

***STAR VALLEY***  
***MIDDLE SCHOOL***  
***“WARRIORS”***

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**School Hours**

Office: 7:30 - 4:00  
Faculty: 7:30 – 4:00  
Students: 8:15 – 3:35

***The Every Student Succeeds Act (ESSA) was signed into law in December 2015. Section 1112 (e)(i)(ii), addresses the parent's right to know. You have the right to request information about the qualifications of your child's teacher, which includes state license status with approved subject areas, emergency/provisional status, and field of discipline. You also have the right to request information about paraprofessionals if any are providing services to your child, and what their qualifications are.***

## **Mission Statement**

Recognizing that the middle school period is a transition from childhood to young adulthood, the mission of Star Valley Middle School is to develop academic and citizenship skills in young adolescents. We prepare students for success at the next level, both academically and socially.

## **Emergency Drills**

Emergency drills for fire, earthquake, intruder, bus evacuation, and other emergencies are held periodically. Procedures for these drills are posted in classrooms. These drills are for the students' safety. Please move in an orderly fashion quietly to the nearest exit or assume the designated safety position. If a student pulls a fire alarm, law enforcement will be notified.

## **Star Valley Middle School Bell Schedule**

|                             |               |
|-----------------------------|---------------|
| 1 <sup>st</sup> Hour        | 8:15 – 9:15   |
| 2 <sup>nd</sup> Hour        | 9:20 – 10:15  |
| 3 <sup>rd</sup> Hour        | 10:20 – 11:15 |
| 4 <sup>th</sup> Hour        | 11:20 – 12:15 |
| 7 <sup>th</sup> Grade Lunch | 12:15 – 12:40 |
| 8 <sup>th</sup> Grade STARS | 12:20 – 12:45 |
| 7 <sup>th</sup> Grade STARS | 12:45 – 1:10  |
| 8 <sup>th</sup> Grade Lunch | 12:45 – 1:10  |
| RIF                         | 1:15 – 1:35   |
| 5 <sup>th</sup> Hour        | 1:40 – 2:35   |
| 6 <sup>th</sup> Hour        | 2:40 – 3:35   |

## Classroom numbers and teacher assignments

Room #1 Mercy Dickey 7<sup>th</sup> Math  
Room #2 Rachel Taylor 8<sup>th</sup> Math  
Room #3 Makena Johnson 7<sup>th</sup> Math  
Room #4 Cafeteria Kari Allred Choir  
Room #5 Gym Casey Erickson Physical Education  
Room #5 Gym Kelsey Evans Physical Education/Health  
Room #6 Randy Heiner Shop  
Room #7 Kayle Dockstader Art  
Room #8 Kari Allred Choir  
    Lisa Barber Orchestra  
    Kurt Sand Band  
Room #9 Shawn Johnson 8<sup>th</sup> Math  
Room #10 Britani Erickson 7<sup>th</sup> Science  
Room #11 Jeff Anderson 7<sup>th</sup> Science  
Room #12 Scott Erickson 8<sup>th</sup> Science  
Room #13 Adam Isaacson 8<sup>th</sup> Science  
Room #14 Trish Parkinson Academic Support  
Room #15 Josh Winder Academic Support  
Room #16 Haley Earls Detention Room  
Room #17 Laurie Cunningham Informational Literacy  
Room #18 Chris Christie 7<sup>th</sup> ELA  
Room #19 Faith Lewis 7<sup>th</sup> ELA  
Room #20 Stacey Bergeson 8<sup>th</sup> ELA  
Room #21 Kristin Clove 8<sup>th</sup> ELA  
Room #22 Scott Milne History  
Room #23 Mark Johnson History  
Room #24 Joe Hale Geography  
Room #25 Library Stephanie Hepworth Librarian  
Room #26 Cynthia Merritt Academic Support  
Room #27 Sam Peterson Academic Support  
Room #29 Marie Erickson/Barb Merritt  
Room #30 Cameron Christiansen  
Room #31 Garret Lym Academic Support  
Room #32 Shirley Johns Computer Applications  
Room #33 & 34 Lisa Hale Home Economics  
    Amy Gaskell Computer Science

# Bullying Prevention & Awareness

At Star Valley Middle School bullying of any kind, by any person, is unacceptable. Students should be free from worries about being bullied. We take bullying reports seriously and have systems set up to address bullying reports and to prevent bullying.

## **Bullying is defined as follows:**

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

We ask our staff to respond immediately and with compassion to any student who reports bullying or school violence. Staff are asked to report any incidences of bullying to an administrator. We investigate every reported bullying incident. Our first priority is to ensure that the student who reports the bullying is safe and kept anonymous. After we have investigated the report our next goal is to ensure that students who bully others are taught other, appropriate ways of interacting with peers. In addition, we want to teach all students the principles of resiliency and how to handle future situations that may arise. All of these steps may involve many resources including parents, aides, teachers, and counselors.

We work hard to prevent bullying in our school by utilizing principles from the "CLASSY Program" by Kem Cazier. These skills are taught and emphasized during STARS time. If you would like more information on any of these resources, please contact either Mr. Rich or Mr. Saltzman. As a staff we also try to be visible and accessible to students in the halls before school during passing time, at lunch, free time and after school.

If you are aware or become aware of a student who you believe is bullying or being bullied, please make a report to an Administrator.

## At SVMS Be CLASSY

“Be CLASSY” is an anti-bullying and self-esteem building program that uses positive psychology and behavior modification principles to help students feel good on the inside by doing good on the outside. It has been extremely effective in schools across the United States.

Count Your Blessings

Look for The Good

Acts of Kindness

Service

Self-Motivation

You Are Valued

Students will be asked to write in the “Be CLASSY” online document.

# SVMS Dress Code

The Student Dress Code of Lincoln County School District #2 reflects the mission of the Board, which includes providing a safe, non-distracting, and welcoming learning atmosphere. As such, we believe that our school dress code should contribute to a safe and respectful learning and teaching environment. In accordance with policy JICA, we believe that the responsibility for meeting the expectations of the Dress Code is primarily that of the students and the parents/guardians of the students.

**The goal of SVMS is to enforce student dress code with consistency, in a compassionate non-judgmental fashion that does not promote body shaming. If we feel it interrupts the learning environment we will politely ask the student to change.**

At Star Valley Middle School:

- a. Students are responsible for following the school dress code policy.
- b. Parents are responsible for ensuring that students are dressed properly for school.
- c. Staff are responsible for reporting potential dress code issues to the principal.
- d. Principals are responsible for enforcing dress code at their schools.

## **Student Dress Code for Etna Elementary, Osmond Elementary and Star Valley Middle School (JICA-R)**

### **1. General Expectations**

All clothing must be clean, neat, and appropriate for a school environment. Attire should not be exaggerated, distracting, or disruptive to the learning environment.

### **2. Prohibited Content**

Clothing, accessories, or tattoos displaying alcohol, tobacco, drugs, inappropriate language, or bathroom/sexual humor are not permitted.

### **3. Proper Fit & Coverage**

Clothing must be worn properly and secured at the waist. Undergarments must not be visible at any time.

### **4. Pants & Holes in Clothing**

Pants must be worn at the waist. Holes in pants must be no higher than finger length when standing with arms relaxed at the side, unless covered by fabric or worn with leggings/tights underneath so that no skin is visible.

### **5. Shorts, Skirts, and Dresses**

Shorts, skirts, and dresses must be of an appropriate length. The hem should extend to a length that must end below the students finger tips when the student is standing up with arms relaxed at the side, and provide adequate coverage during standing, sitting, and

movement. Shorter garments may be worn only if paired with leggings or compression shorts that meet the above expectations.

**6. Tops & Upper Body Coverage**

Clothing must fully cover the torso. Bare midriffs, low-cut tops (front and/or back), lace/see-through shirts that expose undergarments or skin typically covered are not allowed. Sleeveless shirts or tank tops are not permitted. (No "sleeveless shirts or tank tops" is in effect at Osmond Elementary and SVMS. Effective at Etna Elementary starting the 2027-28 school year).

**7. Revealing or Extreme Clothing**

Clothing that is excessively tight, overly loose, sheer, or otherwise revealing is not permitted.

**8. Footwear**

Shoes must be worn at all times for safety. Footwear with wheels, noisemakers, or damaging features is not allowed. Appropriate athletic shoes are required during PE or fitness activities.

**9. Outerwear & Personal Items**

Heavy coats, backpacks, and large bags should be stored in designated areas (lockers, hooks, or cubbies). Light jackets, sweaters, and sweatshirts may be worn in class. Full-length coats (e.g., trench coats/dusters) are not permitted.

**10. Headwear & Accessories**

Hats, bandanas, sweatbands, and sunglasses may not be worn indoors unless for approved purposes (e.g., religious or medical).

**11. Jewelry & Accessories**

Jewelry must be safe and non-disruptive. Items such as heavy chains, spike jewelry, chokers, or wallet chains are not permitted.

**12. Hair & Appearance**

Students may wear hairstyles and hair colors of their choice. Hair must be maintained in a manner that does not create a health or safety hazard and does not substantially disrupt the educational environment.

**13. Costumes & Special Attire**

Costumes, pajamas, and costume-like accessories (e.g., capes, masks, tails, flags worn as capes) are not permitted except on designated school-approved spirit or dress-up days.

**14. Prohibited Items**

Items such as skateboards, scooters, roller skates, and rollerblades are not allowed during the school day.

**15. Administrative Discretion**

Any attire or accessory that disrupts the educational environment or compromises safety will be addressed at the discretion of school administration.

**16. Special Dress Days**

Dress code expectations may be modified on approved special occasions as determined by the principal.

The following district policy is a part of the dress code for every building in LCSD#2:

**Policy JICA- STUDENT DRESS AND APPEARANCE**

1. Clothing appearance or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student is considered inappropriate for school. The dress and or grooming style of any student must not interfere with the educational process or safety of self or other students.
2. Students are not to wear clothing that reveals the body in an inappropriate manner as defined in each buildings' dress code procedure.
3. Heavy coats are to be left in a locker. Trench coats are not allowed.
4. Students are not to wear excessive jewelry, ornaments, or accessories, which distract from the learning environment or could be used as an instrument to cause harm to self or others.
5. T-shirts, tattoos, or any type of clothing or personal items bearing a reference to alcoholic beverages, tobacco products, drugs, drug related slogans and any other wording, drawing, pictures, symbols, etc. which in any way can be interpreted as suggestive, obscene, offensive or depicting violence are not permitted.
6. Undergarments should be worn in an appropriate manner and should not be visible.
7. Pants must be worn at the waist and not allowed to sag.
8. Students are required to wear appropriate and safe footwear at all times.

Exceptions to the dress code necessitated by religious practice will be considered individually by the building administrator.

# Student Conduct/Discipline Guidelines

All pupils are expected to comply with the printed school regulations, as well as other commonly accepted standards of good behavior, pursue the required course of study and comply with reasonable requests of the administration, teaching staff and all other persons employed for the purpose of instructing and supervising students.

1. With regards to minor misbehaviors, teachers will use standard classroom management techniques and re-teach the classroom/school expectations to ensure the student fully understands the expectations for the behavior.
2. If the misbehavior continues, the student will be notified that a **PASS** room referral will be given to the principal. (**Positive Attitudes for School Success**) The principal will discuss the behavior with the student and discuss expectations and consequences which may include a phone call home.
3. Major violations of behavior result in an immediate office referral and will be handled by the administration.

The administration reserves the right to use discretion and common sense when assigning consequences to violations of the discipline code. Student's age, previous behavior, discipline history, and severity of the infraction will be taken into consideration when assigning consequences. Some consequences may be more or less severe depending on the above factors. Parents will be notified when disciplinary consequences are imposed. Discipline issues not addressed specifically in this policy will be handled according to the discretion of the administration. Every student has a right to the following:

- Explanation of the infraction they are accused of.
- An opportunity to explain their side of the situation.
- An explanation of the consequences that will take place in the event they are found to have violated the code.

The following constitute infractions of approved rules of conduct along with possible consequences:

## **Level 1 –Disorderly Conduct (will be considered a minor discipline)**

- Dress code violation
- Cell phone policy violation
- Classroom tardiness, skipping class or truancy
- Lying, cheating on assignments or exams, use of forged notes
- Inappropriate public display of affection (PDA)
- Acting in a manner that interferes with the instructional process

- Abusive language, profanity, or vulgarity between/among students
- Willful disobedience
- Bullying to include (but not limited to): bumping, elbowing, shouldering, pinching, poking, touching, tugging, restraining, tripping, throwing things at someone, name calling, insults, isolating, ignoring, excluding, spreading rumors.
- Inappropriate Internet searches
- Any other behavior that in the judgment of school authorities is detrimental to the welfare, safety, and educational environment of others

### **Level 1 – Consequences**

- Verbal reprimand and correction of situation whenever possible
- Withdrawal of privileges
- Pass Room (1 to 3 hours)
- In-School suspension (up to 1 full day)
- Schedule change

### **Level 2 – Disruptive Conduct (will be considered a major discipline)**

- Repeated instances of Level 1 disorderly conduct (Habitually Disruptive)
- Racist comments of any kind
- Minor vandalism
- Stealing
- Fighting or threats against others – including any person affiliated with the school. Video recording of fights or promoting fighting.
- Video recording or taking pictures without the consent of the individual being photographed or recorded.
- Abusive language to student and/or staff
- Possession or use of unauthorized substances including nicotine or anything that could be considered a weapon (cigarette lighters, vaping devices, intoxicants, razor blades, matches, knives, guns, water-squirting devices, firecrackers, laser pointers, and chains.)
- Illegally occupying or blocking school property with the intent of depriving others of its use
- Bullying to include (but not limited to): hitting, slapping, kicking, tripping, throwing things (desk, chairs, tables, full cans, etc.), damaging, taking or stealing someone's property, threats, spreading rumors (verbal joke or comment, social rumor, etc.). This includes when a pattern occurs of disruptive and repeated incidents of bullying are reported, including using computers, cell phones, or other electronic devices.

**Level 2 – Consequences**

- Temporary removal from class
- In-School suspension (1-3 days)
- Out-of-School suspension (up to 5 days)
- Schedule change
- Alternative education program which may include electronic delivery of instruction.
- Referral to outside agency (Resource Officer)
- Expulsion

**Level 3 – Criminal Conduct (will be considered major discipline)**

- Assault or battery, Extortion, Bomb threat, vandalism
- Possession, use, or transfer of dangerous weapons
- Threats of bodily harm upon others
- Sexual offenses
- Theft, possession, or sale of stolen property
- Furnishing or selling unauthorized substances
- Furnishing, selling, or possession of controlled substances (drugs, narcotics, poisons)
- Habitually Disruptive
- Bullying to include (but not limited to) the following: isolation, ignoring, excluding, spreading rumors, using body language or gestures, verbal jokes, social humor, physical touch, harassment, sexual harassment, sexting, cyber bullying to include texting, flaming, exclusion, outing, impersonation, cyber stalking, denigration

**Level 3 Consequences**

- Referral to outside agency (Resource Officer)
- Out-of-School suspension (1-5 days, up to an additional 5 days with approval of superintendent)
- Alternative education plan which may include electronic delivery of instruction
- Expulsion
- Restitution of property and damages

**Habitually Disruptive definition:**

Students who are habitually disruptive prevent teaching and learning from occurring in the school setting. “Habitually disruptive behavior” means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events which requires the attention of a teacher or other school personnel (Wyoming State Statute 21-4-301(b)).

# STARS

**STARS** stands for: **S**tudents and **T**eachers **A**ccepting **R**esponsibility to **S**ucceed

## **Daily Routine:**

Monday: Teacher Choice

Tuesday: Grade Check/Warrior Clan Points

Wednesday: Be Classy

Thursday: Student Council Directed Social Skills

Friday: Fun Day

Students should also be made aware of any RIF assignments each day. This allows them to get help on assignments and stay caught up in their work.

## Electronic Devices

### **1. Please note policy JICJ**

2. Electronic devices including cell phones are discouraged at school. Students must successfully complete the Digital Citizenship Course before they are allowed to bring electronic devices to school.
2. Students are **not** to have cell phones or personal electronic devices out in classes. If you have an emergency and need to contact your student, you may call the main office at (307) 885-5208 and the school secretaries will relay any messages to your child.
3. Personal electronic devices are never to be out in the locker rooms or bathrooms.
4. Before 8:15 am and after 3:35 p.m., and in between classes (with the exception of bathrooms and locker rooms) electronic device usage is allowed on school premises to better enhance communication between parents and students for after-school activities and study halls.
5. Students are not allowed to record or take photos of any other student at any time.
6. Failure to follow the electronic device policy will result in the device being confiscated, turned into the main office and may result in student discipline procedures. The second offense will result in a parent conference with administration and the student. Further violations may lead to detention and or suspension in addition to loss of Digital Citizenship privileges.

## Be Smart Online and Texting

Always think about what you post or say. Do not share secrets, photos or anything that might be embarrassing to you or others. What seems funny or innocent at the time could be used against you. You do not have control over what others forward or post. Never post personal information like phone or address.

- SAFE2TELL Wyoming is designed to help YOU report any threatening behavior that endangers you, your friends, your family, or your community. The Student Section is meant for you - the students. It is intended to be a place where you can find information that you are interested in and provide ways to get help for a friend who might be struggling.
- Safe2Tell WY is for students who need to report threats to themselves or others - in a way that keeps them SAFE.
- Safe2Tell WY is CONFIDENTIAL
- Reports also may be made using the Safe2Tell Wyoming mobile app available on the [Apple Store](#) and [Google Play](#).
- Safe2Tell WY is for serious reports *only*. It is NOT for pranks or hang-up calls. False reports and blatant misuse of the Safe2Tell WY resource will be investigated.

Students can also utilize the 988 Mental Health Hotline, for either personal health or a concern about one of their peers.

# Extracurricular Activities

1. Extracurricular activities refer to athletic, academic, music, student government, yearbook, school plays and all other afterschool activities:
2. Students must attend at least three full class periods in order to participate in an extracurricular activity that day.
3. Students must maintain a passing grade in all classes during the season. Eligibility will be determined on a weekly basis. Students will be warned and given one week to work closely with the teacher in correcting academic problems. If the student is still not passing a class for the second week in a row, they will be suspended from that week's event. Students will remain suspended until the following week's eligibility is run.
4. Priority at SVMS is always academics. If a student is absent more than ten days in a semester regardless of the reason, they are no longer eligible to travel to athletic events that would cause them to miss additional class time.
5. If a student is caught cheating, he/she is ineligible for that week's event. If ineligible for three weeks during the season or caught cheating a second time, that student will be dismissed from the team or group. CLASSY Citizenship must also be considered and reported. Questionable eligibility for team or group members must be handed to appropriate coaches or advisors every Monday by 3:30.
6. The coach will inform students of ineligibility and the reason why.
7. Team or group members are required to check on homework before leaving for an activity.
8. Students must be responsible citizens while engaged in any activity that is school sponsored. Failure to do so could result in dismissal.
9. In addition to the above, the individual coaches/advisors may have other rules that must be followed. These may include training restrictions, class participation, higher academic requirements, physical examinations or other requirements important to the activity.
10. Students may ride home with their legal guardian after an event by being signed out with the coaches by the legal guardian. Students may not ride home with anyone other than their legal guardian unless a formal, written request from the parent or legal guardian is filed in the office, prior to departure. The Athletic Director will confirm requests.

## Lunch Guidelines

A hot lunch is available each day for a nominal charge. Prices may change from year to year and are announced in the local newspaper prior to the beginning of the year. A reduced price and a free lunch program are also available to those with special needs. *USDA prohibits discrimination in administration of its programs. To file a complaint, write to the Secretary of Agriculture, Washington D.C. 20250.*

- a. As part of SVMS citizenship all students will have the opportunity to help clean the lunchroom.
- b. Lunch money needs to be paid at the office before school or between classes.
- c. Please be aware of the District's unpaid student meal debt policy. This can be viewed on the SVMS website [svms.lcsd2.org/](http://svms.lcsd2.org/)

**Food is to be eaten in the cafeteria and is not allowed to be eaten in the halls.**

## Late Work Policy

Late work is any assignment that is not turned into the teacher by the assigned due date. All late work turned in can be graded for full credit. Student's academic grades will not be affected by late work as long as the student has turned in their assignments. A student will be assigned to RIF (Remediation, Intervention, Flex) time as determined by the student's STARS teacher, this is typically because the student has a D or F in a class but may include missing assignments. Teachers will work with students before school, and during RIF time. If students continue to have failing grades, students may be taken out of electives and placed in a tutorial setting at the discretion of the team.

## Tardy Policy

Attending classes on time is an important part of being a CLASSY student at SVMS. Tardies are not counted the first week of school. Students are allowed two tardies per quarter with no consequence. If a student receives a third tardy in a quarter, he or she will receive a pass room referral for that tardy and each additional tardy in that quarter.

# Attendance

## LCSD2 Board Policy - JED

1. The Board of Education embraces the philosophy that regular attendance of pupils is basic for school success. The Board supports the policy that while it is the parents' duty and responsibility to determine the child's attendance at school, the school shares this responsibility with the parents. In some cases, it may be the duty of the school not to condone certain parentally approved absences. The Board accepts the following guidelines for encouraging regular attendance.
2. Pursuant to W.S. 21-4-101 (a)(i), and in accordance with this policy the following definitions are given:
  - A. Excused absences shall be those absences for these reasons:
    1. Personal illness
    2. Funerals, weddings, deaths, or extraordinary events with the family
    3. Medical or dental appointments not possible during other than school time
    4. Family emergencies
    5. School related activities with the sanction and approval of the school
  - B. Unexcused absences are all other absences not defined as excused.
  - C. Each school will establish procedures in compliance with W.S. 21-4-104 which shall include procedures for communication between school and parents when a student is absent.
3. Any pupil who exceeds the allowable number of unexcused absences in a term may lose credit in the class or be subject to consequences according to each school's procedure.
4. Building principals are designated by the board as attendance officers in accordance with W.S. 21-4-103.
5. In cases where students miss more than the allowable number of absences, they will be referred to the school-based intervention team.
6. Each school will implement an appeals process allowing parents to request an exception to this policy.

## **In an effort to enforce School Board Policy - JED Star Valley Middle School has adopted the following Attendance Policy**

If a student is absent more than ten (10) times, excused or unexcused in one class during a semester, he/she must make up that time. Arrangements for make-up time will be made with the administration. This is a minute for minute make up. In addition, the student will become ineligible for extracurricular activities. The student must make up that time. Until time is made up to get back under 10 absences in a class a student is ineligible for extracurricular activities. **(School sponsored activities do not count towards total absences.)** A student and their parent can appeal the extracurricular eligibility through the SVMS attendance committee (which

consists of the student's team and administrator). When determining if eligibility should be allowed, the attendance committee will consider factors such as: the nature of the absences (excused/unexcused, etc.), past attendance record and disciplinary record. The attendance committee may choose to grant eligibility or set specific conditions that the student must fulfill before becoming eligible. Eligibility in extracurricular activities tied to attendance will always reset at the end of each semester. When returning after an absence, students will need a note or phone call from a parent/guardian to excuse the absence. The attendance office must receive the excuse within five (5) school days following the absence or it will become an unexcused absence and/or truancy.

## **Checkout Policy**

SVMS is a closed campus. Students may not leave the school grounds without checking out at the office with a parent or guardian with proper photo ID. High school students are not to be on campus unless they check in at the office and are on official business.

## **Visitors**

Parents are encouraged to visit the school anytime. If a parent would like to observe a class, prior arrangements need to be made with administration. All visitors must check in at the office and get a visitors' pass upon arrival. Students are not allowed to bring guests to school with them anytime during school hours.

## **Lockers**

Lockers are issued to students at the beginning of the year. Lockers should be kept locked at all times. Students should not share their combinations with each other. Doing so puts the security of your property at risk. Students are not to jam lockers so they will not lock. Each student is responsible for keeping his or her assigned locker clean both inside and outside. Damage caused by misuse of tape, etc., will be charged to the student responsible. Lockers are owned by the school and are therefore subject to inspection at the discretion of the school administration. Combination change requests are discouraged and will be processed with a fee.

## **Telephone**

Students will not use school phones for personal calls except in special situations and with staff permission. Phone calls for students will be handled between classes, during lunchtime, and before or after school. Students should remind parents that they should not call a student at school except in emergencies. Messages will be delivered to a student only during class breaks and lunch times unless it is an emergency.

## **Administering Medication to Students**

Medication will not be given from the office. Any medications that are required to be taken on a regular basis during school hours will require a completed "School medication administration authorization" form, which you can request from the school but needs to be signed off by the prescribing physician. This document will be kept on file at the school office. Tylenol, Advil, etc., will not be given from the office.

## **Sick Room Policy**

Students may lie down for one period with teacher and office permission. After that period, they are expected to return to class or call and go home. The sick room is not an extended-care facility. If parents are unable to come and get a sick student, arrangements must be made for a relative or family friend to take the student home.

## **RIF Remediation, Intervention, Flex Time**

### **Remediation**

Remediation is time provided during the day for students who are lacking the skills needed to progress. They will attend a thirty-minute class to receive support from their teachers.

### **Intervention**

Intervention is the time that will be used for those who have been reported by a teacher for additional support to complete classroom work. Intervention also gives students time with their own teachers and support staff to make up work for absences, to receive help with projects, to redo tests and quizzes as well as complete missing assignments.

## **Flex Time**

Students who are passing all of their classes, turning in their work, doing what is expected of them, get to choose a FLEX activity to attend during RIF time. Activities can include gym and outside field time, board games, electronic device time, craft time, library time, etc.

## **Student Success Intervention Steps**

It is the goal at Star Valley Middle School that every student leaves our school prepared for success at the next level. In order to be successful in high school students have to have an understanding of key concepts in their core classes. The following is a description of the step-by-step process that SVMS will take to ensure students are prepared for success at the next level.

1. Teachers will make sure that students are aware of their grades and any missing assignments.
2. Teachers will meet as teams to discuss students who may be struggling academically or socially.
3. Teachers may have students come in during RIF time to work on assignments or to reteach concepts.
4. \*If a student is still struggling academically, teachers may recommend a student for a study period. Any student who is placed in a study period will be approved by the administration. If a student is placed in a study period, they will be pulled out of one of their electives. Study period is designed to give students more time to complete assignments and receive more individualized help for concepts that they may not fully understand.

\*Before a student is placed in a study period parents will be notified.

## **Monthly celebrations and Dances**

Each month Star Valley middle school will hold some type of celebration or dance that students can earn. Students earn these rewards each month by:

1. Having no more than one D and no Fs.
2. No pass room referrals for the month. If a student gets one pass-room referral, they will have the opportunity to erase that through service. Students cannot erase more than one pass-room referral for the month.
3. Each month may have an additional requirement to qualify for that month's celebration.

September's celebration is a Doughnut social and raffle. In addition to the above requirement all students must successfully complete their Digital Citizenship Course to qualify.

## **SVMS Warrior Clan**

The Warrior Clan is a group of students who demonstrated exemplary behavior, academics & citizenship throughout the quarter. Students who qualify each quarter will be able to participate in the Warrior Clan Activity. These activities include swimming, skiing, movies, and other fun rewards. Those who make all 7 Warrior Clans while at SVMS earn an additional Warrior Clan activity.

### **Warrior Clan Requirements:**

Each week students earn points on their "Warrior Card" which go toward qualifying. Points are earned through behavior & academics as follows:

1. Students earn academic points equivalent to their weekly GPA based on a 4.0 scale. If a student has a D or F they receive 0 points for that week.
2. Students will earn 5 citizenship points each week that they do not receive a PASS room referral.
3. The GPA points & Citizenship points (no PASS room referrals) are added together weekly. The weekly goal is 8 points. At the end of the quarter those who have earned the qualifying number of points make Warrior Clan.
4. A minor pass room referral deducts 5 pts from Warrior Clan and a major discipline referral deducts 10 pts from Warrior Clan.

### **Make up points & menu**

Students who have lost points throughout the quarter can earn points back through academic & service opportunities. *A maximum of 12 points can be earned back.*

#### **Academics (maximum of 4 points) – Signed by Stars Teacher**

1. Students can make arrangements to make up time with an assigned teacher and dependent upon work effort can receive 1 point per hour logged with the teacher.
2. Create an academic plan & goals with their Stars teacher to improve and consistently keep grades up for a period of 4 weeks will earn 2 pts.

#### **Service – Community (maximum of 6 points) Signed by Stars Teacher, Location, Principal/VP**

Students can make arrangements to attend one of the following locations for community service: Lincoln Self Reliance, Public Libraries, local Food Bank, Animal Shelter, or service within and around the middle school as approved by the administration. Students can earn 2 points per hour they serve with a maximum of 6 points total. Signed sheets verifying service from the location must be returned to receive points. (Stars teacher, Principal/VP, & community location signature required)

**Service – School (maximum of 4 points) Signed by Stars Teacher or Team**

Students can perform service for the school during a team sponsored service project, which will occur periodically throughout the quarter. Dependent upon work effort, students may earn 2 points per hour served. (Team or Stars teacher signature required)

**The deadline for all points to be earned, made up, signed off and turned in is the last day of each quarter.**

**Automatic disqualifiers**

1. 3 PASS room referrals
2. 1 major referral
3. Letter grade of “F” on report card
4. Greater than 20 absences per school year

## Warrior Card Make Up Points Menu

### 1. Academics – (maximum of 4 points)

1. Student came early or stayed and worked after school.

a. Date Teacher Signature \_\_\_\_\_ Pts. Earned \_\_\_\_\_

b. Date Teacher Signature \_\_\_\_\_ Pts. Earned \_\_\_\_\_

c. Date Teacher Signature \_\_\_\_\_ Pts. Earned \_\_\_\_\_

d. Date Teacher Signature \_\_\_\_\_ Pts. Earned \_\_\_\_\_

2. Academic Plan & Goal (set & determined with Stars Teacher – 2 points/4 weeks)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Stars Teacher Signature \_\_\_\_\_ Pts. Earned \_\_\_\_\_

### 2. Community Service – (maximum of 6 points – 2 points per hour) Lincoln Self Reliance, Food Bank, SVMS Service

1. Location Hours Signature

2. Location Hours Signature

3. Location Hours Signature

Stars Teacher Signature \_\_\_\_\_ Pts. Earned \_\_\_\_\_

Principal/VP Signature \_\_\_\_\_ Pts. Earned \_\_\_\_\_

### 3. School Service – Determined & implemented by the Team (maximum 4 points – 1 point per service rendered before or after school.

1. Service rendered \_\_\_\_\_ Date \_\_\_\_\_ Teacher Signature

2. Service rendered \_\_\_\_\_ Date \_\_\_\_\_ Teacher Signature

3. Service rendered \_\_\_\_\_ Date \_\_\_\_\_ Teacher Signature

4. Service rendered \_\_\_\_\_ Date \_\_\_\_\_ Teacher Signature

Stars Teacher Signature \_\_\_\_\_ Pts. Earned \_\_\_\_\_

# Bus Behavior and Guidelines

The principle purpose of busing services is providing safe, efficient, and consistent transportation for students between school and home. School bus rules are intended to provide bus drivers and administrators uniform ways to assure student safety and the protection of property.

1. Each student is to be given a written copy of: LINCOLN COUNTY SCHOOL DISTRICT NO. 2 School Bus Rules and Regulations. These rules are to be discussed with the students by the bus driver at the beginning of the school year.
2. The driver of the bus is in complete charge of the students. The driver's word shall be respected the same as a teacher or principal.
3. Violation of bus rules may be grounds for immediate discipline by the bus driver and/or principal.
4. When an offense occurs the bus driver will follow these guidelines:
  - The driver will talk with the student with as much privacy as possible, explaining to the student the problem as the driver sees it.
  - The student will have an opportunity to tell his side of the problem and the driver will listen carefully as the student tells his side.
  - The student may be given direction for improvement. A specific seat may be assigned for a period of time.
  - The driver will keep a detailed record of student bus rule offenses, action taken by the driver and behavior changes required by the student.
  - A copy of this written record will be given to the principal.
  - The driver may notify parents if the behavior warrants it.

## **Bus related Disciplinary Guidelines**

|   | <b>Offense</b>                                                                                                                                                         | <b>Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Inappropriate conduct such as profane or obscene language, fighting, harassment, boisterous behavior, rude or discourteous behavior, throwing items on the bus:</b> | <p><b>First Offense:</b> Verbal and written warning to student and parents.</p> <p><b>Second Offense:</b> Suspension of bus privileges for up to 5 school days. Conference with parents/school before reinstatement. Apologies where appropriate.</p> <p><b>Subsequent Offense:</b> Suspension from bus riding privileges for remainder of the year, with the prerogative of appealing to the Superintendent for reinstatement after 45 school days.</p> |
| 2 | <b>Possession/Use of Controlled Substances:</b>                                                                                                                        | <p><b>First Offense:</b> Suspension of bus privileges for 5 to 10 school days. Parental/school conference. Authorities notified.</p> <p><b>Second Offense:</b> Recommendation for termination of bus riding privileges. Authorities notified.</p>                                                                                                                                                                                                        |
| 3 | <b>Vandalism:</b>                                                                                                                                                      | <p><b>First Offense:</b> Payment for damage to the bus (materials and labor). Suspension from bus privileges for up to 5 days. Parental/school conference, assigned seat.</p> <p><b>Second Offense:</b> Recommendation for termination of bus riding privileges.</p>                                                                                                                                                                                     |
| 4 | <b>Littering:</b>                                                                                                                                                      | <p><b>First Offense:</b> Suspension up to 3 days. May clean two buses in lieu of suspension. One week principal detention.</p> <p><b>Second Offense:</b> Up to 5 days suspension of bus privileges.</p> <p><b>Subsequent Offense:</b> Suspension from bus riding privileges for remainder of the year, with the prerogative of appealing to the Superintendent for reinstatement after 45 school days.</p>                                               |

- |   |                                         |                                                                                                                                                                                                                                                                                                                     |
|---|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | <b>Unsafe Loading/Unloading:</b>        | <b>First Offense:</b> Suspension of bus privileges for up to 5 school days. Parental/school conference, assigned seat.<br><br><b>Second Offense:</b> Suspension of bus privileges for remainder of the school year, with the prerogative of appealing to the Superintendent for reinstatement after 45 school days. |
| 6 | <b>Possession of a weapon on a bus:</b> | Potential suspension of bus riding privileges or expulsion from school and bus riding privileges. (See Policy JICI)                                                                                                                                                                                                 |

**In addition, the following Rules and Regulations are to be followed.**

1. Students will be expected to be ready, both at home and at school for the bus. (Buses will come to a stop, wait no longer than 15 seconds, and then proceed).
2. Students will enter and exit the bus in an orderly manner. Upon entering the bus, the students will go directly to their seats.
3. Students will remain seated at all times while the bus is in motion, with no more than three (3) students per seat.
4. No arms, other parts of the passengers' bodies, or objects shall be extended out of the windows.
5. Animals or any kind of fowl will not be transported under any circumstances. (If such is the case, students will not be permitted to board the bus).
6. Buses will travel only established routes. Elementary students will need permission to be let off at stops other than their own homes.

#### **BUS DELIVERY AFTER EXTRA-CURRICULAR ACTIVITIES**

Students who participate in extra-curricular activities which take them out of the school district by school bus will be returned to main communities following the activity.\*

Parents are responsible to see that their children have transportation from delivery points.

Sponsors and coaches will inform students prior to departure concerning the approximate return time.

Parents should communicate with their children to be aware of return times, or parents may call the coach or sponsor.

Travel buses will be equipped with radio transmitters and cell phones. The bus driver will keep area law enforcement dispatch informed when the bus is headed for home and expected arrival

times. In case of emergency, parents in Star Valley can acquire the status on late arrivals by calling the office at 885-5231.

**\*Community delivery points:**

Etna: Etna Elementary

Thayne: Thayne Elementary

Afton: SVMS

Smoot: Walton General Store

Freedom: Silver Star

Grover: Grover Post Office

Osmond: Osmond Elementary