

# ROBERT L. VALE MIDDLE SCHOOL CAMPUS POLICY

## ROBERT L. VALE MIDDLE SCHOOL ADMINISTRATION

Dana Gilbert-Perry .....	Principal
Andrew Drumm.....	Vice Principal
Jennifer Myers .....	Academic Dean
Cheryl Campos.....	Assistant Principal
Shannon Foster.....	Administrator

### Section A Campus Policy

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# WELCOME

Welcome to land of the Stingrays. As a student at Robert Vale Middle School, you have the opportunity of continuing the traditions and standards of excellence that started with our first classes in 2008-2009. Our state of the art facility will offer you many opportunities, most important of which is setting the traditions and the standards by which future students will be evaluated. Students are expected to do their best and to demonstrate respect and courtesy at all times. This Student-Parent Handbook has been prepared for your information and guidance.

Keep in mind at all times that you, the student, are the most important aspect of school life at Robert Vale Middle School. Be proud of your school. This is your home away from home. Respect it and take care of those within your school. As a Stingray, you are expected to conduct yourself with dignity. You will be challenged in the classroom to excel and will be given opportunities to grow as a young adult and to enjoy a variety of experiences associated with middle school e.g. dances, games, clubs and concerts.

Robert Vale Middle School is dedicated to the purpose of teaching students to use their minds well and build skills that will be useful and required, now and in the future. Therefore, it is necessary to have certain rules to insure each individual the opportunity to benefit from their educational opportunity. This handbook outlines some of the basic policies around which your school functions. Frequent reference will keep you informed of guidelines and allow you to take full advantage of all school offerings. As Robert Vale Middle School opens and establishes its traditions, academic teachers will be planning lessons for students. Students will have a teacher-advisor who will monitor progress and work closely to help students problem solve and learn to assume personal responsibility.

Please feel free to contact teachers and administrators when you deem it necessary. The cooperation of school patrons, based upon the knowledge of the school, will result in a more efficient and successful school program.

Conferences may be scheduled by calling the school at the following number, 397-5700.

## ROBERT "BOB" VALE

One of the famous "Killer Bees", Robert "Bob" Vale was a tireless advocate for better opportunities and facilities for school children, higher wages and benefits for teachers, and higher standards for public education. Senator Vale was born Dec. 4, 1931, the third of nine children, in Roma-Los Saenz, Texas. Vale graduated as salutatorian from Manuel Guerra High School in 1950 and was valedictorian of his class at St. Mary's University, where he also attended law school.

Vale served in the U.S. Army in Korea from 1954 to 1956 and received an honorable discharge as a first lieutenant. Upon his return from Korea, Vale started his own law firm in San Antonio.

Vale was elected to the Texas House of Representatives in 1964 and represented Bexar County District 57-I for 14 years. Representative Vale was the first Bexar County legislator to serve on the House Appropriations committee and was ranked eighth in seniority when he was elected to the Texas Senate in 1978. Vale served two terms in the Senate for a total of 20 years as a Texas legislator. During his two decades in the Legislature, Vale fought for money for the University of Texas Health Science Center and the University of Texas at San Antonio.

In May of 1979, Senator Vale was one of 12 Senators who hid for four days at the end of the 66th session to block a presidential primary bill. This move became known as the "flight of the killer bees."

Senator Vale left the Senate in 1984 and lived in San Antonio until he passed away in 1992 at the age of 60. All four of Vale's children attended Northside ISD schools. Both Senator Vale and his wife Theresa were very involved in PTA while their children were in school.

## SCHOOL COLORS

PURPLE and BLACK

## SCHOOL MASCOT

STINGRAYS

## PEOPLE WHO CAN HELP YOU

### The Principal

The Principal is responsible to the Superintendent of schools for proper administration of Robert Vale Middle School. It is her duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. She will be glad to help you with any of your problems. Conferences can be schedule by calling 397-5705.

### The Academic Dean

The Academic Dean works directly with the Principal in the instructional processes of the school to improve student performance at Robert Vale Middle School. She is in charge of all campus testing, both at the district and state level. She handles the day to day operations of the school that address academics and may assume the responsibility of the Principal in her absence. Conferences may be scheduled by calling 397-5706.

### The Vice Principal/Assistant Principal

The Vice Principal/ Assistant Principal work directly with the principal in the management and organization of the school. They handle the day-by-day operations of the school and assume the responsibility of the Principal in her absence. Conferences may be scheduled by calling 397-5724.

Due to morning duties and responsibilities on campus, administrators are not available for conference prior to 8:35 a.m. and may be tied up during the day. We strongly suggest that if you wish to speak to an administrator or have a conference with them that you give them a call or schedule these prior to calling 397-5724. If you are unable to reach an administrator directly by phone, please leave a message and a campus administrator will return your call within 24 hours.

### The Counselors

All students are assigned a guidance counselor. Your counselor will be happy to assist you with problems concerning both school and your personal life. If you want an appointment with your counselor this can be arranged with the secretary in the guidance office before and after school. If your counselor cannot see you that same day, he/she will make an appointment with you for the next day. Conferences with students receive first consideration of the counselor's time.

*The function of the counselor is advisory, not disciplinary, and all information is confidential.*

## The Teachers

Your teachers are specialists in the fields in which they teach and are eager to help you get the most out of your classes. The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration.

Your teachers are the classroom leaders, and they are charged with the responsibility of supervising and directing all students in the pursuit of their education.

## The Librarian

The Librarian will assist you in the orientation and use of the automated library, and can be accessed before school and during school with an appropriate pass.

## The Police Officer

The Police Officer assists students when needed and helps maintain a safe environment. He/she helps supervise after school events and helps monitor traffic. The SAFE hotline number is 397-7233 or text safe@nisd.net.

# GENERAL INFORMATION

## AFTER SCHOOL ACTIVITIES

All school and U.I.L. rules apply to conduct and dress code for students who attend after-school activities. Written permission and/or an admission fee may be required for many events. Transportation to and from school is the responsibility of the parents for these activities; parents are expected to pick up their child immediately at the conclusion of each activity. Children should not have to wait longer than 15 minutes for parents to pick them up after a school event. If a parent or guardian does not pick up their child in a timely manner, the protocol and procedure set forth by NISD in the Crisis Handbook could be followed by the administrator or staff member if they deem it necessary. Students who are not picked up in a timely manner after a school event or school function could be denied the right to attend future after school functions for the remainder of the year. Students who exhibit inappropriate behaviors will be removed from the activity. Formal attire and/or limousine transportation are not appropriate for these events. Any clothing deemed inappropriate or suggestive is not permitted.

### Circumstances that restrict students from attending after-school events are the following:

- suspension/ISS assigned for the day of the event
- other disciplinary actions that may warrant non-attendance of the event
- absence from school the day of the event
- repeated misconduct at after-school events
- assignment to an alternative educational campus
- withdrawal from Vale Middle School (athletic events O.K.)

## ATTENDANCE PROCEDURES

Following any absence, students should bring a dated note signed by the parent explaining the reason for the absence. If a doctor saw the student, a note should be obtained from doctor explaining the absence. All doctors' notes should be sent to the school to substantiate absences. All notes should be turned into the attendance office within 5 days of the student's absence. Students should bring all notes to the attendance office between 7:55 and 8:30 a.m. A note for a student's absence may also be faxed to the attention of the Attendance Secretary to 257-1000 or can be emailed through the CONTACT ADMINISTRATION link on the VALE website. Please add your child's id number on the note to ensure that the absence is appropriately processed.

## BACK PACKS / BOOK BAGS

Back Packs and/or book bags may be used to carry books and supplies to and from school, and may be taken to classes during the school day. Rolling backpacks are only allowed if there is a documented medical need.

## BUS ASSIGNMENTS AND TRANSPORTATION

Students are required to ride the designated bus assigned to them by transportation. Riding a bus is a privilege, not a right. Students may be assigned a specific seat on their bus. Only a family emergency would warrant assignment to a different bus. (Staying overnight with a friend is not an emergency.) In order to ride a different bus home, and receive an official bus change form, a note must be sent by a parent/guardian the day prior to or the morning of and be brought to the vice principal's office for administrative approval. This approval must be obtained prior to the end of the school day (these will not be approved after school in the bus loop) for a student to ride a different bus. The number of students assigned to buses and the systemized route system are disrupted when ineligible students ride on alternate routes. All bus routes and assignments of students are done through the district's transportation offices.

## CAMPUS VISITORS

All Parents and Visitors are required to register in the Front Office with the Principal's secretary regardless of how long they plan to stay on campus, and must indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass, and must wear this pass where it can be visible to staff. These precautions are taken to ensure a safe environment for our students and staff. All volunteers and mentors are also required to do a criminal background check before volunteering on campus or field trips. The background check may be done on-line through the NISD website.

## CLINIC/NURSE

The Clinic is located in the front office area. The nurse is on campus daily. The clinic is reserved for students who are truly ill, usually with temperature of 100° or more. Parents will be contacted to pick up their child if the student cannot return to class. Students, especially with headaches and other discomforts which cannot be treated at school, will not be allowed to remain in the clinic for long periods of time. The school nurse administers first aid only. The nurse does not diagnose illness, but takes note of symptoms and notifies the parent/guardian of the observations.

All medications, prescription or over the counter, must be taken in the office of the school nurse while on campus. At no time should your child be sent to school with medication on his or her person. Please read closely the NISD Policy for dispensing medications clearly delineated in the NISD Secondary School Handbook. During the year, the Health Services Department provides presentations on Growth Development and Sexually Transmitted Disease to physical education classes. If parents do not want their child to participate in such presentations, a letter reflecting this desire must be presented to the principal. Otherwise, all students will participate in the health services programs. Medications: as per NISD Policy.

## COMMUNICATION

The telephone in the office is for school business and emergencies. The office telephone is not for general use by students. A student will not be called from class to answer the telephone or make calls. In extreme emergencies or unforeseen circumstances (e.g. car break down, doctor's appt. cancelled, etc.) a message will be taken by the office staff and delivered to the students. Arrangements of scheduled appointments and rides home from school activities should be made before the student comes to school.

Students may use their cell phones/electronic devices after school or at other after school events to arrange for parent pick up. **Cell phones are not to be used to make unauthorized calls during the school day.** Students who compromise the academic environment with unauthorized use of a cell phone or electronic device (including but not limited to: making calls while inside the building, texting, listening to music or watching inappropriate videos, videotaping faculty/staff members or disciplinary incidents etc.) during the school day are subject to disciplinary action. Confiscated cell phones/electronic devices will only be returned to a parent who can sign for their return during normal business hours in the office. **PLEASE DO NOT CALL OR TEXT YOUR STUDENT DURING THE DAY, if a student is caught answering such a contact from a parent their phone will be confiscated and the parent must pick the phone up in the office just as if confiscated for contacting anyone else while on campus.**

## DELIVERY OF ITEMS/ OUTSIDE FOOD

In an effort to minimize interruptions and maximize instructional time, we do not deliver items directly to students. However, we also recognize that students will sometimes forget an item at home. We will deliver glasses, school items (books, assignments, etc), house keys, and lunch money. For all other items, the student is expected to come by the office BETWEEN classes to retrieve their belongings. No business will be permitted to deliver food to a student (i.e. pizza delivery, sandwich delivery). This procedure helps the school to maintain an academic environment and is effective in helping students practice personal responsibility. **Flowers, balloons, birthday presents etc. will not be delivered and will be held in the office until the end of the day when students can pick them up to be taken home.**

## DETENTION HALL

A supervised detention hall may be assigned during lunch when students have minor discipline infractions. This detention hall will be held during the student's assigned lunch in a separate area of the cafeteria away from other students. There is also after-school detention which is from 3:45 - 4:45. Parents are required to provide transportation for their student serving an after-school detention hall.

## DRESS CODE

The district's dress code is implemented (Section D); therefore, students will be expected to follow the guidelines set forth by the district. Dress code standards are extended to extra-curricular activities held on the campus. In an effort to promote a safe and positive school environment which is conducive to learning the following will be enforced:

- Trench-style coats are not permitted.
- Undergarments are not to be worn as outer garments (for example: plain white T-Shirt, muscle shirts), including pajama tops or bottoms.
- Pants and skirts must be worn at the waist, no loose waistbands or oversized pants are permitted.
- Clothing with small holes, rips, tears, purposely torn, frayed pants may be allowed only with tights underneath the pants. At no time should skin be visible underneath the pants. Pants with large holes or rips will be prohibited.
- No over sized clothing sagging, bagging, dragging pants.
- Shorts are prohibited for boys and girls.
- Capri pants should be no less than four inches below the bottom of the kneecap.
- Skirts and dresses must be no more than 4-inches above the top of the knee cap. There should not be a cut or slit in the clothing that extends beyond the 4-inch limit
- Wallet chains, dog chains, dog collars, spike and leash type jewelry is prohibited.
- Inappropriate, indecent, suggestive, low cut, excessively tight, or distracting clothing (some examples: sexual slogans, gangs, tobacco, alcohol products drugs or violence) will not be allowed. This includes patches, drawings, or writing on clothing.
- All shirts/tops must be worn appropriately – baggy & long shirts below the buttock area are not acceptable.
- No exposed midribs, backs, or underpants. No tank tops, halter tops, spaghetti straps, strapless, tube top, camisole type, see through are not allowed.
- No house shoes/slippers or slides are permitted and flip-flops are strongly discouraged.
- Body piercing other than ears is not permitted. Ear rings, like all jewelry must be school appropriate, and earlobe spike, tapers and/or spacers are prohibited. No other body piercing jewelry is allowed.
- Tattoos should be covered at all times.
- Body art in any form to include writing on skin, distracting or inappropriate stickers, and glitter is prohibited.
- Hair must be neat and clean. Unconventional colored, multi-colored or spiked, Mohawk hairstyles are not permitted. Hair must not cover the eyes.

Because fads in dress and grooming are subject to sudden and sometimes radical change, a basic rule to remember is that student dress and grooming should not be suggestive, indecent, or unusual as to detract from the classroom environment. Changes in dress code, deemed appropriate and necessary by the school principal, may be announced, implemented and enforced during the course of the academic school year.

Students not complying with the dress code may be removed from the regular school setting until the parent is able to provide appropriate attire. Book covers, folders, book bags, school property, body parts, and/or personal property or clothing displaying obscenities, alcoholic beverages, narcotics, controlled substances, weapons, gang related materials or any design or inscription that administration determines to be unacceptable are not permitted at Robert Vale. These items will be confiscated and documented, if necessary, in the student's discipline record.

We understand that students form close association/friendships. When those associations/friendships are expressed outwardly by the wearing of specific colors or displaying of jewelry items that stand out from the general student body disciplinary action may ensue.

Final determination of acceptable dress code and grooming rests with the Principal or her designees.

## ELECTRONIC DEVICES/ TECHNOLOGY

School districts throughout the country, including Northside ISD, have moved into the "Information Age" by providing network and Internet access for students. Technology will be used abundantly at Vale Middle School. Everything from testing reading level of students to accessing the Library's card catalog database requires the use of networked computers. With this privilege comes responsibility. Students must use the Northside network and the Internet in a responsible, efficient, ethical, and legal manner in accordance with the Northside ISD Acceptable Use Policy. At the beginning of each school year there are two forms that must be signed and returned to the school before your child will be able to use a networked computer at Vale Middle School or have their work published on the Vale's website.

**TO FUNCTION EFFECTIVELY IN THIS ENVIRONMENT, STUDENTS MUST ASSUME PERSONAL RESPONSIBILITY TO BEHAVE ETHICALLY, EVEN WHEN TECHNOLOGY PROVIDES THEM THE FREEDOM TO DO OTHERWISE. THE USE OF NORTHSIDE NETWORK AND THE INTERNET IS A PRIVILEGE, NOT A RIGHT, WHICH MAY BE REVOKED AT ANY TIME FOR INAPPROPRIATE BEHAVIOR. USERS ASSUME RESPONSIBILITY FOR UNDERSTANDING THE ACCEPTABLE USE POLICY AND GUIDELINES AS A CONDITION OF USING THE NORTHSIDE NETWORK AND THE INTERNET. USE OF NORTHSIDE NETWORK OR THE INTERNET THAT IS INCONSISTENT WITH THIS POLICY MAY RESULT IN LOSS OF ACCESS AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTION.** GRADE REPORTING

Parents are encouraged to regularly monitor their student's progress throughout the year by utilizing NISD's on-line Parent Portal. Students will receive a progress reports in the middle of each six weeks grading period. The progress reports are designed to inform parents and students of current classroom performance and grades. The teacher may require the students to have you sign and return each progress report sent home to verify that you received your child's report. If the teacher deems necessary, you may be contacted by phone to make sure you received the report. This is especially true if the progress of your child is not acceptable or if the grades or conduct are below average.

Report cards will be issued at the end of each grading period. They provide the student's academic grades, citizenship grades, plus other pertinent information. We implore you to make sure that you receive a report card every six weeks. If a parent did not receive their child's report card, please contact the counselor's office for assistance.

If a parent/guardian has any questions or concerns regarding your child's education, please start by contacting the teacher, then if the question or concern is not answered/solved, then contact the counselors' office and administration.

## GUIDANCE AND COUNSELING

Counseling services are provided to students at Robert Vale Middle School. Students and parents may schedule conferences with counselors in the Counseling Office during the day, and parents may telephone for appointments by -calling 397-5732. All conferences are kept confidential. Counselors follow their students from grade to grade, providing consistent student services throughout their middle school career. Counseling services are organized along the four following areas.

1. GUIDANCE CURRICULUM – Lessons are provided for all students systematically based on developmental needs of students. Guidance lessons are most often taught in classroom-sized groups of students.
2. INDIVIDUAL PLANNING – Students are assisted in the monitoring and management of their own educational, career, personal and social development. Students are assisted in setting, planning, analyzing, and assessing the progress of their own goals. Particular emphasis is paid to transition times in students' lives (elementary to middle school; middle to high school.) Pre-registration, interpretation of test results, and educational/career planning are other major activities.
3. RESPONSIVE SERVICES – Counselors use their specialized training to help students face difficult issues or complex problems. Counselors are available to counsel with students, consult with parents and educators, and coordinate school and community resources on behalf of students.
4. SYSTEM SUPPORT – Counselors provide indirect services to students by utilizing other programs established to deliver services to students. Some of the programs include the regular education program, career education, testing, special education, and parent involvement.

## HALLWAY PASSES

Students out of any class will be charged with the responsibility of having in their possession an appropriate hallway pass. Time leaving class and returning to class will be noted on the pass. Students in the halls without a pass will be subject to disciplinary action.

## INTERNET ACCEPTABLE USE POLICY

Please refer to Section B of Northside's Student and Parent Agreement for the Acceptable Use of the District's Electronic Communication System policy.

## INTERVENTION

7th and 8th grade students who demonstrate an academic need may be placed in an intervention class to provide additional support.

## LIBRARY

Each campus library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their pursuit of knowledge and love of reading. Information literacy skills for life-long

learning are taught, practiced, and applied. Home access to the online card catalog is available at <http://webcat.nisd.net/>. In order for each school to maintain a high quality collection, students learn responsibility in caring for library materials. If library materials are lost or damaged the student is expected to pay for them.

In order to provide a well-run, student-oriented learning center, the following policies have been established.

1. Library hours: Monday, Wednesday and Friday 7:50 a.m. to 4:00 p.m. and Tuesday and Thursday 8:30 a.m. to 4:00 p.m. The library is only open on Tuesday and Thursday at 7:45 for book clubs or other campus activities. (with prior arrangements the library may open earlier and stay open after 4:00 p.m.)
2. Students are required to know their student ID to check out books.
3. Students have a limit of three items. Books are checked out for three weeks and may be renewed if another student is not waiting to check it out. Students with overdue items will not be allowed to check out other items until they have returned the late ones.
4. All books taken from the library must be charged to a student's account. The student is responsible for care of the library books and for their prompt return. Students must pay for the loss or damage of library books. If a book is not returned after two notices and a call to the parent; the book will be treated as lost and the replacement cost must be paid to reinstate full check-out privileges. If the book is found within one year of payment the fee will be reimbursed.
5. Students may use the library during the school day with an appropriate pass from their teacher.
6. Students are encouraged to be quiet in the library so as not to disturb others. While in the library students will be required to follow the Vale Student Code of Conduct.
7. Several sets of encyclopedias and many dictionaries are available for overnight use. These may be checked out after school and returned before school begins the next day. All other reference books are to be used in the library.
8. Chewing gum, candy, and other foods are not allowed in the library.
9. Computer data bases are available for student use, provided they are used responsibly and with care.
10. Students are required to log in and out of the computer at the circulation desk in the library when they enter and exit. Username is the student's ID # and the password is their birthday (MMDDYYYY).

## LINE OF COMMUNICATION/OFFICES

So that we may effectively and efficiently serve you, please direct inquiries and concerns to the appropriate areas listed below. See the following people for all matters pertaining to the listed information.

1. Teachers (397-5700)
  - o academic performance
  - o classroom behavior
  - o progress reports
  - o curriculum questions
2. Coaches and Co-Curricular Sponsors (397-5775 girls / 397-5770 boys)
  - o athletic or co-curricular performance and participation
  - o P.E. questions
3. Counselors (397-5732)
  - o school work
  - o course selection
  - o group and social problems
  - o personal problems
4. Vice Principal's / Assistant Principal's Office (397-5724)
  - o matters unresolved with teachers
  - o discipline issues
  - o textbook, bus and locker concerns
  - o spring scheduling of baseball fields
5. Principal (397-5705)
  - o all issues unresolved after aforementioned chain of command has been followed
  - o policies and practices of school operations on the campus and district level
  - o community relations
6. Academic Dean
  - o Grading Policy Questions
  - o Teacher Gradebook Questions
  - o Schedule Changes
  - o Unresolved Teacher/Student Academic Issues
  - o Academic 504 Plans

Additional Support Staff

Attendance : 397-5708

Nurse: 397-5709

Campus Police: 397-5745

School Receptionist: 397-5700/5701

## LOCKERS

Individual locker assignments are made during the first week of school per student request. Lockers should be kept locked; a student should not divulge the combination to another student. Direct all locker problems to the office. Sharing lockers is not permitted. Students found sharing lockers will be subject to -disciplinary action.

Students should observe the following practices:

1. Valuable items should be left at home, not kept in a locker.
2. Do not share lockers - Sharing lockers can lead to the loss of expensive textbooks and personal items.
3. Do not give your locker combination to anyone, including your best friend.
4. Locker problems should be reported to the vice principal's secretary.

## LOST AND FOUND

IF YOU FIND ANY ARTICLE OF VALUE, PLEASE TURN IT IN TO THE OFFICE IMMEDIATELY.

As the school assumes no responsibility for lost articles, students are encouraged to take every precaution to protect their possessions. Students should not bring expensive or valuable items to school. Students should carefully label each article, such as clothing, books, and supplies for easy identification. If you are in possession of an item that does not belong to you, you will be subject to disciplinary measures. Lost and found items collected and not claimed by the end each grading period will be donated to charity.

## LUNCH MONEY

Please see the district's section on lunch procedures and accounts in the cafeteria. We encourage parents to monitor their student's lunch account online to prevent any problems that deal with your child's purchases.

## LUNCHROOM PROCEDURES

All students will enter the cafeteria in an orderly manner. There are specific rules on how students sit in the cafeteria and the majority of the time students will be allowed to sit with their friends, as long as cafeteria rules are followed. Students must raise their hand for permission to leave their seat. Duty teachers will dismiss students. Students may not leave the cafeteria before permission is granted.

Visitors must sign in and receive a visitor's pass before coming into the cafeteria. Parents may bring lunch to their children; however, parents may not bring lunch for other students. No celebrations are permitted in the cafeteria (e.g. birthdays). To ensure that other students do not feel uncomfortable or left out, parents who bring outside food and drinks should eat lunch with their children at a designated table in the cafeteria.

## MATERIALS

Students should report to class with all the required materials daily. Continued problems with a student not having the required items needed to be successful in class, will result in a parent phone call from the teacher.

## NATIONAL JUNIOR HONOR SOCIETY (NJHS)

All NISD students who have attended the same Northside school for the equivalent of one semester, and who have demonstrated outstanding scholarship, character, citizenship, and service will be considered for membership. The Robert Vale faculty council has set a 90 or above average for a student to be considered for membership. Qualifying students will be invited to apply for membership by the NJHS Faculty Council. The application process is very specific, and must be followed for applications to be considered for membership.

Membership in NJHS is both an honor and a responsibility. Once selected, members have the responsibility to continue to demonstrate the qualities listed above. Members who resign or are dismissed are never again eligible for membership or its benefits.

## NUISANCE ITEMS

The following items are to be left at home:

- Electronic games
- Permanent markers
- Water guns, cascarones (confetti eggs), fidget spinners, and stuffed animals
- Distasteful reading materials
- Poppers, "stink" bombs, fireworks, matches and lighters
- Items for sale, such as candy or gum that are not part of a school approved fundraiser
- Laser pointers
- Other; any item/toy that disrupts the learning environment as determined by Administration

These items cause a distraction from the school's academic atmosphere, and they can be easily lost or stolen. The school cannot be held responsible for any of these lost or stolen items. Confiscated items will be returned to the parent only. Students who bring these items to school are subject to discipline action.

## PHYSICAL EDUCATION

All students are required to take physical education. Students are also required to dress out during physical education classes. The school physical education uniform is the preferred attire for PE class. If a student is unable to purchase the uniform, a grey shirt with black shorts is appropriate. Any student not able to dress out and participate for a prolonged period of time because of injury or illness must have a written excuse from a doctor stating the nature of the injury or illness along with the time span of inactivity. A note from a parent to excuse a child from physical education is only good for three days.

## REGULAR CLASS PERIODS

Students will be expected to attend all regularly scheduled classes assigned to them included lunch. Students will be expected to bring all of the necessary materials to class each day and will be expected to participate in

all class activities and complete all assigned school work. Students will be expected to conduct themselves in a proper manner and follow all classroom regulations.

## SCHEDULE CHANGE

Schedules will not be changed unless extenuating circumstances exist and the changes are approved by administration. The changing of student's schedule during the year has a significant impact to class counts and the learning environment. .

## THE SCHOOL DAY

Classes begin for Robert Vale Middle School students at **8:30 a.m.** and end each afternoon at **3:40 p.m.** each day, Monday through Friday.

The doors will be opened to all students at 7:00 a.m. Students who arrive at school before 8:20 a.m. are to report to the grade level designated areas.

## SHADOWING

"Shadowing" gives parents an opportunity to observe their children during an ordinary school day and can help open dialogue between parents and children about school.

Parents are welcome to "shadow" their children, that is, to follow them through their school day. In order to maximize the benefits of shadowing, we request that parents adhere to the following guidelines.

1. If you would like to shadow your student, please contact the Academic Dean (397-5706) to make arrangements. She will schedule an appropriate day and time with you. Please note that it typically requires at least 48 hours to process a request.
2. On the day of your visit, register in the Front Office, secure a visitor's pass, and review shadowing guidelines.
3. Shadowing is not a time for parent/teacher conferences. If you desire a conference, please make prior arrangements with your child's teachers.
4. To preserve the academic environment, please do not take part in the lesson unless invited to do so by the teacher. Do not visit with your child or other students during class time.
5. When a parent is "Shadowing" their child, at no time may the parent address other students directly, and should instead report concerns to a campus administrator.

## STINGRAY RECOGNITION

At Robert Vale Middle School, we recognize students who display good behavior, academic excellence, and represent NISD pillars of character.

## STUDENT ACTIVITY PROGRAM

The aim of our student activity program is to provide students an opportunity to participate in worthwhile experiences which normally will not be found in regular class-work.

The following criteria apply to all activities in our program:

1. The organization must be sanctioned by the Principal.
2. The organization must be composed entirely of Robert Vale -students and must have a faculty advisor.
3. Membership in clubs is open to all qualified students.
4. Club constitutions may limit membership by grade averages, -conduct, and special activities.
5. Supply fees may be charged.
6. Club officers will be elected using the criteria set forth in the club constitution.
7. Club sponsors may place a time limit on the enrollment in each club.
8. Club meetings will be coordinated through the vice principal.
9. Field trips and fund raising activities will be coordinated through the Vice Principals' office.

## STUDENT COUNCIL/GOVERNMENT

The student council officers shall consist of a President, Vice-President, Secretary, Treasurer, Parliamentarian, and Sergeant-at-Arms. The President shall be an eighth grade student.

Student council is open to any student that wishes to participate each year. Students must maintain good attendance and grades and have no disciplinary concerns to participate.

## STUDENT LEADERSHIP (6<sup>TH</sup> GRADE ONLY)

Student Leadership is a time for students to work with teachers and counselors to solve problems, establish goals and participate in effective development activities. This is the students' home base where they can always go for assistance. Constructive use of this time can greatly enhance students' educational experience.

## TARDIES

Sufficient time is provided to pass from one class to another. In order to not be tardy, each student must be inside the classroom prior to the tardy bell. All unexcused tardies will be subject to the Vale tardy policy.

Should a student be detained by a teacher, he/she should secure a pass from that teacher and present it to the teacher in charge of the class he/she is entering. For such an occurrence, the student will not be charged with an unexcused tardy.

### 1. Tardiness to class

If a student is tardy to class, he/she should report directly to the nearest tardy station to input the student's ID number and receive the pass to class and a



possible consequences for the student's tardy

**2. Coming to school late**

If a student arrives on the campus late, he/she will report immediately to the attendance office for a class admittance slip. Students who arrive late on the campus may be subject to an administrative consequence. Repeat offenders will be reported to truancy court.

**3. Loitering**

Loitering is not permitted at any time. Students may not walk the hallways, outside of designated passing periods, unless directed by a staff member.

**4. Excessive Tardies**

Students with excessive tardies will receive one or more of the following consequences: Lunch Detention, After-School Detention, Overnight Suspension (must return with a parent), In-School-Suspension. Excessive tardiness can also result in an office referral for insubordination.

## TUTORING

Students requiring additional academic support may attend Stingray Academy 7:45 – 8:20 Tuesday through Friday. Students may attend Stingray Academy voluntarily or may be invited to attend by a teacher.

## VALE BEHAVIOR EXPECTATIONS

Vale Behavior Expectations provide a school wide vernacular in relation to acceptable student behavior. These expectations are consistent and posted in each class. We believe that the following expectations are Correlated with high student achievement In an effort to further support positive student behavior, Vale Middle School uses progressive discipline to meet student's individual needs.

- Value all learning experiences. This means showing respect, reporting to class on time, being ready for learning, and waiting to be dismissed by the teacher.
- All required materials will be brought to class by the student to ensure success in learning.
- Leaving your seat is only allowed with permission from the teacher.
- Engage in communication only with the teacher's permission.

## WITHDRAWAL FROM SCHOOL

When it is known that a student is going to withdraw, the parents or guardians should notify the Counseling Office at least one day in advance, if possible. All textbooks and library books must be returned. Any fines owed the school need to be paid before records may be released. On the day of withdrawal, the student should report to the Counselor's office and pick up a check-out form which must be signed by each teacher. Textbooks must be returned to the Textbook administrator. The check-out form must be returned to the Counselor's Office before a final clearance can be granted. NO records will be released until all obligations (textbooks, fines, release forms, etc.) have been fulfilled. A parent signature will be required for final clearance to be given.