

2016-2017 MVHS  
STUDENT HANDBOOK  
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Mr. Matthew Gilbert, Principal  
Mr. Alan Cayer, Asst. Principal/Athletic Director

***MISSION STATEMENT***

*MVHS is committed to providing students with a challenging and well-rounded high school experience that places an emphasis on attaining high academic, civic and social standards in order to prepare our students 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**

## FACULTY EXTENSIONS BY DEPARTMENT

Matthew Gilbert – Principal	7128	Debbie Buotte - Principal's Secretary	7100
Alan Cayer – Asst. Principal	7126	Peggy LaPointe – Secretary	7500
Alan Cayer - Athletic Director	7126	Deborah Briggs - Guidance Secretary	7122

### ENGLISH

Meg Anderson	7217
Jim Aylward	7109
John Bell	7110
Natalie Simmons	7107

### MATH

Lisa Russell	7210
Melissa Forbes	7215
Trudi Cormier	7207
Jeffrey Pelletier	7214

### SCIENCE

Craig Dilman	7205
Ken Baker	7203
Donna Peare	7201
Jennifer Bolduc	7202

### SOCIAL STUDIES

Chris Carver	7221
Deb Carver	7220
Dan Hodge	7103
Gardner Hinckley	7105

### SPECIAL EDUCATION

Andy Steck	7208
Thomas Danylik	7206
Brenda Gross	7211
Raquel Welch	7191
Christopher Brennick	7218

### FINE ARTS

Jeff Bailey	7219
Kristen Provencher	7113
Steve McGinty	7306
Victoria Monsalve	7111
Todd Papianou	7236
Michael Prescott	7228
Lorraine Tanguay	7303
Kristin Tyler	7233
Marie Russell	7114

### ED TECHS

Sarah Bolduc -Ed. Tech III	7191
Patrick Mooney – Ed. Tech. III	7213
Leanne Virgin – Ed. Tech. III	7213
Adam Curato– Ed. Tech. III	7213
Mikki Payton- Ed Tech. III	7213

### SPECIAL SERVICES

Trina Fortin – Guidance Counselor	7123
Mary Gamble – Librarian	7190
Michael Burse - Comp. Tech.	7209
Kim Clement – Nurse	7116
Marsha Burns –Freshman Academy	7304
George Affleck – Distance Learning	7188
Richard Greene – Social Worker	7124

## 2016-2017 BELL SCHEDULE

### MONDAY

Homeroom 7:55 - 8:05  
Period 1 8:10 - 9:30  
Period 2 9:35 - 10:35  
Period 3 10:40 - 11:40  
Lunch 11:40 - 12:10  
Period 4 12:15 - 1:15  
Period 5 1:20 - 2:20

### TUESDAY

Homeroom 7:55 - 8:05  
Period 1 8:10 - 9:10  
Period 2 9:15 - 10:35  
Period 3 10:40 - 11:40  
Lunch 11:40 - 12:10  
Period 4 12:15 - 1:15  
Period 5 1:20 - 2:20

### WEDNESDAY

Period 1 8:45 - 9:31  
Period 2 9:35 - 10:21  
Period 3 10:25 - 11:31  
Period 4 11:35 - 12:21  
Lunch 12:21 - 12:50  
Homeroom 12:54 - 1:35  
Period 5 1:38 - 2:20

### THURSDAY

Homeroom 7:55 - 8:05  
Period 1 8:10 - 9:10  
Period 2 9:15 - 10:15  
Period 3 10:20 - 11:20  
Lunch 11:20 - 11:50  
Period 4 11:55 - 1:15  
Period 5 1:20 - 2:20

### FRIDAY

Homeroom 7:55 - 8:05  
Period 1 8:10 - 9:10  
Period 2 9:15 - 10:15  
Period 3 10:20 - 11:20  
Lunch 11:20 - 11:50  
Period 4 11:55 - 12:55  
Period 5 1:00 - 2:20

Revised: 8/17/16

## ACADEMICS

### PROFICIENCY BASED LEARNING

All MVHS students have to demonstrate a minimum of **Emerging Proficiency (2.5)** on every learning target and earn an overall grade of (2.7) to earn a credit for a course. Each trimester will end with two days of Learning Target Completion. This will provide students with the opportunity to meet our criteria for proficiency.

At the end of a term if a student has not earned a 2.5 or higher on all Learning Targets s/he will receive the average grade s/he has earned but will receive no credit. The student will only receive credit when s/he has met all Learning Targets by earning a 2.5 or higher.

### RSU #10 Grading Procedures

Guiding Principles of Effective Grading and Reporting

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. (see RSU #10 Protocol)
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 seven-point scale. This scale has four primary levels. 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
<b>4</b>	Excellent Work	A
<b>3.5</b>	Meets the standard with multiple characteristics of excellent work	B+/A-
<b>3</b>	Meets the standard	B/C
<b>2.5</b>	Partially-Meets standard with multiple characteristics of meeting the standard	D
<b>2</b>	Partially-Meets the standard	F
<b>1</b>	Does not meet the standard	F
<b>0</b>	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:

- A remediation is initiated by the student within 5 days of the grades being posted on Powerschool.
  - Once the remediation is initiated the teacher will establish an appropriate deadline.
  - The teacher will then notify the student of the work required to demonstrate a student’s readiness/preparation before the retake will be given.
  - The student will only have to re-take the portions representing the Learning Targets in which they are not proficient.
  - The retake will not be the same assessment previously taken. It could be different questions or a different format.
  - Retakes may be verbal.
  - Retakes may be completed during the extended class period, independently, before school, or after school depending on the task.
8. Students can earn up to a 3.0 through remediation.

#### **MAKE-UP WORK**

Students who are absent from school must make up all work missed. Students who are absent for one day should see their teachers the day they return to school for make-up and provide their teacher with an excused slip. Then they can show up to 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 the make-up work.

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.

#### **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 grade with the incomplete work calculated in.

#### **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 must accumulate twenty-four 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 5.5 credits
- Computer Literacy\*
- **Total Credits 24 Credits**

(\*Most students will have satisfied the Computer Literacy requirements in their 8<sup>th</sup> grade year.)

\*\*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 credits while enrolled as a high school student.

Students in grades 9-11 must be enrolled in five courses per trimester. Students in grade 12 may be enrolled in four courses per trimester, or 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.

## GRADUATION ACTIVITIES

Students will receive diplomas based on standards addressed and board policy. Honor Cords will be awarded for students with a G.P.A. of 3.0 or higher and must pass all classes the first two trimesters of their senior year.

No student shall be allowed to participate in any graduation activity, (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 student's honor roll status except those taken on a pass/fail basis.

## 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. Students with Advanced Placement courses have weighted grades and the final grade multiplied by 1.10. Honors courses will have the final grade multiplied by 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.

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 senior privileges, a senior must meet the following criteria:

1. Seniors must be passing all classes during the previous ranking period.
2. Students must submit a copy of a privilege contract signed by their parent/guardian.
3. Students must be in attendance at all assemblies, rallies and any other school events between 7:55 a.m. and 2:20 p.m.
4. Students are responsible for keeping abreast of the notices and announcements posted on the first floor bulletin board.

Students will become ineligible for privileges if they receive any form of discipline.

### **GUIDANCE DEPARTMENT**

Guidance counselors are here for 5 reasons: scheduling, academic testing, scholarships, college admissions and career choices. Your counselor is 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 trimester. 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 time student's leave and return 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 to the 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 a policy on record.

## **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. Open displays 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. Cell phones are not allowed to be used during class time.
7. Personal electronic devices (i.e. CD players, iPods, Mp3 players, Cell Phones, etc.) are not permitted during instructional times 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 a Thursday detention. 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

### **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 Thursday's from 2:30 p.m. to 6:30 p.m. and will be 2 or 4 hours long. 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, electronic devices such as CD players, radios, MP3, etc. are not permitted.
4. Students need to bring enough work to last the entire time.

### 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 guidance 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 and show your **Falcon PRIDE!**

Passion, Respect, Integrity, Dedication, Excellence

### 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 (e.g. homework) and use it for your own.
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: zero for the grade for work, 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.

#### **MOTOR VEHICLES AND PARKING**

1. All student vehicles brought on school grounds must 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. All underclassmen vehicles are to be parked in the student auditorium parking lot.
3. Unregistered vehicles without a permit while on the school grounds are not permitted and may be towed at the owner's expense.
4. 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.
5. The speed limit while on school property is 10 miles per hour.
6. All state and local traffic laws apply while on school property.
7. 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.
8. The school is not responsible for the car, maintenance, or supervision of student vehicles or personal belongings.
9. The upper level parking lot by the auditorium entrance is for handicap parking only.
10. Seniors with Senior Privileges will park in an assigned area of the staff parking lot.

#### **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 or after school.

**Cell phones may not be used in classrooms and must be turned off during class time.** Cell phones may be used during lunch time in the cafeteria or the main office and in between classes. All emergency communication must be made through the main office. 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 is one lunch period. 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 unless they are given permission by the staff member on duty to be elsewhere. MVHS is 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:

- a. A request should be made to the principal in writing at least two weeks in advance, if at all possible.
- b. Upon approval it becomes the student's responsibility to meet class and make-up requirements as established by the principal and teachers
- c. Parents/guardian should request leaves for students only when absolutely necessary
6. Students who are absent 5 times in any trimester 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.

#### **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:

- a. The parent/guardian is expected to call the school on the day the student is absent. Please call 364-4547, ext. 7500.
- b. 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.
- c. 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.
- d. The school will typically initiate telephone contact with an absent student when a student is absent without prior knowledge of a school administrator.

- e. 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.
- f. 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 trimester) will result in disciplinary action.

**If a student is tardy past 8:15 a.m. he/she will not be allowed to participate in after school activities. Extenuating circumstances may be addressed with the principal.**

#### **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:

- a. The student must report to an administrator in the office.
- b. The office will call the parent, will report the nature of the dismissal and get parental approval.
- c. 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, 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.

### **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 – Ms. Adelaide Soloman-Jordan & Mr. Christopher Brennick  
Class Officers – Mr. Chris Carver, Mrs. Katie Mazza, Mrs. Deb Carver, Mrs. Trudi Cormier,  
Ms. Raquel Welch & Mrs. Leanne Virgin  
Dr. Who Club – Mr. Jeff Bailey  
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  
Pack, Peddle & Paddle Club – Mr. Todd Papianou  
Peer Helpers – Ms. Kristen Provencher  
Select Vocal Group – Mr. Mike Prescott  
Spring Musical – Mrs. Natalie Simmons  
Robotics Club – Mr. Jeffrey Pelletier  
Student Council – Mrs. Lisa Russell  
Yearbook – Ms. Melissa Forbes  
Art Club – Mr. Steve McGinty  
Audio Engineering – Mr. Mike Prescott  
Math Team – Mrs. Trudi Cormier  
Mentoring – Mr. Matt Gilbert  
Captain's Club – Mr. Alan Cayer/Mr. Matt

## **RSU 10 POLICIES AND PROCEDURES**

Most of the following policies and procedures are online at [rsu10schools.com](http://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

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