

**MOUNTAIN VIEW INTERMEDIATE SCHOOL**  
**161 Clarks Chapel Rd**  
**Franklin, NC 28734**



**SOAR**  
**(Safe, Organized, Actively Learning, Respectful)**

**Student Handbook**  
**2011-2012**

**MOUNTAIN VIEW INTERMEDIATE SCHOOL**  
**2011-2012 STUDENT HANDBOOK**  
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## **Welcome To Mountain View Intermediate School**

This handbook is just one of many opportunities for communication between the school and students/parents. It is intended to provide beneficial information regarding practices, policies, and procedures associated with Mountain View Intermediate School. There are many options for parents to become involved in their children's education. You are encouraged to contact your school's administration and faculty whenever you have questions, comments or concerns. Parents, guardians, senior citizens, and other interested citizens are encouraged to participate in the educational experiences of children through a school volunteer program. Please contact MVI for further information.

### **MISSION STATEMENT**

Mountain View Intermediate's mission is to be a dedicated team of professionals who partner with parents and the community to provide a safe and nurturing learning environment for all students. Our future leaders will become responsible and respectful citizens of Macon County and beyond.

### **PARENT EXPECTATIONS**

1. Be an active participant in your child's education.
2. Teach your child the importance of time management. Arrive to school on time and don't leave early.
3. Teach your child manners and how to act respectfully.
4. Make sure your child is prepared.
5. Whenever you arrive on campus, please sign in at the office.

### **Daily Schedule**

#### Normal Daily Schedule

7:20	Doors Open
7:20-8:00	Breakfast or Sit in the Gym
8:00-8:10	Students report to Homeroom. Students arriving after 8:10 must sign in at the office with their parents/guardians
8:10-2:55	Instructional Day and Lunch
2:55	1 <sup>st</sup> bus bell
3:00	2 <sup>nd</sup> bus bell
3:05	Car Riders dismissed

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Being a member of a school is like being a part of a family or a nation. In order for everyone to get along and to have freedom, all must share certain duties. Rights (freedoms) and responsibilities (duties) go hand in hand.

The following pages list student rights and responsibilities which will help to guide students to success while attending Mountain View Intermediate School.

**Having Respect** — At school everyone works to make sure that you are safe and well and that your day will be pleasant. You must do your part by:

1. Respecting others for who they are.
2. Respecting other people's property.
3. Dressing in the right manner for school.
4. Helping us keep our school neat and clean.

**Knowing the Rules** — The school has rules for all students which you must know and follow. If you break a rule, you will be treated fairly. You will be allowed to tell your side of the story to your teacher or someone in the office.

**Learning in School** — Schools will help you grow into a productive and successful adult. To do this, you must take part in all of your classes and other activities to the best of your ability. All school workers are there to help you do your best. If you have any questions or problems, ask for help.

**Coming to School** — You must attend school each day and be on time. When you are sick or have a family emergency that requires you to remain at home, be sure and bring a written excuse.

## **INTRODUCTION**

This handbook has been prepared to provide students and their parents with some of the rules and guidelines concerning Mountain View Intermediate School. This Student/Parent Handbook covers school attendance as well as rules of conduct for students. Parents are requested to read and discuss this handbook with their children in order to help them adjust more successfully at school.

Parents are encouraged to keep in close contact with their child's school. The support of parents is needed continuously as we provide a safe and friendly place for children to learn.

## **COMMUNICATION BETWEEN PARENTS AND SCHOOL**

### **Change of Address and/or Telephone**

It is most important that parents notify the school immediately of any change in address or telephone number. Unlisted numbers will be held in confidence when requested.

### **Absences**

When a student is absent, it is important that when he/she returns to school, parents send a note explaining the absence. Responsible students retrieve missed assignments and turn them in promptly to receive credit after returning from an absence.

### **Legal Custody/Guardianship**

The school needs to be informed of any legal matters involving custody. If a non-custodial parent is not permitted to pick up a child or have contact, a copy of the court order must be on file at the school.

### **Parent & Teacher conferences**

If a parent desires a scheduled conference with a member of the faculty, it should be arranged through the guidance office. A conference will be arranged between 3:00-3:30 PM or during the teacher's planning period. If it is inconvenient for the parent to meet at the designated times, other arrangements can be made. If you have questions or concerns that can be answered without a scheduled conference, please feel free to contact the teachers at school during the following times: 7:45 – 8:00 AM, 3:00 – 3:30 PM or during the teachers' planning time. Teachers may also be contacted during planning time by phone. A voice message may be left stating the reason and the teacher will make a return call.

Teachers can also be reached by email using the following email address: first name.last name@macon.k12.nc.us.

### **Visitors at School**

Parents, visitors, and volunteers may visit the school office at any time. It is necessary for you to identify yourself to the school Principal or his/her designee, sign in, and obtain a visitor's badge prior to contacting a child or entering the school grounds. This is done for the protection of the children, the parents, the teachers and the school district. Children who are not enrolled in the school are not permitted to come to school with other students.

### **Withdrawals, Transfers - Notification**

Parents should notify the school or their child's teacher of their plans of withdrawal or transfer as soon as possible prior to the last day of attendance. The notification should include the last day of attendance and the name of the next school the child will be attending. Before the withdrawal or transfer is completed, all school property must be turned in or accounted for, and all charges paid.

### **Volunteers**

Volunteers are an integral part of our school and are greatly appreciated. There are many opportunities to volunteer in school. Please remember that when you volunteer, you are expected to adhere to the same confidentiality guidelines as other school personnel.

### **Student Planners**

The MVI Planner is designed to assist your child in organizing his/her daily, weekly, and long-term assignments. Please check your child's planner each night. Parents are required to sign the planner each night.

### **Thursday is Reading Night**

In an effort to improve communication from school to home, all important documents, forms, and notices will be sent home on Thursday except in emergency situations. We hope that making a central day for papers to be sent home will enable us to improve our two-way communication. Be sure to ask your child each Thursday if there are any papers you need to see or sign.

## **Grades**

Grades reflect effort, attitude, and progress in school subjects. They are determined on the basis of homework, class work, class participation, and examinations. Homework is a method to practice skills that are taught in the classroom and a means to develop personal responsibility. Please assist your child's teachers by checking each night on homework assignments and offering assistance when needed.

The following grades are used in the preparation of report cards:

A	93-100	Excellent
B	85- 92	Above average
C	77- 84	Average
D	70- 76	Below average
F	below 70	Failing
I		Incomplete
S		Satisfactory
U		Unsatisfactory

Grades are recorded and report cards distributed following the completion of each nine-week period of the school year. Progress reports precede report cards by 4 ½ weeks. Report cards/progress reports are to be signed by the parent(s) and returned to the student's teacher as soon as possible.

## **ATTENDANCE**

### **Absences**

The educational program of this school is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. School attendance shall be the responsibility of parents/guardians and students.

A student who is not present for his or her instructional classes or program at school on a school day is marked absent. A student who is engaged in an educational activity off-campus that constitutes a school approved instructional program or activity will not be marked as absent.

All students must be in attendance a minimum of half (11:30) the school day to be considered present. Students arriving after 11:30 or who leave school before

11:30 and do not return will be counted as absent. It is very important for students and parents to understand that absences are computed for each class.

A student who is absent from school must bring a written excuse from the parent/ guardian stating the reason for the absence. After ten (10) days of absence a doctor's note will be required. The excuse should be given to the homeroom teacher on the morning the student returns to school. If the student does not provide a note, the absence will be coded as "unexcused." Students who are absent for more than two (2) consecutive days, should notify the school for the purpose of obtaining missed work. Emails and phone calls to the school do not constitute a note. Excuse notes must be handwritten/typed, signed and received within thirty (30) days of the absence. The following policy has been adopted by the Macon County Board of Education:

No student shall miss more than twenty (20) days during the school year, if he or she is to receive credit in high school or to **pass in elementary school**. When a student is absent for more than twenty (20) days, he/she may receive no grade or credit.

The result of no grade or credit status by a student will require school officials to retain the student in elementary school and require school officials to make students in high school repeat courses where such absences have occurred.

An illness of prolonged nature, trips of educational value, and a school record that shows beyond a doubt a student's attempt to change a negative behavioral pattern will be considered case by case by a faculty committee where absences are in excess of twenty (20) days to consider promotion.

The following are considered reasons for absences as excused. All other reasons are considered unexcused.

- Illness or injury
- Quarantine ordered by the local health officer or State Board of Health.
- Death in the child's immediate family.
- Medical or dental appointments.
- Participation in court of administrative proceedings as a party or subpoenaed witness
- Religious observances.

- Educational opportunity such as travel. The principal or assistant principal must give permission in advance.

### **Leaving School Grounds and Early Dismissal**

Every effort should be made for the student to remain at school for the entire day except for emergencies or medical appointments. No student shall be permitted to leave school prior to dismissal at the request of or in the company of anyone other than a school employee, a police officer with judicial authority, a court official, or the parents of the student unless the permission of the parent or guardian of record is first secured. Students will only be released to the parent/guardian or only those who the parent lists on the student's information form kept in the office. A parent/guardian must give written notice to the school when a child is released to other persons. School personnel may require persons who are requesting to pick up children from school to show proper identification.

### **Changes in your Child's Normal Routine**

Notes are required with parent/guardian signature for the following:

- Leaving school with someone other than parent/guardian
- Going home with another student
- Riding a bus other than the one the child is assigned
- Getting off at a different bus stop
- Staying after school for any reason
- Except in the case of an emergency, do not call the school asking for the student to change his/her normal routine.

## **TRANSPORTATION**

### **Coming to School - Too Early**

For the safety and protection of our students, parents should not allow children to arrive on school grounds before the time of supervision by the teachers and staff. Students should arrange to arrive at school no earlier than 7:20 AM.

### **Coming to School - Too Late (Tardiness)**

All students are expected to be at school on time! Students who come to school tardy (after 8:10) must report to the school office accompanied by a parent to sign in and get a tardy slip. Arrival after 11:30 is an absence for the day.

### **School Traffic Patterns**

Parents are required to follow the designated traffic route established at the school in delivering and picking up children. These routes have been designated for the safety of all children and for the efficient movement of automobiles and school buses. Parents should enter campus from Clarks Chapel Road.

### **Inclement Weather or other emergencies requiring early dismissal**

On mornings when there are icy conditions or snow, stay tuned to the local radio stations for announcements regarding school closings and delays. It is very important for parents to understand that the Superintendent of Schools determines early dismissal. Please do not call the school to ask if school is going to be dismissed early. Once we know, we will use the phone service that notifies each student's home as to what the inclement weather plans are for the school day.

**Parents should make sure that their child/children know the procedure they should follow when there is early dismissal due to inclement weather or other emergencies.** It is not possible for every child to call home from the school office for instructions. A little planning can prevent a great deal of confusion.

## **BUS SAFETY AND RULES**

Students have the privilege to free transportation; it is not a right. All students have the responsibility to abide by prescribed standards of conduct while waiting at the school bus stop, or while being transported at any time on school-sponsored transportation.

### **School Bus Stop**

Violation of policies, rules, or standards of conduct, including disruptive behavior at a school bus stop by a student is grounds for suspension from riding the school bus.

### **Standards of Conduct for Riding the School Bus**

- The driver is in full charge of the bus and students. **STUDENTS MUST OBEY THE DRIVER AT ALL TIMES AND FOLLOW THE RULES FOR RIDING THE SCHOOL BUS.**
- Students must be at the bus stop on time. The bus will not wait for students who are tardy. Plan to be at the bus stop no less than five (5) minutes prior to bus arrival.

- Students should stand five (5) feet off the roadway at all times while waiting for the bus. **A student's parent or guardian has responsibility for the control and direction of students at the bus stop.**
- Students must ride their assigned bus and cannot board or depart the bus at any stop other than their regular stop unless authorized in writing by the Principal or his/her designee.
- Students must enter the bus in an orderly manner and sit in assigned seat if designated by the Principal or driver.
- Students must remain seated and facing forward at all times when the bus is moving and keep all portions of the body inside the bus.
- It is a felony to throw any items out of the windows of the bus. Parents and students will be held responsible.
- Parents and students will be held responsible for all vandalism by students to the bus. Restitution will be required.
- No obscene language or gestures will be permitted on the bus.
- Bulky or objectionable articles, including large musical instruments that cannot be held in the student's lap will not be permitted on the bus. No objects may block the aisles or emergency exits.

## **ADDITIONAL SCHOOL INFORMATION**

### **Guidance Services**

Mountain View Intermediate School has a full-time guidance counselor on staff to assist students with any academic, personal, or social problem. Parents are asked to encourage children to utilize these services, if needed. Ms. Kimberly Green may be reached at the school number.

### **Lockers**

Lockers will be assigned to sixth grade students only. The school will provide a lock for each student. Students will not be allowed to use personal locks. Students who lose their locks will be charged \$6.00 for their replacement. Students should keep lockers neat and clean. Books, coats, and papers should be placed inside so they will not interfere with the locking mechanism. Loss of textbooks and other property will be the responsibility of the student. **FOR THE SAFETY OF STUDENT PROPERTY, LOCKERS SHOULD BE CLOSED AND LOCKED AT ALL TIMES.** No other person should be given the lock combination. Students must use only the locker they are assigned. The school administration reserves the right to inspect any locker at any time.

### **Telephone Calls**

Students are allowed to make telephone calls from the school office only for emergencies. Students will not be called to the telephone except in case of an emergency. We will deliver a message to your child at designated times during the day.

### **Field Trips**

Field trips are planned to extend and enhance classroom experiences when opportunities and resources permit. Each participating student must have a permission form signed by the parent or guardian. Transportation is usually provided by school buses. When private automobiles are used, the owner of the vehicle must sign special insurance forms. Students are supervised and chaperoned by adults while on field trips.

#### **Misbehavior on Field Trips**

Students are required to follow school rules and guidelines while on a field trip, the same as in the classroom at school. Students shall at all times follow the instructions and directives of teachers, sponsors, or chaperones in charge of the field trip. If a student misbehaves on a field trip, disciplinary action will be taken.

### **Fire Drills**

Fire drills are held at school as required by law. Drills may occur at any time of the day. Students are requested to move quickly, as directed by the teacher, to the designated exit-area. Upon completion of the drill, an all-clear signal will be sounded at which time all persons will return to their classroom. Students are asked to remain quiet during this procedure.

### **Insurance**

Accident insurance is available to students at a reasonable price. Specific information regarding the plan will be supplied during registration and the first week of school. Parents are encouraged to purchase this insurance, as the school accepts no financial responsibility for accidents occurring on school grounds.

### **Lost and Found**

The school maintains a lost and found area where articles may be claimed. Students are encouraged to check the lost and found department at the end of the year for articles that may have been forgotten. Each year many articles are left unclaimed. School officials will not assume responsibility for lost articles or

money. It is suggested that children bring only the amount of money necessary for any given day.

### **Library Books and Other School Materials**

Lost or damaged books or materials are the financial responsibility of the parents and students.

### **Macon County Child Nutrition**

Each school in Macon County serves both breakfast and lunch. Child Nutrition is a self-supporting part of the school. The only money we receive from the federal government is through our Free and Reduced Lunch Meal Program. All other monies come from sales in the cafeteria. We ask that you fill out your free and reduced application immediately. The monies we receive from each of our eligible students are essential. Applications for free or reduced meals may be submitted at any time during the school year. Please be sure to send money if your child is reduced or full-paid. The money is deposited in your child's account, and as they purchase meals or snacks, it is deducted. You may ask for an account of their balance at any time by calling the cafeteria and asking for the manager.

#### **Meal prices**

Student breakfast	\$1.00
Student breakfast reduced	\$ .30
Student lunch	\$2.25
Student lunch reduced	\$ .40

Guidelines and applications for reduced price or free lunch are available in the school office.

### **PTO**

Mountain View Intermediate School has a very active PTO program. You are encouraged to attend meetings and fund-raising events.

### **SCHOOL HEALTH**

#### **Unusual Health Conditions**

Parents are requested to inform the school if a child has unusual or chronic health conditions, such as asthma, diabetes, etc.

### **Controlling Head Lice (Pediculuscapitis)**

Children sometimes contract head lice during the school year. Because it is a communicable disease, students will not be allowed to attend school as long as lice or nits (eggs) are present. If lice are found on a child, parents will be contacted to pick up their child from school. More information is available from the school nurse on the treatment of head lice. The student must be free of lice and/or nits and checked by the principal or designee before he/she may return to school. Please encourage your child not to share hats, hoodies, jackets, combs, hairbrushes, or hair bows.

### **Medication Administration**

For information pertaining to the use of medication while at school, please refer to the Macon County School Board Policy Medication Administration section (421).

## **DRESS CODE**

### **A. Student Dress Code**

1. The standards of appearance for students shall insure that the students be clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are in conformity with the studious atmosphere and good personal hygiene necessary in schools.
2. It is the responsibility of the Principal to see that the dress appearance of no student shall be extreme to the point of creating a disturbance or is hazardous to one 's self, others, or school property, whether or not the specific case is covered by the above paragraph.

### **B. Profanity on Wearing Apparel**

Students shall not be permitted to wear clothing that displays printed profanity. Additionally, clothing shall not be allowed that promotes alcoholic beverages, tobacco, or the use of controlled substances, depicts violence, is of a sexual nature, or is of a disruptive nature.

### **C. Specific Guidelines**

#### **1. Head**

- a. No hats, headbands, bandanas, or sunglasses (unless prescribed by a physician) are to be worn in the school building or hallways.
- b. Extreme hairstyles, hair colors, and make-up that are disruptive are prohibited.

## 2. Upper Garments

- a. Garments must be of a length and fit that are suitable to the build and stature of the student and must not expose undergarments or be otherwise immodest.
- b. Strapless garments, tank tops and tops with spaghetti straps, tube tops, and halter tops are prohibited.
- c. Necklines of all upper garments must be modest. Low cut necklines are prohibited.
- d. Excessively large or baggy clothes, which may conceal dangerous items or be a safety hazard, shall not be worn including overcoats/trench-coats of excessive length.
- e. Upper garments must adequately cover the waistline and must not expose the midriff while the student is performing normal school-related activities (studying, retrieving books, raising hands, etc).

## 3. Lower Garments

- a. Pants shall conform to the build and stature of the student, shall be worn at the waist, and shall not extend below the heel of the shoe in length. (Tights, spandex, leggings, bike shorts, etc., are not permitted.
- b. Undergarments shall not be visible.
- c. Garments must be of a length and fit that are suitable to build and stature of the student.
- d. Shorts must reach mid-thigh or below.
- e. Dresses and skirts must reach mid thigh or below in length with the waistband of skirt worn at waist level.
- f. Clothing shall not be inside out or backwards, pant legs shall not be rolled up, and pants shall be worn properly at the waist. Belts to keep pants up are highly recommended.
- g. Pajamas, bottoms or tops, are not allowed to be worn.

## 4. Footwear

Students must wear shoes that are safe and appropriate for the learning environment. **Shoes must fit. Shoes that have laces must be laced and tied. Proper footwear is required in PE. No shoes that have wheels or rollers in them are permitted.**

## 5. Accessories

- a. Clothing, jewelry, and accessories shall not convey messages that are: crude; vulgar/profane; violent/death-oriented (Gothic); gang related; sexually suggestive; promoting alcohol, drugs, or tobacco.

- b. Pierced jewelry shall be limited to the ears. Jewelry or accessories that pose a safety concern for the student or others are prohibited. Dog collars, wallet chains, large hair picks or chains that connect one part of the body to another are prohibited.

The first reasonable violation of this dress code will be remedied, if possible, with clothes supplied by the administration. If the violation is extreme, then the student will call home to have the offending garment replaced, or covered by another acceptable garment from home. Further violations of the dress code can result in out of school suspension.

### **Cellular Telephones/Pagers**

Per Macon County Board of Education policy (Section 450 Rule 19): No student shall use, possess, or store any unauthorized device including , but not limited to cell phones, digital paging systems, beepers, walkie-talkies, scanners, televisions, radios, laser beams, digital media players, gaming devices or devices that connect to the Internet or other networks. Such devices will be confiscated and students will be disciplined according to individual school policy. The school will not be responsible for lost or stolen devices. Teachers and administrators will take appropriate actions if a student is observed using a cellular telephone or pager during the school day, or if such devices disrupt the instructional setting. Disciplinary actions may include: immediate confiscation, a parent conference, and in-school or out-of-school suspension.

## **DISCIPLINE**

### **Positive Behavior Intervention and Support (PBIS)**

#### **SOAR**

**(Safe, Organized, Actively Learning, Respectful)**

PBIS is an initiative of North Carolina Department of Public Instruction. "All schools in NC will implement Positive Behavior Intervention Support as an effective and proactive process for improving social competence and academic achievement for all students."

Positive Behavior Intervention Support (PBIS) is a school-wide system of teaching and re-teaching expected, school-wide behaviors, rewarding

positive behaviors, and positively dealing with misbehaviors after working with students and encouraging them to comply with expected behaviors.

The philosophy of Mt. View Intermediate School is to reward students for exercising positive behavior. Students are rewarded with Eagle Cash which may be used to purchase rewards at the end of each grading period and used for prize drawings. Consequently, when students exhibit negative behaviors, students are issued “letters” in their agenda book. The letter corresponds with SOAR. For example: If a student is not being safe, then they will get an “S” in their planner. Those then will result in the following:

1 <sup>st</sup> 9 weeks	5 Letters	= Recess Reflection *
2 <sup>nd</sup> 9 weeks	4 Letters	= Recess Reflection
3 <sup>rd</sup> and 4 <sup>th</sup> 9 weeks	3 Letters	= Recess Reflection

2 Recess Reflections in a 9 week period = Parent Contact

3 Recess Reflections in a 9 week period = Office Referral/Parent Conference

4 Recess Reflections in a 9 week period = Office Referral/ BEP\*\*

\*Recess Reflection: Students are given 30 minutes of recess on Fridays. Students who receive a Recess Reflection remain inside and answer written questions regarding their behavior and how they will improve it. This is sent home and signed.

\*\* BEP: Behavior Education Plan. This is a daily check in/ check out system with the school counselor in which students earn points per class period. If they meet their goal each day, they receive a reward.

Homeroom teachers will keep a file for each student containing pertinent information, a log of letters earned and why. Contact your child’s homeroom teachers for questions or concerns concerning PBIS and your child’s behavior.

## **Discipline Policies**

Mountain View Intermediate School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students and promotes positive interpersonal relations between members of the school community. Aggressive behavior will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities on school property or while enroute to or from school-sponsored activities. It includes those occurring off school property if the student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control.

It would include, but is not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Every student is encouraged to report to a teacher or administrator any situation that they believe to be aggressive behavior directed toward any student.

## **Policies**

The following policies shall be used to govern student conduct at all school-sponsored activities and at any time the student is under school jurisdiction. It is the responsibility of students and parents to become knowledgeable of and to abide by these conducts policies.

**Public Displays of Affection** - Students who continue to engage in public affection after being warned by a **faculty member** shall be referred to the appropriate administrator. If the problem continues after a warning, it shall constitute an act of misconduct, which may result in disciplinary action.

**Student Possession of Tobacco on School Grounds** - While under school jurisdiction, students shall be prohibited at all times from smoking or having tobacco in any form in their possession. Punishment shall include the following:

- First offense – Parent Contact, Possible 1 day ISS
- Second offense – 1 day OSS
- Third Offense - 3 days OSS

**Student Dress** – Instances in which students deliberately defy the dress code shall be treated the same as misconduct.

**Vandalism and Tampering** – Abuse of school or private property shall be considered vandalism. Cases of vandalism by students shall be reported to the appropriate administrator as soon as possible. Action, regardless of the value of the damage, may result in suspension of the student from school. The parent or guardian shall be requested to meet with the school officials to make arrangements for restitution for damage. Criminal charges may be filed; the student may be recommended for expulsion.

**Violent Behavior** - Acts of assault, violence, intimidation, fighting, or extreme antagonism toward other persons shall immediately be reported to the appropriate administrator. Definite corrective action shall be taken. If, upon investigation, the facts warrant such, the student shall be suspended or recommended for expulsion. Criminal charges may also be filed.

**Failure to Report Serious Offenses** – Students who are aware of serious offenses, which include but are not limited to, the possession of weapons, firearms, and drugs, must report that information to a teacher or administrator at their earliest opportunity. Failure to report serious offenses may be cause for disciplinary action.

**Cyber bullying** - The use of information and communication technologies such as e-mail, cell phone, and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal pooling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education will result in disciplinary action.

## **ACCESS TO RESOURCES AND SERVICES IN THE SCHOOL LIBRARY MEDIA PROGRAM**

MVI has a library media center that houses information on a variety of topics. It provides materials and services that meet academic, technical, personal and social needs of the school community. In meeting these needs, the media selection policy makes available a wide range of materials on varying levels of difficulty, with something to appeal to everyone. Many religious, ethnic, and cultural groups are represented in the school library, and specific criteria are used in considering items to be included. **A selection policy is followed and adhered to. Specific selection criteria are appropriately applied to the extent possible for every title purchased.** Because libraries are forums for information and ideas, books are provided for the interest and enlightenment of all students and teachers.

Many of these books have recommended reading levels that may indicate the level of vocabulary and grammar that students may understand, but may not necessarily reflect the appropriate chronological age, developmental age, maturity level, or family values for all students. **As with all other aspects of a student's education, parents are encouraged to be involved in a student's book selections.** The books in the media center, whether part of a specific reading program or not, are available for the review of all patrons, but are not necessarily recommended for everyone.