# Hidden Valley Middle School




# 2026-2027 Student Handbook

**4902 Hidden Valley School Road, SW**
**Roanoke, Virginia 24018**

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

## ADMINISTRATIVE STAFF

**Principal**
Dr. Johnson: acjohnson@rcps.us

**Assistant Principal**
Mr. Coleman: rcoleman@rcps.us

**Assistant Principal**
Dr. Riganti: hriganti@rcps.us

## COUNSELING STAFF

**Counselors**
Mrs. Haire: nhaire@rcps.us.
- Counseling Coordinator

Mrs. Boswell: mfarley@rcps.us
- School Counselor

Ms. Jackson: sjackson@rcps.us
- LIFE Counselor

## OFFICE STAFF

Mrs. Braford: kbraford@rcps.us
- Office Administrative Assistant

Mrs. Gregg: cgregg@rcps.us
- Counseling Administrative Assistant

Mr. Karnes: jkarnes@rcps.us
- Bookkeeper

Mrs. Gaynor: tgaynor@rcps.us
- Attendance Clerk

Mrs. Tomlin: mmtomlin@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 8:14 a.m. Parents/Guardians may not drop off students before 7:45 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.

If students arrive to school before school starts with beverages or food, they will be directed to the cafeteria to consume the food. Food and drinks are not permitted in the gymnasium.

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 lockdown. 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

### POLICY

Please see RCPS Policy 7.07 for the full policy regarding student attendance: 7.07 - Student Attendance

### ABSENCES

Parents of students who are absent, tardy, or dismissed early must inform the school in writing, by phone, email, or other electronic means of the reason for the absence, tardy, or early dismissal upon the student's return to school. Notification will not be accepted after three days upon the student's return to school. HVMS is required to make a reasonable effort to contact a parent/guardian whenever a child is absent. Notifying 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.

Absences, tardies, and early dismissals are excused for the following reasons when the parent/guardian provides the school with documented explanations for each absence, tardy, and early dismissal:

| **Absences** | **Documentation Required** |
|---|---|
| Personal illness | Five (5) parent notes accepted each semester |
| Medical/therapist appointment | Statement from attending professional |
| Severe illness in the immediate family | Statement from attending physician or parent note |
| Death of immediate family | Memorial from funeral or parent note |
| Religious observance | Prearranged – contact school administrator |
| Pre-arranged college visits (maximum of 2 per school year for Juniors and Seniors only) | Verification from college or parent note |
| Student court appearance | Document from the court |
| Other extenuating circumstances or prior notification of absence | Prearranged – contact school administrator (The school administrator may require the student to attend before or after school remediation sessions if they have missed 15 or more cumulative days of school) – See Appendix A for a prior notice of absence form. |
| School sponsored activities | Approved by school administrator |
| Civic Engagement for middle and high school (1 per school year), 4-H (3 per school year), or state or federally recognized tribal nation headquartered in Virginia | Prearranged – contact school administrator (one day per school year) |
| Student suspensions | Assigned by school administrator |

If absences, tardies, and early dismissals that are excused solely by parent explanation become excessive, more than five (5) a semester, the school will require additional documentation to ensure compliance with the compulsory school attendance law. The school will accept five (5) days of medical absences that are justified by a parent note. After the fifth absence, official documentation will be required. Such additional documentation may include written documentation from a physician treating the student for a chronic or extended illness or court documentation resulting from student involvement in a legal matter.

For the purposes of avoiding excessive tardiness to school that results in frequent loss of instructional time, five (5) tardies to school without adequate written documentation will be considered the equivalent of one (1) absence. For the purpose of avoiding excessive early releases from school that result in frequent loss of instructional time, five (5) early

releases from school without adequate written documentation will be considered the equivalent of (1) one absence. Students shall attend school a full day unless excused by the principal or principal's designee.

**TARDINESS**

*TARDY TO SCHOOL*
Students are expected to be on time. 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. Students arriving at school tardy *must sign in upon arrival in the school office.* Upon the third and subsequent unexcused tardies to school, students will be assigned a behavior ticket, and parents/guardians will be notified (resets at the start of the 2nd semester).

*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**

Students being checked out early 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. Students participating in JV sports will only have excused early releases on pre-approved game days identified by the high school athletic director for transportation purposes. Early releases for JV practices will not be excused.

**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, the student may be denied full credit. Assignments made prior to an absence are due upon the return to school. Exceptions may be granted by individual teachers. 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 Canvas 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. Food/drinks may be delivered to school only by a parent/guardian, and no outside food will be allowed except lunchboxes from home. 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.

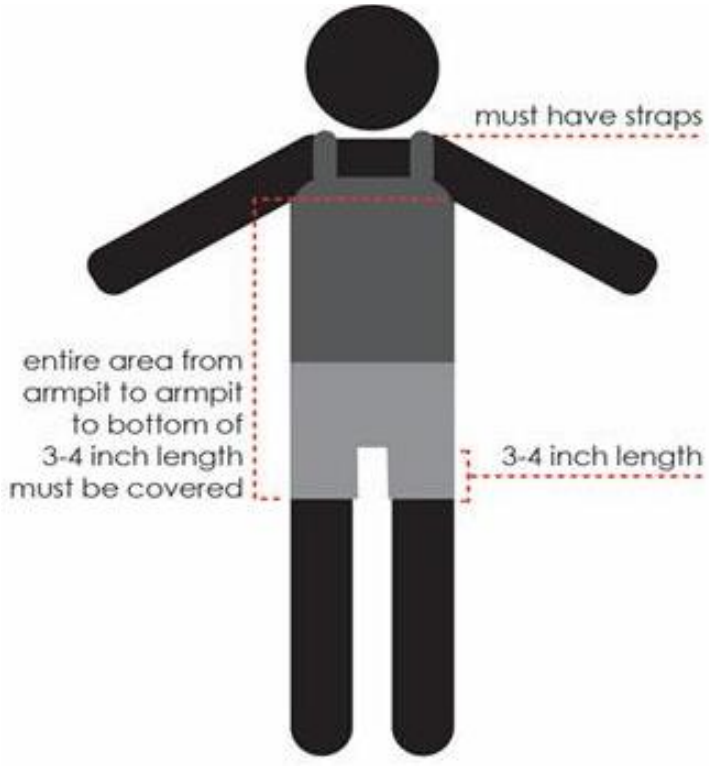
Minimum Requirements:

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. Report all locker problems to the main office.
4. Lockers are to be kept clean at all times. Lockers should be cleaned out periodically and at the end of school.
5. No decorations may be placed on the exterior of lockers.
6. Items placed within the locker must not block or harm the lock mechanism.
7. 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.

## ELECTRONIC DEVICES/INAPPROPRIATE USE

Computers, networks, and access to the Internet are valuable resources provided to enrich and support the instructional program. To protect these resources, students shall not:

- Use computers or the Internet in any way that would cause disruption to others.
- Use these resources for any purpose not directly related to school activities.
- Attempt to bypass any security features on Roanoke County computers, networks or the Internet.
- Violate U.S. copyright laws by making or using unauthorized copies of any protested material.
- Plagiarize information obtained via the school network.

## PROHIBITED EQUIPMENT

Middle school students may possess a personal mobile device on school property, provided that the device must be off (or in airplane mode) and kept out of sight at all times and not on one's person, meaning stored in a personal bag such as a laptop bag, during the school day. Personal mobile devices include cell phones, smart watches, smart glasses, air pods/earbuds, and headphones. Students enrolled in middle school photography class may use the camera feature on a mobile phone during photography class with permission of the teacher. Students in violation of the policy will be given the following consequences:

**1st offense** – Student will surrender their personal mobile device(s) to the teacher. Teacher will return student's personal mobile device(s) at the end of class. Student will be assigned one day of silent lunch. Teacher will notify the parent/guardian.

**2nd offense** – Teacher will make an office referral. School administration will suspend the student's personal mobile device privileges for 5 school days. Student will be required to check their personal mobile device(s) into the main office upon arriving at school and retrieve their personal mobile device(s) from the main office upon leaving school. Student will be assigned one day of silent lunch. School administration will notify the parent/guardian.

**3rd offense** – Teacher will make an office referral. School administration will suspend the student's personal mobile device privileges for 10 school days. Student will be required to check their personal mobile device(s) into the main office upon arriving at school and retrieve their personal mobile device(s) from the main office upon leaving school. Student will be assigned silent lunch. School administration will notify the parent/guardian.

**4th offense** – Teacher will make an office referral. School administration will suspend the student's personal mobile device privileges for the remainder of the semester (a minimum of 30 days) and contact the parent/guardian for a required parent conference. Student will be required to check their personal mobile device(s) into the main office upon arriving at school and retrieve their personal mobile device(s) from the main office upon leaving school. Student will be assigned silent lunch. School administration will notify the parent/guardian and schedule a required parent conference.

**5th offense** – Teacher will make an office referral. School administration will suspend the student's phone privileges for the remainder of the school year. Student will be required to check their personal mobile device(s) into the main office upon arriving at school and retrieve their personal mobile device(s) from the main office upon leaving school. Additionally, the student will be assigned silent lunch. School administration will notify the parent/guardian.

## PDA

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

## STUDENT-CREATED WORK

RCPS defines Student-Created Work, also referred to as Original Work, as a submitted product that reflects a student's unique knowledge, skills, and ideas. It must represent the student's individual effort and understanding, developed independently unless collaboration with others, technology, or any other resource is explicitly authorized by the instructor.

Students who violate the Student-Created Work Policy will have interventions put in place according to the level of offense as outlined here: https://www.rcps.us/parents-students/studentwork

## 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 STAFF – PRESCRIPTIONS*
Employees of Roanoke County School Board may give medication prescribed for individual students only pursuant to the written order of a physician, physician assistant, or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student. Parents must also deliver the necessary supplies with which to administer medications.

*ADMINISTERED BY SCHOOL STAFF – NON-PRESCRIPTION*
Employees of Roanoke County School Board may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in an unopened original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

*STUDENT-ADMINISTERED MEDICATION*
Middle school students *may not* administer any medications, including prescription and non-prescription, to themselves. Exceptions are made when certain requirements are met for students managing diabetes, asthma, seizures, and/or anaphylaxis when the requirements listed in the following policy: 7.13 - Administering Medication to Students

## 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.

### 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): represents superior student performance in relation to objectives established for the course.
B (80-89): represents above-average student performance in relation to objectives established for the course.
C (70-79): represents average student performance in relation to objectives established for the course.
D (60-69): represents minimal student performance in relation to objectives established for the course.
F (0-59): represents performance that does not meet minimal objectives established for the course.

### 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. Coaches may not provide transportation for students after games or practices.

### 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, after-school Detention, or repeated behavioral problems may not be allowed to attend these activities.

### ATHLETICS

Hidden Valley Middle sponsors football, basketball, wrestling, soccer, baseball, cheerleading, cross countryand track for boys; football, volleyball, basketball, wrestling, softball, baseball, soccer, cheerleading, cross country, and track for girls. Team membership is open to any 6$^{th}$, 7$^{th}$, or 8$^{th}$ 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 VHSL physical form completed by a doctor and on file with the athletic director (forms are good for 14 months from the date of the physical)

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 B).

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 showcased in our school newsletter.

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 C for a detailed list of consequences that can result from discipline tickets.

For 1-3 tickets, a student may be assigned silent lunch. For 4+ tickets, the consequence will be determined by administration.

In Appendix D, 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 with other students 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

Students shall not possess, use, and/or distribute tobacco and/or tobacco products, electronic cigarettes, personal vaporizers, nicotine dispensers and products, or other drugs on school property, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug not possessed in accordance with Policy 7.13 – Administering Medication to Students. Students are prohibited from being under the influence of any restricted substance.

### WEAPONS AND DANGEROUS INSTRUMENTS

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity is prohibited. 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**

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. Food/drinks may be delivered to school only by a parent/guardian, and no outside food will be allowed except lunchboxes from home. 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. Lunch visitors are limited to the parent(s)/guardian(s) and/or immediate family member(s) of the student.

**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 E) by May 1. Community service cannot be completed during school hours.

# APPENDIX A

**Hidden Valley Middle School**
4902 Hidden Valley School Rd., SW, Roanoke, Virginia 24018
(540) 772-7570 / fax 772-7519

*Nationally Recognized for Excellence*

**HVMS PRIOR NOTICE OF ABSENCE FROM SCHOOL**

Name: _____ Grade: _____

Reason for Absence(s): _____

Date(s) of Absence(s): _____

Parent Signature: _____

**Requirements**

- A student's request for absence must be made a minimum of **two days in advance.**
- All teachers must sign the prior notice form.
- The completed signed form must be returned to attendance **PRIOR** to the absence.

| Period | Teacher Acknowledgment |
|---|---|
| A1 | |
| A3 | |
| A5 | |
| A7 | |
| B2 | |
| B4 | |
| B6 | |
| B8 | |

**These absences will count against exam exemption and chronic absenteeism. Make-up work for students with prior notification of absence that is not available to the student prior to the absence is given to the student upon the student's return to school. The student shall be responsible for contacting the teacher to arrange for completing the make-up work. The school administrator may require the student to attend before or after school remediation sessions if they have missed 15 or more cumulative days of school.**

Administrator Signature: _____ Date: _____



# APPENDIX B

# S.O.A.R. Expectations

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

# APPENDIX C

# S.O.A.R. Expectations

**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:** | **Silent lunch (two days) + loss of Big Reward** |
| **3rd Ticket:** | **Silent lunch (three days) + loss of field trip privileges** |
| **4th Ticket:** (and beyond) | **Administrative conference with intervention chosen by 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 D

# 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**

Helping Students Find Their Wings

# APPENDIX E

# 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 _____

## COMMUNITY SERVICE LOG

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

Name of Student_____ Grade

| DATE | # HOURS | COMMUNITY SERVICE ACTIVITY/ORGANIZATION | PARENT OR SUPERVISOR SIGNATURE |
|---|---|---|---|
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