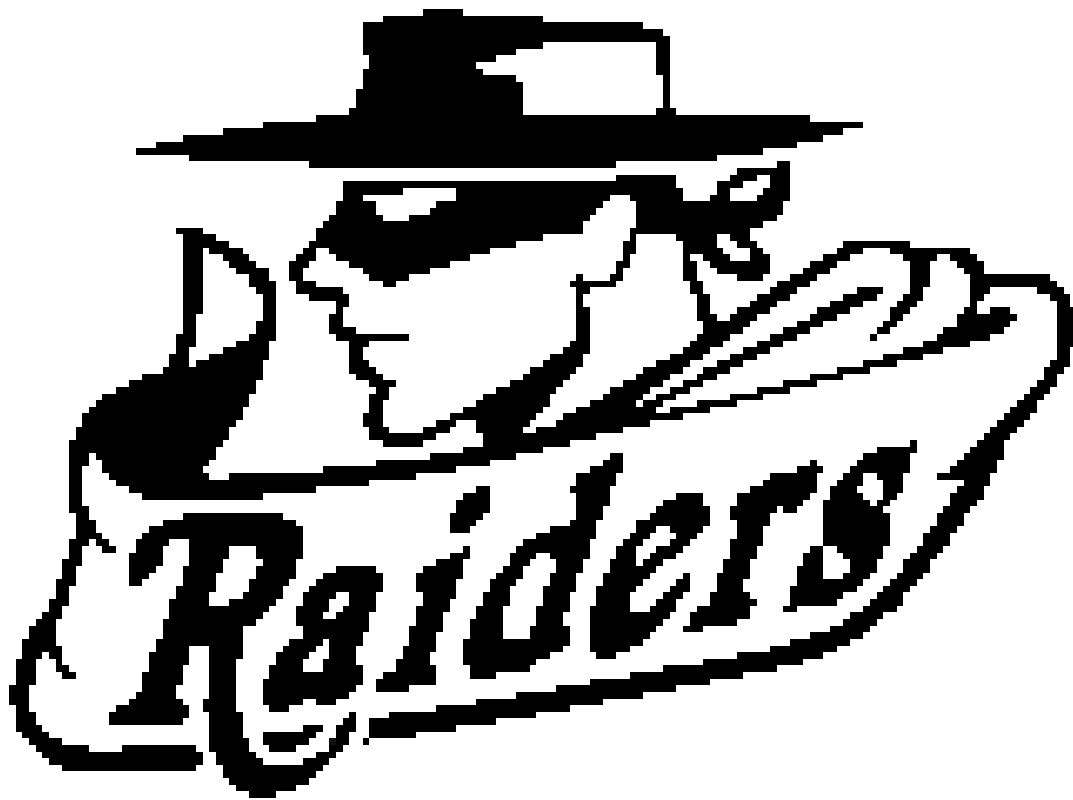


Quail Valley Middle School



SUPPLEMENT TO THE
2019 – 2020
STUDENT/PARENT HANDBOOK
CAMPUS PROCEDURES/GUIDELINES

Quail Valley Middle School

- **Cell Phones**

The possession of cell phones or similar devices on school property is allowed; however, the use of these devices during established school hours is prohibited, unless directed by a staff member for instructional purposes. Devices must be turned off and kept out of sight, in the locker. QVMS administration, faculty, staff and campus officer will not be responsible for lost/stolen cell phones.

If a cell phone is in use and/or visible during the school day without staff permission, school staff members have the right to confiscate the device.

Violations:

1st & 2nd confiscation

1. No fee charged, device returned at the end of day
2. Parent contacted & documented in Skyward

3rd confiscation and all subsequent confiscations

1. \$15 fee charged, device must be collected by the parent/guardian at the FBISD Police Station
2. Parent contacted & documented in Skyward

- **Contraband Items**

Items that may be distracting or interfere with the educational program will be removed from the student's possession by school officials. Examples of these items include, but are not limited to, toys, games, radios, cameras, MP3 players, trading cards, dice, playing cards, etc. Appropriate discipline may be applied. All contraband items may be returned to the student or parent. **Student assumes full responsibility for contraband items which are lost or stolen.**

- **Dishonesty**

FBISD requires that all students sign a Pledge of Integrity, indicating commitment to academic integrity. A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties, which may include disqualification from participation in academic awards/programs, in accordance with Student Code of Conduct. Academic dishonesty includes, but is not limited to: cheating (giving or receiving work), lying, forgery (signing parent's name), plagiarism (using another person's original ideas or writing as one's own), making false allegations, etc. GTA students should also refer to the GTA Honor Code as additional consequences may apply.

- **Dress and Grooming**

The FBISD dress code is established to teach grooming and hygiene, instill discipline, prevent disruption or distractions, avoid safety hazards, and teach respect for authority. Articles of clothing or manner of dress which are disruptive, as determined by the administrator, will not be tolerated. The FBISD Dress Code will be enforced. Please read it and understand it thoroughly.

Violation of the dress code will result in disciplinary action. If inappropriate clothing is worn, the student will contact a parent to bring appropriate attire. PE uniforms are acceptable only during PE class unless permission is obtained from an administrator to correct the infraction with a PE uniform. While waiting for the appropriate clothing, the student will remain in the in-school suspension (ISS) room. Additional consequences (i.e. Saturday Detention, etc.) will also apply for the violation of dress code. If a pattern of continued dress code violations continues, it will be deemed insubordination and consequences will become more severe.

Quail Valley Middle School 2019-20 Dress Code

FBISD Student Dress Code

The District believes the Student Dress Code shall promote the attributes of the District's Profile of a Graduate. [See Policy FNCA (Local)] Therefore, students are expected to dress in a way that promotes respect for self and others, a safe learning environment, and honor the diversity of the learning community.

The District prohibits any clothing or grooming that may reasonably be expected to cause disruption, distraction, or interference with school operations; however, student expression that is protected by the First Amendment may not be prohibited (See FNA Legal). To this end, the school administrators shall respect and protect this fundamental right while enforcing the Student Dress Code at school and school-related activities.

Students and parents may determine the student's personal dress and grooming standards, provided they comply with the general guidelines set forth in Policy FNCA (Local). Generally, students shall be dressed and groomed in a manner that is clean and neat, does not cause distraction from learning, and that does not disrupt the learning environment. The District prohibits pictures, emblems, or writings on clothing that advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance. [See Policy FNCF (Legal)].

Please follow the link to the FBISD Student Code of Conduct; the dress code begins on pg. 6 of the document.

<https://www.fortbendisd.com/Page/947>

Miscellaneous

- All garments must be sized appropriately
- Earbuds/Headphones of any type may not be worn in the building except during instructional times with permission given by the instructor or administrator.
- Proper undergarments shall be worn at all times
- Revealing clothing of any type may not be worn
- No clothing that has been ripped, torn, or cut in a way as to reveal undergarments, midriff, or cleavage
- Clothing with profanity, obscene patches, references to alcohol, drugs, weapons or tobacco, or anything that may be construed as provocative or offensive may not be worn
- Any attire, tattoo, icons, or markings on body that is distracting, causes a disturbance, or identifies a student as part of an unauthorized group, gang, or society (i.e. bandanas, shoe laces, chains, t-shirts, etc.) are not permitted
- No pajama wear of any type except, on campus designated days
- Body piercings that are distracting or that pose a safety concern are not permitted

- No hats, caps, doo-rags, wave caps, bandanas or hoods worn indoors, except on campus designated days
- No sunglasses inside the building

SCHOOL-RELATED ACTIVITIES

Students participating in school-related activities may have to comply with a more restrictive grooming code. Students not in compliance with the dress and grooming code while at District- sponsored activities/functions may be prohibited from participating and may be disciplined using the **Student Code of Conduct**. The principal, in cooperation with the sponsor, coach, or other person in charge of the extracurricular activity, shall regulate and enforce these guidelines. Dress and grooming standards may be modified with administrative consent to accommodate extracurricular activities and special events.

NON-COMPLIANCE OF THE DRESS CODE/GROOMING STANDARDS WILL RESULT IN DISCIPLINARY ACTION

- **Facilities and Grounds**

Any student who damages school property will be required to pay damages and will be subject to disciplinary action. **Actions involving graffiti can result in severe consequences including suspension, AEP assignment, and arrest and/or felony charges.**

- **Food/Drink**

No eating or drinking is allowed outside of the cafeteria. No food or drink (including candy and gum) is allowed in the classrooms, hallways, or lockers at any time. Teachers and administrators will ask you to immediately dispose of food items if you are in possession in the hallway.

- **Hallways/ Passes.**

Within the building, students are required to have hall passes whenever moving during class time or before school. Hall passes may be issued by teachers or other school officials. Hall passes are issued for a specific purpose and students should not deviate from the stated purpose or destination. Failure to possess a hall pass or any deviation from the purpose for which the pass was initially issued will result in disciplinary action. ***Students will not be issued hall passes during the first ten minutes of class or the last ten minutes of class unless it is an emergency***

- **Hazardous Items**

For safety reasons, students are not permitted to bring aerosol cans, paintballs, fireworks/poppers, lighters, stink bombs, matches, etc. to school. Possession of any of these items will result in disciplinary action including suspension, AEP assignments or referral to the FBISD police department.

- **Loitering**

Students are not permitted to loiter or play games in the street, yards, or parking lots near the campus. Upon dismissal from school, bike riders and walkers should leave the campus promptly. Only students who are remaining on campus for after school tutorials, school activities, athletics, club meetings, etc. should be on campus after dismissal, and under

the supervision of school personnel. **Similarly, students should not arrive on campus before 8:20 am, as staff members are not on duty to supervise.**

For students wishing to attend athletic events, they must be accompanied by a parent or guardian. These students are not permitted to wait after school for athletic games to start, but should take their normal mode of transportation home, and then return with their parent/guardian.

- **Student Concerns**

Usually student or parent complaints or concerns can be addressed by email, phone call or a conference with the teacher. Students or parents who have a concern should first discuss the matter with the teacher in one of these formats. It is expected that the teacher will return phone calls and/or emails within 48 business hours. After the discussion, if the situation has not been resolved, parents may request a conference with the appropriate grade-level principal. The grade-level principal may involve the building level principal if the situation warrants. For those complaints and concerns that are not resolved in this fashion, the District has adopted a standard complaint policy at FNG(LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's or Superintendent's office or on the District's website at www.fortbendisd.com.

- **Substitute Teachers/Guests**

Our school is fortunate to have capable people to help us whenever our regular teachers are absent. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions. Be polite, helpful, and considerate, as you would be to your regular teacher. Inappropriate conduct with a substitute teacher may result in a minimum consequence of In School Suspension.

- **Tardies**

A student is tardy if he/she is not in the classroom when the tardy bell rings. Every tardy will result in an automated phone message to the student's parent/guardian. Each tardy after the 3rd tardy may result in a consequence. Students with tardies may receive the following disciplinary action:

Number of Tardies	Consequence
1-3	Student Conference & Parent Contact (successful)
4-6	Detention: Lunch followed by AM/PM
7 (Hall Sweep)	Saturday Detention
11-12	Loss of Locker for the Remainder of 9 weeks/Parent Conference/Behavior Contract
13-15	In School Suspension (2 days minimum)
15+	Out of School Suspension/Parent Escort to Class

Tardies are cumulative and will not be reset until the end of each nine weeks. After ten tardies, an additional parent/administrator conference will be held and student will be placed on a behavior contract. Failure to comply with the terms of the behavior contract may result in referral for FBISD DAEP. Students with no tardies during a nine weeks period will have an opportunity to participate in a campus celebration at the end of each nine weeks as well as be entered into a drawing.

- **Textbooks**

Textbooks will be issued to parents upon request. **Please be advised that each student, or his parent or guardian, shall be responsible for the cost of all textbooks not returned by the student or for any damages incurred while the textbooks were checked out to the student.** A fee will be assessed for lost/returned textbooks. Any student failing to return all books or who loses a book shall forfeit his/her right to free textbooks until these fees are paid. Education Code 31.104(c) (d). Textbooks not returned at the due date will be subject to past due fees/fines.

- **Unauthorized Sales**

No items may be sold on the bus/school grounds by any individual. Only recognized group-sponsored sales approved by the principal will be permitted. Students will be subject to disciplinary action. Items confiscated may be returned to a parent.

- **Verbal/Written Abuse**

QVMS is a ***“No Place for Hate Campus.”*** There is no place at school for any behavior that hurts another person’s feelings. Name-calling, derogatory remarks, “slam” books, sexual harassment, bullying, cyber-bullying, etc. will not be tolerated. Any negative comments regarding race or ethnic background will not be tolerated. Students engaging in this type of behavior will be disciplined.

Campus Procedures

- **Arrival at Campus**

Students may not enter the building before 8:20 a.m. All car riders are to be dropped off in front of the building via Raider Way drive and enter through the designated door. Please remember cars dropping students off are not allowed on the bus ramp or on the side parking lot. All bus riders will be unloaded at the bus ramp and enter through the designated doors. **Students are NOT to be dropped off before 8:20 a.m.; prior to 8:20 a.m. students are not under the supervision of any school employee.** If you arrive before 8:20 a.m., your child must remain in the car with you until 8:20 a.m. All students are to report directly to the appropriate grade level area. **Students are to stay seated unless permission is given by a teacher or administrator to get up. Students are also expected to remain at a level 0-1 conversation (as determined by the administrator) during this time. Students will not be allowed to loiter in the hallways once they have entered the building at 8:20 a.m.**

- **Bicycles/Skateboards**

Bicycles must be parked in the racks provided and secured with a lock. The school is not responsible for damage to, or theft of, bicycle or bicycle parts while bicycles are parked in the racks.

- **Backpacks**

Students are permitted to bring a backpack to school. However, the lockers at Quail Valley Middle School do not accommodate oversized backpacks (ones with handles and wheels).

- **Assembly Behavior**

Various activities will be scheduled in the cafeteria and the gyms from time to time. Students should be aware of proper etiquette during these assemblies. **This includes level 0 conversation, staying seated at all times and celebrating the success of yourself and/or others being celebrated in a respectful manner.** Courtesy should be shown to all speakers and performers. Remember that a lack of respect shows a lack of manners. Applaud only by

clapping hands. Whistling or shouting is not appropriate. Food and drink are not to be taken into an assembly. All students are required to go to an assembly in a quick, quiet, and orderly manner. Students should be seated in designated areas according to teacher's directions. Failure to conduct oneself appropriately during an assembly will result in a minimum of In School Suspension.

- **Classroom Behavior**

Students are to be on time to each class each day. All students will be expected to come to class prepared with the necessary supplies for each class and take pride in keeping the classroom neat and clean by not throwing items/trash on the floor and making sure their area is clean before leaving for their next class. Students are expected to take pride in their work and treat others in the class with respect and without judgement. Students are expected to follow teacher directions and stay on task. Students, staff and teachers will focus on practicing mutual respect and building trusting relationships and will be held accountable for doing so.

- **Athletic/Extracurricular Events Behavior**

If a student is not interested in watching the event, he/ she should not attend. All student spectators are to leave campus and return to the event with a parent; parents must remain at the event with the student. Students who are planning to attend athletic/extracurricular events, must use their normal mode of transportation home and return to campus at the time of the event. For everyone's safety, no student is allowed to loiter on or near campus to wait for the start of an event. Students and spectators are expected to display good behavior during and after the game. While observing games inside either of our gyms, all students are required to sit in the bleachers. Student spectators at football games will not be allowed to re-enter the game area after departing without a ticket stub. Students who attend volleyball or basketball games may not reenter the building once they leave. During athletic events held in the gym, students will not be allowed to congregate in the halls. Students found guilty of violating these guidelines will be referred to the campus administrator and/or FBISD police officer on duty. **Students who do not comply with these rules may be turned over to a parent or be asked to leave the event. Persistent misbehavior at event will result in students forfeiting opportunities to attend.** Students and spectators will not be allowed to re-enter the game area after departing. **All school rules apply while attending extracurricular activities (i.e. dress code, etc.)** A fee may be charged for some after school events.

- **Behavior in the Hallways**

Students are allowed five minutes between each period for changing classrooms, going to his/her locker, using the restrooms and water fountain, etc. Students are required to walk on the right side of the hall **while maintaining level 1 conversation using appropriate language.** Students are also to ensure that the hallways are clear of any trash, food and/or drinks by using the trash cans provided in order to keep the school clean and neat. **Students are not to block the flow of traffic by standing in the hallway in groups or walking the halls in group fashion. Violation of this rule poses a safety hazard and will result in disciplinary action.** Students are expected to walk with purpose and use the most direct (shortest) route to their next class. **Running, loitering, horseplay, or making loud noises in the building is not allowed.** Certain halls or areas are reserved for specific grades or subjects and are not open to general student travel. Failure to adhere to these instructions will result in disciplinary action.

- **Afternoon Departure**

Students will be expected to remain at a level zero for the duration of the dismissal process. Students will be dismissed via the PA System, according to their modes of transportation. Students should listen carefully for their bus numbers to be called, and should exit the building through the bus ramp doors. *(NOTE: In the event of an emergency, it is recommended that alternate transportation arrangements be made with a relative, neighbor, or friend to be at your home to receive your child if, for some reason, you are not able to be there.)*

Car riders, bike riders, after school care pick-up, & walkers *will be dismissed to exit through the front of the building.* Students will not be permitted to reenter the building once they have exited. Parents are to use the Raider Way Drive in the front of the building whenever picking students up in the afternoon; in addition, parents and students are expected to adhere to carpool procedures/attendants. Students will not be allowed to walk between buses to enter cars parked on the bus ramp side of the building. **Parents will not be permitted to park in the faculty parking lot to await students being dismissed from school. Please be patient with our carpool line; it will begin to move more quickly after the first couple of weeks of school.**

- **Bus Misconduct:**

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in District vehicles, students are held to behavioral standards established in the Student/Parent Handbook and the Student Code of Conduct.

	Secondary Grades (6 to 12)
Level I	Driver documents and conference with student

	Secondary Grades (6 to 12)
Level II (1st offense)	Warning, administrator will contact parent to inform of the infraction
Level II (2nd offense +)	3 Day Bus Suspension
Level III	10 Day Bus Suspension
Level IV	15 Day Bus Suspension

***Severe and repeated infractions may result in immediate and permanent bus removal.

- **Cafeteria**

Eating in the cafeteria will be more pleasant if the following procedures are followed:

- 1) Enter the commons in an orderly fashion and immediately get in line to make purchases. **DO NOT RUN.** Arriving to the cafeteria more than five minutes after the bell rings will be considered a tardy and the appropriate discipline may apply including being directed to lunch detention.
- 2) Go through one lunch line only. Consider others in line waiting to be served and wait your turn quietly. Keep your place in line; do not save places for friends.
- 3) If you need to get up from your table, raise your hand and wait to be called on to take care of your need.
- 4) Buy **YOUR** lunch only; do not buy lunches for your friends. Cafeteria workers may limit quantities of items purchased.
- 5) Return trays and utensils to the receiving window; put all trash in the trash cans provided-at the designated times.
- 6) Clean up your eating area.
- 7) Students are to eat in the cafeteria only. Students are not to wander through the halls during their lunch period. Leaving the cafeteria area without permission will be considered skipping and appropriate disciplinary consequences may result.
- 8) No food or drink containers may be taken outside the commons, except for lunch boxes.
- 9) During the lunch period, students are to use the restrooms located nearest the commons. Permission will be required before leaving the commons for any reason.
- 10) No glass containers will be allowed.

- 11) In order to ensure that all students are served in a timely manner, students may be moved from one serving line to a shorter serving line.
- 12) Students will use a level 0-1 conversation at all times in the cafeteria.
- 13) Administrators may assign appropriate consequences if the cafeteria is not adequately cleaned by the students or if their behavior is not appropriate.

- **Breakfast and Lunch**

Breakfast is offered to students between 8:20 and 8:45 a.m. in the cafeteria. The school cannot lend students breakfast or lunch money. Breakfast will not be served after 8:45 AM. A debit (prepaid) account may be set up in the cafeteria for students to pay for their breakfast or lunch. These accounts should be paid for before school or via parent access online. Students and parents are not to order food to be delivered to campus as no deliveries of any kind for students will be accepted by school personnel. If parents bring in food, it needs to be brought at the student's scheduled lunch time. Neither lunches nor lunch money will be delivered to students in their classroom by school personnel. **Parents may bring food items to school for their child only.** Parents bringing food for their student who wish to dine with the student will be provided with a designated table within the cafeteria. Parents/guardians are the only individuals permitted to dine with students (if listed in Skyward) unless administrative permission is obtained prior to the anticipated date of the visit. Students' birthday parties are not to be held during lunch or during school time. **No exceptions will be allowed.**

- **Computer Usage**

The campus will have electronic devices available for student use at the request and discretion of the instructor. Prior to using District computers, the student and the student's parent must sign and the Student/Parent Consent Checklist Signature Page, acknowledging their understanding of Digital Citizenship, responsibilities, and the consequences of violating the agreement. This information is found in the district handbook.

- **Explanation of Disciplinary Actions/Discipline Record**

Any student being sent to the office for disciplinary reasons must report immediately to the appropriate principal. Failure to report immediately to the appropriate office will result in additional consequences being assigned. If a student's behavior contributes to, or incites others to demonstrate aggressive disruptive behavior, this will result in disciplinary action. Parents will be provided a copy of their child's discipline referral, including any action taken.

1. **AM/PM Detention** Students may be assigned AM/PM detention by his/her teacher. The school will not be responsible for transportation. It is the responsibility of the student to notify his/her parents of the date and time of the assigned PM detention; follow up notification will be made by the assigning teacher. A student will report to PM detention at 4:15 p.m. and remain there until 5:10 p.m. During this time, the student will be under the supervision of a school employee. The student must bring schoolwork to do while in detention. All In-School Detention rules will apply. No rescheduling requests from the student will be considered. A parent must contact the assigning teacher 24 hours prior to assigned date to reschedule. **Failure to serve PM Detention as scheduled may result in Saturday Detention.**
2. **In-School Suspension (ISS)** Students will receive credit for all work completed satisfactorily. Students will report to ISS at 8:45 a.m. on the day(s) assigned. Students will not be given passes to return to classes for more work or to participate in classes in any way. If a student misses a test (or assignment he/she was not given), he/she will be allowed to make up the work. Being in ISS is neither an excused nor an unexcused absence. It is simply an ISS absence from class. If a student does not follow the ISS rules, he/she will be subject to additional disciplinary actions including additional days of ISS and/or out of school suspension. Assignments and tests will be administered by the ISS monitor. A student assigned to ISS is not to be released from this area unless called for by the Office.

- a. Students are responsible for bringing all textbooks and basic instructional supplies (i.e. pencils, paper, pens, etc.) to ISS.
 - b. Students are responsible for taking care of books and personal possessions in ISS. The student is also responsible for taking care of his/her assigned seating area. Any abuse of school property will result in further disciplinary action and payment for damages. Students will keep their area in ISS clean and neat.
 - c. While in ISS, students will work individually without talking and will sit straight in the chairs and stay alert at all times.
 - d. Stay at your assigned seat at all times. Students may get up **ONLY** with the permission of the ISS monitor.
 - e. If you have a question, raise your hand and the ISS monitor will help.
 - f. Students should pace their assigned work so that you stay busy at all times. Students who complete assignments early will be given other work by the ISS monitor that must be completed.
 - g. The ISS monitor will give restroom and water breaks **ONCE** in the morning and **ONCE** in the afternoon.
 - h. ISS students will eat sack lunches in the ISS room. Only milk or water will be available to drink with the sack lunch. No snacks, candy, etc.
 - i. Students are required to complete all work assigned by their teachers for the time in ISS. Any course work not completed during your ISS day must be returned to the ISS Monitor at the end of the day.
 - j. All Quail Valley Middle School regular disciplinary guidelines, including dress code, will be enforced in ISS.
 - k. All participation in extra or co-curricular activities is suspended for the time a student is assigned to ISS.
 - l. If a student misbehaves or chooses not to follow ISS rules, he/she may be sent home on suspension by a principal. The ISS assignment will be completed upon the student's return to school. The grade level administrator may assign additional time in ISS.
3. Suspension For serious or persistent misbehavior, or for any situation in which the student's presence represents a danger to himself or others, a student may be suspended from school. The suspension will not exceed three school days. **Suspensions may not be appealed.** Suspension/Expulsion will be administered according to the rules and regulations outlined in the Discipline Management Plan. A student will be allowed to make up the work upon returning to school. The student will not be allowed on campus during the days of suspension. All work is to be made up upon the students return to school. **No work will be issued prior to the end of the suspension.**
4. Saturday Detention Rules are consistent with In-School Suspension rules and the Code of Student Conduct expectations. Each Saturday session will be three hours in length (9:00 a.m. to 12:00 p.m.). Students tardy to the center will not be admitted and will be counted absent. Failure to attend Saturday Detention may result in a one day In-School Suspension. Transportation is the responsibility of the parent. It is also the responsibility of the student to bring enough school-related work for the entire four hour assignment. Students without school-related assignments will not be admitted to the center. Misconduct during Saturday Detention will result in dismissal from the session; failure to complete the four hour session will result in additional disciplinary action. All school rules including dress code will be enforced.
5. District Alternative Education Program (DAEP) For serious violations of school rules, students may be assigned to DAEP for a minimum of forty five (45) days. Students are withdrawn from Quail Valley Middle School and will receive direct instruction at Ferndell Henry. If completed satisfactorily, a student will receive full credit for all work done at DAEP.

- **Emergency Drills**

After the emergency signal is given the students must follow the directions given by the teacher. There is absolutely no talking during an emergency drill. Inappropriate conduct during emergency drills will result in disciplinary action.

Grades

- **Conduct Grades**

Teachers will assign conduct grades in each of their classes on an individual basis. Students will receive one of the following grades on their Nine Week Report Card: **“O” = Outstanding** (prepared for class at all times, no tardies in the nine week grading period, no disciplinary infractions); **“S” = Satisfactory** (prepared for class, no more than 2 tardies in the nine week grading period, no disruptive behavior); **“N” = Needs Improvement** (failure to be prepared for class, more than 2 tardies in the nine week grading period, disruptive behavior); **“U” = Unsatisfactory** (consistently unprepared for class, more than 3 tardies in the nine week grading period, persistent disruptive behavior). Parents will be notified, by the teacher, if a student is to receive a conduct grade of **“N”** or **“U.”**

- **Late Work (daily grades)**

Students are encouraged to hand in all assignments on the date requested by the teacher. The following procedure is in place:

- 1st day late will result in a reduction of 10 points from the overall earned score;**
- 2nd day late will result in a reduction of 20 points from the overall earned score;**
- 3rd day late will result in a reduction of 30 points from the overall earned score.**

On or after the 4th day past the due date, the work will be accepted by the teacher but it is at the teacher’s discretion whether or not the work will be accepted for credit. If it is accepted for credit, at least 30 points will be deducted from the overall earned score.

- **Make Up Work Assignments**

It is the student’s responsibility to ask the teacher for make-up work immediately upon returning to school after being absent. If a test was scheduled before the student was absent, then the student may be required to take the test the day he/she returns. If a student has missed work, the teacher will give the student the opportunity to make up the work for a grade. Generally, one day for each day of excused absence will be provided for make-up work. For an excused absence, students will be given one day to make up work for each day of the excused absence.

- **Final /Semester Exams**

Final Exams and Semester exams will not be given in Middle School, **except for High School Credit Courses**. If a student will be out of school during the scheduled final exam periods for any reason, the exams will have to be taken upon the student’s return to school. **No exams will be given before the scheduled date and time.** Until the exam is taken, a grade of zero will be reflected on the report card. Once the exam has been taken and scored, the correct grade will be recorded.

- **Re-Testing Procedure**

The decision as to how to reassess objectives that are re-taught is the option of the classroom teacher. Retesting guidelines apply to major assessments only. Daily grades, quizzes, projects, and semester exams are not included in the retesting guidelines. The following guidelines apply to retesting:

- Students who received a failing grade on a major assessment must retest; the retest may include items from
- all objectives covered on the original assessment or only those objectives not mastered by the student.
- Students scoring less than 75 have the option to retest; the retest may include items from all objectives
- covered on the original assessment or only those objectives not mastered by the student.
- In order to retest, a student must attend a re-teaching session for remediation of non-mastered objectives.
- Re-teaching must be completed prior to the administration of the next major assessment in the course.
- The highest grade that may be earned on a retest is 75.

- **Lockers**

Each student is assigned a school locker for books and clothing. **Students are not to use lockers not assigned to them.** Pictures, drawings, adhesives, decorating and/or marking of lockers will not be allowed. “Pegging” of lockers so that they can be opened without a combination is against school policy, and will be subject to disciplinary action. **Students are not allowed to “trade” or “share” lockers.** Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right, whenever the administration deems appropriate, to inspect all lockers whether or not the student is present. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. **The school is not responsible for items lost or stolen from student lockers.** These restrictions and limitations apply to gym lockers, also. School administration reserves the right to suspend locker use for misconduct.

- **Library Use**

Students are permitted access to the library between 8:20 a.m. and 4:00 p.m. daily with permission or a pass from an instructor. Books may be checked out for two weeks at a time. Computers are available for student use. Students are not to remove any material or publications, without authorization, from the library.

- **Lost and Found**

Articles, books and clothing that are found must be turned in to the lost and found. The office will make every effort to find the owners, provided the item is tagged with the student name. Unclaimed articles will be donated to a charitable organization at the end of each month.

- **Medications**

The student’s parent or the school nurse must administer all medication, both prescription and over the counter. All district guidelines must be followed as outlined in the district student handbook. **Students are not allowed to possess (carry) or distribute (pass out) any form of medication.** Any student receiving medication in the clinic must not carry that medication out of the clinic. Possession of or distribution of controlled medication is a felony, and may result in serious consequences.

- **Supplies**

On a daily basis, students need to come to each class prepared with pen, pencil, paper and other necessary supplies required by the teacher. **Permanent markers (Sharpies) will not be allowed for either classroom or personal use.** Failure to be prepared for class may result in a lowered conduct grade.

- **Tutorials**

QVMS classroom teachers are required to conduct tutorials or provide intervention for students who need additional help. Morning tutorial sessions begin at 8:20 and finish at 8:45. Teachers who are allowing students for tutorials each specific day (M-F) will meet students by the bus ramp doors. Students that are 5 minutes or more late will not be permitted to attend tutorials that day.

NOTE: *Students who attend tutorials must remain in the teacher’s classroom until 8:45 when all students are released to 1st period.*

Afternoon tutorials are at the teacher’s discretion. No bus transportation is provided for individual teacher tutorials; students must coordinate their own transportation if staying after school for tutorials.

Non-compliant behavior during tutorial sessions may result in disciplinary action.

- **Valuables**

Students are not to bring large amounts of cash or expensive items to school. Students are responsible for the safekeeping of all personal items brought on campus. **The school is not responsible for items lost or stolen at school. Administrative investigations will not be conducted for items lost or stolen while at school.** Students are not to have money taped or pinned to their clothing in celebration of a birthday, etc.

- **Visitors/classroom observations**

All persons visiting the campus must sign in at the front office, present a valid ID, and obtain a Visitor's Pass. For student safety, visitors are restricted to the area designated on the pass, and the pass should be returned at the end of the visit. Students are not allowed to have other student visitors during the day. If the **Visitor's Pass** is not worn and easily visible, the visitor will be escorted to the front office and/or from the building.

If parents wish to visit/observe their child's classes during the school day, the following guidelines are in place:

- Prior to visiting the child's classroom, parents must complete the Classroom Observation form that can be obtained from the front office. The form must be approved by the teacher and administrator.
- Limit visits to no more than one classroom visit per teacher per nine weeks. Each visitation will be limited to a 30 minute class period unless further approval has been obtained by the grade level principal.
- Parents may visit a classroom only when their child is scheduled for that class and present in the classroom.
- If a teacher conference is needed, that appointment should be set up separately from a classroom visit. Do not conference with the teacher before, during or after the classroom visit as teachers are busy supervising students during these times.
- Parents should not interact with *any* student while observing the classroom.
- Visitors to the cafeteria must sit at a table with their child only. Please see the administrator on duty to direct you to the appropriate table.

Thank you in advance for your assistance and cooperation during this school year!