

Mountain View Middle School

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MISSION

To ensure all of our students achieve high levels of learning required to succeed as a 21st century learner.

MOUNTAIN VIEW MIDDLE SCHOOL STUDENT HANDBOOK

This handbook is meant to be a guide and is not all-inclusive. It does not prevent the building principal from making decisions necessary for the education process at Mountain View Middle School. All parents and their students are asked to read this booklet. It is especially helpful if families read the document together students. Upon enrolling at MVMS, students and parents agree to follow all policies and guidelines as established by Uinta County School District #4. If you need more information about district policies not included in this handbook you may request these at Central Office. After reviewing the student handbook please sign the "Student Profile Form" in the appropriate place.

NONDISCRIMINATION - UCSD #4 is committed to a policy of nondiscrimination in relation to race, color, national origin, sex, age, handicap, and religion. This policy should prevail in all matters concerning staff, students, education programs and services and individuals with whom the school district does business.

The school staff should establish and maintain an atmosphere, in which students can develop attitudes and skills for effective, cooperative living, including:

- a) Respect for the individual regardless of economic status, intellectual ability, race, color, national origin, sex, age, handicap, or religion;
- b) Respect for cultural differences;
- c) Respect for economic political, and social rights of others;
- d) Respect for the rights of others to seek and maintain their own identities.

The school district, in keeping with the requirements of state and federal law, will strive to remove any vestige of prejudice and discrimination in employment, assignment and promotion of personnel; in location and use of facilities; in educational offerings and instructional materials.

All employees, students and community members are hereby notified that this district does not discriminate on the basis of sex in educational programs receiving federal or state financial assistance and that it does intend to comply with Title IX of the educational amendments of 1972 and as subsequently amended.

Stakeholders needing additional information are encouraged to review UCSD#4's Nondiscrimination Policy AC.

ACTIVITIES - Students are eligible to participate in numerous activities. The Athletic Department will sponsor students in interscholastic sporting events over the course of the school year. All middle school students are encouraged to participate in school activities. 7th and 8th grade students may participate in a scheduled sporting season. 6th graders are eligible to participate in a variety of school-related activities but only the following school sports: cross-country running and wrestling. Students who are absent from school during the day should not attend practice or activities scheduled that same day. Students are

expected to travel to and from school activities on school provided transportation. If students are riding with their parents for any reason, a signed note must be given to the sponsor prior to departure. Students may **only travel with their own parent or guardian**. Exceptions to this procedure are explained in the activities handbook.

Students participating in activities sanctioned by the Wyoming High School Activities Association are subject to random drug testing as per district policy. This policy is available upon request and is fully explained in the activities handbook.

The School District does not provide insurance coverage on each student. However, accident insurance is available. More information can be obtained at the office.

ATTENDANCE - It is the belief of the Board of Trustees, Administration and Staff that student attendance is of vital importance. Consistent attendance is essential for a quality education. If a student is absent due to illness we encourage them to focus on getting well and back to school as soon as they are healthy. Parents and students may request work during an absence. However, please understand that this does take time to get together and it is sometimes difficult to send work home when the student has missed the classroom instruction. Therefore, if the child is expected back after one day, it may be more beneficial for the student to make up the work upon their return. This provides the student the opportunity to receive instruction directly from their teachers. Upon their return from any absence, students should contact their instructors for missed work. As a general rule, students have one day for each day absent to make up the work. However, each instructor will work with the student to set up a timeline for completion of assignments. When an absence occurs the parent or legal guardian should provide notice to the school by phone, note, e-mail, or in person. This action needs to be completed within three days of the absence or the absence is recorded as unexcused.

It is understood that appointments for medical or dental services cannot always be scheduled after school hours, but we ask that parents do all in their power to schedule these events so that disruption of the student's learning is minimized.

Coaches, sponsors and administrators recognize the importance of participation in regularly scheduled classes, not only during the week, but on days prior to and after scheduled activities. Activity participants are expected to attend all classes on days when activities, events, and practices are scheduled. They are also expected to attend all scheduled classes on the day prior to and after scheduled activities. However, circumstances may arise that make it impossible to attend all or part of the scheduled classes prior to and after scheduled events. When this happens, all attempts should be made to give prior notification to the head coach/sponsor, the activity director or the building principal. Final decisions concerning participation will be made by the building administrators.

Compulsory attendance is a law in Wyoming. Students are required to attend school until the successful completion of the 10th grade or until the age of 16. Truancy or skipping school is a violation of this law and the school will treat it as a law breaking offense. The **principal** is responsible for determining whether an absence is excused or not. It is essential that you communicate with us regarding attendance issues. If excessive absence becomes an issue, documentation from a medical professional will be required for all absences. As the attendance officer, the principal is responsible for reporting to the Department of Family Services and the County Attorney any habitual attendance problems. Please make sure your student attends.

BUS - Uinta County School District #4 provides bus transportation as approved by the Board of Education. Riding the bus is a privilege and as such transportation falls under a set of different guidelines. **No Student Is Guaranteed The Right To Transportation.** Rules must be observed for the safety of everyone. If rules are not followed, bus privileges may be taken away.

- Pupils are under the authority of the bus driver and/or bus aid
- The driver will unload/load at authorized stops only.
- The emergency doors shall be opened in cases of emergency only.

The bus driver is responsible for transporting students safely to and from school. In order for each ride to be as safe as possible students are expected to be seated immediately upon entering the bus. Students should remain seated at all times while the bus is in motion. Hands, arms, head, legs and feet should remain inside the bus and out of the aisle. Students are expected to be courteous, respecting the driver and others on the bus. It is essential that the bus driver is able to pay attention to the traffic and excessive noise is distracting to the driver. All of the students have been taught bus safety and are aware of their responsibility on the bus.

Riding the bus is a privilege and those who are unable to ride safely will be asked to find other transportation.

It is our goal to keep students on the bus. Bus drivers and aids will use the PBIS system when dealing with student behavior on the bus and when needed use the support of the school counselors and building principal.

Bus Continuum of Correction

- 1) First consequence... Reteach Tixx.
- 2) Second consequence... Conference with Principal with written report sent to parents.
- 3) Third consequence... Conference with Principal with phone call and written report sent to parents.
- 4) Fourth consequence... Up to a three-day suspension from riding bus.
- 5) Fifth consequence... Up to a five-day suspension from riding bus.
- 6) Sixth consequence... Suspension from riding bus for remainder of the school year.

The building principal maintains the right to bypass these steps depending on the severity of the offense.

CONDUCT CODE - The staff at Mountain View Middle School uses the Positive Behavior Interventions and Support (PBIS) behavior management system to set behavioral expectations in our school. All expectations are based on the three principles of safe, respectful, and responsible. Therefore, written rules are few. We believe that all children are different, and that a few overriding beliefs, rather than a long list of written rules, better suits the needs of a group of unique individuals. Equal is not always fair. Consequences will be designed to fit the problems of individual students, and they may be different even when problems appear to be the same. Situations are dealt with as they arise with the focus on enabling the child to grow and learn from his or her actions. As a staff we encourage all students to be **SAFE, RESPONSIBLE, and RESPECTFUL.**

Guidelines for student behavior:

- You may engage in any behavior that does not create a problem for you or anyone else.

- You may engage in any behavior that does not jeopardize the safety or learning of yourself or others.
- If you find yourself with a problem, you will be asked to solve it. If you need some ideas, feel free to ask.
- If you can't, or won't solve the problem, there will be a consequence.
- What is done will depend on the unique situation and the unique student involved.
- If you ever feel that we have been unfair, let us know. We will be happy to schedule a meeting with you. What you say may or may not change the final decision.

The Student Conduct Code is not intended to remove any authority from a building instructor or the building principal. Each staff member is expected to provide documented evidence of their efforts and any needed follow up data concerning their efforts in reporting the actions of each violation. This information will be of extreme value when the office is involved with any student's actions while they are enrolled at MVMS. If a staff member encounters inappropriate behavior they are expected to address and/or document the incident. Some behaviors need to be dealt with immediately by the staff and/or administration.

Illegal behaviors will not be accepted at this school. As such the proper law enforcement officers will be contacted if illegal behaviors occur. The school reserves the right to conduct an investigation and carry out any consequences as deemed necessary.

Examples of illegal behaviors are:

- Truancy/skipping school.
- Possession of illegal substances—Alcohol, tobacco, and other illegal drugs.
- Weapon possession and/ or use—Any item that can be constructed and/ or used as an endangerment to others.
- Theft and Stealing—Students will not be in possession of others personal effects. Students will leave school property at the school unless the items have been checked out to them.
- Endangering others/fighting—Any action which can result in physical harm to others.
- Sexual Harassment—Any action which discriminates based on sex is a violation of the Civil Rights Act of 1964. This will include hostile environments and blatant harassment.
- Vandalism of school property.

If a staff member witnesses these violations, they are expected to address and document the incident and immediately notify the building Principal for further investigation.

Bullying – Harassment, intimidation, and bullying is prohibited at MVMS. This is any intentional gesture or any intentional written, verbal, or physical act that a person knows will have the effect of:

1. Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
2. Insulting or demeaning a student or group of students causing substantial disruption with the orderly operation of school; or
3. Is so sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for a student or group of students.

Students who engage in bullying, harassment or intimidation shall be subject to disciplinary action up to and including suspension or expulsion.

Students who witness harassment, intimidation, or bullying of another student or students who experience harassment, intimidation, or bullying should report that conduct to a teacher, principal, or other school staff member as soon as possible.

Retaliation or reprisal against a student or other individual who makes a good faith report or complaint of harassment, intimidation, or bullying is prohibited and shall not be tolerated. Anyone who engages in such retaliation or reprisal against an individual who makes a report of harassment, intimidation, or bullying shall be subject to discipline, up to and including suspension or expulsion. Policy JICFA Harassment, Intimidation, and Bullying is available online for further information.

DISCIPLINE REPORT/REFERRAL FORM - Students who violate the school's code of conduct or district policy will receive a written referral. Referrals will be mailed home to parents on a weekly basis. Students whose behavior has allowed them to receive multiple referrals may have to forfeit certain school privileges (field trips, sport/activity participation) and or receive stronger discipline consequences (suspensions or expulsion).

RETEACH TIXX - Reteach Tixx are low level slips that students receive when they are not exhibiting safe, responsible or respectful behavior. Most of the time these situations are in house situations and parent contact is not needed at this time. Students will serve a lunch detention or an 8th hour detention and receive a reteach lesson on the behavior that they exhibited to earn a Reteach Tixx.

CURRICULUM STANDARDS AND TESTING - Wyoming has adopted curriculum standards in all Core Areas, P.E./Health, Fine and Performing Arts, Career and Vocational, and Foreign Language. These standards indicate what students should learn and what levels they need to perform at in order to be proficient. A state-wide testing system, PAWS, is used in grades 6, 7, and 8 to determine what level of performance a student has in reading, writing, and math. Parents will be provided copies of all their student's test results.

DRESS CODE - Students are expected to dress neatly and appropriately for school. Any article or style of dress that is determined to be disruptive, disturbing, or unsafe is subject to correction. This applies to attendance during the regular school day, field trips, activities, or any other time students are representing Mountain View Middle School. For reasons of health and safety, shoes are to be worn at all times. Students in violation of the dress code will be required to change or be sent home for the remainder of the day. The appropriateness of clothing will be determined at the discretion of the principal. The following are considered inappropriate:

- T-shirts with drug, alcohol, lewd or indecent, or sexual themes.
- Tank tops, spaghetti straps, tops allowing for bare midriff.
- Intimidating (Special group-related clothing or jewelry such as pocket chains, collars, chain belt, and sagging pants).
- Wearing of hats or other head coverings such as bandanas or hoodies during school hours.
- Wearing of heavy coats during the school day. Sweaters or sweatshirts are advised during cold weather.
- Clothing that is worn that could possibly conceal illegal or other items from school officials.

- Shorts are allowed as long as they are of a reasonable and prudent length (spandex shorts are not permitted).
- Underwear must not be visible, including bra straps and boxers.
- Pajama pants and slippers.
- Hats, hood, and beanies are not to be worn in the building.
- In general, clothing styles should not be suggestive or distracting. Use good, common sense.

ELIGIBILITY POLICY - Athletics and Activities are an important part of the development of each student. The staff believes that participation in non-academic events help children to grow in the areas of skills, self-confidence, social interaction, ability and the development of the whole person. Likewise, the participation in these events cannot exist without preparation. With this in mind, the following eligibility policy has been established so that students and parents will be aware of the expectations for participation in athletics and activities, including student council.

Activities included under the eligibility rules include all athletic activities, interscholastic competition, and performances. Exceptions to the above outlined coverage will include activities that are given as an assignment associated with the curricula of a class. However, that curricula must be on file in the principal's office and must include that activity. Examples of such curricula activities will be concerts and field trips that are tied to a student's grades.

Buff Time and PBIS activities may have different eligibility guidelines. Students will be made aware of the guidelines prior to the activities. It is the student's responsibility to know and understand these and communicate them to parents.

In order to participate:

If a student has less than a 2.00 GPA or has two (2) F's, he or she will become ineligible from all activities. If the student has below a 2.0 GPA, but does not have a D or F he or she would be eligible. Ineligibles are determined on Tuesday of each week. Students will be considered ineligible from Tuesday to Monday.

FIELD TRIPS - Field trips are a valuable component of the educational process. All students must have a signed parent permission slip turned in to the supervising teacher before participating. Permission slips must be turned in by the specified date along with fees paid in order for the student to attend. In addition to returning permission slips on time, only students who have exhibited safe, responsible and respectful behavior throughout the year will be allowed to participate in activities.

FINES/FEES - The school reserves the right to fine students for destruction of its property. Fines will be assessed for lost or damaged books. Books lost or damaged beyond normal wear will be charged at the rate of potential usable life left for the book. This is for classroom as well as library books. Materials damaged will be replaced at the normal replacement cost. This also includes school locks and other materials owned by the district. Records may be detained until the obligation is met for the district. Your child may have applicable fees depending on their elective classes. Fees are payable at the beginning of each school year.

GRADING POLICY - Research shows that where parent support and encouragement for learning and the school is strong, academic success follows. We ask for your help in this most important task. The staff recognizes the need to keep parents and students informed of student progress. Grades will be printed off and sent home at the end of each quarter. Parents with access to the Internet may access their child's grades via PowerSchool. Information for accessing your account will be sent home at the beginning of the school year. If you have a question about an assignment or grade, please communicate first with your child. We encourage students of this age to take responsibility for their work and you can help reinforce that by always checking with them first. If, after discussing the issue with your child, you wish to discuss your child's progress, please contact the teacher and schedule a time for conference.

The following grading schedule will be discussed with students early in the school year. Grades are determined by a combination of mastery of standards and student participation.

GRADING SCALE -

A+ = 100%	A = 99% - 93%	A- = 92% -90%
B+ = 89% - 87%	B = 86% - 83%	B- = 82% - 80%
C+ = 79% - 77%	C = 76% - 73%	C- = 72% - 70%
D+ = 69% - 67%	D = 66% - 63%	D- = 62% - 60%
F = 59% - 0%	S = Satisfactory	U = Unsatisfactory

LEAVING SCHOOL DURING THE DAY - Mountain View Middle School maintains a "closed campus" during school hours. If it is necessary to take your child out of school prior to the end of the school day, the student must be checked out at the office by a parent or guardian. If someone other than the parent or guardian is picking your child up from school, the child will only be released to that person if prior permission is given by the parent or guardian. If permission has not been received, the student will not be released. This procedure must be followed for the safety of the student.

LOCKS - Locks may be rented for \$3.00 from the school office. These should be returned the week before school is out. If the locks are not returned, the student will be required to pay \$3.00, the replacement fee of a new lock. A student may bring a combination lock from home but must let the office know the combination. Please do not use key locks on the lockers. The school is not responsible for the replacement costs of a lock that is destroyed by being on an incorrect locker. Students are encouraged to lock up their belongings.

LOST AND FOUND - All items turned into the office will be kept for a reasonable amount of time (usually one week) and then disposed of. Please encourage your child to check in the office as soon as something is missing. Found items in the locker room will be kept in the Gym's lost and found until Friday. Students are assigned hall lockers and gym lockers. There should be no need to leave possessions lying around.

LUNCH - A breakfast and hot lunch is available to the children each school day. Students may pay daily or monthly. The credit balance will be reduced as your child uses it. Charging is discouraged. If negative balances do accrue, students will no longer be allowed to eat after THREE unpaid meals. Payment by check is accepted with the check made out to Uinta County School District #4. You may also pay electronically

via our school website, www.uinta4.com, under "For Parents." **Partial cashing of checks is not permitted.** Free and reduced priced lunches are available to all students who qualify. Application for free and reduced lunches may be made at any time. Students are welcome to bring cold lunches so long as they do not contain **soft drinks or candy**, as they are **not permitted in the building except for special occasions.**

MEDICATION - Students are to bring all medications to the Nurse's office. School personnel cannot administer medication of any kind, including aspirin or Tylenol. If any medication, including over the counter medications are needed a medication release form signed by the parent must be on file with the school. Unless these steps are taken, we will not disperse medication to any student.

PHONE NUMBERS - Central Office - 307-782-3377; High School - 307-782-6340; **Middle School - 307-782-6338**; Mountain View Elementary - 307-782-6202; Special Services - 307-782-3136; Transportation Department - 307-782-3260.

PICTURES - Pictures are taken in the fall. A notice explaining cost and product will be sent home prior to the pictures being taken. Dates are usually scheduled in advance and interested parties may call for a date.

RECORD UPDATES - It is very important that you notify the school office of any of the following changes: new address, home phone number changes, emergency phone numbers, changes in employment, changes of names, change of legal custody, or student access denials.

SCHOOL COUNSELING - School counseling services are available for all middle school students in a variety of ways. All students will receive classroom guidance lessons on relevant topics during the year. Parents, students and teachers are encouraged to offer topics of interest or concern at any time. Eighth grade students will participate in career development lessons and the Hathaway 8th grade Unit of Study required by the State of Wyoming. Small group counseling is available to address a range of topics and vary in length from several weeks to a full semester. Individual planning and behavior plans can assist students needing some support and guidance academically, socially or behaviorally. Finally, short-term interventions for students experiencing change in their lives are commonly utilized in the middle school setting. Please contact the school counselor or principal with any questions or needs.

SPECIAL SERVICES - Uinta County School District #4, in its effort to provide the most appropriate educational experiences for all students, has a special services program. For more information, contact the building principal or the special services coordinator.

STUDENT COUNCIL - The student council represents students' interests and concerns. They coordinate social activities for students, operate a school store, and support the school with various contributions.

Students must follow the same eligibility policy as required for other activities. MVMS Student Council also has bi-laws that they adhere to.

SURVEYS - Throughout the year various student surveys are conducted. Notices are sent home with the students prior to each survey. Please notify the office if you prefer your student not participate in these surveys.

TELEPHONE USE and HALL PASSES - Students are expected to attend classes and remain in assigned classes. For a student to be excused from a class they will need to have their hall pass (in student planner) signed by a teacher. Emergency situations will be left to the discretion of the instructor. Students are

asked not to use the office phone except in emergencies. Student cell phones use as a means of communication is prohibited during school hours. All classrooms are equipped with telephones should an emergency arise. Homework and materials left at home are not considered emergencies by the office, use of the phone to conduct this business or seeking permission to visit a friend are not allowed.

VISITATIONS - Parents are encouraged to visit the school at any time. We ask that you check in with the office so that we are aware of your presence in the building and offer any assistance necessary to make your visit enjoyable and worthwhile. No **students from other schools** are allowed to visit at any time.

WEATHER (SEVERE) - If school is to be canceled due to weather conditions, the district will notify KMER 950 AM, KQSW 106.3 FM by 7:00 A.M. to advise them of school closing. If it becomes necessary to close school prior to the regularly scheduled time, the same radio stations will be notified and students will be dismissed to return home to the usual manner. It is necessary that the school have on file an alternative location to which your child should go in the event of early school closing. UCSD #4 has recently implemented a late start policy. If a late start day is necessary, the school will notify the above radio stations that the school day will begin at 10:00 AM. Buses will run at a later schedule. If it is later determined that safe travel cannot be established by this time, the district will close school for the entire day.

WITHDRAWALS - If you should move during the school year, please notify the school office as far in advance as possible. In order to make the withdrawal as smooth as possible, please consider the following: lunch money refunded or paid, library books returned, classroom materials returned, personal items are obtained. Please obtain a withdrawal form from the office to ensure all steps are complete.

WYOMING STATE EDUCATION CODE - A Wyoming public school is considered to be persistently dangerous if the following condition exists: In any two consecutive years, the school has experienced expulsions (as defined by the Wyoming State Education Code), for drug, alcohol, weapons, or violence that exceeds an expulsion rate of 2% per year of the student body or four students, whichever is higher, as figured from the most currently available year's enrollment.

SECLUSION AND RESTRAINT IN SCHOOLS - It is the policy of Uinta County School District No. Four to regulate the use of seclusion and restraint with students pursuant to W.S. '21-2-202(a)(xxxii), W.S. 21-3-110(a)(xxxi), and Chapter 42 of the Wyoming Department of Education rules (hereinafter Rules). This policy and the regulation that accompanies it shall govern all regulated use of seclusion and restraint.

SEX OFFENDERS ON SCHOOL PROPERTY - Pursuant to Wyoming Statute §6-2-320, effective July 1, 2010, registered sex offenders requesting permission to be on school property under conditions not already specified under this law, are required to have written permission.

In compliance with this law, registered sex offenders seeking written permission to be on school property, or to attend a school event located elsewhere, are required to submit the form (KIB-E) to the appropriate principal no later than three (3) school days in advance of the date he/she is requesting.

A reply to this written request will be given prior to the requested date. Only the Superintendent may grant permission for this request after consulting with the appropriate principal.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) — POLICY JRA-E(2)

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office

that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington, DC 20202-5920.

Uinta County School District #4 will make available to the public directory information pertaining to students at Uinta County School District #4. Directory information includes the following: the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, the most recent previous education agency or institution attended, and degrees and awards received. If you are unwilling to allow any or all of the above-described directory information to be released without your consent, you must notify the Office of the Superintendent within fifteen (15) days from the date of this notice.

Adopted: December 13, 2011, Revised: November 12, 2013