

# **Meadows Valley**



**Jr./Sr. High School**

# **Handbook**

**2010-2011**

## Mission Statement

“Educate for Success”

### District Board of Trustees

Zone 1 .....	Levi Burden
Zone 2.....	Holly McDonald
Zone 3.....	Stacy Dreyer
Zone 4.....	Jerry Krahn
Zone 5.....	Barb Dixon (Board Chairperson)

### Staff

Superintendent	Glen Szymoniak
Administrator K-12 Principal	Dion Flaming
Administrator/Title I Director	Mary Wells
Counselor/Test Coordinator/504's	Scott Nelson
Special Education	Craig Baker
Science	Dan Richards
Math	Cindy Rawlings
History/Government	Rebecca Dwello
English	Shelley Romine
English/Speech	Kurt Gorritz
Spanish	Lori Moreo
Family Consumer Science	Sharman Januik
Music	Jeff Parnett
P.E. & Health	Mike Jones
Industrial Tech	Ben Johnson
Librarian/Yearbook/Science	Loretta McConnor

### Support Staff

Secretary	Erin Branstetter
Business Manager	Carol Whitney
Maintenance/Custodian	Brett Carpenter
Custodian	Bill Haynes
I.T.	Kenny Prickett
Food Service	Joyce Roberts
Food Service	Julie Lancaster
Special Education Aide	Nancy Smith
Special Education Aide	DeeDee Mathews
Title I Aide	Diana Gesswein
Transportation	Harlows
Webmaster	Debbie Flaming

## **Extracurricular Staff/ Advisors**

Participation in extracurricular activities is a highly demanding but very rewarding experience.

**Participation in extracurricular activities is a privilege, not a right.** We offer a variety of activities and encourage students to take advantage of the opportunity to enrich their lives beyond the classroom academic courses. Students becoming members in one of these organizations will receive the specific guidelines for the activity from the respective supervisor.

Academic Decathlon	Dan Richards Cindy Rawlings
Jr. High Decathlon	Jeff Parnett Becky Dwello
Green Earth Club	Dan Richards Loretta McConnor
Honor Society	Cindy Rawlings
Mountaineer Pride	Shelley Romine
Newspaper	Loretta McConnor
Pep Band	Jeff Parnett
Student Council	Dion Flaming Erin Branstetter
Yearbook	Loretta McConnor
Drama	Shelley Romine
SADD	Scott Nelson
FCCLA	Sharman Januik

### **Class Advisors**

Seniors	Scott Nelson Becky Dwello
Juniors	Dan Richards Jeff Parnett
Sophomores	Sharmen Januik Cindy Rawlings
Freshman	Shelley Romine Lori Maroe
Eighth	Loretta McConnor Ben Johnson
Seventh	Mike Jones Kurt Gorritz
Sixth	Mary Luff

### **Athletic Teams**

Athletic Director	Mike Jones
Volleyball Coach	Terri Smith
Assistant Volleyball	Kendra Dreyer
Jr. High Volleyball	Andrea Scrogam
Head Football Coach	Tom Perkins
Assistant Football Coach	Mike Jones
Jr. High Football	Mike Jones
Varsity Boys Basketball	Dick Yoakum
Jr. High Boys Basketball	Dick Yoakum

Varsity Girls Basketball  
Assistant Basketball  
Jr. High Girls Basketball  
Track  
Jr. High Track

Ben Johnson  
Kendra Dreyer  
Andrea Scrogam  
Mike Jones  
Ben Johnson

### **Student Body Officers**

President	Tanner Perkins
Vice President	Tyler Bentz
Secretary	
Treasurer	Saige McDonald
Public Relations	Trent Perkins

### **Bell schedule**

#### **Secondary Schedule**

1 <sup>st</sup> Period	8:00-8:50
2 <sup>nd</sup> Period	8:53-9:44
3 <sup>rd</sup> Period	9:47-10:38
Energy Break	10:38- 10:48
4 <sup>th</sup> Period	10:48-11:35
5 <sup>th</sup> Period	11:38-12:29
Lunch	12:29-1:00
6 <sup>th</sup> Period	1:00-1:50
7 <sup>th</sup> Period	1:53-2:44

### **A Message from the K-12 Principal...**

Dear Meadows Valley Student:

Welcome to Meadows Valley School. Each new school year, you are given a fresh start and you have the opportunity to reflect upon your academic and personal goals and expectations. It is important that you take the time to chart your academic strategies, determine your level of extra-curricular involvement, and decide to participate in things that will cause you to grow as a person, a place of success. It is my hope that you will achieve your highest potential in all of your endeavors.

The Meadows Valley School mission is to educate for success. In order to accomplish this I want you to think about the following....

- You are what you repeatedly do. Success, therefore, does not come from a one time event, but from what is done over and over again or practiced. A thought becomes a deed, a deed becomes a habit, and a habit determines ones destiny. Success comes as a result of high intention, sincere effort, intelligent direction and skillful execution; it represents making a wise choice in the midst of many alternatives.
- Successful preparation for life is a significant challenge, demanding a well developed capacity to be self-directed and self-managed. It demands that you have the skills to solve problems and negotiate obstacles. It is important to learn to plan your time effectively. You ultimately will be the one most affected by your decisions so accept responsibility for your learning, your attitudes and your actions.
- Great works are performed not by strength, but by perseverance. Establish goals and commit yourself to them. This will build strength, test your limits and will require courage in order for you to succeed.
- Your level of enthusiasm for school is not only determined by what the school gives to you, but by what you give back. Show your support for projects that enhance the quality of life for other members of the school family and community. Give without expecting anything back. You will be amazed at the results and satisfaction you will receive from helping others.

I am proud to be a part of the Meadows Valley school community. My door is always open. I encourage you to commit yourself to giving your best effort in everything that you do this year. I wish for you the very best, for a happy and successful school year.

Sincerely,  
***Mr. Dion Flaming***

## **Student Guidance (Counselor)**

Meadows Valley High School has a guidance counselor who is trained to help students determine their interests, aptitudes, and potentials so that they make wise selection of their future fields of work or training. The guidance counselor will meet with students and parents by appointment to discuss questions or concerns which are pertinent to present school work or to future planning and selection of occupations or courses on the post secondary level, requirements, scholarships and other education prerequisites. The counseling service is available to help students in the solution of their problems.

Additional purposes of the Guidance program are to help each individual student achieve the highest growth, mentally, emotionally and socially. Students needing to discuss situations are to notify their teacher of their need. Administration will be notified, and action considered from there. An emergency need to see outside sources will be the decision of the counselor and staff.

Career development services are provided to every high school student. Specific services include developing career awareness, resume and application skills, employment seeking strategies, interviewing techniques, and job maintenance skills. The career information system (CIS) is also available to students.

## **Class changes**

Students may make class changes any time during the **first 5 days** of each semester. Careful planning will eliminate most instances of schedule change request. Approval is required for all class changes by the school counselor, the classroom teacher that they are dropping, the classroom teacher of the class they are adding, their parents, or legal guardians, and returned to the school counselor prior to making the change. The school counselor will oversee all class changes to ensure that each student will meet the Meadows Valley School Districts requirements for graduation.

## **Class placement/enrollment**

MVHS students are encouraged to maximize every opportunity to develop the skills necessary for success after high school. The curriculum provides course work that will ensure success of post-secondary efforts.

- Students must be enrolled as full-time students to be considered appropriately placed with a class designation.
- Student must have completed 12 credits to be considered a sophomore, they must have completed 24 credits to be considered a junior, and they must have completed 36 credits to be considered a senior.
- Request for any deviation in these enrollment conditions must be in writing and submitted to the Principal prior to the start of the semester in which the deviations would occur. Approval will be at the discretion of the school district.

Note: Just because a student earns the minimum credits in the middle of a semester, does not mean they will advance to the next level immediately.

## **Grading system**

Teachers will assign grades at the nine week and may use pluses (+) or minuses (-). At the semester only whole letter grades will be used. Grade point averages are computed as follows: A=4.0, B=3.0, C=2.0, D=1.0, F=0.0. Students should be familiar with each teacher's particular grading system. Students should also be familiar with which classes offer advanced points for higher GPA opportunities (especially those students in contention for 1<sup>st</sup> or 2<sup>nd</sup> class rank.)

## **Homework**

Meadows Valley Schools recognizes that homework is an important factor in the overall learning process. It helps develop students as independent learners and reinforces the study skills written into each curricular area. The amount of homework and frequency of homework will vary according to the curricular area and the difficulty of the subject.

### **Plagiarism/Cheating**

Plagiarism is the act of presenting other peoples' ideas and writings, and not giving credit to these sources, by claiming them to be one's own. It includes, among other things, the use of specific words, ideas, or frameworks that are the product of another's work. It is academically dishonest and will carry severe consequences. Students caught plagiarizing will receive a zero for their grade the day they are caught and parents will be notified by the teacher. If the student is caught plagiarizing the second time, the student will receive an "F" in that class for the semester. While it is fine to study with another student, the work students submit must be their own. To do anything else creates an atmosphere of mistrust.

Cheating is defined as deliberately attempting to deceive, for example, copying another student's assignments or tests, or using instructional materials without permission. Students caught cheating must understand that it will reflect on their citizenship as well as their academic grade. Students caught cheating will receive a zero for their grade the day they are caught and parents will be notified by the teacher. If the student is caught cheating the second time, the student will receive an "F" in that class for the semester.

### **Graduation requirement/early graduation**

Students graduating from MVHS will have earned a minimum of 47 credits and met all specific contents area and elective area requirements. Students may elect to graduate at the end of the first semester of their senior year. Planning is critical and students must work with counselor for program development and approval.

### **Honor roll**

An honor roll is published each quarter and semester and indicates students who have earned 4.0, 3.5 and 3.0 GPA.

### **Power School Grade Reports**

Student's grades can be accessed 24/7 on the PowerSchool website. The PowerSchool website can be accessed through the school website. If you do not have your student's ID and password, please come to the school office.

### **Parent/Teacher Conferences**

Parent/Teacher conferences are offered at the end of the first nine weeks and the third nine weeks. Parent conferences are an excellent follow-up to answer questions parents might have about grades and report cards. Parents or legal guardians may request a parent/teacher conference at any time during the school year. Please e-mail or call the school to schedule a conference time. Either the parent or the teacher can initiate these conferences.

### **Progress reports/Report cards**

Progress reports will be sent home at mid-term each nine weeks. Report cards are issued at the end of each quarter. Report cards will be mailed out at the end of each nine weeks. Follow up is an excellent idea. We encourage parents to contact teachers in order to address any concerns.

### **Student records**

Cumulative records are the joint property of the school and a student's parents or legal guardians (if the student is under 18 years of age). All student records are confidential.

### **Valedictorian/Salutatorian**

The Valedictorian and Salutatorian awards are given to the graduating seniors with the two highest GPA's respectively. District attendance is one of the award requirements. May 1<sup>st</sup> grades will determine the two highest GPA's.

### **Withdrawal/transfer from school**

When students transfer to another school or drop from school, they must have permission from their parent/guardians and obtain a checkout form from the office. This will include an Idaho School Activities Association transfer form for participants in activities. The student must take the form to each teacher for a signature. Any outstanding materials or fines will delay the mailing of transcripts and records to the new school. All forms should be returned to the office.

### **Attendance for Credit**

It is the policy of the Meadows Valley School District that in order to receive credit in each course, a student must be in attendance at least 90% of each semester. The maximum number of days a student can miss each semester is nine days, even if they are excused absences. Each teacher keeps attendance and it is the responsibility of each student to be in attendance for each enrolled course.

### **Credit Recovery**

Students who have failed required classes must make those credits up. Several options are available. See the counselor or administrator. Students may take classes over to earn a higher grade.

### **Attendance and Discipline**

- Each student shall attend school every day, punctually attend every class, and be prepared to learn, with a proper attitude and materials for the class. Regular attendance is essential to the learning process. In addition, students who are absent from school are deprived of a variety of educational experiences shared with peers. Students can make up work missed due to absence on their return to school, but there is no way to recapture or reproduce classroom activities.
- Please call the school office 24 hours in advance to inform the school and teachers that you are anticipating an absence. Prearranging absences will help your child to be more successful in school.
- When a student is absent from school, a parent or guardian should call the school by 8:30 a.m. that day, informing the school the reason for the student's absence. The student will be considered unexcused if no call is received. When returning to the school, the student must report to the office and provide a signed note from a parent/guardian stating the student's name, date of absence and the reason for the absence.
- In order to leave school for medical appointments or other legitimate business, a student must bring a note from his/her parent or guardian stating the date, time, and reason for leaving. A permission slip will be given to the student and it should be presented to the classroom teacher at the appropriate time. The student will sign out in the office before leaving and sign back in upon return to obtain a permit to return to class.

### **Unexcused absences**

A student will be considered unexcused if absent without school and/or parental permission. A student will also be considered **truant**. (Truant means a student who is absent from school or class without permission from a teacher or parent/legal guardian). This includes cutting class or leaving the building without following the proper checkout procedure. When a student has an absence that is not excused or approved, the school administration shall investigate the causes for such absence. If it is determined the absence occurred without the parent's knowledge/approval, or in the judgment of the school administration was for unapproved reasons and without mitigating circumstances, the school administration shall verify to the parent/guardian a notice of truancy. After-the fact parent notes do not make leaving the building into excused absences. Students will not be excused to go home for materials other than during school release time.

### **Discipline in relation to unexcused absences:**

- **1<sup>st</sup> unexcused absence** – parent or legal guardian of the student will be contacted and a one hour after school detention will be issued.
- **2<sup>nd</sup> unexcused absence** – parent or legal guardian of the student will be contacted and a two hour after school detention will be issued and the student will sign an attendance contract with school.
- **3<sup>rd</sup> or more unexcused absence** – parent or legal guardian of the student will be contacted and the student will be issued a one day, in school suspension. A student/parent or legal guardian meeting will be required with the administration before the student is allowed attendance at Meadows Valley School. The third unexcused absence will be considered Habitual Truant.

### **Habitual Truant**

Any student deemed truant will be declared habitual truant when truant three or more times within a semester and shall be placed on an attendance contract. Other correctional actions may be considered.

Note: Days of suspension will not be counted toward the maximum allowable absences.

**PARTICIPATION IN SCHOOL RELATED ACTIVITIES:** Students who miss a class or classes while participating in district-sponsored activities will not be considered absent.

### **Tardies**

- Students need to be in their seats ready to begin class when the tardy bell rings. It is disruptive to the classroom and learning environment to have interruptions from students who come late once class has begun.
- Students should report directly to the teacher when tardy unless they are arriving at school late for the 1<sup>st</sup> period of the day or class immediately following lunch break, in which case they should report to the office, before reporting to class.
- If a student is held up in a previous class, the instructor must sign an excuse for them.
- Students will be allowed two (2) parent excused tardies per semester for being late to first period. After two first period tardies, the office will assign a detention for each tardy.

### **Discipline in relation to unexcused tardies:**

- **1<sup>st</sup> unexcused tardy-** students will be allowed one tardy without penalty for each nine weeks grading period per class.
- **2<sup>nd</sup> & 3<sup>rd</sup> unexcused tardies-** it is the responsibility of the student to notify the parent or legal guardian that a 30-minute detention will be issued. This call will be made in the principal's office. Detentions may be served before or after school or during lunch-time. Each three tardies equal an unexcused absence and will count as one truancy.
- **4<sup>th</sup> & 5<sup>th</sup> unexcused tardies-** parent or legal guardian of the student will be contacted and a one hour after school detention will be issued.
- **6 or More unexcused tardies-** parent or legal guardian of the student will be contacted and a one day of in school suspension will be issued for each unexcused tardy.

### **Attendance: Credit Loss- Due Process Appeal**

The school administration shall notify the student and parent/guardian that the student may be denied promotion to the next higher grade or denied credit in all classes in which they are enrolled that semester due to excessive absenteeism, over (9) per semester.

In recognition of students' rights, they can appeal to an Attendance Review Committee. The attendance appeal must be given in writing to the principal on or before the end of the semester that the grade is issued.

Justification for the appeal must be contained in the appeal. Documentation, such as doctor or dentist's notes should be provided to the principal. Each period missed will be considered a separate appeal. The Attendance Review Committee will be in place for those students who feel that they have justification to waive the 90% attendance rule. The committee will meet within two weeks of the end of the semester to review the appeals.

The Attendance Review Committee will consist of the principal, the counselor and the teacher of the period(s) in question. The parent and student should attend the appeals hearing.

- If the Attendance Review Committee finds extenuating circumstances have impacted the student's attendance, they may choose to approve some or all of the student's absences. The Attendance Review Committee will make recommendations which may include, but are not limited to, the following: denial of credit or promotion to the next higher grade, an attendance contract, removal from school, or contact an outside agency for assistance.
- The parent/guardian has five business days to appeal the Attendance Review Committee's decision to the superintendent by submitting a request in writing to the principal.
- If the parent does not appeal the decision at the site level, the principal shall notify the superintendent in writing that the student is recommended to the Board of Trustees for denial of credit, non-promotion to the next higher grade and/or removal from school for the remainder of the semester.
- The superintendent may, upon review of the case, choose to support the decision of the committee or approve some or all of the student's absences.
- The parent/guardian or student has five business days to appeal the superintendent's decision to the Board of Trustees by submitting a request in writing to the superintendent.
- The Board of Trustees will review the facts pertaining to the student's absences. The student and/or his representative shall have the opportunity to address the Board of Trustees. The Board's decision shall be final.

In the event a student has a catastrophic illness documented by a physician, a parent may request that the child's principal waive the requirements outlined in the attendance policy. In the event of a dispute, a parent may appeal the principal's decision to the superintendent for a second review, and lastly to the school board should the parent disagree with the superintendent's decision.

## **Discipline Policy**

### **Student Expectation**

Students at Meadows Valley School District are expected to:

1. Be punctual, attend regularly, and be prepared for school.
2. Report to the office for late arrivals and early departures.
3. Complete all assigned work to the ratification of the teacher.
4. Report to a teacher when requested.
5. Change into appropriate attire for physical education class.
6. Contribute to the cleanliness of the school.
7. Restrict eating and drinking to appropriate times and places.
8. Treat teachers, substitute teachers, all school personnel, and other students with respect and cooperation.

### **Unacceptable Behaviors**

The following behaviors will not be tolerated:

1. Insubordination (disobedience, disrespect, rudeness, etc.)
2. Deliberate or repeated disruption.
3. Threatening, kicking, punching, bullying, verbally or physically harming anyone.

4. Vandalism and other acts of destruction.
5. Public display of affection.

**FOOD, CANDY, and DRINKS (Exception: gum and water).**

Food, candy and drinks are not allowed in classrooms, gym or hallways during school instruction times. They are to be eaten or drank outside or in the commons area. The exception to this rule will be gum or water. **No energy drinks are allowed.**

Teachers may obtain permission from the administrator for special classroom activities such as class meetings or class parties. Students are not allowed to purchase or obtain these items during class time. Detention and suspension from school may occur for violators.

Categories of Violations and Consequences of Poor Behavior

**LEVEL I** – Less Severe, Teacher or Administration generated rules or procedures

**Possible Consequences:**

- Private warning
- Timeout
- Phone call to parent
- Detention (15-30 minutes) as determined by teacher
- **Suspension from school (1-2 days)**

**LEVEL II** – Severe

- Fighting
- Willful disobedience or disrespect
- Minor vandalism or theft
- Inappropriate language
- Harassment/Bullying
- Recurring level I infractions

**Possible Consequences:**

- Formal Meeting
- Student, principal conference- student will discuss and/or write an analysis of the situation and alternative ways to handle problems more appropriately
- Parent will be contacted
- Detention/Suspension –
- Suspension: in-school or out of school (1-5 days). Students will have 2 school days to make up missed schoolwork due to suspension. Work not completed within two school days will result in a zero in that class for the day(s) missed.
- Expulsion proceedings- per district policy

**LEVEL III** – Illegal Acts

These included, but are not limited to: using selling or possessing any harmful substances or material such as drugs, alcohol, tobacco, pornographic materials, guns, knives, firecrackers, vandalism, or theft.

**Possible Consequences:**

- Parents notified and called into school
- Law Official agencies contacted and student suspended (5 days minimum)
- Expulsion.

**Harassment/Bullying**

All students who attend Meadows Valley Schools have the right to learn in an environment that is free of unwelcome harassing, bullying, threats, taunting, hazing, and intimidation. These behaviors interfere with the ability of the school to accomplish its mission, which is to educate students in a safe and secure environment. Harassment is prohibited and is defined as any intimidating or taunting behavior or conduct, either written, verbal, physical, or symbolic gestures by a student toward another person that critical,

demeaning, disparaging, derogatory, defamatory, or humiliating of another person because of the person's race, religious beliefs, gender, family heritage, nationality, and/or physical or mental characteristics or capacity. Discipline for students who violate this policy is listed above, see LEVEL II.

Students who experience harassment or witness it are asked to inform an administrator or teacher as soon as possible.

### **Cyber-Bullying**

Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening,, racially offensive, harassing, illegal material, or Cyber-Bullying is absolutely prohibited; Cyber-Bullying is defined as: the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that deliberately threaten, harass, or intimidate an individual or group of individuals; or places an individual in reasonable fear of harm to the individual or damage to the individual's property or has the effect of substantially disrupting the orderly operation of the school. Discipline for students who violate this policy is listed above, see LEVEL II.

### **Weapons**

Federal law states that any student who brings a firearm onto school grounds will be automatically suspended. At their next scheduled meeting, the school board will then expel that student for no less than one year. **NO WEAPONS ARE ALLOWED ON SCHOOL GROUNDS**, see LEVEL III.

### **Gym rules:**

When the elementary students are in the gym at noon, no junior high or high school students will be allowed in the gym, locker rooms, weight room, or on the stage. There will be no exception for the gym unless arranged with the principal.

1. No street shoes on the gym floor
2. No food or drink in the gym
3. No roughhousing, pushing, shoving, or excessive force in play.
4. No wild screaming or undue shouting.
5. Duty teacher will be obeyed in all circumstances.
6. No one is allowed in the gym or weight room without supervision.

### **Dress Code**

The purpose of the dress code and prohibited items listed below is not to infringe on any individual student's rights to freedom of expression, but rather to encourage students to "dress for success" and come to school properly prepared to learn. We ask for your support in providing a safe and orderly environment in which all students can learn. Consequences for violations of these dress codes range from warnings, school required change of clothing, parent contact for a change of clothing, to suspension with repeated violations. The administration reserves the right to determine what is appropriate for a school setting.

The dress code will be in effect at all school-sponsored activities.

1. Any attire that is associated with drugs, alcohol, tobacco, profanity, obscenity, or has racial, ethnic, or religious slur are prohibited.
2. Hats will not be worn in the school building except in the gym area during athletic events or special activities.
3. Half-shirts, halter-tops, backless tops, tank tops, strapless tops and spaghetti strapped tops are inappropriate for school, (unless covered by an appropriate shirt). Two fingers wide (1 ½ inch) will be used as a basic guide for straps.
4. Shorts and mini skirts must be within 6 inches of the middle of the knee.
5. Pants, shorts, and trousers are to be worn to fit around the waist; they are not to sag or be worn to show underwear. Note: wearing long T-Shirts or other pieces of clothing too cover underwear, when clothing is worn to low, will not be permitted.

6. No wallet chains, other chains, or jewelry that can be used as a weapon are permitted.
7. Headbands, bandanas, hoods are not to be worn during school time.

### **Hall Passes**

During school hours, any student in the halls should have in their possession a hall pass, dated and signed by the teacher whose class they are in attendance. Teachers have been instructed to issue only one hall pass at a time except in emergency situations. Any time you are in the hall without a hall pass, you will be considered cutting class and be given detention. Repeat offenders may face suspension.

Teachers WILL NOT release students for any reason to attend other classes without prior arrangements made between the teachers.

### **Due process**

Students have the right to be treated fairly and protected from arbitrary or unreasonable decisions. Reasonable exercise of authority by school officials is necessary. The following statements should insure a fair and reasonable procedure to assure each individual of his/her rights.

1. Staff will make every effort to informally resolve disciplinary problems as early as possible. This shall be done in cooperation with the student and parent.
2. Students will be informed of their right to an informal hearing prior to expulsion or long term suspension in order to demonstrate to those concerned that there has been a mistake or to explain the circumstances surrounding the event. Parents should be included.
3. Parents and student will be informed in writing if a recommendation for expulsion is made. Those involved may request a formal hearing before the Board of Trustees and be represented by legal counsel. Questions regarding this policy should be directed to the Superintendent of Schools. This list is not all-inclusive; use common sense and common courtesy. Detention is the prerogative by the teacher, or staff member and will be supervisory by the teacher giving the detention. For minor infractions, such as tardies, parents may not be informed about detention, it will be the responsibility of the student to inform parents and serve the detention in a timely manner.

### **Search and seizure**

School personnel may conduct searches of the student, spaces assigned to the student, or student property. The district reserves the right to search lockers, hallways, parking lots and premises of the school grounds. This procedure may include the use of law enforcement or their agents (drug dogs).

Searches of individual assigned areas or searches of students will take place when: 1) there is probable cause to believe the student is in possession of illegal, unlawful, prohibited or dangerous items, or 2) the student voluntarily agrees to the search. Parents may be contacted. Two school employees will be present.

The following items are banned and shall be seized when found in the school or on school grounds: firearms or explosive materials, knives, any other item that a reasonable person can clearly identify as a weapon, items connected with the use, possession, dispensing, sale or offer for sale, of alcohol, illegal drugs, or controlled substances for illegal purposes.

Procedures for search conducted by law enforcement personnel will be the same as those that apply to normal searches by law enforcement. Parents will be notified orally and/or writing in a manner that states the reasons the search was conducted and the results of the search.

### **Assemblies and Class Meetings**

School wide assemblies are for the purpose of exposing students to a diversity of educational or cultural information or developing school wide support of our extra-curricular activities. Students should be courteous, respectful and recognize that their behavior is a reflection of the community. Parents should encourage all students to attend and are welcome to attend themselves.

Class meetings are scheduled events and the officers and advisors should develop an agenda prior to the start of any meeting.

### **Participation policies**

Participation in extracurricular activities is a highly demanding, but very rewarding experience. Participants must exercise self-discipline to avoid any personal habits, which will not contribute toward their betterment. Sacrifices must be made which will enhance the privilege of representing their school and community in interscholastic competition. With this philosophy in mind, Meadows Valley High School believes that in order to maintain the high standard of achievements developed at Meadows Valley High School, participants must by Board policy refrain from: smoking, misappropriating athletic equipment, drinking alcoholic beverages, being improperly dressed for games/contests, using habit forming drugs, being improperly groomed, being truant from school, missing practices, unless excused by the school or approved coach, no disciplinary problems at school.

In addition, the staff requires the following behavior for participation in athletic and/or other extracurricular activities: riding to and from athletic games/contests by school transportation unless released to a parent

- Proper dress and grooming
- Attendance at every practice
- Maximum attendance at school with few tardies and NO truancies
- No personal use of athletic equipment.

The athletic department and or administration will discipline participants who do not live up to those standards promptly and firmly.

Student athletes and their parents/guardian should read the athletic handbook to make sure that they are following all of the rules. It should be handed out at the first practice for the sport they are involved in. The athletic pledge should be signed by the athlete and parent and returned to the coach.

### **Field Trips and Extracurricular Travel**

Any student going to a school event via school sponsored transportation will have parent permission form completed and handed in before leaving. Conduct on such trips is governed by the same rules and regulations that a regular classroom situation would have.

### **Fundraisers**

All fundraisers by clubs, teams, or organizations must be approved by Student Council five days in advance of the event, and be approved by the principal or superintendent.

### **Student Council**

Student Council is the elected student voice of the Jr/Sr High School. Officers are elected yearly according to an adopted Constitution. Students should feel free to express their ideas and opinions to their officers and representatives. Student Council meets the first and third Wednesdays of each month.

### **School Dances**

Activity permits are required before any dance may be held. This permit outlines the responsibilities of the sponsoring group. Some specifics include the following: dances should end by midnight. Administrative approval must be given for a later closing time, four adults will be present at all times and two of those adults will be teachers who must be present at all times.

School rules apply at all dances. No use of tobacco, alcohol, or drugs will be tolerated. Students and guest must stay inside once they have entered the dance. Students leaving will not be readmitted.

Dance cleanup is the responsibility of the sponsoring group and a cleanup group must be identified before permission will be given to hold a dance.

## **Library/Media Center**

The Meadows Valley School Library serves students from Pre-K to 12<sup>th</sup> grade. The library is open from 8:00AM to 4:00PM. Students are encouraged to use the library as much as possible.

The library, as an extension of the classroom, is a study center for use of reference materials (print and non-print) and a place for quiet leisure reading. Quiet and order are required at all times.

All library materials must be checked out at the circulation desk. Junior and senior high students have a two-week checkout period. Fines are charged for overdue materials: \$.05/day for books and \$.25/day for current magazines. Students having overdue materials may be denied checkout privileges. If materials are lost or beyond repair, students will be expected to pay replacement costs plus \$1.00 handling fee. Students will be notified on a regular basis of any overdue books.

## **Activity Cards/Annuals/Sports Fees**

Students may purchase an activity card for \$25.00, which entitles them to be admitted free to all home sporting events. This activity card will also allow them to be admitted at away events at a reduced price.

Annuals should be ordered **by Christmas Break** by placing a deposit with Mrs. McConnor. The costs are \$22.00 for an annual without your name and \$25.00 with a name plate on the front.

Meadows Valley has a “pay to play” policy for sports. Prices are \$20 for one Jr. High sport or \$40 for 2 or more. High school prices are \$30 for one sport or \$60 for 2 or more. These must be paid along with the ASB card payment before the first contest.

## **Bus Regulations**

The Meadows Valley School District operates a pupil transportation system for those students who live at least one and one-half miles from school. All rural students may ride on the two bus routes, morning and afternoon. Students who live more than one and one-half miles from an approved bus stop may be required to furnish their own transportation to the bus stop. They may petition the Board for reimbursement. Please call the school for appropriate forms.

Safety is the important factor in the school transportation program. The daily bus trip to and from school is a good social experience, provided the bus is safely regulated. The conduct of the students on the buses determines to a large extent the effectiveness of safety. When the students conduct themselves well, safety hazards are greatly reduced. Unsatisfactory conduct by the pupil increases dangerous situations.

Students who do not respect the rights and safety of others by failing to observe the rules of proper bus conduct must expect to forfeit the privilege of riding the buses provided by the school district.

### **Rules of Proper Bus Conduct**

1. Obey all safety suggestions given by the bus driver or as posted in the bus
2. Avoid loud talking or unnecessary confusion, which may distract the driver.
3. Keep hands, arm, and heads inside the bus at all times.
4. Be courteous and polite at all times.
5. After seated do not change seats.
6. Be on time for boarding the bus.
7. Observe good pedestrian practices when approaching the bus.
8. Respect the property; no destruction.
9. Alcohol, tobacco, and drugs are absolutely prohibited by law.
10. Assume the responsibility for the safety of everyone.

### **Consequences for Violating Rules**

-1 <sup>st</sup> offense	Conference with the driver
-2 <sup>nd</sup> offense	Driver may assign seat and the administration is notified
-3 <sup>rd</sup> offense	Notification of parents, possible loss of bus riding privileges, behavioral contract, or other actions as deemed necessary by the school administration.

### **Severe infractions leading to emergency action by the transportation employees**

Cases where misconduct involves such offenses as physical or verbal assault against a driver or other students, interference with bus operating controls, vandalism, use of a deadly weapon or dangerous playing, may result in immediate suspension regardless of the student's prior record of misconduct for these cases. In an extreme case, or situation where a student refuses to obey a requirement that impairs the safety of other students or the bus driver may follow these procedures:

- A. Take the student to the nearest place where he/she can be supervised until his/her parents can pick him/her up. Such place may be the school, his/her home, a police, fire station or the bus barn.
- B. Immediately call the transportation supervisor, superintendent and principal of the school to advise of the violation, the steps taken by the driver and a request that they call the student's parents to advise them of the circumstances and to ask them to pick up the student.

The actual period of suspension in days will be determined by bus company officials in consultation with school authorities and parents or guardian of the student.

### **Appeal Procedures:**

Decisions may be appealed through school following the chain of command, first principal, second superintendent, third the Board of Trustees.

### **Driving – Parking lot**

There are two parking areas for students. Cars and motorcycles are to be parked on the east side of the building. The area directly in the center of the parking lot from the corner of the building, north to the boxcar cannot be used for parking during school hours since it is a bus-loading zone. Students are asked to please follow all traffic laws and drive with extreme caution while on school grounds. There are bike racks provided in front of the school. Bikes are not to be used for any reason without the owner's written permission. The speed limit is 5 miles per hour in the school parking lot.

### **18-Year Olds**

All school policies, rules and regulations of MVHS will be followed by all student, including those 18 years of age and older.

### **Fire Drills**

Fire drills are imperative for the student's safety. Fire drills are held at irregular intervals throughout the school year. **Remember these basic rules:**

1. Check the posted instructions in each classroom indicating how to leave the building in case of fire.
2. Walk. No talking. Move quickly and quietly to a designed area. Last one closes the door.
3. Remain as a class for immediate roll check outside. Teacher should be sure to take attendance book to check roll.
4. Teacher reports to administrator any missing students.
5. Return to the classroom when "all clear" signal is given by the administration.

### **Health, Injury or Illness**

We will administer simple first aid only. Your child will be cared for temporarily by a staff member and you will be notified. If you cannot be located, your family doctor will be called, and your child will be taken to this doctor or the emergency room of the hospital unless you have given instructions to the contrary. It is extremely important that the school have the name of another party to call in case of illness or injury, when you cannot be located. This is why we must have your current home and business telephone numbers on file in the office.

**Insurance**

Insurance coverage is the responsibility of the parent or legal guardians.

The district only carries legal liability insurance. The district does make student medical insurance available to families for their individual purchase.

Because children are particularly susceptible to injuries, we encourage you to review your present health and accident insurance program to determine if your coverage is adequate. If you do not feel your insurance is adequate because of a deductible or co-insurance clause or if you do want to have insurance, we encourage you to review the student insurance program. Accident insurance is offered through the school. These plans provide benefits for medical expenses incurred because of accident. An explanation of the cost and benefits is explained on the premium envelope that is available through the district office.

**Lockers**

Lockers are assigned to students at the beginning of the year by the office staff. Your locker should be kept locked at all time. Students are cautioned against sharing their combinations with each other or they cannot expect their property to be safe. Students are responsible for keeping their assigned locker clean, both inside and out. Damages caused by misuse will be charged to the student responsible. Any locker malfunction should be reported to the custodial staff. Students are cautioned not to keep money or other valuables in their locker. The use of all school lockers will be a shared custody of the space with the school and the students. Lockers may be inspected periodically by the administration. Students will be advised of the above at the time lockers and locks are assigned. School district locks will be utilized, unless other arrangements are approved by the administration. The district reserves the right to search lockers, hallways, the parking lot and premises of the school grounds. This procedure may include the use of law enforcement and/or their agents (drug dogs).

**Married Students**

Married students shall maintain all the privileges and responsibilities common to other students. Information regarding marriages should be reported to the office for updating school records. Pregnant students may remain in school as long as their physician maintains that attendance at school is not a health risk, and a "hold harmless agreement" is on file in the office.

**Open campus-Lunch**

The Meadows Valley Secondary School utilizes an open campus policy. We encourage students to take advantage of our school lunch program. However they are free to go home or to town for lunch provided they are back in time for the class immediately following lunch break. We encourage parents to be informed of their student's activities during this time, as the school is not responsible for the students off campus. Students who are habitually late from lunch will be confined to campus for a period of time to be determined by the principal. The open campus policy does not include grades 6<sup>th</sup>- 8<sup>th</sup>. Those students must remain on campus for lunch.

**Phone calls/Cell Phones and Electronic Communication-Music Devices**

Telephones are for school business use. Students will not use the office phone for personal calls except in emergency. In the event a student receives a call he/she will be called out of class only in the case of emergency. Phone calls for students will be handled between classes, during lunchtime or after school. The phone in the hall by the office is for student use. Please use the phone properly so that its use may be available to everyone. No student cell phones, electronic communication or music devices are allowed during school instructional or passing time between 7:55 AM to 12:30 PM, and between 1:00 PM to 2:44 PM. At no time should these electronic devices be visible or used during the above mentioned times. They should be in the off position out of sight. Electronic devices may be used before 7:55 AM, during lunch,

during the nutritional break and after the last bell at 2:44 PM. If used during instructional times, these electronic devices will be taken to the office.

- 1<sup>st</sup> offense – the office will keep the device until the next school day
- 2<sup>nd</sup> offense – the office will keep the device for two (2) days
- 3<sup>rd</sup> offense – the office will keep the device until a parent meeting occurs
- Additional offense may result in the denial of such devices being brought to school

### **Tobacco, Alcohol and Drugs**

There shall be no use of alcohol, tobacco, or drugs at any school activity or on school grounds at any time. Any school-sponsored activity under school authorization shall be considered as a school activity. Violations of this policy shall result in immediate confiscation of the substance, notification of parents, laws enforcement, and disciplinary action.

### **Visitors**

We strongly encourage all parents to maintain open communication with school and their student’s teachers. Please feel free to make an appointment to visit the school. Upon arrival, all visitors, including parents, are to check in at the office. Visits by students from other school districts must be approved by the administration and must not disrupt the regular classroom atmosphere.

### **Directory information release**

Meadows Valley Schools have designated that the following directory information may be made public in connection with school-sponsored programs.

1. Name, height, and weight of individual members of athletic teams.
2. Name of recipient and name of the award or scholarship.
3. Names of participants on officially recognized school activities.
4. Honor rolls

Parents or students who do not wish this type of directory information made public should notify the school principal at the beginning of each school year and no later than 30 days prior to the publication of the directory information.

### **Discrimination Policy**

It is the policy of Meadows Valley School not to discriminate on the basis of sex, ethnic origin, and race, and color, religious or political affiliation. Title IX specifically states that education programs, activities, or employment practices will not discriminate on the basis of sex. An Affirmative Action director will handle any complaints of discrimination.

## **REMEMBER:**

**Teachers have the right to teach**

**Students have the right to learn**

**And nobody has a right to interfere with that.**