STUDENT HANDBOOK 2014-15

ACADEMIC PROGRESS REPORTS
Progress reports are given to students and parents in order to notify that students are failing or doing poorly in specific classes. Teachers will issue warning notices before issuing failing marks. If students are having academic difficulty, they should ask their teachers and counselors to assist them. The teacher gives progress reports to the student or at parent-teacher conferences. Teachers will update grades regularly on our digital grade reporting system called school view.

ACADEMIC SEMINAR
Academic seminar is a systematic process that occurs on Wednesdays from 1:55-2:25. Students will be selected to participate in teacher-led remediation or enrichment. Students are notified of their placement during falcon focus.

ACCIDENTS
Students are to immediately notify the supervising teacher or coach if injured at school or while participating in a school activity.

AFTER SCHOOL HALL POLICY
Students who remain after school past 2:30 p.m. must report to their activity or be under the direct supervision of a Valley View staff member. Students need to be picked up promptly or they may take the activity bus home at 4:30 p.m. Students are not allowed to leave and re-enter the school.

ALLERGIES
If you have any allergies, it is important to report this information to the Health Associate. Due to a number of students having an allergy to latex, schools do not allow latex balloons, latex gloves, or koosh balls.

ATTENDANCE
School Hours 7:55 a.m. - 2:25 p.m.
If a student will not be attending school or will be arriving late, call the attendance line before 7:30 a.m. Students arriving late must sign in at the attendance office. Students not called in within 24 hours of the first day of absence may be subject to truancy procedures. If your child will be absent for more than one day, please contact the school to get homework. Please allow 24 hours for homework to be organized and collected.

If a student has to leave during the day, a note signed by parent/guardian must be given to the school attendance office before the beginning of the school day or an in-person verification by parent/guardian at the attendance office is required. For your child’s safety, phone calls cannot be accepted.

BACKPACKS/BAGS
Backpacks/bags are not allowed in the classroom during the school day. Students may use a backpack or bag to carry books and materials between home and school. At school, however, it is to be stored in a locker and not brought to class or left in the hallway.

BEHAVIOR EXPECTATIONS
School and classroom standards will be clearly defined and consistently applied. We have three general standards. Students are expected to:
In accordance with the Pupil Fair Dismissal Act of 1974 and the 1983 Removal from Class Statute, a student may be removed from class, suspended, excluded, or expelled from school for:
1. Willful conduct which materially and substantially disrupts the rights of other students to an education.
2. Willful conduct which endangers the student or other students, or the property of the school.
3. Willful violation of any reasonable School Board policy and/or supplemental school building rules. This list is not intended to be all-inclusive, and other forms or misconduct not included will be addressed as necessary by the staff.

The building administration has the discretion to modify disciplinary actions based on the circumstances of the situation.
Please refer to the Guide for Student Conduct Policies and Regulations booklet that was handed to every student for further details.
Disciplinary action or consequences for these offenses may include but are not limited to the following:
1. Student conference
2. Parent contact
3. Parent conference
4. Suspension from extracurricular activities
5. Detention
6. In-school monitoring
7. Removal from class
8. Referral to in-school support services
9. Referral to community service or outside agency services

10. Assignment to alternative program
11. Suspension from school
12. Referral to police or other law enforcement agencies; Referral to county juvenile authorities for delinquency adjudication
13. Transfer to another school building
14. Expulsion or exclusion from school

These actions are not listed in any particular order and other appropriate actions may be taken as determined by building administrators.

BREAKFAST
Free breakfast is offered every school day to all students. Breakfast is open from 7:35-7:55.

BICYCLES/IN-LINE SKATES/SKATEBOARDS
Bicycles should be locked in the racks provided near the cafeteria. In-line skates, roller skates and skateboards are not to be used on ISD #271 property or in Valley View Middle School.

BULLYING
"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty advocating for himself or herself. Students (victims and bystanders) should report instances of bullying immediately to a staff member. reports will be investigated by administration and consequences will be implemented subject to the district’s discipline policy.

CAMERAS AND PICTURE TAKING
At no time are students allowed to take pictures with personal cameras, cell phones, or any other recording devices due to student data privacy issues.

CELL PHONES, MUSIC PLAYERS, & POTENTIALLY DISRUPTING DEVICES
The middle school administration recognizes that many families rely on student cell phones for communication purposes. In an attempt to reduce distractions at school, students will not be allowed to use cell phones during the school day (i.e calling, texting, internet, social networking, etc.) In addition, music players, electronic games, laser pens, or other electronic devices are not permitted to be used
during the school day. Cell phones must be turned off, stored in the students' locker, or not visible to staff during school hours. Any such device that is visible will be collected and stored in the office of the principal, assistant principal, or designee. Bloomington Public Schools is not responsible for lost or stolen electronic devices.

CHEATING
Scholastic dishonesty, which includes but is not limited to, cheating on a school assignment, plagiarism or collusion is not acceptable. At all times students are expected to complete their own work as assigned or directed by the teacher. Failure to do so may result in a loss of points on the assignment/test, or a student will be required to redo the assigned work as determined by the teacher.

CORE ETHICAL VALUES
The Bloomington Public Schools continually strive to create a learning environment to meet the needs of all learners. In doing so the District has adopted the following core ethical values for every school: Respect, Responsibility, Integrity, Citizenship, Honesty, and Teamwork.

COUNSELORS
Students are at the core of the counseling program at VVM. Counselors receive information about students from members of the staff and are available to students, teachers, parents and administrators for consultation. There are specific laws related to confidentiality of records and student data. Students may talk to counselors in confidence. Students are assigned to counselors in confidence.

COUNSELOR APPOINTMENTS
Students who would like to meet with their counselor should make an appointment with the counseling secretary. When appointments are made the counselor's time is reserved and students are given passes allowing them to be excused from class. Students with the last name A-L: Gretchen Johnson. Students with the last name M-Z: Michelle Libby.

DANCES
School dances are held from 2:30 p.m. to 4:30 p.m. and students need to be picked up promptly or they may take the activity bus home at 4:30 p.m.. Students are not allowed to leave the dance and re-enter.

DAMAGE TO PROPERTY
Willful or deliberately defacing or destroying any property belonging to the school district, staff, or others will result in restitution and/or referral to the Bloomington Police Department.

EMERGENCY PROCEDURES
These are published and posted in classrooms and other prominent locations.

FALCON FOCUS
Falcon Focus occurs on Tuesdays from 1:55-2:25. Every student is assigned a falcon focus for the entire year. During falcon focus students will learn about the VIRTUES, anti-bullying, do binder organization and more.

FIELD TRIPS/ACTIVITIES
Field trips/activities are an integral part of our total curriculum experience. All trips away from school include a transportation fee and require a completed permission form. Appropriate refunds will be made upon request if the student withdraws prior to the end of the school year or is absent the day of the activity.

FIRE/TORNADO/EVACUATION/
LOCKDOWN PROCEDURES
During the school year at the sound of the fire alarm, classes will immediately evacuate by using the nearest exit. Directions for evacuation are posted in each room. A bell will signal your return to the building. Other emergency regulations are posted in the classroom. There are occasions when strong winds or tornado warnings are issued. You will be notified by the public address system in such cases, in addition there will be a siren warning. Your teacher will give you instructions for proper actions to take. This information is posted in various areas in the building. There will be five lockdown drills throughout the school year in compliance with Bloomington P.D. and Homeland Security guidelines. In the event of an emergency or intruder event, students and staff are to follow instructions posted in every classroom carefully. Cell phone use is prohibited during the lockdown.

GUM/FOOD
Gum and food are not allowed during the school day. All food shall be consumed in the lunchroom during lunch or breakfast. At times teachers may allow food/gum in class for a specific time period.

HAZING
Hazing means “committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.” Hazing activities of any type are inconsistent with the educational goals of the Bloomington Public Schools and prohibited at all times.

HEALTH SERVICE
A Health Associate will staff the school’s health office during school hours. Students are required to bring a pass from a staff member to be seen in the health office, except in the event of an emergency. Other than emergencies, parents are expected to provide transportation for further medical assessment or treatment. Each student is required to have a current, completed green emergency form on file that includes information about whom to contact in the event of an illness or emergency.

INTERNET USE
Acceptable Use: Access to Internet is a privilege, not a right, and students are expected to use it responsibly. Avoid sites that contain inappropriate language, pictures, or social networking sites of any kind. You may not download software or use chat rooms. Your folder will be treated like your locker—it should only contain appropriate items and schoolwork. It can be searched if there is reason to believe it contains inappropriate material. Violations of these Internet guidelines will result in disciplinary action and possible loss of computer privileges.

Cyber Bullying: Inappropriate use of technology such as, but not limited to, personal websites or webpages where other students and/or school staff
members are verbally abused, verbally assaulted, bullied, defamed, threatened, harassed or terrorized and the conduct impacts the ability of the school to maintain order and discipline will not be tolerated. Discipline may result whether the conduct takes place from a personal or school computer or during or after school hours.

LOCKERS
Every student is assigned an individual locker. It is each student's responsibility to keep the combination private so that problems do not occur. Students are not permitted to share lockers. Students are not allowed to decorate lockers with paper, contact paper, or any other permanent materials. Use of tape of any kind is not allowed. If you wish to hang a mirror or a schedule, you may use magnets.

At the end of each school year, school personnel will inspect all lockers. Students will be assessed fines for damages, scratches, other markings, decals/stickers, and general clean out if needed.

Subdivision 1. Policy. It is the policy of the state of Minnesota that: "School lockers are the property of the school district."

At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules." (M.S. 127.47 School locker policy.)

LUNCHROOM
Students must report to the lunchroom or they will be counted as truant. Students may bring a bag lunch from home if they choose not to eat the school lunch. The lunch must be placed in the student's locker upon arrival at school and may not be removed until the scheduled lunchtime. No pop is allowed during school hours.

Lunchroom Rules:
1. Treat others with respect.
2. Stay seated except to return your tray.
3. Be responsible for cleaning up
4. Throwing of any food or objects will not be tolerated.
5. Students are not permitted to borrow money from other students for any reason.
6. No food or drink may be taken out of the lunchroom. Failure to follow lunchroom rules may result in removal from the lunchroom or other consequences as determined by administration.

MEDICATIONS
Medications will be administered at school only when other arrangements cannot be made. Medications (both prescription and nonprescription) need to be brought to the health office in the original, labeled containers.

QUIET ROOM
The quiet room is used as a means to redirect student behaviors. Students are expected to reflect on their behavior, complete assignments, and make a commitment to improve their behavior. Students that do not follow quiet room procedures may be dismissed from school.

REPEATED REFUSAL TO Cooperate
In spite of prior interventions, students that repeatedly refuse to cooperate and interfere with the learning of other students will be removed from the classroom and may be considered for dismissal, suspension, or expulsion.

SCHOOL SPONSORED EVENTS OR PARTIES
Students attending events or parties MUST be enrolled at the school. Students must be present at school the day of the event to attend. Guests are not allowed. Appropriate behavior and dress are expected.

Search Procedures
School officials may inspect personal possessions and/or a student's person may be inspected based on a reasonable suspicion that the search will uncover a violation of law or school rules. Lockers and desks may be searched for any reason without consent or a search warrant. Self and/or others, or if it has a disruptive impact.

Soliciting
The sale or distribution of items not officially authorized through school-sponsored activities is not allowed. Items may be confiscated.

STANDARDS BASED GRADING
To assure that students grades accurately reflect what they know and are able to do, students' grades are a combination of practice, or formative, and mastery, or summative. Grades will be 70% Formative and 30% Summative. Retakes of summative assessments will be allowed within a reasonable amount of time (usually one week) after a student has demonstrated additional proof of practice.

STUDENT DRESS CODE
Valley View Middle School encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others. Below is the VVMS Dress Code. This list is not all-inclusive. Final decision on student dress code will be made by building administration.

VVMS Dress Code
- Clothing must cover all undergarments: underwear, bra straps, boxer shorts and under shorts.
- Clothing must cover the midriff, clevage, and breasts.
- Pants must be worn at the waist. Students will not be allowed to have pants "sag." Underwear or shorts under the pants may not show while standing or seated. The wearing of a long shirt outside your pants to cover up your underwear or shorts is still a violation of this rule.
- Shorts and skirts must extend to or beyond the fingertips when standing with arms and hands straight at one's side. Tights, leggings, and other form-fitting pants cannot be worn alone as a bottom. They must be covered with an appropriate bottom or long top.
- Shoulder straps on shirts must be at least one inch wide.
- Hats, gloves, sunglasses, hoods, do-rags, and lined jackets or coats intended for outdoor use are not allowed during the school day. Students must store these items in their locker. Exceptions are made if headwear is necessary for health or religious reasons.
- Backpacks/bags are not allowed in the classroom during the school day. Students may use a backpack or bag to carry books and materials between home and school. At school, however, it is to be stored in a locker and not brought to class or left in the hallway. This includes drawstring backpacks, purses, and gym bags.
- Clothing that includes words or pictures that are obscene, vulgar, convey sexual innuendo, abuse or discrimination, or which promote or advertise pornography, alcohol, chemicals, tobacco or any other product that is illegal for use by
behavior must be respectful, safe and appropriate both on the bus and at the bus stop in order to have bus privileges. Students violating bus rules may have riding privileges suspended or revoked at the discretion of school administration. When a student is suspended from the school bus, it is the responsibility of the parent/guardian to provide transportation.

Regulations:
1. Students must not distract driver. Obey all instructions respectfully and quietly.
2. Students must sit properly. Face forward with feet on the floor and out of aisle at all times.
3. No eating/drinking on the bus.
4. Fighting on the bus is not allowed. This includes arguing, yelling, pushing, shoving, spitting, throwing objects, etc.
5. Harassment on the bus is not allowed. This includes verbal, physical, emotional, and sexual harassment.
6. Bus driver may assign seats as necessary.
7. Items not allowed on the bus include oversized band instruments/school projects, glass items of any kind, large athletic equipment, and animals.

Consequences: Students may lose riding privileges after review for any offense depending on severity. Permission to ride a different bus must be requested by parent/guardian in writing.

TRESPASSING
Unauthorized presence at school buildings and grounds is considered trespassing. Students in the building after school hours must be under supervision of a staff member. Students are expected to leave school grounds when their supervised activity ends. Students on suspension or dismissal from school may not enter or occupy any school district property or facility.

TRUANCY/TARDINESS
Students are required to attend all classes on time. Each school has a truancy process that students who are unexcused from class will follow. Consequences for truancy range from detention to a referral to court. Students who are tardy for class may be assigned consequences, including detention and/or in-school suspension. Parents/guardians will be contacted when students have an unexcused absence for part or all of a class.

VIRTUEs

The policies included in this document are taken from the Bloomington Public School Board’s Policies & Regulations. For a detailed description of the policies referenced in this document and for other board policies, please visit the district website. http://bloomington.k12.mn.us