Solo/ clean tables to office if needed		Eat Solo/ clean tables student home for the day
-Taking items from cafeteria			
-Dress code violation			
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>

Behavior Interventionist Handles 1st. Notifies Principal

Major Tier 2: Includes but not limited to; use of tobacco, harassment [verbal, sexual or physical], insubordination, inappropriate physical contact, damage or destruction of school property, being in an unauthorized area, defiance of proper authority, truancy.

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

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 the 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.

Updated- 8/25/2022