

# VALLEY VIEW MIDDLE SCHOOL



## **Mission**

We empower students to be Compassionate Learners that Adapt, Work and Serve.

## **Vision**

Here at Valley View Middle School, we collectively work to sharpen our C.L.A.W.S for life by learning what it means to be Compassionate, to be life-long Learners, how to Adapt, Work hard, and look for opportunities to Serve others.

Valley View Middle School  
1044 E. 340 S.  
Salem, UT 84653

Phone: (801) 609-2795  
Fax: (801) 609-2794

It is the policy of the Nebo School District not to discriminate on the basis of sex, race, color, national origin, religion, disabilities, or any other legally protected class(es) as defined by applicable state and federal law, in its educational programs, activities, admissions, access, treatment, or employment practices. Questions, concerns complaints, and requests regarding this nondiscrimination policy should be directed to the Director of Human Resources at the Nebo School District administration office, located at 350 South Main Street in Spanish Fork, Utah (801-354-7400). Additionally, concerns may be directed to the Denver Office for Civil Rights, U.S. Department of Education. 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582. Telephone: 303-844-5695; Fax: 303-844-4303; TDD: 877-521-2172.

# *Valley View Middle School Policies and Information for Students*

## **General Guidelines**

1. Students are expected to adhere to all Nebo District policies, including but not limited to Student Dress and Grooming Standards, Closed Campus, Attendance and Citizenship, Safe School, and Student Discrimination and Harassment Policies.
2. Each student is expected to show courtesy and respect and to follow the directions of school personnel. Appropriate behavior is expected in the classroom, hallway, and on the school grounds.
3. Hand-holding and public displays of affection are not permitted on school property.
4. Students are to be respectful of school property and will be held personally liable for repair or replacement of damaged property.
5. Students are not to have possession of any tobacco products, alcohol, or drugs while at school, as described in the Nebo District Drug, Alcohol, and Tobacco Policy.
6. Students are expected to keep the school grounds, rooms, and halls free from paper and other refuse.
7. Electronic devices may be used during a class period or school activity when specifically approved by the teacher or a school administrator in conjunction with educationally appropriate objectives. A teacher or school administrator should only authorize the use of electronic devices during a class period or other school activities when it benefits and enhances the students' education. **If students choose to bring electronic devices to school, Valley View Middle School will not be held responsible for loss or damage to the item(s).**
8. Visitors from outside the area will not be allowed to attend school as guests.
9. Valley View Middle School will not allow:
  - a. Deliberate disruption of any school function
  - b. Violence, such as fighting or snowballing
  - c. Any form of vulgarity, obscenity, or profanity
  - d. Actions which damage or destroy property
  - e. Possession of fireworks, knives, slingshots, bean shooters, water balloons, matches, or any other dangerous items
  - f. Leaving campus without permission
  - g. Acts of dishonesty, such as lying, stealing, cheating, etc.
  - h. Habitual tardiness and truancy
10. The school administration reserves the right to establish additional rules not published in this handbook.

## **Attendance**

Student achievement and success in school is directly affected by attendance. Students' attitudes towards school attendance will follow them well beyond middle school. In order to give students the opportunity to be academically successful now and responsible citizens later, VVMS expects students to be in class, on time, and prepared each day.

The objectives of the Valley View Middle School Attendance Policy are to:

- Provide students with successful learning experiences in each class.
- Teach responsible behavior by requiring students to be accountable for their attendance.
- Support parent efforts in promotion of student attendance.
- Provide a safe, effective, and uninterrupted learning environment for each student.

VVMS supports both the state and district attendance policies which call for fairness and provides flexibility and accountability on the part of students, parents, and the school. VVMS believes school attendance is a student-parent-school responsibility which involves all three participants in order to resolve attendance issues before referring attendance problems to the district or juvenile court systems. High attendance expectations have been shown to improve academic achievement, graduation rates, responsibility, respect, school climate, and school safety. Students who demonstrate excessive attendance problems (as defined by school, district, and state policy) will be subject to actions that could result in referrals to in-district or juvenile court.

## **Absences/Tardies**

Students may occasionally need to be absent for illness, emergencies, etc. In such cases, students may be excused but are responsible to make up any work missed. Students have the responsibility to arrange with their teachers for make-up work. Parents/guardians are advised not to check students out of school for anything other than emergencies, as a student's academics can be significantly affected as a result. If a student is truant, the student forfeits the right to earn credit on any assignments, tests, or quizzes on or due the day of the truancy.

A "tardy" is when a student arrives at a class after the tardy bell has rung. Tardiness is considered a disciplinary issue as well as an attendance issue. If a student arrives to class over thirty (30) minutes late, it will be considered an "absence" for that class period. It is the responsibility of any student who is tardy to meet with the teacher during or following the class period to ensure that he or she was marked tardy and not absent.

## **Checking Student Attendance**

Student attendance and grades can be checked online at the Nebo School District Web Site at [www.nebo.edu](http://www.nebo.edu). Go to the parent section, and click on "Infinite Campus Parent Portal."

## **Excusing/Reporting Absences and Tardies**

Parents may excuse absences and 1<sup>st</sup> period tardies by sending a note or calling the attendance office at 609-2794. Parents may only excuse ten 1<sup>st</sup> period tardies. An excused absence clears a student from truancy; however, it does not remove the absence from attendance records. Unexcused absences should be cleared by the end of each term.

When calling to excuse an absence or 1<sup>st</sup> period tardy, please provide a phone number where a parent can be reached if it becomes necessary to verify information. When clearing an absence or tardy with a note,

parents should include the date of the absence/tardy, the date and time the note was written (if student is checking in during or after first period), specific class periods missed (if student did not miss an entire day), a phone number where a parent can be reached, and the reason for the absence. Fraudulent excusing of absences and tardies by students will result in school discipline. All validly excused absences may be excused if the school is notified **within two (2) school days following the absence**. If you need to excuse an absence after two days have passed, please contact VVMS administration.

**Other**

School excused absences (field trips, extracurricular activities, etc.) do not count against attendance. A parent excused absence does not remove the absence. VVMS will follow the state law concerning school attendance as approved by the district and our school community council. For additional information concerning attendance please refer to Nebo School District policy JED.

## School Information

### Tuesday – Friday Bell Schedule

| Valley View Middle Bell Schedule                 |               |                           |               |
|--|---------------|---------------------------|---------------|
| 44 min. periods. 20 minute Reteach/Enrich/Recess |               |                           |               |
| Morning Pods                                     |               | Afternoon Pods            |               |
| 1st Period                                       | 8:45 - 9:31   | 1st Period                | 8:45 - 9:31   |
| 2nd Period                                       | 9:35 - 10:19  | 2nd Period                | 9:35 - 10:19  |
| Morning Re-teach/Enrich                          | 10:19 - 10:39 | Recess                    | 10:19-10:39   |
| 3rd Period                                       | 10:43 - 11:27 | 3rd Period                | 10:43 - 11:27 |
| 1st Lunch  | 11:27 - 11:57 | 4th Period                | 11:31-12:15   |
| 4th Period                                       | 11:57 - 12:41 | 2nd Lunch                 | 12:15 - 12:45 |
| 5th Period                                       | 12:45 - 1:29  | 5th Period                | 12:45 - 1:29  |
| Recess   | 1:29 -1:49    | Afternoon Re-teach/Enrich | 1:29 - 1:49   |
| 6th Period                                       | 1:53 -2:37    | 6th Period                | 1:53 - 2:37   |
| 7th Period                                       | 2:41 -3:25    | 7th Period                | 2:41-3:25     |

### Monday Early Out Schedule

| Valley View Middle Monday Bell Schedule       |               |                |               |
|---|---------------|----------------|---------------|
| 44 min. periods, 6th and 7th: 43 min. periods |               |                |               |
| Morning Pods                                  |               | Afternoon Pods |               |
| 1st Period                                    | 8:45 - 9:29   | 1st Period     | 8:45 - 9:29   |
| 2nd Period                                    | 9:33 - 10:17  | 2nd Period     | 9:33 - 10:17  |
| 3rd Period                                    | 10:21 - 11:05 | 3rd Period     | 10:21 - 11:05 |
| 1st Lunch                                     | 11:05 - 11:35 | 4th Period     | 11:09 -11:53  |
| 4th Period                                    | 11:35 - 12:19 | 2nd Lunch      | 11:53 - 12:23 |
| 5th Period                                    | 12:23 - 1:07  | 5th Period     | 12:23 - 1:07  |
| 6th Period                                    | 1:11 - 1:54   | 6th Period     | 1:11 - 1:54   |
| 7th Period                                    | 1:58- 2:41    | 7th Period     | 1:58 - 2:41   |

## **Bicycles**

If you wish to ride a bicycle to school, you should have a good lock for it. Once you arrive at school, you should lock it in the fenced bicycle area. This area will remain locked during school hours, and if you need your bicycle before the end of the day, ask someone in the main office to unlock the gate. Do not ride your bicycle in between buses and cars. You may not ride skateboards, rollerblades, or scooters on school property.

## **Books**

The textbooks and library books you use are the property of Nebo School District. Library books are fined five cents a day, each day they are late. If they are lost or damaged, you must pay for their replacement or repair.

## **Building Etiquette**

- You may enter the building at 8:15 a.m. and are requested to be out of the building by 3:45 p.m. (3:00 p.m. on early out days) unless you are under the direct supervision of a teacher. This should give you ample time to take care of any necessary school business before and after school.
- Students are not to be in the halls during class time. However, if it is necessary for you to be out of class, you are required to have a hall pass. In between classes, students should walk and not run from one class to the next.
- We take pride in the neat appearance of our school. Students are asked to clean up after each class and to not drop litter in the halls.
- When you enter the building in the morning and after you have finished eating your lunch, you may visit in the commons area. When the weather is comfortable, we prefer that you remain outside in the mornings and after you have eaten lunch.
- As often as possible, the gym is open before school or during lunch. You may only be in the gym if there is an adult there to supervise. Do not let yourself into the gyms.
- Please do not stand in or around doorways so that people may access the building freely, particularly before/after school and during lunch.
- Please do not be in the parking lots. Remember, during your lunch period, some classes are still in session, so please do not disturb or interfere with them in any way.

## **Bus**

Riding the bus is a privilege offered only to those students who have been scheduled to do so. Improper conduct could result in that privilege being denied. If you are a regularly scheduled bus student, you'll need to go immediately to the bus pickup when school is dismissed, or you will miss your ride. School buses are an extension of the classroom and all school policies and rules still apply while riding the bus.

## **Campus – Closed**

Because Valley View Middle School is a closed campus, once you arrive at school, you must remain until school is dismissed at 3:00 or until you have been properly checked out. You may check out through the attendance office by having a parent/guardian come into the attendance office and check you out.

## **Intramurals**

At Valley View Middle School, we want students involved in physical activities throughout the year. Our physical education department is fantastic and positive and will be running as many different intramural events as possible throughout the school year.

### **Comprehensive Guidance**

The counselors, speech therapist, school nurse, and school psychologist provide a valuable support system for students and parents. Through comprehensive guidance, parents can request daily tracking sheets, student progress reports, and homework. The counselors are also involved in daily counselor/student interaction, problem solving, individual counseling, schedule changes, parent/teacher conferences, responsive services, truancy prevention, SEOP conferences, and many other areas of system support.

### **Computer Lab**

Our instructional computer lab has 36 computers with Internet access. You will have several opportunities throughout the year to use the computer lab for a number of academic tasks. While in the lab, you are expected to follow directions and computer room rules.

The expectations for the computer lab are as follows:

1. No food or beverages.
2. Only one student per computer.
3. Do not connect iPods, MP3s, or flash drives to school computers.
4. Any content accessed (games, videos, etc.) should be school appropriate.
5. Students must abide by the district's computer use agreement. After one warning, and if the student continues to access unauthorized sites, appropriate disciplinary action will be taken.

### **Crisis Management Plan**

The district has specific campus crisis intervention plans in place. To ensure the safety of all students, we have occasional earthquake and fire drills. In the event of an emergency such as a blackout or earthquake, our students will remain safely at the school or a secondary location until they are either picked up by an adult designated in your emergency contacts or bused home by the district, when possible. When possible, parents/guardians would be kept aware of events through Blackboard Communications. Further information regarding reunification plans will be sent home to parents/guardians.

### **Electronic Devices**

Valley View Middle School discourages the inappropriate use of electronic devices and does not allow cell phone use except under the direct instruction of a teacher. We encourage both students and parents to help us monitor cell phone use. Failure to comply with both this school and school board policy will result in confiscation of the device; the device will be returned the first time to the student, the second time to a parent.

### **ELL**

English language learners are monitored for language development regularly and given the appropriate supports needed to be successful in school and the community. Translators are also available for parents at any time. Please contact us if you are need of assistance.

### **Grades**

All teachers a VVMS will use the same standards-based grading system. The purpose of a standards-based grading system is to communicate to all stakeholders (parents, students, other teachers, and administrators) the proficiency level for each individual student for each individual standard found in our curriculum in a fair and unbiased way. Teachers will communicate proficiency using the following scale:

3.0 – 4.0 = A  
2.85 – 2.99 = A-  
2.70 – 2.84 = B+  
2.55 – 2.69 = B  
2.40 – 2.54 = B-  
2.25 – 2.39 = C+  
2.10 – 2.24 = C  
1.95 – 2.09 = C-  
1.80 – 1.94 = D+  
1.65 – 1.79 = D  
1.50 – 1.64 = D-  
0.00 – 1.49 = F

### **Learning Targets and I Can Statements**

Each teacher has worked hard to specifically identify objectives students should be able to do. We call these objectives learning targets. These learning targets will be posted on our school website and written as student-friendly “I Can Statements.” Look for “I Can Statements” posted daily in the classroom to alert you about what will be learned each day. These learning targets will also be the focus of discussion at our Spartan Target Conferences.

### **Parent Teacher Conferences**

Parent Teacher Conferences are a great opportunity for discussing academic achievement goals and progress. Each student will be required to set overall term goals, complete self-reflections on progress toward learning targets, and conduct a one-on-one conference with an adult, preferably a parent/guardian. There are many benefits to this process. Students will be developing skills to assess their own academic performance as well as articulate progress to others. Students will share how well they have learned specific learning targets. Furthermore, this gives parents and students the opportunity to collaborate on goals and progress in VVMS teachers are always available to parents for questions and concerns before and after school via email and telephone.

### **Make-Up Work**

You are expected to make up work missed because of absences. You should contact the teacher as soon as you return to school to find out what you have missed and how to complete the assignments you have missed. If you will be absent for several days, you or your parent are encouraged to contact the school and make arrangements to collect the assignments you are missing so you will not be behind in your classes.

### **Skill Building**

Students are sent to PASS as an intervention. Parents with concerns or questions about a specific incident are encouraged to call the school and speak with the teacher involved.

### **Hope Squad**

The Hope Squad is a group of students that provide support, encouragement, referral, and resources to students who may be struggling. They meet monthly for training and support activities. Students in Hope Squad have been nominated by their peers as someone they would turn to in a difficult situation. Members of Hope Squad are trained to recognize the warning signs of suicide and how to refer students for help. The



Hope Squad members are *not* “counselors” or “suicide intervention experts;” *rather, they are supportive helpers trained in how to help students get help.*

### **Library/Media Center**

The media center offers a wide range of fiction and non-fiction books that students can check out, including a selection of eBooks. Several textbooks are also available for checkout. You will be assessed a five-cent fine for each day library books are late.

### **Lockers**

It is your responsibility to keep your locker clean and undamaged. Your school materials which you are not using should be kept there. You may not change lockers without your counselor’s permission, and you must never open another person’s locker or interfere with the locker privileges of another student. The locker will be checked from time to time, and it is property of the school. If the locker is damaged, you will be held responsible for its repair. Please do not bring a great deal of money, valuables, or expensive items to school. If a special circumstance arises, bring your treasure to the office and ask a secretary to keep it safe for you.

### **Lost and Found**

The lost and found is located in the media center. Generally, items of greater value (watches, calculators, jewelry, wallets) are taken to the main office. The lost and found is put out the in the commons weekly for you to claim your items.

### **Lunch**

You may purchase lunch for \$2.50 (\$.40 reduced rate) from the school cafeteria by creating an account or bringing cash each day. Breakfast is also available for \$1.50 (\$.30 reduced rate). If you do not wish to have a school lunch, you may bring one from home. Remember, we have a closed campus, so come prepared. Upon application, students may qualify for free or reduced-price meals and milk. During lunch, sports equipment is provided for students, and students are invited to participate in games and activities under the supervision of staff members. Counselors are also available to interact with students during this time.

### **Physical Education Uniforms**

We recommend that you purchase and wear the P.E. uniform which is available at our school. You will be issued a locker for your gym clothes. There are also freshly laundered towels available, so you may shower after taking P.E. and before returning to your next class, if you choose.

### **PTO**

Valley View Middle School PTO plays an integral part in our school. The PTO is actively working to build school spirit and boost teacher morale through PTO treats and teacher appreciation. The PTO helps facilitate our Valley View Showcase, which allows student to display their talents in the arts.

### **School Community Council**

The purpose of the School Community Council is to build consistent and effective communication among parents, employees, and administrators, allowing them the opportunity to be actively involved in the education of the students. This council also helps establish and implement educational goals for their school.

## *Nebo School District Policies*

- [Administrating Medicines to Students](#)
- [Electronic Devices](#)
- [Prohibition of Bullying, Hazing, and Retaliation](#) *(Spanish version)*
- [Safe School Environment](#)
- [Statement of Tobacco, Alcohol, and Drug Policy](#) *(Spanish version)*
- [Student Discrimination and Harassment Policy](#) *(Spanish version)*
- [Student Dress and Grooming Standards](#) *(Spanish version)*
- [Student Records](#)
- [Student Searches - JD Section 7](#) *(Spanish version)*

*Additional Nebo School Board<sup>19</sup> Policies can be accessed at:*

<http://www.nebo.edu/pubpolicy/J/>