

# **2024-2025 MVHS STUDENT HANDBOOK**

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**Mr. Thomas Danylik, Principal**

**Mr. Craig Milledge, Asst. Principal**

## ***MOUNTAIN VALLEY HS MISSION STATEMENT***

***MVHS will engage all students to maximize their potential to lead  
fulfilling lives***

## **MOUNTAIN VALLEY HS PBIS Key to Success**

### **WE ARE...**

- **Safe**
- **Respectful**
- **Responsible**
- **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**

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# RSU #10

## 6-12 Grading Handbook

### Purpose of Grading

RSU 10 believes grading serves three distinct purposes to provide clarity and structure to the communication between schools and families about student performance.

- **Product:** Telling students their summative achievement based on exams, reports, projects, overall assessments, and other culminating demonstrations of learning.
- **Process:** Giving students feedback on how they worked in the class based on classroom quizzes, homework, punctuality, handing in assignments, class participation, or attendance.
- **Progress:** Giving students feedback on how much they gained from the learning experience—the “value added” or improvement delta over a specified period of time (Kim Marshall).

RSU 10 believes Standards-Referenced grading is the best approach to assessment and reporting for our students. It focuses on students' mastery of specific learning objectives or standards. Using a four-point scale is a common practice in standards-referenced grading. Each point on the scale corresponds to a level of performance towards meeting a specified standard. Here's a general guideline for using a four-point scale in standards-referenced grading

### RSU #10 Grading Procedures

1. Grades should be based upon clearly specified learning expectations and performance standards (Does Not Meet the Standards, Partially Meets the Standards, Meets the Standards, Excels and/or Exceeds at the Standards) in increments as seen on the rubric provided in the final page of this document.
2. Evidence used for grading should be valid and reliable.
3. The passing grade is 2.5 average in each course.
4. Grading is based on established criteria, not on arbitrary norms.
5. Practice work feedback is focused on the process of learning.
6. A standard-referenced rubric will be provided for all graded assignments.
7. The grades for a course are closed at the end of the term
8. If a student earns a credit through summer school or on-line remediation they keep the original grades and will receive a “P” for credit recovery.
9. Grades will be updated in Powerschool bi-weekly.

## Academic Achievement Scoring Guide

Academic Achievement Scores are communicated on a four-point scale. Teachers will develop rubrics to grade assessments that clearly differentiate between the levels of performance in relation to a specific *standard*. Rubrics will be provided with all graded assignments. If an assessment measures multiple *standards* there will be a rubric for each *standard* and each standard will be scored and recorded separately in PowerSchool. The grade for the assignment will be an average of the scores earned on each of the standards. All individual standard scores should be attached to assessments in PowerSchool. Major assessments will have a weight of 1 and minor assessments will have a weight of 0.5. The weights of major and minor assessments would be defined in the course syllabus/student handbook. Semester finals can carry a weight of up to 2. The grade that appears on a student's report card is an average of all assessments to that point in the ranking period. A student's grades will be used to determine such things as GPA, eligibility, class-rank, and credits applied towards graduation.

## Assessments and Scoring

Formative Assessment:

- Given throughout the learning process
- Seeks to determine how the students are progressing through a certain standard
- Formative assessments may be recorded and not counted toward course grade.

Summative Assessment:

- Given at the end of the unit.
- Assesses the student's proficiency of a learning target after instruction.
- Scores from summative assessments are recorded and used to calculate course grade.

Skill Development/Habits of Work:

- Teachers can enter one grade to measure progress and/or executive skills once per term using a school-wide Habits of Work rubric.
- If entered, the HOW score will have a weight of 1 and can be calculated into course grade.

## Grading Rubric

Academic Achievement Score	Definition of Performance
4	<b>Excels and/or Exceeds At The Standard</b> MEA definition, “ The student’s work demonstrates an 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.”
3.5	Meets the standard with multiple characteristics of excellent work
3	<b>Meets the Standard</b> 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.”
2.5	Indicates that the performance has not fully met the expected criteria, but it is close and shows significant effort or progress toward meeting the standard.
2	<b>Partially-Meets the Standard</b> 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.”
1	<b>Does Not Meet the Standard</b> 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.”
0	Missing, Did not take, or No Reasonable Attempt

## Habits of Work

Achievement Score	Definition of Performance		
	Work Completion	Attendance	Behavior
<b>4</b> <b>Excels and/or Exceeds</b>	Complete more than 90% of assigned tasks on time	In attendance or at school sponsored events more than 95% of the time (2 or less absences in a quarter)	0 Office Disciplinary Referrals
<b>3</b> <b>Meets</b>	Completes 80% to 89% of assigned tasks on time	In attendance or at school sponsored events more than 90% of the time (3-4 absences in a quarter)	1 Office Disciplinary Referral
<b>2</b> <b>Partially-Meets</b>	Completes 50% to 79% of assigned tasks on time	In attendance or at school sponsored events more than 80% of the time (5-9 absences in a quarter)	2 Office disciplinary Referrals
<b>1</b> <b>Does Not Meet</b>	Completes less than 50% of assigned tasks on time	In attendance or at school sponsored events less than 80% of the time (More than 9 absences in a quarter)	More than 2 Office Disciplinary Referrals
<b>0</b> <b>No reasonable attempt</b>			

Completed by committee Spring 2024

**Please score using the following scale:**

Score	4	3	2	1	0
Total Points Earned	12	11-9	8-5	5-1	0

### **DEMONSTRATION OF MASTERY PROTOCOL (Remediation)**

- Learning happens differently for all students; some may take more time to understand the material. For this reason, a gradual release philosophy will be used based on the grade level of the students. These numbers represent the number of retakes per semester and per class.
  - 9th Grade - 4 retakes per semester & class
  - 10th Grade - 3 retakes per semester & class
  - 11th Grade - 2 retakes per semester & class
  - 12th Grade - 1 retake per semester & class

All students are eligible for retakes on assessments, given the following conditions:

1. A remediation is initiated by the student within 5 school days of the grades being posted on Powerschool.
2. Once the remediation is initiated, the teacher will establish an appropriate deadline.
3. The teacher and student will complete a remediation contract.
4. The retake could be different questions or a different format.
5. Retakes may be verbal.
6. Retakes may be completed independently, before or after school, depending on the task.
7. 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 should see their teachers the day they return to school for make-up. This will help them attend their regularly scheduled class prepared to take an active part and turn in assignments which are due.

#### **Excused Absence**

If a student has an excused absence on the day that any graded assignment is due, it does not count as the first attempt and therefore does not require the remediation process. Upon return to MVHS students have five school days to contact their teacher and develop a formal plan to complete missed assignments. If students do not develop a plan within the designated time frame, the teacher will put in a zero “0” for the first attempt of the graded assignment and the students will need to complete the remediation process. Extenuating circumstances may allow for a longer period of time to complete make-up work.

#### **Unexcused Absence**

An unexcused absence on a test day or due date will count as a zero “0” for the first attempt on the initial assessment and require students to complete the remediation process.

#### **Suspension**

Suspended students must make up missed work during the period they are suspended and submit relevant assignments immediately upon their return if they are to receive full credit. In cases where work cannot be completed outside of school, students must contact their teacher while suspended to generate a plan to complete missed assignments upon return to MVHS.

## **INCOMPLETES**

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

## **SPECIAL EDUCATION**

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

## **GRADUATION REQUIREMENTS**

In order to graduate from Mountain Valley High School and receive a diploma, students must accumulate 21 credits. The following courses and credits are graduation requirements:

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

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

It is encouraged that students in grades 9-11 are enrolled in at least eight (8) courses per semester. Students in grade 12 may be enrolled in six (6) courses per semester pending remaining graduation requirements. Seniors who wish to participate in extracurricular activities must be enrolled in six (6) courses per semester. 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.

## **ON-LINE CREDIT RECOVERY**

MVHS uses Edgenuity for its on-line credit recovery program. If a student recovers a credit through this on-line program, the grade will be represented by Pass/Fail on the student's transcript.

### **WEIGHTED GRADES**

1. A.P. courses, and courses which earn college credit from an accredited college, will be weighted at 1.1.
2. Accelerated, advanced, or honors courses will be weighted at 1.05.
3. Weighted grades will be used for the purposes of calculating GPA only. GPA will then be used to determine class rank. Weighted grades will not appear on progress reports or report cards.

### **GRADUATION ACTIVITIES**

Students will receive diplomas based on standards addressed and board policy. Honor Cords will be awarded to students with a G.P.A. of 3.25 or higher and the students must pass all classes the first semester of their senior year. No student shall be allowed to participate in the following graduation activities; final assembly, class night, graduation, marching practice and project graduation unless the student has fulfilled all graduation requirements.

### **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.

### **DUAL ENROLLMENT COLLEGE COURSES**

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

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

### **CLASS STANDING**

The policy for determining class standing is established as follows:

1. All grades earned by the students in grades 9-12 will be reported in a numerical format and computed into class standing, with the exception of pass/fail courses.
2. Summer school courses, correspondence courses, university level courses, and adult education courses may be used in the computation of class standing as long as the principal has approved the course.
3. Any student who is withdrawn from a course after the first five weeks of class meetings will have the course included in their class standing using the cut-off grade.

4. A student's class rank will be official at the end of the first semester of the senior year.
5. All students attending Mountain Valley High School are included in the computation of class standings.
6. All courses at Mountain Valley High School will be weighted based upon the length of their meeting time as follows: 1.00 for a full year one credit course, .50 for a semester one-half credit course.
7. Class standing is computed by multiplying each of the traditional numerical grades earned by the factor based upon the credit value. The number that is generated is then added with those derived from the other courses that have been attempted. The resulting total is then divided by the total number of classes attempted. Advanced Placement and college courses receive a weight of 1.10. Honors courses will have a weight of 1.05. The resulting numerical value is used to determine class standing, rounding to the nearest hundredth.
8. Advanced Placement (AP) courses follow the guidelines outlined on the College Board website (<https://student.collegeboard.org/>) so that students are well prepared for the national AP tests in May. Students in AP courses are required to take the AP Exam at the scheduled time in May. Failure to take the exam will result in the AP designation for that course being removed from the student's transcript.

### **POWER SCHOOL**

A student's academic performance in all classes is regularly updated on Powerschool. All parents and students have access to Powerschool and can receive a progress report on demand. Powerschool also has the capacity to email a progress report to users on a regular basis (i.e. every Friday). If a teacher does not regularly update Powerschool, please contact them and the office. Powerschool is a great way to stay informed. Only Regularly Graded Assessments (RGA) and Habits of Work (HOW) count towards a student's overall grade. Habits of work can only be graded twice per semester. The rubric for Habits of Work can be found in the Grading Handbook section on page 9. Below is a list of other acronyms that you might find on Powerschool:

Regularly Graded Assessment – (RGA)  
Practice Work - (PW)  
Incomplete – (INC)

### **SENIOR PRIVILEGES**

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

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

1. Students must be eligible to begin the 2024-2025 school year.
2. Students must be passing all classes and on pace in Edgenuity courses at time of grade checks. (2.5 or higher)
3. Students must attend school regularly.
4. Students must submit a copy of a privilege contract signed by their parent/guardian.

5. Students **must** be in attendance at all assemblies, rallies and any other school events between 8:00 am and 2:15 pm.
6. Students must sign themselves in or out upon entering or leaving the building.
7. Seniors who stay on campus during study hall may work in the lobby or in room 302. Students must be in good academic standing to work in the main lobby during study hall periods.
8. If a student is enrolled in an Edgenuity class, they are required to stay in school during Edgenuity assigned study hall(s) until the class is fully completed (credit awarded).

Students opting to participate in full privileges must not return to school grounds more than ten minutes before the commencement of their next scheduled class.

**Loss of senior privileges will be at the discretion of the principal or assistant principal.**

*Senior Privileges eligibility will be determined every two weeks and is consistent with the extracurricular eligibility schedule. Students may immediately become ineligible for privileges under the following circumstances:*

1. *Any type of suspension (in-school or out-of-school)*
2. *Student's may lose privileges as a result of office discipline referrals. This is subject to the number of incidents, severity of the action, and will be determined by MVHS administration.*
3. *If a student is found signing another student in/out.*
4. *If a student is tardy to a class from privileges two (2) times, they will lose privileges for that semester.*
5. *If a student is chronically absent (9 absences) in a semester they are subject to a loss of privileges.*

## **GUIDANCE DEPARTMENT**

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

## **ADD/DROP PERIOD - STUDENT SCHEDULES**

Changes in courses may be allowed only within the **first 2 weeks of a semester**. If a student withdraws from a course after the first two weeks, they will have the course included on their 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 guardian 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 and must be attended. 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. Listening to music on laptops (not cell phones) will be permitted with headphones at the study hall monitor's discretion.
4. Students are only allowed to leave a study hall if they have acquired a pass prior to the start of the period.
5. School cell phone policy applies to study hall, the exception are seniors with privileges.

### **HALL PASSES**

When a student wishes to leave a room to get extra help from another teacher, the student must, at some time prior to the visit, procure a pass from the teacher they wish to visit. Students will not be allowed to leave a class to get a pass and the study hall teacher is only allowed to write out passes to lockers and the bathroom. Teachers are responsible for keeping a classroom log that documents the times a student leaves and returns to the classroom. Students must fill out sign out sheets completely. Failure to do so may result in Pass Abuse.

### **LOBBY EXPECTATIONS**

The main lobby is used throughout the day for a variety of purposes. It is imperative that this space remains a calm and inviting atmosphere that is welcoming to all Mountain Valley High School staff, students and visitors. Any student using the lobby must conduct themselves accordingly.

- The lobby is available during lunches. This is a first come-first serve situation and once it is full, no students are permitted to be there. Students must act consistent with MVHS expectations. If not, they will be asked to leave.
- The lobby is available for study hall students who are passing all classes and are on pace in their edgenuity courses. If not, students must remain in their study hall room.
- Students may not leave classes to do work in the lobby. Any exceptions to this rule must be approved by the main office.

## **COUNSELING**

We believe every person in our school community needs someone with whom to share thoughts, ideas and feelings. At Mountain Valley, we have both Social Workers and at times, outside agency 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 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 sign up deadline and approved by MVHS administration.
4. All regular dances will begin at 7:00 p.m. and end no later than 11:00 p.m.
5. No one will be admitted in a dance after 7:30 p.m. without a note from the principal or assistant principal.
6. Once a person leaves the building, they will not be readmitted.
7. All dances must have at least four chaperones plus the activity advisor.
8. Students absent, dismissed or tardy past 8:15 am on the day of a dance will not be allowed to attend the dance, unless attending a medical appointment and a note is provided from the medical professional. Other extenuating circumstances will be reviewed by administration.

## **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.

## **ALICE CRISIS RESPONSE**

The goal of ALICE training is that the strategies learned will increase the chances that our staff and students survive in an emergency including if an armed intruder ever were to enter the building. ALICE is a federal endorsed safety protocol. The letters ALICE stand for Alert, Lockdown, Inform, Counter and Evacuate:

- **ALERT** – inform people of the threat, giving as much information as possible
- **LOCKDOWN** – Students and staff can choose to lockdown and barricade the room that they are in if they determine that it is not safe to evacuate
- **INFORM** – pass on as much information as possible to others and to First Responders, including calling 911

- **COUNTER** – an effort of last resort, if an armed intruder is able to get into the space they are in, individuals can counter with distraction or other tactics. Staff are being trained to use every effort to stop the intruder, instead of relying on the traditional lockdown and hide response
- **EVACUATE** – if it is safe to do so, all are encouraged to evacuate the building and remove themselves from the threat

At MVHS, we work with our students to prepare them in case of a crisis situation. These are skills which are transferable to multiple scenarios. Staff will still be charged with deciding how best to keep students safe, but the students will gain valuable life-skills. We are very sensitive to the fact that this is a scary topic for both kids and adults. Hopefully, our focus on being prepared will reduce fear and anxiety about these difficult situations.

## **HEALTH**

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

## **DISCIPLINE**

### **CODE OF CONDUCT**

Students are expected to conform to reasonable standards of socially acceptable behavior, respect the rights, person and property of others and preserve the degree of order necessary to the educational program in which they are engaged. (Illegal or unlawful conduct at school could result in disciplinary action.) 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 experience. 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. Abusive and obscene language, threatening and/or fighting 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 backpacks or bags of any type in the hallways or classrooms during school hours unless the student is going to or from physical education or music class.
6. Personal electronic devices (i.e. cell phones, smart watches, tablets etc.) are not permitted for use during instructional times or during assessments unless an Individual Education Plan specifies its use. Students may be asked to turn in electronic devices prior to any assessment by the teacher.

## **WE ARE: SAFE, RESPECTFUL, RESPONSIBLE, INVOLVED**

### **DISCIPLINARY ACTIONS**

When students choose to behave inappropriately at school, online or at school-sponsored events, the administration and faculty at Mountain Valley High School reserve the right to enforce consequences. We work 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. Any of these steps could include parent conferences and behavior contracts. MVHS also works to provide restorative methods regarding misconduct whenever appropriate.

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

- a. control the disturbing behavior; or
- b. remove the person from the scene of the disturbance

### **PASS ABUSE**

Students that spend excessive time outside of their designated classroom or found in areas of the building without permission may be placed on pass abuse. Failure to sign in and out of classes appropriately/accurately may also result in pass abuse. Students who are on pass abuse are not allowed to leave a classroom during a class period without a teacher. Students on pass abuse must remain in the cafeteria for lunch and room 302 for study hall. If this is violated, further consequences will be enforced.

### **TEACHER DETENTION**

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

### **OFFICE DETENTION**

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, phones and laptops are not permitted.
4. Students need to bring enough work to last the entire time.
5. If a student is removed from detention, there will be additional consequences assigned.
6. Teachers and administrators also reserve the right to have students serve detention during lunch. Students are allowed to eat but will do so with the assigning staff member.

## **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 or at any school sponsored event. If a student is found to be on school grounds during suspension, additional days of suspension and/or other consequences may be assigned. Prior to a student's re-entry to school from suspension, the student may be asked to meet with the assistant principal, principal and/or superintendent. 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**

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school unit to provide a safe, healthy, and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

- A. Articles of clothing that promote the use of tobacco, alcohol, other drugs or paraphernalia may not be worn on school grounds (when school is in session) or at school functions.
- B. Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing with displays that are sexual, vulgar, lewd, or indecent or include insulting words, graphics or symbols (e.g., racial/ethnic slurs) are impermissible.
- D. Clothing that inappropriately exposes one's body parts, or inappropriately exposes one's cleavage, chest, belly, buttocks, or undergarments for both males and females:
  - 1. No more than 2" of midriff/torso showing at high school.
  - 2. The lowest part of the neckline of shirts must meet the top of armpit
  - 3. Sides of shirts must meet the armpit
  - 4. Shorts and/or skirts must fully always cover the butt
  - 5. Strapless garments are prohibited
  - 6. Torn clothing must not expose skin above the short/skirt level
- E. Clothing that is destructive of school property (e.g., cleats, spiked or studded clothing, pants with metal inserts that scratch furniture, etc..) are prohibited.
- F. Bare feet or stocking feet are prohibited

- G. Hoods and other similar types of head or face coverings may not be worn in any school building when school is in session, except for religious/other reasons as approved by the principal.
- H. Clothing with confederate flags is prohibited at all times.
- I. Relevant aspects of school dress code also apply to student possessions and accessories (i.e. water bottles, phone cases, lockers, etc).

### **CHEATING & PLAGIARISM**

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

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

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:

**First Offense:** a score of zero (0) for the initial assessment, and guardian notification by the teacher. Students will be allowed to remediate after the 1<sup>st</sup> offense.

**Second Offense:** On the second offense the student will receive a score of zero (0) with no remediation. Guardian will be notified by MVHS Administration.

If plagiarism exceeds two (2) offenses in the same course, it will be dealt with by MVHS administration and may include removal from the course.

\* Plagiarism at MVHS is cumulative for the school year. Meaning, multiple offenses do not need to occur in the same course.\*

### **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. Senior and underclassmen parking is in the gym/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. Student vehicles on school grounds are subject to searches conducted by the Building Administrator.

### **LOCKERS**

Lockers are assigned on the opening day of school. The lockers are the property of the school and the school reserves the right to inspect the lockers at any time. Students are responsible for items in the lockers. Students must use only their assigned lockers. The school will accept no responsibility for items missing from lockers. Locks will be provided to all MVHS students free of charge. If a student does not return their lock, they will be billed. 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. Stickers are not allowed on the outside or inside of lockers.

### **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 in order to contact home.

**Cell phones may not be used during class time.** Cell phones may be used during lunch time, homeroom, in the main office and in between classes. A violation of the protocol for acceptable use of a cell phone will result in the phone being confiscated for the remainder of the period. Student refusal to turn over their cell phone will result in the loss of privilege for one day and the cell phone will remain in the MVHS main office. Student refusal to turn over their cell phone to administration will result in the student being sent home for the remainder of the day. Multiple cell phone violations may result in further cell phone restrictions.

### **ELEVATOR USE**

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

### **DEBT POLICY**

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

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

### **LUNCH**

There are two lunch periods. Each student is expected to pick up their debris and put it in the proper receptacles. Students are to remain in the cafeteria, main lobby or gym (when available) during the entire lunch period. MVHS currently has a universal free breakfast/lunch program. In order to continue to offer this benefit, we need all parents to complete and submit all lunch forms. Students who have received a lunch pass from a teacher need to give this to an office staff member.

### **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. An Absence Request Form should be completed and turned in 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 expectations and make-up requirements as established by the principal and teachers
- c. Parents/guardian should request leaves for students only when absolutely necessary

In the event of school cancellation, you have the option to be notified by the Power Announcement system.

### **ATTENDANCE PROCEDURE. 2024-2025**

**Goal:** MVHS will improve college and career readiness by decreasing the percentage of chronically absent students to 35% through adhering to a series of procedures which will include: Advisory Phone Calls, Student Assistance Team (SAT), Home Visits, and Attendance hearings.

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

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

**Interventions:**

Social Work  
Home Visits  
Check and Connect – Tier 2 PBIS  
Letters Home  
RENEW – Tier 3 PBIS  
Special Education Ref.  
504  
Outside Services  
Guidance Ref.

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

**Attendance Hearing:** After a student has missed 9 school days, the student and parent (guardian or caring adult) will be required to attend a hearing. The hearing will be scheduled by a member of the Attendance Team. The attendance committee will be made up of Attendance Team members. The purpose of the attendance hearing is to:

- \*Review reasons for absences
- \*Review documentation for absences
- \*Review previous interventions
- \*Develop new interventions or strategies to prevent future absences
- \*Design a contract
- \*Distribute outcomes to all pertinent adults (Staff, Parents, Case Managers)

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

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

The office will also attempt to identify any students that have missed 9 or more days from a specific class. We will implement the same procedure as is used for chronic absent students. To accomplish this, it is imperative that all teachers follow the prescribed attendance procedures.

### **ABSENCE PROCEDURE**

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

- 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 their return to school.
- c. If no note is presented or no phone contact has been made within 24 hours, the student will receive an unexcused absence. 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 unexcused, they will receive a zero for all school work missed during the absence and will make up their missed time. This includes cutting classes.
- f. If a student has received an excused absence they will be required to follow the make up policy for missed work.
- g. Students who are absent from school are not permitted to attend any after school activity unless approved by the building administrator if a doctor's note is not provided.

### **PERFECT ATTENDANCE**

Any student who attends 100% of the entire school year will be awarded a Perfect Attendance pass to all MVHS events for the following year.

### **TARDINESS PROCEDURE**

Students who are tardy at the start of the day must report to the office for an admittance slip. A student involved in extracurricular activities will be allowed one tardy per season without restrictions to participation.

### **DISMISSAL PROCEDURE**

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

For an unplanned dismissal:

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

### **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, vapes, e-cigs, chewing tobacco, snuff or any other tobacco products, alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, imitation drug or substance purported to be a drug, and any other controlled substance defined in federal and state/laws regulations.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school. It is not a violation of this policy for a student to be in possession of a legally defined drug properly administered and specifically prescribed by their 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 and alcohol problems. Students will be encouraged to address their tobacco, drug and 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 administrators may suspend and/or recommend expulsion of students who violate this policy. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

## **MISCELLANEOUS**

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

## **QUESTIONS/COMPLAINTS PROTOCOL**

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

## **CO-CURRICULAR ACTIVITIES**

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

Participation in clubs and activities is open to all students. All groups must have an adult supervisor who assumes responsibility for supervision, direction, fund-raising and planning for the activity. All eligibility requirements for participation apply to co-curricular activities with a performance aspect. 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:

### **CO-CURRICULAR & ADVISOR**

Civil Rights Team – Mrs. Deb Carver & Mr. Jeff Bailey  
Class Officers – Mr. Chris Carver, Mrs. Leanne Virgin,  
Mrs. Kathy Carey, Ms. Kristen Allen, Mrs. Bryanne Glover & Mrs. Serena Flagg  
Fall Play – Mrs. Natalie Simmons  
Pep Band – Mr. Mike Prescott  
National Honor Society –Mr. Chris Carver  
N.H.S. Tutoring  
Spring Musical – Mrs. Natalie Simmons  
Student Council – Ms. Lisa Russell  
Yearbook – Ms. Melissa Forbes  
Falcon’s Nest Newspaper – Mr. Chris Brennick  
Falcon Ambassadors – Mr. Aylward, Mrs. Woods & Ms. Fortin  
Gaming Club – Mr. Bailey & Mr. Vining  
GSTA

### **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

GBEB – Staff Conduct with Students

IHBAC – Child Find

IGDA – Substance Abuse Policy for Co/Extra Curricular Participants

IGDA-E1 – Annual Student Participation – Parental Approval Form

IJJ – Instructional in Library Media Materials Selection

IJNDB-R – Student Computer and Internet Use

IJNDB-E – Student Computer and Internet Use Acknowledgement Form

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

IKB – Homework

IKE – Grade Retention

IFK – Graduation Requirements

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

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

JAEE – Student Attendance, Student Absences and Student Tardiness

JEA – Compulsory Attendance

JIC – System-wide Student Code of Conduct

JICA – Student Dress

JICH – Drug and Alcohol Use by Students

JICH-R – Drug and Alcohol Use by Students Procedure

JICIA – Weapons, Violence and School Safety

JICK – Bullying and Cyberbullying in Schools

JIH – Questioning and Searches of Students

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

JJIF – Management of concussions and Other Head Injuries

JJIF-E – RSU #10 Concussion Information Sheet

JKAA – Use of Physical Restraint and Seclusion

JKAA-R – Procedures on Physical Restraint and Seclusion

JLCA – Physical Examinations of Students

JLCC – Communicable/Infectious Disease Policy

JLCD – Administering Medication to Students

JLCD-R – Administering Medication to Students Procedure

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