

Hidden Valley Middle School



2023-2024 Student Handbook

4902 Hidden Valley School Road, SW
Roanoke, Virginia 24018

(540) 772-7570
www.rcps.us/hvms

ADMINISTRATIVE STAFF

Principal

Mr. Benson: cbenson@rcps.us

Assistant Principal

Mrs. Riganti: hriganti@rcps.us

Dean of Students

Mr. Richardson: krichardson@rcps.us

COUNSELING STAFF

Counselors

Mrs. Farley: mfarley@rcps.us

- Coordinator, Students A-K

Ms. Long: mlong@rcps.us

- Students L-Z

Ms. Williams: mcwilliams@rcps.us

- LIFE Counselor

OFFICE STAFF

Mrs. Braford: kbraford@rcps.us

- Office Administrative Assistant

Mrs. Gregg: cgregg@rcps.us

- Counseling Administrative Assistant

Mrs. Hinchee: ahinchee@rcps.us

- Bookkeeper

Mrs. Gaynor: tgaynor@rcps.us

- Attendance Clerk

Mrs. Cavicchio: scavicchio@rcps.us

- School Nurse

SCHOOL HOURS

School hours are 8:20 a.m. to 3:25 p.m. Students arriving early must remain in the cafeteria if they are getting breakfast or the gym until 8:12 a.m. Parents/Guardians may not drop off students before 7:35 a.m. since no supervision is available for students prior to that time. Front office hours are 8:00 a.m. – 4:30 p.m.

Students are expected to exit the building by 3:30 p.m. unless working with a teacher or supervised by a coach. If a student chooses to attend an athletic event, he or she will be permitted to return to school 15 minutes before the start of that event.

EMERGENCY PROCEDURES

Hidden Valley Middle School has developed a plan for dealing with a variety of critical incidents. This plan is discussed with students and faculty at the beginning of each year and reviewed throughout the year. This plan includes directions for action in various situations including a fire, a tornado, or lock down. Drills and simulations are conducted throughout the year.

EMERGENCY SCHOOL CLOSING

On occasion, it becomes necessary to close school early due to weather conditions, electrical failure, etc. Once an early school closing has been announced, it is very difficult for students to call parents/guardians for directions. Limited phone lines make contacting the school very difficult. Therefore, parents/guardians are urged to discuss ahead of time with students what they should do if schools are closed early. Should an emergency early dismissal become necessary, parents/guardians will receive an alert from ParentLink to obtain information regarding the dismissal. Parents/Guardians can also go to the RCPS website and social media sites. Parents/Guardians are encouraged to update their contact information as needed in order to receive important messages from the school.

ATTENDANCE

ABSENCES

Parents/Guardians should call to notify the school on the morning a student will be absent. HVMS is required to make a reasonable effort to contact a parent/guardian whenever a child is absent. A call to the school reduces the time spent confirming absences. Parents/Guardians can call before or after office hours and leave a message on the school's voicemail system.

Upon a student's return to school, a written excuse from parent(s)/guardian(s) stating the reason for the absence is required. The excuse should include the **full student name and grade**.

Excused absences:

1. Personal illness
2. Death in the family/funeral
3. Legal obligations
4. Absences approved in advance by the administration (Prior Request)
5. Dental and doctor appointments
6. School-sponsored activities
7. Observance of a nationally recognized religious holiday

All other absences will be considered unexcused. Unexcused absences will be referred to administration for appropriate action.

ABSENCE WITH PRIOR PERMISSION (Priors)

Students who are aware of a future absence must bring a note from their parent(s)/guardian(s) indicating the reason for the absence and requesting the absence be recorded as excused. The attendance officer will evaluate the request and issue a Prior Request Form. The student must have this form signed by each of his/her teachers and return it to the office at the end of the day.

TARDINESS

TARDY TO SCHOOL

Students are expected to be on time. Reasons for excused tardiness are the same as those listed under "excused absences." Unexcused tardiness may result in a lunch detention assignment, a behavior ticket, or after school detention. Since the County provides bus transportation, **a student will be considered unexcused if other transportation causes him/her to be tardy**. Classes begin at 8:20 a.m., so car riders need to ensure they arrive before then to allow time to go to their lockers and get to class.

If a student has an early morning appointment, a parent/guardian should call the school and inform the office that he/she will be tardy due to a medical or dental appointment. A note from the doctor's office is required and is available from the doctor's office upon request.

Students arriving at school tardy *must sign in upon arrival in the school office*.

TARDY TO CLASS

Upon the third and subsequent unexcused tardies to class, students will be assigned a behavior ticket, and parents/guardians will be notified (resets at the start of the 2nd semester).

EARLY DISMISSALS

If a child must leave school during the day, he/she must bring a written note from a parent/guardian with the student's first and last name, reason for leaving early, time to be excused, and parent/guardian signature. *This note is given to the first block teacher in the morning*. The student will be called to the office when the parent/guardian arrives. A student will be released *only* to his/her parent/guardian unless a written request from his/her parent/guardian is received. *Anyone signing a student out for early dismissal must present a photo ID*. Students may not leave school grounds without permission.

MAKE-UP WORK

Students in grades K-12 are expected to make up all missed work from an absence within 10 school days upon the student's return to school. If the student does not complete the make-up work within that time frame, he/she may be denied full credit. Make-up work is the student's responsibility. Extenuating circumstances should be discussed with the teacher(s). Students who wish to do make-up work while they are absent should call the school by 9:00 a.m. on the second day of absence to make arrangements for make-up assignments. The student's assignments may be picked up in

the main office after 3:30 p.m. Assignments cannot be collected for a one-day absence, but students are encouraged to check Blackboard to see what they have missed before returning.

GENERAL INFORMATION

DELIVERIES FOR STUDENTS

Office personnel are not available to make deliveries to students. If a student knows that an item (lunch, homework, gym suit, etc.) is being delivered to the office, the student is responsible for checking between classes to pick it up. Outside lunches may be delivered to school only by a parent/guardian. Delivery services bringing food to a student will be turned away. Students may still purchase a school lunch as an alternative if they try to order food that is sent back. Outside lunches may not be brought in for groups of students.

Messages are delivered to students during lunch and at the end of the day on the afternoon announcements. We do not interrupt instructional time for messages or deliveries except in emergency situations. Messages and deliveries for students will only be accepted from the student's parent/guardian.

FLOWERS AND BALLOONS

Please do not send flowers/balloons, etc. to the school. Expressions of love or concern should be sent directly to the student's home, rather than to school. Students may not carry flowers and/or balloons with them to class, and they may not be taken home on the bus.

VISITORS

All visitors must sign in at the attendance office *and provide a photo ID* upon arrival at HVM to receive a VISITOR'S BADGE. ***Student visitors are not permitted.*** Anyone wishing to meet with a teacher should make arrangements in advance. Lunch visitors are limited to the parent(s)/guardian(s) and/or immediate family member(s) of the student.

LOST AND FOUND

After checking with their teachers and retracing their schedule, students may check the lost and found bin in the cafeteria for lost items.

Students should not wear valuable rings, watches, bracelets or necklaces, or bring valuable items to school. If a student chooses to bring such an item to school, he/she is responsible for the care and security of his or her own possessions. The school does not assume responsibility for students' personal items.

DRESS CODE

Roanoke County Public Schools respects students' rights to express themselves in the way they dress. All students who attend Roanoke County Public Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents/guardians.

Minimum Requirements:

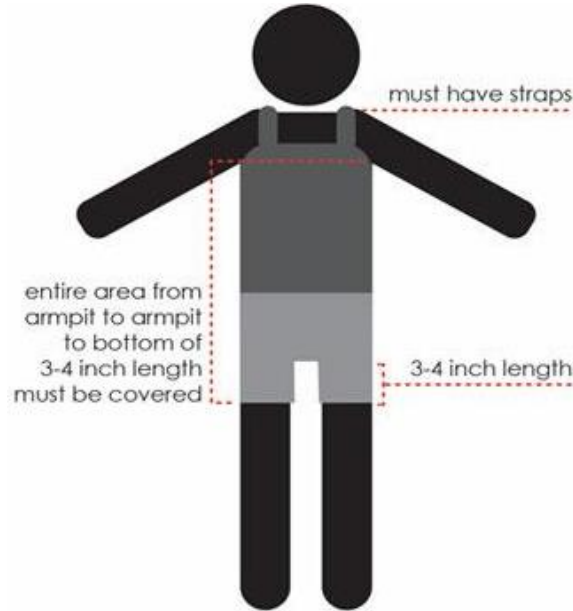
1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.

5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents/Guardians will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.



DRESS CODE VIOLATIONS:

First Offense:

- Parent/guardian will be notified, and the student will need to remedy the dress code violation before returning to class.

Second Offense:

- Parent/guardian will be notified, the student will receive a behavior ticket, and the student will need to remedy the dress code violation before returning to class.

Third Offense (and subsequent offenses):

- Parent/guardian will be notified, and the student will be placed in in-school detention for the day.

LOCKERS

1. Hall lockers are assigned by the administration. PE lockers are assigned by the PE teachers. Students are not allowed to change from one locker to another without permission from the principal.
2. Lockers must not be pre-set. Do not give locker combinations to other students. Should a student decide to share his/her combination with another student, he/she must be prepared to deal with the problems created.
3. The principal, or designated person in his absence, may search a student's locker or desk.
4. Report all locker problems to the main office.
5. Lockers are to be kept clean at all times. Lockers should be cleaned out periodically and at the end of school.
6. No decorations may be placed on the exterior of lockers.
7. Items placed within the locker must not block or harm the lock mechanism.
8. The school is not responsible for items left in the locker.

SEARCHES

School authorities have the right to search lockers, desks or other facilities, as well as individuals and their belongings when there are reasonable grounds for believing that items will be found which violate law, school policy, or which may be harmful to the school community.

PROHIBITED EQUIPMENT

Personal electronic devices (cell phones, tablets, etc.) are brought to school at the student's own risk and are not to be used during school hours unless the teacher has invited students to use such devices for instructional purposes. ***Students choosing to bring such devices must keep these items turned off or in airplane mode and out of sight during the school day.*** Any violation of these requirements will result in confiscation of the device since its use would be a disruption to the learning environment. The following outline the consequences for electronic device offenses:

First Offense:

- The teacher will turn the device in to the front office, and the student may pick up the device at the end of the school day.

Second Offense:

- The teacher will turn the device in to the front office, and the student may pick up the device at the end of the school day. The grade-level administrator will meet with student and call home to discuss continued issues with electronics.

Third Offense:

- The teacher will turn the device in to the front office, and a parent/guardian may pick up the device at the end of the school day.

PDA

Public demonstration of affection in school is not appropriate. Inappropriate physical contact may result in disciplinary consequences.

CHEATING

First Offense:

- The student will receive a zero on the assignment. The student will be referred to the administration, and the parent/guardian will be contacted by the teacher.

Second Offense:

- The student will receive a zero on the assignment. The student will be referred to the administration, and an administrator will contact the parent/guardian. The student will receive ISD.

Third Offense:

- Student will receive a zero on the assignment, will be referred to the administration, will receive two days of ISD, and the parent/guardian will be contacted by the administration.

ASSEMBLIES

Students will receive instruction from their teachers regarding assemblies. All students are expected to exhibit courteous and appropriate conduct at all times.

HALLWAYS

Students are not permitted to be in the halls without a hall pass while classes are in progress. During class changes, students are not permitted to socialize in areas designated for other grade levels.

POSTERS

No posters or other information may be displayed in the building unless approved by the administration. *Posters advertising an activity must be removed immediately following the activity.*

MEDICINE / ILLNESS

ILLNESS

If a student becomes too ill to remain in school, he/she should request to see the nurse. The nurse or office staff will call parents/guardians to pick up ill students. A parent/guardian must come into the school building before a student can be released. A student can only be released to those individuals given permission in our Synergy database unless approval is given by the parent/guardian for a student to leave with another person.

MEDICINE

ADMINISTERED BY SCHOOL PERSONNEL – PRESCRIPTIONS

School personnel may administer medication to students, in all grade levels, *only* when all of the following conditions are met:

1. Parents/Guardians must complete the Parent Permission for Administration of Medication form.
2. *Parents/Guardians* must bring the medication to school. Transportation of medication by students is not permitted.
3. The medication must be stored in the container issued by the pharmacy with the name of the student, prescribing physician or dentist, name of medication, and time/dosage to be given.
4. Students should report to the office to request medications. Students are not called to the office.

STUDENT-ADMINISTERED MEDICATION - NON-PRESCRIPTION

Students *may not* administer any medications, including prescription and non-prescription, to themselves. Prescription and non-prescription medication must be delivered to the school by the parent/guardian. Medication must be in the original container.

INHALERS

Students may carry inhalers for asthma with them to be used when needed provided they have an Asthma Action Plan signed by their physician on file.

ACADEMICS

HOMEWORK POLICY

Homework is defined as any schoolwork assigned to be completed outside of class time. Homework may be assigned at the discretion of the teacher to meet individual student learning needs. Homework contributes to the ongoing work of a class and is a follow-up to skills or concepts previously introduced. Homework is not assigned for punitive purposes and is not assigned during school breaks.

FINAL ASSESSMENTS AND EXEMPTIONS

Students enrolled in a full-year credit bearing class will be given a final assessment at the end of the 2nd semester. This final assessment is delegated a percentage of the fourth nine-week's average as determined by the teacher (not to exceed the weight of a major test within the grading period). Students may be exempt from final assessments if they meet the grade, attendance, and SOL requirements stipulated by RCPS policy.

GRADING POLICY

Report cards will be sent home at the end of each nine weeks. At the midpoint of each grading period, parents/guardians will be reminded to check student grades in Synergy. The following symbols and numerical equivalents are used for indicating achievement in each course:

A = 90 – 100	Superior Achievement
B = 80 – 89	Above Average Achievement
C = 79 – 70	Average Achievement
D = 69 – 60	Below Average Achievement
F = 0 – 59	Unsatisfactory

PROMOTION POLICY

Students in grades 6-8 who pass all four (4) of the core subjects (mathematics, social studies, science, and English) will be promoted to the next grade. A school-based team consisting of administrators, school counselors, and the student's teachers, will develop a success plan for any student who fails one or more of the four core subjects. The success plan may include attendance in a summer program and/or retention. The final decision to promote or retain a student rests with the building level principal. Parents/Guardians who wish to appeal the principal's decision shall direct their appeal in writing to the Executive Director of Secondary Instruction.

COUNSELING

SCHOOL COUNSELING

The school counseling department is located in the main office area. Counselors are available to help with educational and vocational planning as well as personal or social problems.

LIFE COUNSELING PROGRAM

The role of the LIFE counselor is to lead individuals and foster empowerment with our students. Counselors will provide individual and group counseling to students. Counselors will also provide education on approved mental health, trauma, and substance topics to our students, staff, and parents/guardians. Our LIFE counselor focuses on prevention and intervention to promote academic, personal growth, and well-being.

ACTIVITIES

SCHOOL ACTIVITIES

Hidden Valley offers students a variety of activities. Numerous athletic events are scheduled each season. All students are encouraged to become involved in an area that is of interest to them.

When participating in an after school activity, students must plan to have transportation provided at the correct time. Coaches and sponsors cannot leave until all students they are supervising have left. If transportation is a problem, discuss it with the sponsor/coach prior to the event in order to make arrangements. Please do not detain sponsors and coaches.

SCHOOL SOCIALS

School socials are designed to provide students with an opportunity to socialize and meet new friends. Socials are monitored by school staff and parent/guardian volunteers. Students are not permitted to leave the social and reenter while the social is in progress. All school rules apply at a school social including appropriate clothing.

Students with recent assignments to In-School Detention, PM Detention, or repeated behavioral problems may not be allowed to attend these activities.

ATHLETICS

Hidden Valley Middle sponsors football, basketball, wrestling, soccer, baseball, and track for boys; volleyball, basketball, softball, soccer, and track for girls. Cheerleading is a coed team. Team membership is open to any 6th, 7th, or 8th grade student who is eligible to play and makes the team. Admission fees for events are \$5.00 for adults and \$2.00 for school-aged students.

All participants in the athletic program must meet all requirements established by the Virginia High School League and the Roanoke Valley Middle School League. These requirements include but are not limited to:

1. Being promoted to the next grade level to be eligible for first semester participation
2. Failing no more than one subject during the first semester to be eligible for second semester participation
3. Having a physical examination completed by a doctor *after May 1* of the current year

An athlete must be in school for 50% of the school day he/she expects to participate in an interscholastic contest, practice, or conditioning program. Students who leave school early due to illness may not participate in that day's after-school activities. Students assigned to In-School Detention may not participate in the next contest. Exceptions are few, but exceptions may be approved by the athletic director and principal.

DISCIPLINE

ROANOKE COUNTY STUDENT CONDUCT CODE

Each student will receive a copy of the Roanoke County Student Conduct Code. Students' parents/guardians must sign this form on ANVER (through ParentVUE) indicating their family has read and understands the guidelines contained within the booklet.

DISCIPLINE

The Hidden Valley Middle School culture is based on collaboration between the teachers, staff, administration, students, and the school community. We strive to create a safe learning environment that is conducive to student learning and the creation of positive relationships. Our school-wide behavior plan (S.O.A.R. Expectations), which is based on reinforcing positive student behaviors and discouraging inappropriate student behaviors, is the primary tool to accomplish our goal. Our S.O.A.R. Expectations for students will be taught by teachers at the beginning of school and reinforced throughout the year (Appendix A).

The faculty and administration believe that helping students develop self-discipline must be a team effort. If the school is to achieve its goal of preparing students to succeed and be contributing members of society, it is the responsibility of both the school and the parents/guardians to provide the guidance necessary. While such self-discipline is not quickly or easily accomplished, students must know that the school and the family are working together to provide guidance and direction.

To help facilitate students' understanding of appropriate behaviors in school, exemplary behaviors will be recognized throughout the year. Teachers and staff have the option of giving digital S.O.A.R. cards to students who display qualities found within our S.O.A.R. Expectations such as being safe, organized, accountable, or respectful. Students who are awarded a S.O.A.R. card will be entered in our monthly drawing where we will recognize one student per grade level for going above and beyond. Additionally, students may earn S.O.A.R. tokens for meeting day-to-day expectations in the

building. Students who earn S.O.A.R. tokens will log the receipt of the tokens during lunch to enter their names into a weekly drawing for a small prize.

When a student displays behavior that is not acceptable, a response from the teacher or administrator involved should be expected.

Listed below are some disciplinary options available to the school staff.

BEHAVIOR TICKET

Students can be given behavior tickets by teachers and administrators for failure to meet school expectations. See Appendix B for a detailed list of consequences that can result from discipline tickets.

In Appendix C, you will find the Behavior Reflection Form that students may use to remove the first ticket of any nine weeks. This form must be completed and returned to the student's advisor within a week of receiving the ticket to reset the student's ticket count to zero; however, the student will still serve the silent lunch associated with ticket number one.

SILENT LUNCH

An area is reserved during lunches in which no communication is allowed.

AFTER SCHOOL DETENTION (ASD)

Students can be assigned hours after school for failure to abide by school rules. The principal who assigns the detention will notify parents/guardians. The student will be expected to provide his/her own transportation. Failure to stay for detention will result in additional disciplinary action.

ADMINISTRATIVE REFERRALS

Should a teacher find that a behavior problem does not improve after his/her attempts to deal with it, a referral may be made to the appropriate principal. The principal will evaluate the facts involved and determine the appropriate disciplinary measures. These measures may include, but are not limited to, restrictions on participation in activities, assignment to In-School Detention, suspension, or request for expulsion.

EXCLUSION FROM ACTIVITIES

Participation in field trips, dances, assemblies, and other activities is a privilege. Students may lose the privilege to participate in these activities as a consequence for chronic misbehavior and serious offenses such as fighting, defiance of authority, and violations of substance use policy.

DRUGS, ALCOHOL, AND TOBACCO

DRUGS AND ALCOHOL

Students shall not use, be under the influence of, or have in their possession on school property or while engaged in or attending a school-sponsored activity, alcoholic beverages, marijuana, or any controlled substance or drug paraphernalia. They shall not give, sell, distribute, or intend to distribute alcoholic beverages, marijuana, or any controlled substance. This shall also apply to any substance intended to look like alcohol, marijuana, or controlled substances. Misuse, possession, or distribution of other medications, over the counter medications, or substances is a violation of school rules.

TOBACCO

Possession, use, or transmission of tobacco or tobacco products while on school property or while engaged in or attending a school-sponsored activity is prohibited. This also applies to electronic cigarettes and vaporizers.

WEAPONS

A student shall not possess, handle, or transmit any object that can be considered a weapon or dangerous instrument on school property or during any school activity. This applies to any firearm, any stun gun, and any explosive including firecrackers. This also applies to any REPLICA of a weapon or TOY representing a weapon.

VIOLATIONS OF LAW

In addition to school penalties, certain violations of law will be turned over to the Roanoke County Police Department.

CAFETERIA

DRINK AND SNACK MACHINES

Snacks and drinks are available from machines located in the back hallway. These machines are **not** operational during breakfast or any lunches.

CAFETERIA

Full lunches consist of an entrée, two side items, and milk. Food items meet the requirements of the RCPS Wellness Program. A la carte items are also available.

Students are encouraged to deposit money into their account for the week if they would like to make a la carte purchases. *Please write checks to HVM Cafeteria for exact amounts only.* No change will be given. Outside lunches may be delivered to school only by a parent/guardian. Delivery services bringing food to a student will be turned away. Outside lunches may not be brought in for groups of students.

Lunch visitors are limited to the parent(s)/guardian(s) and/or immediate family member(s) of the student.

CAFETERIA EXPECTATIONS

1. Students will exit the cafeteria only with a pass.
2. Students will report messes to an adult immediately.
3. Students will know their student numbers.
4. Students will stay seated unless getting food, throwing away trash, or asking to use the restroom.
5. Students will keep their lunch spaces clean.
6. Students will return their lunch trays to the window and put trash in the trashcans.
7. Students will keep food in their mouths or on their trays.
8. Students will wait their turns.

TRANSPORTATION

Students are not permitted to leave school with anyone other than their parents/guardians unless written permission from their parent/guardian has been received. The permission form must be brought to the attendance window for approval, and a bus note will be issued.

BUS EXPECTATIONS

1. Students will follow directions and report concerns to the bus driver.
2. Students will find a seat and stay in that seat until the bus stops.
3. Students will keep all body parts and belongings inside the bus at all times.
4. Students will not throw anything inside the bus or out of the bus window.
5. Students will not eat or drink on the bus.
6. Students will use appropriate language and volume at all times.
7. If students plan to ride a bus other than the one to which they are assigned, they must bring a written request from the parent/guardian and turn the note in to their first block teacher at the start of school. A bus pass will be written for them and distributed during lunch. Last-minute requests will not be honored.
8. A student may be dropped off at a different bus stop on their regular bus route only when written permission is provided by the parent/guardian.


Students who refuse to cooperate and behave appropriately on school buses will be required to find alternative transportation to and from school.

COMMUNITY SERVICE

Hidden Valley Middle School encourages students to be active participants in the community in which they live. Each year, HVMS recognizes *Hidden Heroes*, who are students who complete 30 hours or more of community service during the school year. Students who would like to be recognized for their contributions to their community should turn in the Community Service Verification form (Appendix D) by May 1.

APPENDIX A

S.O.A.R. Expectations

	All Settings	Arrival/Dismissal	Hallway	Classroom/ Library/ Gym	Restroom	Cafeteria	Assemblies	Online
<p>S Safe</p>	<p>...follow directions and report concerns to adults.</p> <p>...keep hands, feet, and belongings to myself.</p>	<p>...go directly to the cafeteria or gym upon arrival.</p> <p>...exit the building in an orderly fashion.</p>	<p>...walk calmly and directly to my destination.</p> <p>...exit class only when I have a hall pass.</p>	<p>...follow directions, rules, and procedures.</p> <p>...ask for help when needed.</p>	<p>...report restroom problems, vandalism, or other concerns to an adult.</p> <p>...sign out before leaving class.</p>	<p>...exit the cafeteria only with a pass.</p> <p>...report messes to an adult immediately.</p>	<p>...stay with my class on the way to the assembly.</p> <p>...leave the assembly with my class.</p>	<p>...protect my personal information.</p> <p>...keep passwords safe.</p>
<p>O Organized</p>	<p>...be prepared with all necessary materials.</p> <p>...return materials to their appropriate locations when finished with them.</p>	<p>...gather all necessary items before class begins.</p> <p>...put my backpack and personal electronics in my locker before class begins.</p>	<p>...keep my locker clean.</p> <p>...store all items in the appropriate locations.</p>	<p>...keep my workspace clean.</p> <p>...keep track of assignments and assessments.</p>	<p>...use the closest restroom.</p> <p>...get in and out quickly so as not to waste time.</p>	<p>...know my student number.</p> <p>...stay seated unless getting food, throwing away trash, or asking to use the restroom.</p>	<p>...use stairs to enter and exit the bleachers.</p> <p>...fill the bleachers completely.</p>	<p>...keep my laptop in its case when not in use.</p> <p>...store headphones in laptop case when not being used for class.</p>
<p>A Accountable</p>	<p>...be on time and ready to learn.</p> <p>...leave areas the way I found them.</p>	<p>...wear clothing that meets the dress code.</p> <p>...bring notes from home when needed.</p>	<p>...keep my locker locked and my combination safe.</p> <p>...pick up after myself.</p>	<p>...try my best.</p> <p>...leave my workspace the way I found it.</p>	<p>...only request to go when necessary.</p> <p>...flush the toilet after using it and wash my hands before leaving.</p>	<p>...keep my lunch space clean.</p> <p>...return lunch trays to window and put trash in trashcans.</p>	<p>...participate positively when appropriate.</p> <p>...keep the focus on the speaker or performance.</p>	<p>...only access school-approved content.</p> <p>...be mindful of my digital footprint.</p>
<p>R Respectful</p>	<p>...use appropriate language and volume.</p> <p>...care for materials and equipment.</p>	<p>...respect other students and their belongings.</p> <p>...be courteous.</p>	<p>...leave banners and displays alone.</p> <p>...be mindful of other people's time by moving aside when necessary.</p>	<p>...listen when others are talking.</p> <p>...be ready to learn by being present and focused.</p>	<p>...conserve supplies.</p> <p>...respect the privacy of others.</p>	<p>...keep food on my tray or in my mouth.</p> <p>...wait my turn.</p>	<p>...pay attention.</p> <p>...show appreciation.</p>	<p>...be a good digital citizen.</p> <p>...treat others the way I would treat them in person.</p>

APPENDIX B



Help support your fellow classmates by creating a safe learning environment that is conducive to student learning and the creation of positive relationships.

Behavior Ticket Consequences

- 1st Ticket:** Silent lunch (one day)
- 2nd Ticket:** ASD (after school detention) + loss of Big Reward
- 3rd Ticket:** ASD + loss of field trip privileges
- 4th Ticket:** Administrative conference with intervention chosen by
(and beyond) grade-level administrator

Big Reward: This will be a reward event that happens once every nine weeks and is given to any student who has achieved the goal of receiving one or fewer tickets during that nine weeks.

Note: *Every staff member at Hidden Valley Middle School has the authority to enforce S.O.A.R. Expectations. All Hidden Valley Middle School students are expected to show respect for others (faculty, staff, and students) at all times!*

APPENDIX C



S.O.A.R. Expectations Behavior Reflection Form



This form must be completed, signed by your advisor, and turned in to the front office within one week of receiving your first ticket of the nine weeks.

(Student Name)

(Grade)

(Ticket Date)

S.O.A.R. Expectation I did not meet (Reason I received a behavior ticket – be specific) –

What I will do next time to meet S.O.A.R. Expectations (Again, be specific) –

(Student Signature)

(Date)

(Advisor Signature)

(Date)

Turn completed form in to the front office

APPENDIX D

HIDDEN HERO

COMMUNITY SERVICE VERIFICATION

(Student must complete 30 or more hours of community service before turning in form to the office by May 1)

Name of student _____ Grade _____

Name of community organization _____

Address of organization _____

City _____ Zip _____

Supervisor of student's work _____

Phone number _____ Email _____

Description of student's volunteer work _____

Total number of volunteer hours for this school year: _____

Student's signature _____ Date _____

SUPERVISOR VERIFICATION

The above-named student is applying to be a Hidden Hero at Hidden Valley Middle School in recognition of his/her volunteer work with your organization. Your signature below indicates your agreement with the student's statement above regarding the type of volunteer work done and the number of hours involved.

Signature of supervisor _____ Date _____

PARENT VERIFICATION

Your son/daughter is applying to be a Hidden Hero at Hidden Valley Middle School in recognition of his/her volunteer work with a community organization. Your signature below indicates your agreement with his/her statement above regarding the type of volunteer work done and the number of hours involved.

Signature of parent _____ Date _____
