

## PRINCIPAL'S MESSAGE

### MOUNTAIN SKY JUNIOR HIGH TEAMS

Welcome to Mountain Sky! Here we believe in a middle school concept that provides a smaller school-within-a-school feel through academic teams, a daily advisory period for social skill development, and strong elective and exploratory tracks. All students and academic teachers form teams for both grade levels. Each team consists of groups of students taught by the same teachers for math, language arts, science and social studies. The goal of each team is to support student learning by increasing communication and planning integrated units. Teachers on each team meet weekly and can meet with parents. Our goal is to provide the best education during an age where they also face difficult social challenges. We look forward to working with you to continue developing our students into future leaders.

### **Our Vision**

Mountain Sky School, a member of the Washington Elementary School District, is committed to achieving excellence for every child, every day, and every opportunity.

### **Our Mission**

We believe an excellent middle-level education increases student achievement and is a purposeful process that challenges students according to their abilities, promotes ethics and life-long learning and teaches citizenship. Our highly qualified staff provides rigorous, engaging instruction daily in all subjects, including electives. Academic teams provide a small-school feel, improve communication and promote curricular integration, while building and practicing life and communication skills.

### **Our Values**

SOAR like an Eagle. Eagles are:

Safe

Organized

Accountable

Respectful

## COMMUNICATION

Two-way communication is essential for school success. Here are some examples of how we communicate:

- School Web site: <http://mountainsky.wesdschools.org>
- Facebook: <https://www.facebook.com/mountainskyjh/>
- School Newsletter – posted on school Web site.
- Peachjar – an app that displays all flyers sent home (<https://app.peachjar.com/flyers/all/schools/47389>)
- Finals site text messages, emails and outdials
- ParentVUE – online grades open to parents
- Progress Reports and Report Cards
- School and Teacher Web sites/e-mails
- Parent/Student Handbook and Student Planner
- Parent/Teacher Conferences (formal and informal)
- Open House and other parent meeting nights
- School Marquee
- School-sponsored Events
- Mountain Sky Parent Teacher Organization
- Phone Calls
- Site Council Meetings and Minutes
- Parent Orientation
- Team Meetings/Conferences
- Parent/Community Forums

## School/Parent Resources

16225 North 7<sup>th</sup> Avenue, Phoenix, AZ 85023

Principal /Asst. Principal ..... 602-896-6100

Attendance ..... 602-896-6121

Health Office ..... 602-896-6110

District Office: ..... 602-347-2600

School Hours: 9:00 a.m. to 4:00 p.m.;

Dismissal 2:30 p.m. on Early Release Wednesdays

Office Hours: 8:00 a.m. to 4:30 p.m.

Wednesdays: 8:00 a.m. to 3:30 p.m.

## ATTENDANCE PROCEDURES

Mountain Sky Junior High conforms to guidelines as set forth by the Washington Elementary School District and the state of Arizona.

### **Arriving Before School**

Students should not be dropped off at school earlier than 8:45 a.m. unless enrolled in a before-school program.

### **Arriving Late to School**

Students arriving after the late bell must report to the Attendance Office presenting a note from home signed by a parent or guardian. The student will then receive an admit slip indicating excused or unexcused. After four unexcused tardies, students will issue discipline consequences.

### **Leaving School Early**

1. Only a legal guardian can sign out a student through the front office. A picture ID will be required to release the student.
2. The student must report to the Attendance Office to meet his or her parent/guardian.
3. If any other person other than a legal guardian comes to pick up a student, they will not be allowed to do so without the expressed direction to the office by the legal guardian.
4. If a student returns to school after signing out, he or she must report to the Attendance Office to receive a pass to return to class.

### **Attendance/Truancy**

To ensure students are successful and meet current state legislation, which requires all students to attend 90% of the school year, WESD has an Attendance Unit (AU). The AU will work in conjunction with the City Justice Courts to identify students who are chronically absent or are truant.

When a student reaches five total absences (excused, unexcused and/or unverified), families will receive an attendance notification letter. When a student reaches 10 **unverified, unexcused, and excused absences**, families will receive an attendance warning letter and a referral to the AU for appropriate actions (see District guidelines). To avoid this eventuality, there are several precautions to take: (1) *reinforce being on time and good attendance*, (2) *call the school each time a student will be late or absent*, (3) *present any medical documentation to the health technician and/or attendance clerk if illness will be a consistent, foreseeable issue*.

An attendance letter will be sent by the school to the families of students who are approaching or passing the midway point for unexcused absences, excused absences and tardies. Parent cooperation is of the utmost importance in assuring student success.

### **Class Tardy Procedures**

Students who are not inside the classroom door at the conclusion of the last bell will be considered tardy. For each tardy, students will be given a ticket in which they fill out and return to the

referring teacher. Once a student has accumulated multiple tardies, they will be given detention.

#### **Attendance for extracurricular participants**

- A. Participants must attend school for at least half a day to be eligible to participate in any extracurricular event.
- B. An unexcused absence from practice or event could result in team suspension or dismissal.
- C. Students suspended from school may not attend events, including sports, during the suspension.
- D. *Students must leave campus promptly at the end of practice and games with a parent/guardian. Two or more infractions of these rules may result in a team suspension or dismissal.*

### **SAFETY**

#### **Health Office**

It is imperative that parents update all phone numbers (cell, home and work) throughout the year for the health office to reach parents when there is an emergency.

All prescription and over-the-counter medication must be administered through the health office, except for EpiPens and inhalers. A Request for Giving Medication Form must be signed by a parent/guardian, and the physician ordering the medication prior to administering the medication. Additional forms are required for EpiPens and inhalers that are to be self-carried. These forms are available in the health office. Students who purposefully misuse or distribute medication to other students are subject to disciplinary action.

#### **Bicycle Area**

Bicycles may be stored and secured during the school day in the bicycle rack. This area is available until the tardy bell. Entrance to and exit from this area shall be through the bus bay gates. *Students are expected to walk their bikes while on the Mountain Sky campus/crosswalks.*

#### **Student IDs/Bus Safety**

*All students will be issued an ID, which they must always wear on campus and on the bus.* Students are only allowed to ride the bus to which they are assigned. Any requests for exceptions must be made in writing to the principal naming the student, the bus stop and reason. Requests will only be approved if the principal can confirm the parent has made the request and the new bus could accommodate the additional student.

Each student is issued one free ID, but if it is lost, the student will need to pay \$2 to have it replaced. If a student forgets their ID, they can go to the office to pick up a temporary ID for that day only.

Safety to and from school is of vital importance. Riding the bus is a privilege, not a right. If a student demonstrates behaviors that interfere with the safe transport of other students, they will be written a bus referral: consequences may range from a warning to suspension from bus-riding privileges.

When waiting for the bus, students are expected to demonstrate the following behaviors:

- Wait for the bus in the assigned area no more than five minutes prior to bus arrival, then line up safely to board the bus.
- Do not interfere with traffic or play in the street; do not walk onto community members' property (stay on sidewalks); behave in a safe manner.
- Treat others, including the driver, with respect.

**Student behavior expectations when riding a school bus are as follows:**

- Sit in assigned seat, facing forward.

- Remain seated until the bus driver arrives at your designated stop and opens the door.
- Talk quietly so the bus driver can focus on traffic and safety.
- Depart the bus in single file so all riders can get off the bus safely.

**The following behaviors interfere with safety and can result in a bus referral:**

- Changing seats while the bus is in transit.
- Standing (on the seats, in the aisle, etc.).
- Using inappropriate language.
- Touching others inappropriately; harassing/bullying others.
- Throwing items in or out of the bus.
- Placing arms or head outside the bus window.
- Changing buses or bus stops.

#### **PE Lockers**

PE lockers are to be used for storing school materials and clothing during PE only. Money, watches, jewelry, etc., are not to be left in lockers. Ask the PE teacher about security of valuables. PE lockers are school property and are given to students on loan for the class period. The school authorities reserve the right to inspect the lockers at their discretion. *The school is not responsible for items missing from lockers or the locker area. Students and their parents are advised not to bring valuables, technology or large sums of money to school.*

#### **Technology Use**

Technology is a part of everyday life, and Mountain Sky is dedicated to reinforcing positive digital citizenship and appropriate usage in a place of learning. Therefore, all technology is expected to be used for academic purposes only. All students are expected to adhere to the WESD and School Technology agreement

#### **Personal Technology**

*Students may not use personal technology inside the school gates during the school day unless approved by a staff member.* All personal technology must be turned off and stowed away in student backpacks. If a student's personal technology is a distraction at any time in the classroom, students will receive a ticket and place the technology in a locked box at the teacher's station. The second time technology is a distraction in the classroom, the technology will be placed in the locked box and sent to the office to be picked up at the end of the day. *Following the second offense, students will be placed on a technology contract in which they check in their technology daily to the front office and pick it up at the end of the day.*

If a student is using technology during passing time or at lunch, *any adult* can confiscate the technology and send it to the front office to be picked up at the end of the day. Urgent and emergency calls may be made from the office with permission from the office staff or administration.

#### **DRESS CODE**

See District pages of Parent/Student Handbook.

#### **STUDENT BEHAVIOR**

Core beliefs of discipline policy:

1. No student has the right to prevent or disrupt another student's rights to learn.
2. All students have the right to a safe and secure environment in which to learn.
3. The actions of one student will not be allowed to deprive other students of the benefit of outstanding programs.

4. The school discipline plan will promote the students' ability to become productive participants in society.

We believe students and parents must have a strong understanding of our procedures and behavioral expectations in order to prepare for a successful year. Accordingly, the faculty and administration encourage your awareness and participation with the school's Discipline Plan. Parents can help us maintain a safe and orderly environment in many ways. With your child, **review the Parent/Student Handbook** provided by the Washington Elementary School District; **pay special attention to the Discipline Guidelines** including the general Classroom Rules, Discipline Action Chart, Dress Code and the following ten-step discipline intervention plan.

### **Ten-step Discipline Interventions**

In order to address the unique conditions that play a part in guiding the actions of individuals, and offering fair, appropriate consequences for student behaviors and actions, the following Ten-step Discipline interventions have been developed.

### **Ten-step Discipline**

#### **Steps and Actions**

- Step 1. Team/teacher options, phone calls – detentions, letters, meeting with students
- Step 2. Team/Teacher Options, Phone Calls – detentions, phone calls, meeting with students (contract/agenda book)
- Step 3. Meet with parents, student and team.
- Step 4. Refer to counseling/behavior contracts
- Step 5. Review status/contract/mentoring required
- Step 6. Behavior contracts/refer to counseling (opposite of Step 4)
- Step 7. Safe School intervention – (officer meeting, counseling – parenting or student, teen court)
- Step 8. TAP procedures
- Step 9. TAP placement (special services placement meeting, team change, modified schedule, temporary diagnostic placement)
- Step 10. Long Term Suspension consideration - alternative placement or expulsion recommendation made to District.

Above are the interventions, consequences or actions that may be taken by the teachers, student services center and administrators if a student continues to move through the discipline interventions. Consequences for individual incidents will also have consequences listed under Definitions of Consequences and in the District portion of handbook.

### **Restroom Usage**

Each student will be given an academic planner within the first week of school that contains a hall passport. Anytime a student leaves class for the restroom or for a drink, the hall passport must be signed by the teacher. Students must have their student ID when they leave the room. Students may not leave the classroom to use the restroom or get a drink during the first and last 10 minutes of class unless it is an emergency.

## **STUDENT CENTER**

### **Student Services Specialist**

Mountain Sky's student services specialist offers students and parents assistance in a variety of ways: advisement on schedule changes, academic support, mediations, behavior modification, and advisement on home-interventions to support student success, after-school clubs and sports, and referral information for other school-related services.

### **Achievement Interventionist**

Mountain Sky's Achievement Interventionist offers students and parents assistance in a variety of ways: mentoring, academic

support, study skills, mindfulness strategies, and tracking student success.

### **Social Worker/Counselor**

Mountain Sky's counselor/social worker offers students and parents assistance in a variety of ways: bullying matters, mental health and family resources, social/peer support, mediations, and advisement on parenting resources.

### **Bullying Prevention**

Mountain Sky practices the behaviors aligned with the Olweus anti-bullying program. Advisory teachers will use discussion groups, modeling and question/answer sessions to help support the anti-bullying model.

Bullying is not tolerated in any form at Mountain Sky, including through digital media. It is our intent to create a positive and safe place for students to learn, and bullying has no place here.

If a student is being bullied or knows of a bullying situation, he or she is asked to come to an adult to report the situation. The school social worker is available to receive information about bullying, support the victim, and refer the offenders to administration or authorities.

### **Items Not Allowed**

**Candy** – Candy is allowed only in a quantity that can be consumed during the student's lunch period. *The sale of candy, gum or any item for profit by an individual is prohibited.*

**Gum** – There is a strict no-gum policy in all school areas. The policy and consequences will be posted in every classroom.

**Scented lotion, cologne, or perfume** – Due to allergies, these items are discouraged on campus and will be confiscated for parent pickup.

**Beverages other than water** – Only water is allowed in classrooms or other indoor areas. All other drinks will be thrown away before entering the buildings.

### **Lunch**

If parents wish to bring their student lunch, please check into the office first. No deliveries will be accepted. *Only legal guardians are allowed to visit students or bring food for their student during lunch.*

After lunch service the, fields and library are usually open for student use.

Not following rules of lunchtime conduct will at a minimum result in the participation in the lunch cleanup crew.

## **ACADEMIC EXPECTATIONS AND REQUIREMENTS**

### **Promotion Criteria**

*A student in the eighth grade must earn a minimum of a D (1.0) average in each of the classes (math, language arts, science, social studies and electives) in order to participate in promotion.* Students who do not meet these standards may be required to attend summer school. For seventh graders the above promotion criteria applies, as well as the possibility of having to repeat any academic subjects simultaneously with the eighth-grade curriculum.

### **Sports, Clubs and Activities**

The mission of Mountain Sky is to develop positive peer interactions, problem-solving skills, and good sportsmanship through sports and clubs. Mountain Sky coaches and sponsors believe that students need to be challenged through healthy competition, ethical standards, and collaborative activities in preparation for lifelong learning.

**Guidelines:**

- Students will be given an equal opportunity to make a team/club/activity through an open tryout system.
- Coaches and sponsors will use skills, knowledge, and good sportsmanship characteristics as criteria for participant selection.
- Coaches/sponsors will communicate objective-based selection criteria during an organizational meeting prior to first tryout or application; evaluation will be oral and written.
- Coaches and sponsors will evaluate prospective athletes/members, through a variety of skill-based activities and work ethics.
- Coaches and sponsors will communicate tryout dates through written announcements, newsletters, PA intercom system and an official posting in the front office and the gymnasium.
- Coaches, sponsors, or advisors will submit a final participation list to the principal prior to the first contest or meeting for that team, club or activity.

There is a fee of \$25 for participating in after-school activities.

**Student Activities**

**Clubs**

Mountain Sky Honor Society	Student Council
Eagles Econ Club	Girl Boss Club
Student Ambassadors	Dungeons and Dragons

**Sports**

<b>Quarter 1 Sports</b>	<b>Quarter 2 Sports</b>
Cross Country/ Volleyball (boys and girls) Girls Soccer	Boys Basketball Cheer
<b>Quarter 3 Sports</b>	<b>Quarter 4 Sports</b>
Girls Basketball Boys Soccer	Track and Field Softball (girls)

**Optional Fees and Expenses**

Parents often inquire about fees charged for services or programs that go beyond the basic academic programs.

Below is a list of common fees:

Parent Activity Card	\$10.00
ID Replacements	\$2.00
Yearbook	\$32.00
Breakfast	No cost
Pictures	cost varies, depending on package

**Eligibility for Extracurricular Participants**

Eligibility for competition will be determined by quarter report cards and midterm reports. An academic grade of “F” or conduct grade of “U” in any subject on a District report card or midterm report will make a student ineligible for competition until the next report period.

A student may regain eligibility status:

- 1). At the next reporting period (A District report card or District midterm report). This is defined as no “F” in any subject or “U” in conduct or effort. OR
- 2). After a minimum of two weeks from the onset of ineligibility, the athlete can prove the deficiency has been corrected. The athlete must present proof to the coach and athletic director.

**Eligibility for After-school Activities**

After-school activities such as sporting events, performances, organization meetings or functions, and school-sponsored events not aligned with a specific curriculum taking place during or after the academic portion of the day have the following criteria for attendance:

- Academic performance (no “Fs” or “Us” on prior midterm or grading period)
- Discipline – no repeated or serious discipline issues (demerits acquired)
- Attendance – no poor attendance (either excused or unexcused absences or tardies).

The privilege of attending after school activities may be revoked upon review of the administration. A student must be in attendance at school for at least half of the school day to attend extracurricular activity on the same day.

**PARENT INVOLVEMENT**

**Mountain Sky Parent Teacher Organization**

The Mountain Sky Parent Teacher Organization or PTO, functions as the primary parent group. This group provides many essential activities and events for Mountain Sky. If you are interested in working with this group, please contact the president of our PTO or the principal. Check the school Web site for meeting times.

**Site Council**

Site council is comprised of four parents, four teachers, one support staff, one community member and the principal. This council has responsibilities in the planning, development, and assessment of Mountain Sky's educational program. Site council meets monthly on the first Tuesday of each month at 5:30 p.m. in the library.

**STUDENT HONORS/RECOGNITION**

Mountain Sky has a tradition of high expectations accompanied by high standards for excellence. These standards are presented below:

**Student of the Month S.O.A.R. Awards:**

**Weekly FLY passes**

When a student is seen doing something that matches a behavior listed in the S.O.A.R. acronym, they can receive a fly pass to enter the weekly drawing. At the end of the year, a drawing will be held for a student to receive a major prize.

**Quarterly S.O.A.R. events**

Each quarter Mountain Sky will sponsor a reward event for those who have academically excelled during the quarter, do not have discipline issues resulting in OSS or multiple ISS consequences, and have good attendance.

**Mountain Sky Honor Society**

Mountain Sky requires a 3.83 grade point average for two consecutive quarters to be eligible for consideration for membership in MSHS. A formal induction ceremony is held in early spring.

**Principal's List**

Students with a quarterly 4.0 grade point average.