

**Valley View Middle School
Student/Parent Handbook
2011-2012**

Valley View Middle School

Together-**E**veryone-**A**chieves-**M**ore



**Valley View Middle School
6750 Valley View Road
Edina, MN 55439**

Parent-Student Handbook 2011-2012

**Shawn Dudley
Principal**

**Craig Jensen
Assistant Principal**

**Lillian Ziff
Dean of Students
Extended French**

**Student Services Office 952-848-3389
(Counselors, Psychologist, Academic Support)
24 Hour Attendance Line: (952) 848-3502
Attendance Secretary (952) 848-3506**

**Pick Up and Drop Off locations
for Students**

- The preferred drop off location is the West side of the building. Students enter Door 1.
- An additional student drop-off is located on Valley View Road. Students enter Door #17.

**Main Office Hours:
7:00 a.m. to 4:00 p.m.**

**Library Hours
Monday through Friday
7:00 am to 4:00 pm**

**The HIVE
Monday through Thursday
2:45-3:30 pm**

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A message From the Principals

Welcome to Valley View Middle School! We are proud of our school. Valley View Middle School has strong academic programs for students in grades six through nine. Our school is a rich, nurturing environment that supports student academic, social, and emotional growth during the middle level years.

Valley View students may choose from a variety of courses in core subject areas, vocal and instrumental music, World Languages, a partial French immersion program, and many enriched course offerings. Social and emotional needs of students are met in part through teacher teaming, student support services, and caring, nurturing staff. Our Connecting With Kids program is a partnership with the community that focuses on developing assets in youth.

Valley View staff members are committed to continuing Edina's tradition of excellence. With the ongoing support and involvement of our parent and stakeholder communities, we embrace the many opportunities to learn, teach, and support the growth of our VVMS students.

Welcome to Valley View Middle School...have a wonderful 2011-2012 school year!

Sincerely,

Shawn Dudley

Shawn Dudley
Principal

Craig Jensen

Craig Jensen
Assistant Principal

Lillian Dolan Ziff

Lillian Dolan Ziff
Dean of Students
Extended French

Calendars

Valley View Calendar--2011-2012

August

- 12 SLT Leadership Academy
- 15 New Parent Welcome Day, 8:30-11:30 a.m.
- 17 Get Connected Day, 10 a.m. - 6 p.m. Picture Day
- 31 Parent Orientation/Open House Gr.(s) 6-7, 6-7:30 p.m.

September

- 1 Parent Orientation/Open House Gr.(s) 8-9, 6-7:30 p.m.
- 5 Labor Day No School
- 15 Picture Make-Up Day for Students
- 21 Camp Friendship,
- 22 Camp Friendship
- 23 Camp Friendship

October

- 13 Picture Retakes
- 18 Band Concert, Gr.(s) 7 & 9, 6 p.m., VVMS
Band Concert, Gr. 8, 8 p.m., VVMS
- 20-21 MEA No School

November

- 3 Panoramic Picture, Gr. 9
- 3 Choir Concert, Gr. 8, 6 p.m., VVMS
Choir Concert, Gr. 9, 8 p.m., VVMS
- 4 End of First Quarter
- 7 Choir Concert, Gr.(s) 6 & 7, 7:30 p.m., VVMS
- 17 Parent/Teacher Conferences 4-8 p.m.
- 21 District In-service 8-11 p.m.
- 21 Parent/Conferences 12-8 p.m.
- 22 No School
In-service 8-4 p.m.
- 23 No School
- 24-25 No School Thanksgiving

December

- 1-3 Fall Play, 7 p.m., EPAC
- 6 Orchestra Concert, Gr.(s) 6-9, 7:30 p.m., VVMS
- 13 Band Concert, Gr. 6, 6 p.m. & 8 p.m., VVMS
- 21 Winter Vacation begins at the close of the day

January

- 3 School Resumes
- 7 Solo Fest at Valley View
- 16 No School Martin Luther King
- 24 Jazz Band Concert, 7 p.m., VVMS
- 27 Theater Wrkshp, Gr.(s) 6-7, 7 p.m., VVMS
- 27 End of Semester
- 30 No School Staff Clerical Day

February

- 2 Band Concert, Gr.(s) 7 & 9, 6 p.m., VVMS
Band Concert, Gr. 8, 8 p.m., VVMS
- 4 All City Orchestra, 4 p.m., SVMS Gym
- 9 Orchestra Concert, Gr.(s) 6-9 7:30 p.m., VVMS
- 17 Gr. 6 Field Trip, 8 a.m.-2:30 p.m.
- 13 Parent Reg. Info Night, for Incoming Grs. 7 and 8, 7 p.m. VVMS Aud.
- 20 No School Presidents Day
- 21 Parent Reg. Info Night for incoming Gr. 7, 6 p.m. VVMS Aud.
- 27 Choir Concert Gr.(s) 6 & 7, 6 p.m. EPAC
Choir Concert Gr. 9, 8 p.m. EPAC
- 28 Choir Concert Gr. 8, 6 p.m. EPAC

March

- 5 Parent Reg. Info Night for incoming Gr. 6, 7p.m. VVMS Aud.
- 8 Parent/Teacher Conferences 4-8 p.m.
- 9 No School In-service 8-12 p.m.
- 16 Talent Show Gr.(s) 6-9
- 17 All School Party 6:00-8:30 p.m.
- 30 End of Third Quarter
Spring Break begins at the end of the day

April

- 9 School Resumes
- 12-14 Spring Musical, 7 p.m. EPAC
- 14 Musical Matinee, 1 p.m. EPAC

May

- 1 Choir Concert Gr.(s) 6-7, 7:30 p.m., VVMS
- 3 Choir Concert, Gr. 8, 6 p.m., VVMS
Choir Concert, Gr. 9, 8 p.m., VVMS
- 4 Grandparent/Special Friend Day Gr. 7, 11 a.m.-1 p.m.
- 10 Orchestra Concert Gr.(s) 6-7, 6 p.m., VVMS
Orchestra Concert Gr.(s) 8-9, 8 p.m., VVMS
- 17 Band Concert Gr. 6, 6 & 8 p.m., VVMS
- 22 Band Concert Gr.(s) 7 & 9, 6 p.m., VVMS
Band Concert Gr. 8, 8 p.m., VVMS
- 24 Jazz Band, 7 p.m., VVMS
- 28 No School Memorial Day

June

- 1 Drama Awards, 4:45-7:30 p.m.
- 6 Last Day of School
- 11 High School Commencement

Edina Public Schools
Early Childhood Through Grade 12 School Calendar
2011-2012

2011

August 22, 23, 24	Mon., Tues., Wed.	New Teacher Workshop
August 26	Friday	K-12 Staff Clerical Day (Floating...see 6/8/12 or 6/11/12)
August 29	Monday	All Day Teacher Inservice
August 30	Tuesday	All Day District Inservice
August 31	Wednesday	Staff Classroom Prep and Building Meetings
September 1	Thursday	Staff Classroom Prep and Building Meetings
September 2	Friday	Building Inservice 8:00 AM–12:00 PM
September 5	Monday	Labor Day (No School)
September 6	Tuesday	Early Childhood Special Ed (ECSE), ½ Day Kindergarten and K Plus Parent/Teacher Conferences Opening Day of School Grades 1-12
September 7	Wednesday	ECSE and ½ Day Kindergarten Parent/Teacher Conferences K Plus First Day of School
September 8	Thursday	Opening Day of School for ½ Day Kindergarten and ECSE
October 20, 21	Thursday, Friday	Education Minnesota Conference (No School)
November 4	Friday	End of First Quarter
November 17	Thursday	ECSE, K-12 Parent/Teacher Conferences, 4:00–8:00 PM
November 18	Friday	Kindergarten Classes NOT in Session – Parent/Teacher Conferences K Plus Is IN Session
November 21	Monday	ECSE, K-12 Classes NOT in Session AM — District Inservice; Parent/Teacher Conferences, 12:00–8:00 PM
November 22	Tuesday	ECSE, K-12 Classes NOT in Session Inservice (ECSE, K-9 only), 8:00 AM –4:00 PM AM Site Inservice (High School only)
November 23	Wednesday	K Plus, K-12, & ECSE Classes NOT in Session
November 24, 25	Thursday, Friday	Thanksgiving Holiday (No School)
December 21	Wednesday	Winter Vacation Begins at Close of Day

2012

January 3	Tuesday	School Resumes After Winter Vacation
January 16	Monday	Dr. Martin Luther King, Jr. Day (No School)
January 27	Friday	End of First Semester
January 30	Monday	ECSE, K-12, Classes NOT in Session – Student Record-Keeping Day
February 20	Monday	Presidents' Day (No School)
March 8	Thursday	ECSE, K-5 classes NOT in Session – Parent/Teacher Conferences, 8:00 AM –8:00 PM Grades 6-12 Students in Session – Parent/Teacher Conferences, 4:00–8:00 PM
March 9	Friday	ECSE, K-12 Classes NOT in Session Inservice – ECSE, K-12, 8:00 AM–12:00 PM
March 30	Friday	Spring Vacation Begins at Close of Day – End of Third Quarter
April 9	Monday	School Resumes After Spring Vacation
May 28	Monday	Memorial Day (No School)
June 6	Wednesday	Last Day of School ECSE, K-9
June 7	Thursday	Staff Clerical Day – ECSE, K-9 Last Day of School (10-12), AM; 10-12 Staff Clerical Day, 12:00–4:00 PM End of Second Semester
June 8	Friday	ECSE, K-9 Staff Clerical Day (Floating...See 8/26/11) 10-12 Staff Clerical Day, 8:00 AM–12:00 PM
June 11	Monday	10-12 Staff Clerical Day (Floating. . .see 8/26/11) Commencement

Daily Schedule

Daily Schedule

Class Period	6th grade	Class Period	7th grade	8th grade	9th grade
Advisory	7:45-8:07	Advisory	7:45-8:07	7:45-8:07	7:45-8:07
1-2	8:11-9:38	1-2	8:11-9:37	8:11-9:37	8:11-9:37
1 2	8:11-8:52 8:57-9:38				
3	9:43 to 10:25 a.m.	3-4	9:42-11:09	9:42-11:09	9:42-11:09
	6th grade A Lunch				
4	10:57 to 11:38 a.m.	5-6	11:14 to 11:55 a.m.	8th grade B Lunch	11:14 a.m. to 12:40 p.m.
5-6	11:41 a.m. to 1:08 pm				
5	11:42-12:24 12:28- 1:08				
6		7-8	7th grade C Lunch	11:42 a.m. to 1:08PM	9th grade D Lunch
6			12:28 to 1:08 p.m.		
7-8	1:13-2:40	7-8	1:13 to 2:40 p.m.	1:13 to 2:40 p.m.	1:13 to 2:40 p.m.
7	1:13-1:54 1:58 to 2:40				
8					

- Lunch Times:**
- Grade 6 A Lunch:** 10:25-10:55 a.m.
 - Grade 8 B Lunch:** 11:09 AM- 11:39 AM
 - Grade 7 C Lunch:** 11:55 a.m. to 12:25 p.m.
 - Grade 9 D Lunch:** 12:40 p.m. to 1:10 p.m.

Staff Directory

6th Grade Staff Members

Gretchen Brandt, 6th/7th Grade Counselor

Core TEAMS

Extended French TEAM

Ms. Elizabeth Chaigne
 Mr. Claude Leroux
 Mr. Pierre Schmidt
 Ms. Christy Matlock
 Ms. Kristi Bloom
 Ms. Leah Engelkes

Kappel TEAM

Ms. Trista Virtue
 Mr. Kevin Bjerken
 Mr. Greg Grosz
 Ms. Alisa Kappel
 Ms. Melissa Zenner
 Mr. Jon Moore

Irwin TEAM

Ms. Katie Higgins
 Ms. Jennifer Hurt
 Ms. Donna Klemenhagen
 Ms. Julie Irwin
 Mr. Jon Moore
 Ms. Melissa Zenner

6th Grade Specialist Teachers

Ms. Stacey Westrum	Physical Education
Mr. Josh Burhans	Physical Education
Ms. Tracy Bergo	Physical Education(adaptive)
Ms. Karen Waters	FACS (Family and Consumer Science)
Ms. Christine Dold	World of Music
Ms. Jessica Kresa	Art
Ms. Barb Flooding	Orchestra/Band
Mr. Chris Gumz	Band
Mr. Scott Lehrke	Vocal Music
Ms. Sue Ann Daley Mathieu	Special Education Services
Ms. Cynthia Thompson	ASD Program
Ms. Sue Host	Special Education Services
Ms. Kit Olson	Gifted Resource TOSA
Ms. Natasha Wegner	ESL
Ms. Teresa Meinhardt	Math Lab
Ms. Kelly Wheaton	Literacy Skills for Learning
Mr. Ward Jensen	Reading Lab

6th Grade World Language Teachers

Ms. Chandra Erickson	Spanish
Ms. Mary Howe	Latin
Ms. Melissa Norwood	French
Ms. Sonja Pretasky	Spanish

7th Grade Staff Members

Gretchen Brandt, 6th/7th Grade Counselor

Ms. Jane Andrews	Language Arts
Ms. Lara Swanson	Social Studies
Ms. Meg Schlukebier	Mathematics
Ms. Michelle Stein	Science
Ms. Cathy Weller	Social Studies
Ms. Kem Timlin	Mathematics
Mr. Tim Ronhovde	Science
Mr. Kevin Mertz	Language Arts
Mr. Nate Kremer	Mathematics
Ms. Natalie Godin	French Language Arts (Extended French)
Ms. Kimberly Caster	French in the Arts (Extended French)
Ms. Cindy Groven	Art
Mr. Jeremy Constantine	Technology Education
Mr. Scott Johnson	Health
Ms. Tami Kaminsen	Family & Consumer Science (FACS)
Ms. Stephanie Werner	Physical Education
Mr. Collin Bender	Physical Education
Mr. Chad Schwartz	Physical Education
Mr. Chris Piela	Vocal Music
Mr. Tony Matthes	Music/Theater Exploration
Ms. Cathy Zajac	Vocal Music
Mr. Andy Richter	Band
Ms. Amanda Kremer	Band
Mr. Chris Gumz	Band
Ms. Barb Flooding	Orchestra
Ms. Marsha Gullickson	Special Education Services/Literacy Skills for Learning
Ms. Cynthia Thompson	ASD Program
Ms. Sue Host	Special Education Services
Ms. Natasha Wegner	ESL
Ms. Kit Olson	Gifted Resource TOSA
Ms. Teresa Meinhardt	Math Lab
Mr. Ward Jensen	Reading Lab

7th Grade World Language Teachers

Ms. Beth Neary	Spanish
Ms. Kaige Zhang Gantz	Chinese
Ms. Mary Howe	Latin
Ms. Melissa Norwood	French
Ms. Chandra Erickson	Spanish

8th Grade Staff Members

Kent Downing, 8th/9th Grade Counselor

Ms. Heidi Degener	Language Arts
Ms. Melanie Padden	Social Studies
Ms. Emily Lenarz	Mathematics
Ms. Beth Von Eschen	Life Science
Ms. Kris Bangasser	Social Studies
Mr. Christopher Hoffman	Mathematics
Ms. Alison Anderson	Life Science
Ms. Margaret Smith	Language Arts
Ms. Irmgard Farah	Geography and French L.A. (Ext. French)
Ms. Jodi Ramirez	Project Lead the Way
Ms. Leah Engelkes	21 st Century Literacy and Reading Lab
Ms. Kelly Schoenecker	21 st Century Literacy
Mr. Nate Kremer	Math
Mr. Tony Matthes	Drama
Ms. Kristi Kriss	Gateway to Technology
Ms. Melissa Norwood	French
Ms. Heather Henke	Spanish
Ms. Mary Howe	Latin
Mr. Chris Gumz	Band
Ms. Cathy Zajac	Vocal Music
Mr. Scott Lehrke	Vocal Music
Ms. Barb Flooding	Orchestra
Ms. Jessica Kresa	Art
Ms. Stephanie Werner	Physical Education
Mr. Chad Schwartz	Physical Education
Ms. Stacey Westrum	Physical Education
Mr. Collin Bender	Physical Education
Staff	ESL
Ms. Natasha Wegner	ESL
Ms. Emily Voelker	Special Education
Ms. Bonnie Graft	Special Education
Ms. Cynthia Thompson	ASD Program
Ms. Sue Host	Special Education
Ms. Kelly Wheaton	Literacy Skills for Learning, Reading Lab
Ms. Kit Olson	Gifted Resource Teacher
Ms. Teresa Meinhardt	Math Lab

9th Grade Staff Members
Kent Downing, 8th/9th Grade Counselor

Ms. Andrea Brua	Language Arts
Mr. Mark Carlson	Mathematics
Ms. Julie Maegi	Physical Science
Mr. Scott Stadem	U.S. Government
Ms. Rachel Minerich	Language Arts
Ms. Kim Griffiths	Mathematics
Ms. Rachel Shoger	Physical Science
Mr. Benjamin DePies	Physical Science
Mr. Erik Anderson	U.S. Government
Mr. Nate Kremer	Mathematics
Mr. Tony Matthes	Drama
Mr. Tim Berndt	Project Lead the Way--Engineering
Ms. Melissa Norwood	French
Ms. Sonja Pretasky	Spanish
Ms. Heather Henke	Spanish
Ms. Mary Howe	Latin
Ms. Kelly Schoenecker	German
Mr. Andy Richter	Band
Mr. Chris Gumz	Band
Ms. Amanda Kremer	Band
Mr. Scott Lehrke	Vocal Music
Ms. Cathy Zajac	Vocal Music
Ms. Barb Flooding	Orchestra
Ms. Jessica Kresa	Art
Ms. Karen Waters	Family and Consumer Science (FACS)
Ms. Amy Gilbertson	Health
Mr. Josh Burhans	Health
Mr. Chad Schwartz	Physical Education
Mr. Collin Bender	Physical Education
Ms Stephanie Werner	Physical Education
Staff	ESL
Ms. Natasha Wegner	ESL
Ms. Karen Dummer	Special Education
Mr. Tom Sutliff	Economics, Financial Literacy
Ms. Kris Bangasser	Economics
Ms. Florence Debard	French Culture, French L/A
Ms. Kelly Wheaton	Literacy Skills for Learning
Mr. Ward Jensen	Reading Lab
Ms. Teresa Meinhardt	Math Lab

Administration

Ms. Shawn Dudley	Principal
Mr. Craig Jensen	Assistant Principal
Ms. Lillian Dolan Ziff	Dean of Students/Extended French

Administrative Support

Ms. Maureen Degnan	Principal's Secretary
Ms. Darla Dahl	Attendance Secretary
Ms. Susan Cucchiarella	Secretary to Teachers

Maintenance

Mr. John Junkers (J.J.)	Head Day Custodian
Mr. Tim Roden	Custodial Staff
Mr. Kory Smith	Head Night Custodian
Ms. Jeanne Altman	Custodial Staff
Mr. Jamie Altman	Custodial Staff
Mr. Rick Dahl	Custodial Staff
Mr. Andrew Hughes	Custodial Staff
Mr. Rick Dack	Custodial Staff
Mr. Bryan Horn	Custodial Staff
Ms. Rita Roden	Laundry

Media Staff/Technology Staff

Ms. Mary Elliott	Media Specialist
Ms. Liz Kincaid	Media Assistant
Mr. Ryan Kennedy	Technology Support Specialist
Staff	Technology Support Specialist

Students Services and Support Staff

Mr. Kent Downing	8 th and 9 th Grade Counselor
Ms. Gretchen Brandt	6 th and 7 th Grade Counselor
Ms. Amy McAllister	School Psychologist
Ms. Judy Justice	Student Services Specialist
Ms. Patty Lewis	Due Process Secretary
Ms. Melisa Zenner	RtI Specialist
Ms. Mary Watts	Social Worker
Ms. Colleen Ziebol	School Nurse
Officer Dan Conboy	School Resource Officer
Ms. Tonia Hall	Speech and Language Specialist
Ms. Yolanda Looper	Speech and Language Specialist
Ms. Beth Neary	Academic Support Supervisor

General Information

ACTIVITY BUSES

Student activity buses are provided for students who remain after school to participate in activities or events. The bus will leave Valley View by door one at approximately 4:30 pm at Door #1. Tickets for the Activity Bus must be picked up in the main office prior to 3:30 pm. There is no charge to ride the Activity Bus.

ASSEMBLIES

Assemblies are held periodically for middle school students. Often there are speakers or performers who are guests of the school. Students are reminded of their obligation to behave in a respectful manner during these programs. Applause is often acceptable at appropriate times during assemblies, but unnecessary talking, shouting out of names, booing or other similar disrespectful actions are not acceptable. Valley View staff attend and supervise assemblies.

ATTENDANCE

THE ATTENDANCE OFFICE PHONE NUMBER IS 848-3502

Attendance Procedures

The school district believes full-time attendance to be an essential element in the student's educational process. Regular attendance fosters a climate conducive to learning, perpetuates effective teaching, protects the integrity of the school day and ensures quality education. Regular attendance, a responsibility that should be shared by students, parents, and school, is one means by which a student learns responsibility and self-discipline. Student absenteeism is often the cause of many failures in school. Consequently, the following attendance policy is intended to be positive and not punitive. To encourage attendance, the school district herein adopts the following attendance requirements for South View and Valley View Middle Schools:

I. Responsibilities

A. Student

Students have the right to attend classes at the middle school level. Students attending the middle schools have the responsibility to maintain punctual, regular attendance.

B. Parent or Guardian

It is the responsibility of the student's parent or guardian to ensure the student attends school, to inform the school in the event of a student's absence, and to work cooperatively with the school and the student to develop acceptable attendance patterns.

C. Teachers

Teachers will report accurate hourly attendance to the office. Teachers are expected to assist students, upon request, in their attempts to complete work missed as a result of excused and unexcused absences.

D. Administrators

It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. The school reserves the right to determine if an absence is excusable. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

II. Attendance Procedures

- A. If a student is absent or will be absent from class or arrive late to school, the student's parent or guardian must call the school office before noon the day of the absence. We prefer to have phone calls to report absences. If phone calls cannot be made, a note with a phone number where a parent or guardian can be reached will be acceptable on the day s/he returns, or the absence will be considered unexcused. The student has 24 hours to change the absence from unexcused to excused. If, for some reason, a student or parent is unable to follow the above procedure, the assistant principal must be contacted.
- B. Students must be in school for a minimum of three (3) hours (unless absent due to a school-sponsored activity or documented medical/dental appointment) in order to be eligible to practice or participate in any activity after school.

III. Classification of Absences

A. Excused Absence

An excused absence indicates an acceptable absence from school or class with parental/guardian and school permission. Full credit is given for all make-up work, and it is the teacher's obligation to assist the student with all make-up work. The school recommends two days to make up for each one day gone; however, teachers may extend the make-up time as appropriate. The following absences are considered excused:

1. Sickness of the student (doctor's excuse may be required after three (3) days)
2. Death in the student's immediate family or of a close friend or relative
3. Court appearance occasioned by family or personal action
4. Regularly-scheduled religious instruction, not to exceed three hours in any week
5. Religious holiday or observance
6. Physical emergency conditions such as fire or flood
7. Official school field trip or other school-sponsored outing
8. Active duty in any military branch of the United States
9. Participation in school-sponsored activities
10. Removal of a student pursuant to a suspension. Suspensions will be handled as excused absences and a student will be permitted to complete make-up work.

B. Unexcused Absence

An unexcused absence indicates that the student is absent from school or class with or without the consent of the parent(s)/guardian(s), but for a reason which is not acceptable to the school as listed in "A." above. Make-up work is required and full credit will be given. The fourth unexcused absence/tardy in any given quarter will result in detention for the student. Detention will result from each succeeding incident.

C. Continuing Truant

A continuing truant is a student who is subject to compulsory instruction requirements, as per state statute, and is absent from instruction in a school (as defined in state statute), without valid excuse within a single school year for three or more class periods on three days. When a student is determined to be a continuing truant, the school official will notify the student's parent/guardian, as per state statute.

D. Suspension from School

Make-up work is required and will receive one hundred percent (100%) credit.

E. Tardiness

Tardiness is late arrival to school or to a class. Tardiness is classified as excused or unexcused depending on the reason. Arriving to any class period late without an excuse will be counted as an unexcused tardy. Examples include:

1. Excused: Illness, medical/dental appointment, family emergency, pass from school personnel
2. Unexcused: Oversleeping, missing the bus, not able to get to school, loitering in the hallways

Tardiness other than Advisory period will be dealt with in the classroom. Each teacher will advise students of penalties and/or makeup. Late arrivals to school in the morning will be dealt with through the principal's office. The fourth unexcused absence/tardy in Advisory in a given quarter will result in detention for the student. Detention will result from each succeeding incident.

F. Monitoring Absenteeism

A staff attendance review team will meet on a regular basis to monitor both excused and unexcused student absenteeism. When a student reaches six (6) days of excused or unexcused absences, the team will review the student's attendance pattern and, if appropriate, begin an intervention process with the student and family to improve student attendance and academic progress.

The involvement of an attendance case manager will be considered to assist in the monitoring of a student's attendance and to provide necessary support and programming coordination for the student.

G. Excessive Absences

Middle school students with excessive absences (20 or more days), failing quarter grades, unsuccessfully completing graduation standard tests (mathematics and reading), and unsuccessfully participating in the student's attendance intervention plan may be recommended for retention the following year.

BROKEN OR DAMAGED ITEMS

Students responsible for them must pay for items such as books, desks, etc. that are misused. Fines up to the value of the item will be assessed for lost or damaged books, locks, or other items.

An amendment to Minnesota Statutes #120,101 provides schools may charge for lost or destroyed textbooks, workbooks or library books. The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students.

COMMUNITY EDUCATION

All information from community organizations and individuals will be posted on the large bulletin boards near the main office. Students and community members should bring all materials of this type to the Assistant Principal for posting. Students should check this bulletin board for information on community programs and employment. Community Education information can be obtained by dialing 952-848-3950.

HEALTH OFFICE AND SCHOOL NURSE (PHONE # 848-3302)

The Health Office at Valley View is staffed by a Licensed School Nurse, Colleen Ziebol, and an RN, who is a Public Health Nurse. The school nurse provides first aid, administers medication, coordinates vision and scoliosis screening and processes immunization forms. The School Nurse will assess individual student health needs, plan for students with disabilities and chronic health conditions, and participate in health education programs. She is available to consult with parents upon request. A health associate, who is certified in first aid and CPR, assists the School Nurse in maintaining student health records, and administering first aid.

Check out Valley View Health Services Website for information on health conditions, resources and school health forms to download for your convenience at:

<http://www.edina.k12.mn.us/valleyview/support/health.htm>

No Shots, No School

TO BE ADMITTED TO MIDDLE SCHOOL, IT IS NECESSARY FOR NEWLY ENROLLED, AND RETURNING STUDENTS TO BE IN COMPLIANCE WITH MN STATE LAW. Students must have dates of immunizations on file, at school. In addition to a tetanus/diphtheria, and a second measles, mumps rubella booster, all students entering seventh grade will be required to show proof of receiving the Hepatitis B series (three injections over a period of six months) prior to returning to school. Health Services encourages parents of sixth graders to contact your health care provider and schedule your child for these immunizations now.

First Aid and Illness

If a student requires more than basic first aid, 911 will be called. If a student has a Do Not Resuscitate Order, the parent should be aware of the school's written procedure. If your child/adolescent is absent due to illness, please call # **848-3302** Homework **may be requested after three consecutive days of absence (call # 848-3389)**. Homebound instruction may be requested after 15 consecutive days of absence. All communicable infections should be reported to the school. If your child/adolescent is ill at school, the Health Service staff will attempt to call the parent and then the name on the Emergency Card. If neither can be reached, an adult named by the student will be called. A student will not be sent home without permission from an adult.

Medication

Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer a medication to a student. However, there are cases when a student's health could be compromised by not getting medication during school hours.

1. Written permission authorizing school personnel to administer medication
2. A written order from the physician indicating the necessity of medication.
3. The original labeled container of the medication.

For prescription medication the pharmacist will supply a duplicate labeled container so one can be kept at home and one can be kept at school. Each container should contain the phone number of the pharmacy, the student's name, the physician's name, and the medication's name and dosage to be given. Medication to be administered at school is to be kept in the Health Office except for secondary students who may carry an asthma inhaler or elementary students who have written parental permission to carry an asthma inhaler. Other special requests must be discussed with the Health Services Coordinator.

Health Screening

Students in seventh grade will have their vision screened. Seventh grade girls and ninth grade boys will be screened for scoliosis. Please notify Health Services in writing if you do not wish your child to participate in the screening. Students in other grades may be screened, on an individual basis, if requested by a parent.

Students must have a pass to enter the Health Office. All medical forms from the physician (physical exams, physical education limitations, etc.) should be brought to the Health Office. The Student Health Information Form should be completed on an annual basis. Make sure to include emergency numbers and return to the Health Office. Contact lens users should provide their own supplies.

HIGH SCHOOL ACTIVITIES

Middle school students are NOT to attend high school functions such as pep fests or coronations that are held during the school day. The only exceptions are those Valley View students who are members of a varsity or junior varsity team that is being recognized at a pep fest. Coaches will notify the middle school office for these students to be placed on the pre-excused list for that day. Middle school students who have an older brother or sister being recognized can attend only if they are going with a parent, and if they have a note turned in to the attendance secretary in advance.

ID CARDS

Each student will be issued an ID card which includes a picture and other identification data. Please carry this card at all times when you are at school or at school activities such as parties or athletic events. Teachers or supervisors may ask you to show this card for identification purposes. **The ID cards are often needed for admittance into school parties and to checkout materials from the Media Center. If ID card is lost it may be replaced at a cost of \$5.00. Check in the main office if you need your ID card replaced.**

LOCKS AND LOCKERS

Valley View provides each student with a locker. Students must purchase a lock from Valley View (\$5.00). Locks will go on sale at Get Connected Day on August 20th. All students must have a lock on their locker, and the lock must be purchased from Valley View. Students should not share their lock combination with anyone at anytime. **Valley View strongly recommends that valuable items, such as walkmans and cell phones remain at home, as students are only permitted to use these items before or after school. Students may not use walkmans or cell phones during the school day (7:45-2:40). Cell phones and walkmans should not be visible during the school day (7:45-2:40).** Other items, such as lap top computers, video games, iPods, Smart Phones and other electronic/ digital devices may be used for teaching or learning only. Misuse could result in student suspension. Valley View strongly recommends that valuable items such as lap top computers, video games, iPods, Smart Phones and other electronic/digital devices remain at home to ensure the safety and security of the item

LUNCH

Edina School District participates in the National School Lunch Program offering "Combo Meals." Combo Meals are required to meet specific nutritional guidelines established by the Federal Government. Several different entrees are offered each day. One entrée selection ("Main Event" - the special for that day) changes each day as reflected by the menu. The menu also indicates side items offered each day.

A combo meal is defined as:

Entrée

Must take one

Fruits and Vegetables

May choose two

(Fresh Fruit, Side Salad, Fresh Vegetables, Cooked Vegetables, Canned Fruit)

Bread/Dessert (if menued)

May choose one

(Sliced Bread, Roll, Jell-O, Pudding, Cookies (when menued))

Milk

May choose one

(Skim, 1%, Low Fat Chocolate)

To qualify as a “Combo Meal” a meal must include one entrée, plus a minimum of two different side dishes. However, up to three side items and a milk may be chosen, in addition to the entrée. If this combination of food is not selected by the student, we can not charge it as a Combo Meal by Federal Government regulations, and therefore each item will be charged separately, at a la carte prices. While we can encourage students to take Combo Meals, we can not require them to do so under the Federal “Offer vs. Serve” Program. The exception to this is where a parent has restricted an account to a “Combo Meal Only”.

For more information about lunch prices, menus, and nutritional information please visit:

<http://www.edina.k12.mn.us/support/lunches/index.htm>

MINNESOTA STUDENT SURVEY

The State of Minnesota surveys students on health, safety, chemical use and sexuality on a cycle of every three years. The state then compiles the survey information in order that good policy decisions are made at the state and local levels. Valley View sixth and ninth grade students, with their parent’s permission, completed the survey in March of 2010. The next *Minnesota Student Survey* will be offered in the spring of 2013.

MONEY AND VALUABLES

Never carry more money at school than is actually needed. Large amounts of cash, valuable jewelry, etc. are not necessary for school work.

POSTERS

All posters displayed in the school building must have the approval of one of the principals. A school stamp will be on each poster approved by the administration. Unauthorized, questionable, or offensive posters will be removed.

RELEASE OF RECORDS TO OTHER PERSONS

The school district will release information from a student's record only to those persons authorized by federal statute to receive information subject to the limitations of the federal statute. Basically, four types of persons, agencies, and organizations are authorized, subject to certain limitations, to receive such records or information:

1. Other school officials of this school district, including teachers who have legitimate educational interests in said records or information.
2. Officials of other school districts to which a student is transferring or to post secondary educational institutions to which a student applies for admission.
3. Certain authorized representatives of the Comptroller General of the United States; the Secretary of Health, Education and Welfare; an administrative head of an education agency; and the state educational authorities;
4. Financial institutions in connection with a student's application for receipt of financial aid.

All persons desiring access to a student's record will be required to sign a written form which will be kept permanently in the cumulative record of said student, but only for inspection by the parents or student, indicating specifically the legitimate educational or other interest that the person has in seeking this information. In addition, personal information will only be released on the condition that the person receiving such information will not permit any other party to have access to such information without written consent of the parents of the student or the student if 18 years of age or older.

SCHOOL PARTIES

Most school parties are planned and organized in conjunction with the Valley View PTSO. **Guests from other schools are not permitted.** The time for the Grade 6 party is 2:50 to 4:15 p.m. The All School Party is 6:00-8:30 p.m. Students are expected to remain at the party until it ends. Students may leave early if a parent provides a note. Students cannot be released to anyone other than a parent or a legal guardian. These times, including the joint ninth grade party (with South View in May) is designed to be developmentally appropriate and is also in compliance with Edina curfews.

Please remember that all school policies and rules remain in effect throughout the time students are attending the parties. **Students will not be allowed to bring backpacks or bags with them to the party.**

SITE COUNCIL

Valley View's site based staff/parent council is called the Site Council and is made up of parents, staff, and students. The council is a representative group of individuals that are familiar and involved with the many activities, groups and committees that make decisions at Valley View.

Site Council Meeting Dates for 2011-2012

All meetings are scheduled from 3:00-4:00 in Media South.

September 12, 2011

December 5, 2011

March 12, 2012

October 3, 2011

January 9, 2012

May 7, 2012

November 7, 2011

February 6, 2012

June 4, 2012

Site Council Membership

Name	Representation
Cathy Cella	Board of Education Representative
TBD	PTO President Elect
Kristin Karpinsky	6 th grade Parent
Vivian Talghader	7 th grade Parent
David Deeds	8 th grade Parent
TBD	9 th grade Parent
TBD	6 th grade Staff
Claude Leroux	Extended French
Tami Kaminsen	7 th grade Staff
Kristi Kriss	8 th grade Staff
TBD	9 th grade Staff
Maureen Degnan	Classified Staff Representative
Lillian Ziff	Dean of Students
Tim Ronhovde	Staff Development
Craig Jensen	Assistant Principal
Shawn Dudley	Principal

TELEPHONES & MAIN OFFICE REMINDERS

A courtesy phone is located in Student Services. When student calls home requesting something be brought to them during the school day, it's the student's responsibility to check into the office to pick it up. Telephones are located in classrooms. Students may be permitted use of phones to support instruction with teacher approval and knowledge. The main office and student services will not be able to do student copy work.

THEFT OR LOSS OF PERSONAL ITEMS/FOUND ITEMS

Theft and/or loss of personal items should be reported to the office as soon as possible, and a "Theft Report" will be completed. All "found" items should be turned in to the office. Theft reports may be obtained in the office.

Academic Information

Parents and students have the right to:

- Inspect and review the student's education records.
- Request an amendment of the student's records to ensure that the records do not contain inaccurate or misleading information or violate the student's right to privacy or other rights.
- Consent to the disclosure of personally identifiable information in the student's records that is not otherwise authorized to be disclosed without consent.
- File a complaint with the U.S. Department of Education concerning alleged failures to comply with federal data privacy requirements.
- Obtain a copy of the school district's policy on data practices.
- Prevent publication of any or all directory information regarding a student by providing written notice to the building principal within 30 days of this notice.

The following "directory information" may be made public: name, address, telephone listing, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities and sports, weight and height (if a member of an athletic team), degrees and awards received, and most recent previous educational agency or institution attended.

A parent may refuse to have any or all directory information made public by notifying the building principal in writing within 30 days of this notice.

Independent School District No. 273 has a policy of forwarding a student's educational records to other educational institutions which request them and to which the student is seeking to or intends to enroll, or is currently enrolled.

Inquiries concerning access to and privacy of student educational data may be made to Assistant Superintendent, 5701 Normandale Road, Edina, MN 55424. Phone (952)848-3900. Copies of the district's policy regarding access to student records are available at the same address or school offices.

GRADES

Letter grades are used to report scholastic achievement in most classes. Grades are based on products such as tests, projects and summative assessments. **Grades reflect what a student knows and can do.** Homework, daily work, formative assessment and other process criteria may be up to, but not exceeding, 10% of the student's quarterly grade. In those few courses in which a different reporting pattern is employed (such as advisory), students and parents will be informed in advance of the procedure to be used by the teacher.

A student's grade is earned by participation in the learning activities of the class, preparation of assignments, and performance on examinations. Letter grades are defined as follows:

A	- Excellent	D	- Lowest Passing Grade
B	- Very Good	F	- Non-passing Grade
C	- Satisfactory	I	- Incomplete
		N	- No Grade

HONOR ROLL

A and **B** honor rolls are prepared based on the students' grades at the end of the second and fourth quarters only. Honor Rolls are posted in the Student Services.

MAKING UP INCOMPLETES

Students who have missed school for more than one day for any reason other than an unexcused absence are normally allowed two school days of make-up time for each day of absence. A maximum of three weeks after the end of a quarterly reporting period is the customary deadline to make up all work due the preceding quarter unless special arrangements have been made with the teacher. The Incomplete is changed to the appropriate grade when the work is completed or when the allotted period for make-up has expired.

MIDTERM PROGRESS REPORTS

Student progress is reported to parents via Edline at the mid-quarter, quarter, and semester marking periods. Parents may log-in to Edline at those times to review student progress.

QUARTERLY GRADING PERIODS

There are two quarterly reporting periods each semester, making a total of four for the entire year. In those courses that meet on alternating days, grades are assigned only at the end of each semester. In all other classes in which letter grades are used, a grade is assigned at the end of each quarter. Report cards are delivered to students approximately ten days following the end of the quarter.

STUDENT RECOGNITION

All students in grades 6-9 who have a 10.5 GPA for the year (at 3rd quarter) will be invited to the Student Recognition Program. Students in grade nine who have a career cumulative GPA at VVMS of 10.5 or greater, will receive special recognition. Other VVMS Academic and Service activity participants and award winners will be recognized at this program as well.

STUDENT RECORDS

A cumulative record is maintained for each student from their entrance into school through the twelfth grade. Such records pertaining to the individual student may be used only for the benefit, promotion or welfare of the student. Records include personal and family data, test data, including aptitude and interest, medical reports, anecdotal reports, records of conferences, copies of correspondence with parents and others concerning the student, and all achievement records, as determined by tests and teacher evaluation.

TESTS AND HOMEWORK

In order to evaluate a student's learning and educational progress, the School District regularly administers tests, quizzes or other assessments to students. The School District will also regularly request that students complete classroom and homework assignments. There is no law which requires a student to submit to the School District's tests or to complete classroom or homework assignments. However, a student's test results and homework are among the few ways by which the School District can assess academic achievement. Thus, a student's grades will reflect the information the student provides the School District through tests and homework assignments. The adverse consequences a student may suffer as a result of his or her failure to complete tests or instructional assignments include academic failure, which may affect grade advancement or graduation.

A student's completed tests and homework assignments are considered private educational data which will be maintained by the School District pursuant to its obligations under Minn. Statue. #13.32.

Expectations and Procedures

BACKPACKS

Students will be expected to keep backpacks in their lockers and not bring them into classrooms or the lunchroom. Backpacks are a safety and space hazard, and we encourage students to organize their classroom materials without the use of a backpack. Ample passing time allows students to go to their locker between classes several times a day. This eliminates the need to carry a backpack from class to class.

BICYCLES, MOTOR BIKES, SKATEBOARDS, ROLLERBLADES

A bike rack is provided for bicycles and motorbikes on the eastside of the building. Students should lock their bikes in this rack. Skateboards and roller blades are not permitted on school grounds.

BUS RULES AND REGULATIONS

To provide safe conditions for your ride to and from school, the Minnesota Highway Department, the State Department of Education, the Edina School Board and a Committee of Parents have cooperated in setting rules and practices that are to be followed by all students who ride Edina school buses. The complete list of regulations will be given to each student at the start of the current school year. It is the student's responsibility to know and follow these safety expectations. Failure to abide by school bus rules could result in loss of bus privileges. Please see the information below from the "School Bus Incident Report" and review it carefully.

All riders adhere to the following general expectations:

1. Riders are expected to remain seated when the bus is en-route.
2. Riders will keep hands, feet, and other objects to themselves.
3. Common standards of respect, decency, and safety are to be exhibited at all times.
4. Riders are not allowed to consume food or drink on the bus or to possess/use tobacco, alcohol, or other drugs on the bus.
5. Objectionable or injurious objects are not allowed on the bus.

Disciplinary action for violation of the general expectations:

- First Offense:** Warning by bus driver or principal. School Bus Incident Report distributed, signed by parent, three copies returned to school.
- Second Offense:** Consultation with parties involved. Rider may lose riding privileges for 3-5 days or until a satisfactory resolution can be achieved among parent/guardian(s), driver, rider and principal. School Bus Incident Report distributed, signed by parent, three copies returned to school.
- Third Offense:** Consultation with parties involved. Rider may lose riding privileges for Up to 10 days or until a satisfactory resolution can be achieved among parent/guardian(s), driver, rider and principal. School Bus Incident Report distributed, signed by parent, three copies returned to school.

Fourth Offense: Loss of bus riding privileges for the balance of the school year. School Bus Incident Report distributed. Edina Public Schools District Office informed of discipline.

Note: **Students endangering persons and/or property may lose bus riding privileges immediately and for an indefinite period of time. In addition, students may receive consequences consistent with school discipline procedures.**

CAFETERIA

Valley View students and lunchroom supervisors pride themselves on maintaining a clean and orderly environment in the cafeteria. Some basic regulations are necessary due to the large number of students using the cafeteria. Your cooperation and thoughtful consideration for other students will be expected and appreciated.

- All food must be eaten in the cafeteria.
- Students are to conduct themselves in an orderly manner at all times, in the lunch line and while eating.
- Each student is responsible for the cleanliness of the table at which he/she eats and of the surrounding area. We expect students to be responsible as a group. The table's cleanliness is everyone's responsibility.
- When students have finished eating, they need to take their tray and any remaining items to the garbage and dishwashing area, and then return to their seat.
- Students are not to leave the lunchroom during lunch, unless they are in possession of a pass.
- Backpacks are not permitted in the lunchroom.

Students who are found to be disrespectful to food service personnel or to lunchroom supervisors will be removed from the lunchroom at the discretion of lunch supervisors and principals. The amount of time students are removed will depend on the severity and frequency of the problem.

"Singing telegrams," balloons, flower deliveries, etc. are not allowed in the building.

DRESS EXPECTATIONS

Middle School affords students the opportunity to make many choices that impact their learning and academic success. Student dress affects school climate, academic performance, and school safety. Students tend to view school as serious and important when they dress as if they are "student professionals." Students are expected to dress and groom in a "professional" manner that does not offend, threaten or create a distraction to the teaching and learning at Valley View.

- Examples of clothing or grooming items that may offend, threaten or distract teaching and learning include, but are not limited to: logos or sayings that advertise alcohol, tobacco or illegal drugs, logos or sayings that are sexual or suggestive, logos or sayings that are racially biased or offensive, and/or logos or sayings that use offensive language.
- Clothing that exposes boxers, bare midriffs, or sensitive private areas are not appropriate for school, even though they may be fashionable.
- Students may not wear headgear during the school day (7:45-2:40). Students will be expected to keep hats/caps and other headgear items in their lockers, if they choose to wear them to and from school.
- For safety reasons, students must wear shoes at all times and may not carry backpacks or tote bags containing books, notebooks or other personal items.

HALLWAYS

Orderly conduct is essential in the halls as well as in other areas of the building. Proper behavior in the corridors will permit a free flow of traffic to all parts of the building. Please walk; do not run. Watch for opening doors in order to avoid accidents. Do not loiter outside classroom doors where another class is in session, and do your best to keep hall noise to a minimum.

IPODS, SMART PHONES, LAP TOP COMPUTERS, VIDEO GAMES, MP3 PLAYERS, AND OTHER ELECTRONIC/DIGITAL DEVICES

Ipods, Smart Phones, lap top computers, video games, and other electronic or digital devices should be used only for teaching and learning in the classroom. Students are strongly encouraged to leave such items of value at home! Students should make sure these items are secure in their locked lockers if they do bring them to school for an appropriate purpose, for use at an approved time. Misuse of such items creates a distractive learning environment and under School Board Nuisance policy, could result in a student suspension.

PASSING TIME AND HALL PASSES

Students will be expected to pass from class to class within the designated passing time.

Students must have a red hall pass or their planner if they are in the hall during class time.

Without a pass, students are considered truant and appropriate disciplinary may be taken.

SALE OF CANDY OR OTHER ITEMS

Students and staff are not to sell candy, calculators, food/drink or other items at school for any reason. Exceptions to this include those activities that are fund-raising types of activities that are approved by one of the principals. Students are encouraged to not eat in the classrooms, as food waste attracts rodents.

STUDENTS IN BUILDING BEFORE AND AFTER SCHOOL

For the safety of students and the security of our schools, students arriving at school early or choosing to remain after school for school-sponsored activities should remain in designated areas under the supervision of building staff members or other district employees.

UNANNOUNCED VISITS TO EDINA HIGH SCHOOL

Students are expected to be in the building for the entire day unless supervised by a staff member. The high school is off limits to Valley View students unless accompanied by a teacher or other staff member.

VISITOR PROCEDURE AT VALLEY VIEW

Adult Visitors

Parents, community members, alumni, and other adult visitors are welcome and encouraged to visit Valley View Middle School. We recognize the many benefits of these partnerships that help our students to be successful.

In spite of our interest in having visitors at Valley View, there are some procedures for ALL our visitors, including parents, which must be followed. These procedures have been put into place due to action taken by both the Minnesota State Legislature and our School Board to ensure the emotional and physical safety of our students. Our school visitor procedure is now in place to ensure safety and prevent disruption of our educational program.

As a parent, if you wish to meet with one of your child's teachers, please call in advance to make arrangements. Then, when entering the building, whether a parent, community member, volunteer, or repair person, we request that you come to the main office. Once in our main office, you will be provided with a badge to wear while in the building. Our helpful office staff will then direct you to the teacher, class, or event you have planned to visit. We look forward to seeing you at Valley View!

Student Visitors

Student visitors are not permitted at Valley View. Exceptions will be made for student's guests who directly participate in the educational process. For example, a student visiting from Germany may lecture in a social studies class to share information about their culture. Exceptions will also be made for prospective students who want to visit the school. Otherwise, Valley View students will not be permitted to bring out-of-district students to school. Visitors who show up unexpectedly will be asked to leave.

WALKMANS, PAGERS, AND CELL PHONES

Pagers are not permitted in school. According to School Board policy, students can be suspended for possession or use of a pager. Students may not use walkmans and/or cell phones during the school day (7:45-2:40), **unless directed by a teacher for an instructional use.** If students bring either of these items to school, students must keep them in their locked locker, **unless directed by a teacher for an instructional use.** The use of walkmans in some classes during class time may be appropriate. Teachers will provide walkmans should their specific learning environment require such tools. Student cell phones and walkmans should not be visible (around the neck, in a pocket, etc.) or in use at anytime during the school day, **unless directed by a teacher for an instructional use.** The use or visibility of these items compromises student safety, academic integrity, and staff and students ability to teach and learn. ***If students need to be alerted for emergency purposes, parents should call the Valley View office so appropriate contact can be made.***

Additional Information

RIGHTS AND RESPONSIBILITIES FOR STUDENT MANAGEMENT

In the fall during the first few days of school, students will examine the alcohol and drug free, possession/use of tobacco products, weapons, hazing and technology policies. Students with their Connect Time teacher will review these board policies. Students will have an opportunity to ask questions regarding these policies.

You may review the [Rights and Responsibilities for Student Management](http://www.edina.k12.mn.us/parents/rightshandbook.pdf) online at:

<http://www.edina.k12.mn.us/parents/rightshandbook.pdf>

EDINA SCHOOL DISTRICT HARASSMENT POLICY

The Edina School District policies prohibit any form of harassment. We will not tolerate psychological, physical or sexual abuse and/or harassment. We also will not tolerate behavior that is prejudicial and/or diminishes a person's dignity and worth.

Sexual Harassment

Valley View Middle School has a tradition of maintaining an environment that nourishes respect for the dignity of each individual. The sexual harassment and sexual violence policy is designed to further that tradition.

It is illegal and against the policies of the District for any employee or student of the District to sexually harass or commit an act of sexual violence against another person. It is also illegal and against the policies of the District for any person to sexually harass or commit an act of sexual violence against any employee or student of the District. Sexual harassment is verbal or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment. Sexual violence is a physical act of aggression that includes a sexual act or a sexual purpose. Submission to sexual harassment or sexual violence is never a condition of neither continued education, nor will submission to or rejection of such conduct be the basis for decisions affecting a student.

Students who believe that they have been subjected to sexual harassment or sexual violence should report incidents to a teacher, their counselor or a principal. The District will investigate all complaints. After thorough investigation, any person who has been found by the District to have sexually harassed or committed an act of sexual violence against another person will be subject to appropriate sanctions, which may include discharge, expulsion or exclusion from District premises.

Complaints by a Student Against an Employee

Students who believe that they have been subjected to sexual harassment or sexual violence by an employee of the school district should report the incident to the building principal. The students also will be strongly encouraged to inform their parents or legal guardians of the incident.

The principal or supervisor will review the complaint and will take appropriate action consistent with state and federal laws, the District's labor contracts and Board policy procedure.

Within 45 days of receiving the complaint the principal or supervisor will inform the complainant (and the parents or legal guardians, if they have not been informed by the student) of steps the principal or supervisor has taken to resolve the matter.

Students or employees who believe they have been subjected to sexual harassment or sexual violence by a student or other non-employee are to report the incident to a teacher, their guidance counselor, or the building principal. The student also will be strongly encouraged to inform his or her parents or legal guardians of the incident.

When a principal or supervisor receives a complaint that a student or other non-employee has harassed or committed an act of sexual violence against an employee or another student, the principal or supervisor will investigate the complaint and take appropriate action which may include initiation of expulsion proceedings. All complaints of sexual harassment or sexual violence involving students are to be reported by principals or supervisors to the Assistant Superintendent. Any person making a complaint should be informed that the school district cannot guarantee confidentiality, and that the District may be legally required to disclose the complaint, including the name of the person making the complaint. The District will take action, as appropriate, to prevent retaliation against a person filing a complaint.

Discrimination/Harassment/Violence

The District has a tradition of maintaining an environment that nourishes respect for the dignity of each individual. This policy is designed to further that tradition.

Discrimination, Harassment and Violence are Prohibited

It is illegal and against the policies of the District for any employee or student of the District to commit discrimination, harassment or violence against any person on the basis of sex, race, religion, age, disability, sexual preference, marital status, status with respect to public assistance and any other characteristic protected under applicable law. Among the acts prohibited by this policy are sexual harassment and sexual violence. These terms are defined at the conclusion of this policy.

Bullying and Internet Bullying

It's important that all students feel safe, respected, and valued at school everyday. The ICCAR Values (~~Integrity-Compassion-Courage-Commitment-Appreciation~~ of Diversity-Responsibility) provide a framework for positive decision-making. Harassment and bullying are two areas of concern among middle level parents, students, and educators, particularly *internet bullying*. Relatively new, this form of bullying occurs when students use *Instant Messaging*, the creation of websites, text messaging (on cell phones-~~ipods-~~ or other means) and/or email to degrade, threaten, demean, humiliate, spread rumors, and instill fear or hostility.

Students will typically transfer the degradation, rumors, humiliation, threats, explicit language, and fear from their home computers to school via printing messages, or creating a hostile, uncomfortable atmosphere for other students. Internet bullying is problematic because the negative social and emotional impact is often felt in the school environment. Internet bullying is not acceptable because it creates a hostile school environment. There will be school consequences when student safety and dignity are compromised by internet bullying.

Please support a positive learning and working environment at Valley View by talking with your child about respectful and appropriate internet use.

How to Report Violations

Any person who believes he or she has been the victim of discrimination, harassment or violence in violation of this policy, or any person who has observed such acts, should immediately report the incident to the appropriate supervisor, the building principal, the Director of Human Resources, the Director of Special Education, or the Superintendent. No person in the District is expected to tolerate or "put up with" a violation of this policy; reporting a violation is the right thing to do. The District will promptly and thoroughly investigate all reports of violations and will take timely and appropriate action whenever it finds that a violation has occurred. The District also prohibits any type of retaliation against any person who reports a violation of this policy or who participates in the investigation of a report. Any person who violates this policy will be have consequences, which may include discharge, expulsion or exclusion from District premises.

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