



Mount Mourne
an IBO World School
1431 Mecklenburg Highway
 Mooresville, NC 28115
(704) 892-4711



Student Handbook
2018-2019

Principal: Mark Shinkaruk
Assistant Principal: Dr. Misty Basham
IB Coordinator: Nicole Jones
School Counselor: Kori Thompson

Mission Statement:

Mount Mourne School exists to inspire its students to become compassionate, lifelong learners who are responsible, global citizens. Our students will use various modes of communication in order to promote peace by learning to accept cultural differences and to respect our world.

The teachers of Mount Mourne, and IB World School will:

1. Protect students by providing a safe and healthy learning environment in our classrooms.
2. Discipline students fairly and consistently according to the school rules set forth by the administration.
3. Respect students' rights by holding in confidence information learned in professional settings.
4. Model professionalism by maintaining high moral standards at all times.
5. Encourage students to work to their full potential through positive comments that build up and not put down.
6. Work together to foster a positive school atmosphere.
7. Acknowledge and embrace diversity in all forums.
8. Establish and maintain caring, appropriate relationships with all stakeholders by listening to and valuing their opinions.
9. Teach that success is a byproduct of hard work, perseverance and good choices.

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2018-2019 Bell Schedules

School Day is 8:25-3:00pm

<p><u>Daily Schedule</u></p> <p>8:00 – 8:20 Students enter building 8:00 – 8:25 Breakfast 8:20 – 8:25 Students report to First Block 8:25 – 9:58 First Block 10:03 – 11:28 Second Block 11:33 – 1:28 Third Block and Lunch 1:33 – 3:00 Fourth Block</p> <p>***Lunch Schedule: See Lunch Schedule Below</p>	<p><u>Early Release Day Schedule</u></p> <p>8:00 – 8:20 Students enter building 8:00 – 8:25 Breakfast 8:20 – 8:25 Students report to First Block</p> <p>Schedule is tentative</p> <p>***Lunch Schedule Please send students to cafeteria IF they have pre-ordered a lunch</p>
<p><u>1-Hour Delay Schedule</u></p> <p>1st block- 9:30 – 10:38 2nd Block 10:43-11:51 3rd and lunch 11:56-1:43 4th 1:50-3:00</p> <p><u>Lunch Schedule:</u> All lunch times are 25 minutes <u>LATER</u> than regular schedule. Lunch times are <u>ONLY 25 minutes</u> instead of 30, so adjust pick-up time accordingly.</p>	<p><u>2-Hour Delay Schedule</u></p> <p>1st Block 10:30-11:27 3rd Block 11:30-1:15 (lunch) 2nd Block 1:18-2:08 4th Block 2:11-3:00</p> <p><u>Lunch Schedule:</u> All lunch times are 5 minutes <u>EARLIER</u> than regular schedule. Lunch times are only 25 minutes instead of 30, so adjust pick-up time accordingly.</p>
<p><u>3-Hour Delay Schedule</u></p> <p>1st Block – 11:30-12:30 2nd Block – 12:33-1:13 3rd Block – 1:16 – 2:06 4th Block – 2:09- 3:00</p> <p>***Lunch Schedule Please send students to cafeteria IF they have pre-ordered a lunch.</p>	<p><u>State Testing Schedule</u></p> <p>8:25-10:25 Check-in Testing 10:25 - 11:25 - 1st Block 11:25 - 1:00 - 3rd Block 1:00-2:00 - 2nd Block 2:00-3:00 - 4th Block</p>

ATTENDANCE

Regular attendance by every student is mandatory. The state of North Carolina requires that every child in the state between the ages of seven (or younger if enrolled) and 16 attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. Accurate records of attendance are kept by school officials.

Excused Absences

A student may receive an excused absence (when documentation is provided) for one of the following reasons:

1. Personal illness or injury (causing the student to be unable to attend school)
2. Isolation order by the State Board of Health
3. Death in the immediate family
4. Medical or Dental appointment
5. Student participation in a court proceeding or administrative proceeding
6. Religious observance with prior approval by the principal
7. Visitation with the student's parent or legal guardian, if the parent or legal guardian is an active duty member of the uniformed services as defined by ISS policy 4050, Children of Military Families, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

- The school has the right to require a statement from a physician when a student has excessive absences.
- Out-of-school suspensions will be counted as a lawful absence for attendance record-keeping purposes.
- Students absent from school and/or class because of an **official** school-sponsored activity will not be counted absent from school/class. School-related activities must be pre-approved by the principal.

Unexcused Absences

In accordance with the Compulsory Attendance Law and the attendance regulations adopted by the State Board of Education, an unexcused absence (sometimes referred to as unlawful absence) is any absence for any purpose other than those listed above. Examples of unexcused absences include but are not limited to, vacations or non-school sponsored trips/events, oversleeping, missing the bus, car/traffic problems, etc.

Excessive Unexcused Absences

The principal must notify parents and take all other steps required by G.S. 115C-378 for excessive absences.

- a. After a student has accumulated **three** unlawful absences, the principal or his/her designee shall notify the parent/guardian of the child's excessive absences
- b. After a student has accumulated **six** unlawful absences, the principal shall notify the parent/guardian that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and the board of education.
- c. After **ten** accumulated unlawful absences in a school year, the principal shall review any reports or investigations produced by the school counselor pursuant to G.S. 115C-381

School Attendance Policies/Make-up Time

- A student must attend school 50% of the school day in order to be counted present for the entire day.
- A student must stay at school until 11:30 am or must arrive at school by 11:30 am in order to be counted present for the day.
- If a student must miss school, please send in a parent or medical appointment note for the days missed within two days of the child's return. If the note is not received within two days, the absence is coded as unexcused. Parents may submit the online [Student Absences Excuse Form](#) within the same two day window.
- Students must be in attendance 50% of the school day in order to participate in or to observe extra-curricular activities. (Examples: athletic events, school activities, class plays, concerts, etc.) Exceptions may be approved by the principal.
- After 10 **unexcused or excused** absences students will be required to **make-up** their time **on designated Saturdays**.
- Any student exceeding 10 excused or unexcused absences who fails to make-up time may be at risk of being retained or being sent to their home school.
- Absences that occur as a result of out-of-school suspension can be made up for attendance purposes.
- **10 early dismissals and/or tardies = 1 absence.**

Saturday School

Saturday school will be held from 8:30 a.m. to 11:30 a.m. on designated Saturdays throughout the school year. Students must arrive before the starting time and must stay for the entire session to be counted present.

Make-up Work

Students will be responsible for making up missed assignments. It is the responsibility of the student to contact his/her teachers on the first day of his/her return following an absence to make-up work. All assigned make-up work will be completed outside of regular class time within 5 school days.

School-related Activities/Field Trips

- School-related activities and field trips must be pre approved by the principal
- Permission must be obtained from a parent when the activity results in the student being off campus
- The following school related activities will not be counted as absences from either class or school: school sponsored field trips, athletic events requiring early dismissal from school, school initiated and scheduled activities, or in-school suspension.
- Students who have been suspended from school 3 or more days may be required to have their parents accompany them.
- Any student who has 10 or more unexcused absences will not be allowed to participate in field trips or school-related activities.
- Assignments missed for school-related activities/field trips must be completed by students. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

WITHDRAWAL POLICY

- Students may only withdraw from the IB program at the end of the quarter and must give the Principal prior notice of 10 school-days before withdrawal.
- Students may not enter/withdraw from either the home school or the IB school multiple times during a school year.

SCHOOL POLICIES/PROCEDURES

Student Arrival and Departure

- Students may begin to arrive at school at 8:00 a.m. and are tardy if not in their classroom by 8:25 a.m.
- School dismisses at 3:00 p.m.
- Students arriving by automobile are to be let out as quickly and safely as possible at the car rider drop area.
- In the afternoon, parents should pull up to the designated spot, turn the car off, and wait for dismissal.

Early Dismissals/Tardies

- To minimize classroom interruptions, **if your student will be dismissed early, please send them to school with a note indicating the time they will leave and who will pick them up.** We also prefer that students only be dismissed between classes whenever possible. (10:00, 11:30, 1:30)
- MMS asks that parents try to arrive at regular class change times so that instruction will not be interrupted.
- Students will be called to the front office. Under no circumstances is a student to leave campus before coming to the office.
- The parent/guardian must come into the office and sign the student out. Parents are to wait in the office for their children). If someone other than the parent or the parent's designee attempts to sign out a student, the parent will be contacted.
- Students may not be dismissed from the main office between 2:30 PM and 3:00 PM. Our parking lot is shared with our buses for dismissal, so for the safety of our students, please plan all early dismissals before 2:30 PM.
- A student must attend school for 50% of the school day in order to be counted as present for the entire day (11:30 is the cut off time for Mt. Mourne Middle School).
- 10 tardies and/or early dismissals equal one absence for the purposes of make-up time
- **If a child does not attend school for at least 3.5 hours during the school day, they will be marked absent for the day. Leaving early or checking in late counts as a tardy and 10 tardies/early dismissals count as an absence.**
- If there is a late bus an all-call announcement will be made and the students on the late bus should be admitted to class without being counted tardy.

Tardy to Class

Students must quickly move during class changes and be in the classroom when the tardy bell rings. Loitering in hallways and entering classrooms late create disruptions to learning.

Visitors in the Building

Parents or visitors must report directly to the front office and obtain a visitor's tag before visiting any classroom or area of the building.

Volunteers

Policy 5015 Volunteers in our School Building

There is a Volunteer Profile Form which we use to screen chaperones for field trips as well as school buildings.

Level 1 Volunteer – No formal screening is required for volunteers who do not have direct contact with or supervise students (i.e. clerical, concession sales, carnivals, guest speakers, etc.)

Level 2 Volunteer – These volunteers work directly with and have controlled/limited access to students under the immediate supervision of the professional staff and will complete sections 1 and 2 of the Volunteer Profile Form. (i.e. in-class assistants, lunch buddies, in-class clerical assistants, in-class tutors or mentors)

Level 3 Volunteer – These are volunteers that work/supervise directly with students for extended periods of time without direct supervision of the professional staff or who are not in the direct line of sight of the professional staff. This level of volunteer will complete Sections 1, 2, and 3 of the Volunteer Profile Form. This level of volunteer is subject to a background check and schools are directed to collect \$25.00 from each individual who meets this level of the Profile Form. Schools are further directed to deposit the volunteers' checks into their accounts and forward a school check in the amount of \$25.00 per background check request to ISS, Attn: Human Resources Department.

School Accidents or Injuries

If a student is involved in an accident or injured in any way during school or at school-sponsored activities, he/she must notify a teacher, coach, or the office as soon as possible. An accident report will be completed and placed on file in the office.

Lost and Found

Personal belongings found in the building will be placed in lost and found located just outside the cafeteria. Any student missing belongings should check lost and found.

*MT. MOURNE IS NOT RESPONSIBLE FOR RECOVERING OR OBTAINING COMPENSATION FOR LOST OR STOLEN PROPERTY AND WILL NOT INVESTIGATE THEFT OR DAMAGE OF PERSONAL ITEMS PROHIBITED AT SCHOOL (i.e. Cell Phones, iPads, Watches, Fitbits, etc.)

Cafeteria and Outside Food

- Students may purchase breakfast and lunch in the cafeteria each day or bring their lunch from home.
- Breakfast is \$1.40 and lunch is \$2.75. Milk is included in the lunch price. Students will be allowed overcharge in the cafeteria. However, students with a negative balance will not be allowed to purchase supplemental items in the cafeteria until charges are paid.
- Free and reduced priced meals are available to students who meet the requirements. Application for free and reduced lunch are located online at <http://www.lunchapplication.com/> or can be requested in the main office.
- Supplemental items may also be purchased with a meal (some can cost \$1.75 individually).
- You may prepay by going to <http://www.lunchprepay.com/>, using a credit or debit card. You can view your child's meal history and be notified by email when their balance drops below a level you have set. You must have your child's student ID number to enroll.
- Because we are part of the Federal Lunch Program we cannot allow restaurant foods into the cafeteria.
- Foods such as cupcakes, cakes, brownies etc. are not to be brought to school for other students. Iredell-Statesville Schools prohibits homemade foods being served in a classroom for an assignment or treat. Treats that are brought to school must be packaged and properly labeled.
- Level I and II students are allowed to eat inside the cafeteria. Only Level III students may choose to eat in the cafeteria or the outside dining area.
- Students may not be anywhere on campus besides the cafeteria and outside dining area (Level III only) during lunches. ALL students not in these areas must have a note from a teacher requesting they be allowed to come to their classroom or an agenda hall pass from a class. Students are to use the restrooms near the cafeteria should they need to visit the restroom during lunch time.
- Level III students are allowed to go to the outside dining area as determined by the 8th grade teachers but are expected to keep the area clean and not to wander campus during lunch. Eating in the outside dining area is a privilege that may be revoked by Mr. Shinkaruk if abused.

Inclement Weather

- Inclement weather may lead to the delay, early dismissal or unexpected closing of school. Announcements to delay school are generally made by 6:00 am. The absence of an announcement likely means school will operate as scheduled.
- Any unscheduled closing during the school day would be announced over social media, ConnectEd, and the local radio/TV stations (Radio: 1400AM, 1350AM, 105.7 FM, 102.9FM, 99.7FM, 96.9FM or TV: WBTB-3 and WSOC-9) or parents may check the [ISS website](#) for the most up-to-date announcements.
- If your phone number is up-to-date AND has been given as the number for ConnectEd, you will receive a call. **ConnectEd messages will call only the main telephone.**

•If schools close early because of weather, bus riders will be brought home as usual. Parents of car riders must pick their children up from school immediately.

Physical Education

Students will be required to purchase a physical education uniform (T-shirt and shorts) for \$15 using the [online payments](#) system on our Website. Students may also wear a uniform from a previous year and dress out in their own physical education uniform. Students should be prepared to dress out each day they are scheduled for physical education. Students who fail to dress three times may receive an office referral. The school is not responsible for personal items. We suggest that jewelry not be worn on P.E. days.

School Counselor

Our [School Counselor](#) is available to help students with various problems and difficulties. Our School Counselor conducts group activities throughout the school year, dealing with anger management, self-esteem, grief, friendship, etc. If your child needs assistance, please contact [Kori Thompson](#).

Library/Media Center

Students are encouraged to use of the library/media resources. Books may be checked out for a three-week period. Book fines are \$.15 a day up to \$5.00. Lost books must be paid for in full.

Athletic Eligibility

In order to participate in MMS athletics, students must meet the following requirements.

- Must not be 15 on or before October 16th
- A player must be in attendance at least 85% of the previous semester.
- A student may not fail 2 or more courses the previous semester.
- A student must receive a medical exam each year. Medical examination forms are [HERE](#) .
- Each coach has a code of conduct for their teams which players will receive.
- **Any coach or school administrator has discretion to remove a player or players from their team due to disciplinary reasons.**
- Athletes will not be allowed to attend practice, games, or participate in games on the day(s) of ISS, OSS, or who have not been present at school at least 50% of the school day.

Fire Drills/Lockdown Drills

- Fire drills will be conducted monthly throughout the school year.
- Everyone should move in an orderly and silent manner to areas directed by their teachers. If the fire alarm rings when students are in the hallways, they should make their way to the nearest exit.
- When the fire alarm sounds, students will immediately stand and leave the room.
- Students may enter the building when the signal is given by the principal.
- Periodic lockdown and/or other emergency drills will occur.
- Students must adhere to processes and remain silent when instructed. Failure to comply with the procedures will result in disciplinary action.

If a student pulls the fire alarm, law enforcement will be notified and the student will receive a 10 day OSS.

MEDICATION

Policy 6125 Student Medication

Whenever possible all medicines should be given at home. In the event that medications must be administered during school hours, the Iredell-Statesville Schools Board of Education authorizes designated school personnel to administer medication prescribed by a physician and other practitioners authorized to prescribe medication upon written request and authorization of the parent or guardian as permitted by North Carolina General Statutes according to established procedures by NC general Statutes. Designated school personnel may include teachers, substitute teachers, teacher assistants, or other school employees. The Board of Education assumes no responsibility for students who self-medicate. Confidentiality of medication records will be maintained.

Under absolutely no circumstances will a student be administered any medication without the written authorization from a parent or guardian.

Prescription Medication

If medications are given at school, the following should be adhered to:

- Medication is to be brought to the school in the original container by the student's parent/guardian and must be properly labeled by the pharmacist.
- Medications are not to be sent on the school bus.

- A request for Medications to be Given During School Hours Form must be completed and signed by the health care practitioner and parent or guardian.
- It is the parent's responsibility to inform the school of any newly prescribed medication or changes in medication.
- Any prescribed medication that will be administered at school, for 10 days or less, may be given with written parent permission only, as long as it is in the original container labeled by the pharmacist.
- Any medicines maintained by the school district for a student must be kept in a locked and secure place.
- All school personnel administering medicines will receive appropriate training.

Self-Administered Medication

A student with asthma, diabetes, or a student subject to anaphylactic reactions, or both, may possess and self-administer asthma medication on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events. "Asthma medication" means a medicine prescribed for the treatment of asthma or anaphylactic reactions and includes a prescribed asthma inhaler or epinephrine auto-injector. "Diabetes treatment" means a medicine or procedure prescribed for the treatment or assessment of blood sugar levels: i.e., insulin, oral agents, or blood sugar checks. The policy shall include a requirement that the student's parent or guardian provides to the school:

- Written authorization from the student's parent or guardian for the student to possess and self-administer asthma medication.
- A written statement from the student's health care practitioner verifying that the student has asthma, diabetes, or an allergy that could result in an anaphylactic reaction.
- Medication for use on school property during the school day, at school sponsored activities, or while in transit to or from school or school-sponsored events shall be provided by the parent.
- The health care practitioner that prescribes the asthma medication or diabetes treatment must submit a written statement to the school verifying that the student has been instructed in self administration of the medication and has demonstrated the skill level necessary to use the medication and any device that is necessary to administer the medication.
- The student's parent or guardian shall provide to the school self medication and backup medication that shall be kept at the school in a location to which the student has immediate access in the event of an asthma, anaphylaxis emergency, or insulin reaction.
- If other medications are to be self-administered it will be necessary to follow the same procedures as for asthma or anaphylactic medications as above.

Over-the-Counter Medications

ALL medication, including non-prescription and over the counter medication, administered at school requires a written request from the parent and a physician or health care practitioner.

- A request for Medication to be Given During School Hours Form must be completed.
- All over the counter medication must be in the original labeled container.

Standing Order Medications

The school nurse may administer standing order medications under the supervision of a physician advisor. The following should be adhered to in giving standing order medications.

- Written consent by parent or guardian must be obtained before students can receive medication.
- Consent for Administration of Approved Standing Orders Form must be completed.

ASSESSMENT POLICY

Philosophy

- We believe that through rigorous academics, students will have the confidence to embrace new challenges in a changing world.
- We believe that students take control of their learning by using multiple criteria and rubrics to measure knowledge and opportunities for growth. This is done through the use of concept-based instruction, with criterion-based scoring that complements traditional grading practice.
- We view criterion-based scoring as the measurement of student knowledge based on MYP Criterion Rubrics.
- We believe this policy demonstrates our school's commitment to the IB programme model as well as the NC traditional method of grading.

Assessments are broken into two categories-formative and summative.

Formative assessments (i.e. quizzes) are indicators of the learning taking place throughout the instruction and learning of new concepts as students work through a unit. They are closely aligned with MYP Criterion descriptors and NC Essential Standards. They provide opportunities for students to try new concepts while learning from errors made. **They will be scored using the traditional 0-100 grading scale.**

Summative assessments (tests/projects) take place after new concepts have been fully explored. This provides significant evidence to help determine a student’s MYP Criterion (0-8) score. Each subject area has specific criterion rubrics that progress in complexity from Year 1 (6th grade) to Year 3 (8th grade). All assignments are considered components of assessment and therefore, are vital to the learning process. **Summative assessments will be scored using the MYP criteria rubrics using the MYP Criterion 0-8 scale. These scores will then be converted to a 0-100 score for reporting purposes in the PowerSchool Gradebook.**

MMS/SIHS MYP Criterion 8-point Conversion Scale		
8	95-100 90-94	A (4.0) Excellent
7		
6	85-89 80-84	B (3.0) Substantial
5		
4	75-79 70-74	C (2.0) Adequate
3		
2	65-69 60-64	D (1.0) Limited
1		

Grading Scale

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F below 60

Teachers’ grade books will use the following weights to compute quarterly grades:

- 20% - Classwork/Homework
- 30% - Quizzes/Formative Assessments
- 50% - Tests/Projects/Summative

Homework

Policy 3135 Homework

The board recognizes the importance of homework in supplementing classroom instruction and furthering the goals of the education program. Homework is any assignment based upon stated learning objectives that are given by the classroom teacher to be done outside of the classroom by students. Homework assignments should be consistent with the following standards.

1. Homework assignments should enrich learning, strengthen skills and provide practice in skills, which have already been taught in the class. Homework must be planned as part of and as carefully as classroom lessons.
2. Students need to be made aware of the purpose, value and usefulness of the assignment. Student should have input into assignments whenever possible.
3. Assignments must be specific and clearly explained along with being posted.
4. Assignments should be varied and should include the multi-sensory approach when possible.
5. Teachers must use monitoring techniques to determine that students clearly understand the concepts outlined in the assignment. Homework assignments should improve the student's ability to work independently.

6. Teachers should take into consideration the differences in financial, educational and technological resources of students and their parents or guardians when making assignments. Assignments must call for materials and resources, which are readily available to all students.
7. The amount of time spent on assignments should be reasonable.
8. Teachers must plan for evaluation and supply appropriate feedback for all homework assignments.
9. Homework is not to be used as a form of punishment.

Report Cards

Mt. Mourne School students receive report cards as indicated on the [Iredell-Statesville School calendar](#). Parents are encouraged to request teacher conferences as needed.

Student-led Conferences

In an effort to clearly communicate between school and home, student-led conference forms will be shared with parents twice during the school year.

Courses for High School Credit

Students taking the following courses can qualify for high school credit, however the grade does not factor into high school Grade Point Average:

- Language & Acquisition Level 3 receives high school credit as Foreign Language (Spanish/French)
- Math I receives credit as Math I (Students' final Math 1 grade will include the NC End of Course score as 20% of the grade)
- Math II receives credit as Math II

Student Responsibilities

- Students are expected to be autonomous learners who think independently, display academic honesty, assess their own progress, and take responsibility for deadlines.
- Be actively involved in their own learning by analyzing and monitoring summative and formative assessment scores to assess their own progress.
- Be proactive in arranging meetings with subject teachers to get personalized feedback to assist with troublesome areas/concepts in the curriculum.
- Submit all assignments on time without exception.
- Follow teacher-administered deadlines for larger assignments in order to manage time, ensure adequate progress, and meet task expectations.
- Share responsibility for creating a challenging and fruitful learning environment. Students should demonstrate respect and consideration for others. This assists in creating an atmosphere of harmony and cooperation, which is conducive to learning.
- Aspire to become compassionate, 21st century, lifelong learners who are responsible global citizens.

Teacher Responsibilities

- Use formative assessments to analyze classroom learning and modify instruction
- Analyze assessment data to identify patterns of individual student performance and needs
- Work in collaborative teams to design and evaluate common assessments
- Show an awareness of the diversity of the learning styles of the class by using a variety of teaching strategies
- Provide timely written and/or oral feedback on assignments
- Post assignments in classroom and on their Canvas course daily
- Use authentic assessments that tie curriculum to real-world applications

Academic/Behavior Contract

At Mt. Mourne School, we expect every student to give 100% effort in regard to both academics and life skills. Any student not performing at a level consistent with their academic abilities may be placed on an Academic Contract/Behavioral Contract.

Parent Portal

Parents have the option to view their child's grade using the parent portal online. To obtain your parent portal password, you must present valid identification to the school's data manager. MMS also utilizes a learning management system called Canvas. All student assignments should be posted inside their teacher's Canvas course page. Parents can obtain access to their child's courses and see all assignments.

PROMOTION/RETENTION POLICY

MMS Middle Years Programme

Level 1 (Grade 6)

Definition of failing Teacher Standard: Student receives a final criteria grade of a 59 or below in two or more classes OR student receives a final grade of 59 or below in Math, Language and Literature, or Language Acquisition

If, student fails Teacher Standard and passes EOGs: Student will be retained at the IB school in current grade OR go back to the home school where promotion or retention will be determined collaboratively by the IB principal and home school principal.

If, student passes Teacher Standard and fails EOGs: Student will be retained at the IB school in current grade OR go back to the home school where promotion or retention will be determined collaboratively by the IB principal and home school principal.

If, Student fails Teacher Standard and fails EOGs: Student must return to the home school where promotion or retention will be determined collaboratively by the IB principal and home school principal.

If, student fails due to attendance: Student will be retained or promoted at IB principal discretion.

If, student fails to complete community service requirement: Student must return to home school.

Level 2 (Grade 7)

Definition of failing Teacher Standard: Student receives a final criteria grade of a 59 or below in two or more classes OR student receives a final criteria grade of 59 or below in Math, Language and Literature or Language Acquisition

If, student fails Teacher Standard and passes EOGs: Student will be retained at the IB school in current grade OR go back to the home school where promotion or retention will be determined collaboratively by the IB principal and home school principal.

If, student passes Teacher Standard and fails EOGs: Student will be retained at the IB school in current grade OR go back to the home school where promotion or retention will be determined collaboratively by the IB principal and home school principal.

If, student fails Teacher Standard and fails EOGs: Student must return to home school where promotion or retention will be determined collaboratively by the IB principal and home school principal.

If, student fails due to attendance: Student will be retained or promoted at IB principal discretion.

If, student fails to complete community service requirement: Student must return to home school.

Level 3 (Grade 8)

Definition of failing Teacher Standard: Student receives a final criteria grade of a 59 or below in two or more classes OR student receives a final criteria grade of 59 or below in Math, Language and Literature or Language Acquisition

If, student fails Teacher Standards and passes EOGs/EOCs: Student may not continue on to South Iredell for the Middle Years Programme but must return to traditional home high school as a ninth grade student.

If, student passes Teacher Standard and fails EOGs/EOCs: Student will be retained at the IB school in current grade OR go back to the home school where promotion or retention will be determined collaboratively by the IB principal and home school principal.

If, student fails Teacher Standard and fails EOGs/EOCs: Student may not continue on to South Iredell for the Middle Years Programme but must go to traditional home high school where promotion or retention will be determined collaboratively by the IB principal and home school principal.

If, student fails due to attendance: Student will be retained or promoted at IB principal discretion.

If, student fails to complete community service requirement: Student may not continue on to South Iredell for the Middle Years Programme but must go to traditional home high school as a ninth grade student.

SCHOOL WIDE EXPECTATIONS

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
CLASSROOM	<ul style="list-style-type: none">-Hands and Feet to self-Ask permission to leave-Follow directions and safety procedures-Keep aisles clear (Backpacks should be stored safely)	<ul style="list-style-type: none">-Be prepared and on time-Stay on task-Resolve attendance/grading issues before class-Sign in/ sign out-Clean up after self	<ul style="list-style-type: none">-Treat others and property with respect-Follow directions and classroom assignments-Actively participate-Use appropriate language and voice tone
BUS	<ul style="list-style-type: none">- Hands and Feet to self and inside the windows- Stay in seat	<ul style="list-style-type: none">- Keep all items in your seat- No eating or drinking	<ul style="list-style-type: none">- Treat others and property with respect- Use appropriate language and voice tone
HALLWAYS	<ul style="list-style-type: none">-Keep hallways clear-Walk	<ul style="list-style-type: none">-Pick up your trash-Inform staff of spills and wait for help	<ul style="list-style-type: none">-Treat others and property with respect-Use appropriate language and voice tone-No harassment
CAFETERIA	<ul style="list-style-type: none">-Keep aisles and walkways clear-Follow lines (no breaking in line)	<ul style="list-style-type: none">-Use good manners-Clean up own area	<ul style="list-style-type: none">-Treat others and property with respect-Use appropriate language and voice tone
ASSEMBLIES	<ul style="list-style-type: none">-Sit with class-Follow instructions	<ul style="list-style-type: none">-Honor and respect presenters-Positive applause/cheering when appropriate	<ul style="list-style-type: none">-Honor and respect presenters-Follow directions

STUDENT DISCIPLINE

Student Behavior

One of the most important educational lessons is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self control, character, orderliness, and efficiency. With the understanding of the purposes of discipline in a school, you may form a correct attitude toward it and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

Rules of Conduct: Every student should strive to be considerate of others. Making boisterous noises, running in the halls, marking on the desks, walls, floors, and lockers and talking while someone else is speaking are examples of behavior that good school citizens avoid. Strive to show that you are responsible.

Authority of Adult School Employees: All of the adult employees of the Mt. Mourne Middle School have certain responsibilities to the school, and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If any student is corrected by any adult employee, whether the employee is faculty, clerical, cafeteria, custodial, bus driver, or substitute teacher, the student is expected to accept such correction.

Dress Code Compliance

At Mount Mourne, it is of primary importance to foster an atmosphere that is most conducive to learning. Students need to come to school in safe, non-distracting attire. The dress code applies during the school day and on all field trips. Students are expected to attend school in clothing that is appropriate for a productive educational environment. Clothing accessories that bring excessive attention to an individual are prohibited. Appropriate and acceptable apparel includes the following:

- Skirts, Dresses, and Shorts: Arms down and fingers fully extended – shorts must touch, not rise above fingertips. No transparent, slashed clothing, or holes in pants above the fingertips (unless leggings are worn to hide any visible skin).
- Head coverings of any kind and sunglasses are not allowed inside the building unless for religious/cultural purposes.
- Shirts must meet the following:
 - Sleeves that cover the shoulder and underarms.
 - Long enough to remain tucked in with arms raised, while leaning over, or while seated.
 - No visible undergarments.
 - No inappropriate symbols, words, pictures, or articles depicting violence, tobacco, drugs, alcohol, sex, vulgarity, demeaning to race.
- No wallet chains or jewelry that pose a safety hazard.
- No pajamas or bedroom shoes (except during Spirit Week).

Failure to comply with the dress code policy will be handled according to the school discipline procedures.

Chronic failure to comply with the dress code will be treated as insubordination and could be punished with Out-of-school Suspension. DRESS CODE CAN BE AMENDED AT ANYTIME WHEN DEEMED NECESSARY BY THE SCHOOL'S ADMINISTRATION.

Academic Policy

IB World Schools create Honor Codes for academic honesty that support learners and safeguard the integrity of the International Baccalaureate Programme. In the 21st century, opportunities for misuse of resources are significantly greater than in the past. Developments in communication, technology, and information management have enhanced student academic opportunities but also pose potential threats to academic commitment and focus.

Mount Mourne students are expected to display academic honesty at all times and instill a set of values that promote personal integrity and good practice in learning and assessment as an approach to learning in MYP. We realize that academic honesty is influenced by many factors, such as peer pressure, parental/teacher expectations, role modeling and taught skills. Students should display at all times honesty, use all resources appropriately, and follow teacher procedures when dishonesty is observed or discovered. Academic honesty is the responsibility of all, including teachers, students, administration, and parents.

The staff at Mount Mourne support academic honesty by stressing the role of the approaches to learning skills, problem-solving, and being responsible for one's' choices. Academic honesty at Mount Mourne looks like the following:

Personal Skills: Acting with integrity, working with confidence and independence, evaluating self, meeting deadlines, and determining to achieve one's potential.

Social Skills: Working collaboratively, contributing to a group, acknowledging the work of group members, and evaluating peers.

Technical Skills: Recognizing the work and ideas of others, citing and referencing text and online sources appropriately, understanding plagiarism

Academic Honesty Offenses and Actions

Offenses include but are not limited to copying classmates' homework, allowing parents/guardians to complete assignments, talking/cheating on tests, using calculators improperly, plagiarizing text or online sources, and/or informing classmates about assessments

1st Offense- Alternate assignment & resubmission, parent contact, and disciplinary referral

2nd Offense- Alternate assignment & resubmission, parent contact, and one-day suspension

Further Offenses- Alternate assignment & resubmission, parent contact, and extended suspension or removal from Mount Mourne.

Mt. Mourne IB School regards academic honest as vital to the academic, social and emotional development of all students. Honest and ethical behavior is an essential component in the learning process. Academic honesty requires that all academic work is the legitimate, truthful effort and product of the student. In contrast, academic dishonesty is an attempt by students to claim and show

possession of effort, knowledge and/or skills that are not their own. Academic dishonesty in any form shall not be permitted. Academic honesty means that students produce work that is authentic and original, with the ideas and work of others acknowledged in proper format.

Students are responsible for the ethical use of information, and teachers are responsible for teaching when and how to cite and reference sources accurately. Teachers are also responsible for teaching the difference between collaboration or group-work and the unethical use of another student's work that is represented as original thought. Plagiarism is when someone intentionally or unintentionally uses another's words or IDEAS without properly crediting their source. Students must give proper citation for all work that is not their own.

Academic misconduct includes, but is not limited to,

- plagiarizing
- copying another student's work
- allowing another student to copy one's work
- using technology such as cell phones or calculators to achieve an unfair advantage during tests.
- reading SparkNotes or Cliffnotes or watching a movie instead of reading assignment material
- citing SparkNotes, Cliffnotes, online essay help or homework help sites for an assignment
- providing or accepting information about tests or quizzes
- submitting another person's work as one's own
- using concealed notes on a test
- changing grades on an assessment after grading
- sharing personal logins and passwords
- attempting to receive credit for the same work in two classes without teacher authorization

Discipline Referrals

Severe discipline situations are written up on a discipline notice and the student will be dealt with by an administrator. Parents will receive a copy of the discipline notice outlining the offense and the action taken by the school administrator. Discipline is at the discretion of the administrator.

ISS/OSS

As a discipline measure, students may be assigned to ISS by the school administration. Teachers do not assign students to ISS. Any student serving ISS for more than two periods will not be allowed to participate in any after school or extra-curricular activities for that day. There will be no electronic devices, including school provided laptop while in ISS.

OSS may be assigned for serious offenses as determined by the school administration. Students will be responsible for making up their work. Any student assigned two or more days of OSS will have the option to attend Monticello South during their suspension.

Violations of Discipline Policy

- **Level I Offenses:** minor infractions of classroom/school rules
- **Level I Consequences:** Redirect/Reteach using learner profile traits, warning, student conference, bounce to another classroom, parent contact/conference, detention, repeat offenses-referral to office. Administration will then determine the disciplinary consequence ranging from a warning to OSS.
- **Level II Offenses** include, but are not necessarily limited to, out of assigned area, physical horseplay, public display of affection, insubordination to school personnel, stealing, using iPhone or other electronic device, indirect profanity, bus misbehavior, bullying, etc.
- **Level II Consequences (1st offense):** Administrative Conference with student and/or parent, detention, restriction of privileges, in-school suspension. Repeated or major violations can result in OSS.
- **Level III Offenses** include, but are not necessarily limited to, repeated Level II offenses, fighting, vandalism, Drugs, Alcohol, Tobacco, Weapons and/or Dangerous Objects, Insubordination, Communicating Threat, Theft, Sexual Harassment, Blatant Disrespect, Directed Profanity, Bullying, etc.
- **Level III Consequences (1st offense):** 1-10 days of OSS, 1-10 days at Alternative School, 45-day Alternative school placement, placement at Alternative School, 365-day Expulsion

Hands-Off Policy

Students should not "touch" one another at any time while on school grounds. This includes hugging, kissing or walking arm-in-arm. When a teacher observes this, he/she should correct the students. Please let the administrators know if any "touching" continues to occur among the same students.

Guns or Weapons at School

Please refer to the Iredell-Statesville Discipline Policy for information regarding weapons. Any weapon or firearm brought to school could result in suspension for the remainder of the school year.

Drug/Alcohol Policy

Any student involved with incidents of misconduct related to drugs and/or alcohol (the sale, use, possession, and/or distribution) on school campus, a regular school buses or activity buses, or at any school event or activity, may be prosecuted in accordance with the General Statutes of North Carolina and will be subject to disciplinary action: Violations can result in suspension for more than ten (10) days or expulsion from school.

Tobacco Policy

The use or possession of tobacco products/paraphernalia (such as cigarettes, lighters, matches, etc.) at any time on school grounds or on the school buses is prohibited.

First Offense: 3 Day OSS

Second Offense: 10 Days OSS

Bullying

A student is being bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more students.

How do we differentiate bullying from teasing? The Double I-R Criteria

I - Intentional

I - Imbalance of power (physical or psychological)

R - Repeated

Consequences for Bullying

Verbal and Social/Relational Bullying

1st Offense: Discipline referral, contact parent/guardian of both offender and target, offender and target referred for individual interventions: 1 day ISS

2nd Offense: Discipline referral, contact parent/guardian of both offender and target, offender and target referred for individual interventions: 1 Day OSS

3rd Offense: Discipline referral, contact parent/guardian of both offender and target, offender and target referred for individual interventions: 3 Days OSS

Physical Bullying: Discipline referral, contact parent/guardian for both offender and target, offender and target referred to counselor for individual intervention (every offense level)

1st Offense:

3 days ISS (pinching, shoving, spitting, etc.)

5 Days OSS (assault, hazing, biting)

5-10 Days OSS (blood, broken bones). Possible charges/ alternative school/expulsion (only offered on 1st offense). Parent option to reduce punitive consequences if student offender successfully participates inpatient counseling/SAP intervention.

2nd Offense: 1-10 days of OSS based on severity; SRO involvement recommended

3rd Offense: 3-10 days of OSS and police charges filed; Possible recommendation for alternative placement/expulsion.

Cyber-bullying: Verbal, social and sexual harassment using social media/technology Discipline referral, contact parent/guardian for both offender and target, offender and target referred to counselor for individual intervention (every offense level)

1st Offense: 1 Day OSS

2nd Offense: 3 days OSS

3rd Offense: 5-10 days OSS depending on situation

Sexual Harassment: Discipline Referral, contact parent/guardian of both offender and target, offender and target referral to counselor for individual intervention (every offense level)

1st Offense: Verbal: 1 Day OSS; Physical: 3 Days OSS

2nd Offense: Verbal: 3 Days OSS; Physical: 5-10 Days OSS (SRO involvement recommended for any 2nd offense)

3rd Offense: Verbal: 5 Days OSS; Physical: 5-10 Days OSS and police charges filed.

DIGITAL POLICIES

Digital Ethics and Academic Integrity

All students will abide by the I-SS Schools Acceptable Use Policy and use their device with utmost integrity. See Academic Honesty policy.

Digital Preparedness

Technology should enhance the learning environment. Students will bring device and all related technology to school daily, including laptop, backpack, charger, and headphones. These items are required for daily instruction. Students are responsible for their own laptops and should never lend out to other students. Any damage caused to the device and cost for repairs is the responsibility of the student.

Transporting/Securing Device

- Laptop must be secured in student's backpack when not in use and/or when changing classes.
- Laptop must be closed and carried appropriately when moving within the classroom.

Social Media Policy

The use of social media websites such as Facebook, Twitter, Instagram, Vine, Snapchat, etc. is prohibited while at school. Posting false, inappropriate, crude, or threatening information about other students or teachers on social media is subject to punishment at school if it creates a disruption at school.

Computer Misuse and Consequences

- Laptops should only be used as instructed by the teacher at all times.
- Intentionally accessing inappropriate sites, games, downloads, social media, chat, etc. is not permitted.
- Downloading unapproved games or apps on your laptop is NOT allowed.
- No food or drink is permitted in the classroom when laptops are out and in use.

Every student will receive a copy of the acceptable use policy for technology, which must be signed by the student and parent and returned to school before the student can use any school computer.

Level I Offense	Checking email, being on music sites, being on the computer at undesignated times, being on sites not instructed to be on, printing unnecessarily, changing computer settings, removing/moving keys.	Consequence: verbal warning
Level II Offense	Damage/Vandalism False representation. Using another's identity to communicate or send assignments.	Consequence: payment for repair (if applicable), ISS 1-5 days depending on severity.
Level III Offense	Stealing equipment, using proxies or other URL, deleting, moving, renaming, or creating any file on the J drive that does not belong to that student or interfering with another students work saved on the J drive, looking at pornography, drug or gang sites.	Consequence: OSS 3 days with parent conference.

Cell phone and Electronic Device Policy

Cell phones, Apple Watches, and other electronic devices are not permitted at school and must be kept **out-of-sight** during the instructional day unless incorporated into an instructional lesson and supervised by a teacher.

- Students are not permitted to use cell phones to take pictures. Cell phones and other electronic devices that have the capability to take photographs or to record audio or video shall not be used for such purposes while on school property, unless used for instructional purposes and supervised by a teacher.
- Students are not permitted to use a cell phone to call/text home for an early dismissal or if they are sick. If a student uses their cell phone to call or text home, it will be treated as a cell phone violation.
- In some occurrences, teachers will use cell phones as an instructional technology tool within their lesson. Students may use cell phones for educational purposes **ONLY** when specifically directed by the teacher.
- If a student has a cell phone out during school hours, staff members will ask for the device and turn it in to the front office. Failure to comply will result in a discipline referral for inappropriate behavior and/or insubordination.
- The school shall not be liable for the loss, damage or misuse of any cell phone, headphones, or device brought to school by a student.

Personal Electronic devices, including cell phones, iPods, should not be seen or heard at MMS. If an electronic device is seen or heard by a teacher, the following process will be followed:

- First offense:** Staff member will take the electronic device, deliver to the office to be secured, and student can pick up at the end of the day.
- Second offense:** Staff member will take the electronic device, deliver to the office to be secured, and the parent must pick up the device in the office.
- Third offense:** Staff member will take the electronic device, deliver to the main office to be secured, the office will hold for one week, and the parent can pick up.
- Further offense:** Administrative Conference

BUS RULES AND GUIDELINES

Due to the constantly increasing number of riders on our school buses, we are UNABLE to allow students to ride other buses home with friends. The only exception to this rule will be if a parent is out of town and the student is staying with another family. You will need to contact Erin Hieb at 704-892-4711 to obtain permission for that time period.

If your child wants to go home with another student, parents must provide the transportation.

Riding the bus is a privilege that can be denied if a student disregards the rules. These rules and guidelines are for the safety and well-being of all students and will be enforced with that in mind. If a student is suspended from a bus, they may not ride **any** school bus. It then becomes the responsibility of the parent to provide transportation. All students being transported are under the authority of the bus driver and must obey his or her requests. School administration works closely with the bus drivers to ensure proper conduct and the safety of all students. School rules and policies apply to all students en route to and from school and at the bus stop.

Guidelines for Bus Riders

1. Arrive at the bus stop 15 minutes early
2. Students must ride their assigned bus only and get off only at their assigned stop.
3. The bus driver will try to arrive at your stop on schedule. By state law the driver is not permitted to wait for students who are not at the bus stop.
4. If it is necessary to cross the road, do so only after the bus has stopped and the stop arm and lights are operating. Be sure to look both ways and make sure traffic has stopped.
5. Be careful entering or leaving the bus. Never crowd or push. Use the handrail provided.
6. Sit in the seat assigned to you
7. Never place books, bookbags, musical instruments, personal belongings, etc. in the aisle.
8. In the event of an accident or emergency, follow the driver's directions.
9. Do not extend hands, arms, heads, or objects out the windows or into the aisles.
10. Never throw anything on the bus or out the bus windows.
11. Band instruments, balloons, flower arrangements, or science projects that might restrict the driver's vision or endanger other students in the event of a sudden stop or accident are prohibited.
12. Vandalism, tampering with or damaging a bus is against rules and the person(s) responsible will have to pay for cleaning, repairing, or replacement of damaged items.
13. Fighting, yelling, profanity, picking at other students, horseplay, smoking, and making loud noises will not be tolerated. Students may not bring items such as but not limited to, animals, water guns (similar items), weapons, and glass containers aboard the bus at any time.

Failure to follow bus rules could result in the following consequences (more serious infractions may result in more serious consequences) Serious and repeated misbehavior on a school bus may result in suspension from riding the bus temporarily or permanently. Riding a school bus is a privilege, not a right.

Minor infractions or 1st Offense: Verbal warning by driver and parent contact.

Serious infractions or repeated offenses: 1-10 day suspension from the bus or permanent removal

DUE PROCESS

The following due process must be given to any student prior to being suspended for ten (10) days or less

1. The student must be given oral or written notice of the charges against him/her
2. If the student denies the charges, authorities must give the student evidence supporting the charges.
3. The student must have an opportunity to present his/her side of the story.

If a student violates a school policy and the principal determines that a suspension of more than ten (10) days or expulsion is required, the principal will: (a) give the student a written notice of charges, (b) give parents written notice of suspension, and (c) advise the student of his/her rights of appeal.

The first level of appeal is to the school appeals committee through written request to the principal within five (5) school days following the notice of suspension to the student.

The appeals committee will hear the student's appeal and make a recommendation to the principal. If the student is not satisfied with the recommendation of the appeals committee, he/she may request in writing within five (5) school days that the Superintendent review the appeal. The Superintendent will inform the parents and student in writing as to the decision of the administrative committee.

If the student is not satisfied with the decision of the Superintendent, he/she may request in writing within five (5) school days that the appeal be heard by the full board of education. The Superintendent will inform the student and parents of the decision of the board. Appeals beyond the decision of the board rests with the courts.

Disclaimer: The disciplinary matrices outlined in this handbook serve as a general guide. Administration has the right to modify disciplinary action at any time.