

North Fayette Valley Middle School

NORTH FAYETTE VALLEY
TIGER HAWKS



TM

Student/Parent Handbook
2017-2018

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We Maintain the following Core Values for all students:

1. Safe environment
2. Students as unique individuals with diverse interests and abilities
3. Good citizenship (e.g. Integrity, Ethics, Respect, Responsibility)
4. Achievement of each person's full potential (Doing your Best!)
5. Partnerships with parents
6. Partnerships with community
7. A well rounded comprehensive curriculum
8. Lifelong Learning for all.

ADMINISTRATION:

Duane Willhite, Superintendent
 Sue Thoms, Business Manager
 Betsy Nefzger, Curriculum Director
 Tracy Schlitter, Technology Director
 Ardel McCartney, Activities Coordinator
 Micah Gearhart, PK - 8 Principal

Carole Nading, Secretary
 Sam Becker, Assistant
 Melanie Bauch, Secretary

MIDDLE SCHOOL FACULTY AND STAFF:

Math	Julie Frieden	Jenni Thompson
Reading/ Language Arts	Darin Johnston	Amber Linderbaum
	Alayna Schneider	
Science	Carol Reiersen	Megan Boyer
Social Studies	Sharon Rich	Matt Krambeer
PLTW	Megan Boyer	Jenni Thompson
Exploratories	LeVirgil Monroe- PE	Rachael Strong- AG
	Mina Fantz- Art	Kayla Pollock- Library
Technology	Sharon Rich	Stephanie Vagts
Music Education	Janet Helgersen- Vocal	Doug Poppen- Vocal
	Jen Bliven- Instrumental	
Guidance	Kelly Luzum	
Special Education	Jon Cardo (SS)	Rick Taylor (PE)
	Royale Torkelson	Pam Follon

Instructional Coaches	Sherri Imoehl	Jeannie Krambeer
Associates	Mary Bilden	Karen Kleve
	Lisa Schneider	Jarrett Johnson
	Tami Schupbach	Kris Peterson
	Cassie Peterson- At Risk	Lisa Davis
	Teresa Burrack- Library	Carol Link

Introduction

The purpose of this student handbook is to acquaint you and your parents with helpful information in order to provide for the smooth operation of our school. Please review it very carefully and keep it handy for reference to daily routines and general procedures. We want you to know what is expected of you and what you can expect from your school.

Know and do what is expected of you here, so that the spirit and substance of the middle school years will be with you always. Your major responsibility at the NFV Middle School is to get the best possible education. We have provided you with excellent teachers and programs. Let each one of you contribute something positive to your school. The teachers and administrators of this school are committed to the task of helping you to do your very best.

PHILOSOPHY FOR THE MIDDLE SCHOOL YEARS

Our school recognizes the fact that middle school students have many special interests and needs. It also recognizes that these interests and needs may differ widely among the students.

Since we are concerned about the overall development of every student the school program encourages the exploration, discovery and evaluation of many experiences, concepts, ideas, skills and information.

The school program emphasizes the following goals:

- To provide rich and varied educational experiences that will encompass student interest and develop in them a desire to learn.
- To help students to become increasingly self-directing, moving from dependent childhood to self-actualizing adolescence.
- To help students in learning how to learn. That is to improve basic learning skills, the processes involved in thinking and decision-making, and the most efficient ways of dealing with information.
- To help students in assessing strengths and weaknesses, evaluating growth, and developing a positive concept of self and others.
- To offer exploratory opportunities through curricular and co-curricular activities.
- To help students better understand various subject areas and their interrelationships.
- To help students develop the skills, understanding, appreciation, and attitudes necessary to live successfully in a democratic society.
- To help students adjust to the middle school and make a smooth transition to high school.
- To enhance and encourage more parent and community involvement in the school.

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect 12 months a year. A violation of a school district policy, rule, or regulation will result in disciplinary action and will affect a student's eligibility to participate in co-curricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules and regulations will be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in co-curricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident, and the student's behavioral record.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Middle school principal for information about the current enforcement of the policies, rules, or regulations of the school district

Non – Discrimination Statement

North Fayette Valley Community Schools does not discriminate on the basis of race, color, creed, socio-economic status, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status in admission or access to, or treatment in, its educational programs, hiring practices, and activities.

If you have questions concerning these policies or practices, please contact :

Duane Willhite, North Fayette Valley Superintendent,
23493 Canoe Road, Elgin, IA 52141, 563-426-5501

ACADEMIC DISHONESTY AND CHEATING

Academic dishonesty and/or cheating will not be tolerated in any course at North Fayette Valley Middle School. It is a serious breach of trust between a student and the teacher. Plagiarism and other forms of cheating are examples of such dishonesty and will result in serious consequences. Plagiarism is knowingly presenting someone else's work or ideas as one's own. This does not mean you may not use ideas you receive about possible revision from others in class. You are expected to give and receive help in your classes, but all work is expected to be original in nature.

Guidelines:

- Do your own work.
- Previous individual work may be used for current assignments only with the instructor's permission and knowledge.
- If the instructor has not specifically directed students to proof or edit each other's work, ask for the instructor's explicit permission to have someone else proofread or edit your work.

Examples: *(This is not an all-inclusive list.)*

- Cheating on a quiz or test
- Failing to hand in a quiz or test during the testing period
- Taking a quiz or test out of the classroom without the teacher's permission to finish
- Passing a quiz or test answers to another student before, during or after a quiz or test
- Purposefully allowing another student to copy their work or submit work they have written as their own
- Cutting and pasting directly from the Internet
- Handing in someone else's work
- Copying answers from another student
- Neglecting to provide proper citation for all sources
- Paraphrasing or summarizing without crediting the source
- Using direct quotes without quotation marks and textual citation of the material
- Presenting another's ideas as their own without citing the source
- Submitting another current assignment without the instructor's permission.
- Submitting a paper or assignment for which so much help has been received that the writing is significantly different from his or her own previous work

Consequences:

Students found to have plagiarized work or to have been dishonest with their academic work will face disciplinary action that may include:

- Redoing the assignment to meet the teacher's expectation
- Completion of alternative work
- Detention or suspension

The administration and parents will be notified of all incidents. A record of dishonest academic behavior will be kept and additional incidents will be dealt with in a progressive manner.

ACCIDENTS AND ILLNESS

All accidents involving students should be reported to the principal's office immediately and an accident report should be processed. If there is an injury, the student should seek medical attention from the nurse or designee. If the accident is of a serious nature, the school nurse or designee will contact the parents or proper medical facility. If a student becomes ill at school, the student should report to the school nurse or designee. The school nurse or designee shall attempt to contact the family for any injury or serious illness.

ADMINISTRATION OF MEDICATION

Students may need to take prescription or nonprescription medication during school hours. Students may carry prescription medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by the school nurse or designee. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

ANNOUNCEMENTS

Regular school announcements will be posted and emailed to students daily at the end of first period.

Parents may access the daily announcements via the school website after first period.

Signs may be posted throughout the school when approved by the office or teacher advisor.

ASSEMBLIES

Assembly programs will be presented by various school groups for the education and entertainment of students. The details of each assembly are announced by special bulletin. Students are expected to extend courtesy at all times to the performers and are to remain seated until dismissed.

ATTENDANCE AND TARDINESS

In order to prepare our students for high school and beyond, the middle school classes all incorporate 21st century skills such as working together, collaboration, public speaking, etc and include hands-on experiments and lessons that are difficult to replicate for individuals not present during class. With that, it is imperative that students are in attendance as much as possible throughout the school year. In the State of Iowa, attendance is the responsibility of the student and parents and we ask for good, honest communication.

Notice of an Absence

Parents are to notify the school in writing or via phone by 9:00 AM at 426-5551 each day if a child is sick and will not be in attendance. If we have not received communication from parents by 9:00 AM, the office will attempt to contact parents at their emergency numbers. If communication does not occur, the absence is unexcused.

Excused Absences

Below is a list of accepted excused absences

1. Personal illness*
2. Death in the family or close friend
3. Religious events and/or observances
4. School sponsored or approved activities
5. Trips with parents and/or guardian approved ahead of time**
6. Unavoidable occurrences as determined by the principal

*After **four (4)** absences in a semester due to personal illness, written verification from a doctor is required in order for the absence to be considered excused.

**Families are strongly encouraged to schedule vacations or trips during school breaks or the summer. When it is not possible, students should give advanced notice, preferable 2 weeks, in order to gather and complete the work they would be missing. It is expected under these circumstances that work is handed in before or upon return from the trip.

As per Iowa Code, the principal will make the final determination as to whether or not an absence is excused.

Unexcused Absences

Parents will be notified when their student's unexcused absences total (2.5) days in any one nine-week period. At this time a conference may be scheduled with the building administration and/or his designee to examine the reasons for the absences. If the unexcused absences total five (5) days in a semester, parents will be notified in writing of a student's absence after the fifth day and will be subject to disciplinary action for truancy including suspension and expulsion.

Truancy

Truancy is the failure to attend school for the minimum number of days (171 days) established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but not be limited to, tardiness, shopping, concerts, preparation or participation in parties and other celebration, and employment.

Excessive Absences

Per this policy, and wanting students to be in attendance, any absences after 7 days will be unexcused absences. Parents will be notified in writing when their student's excused absences total **seven days** in any one semester. At this time a conference may be scheduled with the building administrator and/or his designee to examine the reasons for the excessive absences. After **ten days** (10) of absence, excused and unexcused, a meeting will be held with the student, parents, and administration or designee. Any subsequent absences after **ten (10)** days may be deemed unexcused and shall require a doctor's excuse, and may be grounds for disciplinary action up to and including filing truancy charges with the county attorney. Parent phone calls do not determine whether or not a student being late to school is excused; however, the building administrator may excuse special and unusual circumstances.

Attendance and Activity Participation

Students who intend to participate in school-sponsored activities must attend school and be in class for one full day on the day of the activity, unless the principal has given direct permission before the absence.

Returning to School

When a student returns to school from an absence, or arrives to school after the start of the school day, he/she is report to the principal's office before they go to class. At that time, office personnel will give the student a readmittance slip to class.

BEHAVIOR

Students are responsible for how they act. These are the possible consequences:

Restriction – A restriction is a limitation of privileges, such as checking out, attendance at an assembly, hall pass privileges. A restriction results from minor violations, and may be issued without due process.

Detention- A detention can occur during lunch for minor disciplinary action or after/before school when more serious disciplinary action is needed. Transportation will not be provided for students who have an after/before school detention.

Ineligibility - Ineligibility is the loss of participation in co-curricular activities.

Suspension - Suspensions will be in-school unless a decision is made by the principal that an out-of-school suspension is necessary. A suspended student will not be allowed to attend any school related activities on the day they are suspended. While in suspension, the student will be required to complete all assignments for that day to receive credit.

Flipped Suspension- A flipped suspension may be requested if a student's behavior warrants a parent accompanying them during the school day.

Expulsion - The Board of Education has the authority to expel students guilty of gross disobedience or misconduct. The students and parents will have an opportunity to appear at a meeting of the Board to discuss the student's behavior. An expelled student will not be allowed to return to school for the remainder of a semester or school year.

Minor Offense: The classroom teacher according to classroom rules will handle minor offenses. Minor offenses occurring outside the classroom will be handled by the staff member involved. Staff members possess the authority to impose sanctions and issue detentions. Staff members may recommend more serious consequences to the principal.

Major Offense: Major offenses will be handled by the building principal and may involve suspension. In any case the principal will contact the parents.

BULLYING or HARASSMENT

For the purposes of North Fayette Valley Middle School, Bullying and Harassment is defined as Power, Purpose, and Persistence. The building administrator or designee will investigate all allegations of harassment and/or bullying and will differentiate between teasing and bullying/harassment (using the above definition) and will handle the situation disciplinarily according to the investigation. Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Policy and paperwork is available in the office for students who wish to file an official bullying and/or harassment report. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property
- Has a substantially detrimental effect on the student's physical or mental health
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - tell a teacher, counselor or principal
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;

- how the student felt; and
- how the harasser or bullying responded.

BOOKBAGS AND BACKPACKS

Students may use book bags to carry their materials to and from school, but once in the school **they must be left in the locker.**

CAFETERIA PROCEDURES

Students use a computerized system with a pin assigned to each student. If your lunch account reaches a negative \$6.50 balance, you will receive no lunch. Any negative balance cannot receive doubles.

- Students should always walk into the cafeteria; there is no reason for running at any time.
- Students may sit at the table of their choice; once seated, students are not to go to another table or wander around the cafeteria without permission.
- Students may be assigned specific seats for leaving dirty tables, for excessive noise, or for any other reason that affects the smooth operation of the cafeteria.
- All food must be eaten while sitting at the tables.
- Students will be dismissed from the cafeteria only when their table and area is clean.
- Students are not to leave the cafeteria without permission and a pass.
- Students must obey the cafeteria supervisors and staff at all times.
- No carbonated beverages (pop) are allowed in the lunchroom.

Any food school fundraisers offered during the school day are required to meet the food and fitness guidelines.

BREAKFAST AND HOT LUNCH FEES: *rates may increase during the year****

- Free/reduced lunch and breakfast is available for those who qualify. Guidelines and application forms are available at registration or from the elementary and middle school office. Free and Reduced Qualifications do not apply to snack milk costs.
- Students not wishing to participate in the lunch program may bring a lunch from home and sit with their classmates in the lunchroom.
- Guests for lunch need to make reservations by 9:00 a.m. of the day they will be eating school lunch by contacting the office. The price for an adult lunch is listed below. Payment needs to be made in the office upon arrival. Please do not pay in the lunch line.

Breakfast	\$1.70	Adults	\$3.90
Adult Breakfast	\$1.90	Daily Entrée	\$1.85
Reduced Breakfast	\$0.30	Daily Milk	\$0.30
Daily Lunch 4-12	\$2.80	Reduced Daily Lunch	\$0.40
2nd Student Lunch	\$3.50		

CRISIS, FIRE, and TORNADO DRILLS

We hope a crisis never occurs, but if a fire, tornado, or any other crisis should happen, the school staff will see that your child is taken to a place of safety. Pupils generally are safer in a supervised school building with tornado situations than they would be walking home or riding a school bus. Fire drills, severe weather drills, and crisis drills will be conducted each year. The teacher in charge of them takes students to the specified area at the time of the drill. Fire and tornado procedures are posted by the doorway of each room. In the case of a crisis situation, teachers and students will be notified by the intercom. Classroom doors will be locked, students are to remain quiet until further notice. Please notify school officials BEFORE picking up your child during a crisis.

CUSTODY and PARENTAL RIGHTS

Disagreements between family members are not the responsibility of the school district. The school district will not take the “side” of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued shall be followed by the school district. It shall be the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action. This policy does not prohibit an employee from listening to a student’s problems and concerns.

DANGEROUS WEAPONS

The Valley Community and North Fayette Board of Education believes weapons and other dangerous objects and look-a-likes can cause substantial disruption to the school environment and present a threat to the health and safety of students, employees, and visitors.

School district facilities are not an appropriate place for weapons, dangerous objects or look-a-likes. If possible, weapons, other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property, property within the jurisdiction of the school district, and from anyone within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action.

Students bringing a firearm to school or school activity shall be suspended immediately and recommended for expulsion from school for not less than twelve months and will be referred to law enforcement authorities. The Superintendent has the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis.

This policy defines the term “firearm” to mean any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. Weapons, under the control of law enforcement officials shall be exempt from this policy.

In addition to other disciplinary action, students are subject to expulsion for violating this policy. Disciplinary action may include:

- 1) Suspension for three to five days for possession of a weapon or look-alike on school property or at school-related activities, while on school-owned and operated school buses or on chartered buses, and while away from school grounds if such conduct directly affects students and staff.
- 2) Suspension for five to ten days for display of a weapon or look-alike on school property or at school related activities, while on school-owned and operated school buses or on chartered buses, and while away from school grounds if such conduct directly affects students and staff.
- 3) Suspension with recommendation for expulsion for displaying a weapon or look-alike in a threatening manner or use of a weapon to inflict harm or injury to another person while on school property or at school-related activities, while on school-owned and operated school buses or on chartered buses, and while away from school grounds if such conduct directly affects students and staff.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act states that a parent or guardian can request that student directory information not be released. The student’s name, address, parent names, telephone listing, and homeroom/grade level are classified as directory information. This information will be released for newspaper articles, homeroom parties, etc. unless an objection is lodged with the Principal by the first Friday in September.

DISCIPLINE POLICY

The North Fayette Valley Middle School Staff believes that one of the most important lessons education should teach 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. Discipline is the key to good conduct and proper consideration of other people.

With an understanding of the purposes of discipline in our school, students may form a correct attitude toward it, and not only do their part in making our school an effective place of learning, but develop the habit of self-restraint which will make them better citizens in our society.

North Fayette Valley Middle School believes that teachers have the right to establish a classroom structure and routine that provides the optimal learning environment. Teachers have a right to determine and request appropriate behavior from the students that meets teacher needs and encourages the students' positive social and educational development. Teachers have a right to teach and students have a right to learn without interference from students' disruption in the classroom. General discipline expectations are available on our website and will be available in the office when requested.

DRESS CODE

Research has proven that the manner in which a student dresses for school has a strong effect on his/her attitude and behavior in school. Our dress code is intended to make the student body, the staff, the parents and visitors proud of our students' appearance.

Students are expected to dress in a fashion that reflects good taste and a style appropriate for a school day. As in any setting, a certain type of attire is considered appropriate, and at some points, necessary. In the school setting, students are expected to adhere to reasonable levels of modesty and cleanliness.

When a staff member or administration determines that clothing is inappropriate, the student is expected to accept that decision and comply with the decision. Any manner of dress considered inappropriate will result in the student being asked to change clothing. **Refusal to change clothing will constitute insubordination, which is at minimum a level III violations and consequence.** The principal will make the final decision on the appropriateness of a student's attire.

The school also recognizes that there are changes in fashion and that during some times of the year due to the weather it does get quite warm in the building. Those considerations were kept in mind as this policy was drafted, though the guiding principle is that which is appropriate in a school or learning environment. It is also important to remember that uniforms for some extracurricular activities may not meet guidelines to be worn at school, but are appropriate in the setting in which they are worn.

The following guidelines will be followed:

- Students are expected to wear clothing that does not disrupt the school or educational environment. Dress should be conservative and not revealing.
- Shorts, skirts, and cut-offs are to be of a reasonable length. A general guideline is that they be no shorter than the student's fingertips when extended naturally to the student's side. Because of different body types, judgment will be used and the student will be expected to adhere to the decision.
- It is expected that tops for both boys and girls, and dresses for females, adhere to the following expectations:
 - Sleeveless shirts are allowed as long as they meet both of these requirements:
 - 1) there are straps at least one-inch wide over both shoulders,

- 2) undergarments are not visible.
 - *Note: Straps that go around the neck do not meet this criterion. T-shirts commonly worn as undergarments do not meet this criterion.*
 - Are not sheer or see-through and the student's midriff is not exposed.
 - The shirt has not been altered or ripped such that it is split down the side or has holes in it.
- Loose fitting pants that hang below the waist and expose a student's underwear are not allowed. Pants with excessive rips, tears, and holes are not appropriate.
- Students are prohibited from wearing clothing that display direct or indirect obscenities, offensive comments, profanity, vulgarity, negative racial references or slurs, or sexual, alcohol, tobacco, or drug statements or remarks. References to prohibited conduct and gang activity are also not allowed.
- Headwear, including hats, visors, hoods, caps, bandanas, wraps and scarves are not to be worn in school during the regular school day. They are to be removed when entering the school and left in the student's locker.
- Shoes are to be worn at all times. For some classes, particular footwear may be required for safety and/or health reasons.
- Hair and clothing shall be clean and well groomed. If a student's hairstyle is such that is draws unnecessary attention or causes a disruption to the class, he/she will be asked to leave and change the hairstyle.
- Coats are not to be worn in the classrooms unless there are problems with the heating system and permission is given by administration.

Teachers have the authority to require rules of appearance in areas where such dress might constitute a health or safety hazard, or for special activities and trips sponsored by the school.

Note: During homecoming week,, as well as on other designated days, some aspects of the dress code may be relaxed, though the same general guidelines are expected to be adhered to in term of appropriateness. In addition, under some circumstances a stricter dress code may be appropriate and students will be expected to comply.

EQUAL EDUCATION OPPORTUNITY

Students of the North Fayette Valley Community School District will have an equal opportunity for a quality education without discrimination, regardless of their race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status. The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

FIELD TRIP

Permission slips for field trips are required for any trip that occurs outside of the North Fayette and Valley School Districts. Students are not able to attend a field trip if parent/guardian has not granted permission. Permission slips are not needed for trips within the school districts' parameters (i.e. a musical at the HS, a trip to Gilbertson's Park, etc). Parents will be notified by the teacher or in the newsletter for field trips that occur within the school districts. Overnight and out of state field trips must have Board approval.

GOOD CONDUCT AND ELIGIBILITY

Students who participate in activities serve as ambassadors of the school district throughout the calendar year, whether away from or at school. To retain eligibility for participation in North Fayette Valley Middle School activities, students must conduct themselves as good citizens both in and out of school at all times.

Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. Participation in activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. Each student participant will agree to follow the regulations set forth by the Good Conduct Rules in the student activity handbook.

Academic Eligibility: A student will be required to attend study club on Monday and Tuesday if they have three (3) or more “1” ratings or “M” (Missing or Lack of Evidence) on practice/summative assessments. Failure to attend study club will result in the student not being able to participate in school activities as they would be ineligible. (SEE study club for more information)

Teacher’s reports are due by 9:00 AM on Friday.

Office Referrals will be considered part of citizenship and will be monitored by the principal and/or designee and handled on a case by case basis.

GRADING PRACTICES

Grading Purpose

To create an organized assessment system that reflects what students know and are able to do accurately and consistently for all classes.

Academic Rating “Grading” Scale

- 4- Exemplary - Change to reflect adjustment to grading scales
- 3- Proficient
- 2- Developing
- 1- Beginning

Employability Skills

- E- Effective
- D- Developing
- N- Needs Improvement

“Grades” Ratings: Students will receive both **employability** and academic ratings.

Zero on Summative Assessments

Summative assessments will be 100% of the academic rating. Students are expected to complete all summative assessments. A zero is not to be given for any incomplete or late summative assessment. At the conclusion of the semester, a determination by the teacher and principal will be made regarding summative work not completed including a possible recommendation for summer school.

Grading Criteria – Summative to practice

Students are expected to complete all practice assessments to be able to take a summative assessment. Practice assessments (such as quizzes, exit slips, etc) and other practice assignments guide the pace and direction of student learning in the classroom; therefore, it becomes imperative that students complete the tasks and are provided feedback. Teachers will post ratings on Infinite Campus for selected practice and all summative work. Homework is considered practice work and is essential to student success. Teachers will provide feedback on practice homework assignments; however, will collect evidence of student learning through practice assessments. Students who have not completed all practice work may be unable to retake a summative assessment until the tasks are completed and remediation is provided for the standards not met.

Second Chance for Summative Assessment – Retakes/Re-dos

Students are provided an opportunity to retake any summative assessment by completing the second chance assessment form. Please note that all practice work must be completed AND additional learning must occur prior to taking the second chance assessment as the focus is on learning the content. The teacher has the discretion to require a student to complete a retake/re-do. All second chances must be completed within two weeks of the

original date. Teachers have the authority to establish when and where second chance options can take place.

Extra Credit & Bonus Points

No extra credit or bonus points are to be offered or accepted.

Posting “Grades” (Ratings)

Student Ratings are adjusted and posted every Friday by 9:00 a.m. For classes that last longer than a quarter, the student’s rating will continue through the year as we want all students to have the essential standards mastered (a rating of a 3 or 4).

Incomplete Rating

An “I” (Incomplete) Rating indicates a student provides insufficient evidence to measure meeting the grade level or course standard (i.e. only answered 1 of 3 questions)

Missing Rating:

A “M” (Missing) rating indicates a student provides insufficient evidence to measure meeting the grade level or course standard.

GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One-Principal, Immediate Supervisor or Personnel Contact Person (Informal and Optional-may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status are encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon their race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two-Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three-Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The Superintendent may request a meeting with the grievant to discuss the appeal. The Superintendent will render a decision within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four-Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

HALL CONDUCT

Students are expected to conduct themselves in the hallways in a courteous and orderly manner. All students are expected to keep their locker doors closed and help keep the hallways looking neat and clean. The following are expectations for hallway conduct and care:

- Students need to speak to each other in a voice that is not loud or disruptive.
- Students need to keep from grabbing, pushing, bumping, and jumping on each other.
- Students are to stay out of other people's lockers.
- Commons area and hallways must be kept clean or privileges will be revoked.
- While at school, affectionate display between students will not be tolerated. This is neither the time nor place for the display of affection.

HALLWAY LOCKER

A locker will be assigned to you by the office. The locker is the property of the Board of Education; its use is a privilege extended to the student, subject to inspection by staff at any time. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student. You are cautioned not to disclose your combination to anyone. **Never bring valuables or large sums of money to school. The school will not be responsible for the loss of personal belongings. DO NOT** bring locks from home for use on lockers.

HALLWAY LOCKER PROCEDURES

- Keep your locker neat and clean.
- Use no other locker except the one assigned to you.
- No pictures or signs are to be posted outside lockers.
- Close lockers quietly; spin the combination dial to insure proper closing of the locker.

HANDHELD TECHNOLOGY DEVICES (Cell Phones and Social Media)

For the purposes of this policy, "Handheld Technology Devices" is defined to include portable two-way telecommunications devices including, but not limited to, cellular telephones with or without cameras, laptops, netbooks, iPads, iPods, electronic tablets, MP3 players, beepers, walkie-talkies, other handheld computing devices used as a communication device, any portable electronic device capable of storing and/or transmitting and/or receiving images, such as cameras, video-recorders, as well as any new technology developed for similar purposes.

STUDENTS: Students may have personal Handheld Technology Devices turned on vibrate during authorized times of use (defined as before school and after school). Handheld Technology Devices are not to be displayed, activated or used during the day, unless the classroom teacher allows the use of Handheld Technology Devices for educational purposes, or when granted permission to communicate with a student's parent or guardian. Handheld Devices used during instructional time without prior approval will be subject to confiscation.

The use of personal Handheld Technology Devices and /or any school issued technology (including but not limited to, camcorders, cameras, laptops, iPads, iPods, etc) for field trips will be at the discretion of the teacher/sponsor and the student must abide by the appropriate and ethical school policies and administrative regulations. Please see page 29 for more details on athletic events, games, and practices. Students found to be using any personal Handheld Technology Device or school issued technology device (including but not limited to cell phones, smart phones, iPads, iPods) in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on quizzes, tests or examinations shall be subject to reasonable discipline (see academic dishonesty and cheating).

The school district will not be responsible for financial charges relating to student Handheld Technology Devices at any time, to include during times of confiscation. Student use of personal Handheld Technology Devices for permitted educational purposes is optional. The school district will not be responsible for loss, damage, destruction, or theft of any personal electronic device brought to school.

Students, Staff & Visitors: Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and / or receiving images/ audio are banned from use for any purpose in locker rooms and restrooms at ALL times. At no time are students, staff, or visitors authorized to video capture, photography, or audio record other in the school building, on school property (to include school vehicles), or at school activities (inside or outside campus), unless recording a public performance, such as a game, honor assembly, concert, contest, etc., without the consent of a teacher, coach, director, or school administrator. It is requested that photos of only your student be posted on social media.

If you do not want your students work or photo to be posted on the school webpage, please notify the appropriate office in writing.

Parents: We request that parents refrain from calling or texting their child during the school day. If a child needs to be contacted or there is an emergency, the best option is to call the office at 426-5551. In most cases, the message will be privately posted (students should check the window). In an emergency, the student will be called out of class.

Violations and Consequences of handheld technology:

- Level I Violation- Violation does not carry over from one year to the next
 - a. using handheld technology at inappropriate times
- Level I Consequence- Consequence does not carry over from one year to the next
 - a. 1st offense: handheld technology confiscated, student may pick it up at the end of the day
 - b. 2nd offense: handheld technology confiscated, student may pick it up at the end of the day, parents contacted
 - c. 3rd offense: handheld technology confiscated, parents contacted, parents may pick up the handheld technology at the end of the day
 - d. 4th offense: handheld technology confiscated, parents contacted, parents may pick up the handheld technology at the end of the day, handheld technology turned into the office for minimum 5 days

- e. 4th offense and thereafter: handheld technology confiscated, parents contacted, parents may pick up the handheld technology at the end of the day, handheld technology turned into the office for an amount of days directed by the principal
- Level III Violations- Violation does not carry over from one year to the next
 - a. Transmission, solicitation, or possession of inappropriate subject matter at school or using school owned equipment or network that is racist, sexist, hateful, offensive, abusive, derogatory, or of a threatening nature that is directed toward a student or staff member. This includes instances that take place outside of school that have a negative impact on the learning climate at school.
- Level III Consequences- Consequence does not carry over from one year to the next
 - a. 1st Offense: Up to five days of in school suspension. If a social media, Internet, cell phone or computer violation, the student will surrender their cell phone at school as well as their computer a minimum of two weeks. The student may be given a desktop computer to use in the classroom so he/she can complete work for class.
 - b. 2nd Offense: Up to a five-day out of school suspension. Conference with parents will be held. Possible referral to the Board of Education for expulsion. Student may also be removed permanently from a specific class. If a social media, Internet, cell phone or computer violation, the student will surrender their cell phone at school as well as their computer for the remainder of the school year, and possibly for the remainder of their time at the middle school. The student may be given a desktop computer to use in the classroom so he/she can complete work for class.
 - c. 3rd Offense and thereafter: Additional violations will result in notification of parents, suspension, and a possible recommendation to the Board of Education for expulsion.

At any time, legal authorities will be contacted for these violations to support or lead the investigation.

- Level IV Violations- Violation does carry over from one year to the next
 - a. Transmission, solicitation, or possession of inappropriate subject matter at school or using school owned equipment or network, or of students/staff who attend or work at school, or has a negative impact on the learning environment at school. This includes but is not limited to sexting, photos taken in locker rooms or restrooms, and pornography. Knowingly maintaining an inappropriate or pornographic photo is also considered a violation.
- Level IV Consequences- Consequence does carry over from one year to the next
 - a. 1st Offense: Up to a 10-day out of school suspension. A conference will be held with parents. If a social media, internet, cell phone or computer violation, the student will surrender their cell phone at school as well as their computer for the remainder of the school year, and possibly for the remainder of their time at the high school. The student may be given a computer with no Internet capabilities so he/she can complete work for class.
 - b. 2nd offense and thereafter: Additional violations will result in notification of parents, suspension, and may result in a recommendation to the Board of Education for expulsion.

At any time, legal authorities will be contacted for these violations to support or lead the investigation.

INCLEMENT WEATHER

In the event of bad weather or other conditions that make it necessary to close school, the following radio and television stations are contacted: KWWL, KOEL, WMT, KDEC, KVIK, KGAN, KCRG, KCRR, AND KXEL, as well as their “sister” stations. The information will be given to these stations as soon as it is possible to determine that there will be no school or a delay to the start of the school day. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student’s

school. Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds once they arrive without parent consent through the office. Students who are transported to school must leave the grounds via bus or parent transportation.

LIBRARY/ MEDIA CENTER

The Library serves the school as an information and instructional center. All students are encouraged to make use of it. It has an excellent selection of books, periodicals, and materials needed for both group and individual study.

Students may visit the library at any time during the school day, provided he/she has a pass from his/her teacher. Groups of students working on special projects may also visit, provided they have their teacher's permission and the library is not too crowded. Since the library is an extension of the school program, it is governed by the same rules that prevail in the classroom. Students will be held responsible for all items borrowed from the library and are expected to return them when due or satisfy payment of lost, damaged, or items not returned. Students are encouraged to use the library after school for research; however, late bus passes or permission forms to stay must be signed by a teacher granting said permission.

LOCKER ROOM LOCKERS

The athletic director will assign 7th – 8th Grade athletic participants lockers.

LOCKER ROOM / PE / ATHLETIC PARTICIPATION: Due to the new floor, students will be required to have separate, clean, and rock free shoes to participate in gym. In order to maintain our gym floor we do require that student shoes be closed toed and rubber soled. The gym shoes need to be separate from the shoes students wear outside. In addition to shoes, we promote the practice of good hygiene of all students. With that said, students participating in 5th-8th grade PE will be required to change clothes; however, showering after PE will be optional.

LOST AND FOUND

A lost and found department will be maintained in the office with the exception of clothing, which will be located outside of the help desk. If you find an article of value, turn it into the office. If you have lost anything, go to the office and inquire about it. If you suspect that an article has been stolen, report it immediately. **REMEMBER THAT IT IS NOT WISE TO KEEP EXPENSIVE ITEMS OR MONEY IN YOUR LOCKER** and that the school is not responsible for lost or stolen items. The lost and found will be cleaned out at the end of the month at the discretion of the office and donated to a second-hand store.

MAKE-UP WORK

Students are responsible for arranging to make up schoolwork. It is advisable for students who know they are going to be absent to make arrangements with their teachers in advance to make up schoolwork (please note that planned vacations need to be taken care of in advance or on the date of return from the trip). Make up work may be obtained from teachers during planning times and before or after school or via email. Students will be allowed two days to make up work for the first day missed, and one day for each consecutive day missed thereafter. All assignments must be completed because assigned learning is critical to learning and practicing the standard. Students who are unable to make up work within this timeframe will be recommended for study club.

MIDDLE SCHOOL CLASSES

Classes start at 8:15 and run until 3:20. Students will participate in core classes including math, science, social studies and language arts; exploratories to include PE, art, and Ag; intervention, an option for band and chorus, and specials.

MS PEER HELPERS

The purpose of Peer Helpers is to help develop citizens who have an understanding of the democratic processes. The Helpers are leaders in the building. They promote positive activities, help plan PRIDE assemblies, and assist in the elementary.

Members of the council are elected each year by the student body

Good representation comes through an effort in five basic areas:

1. Maintaining an open membership policy
2. Scheduling a wide variety of activities
3. Developing communication with students
4. Maintaining a respectable Peer Helpers image
5. Participating in educational and community activities

Members who do not fulfill their responsibilities will be removed by the advisors.

NON-DISCRIMINATION POLICY AND NOTICE

It is the policy of the Valley Community School District **not** to discriminate on the basis of race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

This nondiscrimination policy extends to educational programs, student activities and athletics, student behaviors, North Fayette Valley staff members, the public, Valley employment practices, and all aspects under the jurisdiction of the Valley Community School District.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

This non-discrimination policy includes programs offered, or might be offered in the future, such as before and after-school programs, community education programs, alternative programs, and to related organizations such as North Fayette Valley Booster Clubs, student groups and clubs, and parent-teacher organizations (PIE).

North Fayette Valley Community School District **will not:**

- a. Refuse or deny to any person because of race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status the accommodations, advantages, facilities, services, or privileges thereof, or otherwise to discriminate against any person because of race, color, creed, gender, sexual orientation, gender identity, national origin, religion, or disability in the furnishing of such accommodations, advantages, facilities, services, or privileges.
- b. Directly or indirectly advertise or in any other manner indicate or publicize that the patronage of persons of any particular race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status is unwelcome, objectionable, not acceptable, or not solicited.

NORTH FAYETTE VALLEY COMMUNITY SCHOOL DISTRICT - A PUBLIC NOTICE

It is the policy of the North Fayette Valley Community Schools not to discriminate in its educational program, activities or employment policies or procedures as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 for the Federal Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Areas of nondiscrimination include, but are not limited to age, color, creed, disability, sex, sexual orientation, gender identity, marital status, national origin, physical attributes, or religion.

Inquiries regarding NFVCS D compliance with pertinent federal law in regard to employment should be directed to:
Superintendent, EEO/ Affirmative Action Coordinator

Valley Community School

23493 Canoe Road

Elgin, IA 52141

Phone: 563-426-5501

PARENT-TEACHER COMMUNICATION

The North Fayette Valley Middle School teachers believe that parent-teacher communication is very essential in the educational process of children. In an effort to support parent-teacher communication, teachers post student scores on Infinite Campus weekly on Friday before 9:00 A.M. We encourage parents to be actively involved with checking student progress and missing work on Infinite Campus. In addition Parent-teacher conferences will be scheduled twice throughout the school year. In the Fall we ask all parents to attend conferences with your child's homeroom teacher and in the Spring we offer scheduled conferences for students with academic or behavioral concerns and by parent request. Parents are encouraged to contact the school whenever the need arises. However, we would request that you call the school to schedule a conference, because our teachers' schedules do not allow time for drop-in conferences. Teachers use the web site to communicate homework and other important information as well. You can access the North Fayette Valley website at www.nfvschools.com to find many other important links.

PROFANITY, VULGARITY OR INDECENT GESTURES

- Indecent gestures, profanity and vulgar language are not to be used in school, on school grounds, or at school-related activities.
- Students who participate in such behavior are subject to disciplinary action including up to an in-school suspension for 1-3 days.
- A student who directs such behavior toward teachers, administrators, or other school employees may be suspended out of school 1-5 days.

PRACTICE WORK

The staff work diligently to provide respectful tasks for student learning. With that we believe that it is essential for students to have opportunities to practice their knowledge and skills. Our Middle School Policy is for practice work to not exceed 60 minutes on any given night. Practice assignments are expected to be turned in on the due date unless arrangements are made with the teacher and student. A practice assessment will follow any assigned homework (practice) assignment to determine mastery. Students should understand that practicing academic learning will directly impact how well they do on the practice assessment or lack of practicing (not completing the homework) will have a direct impact on how poor they will perform on the practice assessment.

REPORTS TO PARENTS

Your teacher may request a conference with your parents at any mutually agreed time. Also, your parents may make the same request of the teachers. It is hoped that a discussion of your progress in school will prove beneficial to

you.

Teachers post student scores on Infinite Campus weekly on Friday before 9:00 AM to keep both parents and students informed of the student work being done and to suggest ways and means of correcting any deficiencies.

RIGHT TO KNOW

The Iowa law provides each employee with the “Right to Know” of any dangerous chemicals that might be in the building or workplace in which an employee is assigned. The North Fayette Valley Community School District also offers parents the information about cleaning supplies or chemicals that may be used in the educational environment. Any request for information should be filed with the Superintendent of Schools.

SCHOOL BUS CONDUCT

The school bus is an extension of the school; therefore, all school rules apply. The following information relates to the responsibilities of students for conduct and safety in a school bus.

- A. Students must be on time.
- B. Students waiting for the bus should stand off the roadway until the bus stops and should be orderly while boarding the bus.
- C. Conversations with the driver should be limited.
- D. No student may at any time extend arms or head out of bus windows.
- E. Students must not get on or off or move about within the bus while it is in motion.
- F. When leaving the bus, students crossing the road must pass in front of the bus, look both ways and be sure that they are safe from other traffic.

Student misconduct on a school bus will be dealt with as follows:

- Incident #1: Driver will fill out a Bus Incident Report. A copy will be sent home to the parent, given to the principal, and to the transportation director. Every attempt should be made by the driver and student to solve problems on the bus. When a student’s behavior continues to be disruptive and bus rules and regulations are not followed, this leads to safety concerns and a conference may be called between the student, driver and building principal. The meeting will be held in an attempt to remediate the disruptive behavior. The next bus report on a child will result in removal of bus privileges for a minimum of three days.
- Incident #2: Driver will fill out a second Bus Incident Report. A copy will be sent home to the parent, given to the building principal, and to the transportation director. The child will be suspended from riding the bus for three school days.
- Incident #3: Driver will fill out a third Bus Incident Report. The student shall be informed immediately that he/she is dismissed from any further riding of the bus. Riding the bus shall be resumed only after a meeting between parent, child, transportation director, and the building principal has resulted in agreement satisfactory to all concerned. Parents shall initiate arrangements for this meeting during the school hours.
- Incident #4: If a fourth violation occurs the student will not be allowed to ride the bus until the student and parents come to a satisfactory agreement with the principal and transportation director or meet with the Board of Education for their approval to renew the privilege of riding the school bus.

When in the judgment of the bus driver, transportation director, and the building principal the behavior by a rider is such that it becomes an immediate threat to the safety of other riders and/or the bus itself, the driver consulting with the principal, will take action as described in procedure #3 or #4 without going through steps one and two above. Fighting/Physical Severe Hitting (punching, kicking, similar behavior that may injure others) may be an automatic suspension from riding All North Fayette Valley transportation and will be determined by the transportation director and the building principal.

SCHOOL COUNSELORS

The school counselors are particularly interested in the well being of all students. They are specially trained to help you in ways that pertain to your social, emotional, vocational, and academic life.

As a middle school student, you are no longer considered a child, and not yet considered an adult. You are in the process of "Growing Up." Growing up is certainly a very interesting and exciting period of your life but it can also be a complex and difficult period. We are interested in helping you to better understand yourself. There may be times when you will be confused, upset, or undecided about the best way to handle a problem. When such a situation occurs, it is usually helpful to talk with your parents or counselors.

SCHOOL EVENTS AND ACTIVITIES

Middle School Student Conduct at High School Events

Middle school students and their parents are encouraged to attend North Fayette Valley High School events. Parents are expected to supervise their student(s) at these events. School standards of behavior apply to all school activities.

Conduct – Football Games or Outdoor school events

1. No playing "tag," organized games or football on school grounds before or during the event.
2. Do not hang or sit on the chain link fence around the track.
3. No one except cheerleaders allowed on the track.
4. No students under the bleachers.

Conduct – Volleyball/Basketball Games/Wrestling meets or Indoor school events

1. Students are to be seated in the bleachers except during half-time and between games.
2. Visits to the bathrooms or concessions should be done during half-time and between games.
3. Walk in the hallways.
4. Students other than high school students should not be near lockers

Supervision at Activities

All school personnel, such as high school, middle school and elementary faculty members, secretaries, associates and workers at athletic events have the authority to help maintain discipline. Any failure of a student to comply with such supervision will be reported.

Students who fail to conduct themselves properly will be warned. If the behavior continues, the student will be asked to sit with the adults that have accompanied them to the event, parents may be asked take the student home, or the student may be asked to leave the school grounds.

SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property will be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

When vandalism occurs during the school day, and no one can be found at fault, the appropriate class or classes will be assessed to pay for the damages from their class accounts. Valley Code No. 502.2

SMOKING, DRINKING, AND DRUGS

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or “look- a-like” substances that appear to be tobacco, beer, wine, alcohol, or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use, or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

North Fayette Valley Community Schools has a Smoke-Free campus. No Smoking is allowed. There are NO designated smoking areas on school grounds. Your cooperation is appreciated.

SPORTS AND ACTIVITY PROGRAMS

The North Fayette Valley Middle School takes pride in its sports and activity programs. Both boys and girls are encouraged to participate in the programs, for this helps instill the qualities of school spirit and leadership.

STUDENT ACTIVITIES/CLUBS

Students who are involved in co-curricular activities while in the middle grades generally have higher achievement and improved attendance. Student activities promote achievement, citizenship, and service to the community while developing self-esteem, self-confidence, and social cooperation. North Fayette Valley offers 7th and 8th graders various sports/club opportunities throughout the year. Other activities may be added during the school year.

STUDENT ASSIGNMENT BOOKS – HALLWAY PASSES

Student assignment books are electronic. Students will use Google Classroom to help with management and organization. Students are expected to keep an ongoing record of classroom assignments.

Students will be issued quarterly hall passes to be used during the year. Students will be given a limited amount of hall passes to use each quarter. Once that amount has been reached there is no more hall pass privileges. Students in the hallways without a pass during the school day will have consequences.

STUDENT RECORDS AND REPORTS

Student records containing identifiable information, except for directory information, are confidential. The Family Education Rights and Privacy Act of 1974 (FERPA) requires school districts to keep educational records confidential. Only persons who have a legitimate educational interest are allowed access to a student’s records without the parent’s permission. Parents and students 18 years of age may request an appointment with the building administrator to examine or copy student’s records during regular office hours.

STUDY CLUB

Study club is offered every week on Monday and Tuesday from 3:30-5:30 unless otherwise specified in the weekly newsletter. Students are required to attend homework club if they have three “1” ratings or “M” (Missing or Lacking Evidence) on graded practice or summative assessments in 3 or more classes during a week or two “1” ratings or “M” (Missing or Lacking Evidence) in the same subject.. A shuttle bus to West Union is available for

students who attend study club. Failure to attend study club will result in the student not being able to participate in school-sponsored activities as the student would be ineligible for the week following the date study club was skipped.

SUBSTITUTE TEACHERS

Students must realize that a substitute teacher has the same authority as the regular classroom teacher. All students are to show respect and cooperation in working with the substitute teacher. Tiger Hawk Points will be deducted for infractions.

TECHNOLOGY GUIDELINES AND POLICIES

Code 605.6-R1

The following is a list of rules and guidelines that govern the use of the Valley Elementary and NFV Middle School's computers and network resources. *Network Resources* refers to all aspects of the school's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video games, video and large image files at school, not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access, if you need to transfer large files contact the Technology Staff for special arrangements)
- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism)
- to install any software onto Valley Elementary and NFV Middle School computers; to copy Valley Elementary and NFV Middle school software (copying school owned software programs is considered theft).

In addition, students:

- must keep their personal information secure and never give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- must keep passwords confidential and never give password(s) to anyone;
- may not post anonymous message
- may not forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
- are to use computers for school work and are not to play games during school hours without a teacher's permission.
- are not to turn off airport during the school day
- may not access other networks during the school day. This includes but is not limited to – hot spots created on mobile phones
- must use appropriate and respectful language at all times; use of obscene language is prohibited.
- Use of Email or other computer communication shall be used only for appropriate, legitimate and responsible communication.

- If in doubt about the acceptable use, ask the Technology Staff or your building principal.

Laptop Damages, Use and Care for students

1. Computer Damages and Loss

A. Computer Damage: The Valley Elementary and NFV Middle School has purchased insurance, which provides the broadest perils of loss regularly available. The insurance coverage is subject to a \$500 deductible per loss. The student is responsible for maintaining a 100% working computer at all times. The student shall use reasonable care to ensure that the computer is not damaged. Refer to the Standards for Proper Care for a description of expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following annual schedule:

First incident – up to \$100

Second incident – up to \$200

Third incident – up to full cost of repair or replacement

B. Gross Negligence: The Valley Community School District, including the Valley Elementary and NFV Middle School, reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the Standards for Proper Care document for definitions of “attended,” “unattended” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use).

C. Lost/Stolen Computers: Computers that are lost or stolen need to be reported to the school office and administration immediately. If the Computer is lost or stolen the student may be financially responsible for its replacement.

D. Actions Required in the Event of Damage or Loss: Report the problem immediately to the Technology Staff. If the Computer is stolen or vandalized at a school-sponsored event, or outside of the school, the parent shall file a police report.

E. Technical Support and Repair: Valley Elementary and NFV Middle School will make technical support, maintenance and repair available at the District’s Help Desk. This does not mean that all issues can be fixed on site. The Help Desk is open from 8-4 each school day. Under no circumstance should anyone other than the school technology department attempt to repair computer hardware. Loss as a result of removing any permanent part of a computer shall be considered Gross Negligence (see Paragraph B above).

F. Spare Laptops: In the event the computer is inoperable, Valley Community School District has a limited number of spare laptops for use while the computer is repaired or replaced. However, it cannot

guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The student may NOT opt to keep a broken computer or to avoid using the computer due to loss or damage. Please note that if the student forgets to bring the computer or power adapter to school, a substitute may not be provided.

G. Billed fees must be paid before a repaired or replacement computer will be returned to the student. If payments cannot be made immediately a payment plan can be drafted and students can have the computers as long as payments are timely.

2. Computer use

A. Classroom Use: Students in grades 6-8 will be required to take his/her computer to each classroom each day, unless told differently by the teacher for that specific day. When the computer is not being used in class it is to be closed.

The computer should not be turned on, used, or out of its case while in the restroom or locker room to ensure privacy to all of our students and staff.

B. Student Access to Internet: At school, students will have access to the Internet through the school server. When not at school students can access the Internet if they have wireless Internet access available to them in their home or other locations. Students are allowed 24/7 computer access, and parents are recommended to monitor their student's time on the computer along with their activities on the computer. Parents/guardians may request limiting the time in which internet access is available.

C. Appropriate Use Education: Students will have ethical and appropriate use of technology lessons presented to them during the first full week of school in a class or in a separate session. It is important that students are aware of appropriate use of technology for their own protection, security, and in order to effectively use technology in the 21st Century. Topics covered in these learning sessions will include information on digital citizenship, cyberbullying, inappropriate web sites, online safety, plagiarism, and misuse of the equipment.

Throughout the school year we may be using different websites for educational purposes. These websites are known as web 2.0 tools and Google Apps for Education (GAPE).

Google Apps for Education is a set of online tools for communication, collaboration, time-management, and document storage. These tools include:

- **Gmail:** a full functioning e-mail program
- **Calendar:** a customizable calendar and to-do list
- **Contacts:** an address book
- **Google Docs:** a word-processing, spreadsheet, presentation, form and drawing program that allows multi-user access and editing
- **Google Sites:** a website application allowing the gathering of a variety of information in one place - including videos, calendars, presentations, attachments, and text - and easily shared for viewing or editing with a small group, an entire organization, or the world

- Google continues to add new tools and the district will evaluate each for its educational potential

Some of these web 2.0 tools require the teacher provide your child with a username/password to access the site and its content. The information can include a student's first and last name, his/her ID number, and the school name. This information is kept confidential by the site and not used for any purpose other than account creation.

Because your child is under the age of 13, the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA), federal legislation which aim to protect children when using the Internet, requires that Valley Community Schools notify you and/or obtain written permission for your child to use these web sites.

The intent of this part of the policy is to serve as both a notice to parent/guardian of the use of these web sites and signed consent from you, the parent, for your child to be able to use these sites.

Please contact your child's teacher at any time regarding questions or concerns. You can also view a list of the sites that we are using on our website. By signing below, I acknowledge that I have been informed of the use of web 2.0 sites by my student at Valley Community School for education purposes.

D. Students Access & Monitoring: Ultimately the computer is the property of the school, and the school has the right to determine what is appropriate and to search the computer if necessary at any time.

- The district's filtering software allows the district to block websites which are inappropriate for students whether they are accessing the web via the district wireless network or at home.
- Students who access inappropriate sites during the school day or are accessing sites that are not related to the class that they are in will face disciplinary action from the teacher and/or the administration. Consequences may vary from a warning to loss of privileges to take the computer home with them at the end of the school day as initial steps.
- If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site within a few seconds.
- **This being said, the best filtering software in the world cannot match the combination of education and supervision at school and home.**

Valley Elementary school and NFV Middle School are working hard to establish a core understanding of "digital citizenship" in which students are educated on acceptable standards of online behavior.

For students assigned a laptop in grades 6-8 as part of the 1:1 laptop program:

E. Bringing the Computer to School: It is imperative that students bring their computers and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their computer. The computer must be kept in the carrying bag at all times when it is not being used.

Students who accidentally leave their computers at home may not have access to a laptop for that day.

F. Charging of Computers: It is the student's responsibility to have their computers charged each day when they come to school. During a normal school day a typical computer fully charged (through a normal electrical outlet) can be used the entire day for classes with no additional charging required. Some computers do not have enough charge to make it through the day, which makes it crucial that a student bring their charger to school each day. Students must be responsible and charge their computers before coming to school.

The school will allow students to charge computers in the classroom that they are departing prior to lunch if needed. The room will be locked so that the computers are in a safe and secure location. Establish a routine at home for the charging of the computer so that it can charge overnight. The charging time of the computer and responsibility is very similar to the charging of a cell phone. Do not charge while in the computer bag.

G. Downloading Programs & Personalizing the Computer: Each computer and bag will be identified with a school ID and unique inventory number. This ID information cannot be removed or altered in any way, as it will be necessary to identify your machine. All students will be able to personalize their computer after school hours through:

- The legal downloading of music from iTunes, CD's, and other similar methods.
- Screen savers, wallpaper and other pictures may be placed on the computer.
- All items must be appropriate and not violate any school policies.
- Static Clings or skins may be applied to the exterior for easy identification
- No stickers, markers or writing of any kind will be permitted.

H. Computers from Home: Students are not allowed to bring their computers from home to use. Computers at Valley Elementary and NFV Middle School are all formatted with the same basic programs and structures, and many of these are not possible on other computers.

I. Ear Buds: Ear Buds shall be provided by individual students and will be required for any use of audio files or video with sound in school.

With permission from the teacher or room monitor (typically during student work time in the room), students may listen to music or other educationally-related material on their computer. The basic rule is the "One Bud Rule", which indicates that students will have one ear bud in and one ear bud out, and students must have the volume at a level that allows for students to hear the instructor in the room.

The use of ear buds in study hall and study table is at the teacher/supervisor's discretion. iPods can also be used in study hall and study table with the supervisor's permission.

J. Backing up your Documents -

- You will be provided with a password and a username that you will use to gain access to the server. **Do not share your password or username with anyone else, and do not attempt to log in using anyone else's password and username.**
- Your files (desktop & docs) are no longer automatically saved/sync'd to the school server. It is

your responsibility to backup your files. Many of our students use a flash drive or web based tools such as Google Apps, Evernote and Dropbox for backup. This will ensure the safety of your files if your computer crashes or breaks.

- Keep in mind, the server space should be used for educational purposes only. **Do not use the server to store personal files such as movies, games, non-school related images, etc.** Personal files and applications may be stored on your computer's hard drive; Valley Elementary and NFV Middle School is, however, not responsible for the loss of any of these files if your computer crashes or breaks.

K. Monitoring: During School hours only, Valley Elementary and NFV Middle School will randomly monitor computers for proper use of the computer by the students while in the classroom. Monitoring by authorized school staff will be done with electronic remote access software.

- Valley Elementary and NFV Middle School will NOT be installing any type of software that would allow them to monitor students through laptop webcams.
- **File-sharing and File-sharing Programs:** The installation and/or use of any Internet-based file-sharing tool is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school related needs for use of these tools may seek prior approval from the Technology Staff.

3. Standards for Proper Computer Care

A. Read and follow general maintenance alerts from school technology personnel. The computer comes with some general information for its user. Reading this will allow you to understand more about the computer and its capabilities, along with general hints and reminders for the care of the computer.

B. Your responsibilities: Treat this equipment with as much care as if it were your own property, specifically:

- Bring the Computer and charging unit to Valley Elementary and NFV Middle School during every school day. (If you forget them, substitutes may not be provided.)
- Avoid use in situations that are conducive to loss or damage. For example, never leave computers in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car other than in a locked trunk. Avoid leaving the Computer in environments with excessively hot or cold temperatures.
- During athletic events, games, practices and trips, your computer will be stored in your school locker, NOT the locker room or on the bus. Laptops shall not be taken to away contests. Laptops must stay at the school locked in your locker or secure at home. Arrange a time with your coach/sponsor to return to school to retrieve it after the activity.
- Adhere to Valley Elementary and NFV Middle School's Computer Use Policy at all times and in all locations. When in doubt about acceptable use, ask administration or the technology

staff.

- Back up your data. Never consider any electronic information safe when stored on only one device. Important files should always be stored in at least two locations (such as on the laptop, external hard drive, CD or flash drive.)

C. Computer bags: Each student will be given a computer bag that they are required to use to carry their computer in during the school day and outside of school. This is the only bag that is approved for the computer to be placed in. It is specially designed for the computer that the students are using. It is important to keep the bag clean, and do not over fill the bag by overstuffing, pencil bags or things that can scratch or damage the computer into your computer bag – Extreme pressure on the laptop can cause permanent damage to the screen and other components. Static electricity may develop in the bag during the cold, dry winter months, and a simple solution to reduce this problem and to keep your bag smelling fresher is to put a dryer sheet in your bag.

D. Keep your computer in a safe place: The computer bag, with the computer and other equipment, must be stored in a safe place (locked lockers at school).

- Don't leave the computer on the floor where it might be stepped on, or within reach of small children or pets.
- Don't leave it in a car or anywhere it might be exposed to extreme temperatures.
- Laptops left in bags in unattended classrooms or other areas are considered “unattended” and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning and will not get the computer back until the end of the day. If the laptop is confiscated a second time, this will be considered a network violation as described in Section 4 Violations, Consequences and Notifications and the parents will be notified on financial responsibility, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student’s responsibility.

E. Keep your laptop away from all liquids. Exposure to liquids will severely damage a laptop and will result in large repair costs. Water, pop, juice, power drinks, coffee, etc. will all ruin your computer completely. Keep your and your friends' food and liquid away from your laptop. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with your laptop--even if it is sealed.

F. Only One User. Do not allow anyone else to use your computer other than your parent or guardian. Loss or damage that occurs when anyone else is using it will be your responsibility.

G. Cleaning the computer. **If your computer needs to be cleaned bring it to the help desk and we will clean for you but if you must** use a soft, dry, lint-free cloth in most cases when cleaning the computer. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Computer screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use cleaning

products with acetone or ammonia. Screens cost over \$800 to replace, so it is imperative that they are cleaned appropriately (as listed above) or with cleaners that have been approved by the school technology staff or administration office.

H. Shutting down the computer. Shut down the computer when it won't be used for an extended duration. Putting your computer to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.

I. Closing the Computer. The laptop lid/screen needs to be completely closed when moving it from one point to another in a classroom. If the computer is not in use in a classroom it should also be closed unless specifically allowed by the teacher.

J. Optical Drive – Never leave a CD or DVD in your computer when not using, never force a disc into the slot – this can damage to the drive.

4. Violations, Consequences and Notifications

Students who do not follow the outlined Guidelines and Policy shall be subject to the appropriate action described in board policy, and/or decided upon between teacher, technology staff, administration, and parents/guardians. Recommended consequences are:

- **First Violation: Student will lose the right to take home the laptop computer for one week.**
- **Second Violation: Student will lose the right to take home the laptop computer for one month.**
- **Third Violation: There will be a parent meeting scheduled, and a plan will be implemented.**

Administration has the authority to create appropriate consequences, as needed based on individual circumstances. Written “Acceptable Use Policy Violation Notice” will be issued and given to the technology staff, building principal, and parent/guardian for each violation.

Code 605.6-R2

VALLEY ELEMENTARY and NFV MIDDLE SCHOOL COMPUTER USE REGULATIONS AND SAFETY PROTOCOLS

Student Violations – Restricted Material, Consequences and Notifications.

Restricted Material

Students shall not intentionally access or download any test file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Students who access restricted items on the Internet shall be subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation – A verbal and written “Warning” notice will be issued to the student. The student may lose Internet access and ALL computer privileges for a period of one week at the discretion of the supervising teacher. A copy of the notice will be mailed to the student’s parent and a copy provided to the building principal.

2. Second Violation – A verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges and ALL computer privileges for a period of one month.

3. Third Violation – A verbal and written “Third Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges and ALL computer privileges for up to one year or the balance of the school year, pending a meeting between administrators and the student’s parents.

TEXTBOOKS

It is the responsibility of the student to take care of all the textbooks, which have been issued to him/her. Rules to remember concerning textbooks are:

- The student's name must be written in the space provided.
- The student is responsible for protecting the book they are assigned to; putting covers on the books is allowed.
- Textbooks are not to be used as a filing place for papers, notes, and other matter, as it will break the binding.
- The student must pay for lost or damaged books at replacement costs.
- Textbooks are the tools of learning and should be utilized to their utmost.

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

TIGERHAWK POINTS

To help students develop the self-discipline necessary for living and learning, they have a right to know what is expected from them, and what the result of rule infractions will be. For this reason, we have developed the TigerHawk points system, which is designed to help students improve their self discipline.

Middle School students can earn TigerHawk points for exemplary behavior. TigerHawk points can also be lost due to inappropriate behaviors. The following is a guide to the TigerHawk Point system:

Gaining Tiger Hawk Points

This program is designed to recognize students and reward them for their efforts. All students may earn TigerHawk Points throughout each quarter. Students will be awarded TigerHawk Points for the following:

Employability Score of E.
No recommendations for study club.
Three or less absences
Two or less unexcused tardies
No office referrals.
Displays of citizenship, responsibility, and leadership.

Losing TigerHawk Points

The following list is meant to serve as an example, and is not all-inclusive. Consequences may be changed depending on each incident and at the discretion of the staff. Repetitive violations of any school rule may result in more severe disciplinary actions.

Insubordination
Unexcused tardiness
Inappropriate language, clothing, behavior
Disrespect
Bullying/Harassment
Lying
Stealing
Cheating
Other inappropriate occurrences

Student Privileges gained by TigerHawk Points

Students who have a positive TigerHawk Point reward balance and have not received a detention or greater will receive various Quarterly Reward Events that will be outlined during the school year.

USE OF GUM

Chewing of gum is allowed as long as it does not become a distraction or problem. If it does, your privilege will be revoked.

VALUABLE PERSONAL PROPERTY

Personal property including, but not limited to, lasers, radios, recorders, CD, iPods, MP3 and cell phones, and electronic games, etc., are to be turned off (or on vibrate) and not used during the school day unless granted permission by a staff member for educational purposes. Violation of this rule will result in disciplinary action and confiscation of the item(s). Confiscated items will be returned to the owner at the end of the day, provided there are not concerns with the contents of the items. On a second violation, the item(s) will be confiscated and returned only to parents.

VISITORS

During the hours of 8:15–3:40, all visitors must stop at the middle school office upon entering the building to notify the office of their presence in the building and select a badge to wear.

Parents are welcome to visit the school at any time. We ask that parents understand visitors in the classroom can be a distraction to the educational environment and the learning of students; therefore, it is . We ask that parents understand that teachers cannot meet during the day as they are teaching students. If a parent needs a conference

with a teacher, we ask that prior arrangements are made to accommodate the meeting.

All visits by students must be arranged and approved at least one day in advance with the principal. Students are not to bring visitors during the first and last week of each quarter. **As a rule, students from other schools will not be allowed as visitors unless they are part of a prearranged school exchange.**

PLEASE DETACH AND RETURN TO THE HOMEROOM TEACHER BY

I HAVE READ THE STUDENT HANDBOOK AND DISCIPLINARY POLICY AND UNDERSTAND THE OUTLINED RULES AND PROCEDURES.

PARENT NAME (PRINT) _____

STUDENT NAME (PRINT) _____

PARENT SIGNATURE _____

STUDENT SIGNATURE _____

DATE _____