

Mountain Valley Middle School

Student Handbook

2023 - 2024

MVMS Vision Statement

At Mountain Valley Middle School, we strive to take care of ourselves, take care of each other, and take care of our school. Likewise, we strive to be respectful, responsible, and to do what is right. We support a positive school climate that encourages us to be well-rounded, lifelong learners.

WELCOME!

Dear Students,

The entire staff of Mountain Valley Middle School welcomes you to an exciting 2023-2024 school year! We will work hard to give you the best educational experience possible. In return, we ask you to work your hardest and get involved in school activities. This handbook outlines the guidelines we need to follow in order to keep our school an enjoyable place to learn, and one in which everyone feels *safe, welcome, and respected*. Please read your handbook carefully, and if there is any way we can help you during the school year, be sure to speak up. Let's have a great year!



~ Mountain Valley Middle School Staff

District Calendar

2023 - 2024

September 5 - First Day of School

September 5 - December 1: Trimester 1

October 9 - Indigenous People's Day

November 9 - Early Release Day/PTC

November 10 - Veterans' Day Observed

November 23 - 24 Thanksgiving Break

December 4 - March 15: Trimester 2

December 22 - January 1 Winter Break

January 15 - Martin Luther King Jr. Day

February 19 - 23 February Vacation

March 14 - Early Release Day/PTC

March 15 - Teacher Workshop

March 18 - June 10: Trimester 3

April 15 - 19 April Vacation

May 27 - Memorial Day Observed

June 10 - Last Student Day, Early Release Day

**Actual last day of school is dependent upon the number of snow days used.*

MOUNTAIN VALLEY MIDDLE SCHOOL DAILY SCHEDULE

7:30	School opens/Students go to homeroom
7:40-7:55	Breakfast
7:55-8:00	Attendance/Cell phone storage/Morning Announcements
8:00-2:15	Individual groups and academic classes
2:15	Dismissal

STUDENT PICK-UP/DROP OFF

The earliest time that your parents should drop you off at school is 7:30 a.m. Any exception to this rule must be arranged through the office.

SCHOOL CLOSING AND EARLY DISMISSAL

School closings or early dismissals due to inclement weather or other unforeseen events will be communicated through Thrillshare and/or local news stations. Contact the school if you would like your phone number added to the RSU 10 call list.

Because of the size of our school district, safe traveling on snowy days can be quite different between one area and another. Therefore, if school has not been canceled, your parents or guardians have the right to keep you home if they feel that the road conditions are too hazardous for travel in your area. Your absence will be considered an excused absence. Again, please ask them to notify the school if they choose to keep you home.

MVMS School-Wide Expectations

School rules and expectations are designed to facilitate the smooth and safe operation of the school. Following the rules of the school will help to ensure that each student receives the maximum educational opportunity from Mountain Valley Middle School. Generally speaking, treat others as you would like to be treated. We have organized these expectations into three categories, based on our motto: “Take care of yourself, take care of each other, and take care of this place.”

Take Care of Yourself

“Taking care of yourself” is about making choices with your physical, emotional, and spiritual well-being in mind. It means being kind to yourself, learning from mistakes, and being responsible for your own actions and learning. After all, we cannot care for other people well if we don’t care for ourselves first.

HAVE A PROBLEM? WE GOT YOU!

From time to time we all need someone to talk to when we have a problem. Here is a list of people you can call upon:

- Your parents
- A classroom teacher you like and trust
- Mrs. Parent, School Counselor
- Mrs. Pingree, School Nurse
- Mrs. Durant, SEL Interventionist
- Mr. Brennick, Assistant Principal
- Mrs. Luce, Principal

SCHOOL ATTENDANCE

We need you here! Attendance is one of the most important factors in student success. Research shows that students who miss 18 days or more during the course of the academic year will struggle to make one year's growth. You are expected to be in school every day that school is in session, unless legally excused. The State Department of Education and the local school system consider only the following as legal excuses for missing school:

1. Personal illness
2. Appointments with health professionals that cannot be made outside of regular school hours
3. Observance of recognized religious holidays when the observance is required during the regular school day
4. Planned absences for personal or educational purposes, which have been approved in advance (Students are encouraged to use the extended absence form in the office, to be signed by teachers to plan for missed schoolwork.) An extended absence is three or more consecutive days; several days advance notice is appreciated; as the gathering of materials and assignments takes time!
5. Emergency family situations

Each day that you are absent from school, **your parent or guardian MUST contact the school** by telephone (364-7926) between 7:30 and 8:00 a.m. and give the reason for your missing school. If the school is not notified, the absence will be treated as unexcused. If your parent is unable to phone on the day of the absence, then you must bring in a written excuse upon return to school. You must be in your homeroom by 7:45 a.m. or you will be considered tardy. If you are absent from school on the day of an after-school athletic event, fun night, or special event, you are ineligible to attend these events. Exceptions to this rule must be cleared through the Principal.

Your parents may request books and assignments for you if you are absent by notifying Mrs. Arsenault (364-7926) before 10:00 in the morning. Books and assignments may then be picked up after school in the main office.

Time missed from your education can impact your grade. You are encouraged to speak with your teacher about making up missed assignments and ask for help if you need it.

ACADEMIC ACHIEVEMENT

Caring for yourself in school, of course, involves the need to take responsibility for your own learning and striving to do your best in your academic classes.

At Mountain Valley Middle School grades are meant to reflect your achievement and accomplishments. Grades are determined using assessments, projects, quizzes, written assignments, etc., and will be reflected in standard and pacing scores for grades K-5 and a 0-4 grading system for grades 6-12. The following charts will be helpful in determining what those scores mean.

Grade 5:

Grades 6-8:

Standard Score	Definition of Performance
E	Exceeds grade level standard
M	Meets grade level standard
W	Working toward grade level standard
NY	Does not yet meet grade level standard
Pacing Score	Definition of Performance
AP	Ahead of Pace
OP	On Pace
BP	Behind Pace

Score	Definition of Performance
4	In addition to the 3.0 knowledge, infers or applies in a new context or to a higher level
3.5	Demonstrates all of a score of 3 and some aspects of a 4
3	Is proficient with complex targeted knowledge (concepts, principles, processes)
2.5	Demonstrates all of a score of 2 and some aspects of a 3
2	Is proficient on foundation knowledge (skills, terms, details)
1.5	Demonstrates some aspects of a 2
1	With help, can do Level 2 work
INC	Zero indicates that work has not been passed in but the assignments are open for completion or replacement based on school procedures.

Report cards will be sent home with students on a trimester basis; progress reports will be sent home mid-way between each trimester. These reports reflect student progress in relevant standards within each subject. Powerschool is a tool for students and parents to use to monitor grades.

HONOR ROLL

Any student receiving all 3's & 4's (and M's and E's for Grade 5) is placed on the Honor Roll. Grades in all subjects, including Art, Health, Music, Digital Literacy, STEM, and Physical Education, as well as the academic subjects, are considered when determining honor roll students. Work hard and get help when you need it; you can do it!

PROMOTION, TRANSFER, AND RETENTION

Several data points will be considered when recommending students for summer school or retention. For example NWEA scores, attendance, health, maturity, age, attitude, and academic achievement may drive these decisions. For more information, please refer to the district website (Policy IKE).

8th graders who do not pass all classes may not be invited to take part in our end of the year promotion activities.

STUDENT RESPONSIBILITIES

The primary purpose of public education is learning. All students are expected to be cooperative and polite. School work is expected to be completed on time, be done as neatly as possible, and demonstrate your best effort. Listen to instructions, and please ask for help if you do not understand. More details on that:

- You are expected to be on time and use class time well; you should not loiter in the halls or in the restrooms.
- Cheating is inexcusable; don't do it.
- Plagiarism cheats yourself out of learning and cheats others out of recognition for their work. Students must be very careful when researching that they do not copy the work of another and turn it in for credit. If there is any question in your mind, consult your teacher.

- Respect your body and keep it healthy. Selling, furnishing, using, or possessing prohibited substances (including alcohol, e-cigarettes, tobacco, pipes, prescription/non-prescription drugs, and/or look alike drugs or paraphernalia) will not be tolerated. Consequences include, but are not limited to, police notification, suspension, and expulsion.
- Marking your skin, piercing, or cutting yourself or others is not acceptable behavior in school.
- If you are ill, you must report to the office to authorize your dismissal. You may not call home without permission from a staff member, even on your own phone.
- Hydrate yourself! Water (only) is allowed in water bottles with closed lids.
- Away for the Day! Your cell phone needs to be powered off and stored in your homeroom upon arrival; your teacher will have a safe designated spot and will return it to you at dismissal.
- All dismissals occurring during the school day must be handled by the office; you may not use your cell phone or school device to self-dismiss.

PASSES

You need to be responsible and accountable for yourself at all times.

- You will be asked to use a pass when leaving the classroom.
- You **MUST** report to the office when you come in tardy and before you leave the school building during the school day, for any reason. Tardy students will receive a pass from the office to be admitted to class.
- You are not allowed outside during the school day without supervision.

DRESS AND PERSONAL GROOMING

Student dress for school should be appropriate and functional. Understand that how you dress affects how others may perceive you. Clothing appropriate outside of school may not be appropriate for the learning environment. Clothing should not distract or detract from the educational process. Please consider the following parameters:

- Clothing, including jewelry and other accessories, are expected to be appropriate for the learning environment. They should strengthen school spirit and pride and focus attention upon learning and away from distractions.
- Clothing that openly exposes a student's midriff, chest, rear-end, or undergarments is unacceptable.
- Sheer or see-through clothing is not acceptable.
- Length of skirts and shorts must provide coverage.
- Clothing advertising, depicting, featuring, or referring to alcohol, tobacco, weaponry, violence, drugs, or profanity is not allowed. Racist, sexist, sexual, or otherwise harassing material is also not allowed.
- Clothing that presents a safety concern, such as shoes with wheels in the soles, high heels or large chains on clothing or worn around the neck, or that causes maintenance problems, such as cleats, shoes that scratch floors, are not allowed.
- Hats, hoods, and sunglasses are not to be worn in the building, except on designated spirit days or during fundraisers. They need to be stored in lockers.

Students not wearing acceptable attire will be privately reminded and given the opportunity to change into acceptable attire. Parents/guardians will be contacted if there is an ongoing issue with appropriate attire. The final determination for appropriate dress is at the discretion of administration.

TECHNOLOGY ACCEPTABLE USE POLICY

Students at MVMS are issued laptops to help them both learn digital skills and do class work more productively. This means you will have your own laptop for school use! However, before you can access the

Internet at school, you must have parental permission and acknowledgment of our acceptable use policy. Once the permission form is signed by you AND your parent/guardian, you will be issued a laptop. Misuse of the technology will result in disciplinary action in accordance with RSU 10 policy. Permission must be granted by the administration for outside devices to be used within the school: personal iPad, Kindle Fire, gaming devices, etc. Please see Policy IJNDC-E for further information.

MVMS LAPTOP GUIDELINES

The laptop is a school-issued instructional tool, used for academic purposes especially during school hours. It is your responsibility to care for/store it appropriately and keep it charged. It should be used in appropriate areas only (for example, not in a moving vehicle). Do not apply stickers or skins that leave a residue to the laptop, but snap-on covers are allowed. More specific expectations for the use of individual student computers are below:

INFRACTION	FIRST OFFENSE	SECOND OFFENSE
Left laptop in an undesignated location	Verbal Warning	Loss of take home privilege for 1 week/Teacher-determined consequence
Careless handling/abuse of the laptop	Verbal Warning	Loss of take home privilege for 1 week/Teacher-determined consequence
Inappropriate use of the laptop (games, chatting, etc.)	Verbal Warning	Loss of take home privilege for 1 week/Teacher-determined consequence
Left laptop at home	Verbal Warning	Loss of take home privilege for 1 week/Teacher-determined consequence
Laptop is not charged sufficiently at the start of the day	Verbal Warning	Loss of take home privilege for 1 week/Teacher-determined consequence
Accessing inappropriate/unauthorized websites	Referral to office	
Cyber bullying/harassment	Referral to office	
Damage to laptop	Referral to office	
Using another student's laptop without teacher permission	Referral to office	

If you were to lose your laptop for 1 week (previous page), this means:

- You will not take your laptop home for 5 days.
- You will access your laptop in school for academics only.

Additional offenses will follow the “second offense actions” or earn a referral to the office as appropriate.

If you are referred to the MVMS Office for a laptop infraction, your parents will be notified, and you could receive a detention, loss of laptop (or program), or suspension for serious offenses. Your teachers will also be notified as to the disciplinary action assigned by the office.

CELL PHONE USE: AWAY FOR THE DAY!

We understand that phones have become a part of our society and culture. We also understand that they are expensive devices and contain a lot of private information. In addition, they can also be very useful for classroom purposes on occasion. However, unless specifically requested by a teacher, students' use of cell phones must be limited for safety reasons and to prevent distractions. Please follow these guidelines:

- Students are to turn off their phones upon arrival to their homeroom and store them in the safe spot designated by their homeroom teacher.
- Phones will be returned to students at the end of the day, during bus dismissal only.
- Phones or other electronic devices will not be permitted in the bathrooms or locker rooms. Use of video, voice recording, or cameras is expressly prohibited in these locations (and requires teacher permission in other situations).
- When possible, students are expected to make their transportation arrangements before arriving at school each day.
 - All calls must go through school phones in order to monitor attendance and for security reasons.
 - All student calls regarding illness and/or dismissal from school MUST go through the main office.
 - All other phone calls for detention, extra help, and changes in after-school activity schedules should be made through the phones in the classroom areas.

If you violate these expectations, it may result in the cell phone being confiscated, your parents notified, and/or additional consequences may be assigned depending on the circumstances.

INTERSCHOLASTIC SPORTS AND AFTER-SCHOOL ACTIVITIES

Being active and involved is part of taking care of yourself, too. MVMS offers the following interscholastic sports for middle school students:

- Fall: soccer, field hockey, football
- Winter: basketball, unified basketball, cheering, wrestling, skiing
- Spring: softball, baseball, track

If you have any questions about participation, please see Mr. Brennick, our Assistant Principal. Additionally, MVMS offers various after school activities and intramurals. We are always looking for new activities to consider. If you have any ideas, please see Mr. Brennick.

ELIGIBILITY FOR ATHLETICS AND OTHER AFTER SCHOOL ACTIVITIES

Our school's eligibility rule is clear: Students who are on academic probation or who have serious behavioral issues will, in most instances, be ineligible to participate. Failure to make progress will result in ineligibility for the remainder of the season. You also must be in school the day of a scheduled athletic contest in order to play in it. The office must clear exceptions. Finally, you must have a current physical prior to participating in any sport.

CONDUCT AT SOCIAL FUNCTIONS

Taking care of yourself also means being responsible at school, even outside the regular classroom. Expectations for student conduct at school functions (such as dances) and athletic events are below; please follow them:

1. If a student is absent, dismissed due to illness, or serving a suspension on the day of a school-sponsored social event, they will not be admitted.
2. Once a student is admitted to the social function, he/she is not to leave and be readmitted.
3. School social functions are open only to Mountain Valley Middle School students unless approved one week in advance by the administration.
4. Students whose behavior is inappropriate will be asked to leave; parents/guardians will be called to come pick up their child.
5. Once students leave a social function, they must leave the school grounds and the general school area.

All school rules apply to students transported on school buses to all school functions/activities.

MEDICATION POLICY /MEDICAL TREATMENT AT SCHOOL

Medications will be given at school only when it is absolutely necessary. If at all possible, we encourage medications to be taken at home. For example, if a medication is to be administered three times per day, please take it before school, directly after school, and at bedtime.

1. Medication is only to be given by school personnel with written permission from the parent and a written order from a licensed physician. A medication should always be in a properly labeled bottle to include your (the student's) name, name of drug, and dosage. Medication should be provided in the original prescription bottle, unless other arrangements are made with the nurse. This policy applies to all medications, whether over-the-counter or prescribed by a physician.
2. At no time should students have medication in their possession in school unless the school has documentation from the physician stating an inhaler or epi-pen needs to be with the student at all times.
3. More information can be found online (policy JLCD).

The school nurse is on duty in our school daily. If you are injured in any way during the school day, you must report it to school personnel as soon as possible.

All students must be properly immunized to attend school. Any student found to have an infectious disease or condition can expect to have his/her/their parents notified to take them home until documented treatment has been administered. Please stay home if you are ill!

Physicals are required for students who wish to participate in interscholastic sports. If you do not have a current physical exam dated within two years of participation, you will not play.

HARASSMENT

You have the right to be treated respectfully by others; RSU 10 ensures equal educational opportunities regardless of race, sex, color, national origin, religion, marital status, age, or handicap. Sexual harassment, in particular, often involves feelings of helplessness; it can be distressing when it happens to an adult and particularly frightening for a young person. Harassment of anyone because of race, color, gender, sexuality, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. Harassment includes but is not limited to verbal abuse based on race, color, gender, sexuality, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in RSU 10 Board policy. If you are offended by others' sexual comments, jokes or physical gestures, or if you are the victim of unwanted physical touches, strokes, embraces, pressure for dates, or other sexual advances, you can:

1. Tell the individual that you are offended and that you want the behavior stopped.
2. Report the incident to the teacher, principal, or school counselor.
3. Report the incident to RSU 10's Affirmative Action Officer, Matthew Gilbert, at 207-369-5560.

For further information, please visit RSU 10's district [policy webpage](#).

CUSTODY

If there is a court order that relates to your custody, your parents should provide a copy to the principal so that it can be included in your file.

LOST AND FOUND

Check with the main office when you lose or find any item.

Take Care of Each Other

"Taking care of each other" is about being respectful of peers and staff, enabling them to learn and do their jobs effectively. Remember, we are all in this together!

BEHAVIORAL DEFINITIONS

1. Abusive Language – Language that is disruptive to the educational environment of school, including swearing, obscenity, vulgarity, threatening, or disrespect.
2. Alcohol or drugs – The use, possession, or sale of illegal drugs or look-alike drugs including alcohol, marijuana, cocaine, and/or others.
3. Bullying – Any physical threatening or intimidation that causes a person to feel uncomfortable will be reported to teachers, the school counselor, principal, and/or assistant principal.
4. Fighting - Having or threatening physical contact with another person with the intent to inflict harm.
5. Hazing – Engaging in planned and/or repeated action which recklessly or intentionally endangers the mental or physical health of a student.
6. Insubordination - Refusal to comply with reasonable requests made by any staff member.
7. Loitering - To stand or wait around idly or without apparent purpose.
8. Plagiarism – To steal another's work and pass it off as one's own.
9. Tardiness – Arriving late to class or school unexcused.
10. Theft - Taking, giving, or receiving property or services not belonging to you.
11. Tobacco – The use or possession, sale or distribution of tobacco and tobacco products/paraphernalia in any form, including electronic cigarettes ("vapes").
12. Unexcused Absence – Any absence that has not been excused by the Principal.
13. Vandalism – Intentional destruction of objects or materials belonging to the school, school officials, or other person

GENERAL BEHAVIOR EXPECTATIONS

- Be kind to others!
- Be safe!
- Be respectful!
- We value kind words and actions at MVMS. The use of profanity is inappropriate and may result in disciplinary actions. Aggressive behavior is unacceptable. Choose wisely!

WE ARE HERE FOR YOU!

Respect your teachers and other school staff; they are here to help you and other students learn. Although you may not always agree with their requests, you must follow them in order to keep our school a calm and civil place.

ADDRESSING BEHAVIOR

When addressing behavior, the primary goal is not to punish, but to restore positive relationships, safety, and school culture when something goes wrong. If you violate behavioral expectations, you may be subject to the following actions:

Teacher/Classroom Level:

Disciplinary action will be enforced at the classroom level and could include after-school detention, lunch detention, loss of activity time or student-centered time, a phone call home and a meeting with you, your parents, and your teacher, etc.

Administrative Level:

At this stage, disciplinary action has moved beyond the classroom level. The administrative level may include the following:

- **Administrative Detention:** Assigned by the administration. Unexcused absences from an Administrative Detention may result in In-School Suspension and/or Out of School Suspension.
- **In-School Suspension:** Assigned by the administration to be served in a designated area for the length of the school day. You may not participate in school functions. Your parents will be notified.
- **Out-of-School Suspension:** Assigned by the administration to be served out of school for up to 10 days. You may not participate in school functions during the duration of the suspension. Your parents will be notified.
- **Expulsion:** You may be suspended from school immediately and a recommendation of expulsion will be made to the Superintendent of Schools and School Board. Your parents will be notified.

DISPLAYS OF AFFECTION

Public displays of affection are offensive to many students and staff. Please show respect for yourself and others by refraining from behaviors such as hugging, kissing, and hand-holding. Continued violations will result in disciplinary actions.

RESPECT FOR PROPERTY

Students are expected to respect the rights and the property of the district and all others who are on school property. Any student who causes damage to, or steals personal or school property, or in any way interferes with a vehicle while on school property, will be subject to monetary restitution and disciplinary action. Any student who tampers with, damages, or takes from or puts items into a locker or other property owned or assigned to a student, a teacher, or any other person in the district without permission, will be subject to disciplinary action based on the severity of the theft or vandalism, which may include suspension.

BULLYING

Taking care of each other includes being supportive and understanding. Bullying is the opposite. MVMS and RSU 10 take bullying, including cyberbullying, very seriously. It hurts not only the target but others who witness the behavior. It can create a hostile environment and interfere with students' ability to learn and participate in school activities. If you are found to be bullying another student, you could face suspension, expulsion, or other consequences. If you see a student bullying another, or if you experience bullying yourself,

you should report it using a specific form in Mr. Brennick's office. You and your parents can view the full district policy (JICK) on bullying online.

Bullying is an act of repeated aggressive behavior in order to intentionally hurt another person either physically or mentally that involves a power imbalance. In order to be considered bullying, the behavior must be:

1. Deliberate- a bully's intention is to hurt someone.
2. Repeated- a bully often targets the same victim again and again.
3. Power Imbalance- a bully chooses victims he or she perceives as vulnerable.

What to do if you feel you are being bullied or know of someone who is being bullied:

Report the incident to an adult, and ask our school counselor, Mrs. Parent or our assistant principal, Mr. Brennick, for a bullying report form. They can help you fill out the form, should you need assistance. Return the form to Mrs. Parent or Mr. Brennick.

All Reports will be looked into. If it is established that bullying has taken place then the following will steps will be taken:

First Incident: The person accused of bullying will fill out a reflection form with the school counselor, in order to gain insight on behavior and to choose a way to make amends (letter of apology, etc.). The parents will be called and the incident will be documented.

Second Incident: The student must meet with the Principal, parents will be called, one to three days of In-School suspension will be issued, and the incident will be documented.

Third Incident: The student must meet with the Principal, parents will be called, one to five days of out of school suspension will be issued, the superintendent will be notified, the police may be notified, and the incident will be documented.

Fourth Incident and any Subsequent Incidents : The parents will be called, the student will be issued an automatic ten day out of school suspension, the student will meet with the Superintendent, depending on the outcome of that meeting there could be further disciplinary action taken.

Please note: If an incident is **not** found to be bullying, there still may be consequences given for behavior that runs counter to the student code of conduct.

HAZING

Like bullying, hazing another student is unacceptable, dangerous, and will not be tolerated.

- If it is determined that you have participated in hazing another student, you may be suspended from school for five to ten days.
- If you were to engage in a second incident of hazing during your middle school years, you would be suspended from school for ten days, dropped from all extracurricular activities, and would not be allowed to participate for at least the next semester. You also would be referred to the school committee. The committee would then hold a hearing to consider if you should be denied participation in extracurricular activities *in addition to* the next semester or suffer other consequences up to and including expulsion.

All incidents of hazing will be referred to the Principal who will report the incident to the Superintendent of Schools for review and possible further disciplinary action as appropriate.

WEAPONS, VIOLENCE, THREATENING BEHAVIOR, AND SCHOOL SAFETY

Students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. You are expected to conduct yourself with respect for others and in accordance with School Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff is required to immediately report incidents of students exhibiting violent or threatening behavior to the Principal for investigation and appropriate action.

Take Care of This Place

“Taking care of this place” means thinking about how we interact with our physical environment. We all want our school to be a welcoming place to teach and learn, so keeping it clean, being responsible with our possessions, and respecting shared spaces are important.

VISITORS TO THE BUILDING

MVMS encourages the active interest and involvement of parents/guardians in our school. However, to avoid interruption of the instructional program and to promote the safety of students and staff, the following guidelines shall be observed.

- All visitors must call the school in advance to schedule visits to the school or meet with members of the school staff.
- Parents and guardians must buzz in at the front door and then report to the main office.
- The Principal has the authority to refuse entry to school grounds. This may include, but is not limited to visitors whose behavior is combative, disruptive, or potentially unsafe.
- Please refer to Policy KI: Visitors to the Building, on the RSU 10 website for further information.

STUDENT TRANSPORTATION

- Your parents may drop you off or pick you up.
- If you do not take the bus, you may also self-transport by walking or biking.
- Bikes may be left in the rack outside the front office. Bike locks are advised but not provided. Helmets should be worn.
- Motorized vehicles are not to be brought on to school property by middle school students while school is in session. This includes: dirt bikes, ATV's, snowmobiles, etc.

SCHOOL FUNDRAISERS

To enable us to participate in field trips or other shared experiences, our school participates in fundraising campaigns. In the past, these fundraisers have included: Uncle Jerry's, Yankee Candle, Candy Bars, etc. Your involvement is greatly appreciated and encouraged, but it is always voluntary.

MVMS LIBRARY/MEDIA CENTER

One shared space that we need to care for is our library! The Library/Media Center houses reference books, circulating books, magazines, media equipment, and computers. The library is generally open to all students throughout the school day, but full access is dependent upon Mrs. Groleau's schedule. You are required to sign in and out of the library. Books are checked out for two weeks and may be renewed in a timely manner. Payment is expected for lost or damaged books.

CAFETERIA/LUNCH PROGRAM

Another shared space that we need to care for is the cafeteria. To make lunch a pleasant experience for everyone, while in the lunchroom, you are asked to:

1. Remain in one spot in the lunch line. Please do not cut in front of someone else.
2. Remain seated in one place while in the cafeteria.
3. Talk quietly walking to and from the cafeteria and while waiting in the serving line.
4. Display appropriate table manners.

The Mission of the RSU #10 Child Nutrition Department is to provide appealing, nutritious meals in an environment that is respectful of student needs and differences. We are committed to improving health through good nutrition that supports the learning process. RSU #10 participates in the USDA School Food Program; which include the National School Breakfast and Lunch Program, the Fresh Fruit and Vegetable Program, The Child and Adult Care after school meals Program and the USDA Commodities food program. The RSU #10 District participates fully in these programs and is bound and abides by the USDA regulations. In order to receive federal funding, students must choose components that combined, meet the reimbursable meal patterns.

LOCKERS

Lockers are the property of the school and are loaned to students during the school year. Staff members reserve the right to inspect lockers/school storage spaces and their contents at any time during the year.

We recommend that you leave large amounts of money, expensive electronic devices, and other valuable possessions at home. The school cannot be responsible for such items if they are lost, stolen or damaged. If such items must be brought to school, they should be left in the office for safe-keeping.

All other personal property (clothing, school books, and supplies) should be kept in lockers when not in use. Backpacks are to be used only to transport books and supplies to and from school. While in school, backpacks are to be stored in your locker.

Inappropriate and dangerous items will be confiscated and returned to you or your parents at the discretion of the office. Any illegal item discovered will be turned over to law enforcement authorities, as well as subjecting you to school discipline including, but not limited to, suspension and expulsion. The school board has adopted a strict weapons policy (JICIA), which will be enforced.

EMERGENCY DRILL PROCEDURES

From time to time, it is imperative for public buildings, such as schools, to be evacuated in a matter of seconds. There is always the possibility of an unexpected, unplanned, and very serious situation, requiring immediate evacuation of all personnel. Often, you will not know until afterwards whether or not an emergency existed.

In case of emergency evacuation, the fire alarm will be sounded and all students, teachers, guests, and other personnel will proceed according to the information posted in each room. You should walk quickly, silently, and in an orderly fashion out of the building and to your designated area. Conversation once outdoors should be quiet and reserved. On the first day of school your homeroom teacher will go over these procedures with you in detail.

In the event of a lockdown, students are expected to shelter silently in place until the classroom door is unlocked by law enforcement. If you are not already in a classroom, go to the nearest classroom, even if you don't know that teacher. If you are in the bathroom, stay there.

Let's Have a Great Year!

Thank you for carefully reading and discussing with your family the information in this handbook. Communication is key for all of us to work together to create a school climate where everyone feels safe, welcome, and respected. We are excited to spend this upcoming school year with you. With your help, we can make Mountain Valley Middle School a positive place to teach, learn, and have fun every single day!

