

2011-2012
Valhalla Middle School

300 Columbus Avenue
 Valhalla, New York 10595
 Phone: 914-683-5000 Fax: 914-328-4370

STUDENT HANDBOOK AND ASSIGNMENT BOOK

MS Principal: Dr. Steven M. Garcia

6-12 Assistant Principal: Mrs. Angela Aguilar

Name: _____ Grade: _____ Telephone: _____

Guidance Counselor: _____ Guidance Telephone: 683-5004

Period	Subject	Teacher	Room
A 8:00 - 8:42 AM			
B 8:45 - 9:27 AM			
C 9:30 - 10:12 AM			
D 10:15 - 10:57 AM Grades 6 & 7			
10:12 - 10:42 AM	LUNCH GRADE 8		
E 10:45 - 11:27 AM Grade 8			
10:57 - 11:27 AM	LUNCH GRADES 6 & 7		
F 11:30 - 12:12 PM			
G 12:15 - 12:57 PM			
H 1:00 - 1:42 PM			
I 1:45 - 2:27 PM			

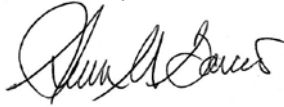
PRINCIPAL'S GREETING

Welcome to Valhalla Middle School! This hand-book will provide you and your parents the policies, procedures, and regulations of our school. A thorough understanding of the contents of this handbook will most certainly contribute to a productive and rewarding Middle School experience for each one of you.

The middle school *'tween* years (ages 10-14) are the most exciting and challenging for young adolescents as they develop core social, emotional, physical, moral, psychological, and intellectual skills. Sixth, seventh, and eighth grade students crave a learning culture where they can express their unique talents, search for belonging, make contributions, and nurture life skills. We believe it is the role of the middle school to fulfill these needs, providing active, engaging, personalized, and challenging learning experiences for all children in a supportive and safe environment. However, a key to our success will be the collaboration of faculty, staff, students, parents and community members in this pursuit. Together, we will contribute to each child's learning journey at VMS.

I look forward to participating in your learning experience, and I wish you a successful 2011-2012 school year!

Sincerely,



Steven M. Garcia, Ed.D.
Principal, Valhalla Middle School

PHILOSOPHY

The Valhalla schools are a democratic expression for the will of the community to give a formal dimension to the education of its young people. The schools carry out this mandate within the framework of pertinent New York State laws and the local educational budget. We have determined that at all stages and facets of our educational process, the needs and aspirations of our students remain central.

VALHALLA MIDDLE SCHOOL *OUR VISION, MISSION, AND BELIEFS*

VISION

Middle school provides active, engaging, challenging, and personalized learning experiences for all children. Through a supportive and safe environment, VMS endeavors to address the unique developmental and intellectual needs of each student.

MISSION

The mission of Valhalla Middle School is to nurture responsible and respectful adolescents who are empowered to think critically. VMS fosters individual achievement and nurtures character and emotional development. VMS partners with families and communities to support this mission, resulting in a diverse and harmonious educational environment to help students meet the challenges of the 21st century.

AT VALHALLA MIDDLE SCHOOL, WE BELIEVE THAT:

- Education is the mission of the entire learning community.
- Curriculum should be relevant, challenging, integrated, and exploratory.
- It is of the utmost importance to provide students with the necessary educational and professional skills to succeed in the global community.
- Maximum effort is essential for academic and professional success.
- Education extends beyond the classroom walls.
- Participation in both co-curricular and extra-curricular activities promotes well-rounded students.
- A respectful professional atmosphere is necessary for effective instruction.
- Staff development should be an ongoing process to keep teachers updated in current trends/practices.
- Our small school size allows us great insight into one another and lends itself to increased student success.

- We help students develop core social, emotional, physical, moral, psychological, and intellectual skills.
- School should be a positive, safe, engaging, stimulating experience for everyone.
- Respecting each person's individual background and talent is the crucial component in an effective learning community.
- The health and wellness of every child is an essential component in all what we do.

NON- DISCRIMINATION CLAUSE

The Valhalla Union Free School District does not discriminate on the basis of age, color, creed, disability, marital status, veteran status, national origin, race, sexual orientation or gender in the educational programs and activities it operates.

Inquiries concerning this policy may be referred to the Superintendent's Office, 316 Columbus Avenue, Valhalla, NY 10595.

SEXUAL HARASSMENT

Sexual Harassment is a violation of the law and stands in direct opposition to District policy. Therefore, the Board prohibits all forms of sexual harassment by employees and students. Generally, sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Offenders will be subject to serious disciplinary action, parental notification, and report to district sexual harassment officer.

VALHALLA MIDDLE SCHOOL FACULTY AND STAFF

VMS ADMINISTRATION

Principal

Dr. Steven M. Garcia

Assistant Principal 6-12

Mrs. Angela Aguilar

MAIN OFFICE

Secretary to VMS

Administration

Mrs. Janet Monaco

Attendance

Mrs. Linda Perrotta

Front Office

Mrs. Francine Vincent

Mrs. Paula Soricelli

NURSE

Ms. Virginia Diamond

TEAMS

Grade 6 Team

Mr. Brett Erenberg

Ms. Christina Flotta

Mr. Cayne Letizia

Ms. Nicol Pazona

Ms. Candace Russo

Mr. Paul Silano

Mr. Andrew Tripaldi

Grade 7 Team

Ms. Laura Booth-Freda

Ms. Cristina Conciatori

Mrs. Lynne Lewin

Ms. Nori Lustig

Mr. Lou Orfanella

Ms. Karen Martino

Ms. Nancy Thompson

Grade 8 Team

Mr. John Hayes

Mrs. Patricia Gannalo

Mrs. Shelley Rubin

Ms. Nancy Thompson

Mrs. Jennifer Granich

Ms. Eileen Clark

Mr. Chris Cooper

EXPLORATORIES

Art

Ms. Lisa Green

Dr. Holly Flannery

Music

Mrs. Deborah Woodard

Mr. Jeff Dulitz

Dr. Scott Rimm-Hewitt

Mr. Chris Czerw

Technology

Mr. Steve D'Ascoli

Mr. Aaron Herold, *Specialist*

FOREIGN LANGUAGE

Ms. Julie LaConte

Ms. Roxanne Franquelli

Ms. Stephanie Albanese

Ms. Lisa DeBiase

HEALTH & P.E.

Mr. Jaime Block – *Director of Athletics, Health & PE*

Mrs. Stephanie Butler

Mr. Thomas Kuney

Ms. Tara Lahm

Mr. Kevin Martins

LIBRARY MEDIA CENTER

Ms. Lourdes Torres,

Library Media Specialist

Ms. Betsy Palma – *Library Aide*

PUPIL SUPPORT SERVICES

Mr. John Salatte

Director of Special Education

Dr. James Skorney, *Psychologist*

Mrs. Michelle McSherry,

Psychologist

Guidance Counselors

Mr. Andrew Kupec, *Director*

Ms. Reneé LeGendre, *grades 6 & 7*

Mrs. Susana Reis, *grade 8*

Mrs. Toni Bonifacio, *Secretary*

Special Education Teachers

Mrs. Margaret Doran

Ms. Laura Granda

Ms. Jennifer Granich

Mr. William Suesholtz

Mrs. Kimberly Walsh

Mr. Sandro Prosperino

Ms. Kerri Maines –*Speech*

Dr. Cayne Letizia –*Reading*

Ms. Lorna McKenzie – *Reading*

Teacher Aides

Mrs. Denise Gomez

Mrs. Sandy LaLuna

Ms. Nadine Sommer

Mr. Peter Keating

Ms. Amanda Gonzales

BUILDINGS & GROUNDS

Mr. Peter Kelly, *Superintendent of Buildings and Grounds*

Custodians

Mr. Joseph Magaletti, *Head*

Mr. Steve Cerreta, *Head*

Mr. Todd Dooley

Mrs. Thi Si Huynh

Mr. Mario Pierre

Mr. Luther Wilson

Mr. Wendy Chingcuangco

VALHALLA MIDDLE SCHOOL DAILY SCHEDULES

GRADES 6 & 7	
Period	Time
A	8:00 - 8:42 AM
B	8:45 - 9:27 AM
C	9:30 - 10:12 AM
D	10:15 - 10:57 AM
E (Lunch)	11:00 - 11:27 AM
F	11:30 - 12:12 PM
G	12:15 - 12:57 PM
H	1:00 - 1:42 PM
I	1:45 - 2:27 PM

GRADE 8	
Period	Time
A	8:00 - 8:42 AM
B	8:45 - 9:27 AM
C	9:30 - 10:12 AM
D (Lunch)	10:15 - 10:42 AM
E	10:45 - 11:27 AM
F	11:30 - 12:12 PM
G	12:15 - 12:57 PM
H	1:00 - 1:42 PM
I	1:45 - 2:27 PM

TWO HOUR DELAY

PERIOD	2 HOUR DELAY SCHEDULE
A	10:00 AM – 10:27 AM
B	10:30 AM – 10:57 AM
C	11:00 AM – 11:27 AM
D	11:30 AM – 11:57 AM (Grade 8 Lunch)
E	12:00 Noon – 12:27 PM (Grades 6 & 7 Lunch)
F	12:30 PM – 12:57 PM
G	1:00 PM – 1:27 PM
H	1:30 PM – 1:57 PM
I	2:00 PM – 2:27 PM

VALHALLA MIDDLE SCHOOL COURSES

6 TH GRADE	7 TH GRADE	8 TH GRADE
CORE COURSES		
<ul style="list-style-type: none"> ➤ Language Arts 6 ➤ Math 6 OR Math 6A ➤ Science 6 ➤ Social Studies 6 	<ul style="list-style-type: none"> ○ Language Arts 7 ○ Math 7 OR Math 7A ○ Science 7 ○ Social Studies 7 ○ Italian 7 ○ Spanish 7 	<ul style="list-style-type: none"> ◆ Language Arts 8 ◆ Math 8 OR Math 8A (Integrated Algebra Regents) ◆ Science 8 OR Earth Science 8 Regents ◆ Social Studies 8 Italian 8 ◆ Spanish 8
EXPLORATORY COURSES		
<ul style="list-style-type: none"> ➤ Italian 6 ➤ Spanish 6 ➤ Computer Apps 6 ➤ Literacy ➤ P.E. Boys ➤ P.E. Girls ➤ D.A.R.E. 	<ul style="list-style-type: none"> ➤ Art 6 ➤ Drama ➤ Concert Band ➤ Symphonic Band ➤ Jazz Band ➤ Chorus ➤ Vocal Ensemble ➤ Orchestra (Strings) 	<ul style="list-style-type: none"> ○ Health ○ P.E. Boys ○ P.E. Girls ○ Art 7 ○ Concert Band ○ Symphonic Band ○ Jazz Band ○ Chorus ○ Vocal Ensemble ○ Orchestra (Strings) ○ Music Appreciation
<ul style="list-style-type: none"> ◆ 21st Century Careers & Skills ◆ P.E. Boys ◆ P.E. Girls ◆ Art 8 ◆ Concert Band ◆ Symphonic Band ◆ Jazz Band ◆ Chorus ◆ Vocal Ensemble ◆ Music Appreciation 		

Please refer to the VMS Course Selection Guide on the VMS Homepage for specific information about the Middle School's program and courses.

MIDDLE SCHOOL CONTACT INFORMATION

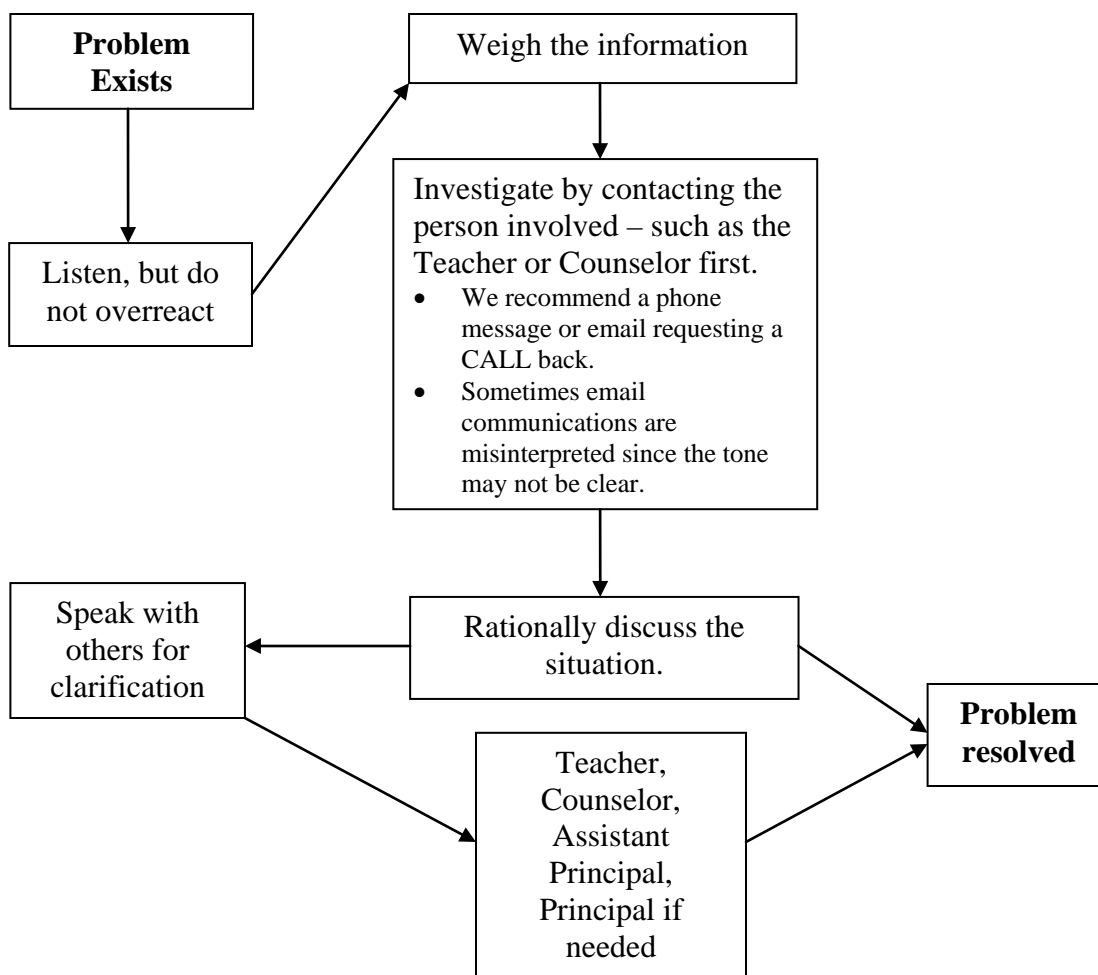
6-12 Front Office and Teachers	683-5000	Fax – 683-5003
Dr. Steven M. Garcia, Principal	683-5011	
Angela Aguilar, Asst. Principal 6-12	683-5011	
Janet Monaco, VMS Secretary	683-5011	Fax – 683-5003
Linda Perrotta, Attendance	683-5149	
Virginia Diamond, Nurse	683-5010	Fax - 328-4370
John Salatte, Director of Special Education	683-5025	Fax – 683-3278
Jamie Block, Athletic Director	683-5181	Fax – 683-5003
Toni Bonifacio, Guidance Secretary	683-5004	Fax – 328-1059
Andy Kupec – Director of Guidance		
Susana Reis – 8 th Guidance		
Renee LeGendre – 6 th and 7 th Guidance		

VALHALLA UNION FREE SCHOOL DISTRICT EMAIL (New Procedure)

First name initial & lastname@valhallaschools.org
i.e., jsmith@valhallaschools.org

PROBLEM SOLVING FLOW CHART

If you have a problem with school, we suggest you use the following protocol. When we follow the model below, most, if not all problems may be solved to help your child.



**VALHALLA UNION FREE SCHOOL DISTRICT
2011-2012 CALENDAR**

AUGUST	31	Superintendent's Conference Day (staff only)
SEPTEMBER	1	Superintendent's Conference Day (staff only)
	5	Labor Day/School Closed
	6	School Starts
	29-30	Rosh Hashanah (School Closed)
OCTOBER	7	15 Minute Early Emergency Dismissal
	10	Columbus Day (school closed)
NOVEMBER	8	Superintendent's Conference Day (staff only)
	11	Veteran's Day (school closed)
	17	½ Day Early Dismissal
	23	½ Day Early Dismissal
	24-25	Thanksgiving Recess
DECEMBER	9	½ Day Early Dismissal/Parent Conferences
	26-30	Holiday Recess
JANUARY	2	New Years/ Holiday Recess
	3	School Reopens
	16	Martin Luther King, Jr. Day
FEBRUARY	20-24	Winter Recess
APRIL	6-13	Spring Recess
MAY	16	NYS Scoring Day
	28	Memorial Day (school closed)
JUNE	13-22	Final/Regents Exams
	25	Superintendent Conference Day (staff only)

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. If the decision is to delay, the delay will be a one-hour or two-hour delay and a decision will be made by 7:40 a.m. as to whether the school will be open or closed

The decision to return any unused snow days will be evaluated by the Superintendent of Schools and the Board of Education.

VALHALLA MIDDLE SCHOOL CODE OF CONDUCT*

**Please refer to the Valhalla Union Free School District Code of Conduct for specific guidelines*

STUDENT RIGHTS

The Board of Education supports the **rights of students** where these rights do not interfere with those of others, the general social order, or laws, rules, and regulations. Such rights shall include:

- a free and appropriate education
- involvement in school government and long-range curriculum planning as appropriate to the age of the student
- free speech or expression where such speech or expression is not slanderous, and/or vulgar, does not incite others to damage property or physically harm others, or does not interfere with the normal operation of the school
- distribution of literature, subject to school approval, with respect to time, manner, place, duration and content, which does not interfere with the requirements of appropriate discipline in the operation of the school
- symbolic expression which does not intrude upon the orderly process of the school or the rights of others
- individual personal appearance except where dress or appearance interferes with the learning process or where health, safety, or full participation factors are at issue
- appropriate personal counseling
- confidentiality of communication when the content does not breach the school's responsibility to the parent or guardian
- access to student records if over the age of 18 and as allowed by law
- due process in matters of suspension and/or expulsion

CODE OF CONDUCT ABC's

ACADEMIC ELIGIBILITY REQUIRMENTS

All students participating in extracurricular activities at Valhalla Middle School and Valhalla High School will be subjected to the Academic Eligibility Policy (AEP) grades 6-12.

- Student grades will be determined by the five week progress report and the marking period grades.
 - Final year grades will be used to determine a student's status for the fall season (summer school grades will be used to determine eligibility for the fall season).
1. If a student has ONE failure:
 - a. Student may participate in extracurricular activities.
 - b. Student will meet with his/her counselor to form a plan of support to help student avoid future ineligibility.
 2. If a student has TWO failures:
 - a. Student will be on a 5-week probationary period. While on probation the student will be permitted to participate in extracurricular activities.
 - b. The assistant principal will meet with the student to develop a plan for academic support.
 - c. Student must adhere to the plan of academic support which will include mandatory extra help sessions in the failed subjects during the entire probationary period.

- d. Student must submit each Thursday, to the assistant principal, a progress report completed by teachers in all subjects.
 - e. A student who fails to adhere to the academic support plan or hand in a completed weekly progress report shall be considered ineligible for participation in all extracurricular activities for the remainder of the probationary period.
 - f. After the five week probationary period if the student has 2 or more failures he/she will be declared ineligible and may not participate in any extracurricular activities for the subsequent five week period.
3. If a student has **THREE OR MORE** failures:
- a. Student will be ineligible for participation in all extracurricular activities for a five week period.

Appeals:

Students may appeal extracurricular restriction at the completion of the five week probationary period (appeals will not be considered in the middle of a grading period). Any appeal by a student with respect to a determination of eligibility shall be heard by an Academic Eligibility Committee consisting of the Principal, Assistant Principal, Director of Guidance, lead teacher, School Psychologist and Director of Athletics. The student may be accompanied to the eligibility hearing by his/her parent and guidance counselor.

ACCIDENTS

Accidents must be reported at once to the teacher in charge or to the Main Office. Any student who becomes injured should first notify his teacher and then report to the Nurse (683-5010)

AFTER SCHOOL DESIGNATED AREAS

When school is dismissed, all students staying after school for extracurricular activities must be in designated areas with their teachers, coaches or advisors at all times. All students who are staying for extracurricular activities, which do not begin upon dismissal, may not congregate in the halls. Students must be in Cafeteria A. All students taking the late bus must leave through Cafeteria A. Students are required to have a pass written from their teachers, coaches or advisor after their meetings/practice in order to ride the late bus. If a student does not have a pass they will not be allowed to ride the late bus. All after school cafeteria supervision personnel must collect/check the student's bus pass prior to them riding the late bus. **Students are only permitted to stay after school for legitimate purposes (extra help, clubs, athletics, etc.).**

ATTENDANCE POLICY

It is the responsibility of parents/guardians to insure that their children attend school in accordance with the district calendar. **It is the obligation and responsibility of each Valhalla Middle School student to attend all classes as specified on his/her schedule.** Continuity of instruction is a crucial part of any educational program. Regular school attendance is important because it is directly related to academic success. Further, it contributes to the development of discipline which will play a part in future career success.

Valhalla Middle School recognizes the following as legal **excuses** for a student absence, each of which must be verified by the student's parent/guardian or by school personnel, where applicable:

1. Personal Illness
2. Death in the family
3. Approved school sponsored activities
4. Directed or authorized presence at the Administrative Offices or Nurse's Office.
5. Religious observance
6. Impassable roads or weather making travel unsafe
7. Quarantine
8. Required Court Dates
9. Military obligations
10. Emergency Dental or Medical visits

11. College visitation with prior knowledge and approval—so long as it does not exceed 3 days per year (juniors and seniors only)
12. Extraordinary circumstances (pre approved 1 month in advance) by the principal and superintendent of schools

Any absence not provided for on the excused list shall be deemed an **unexcused** absence. Explanations which indicate travel, vacation, work, or “needed” at home are examples of unexcused absences. **Teachers will not prepare work for any student who will be out of school for an unexcused reason before hand. It is the student’s responsibility to collect all missed work when they return to school.** Students who arrive 20 minutes after the start of class without a pass excusing them for one of the above reasons will also be considered absent unexcused.

If a student is out beyond three consecutive days for illness, a physician’s note must be provided or every absence thereafter will be considered unexcused.

Students must be in attendance five academic periods to participate in after school activities (unless prior approval is received from a school administrator). In addition, any student who is sent home from school sick is not permitted to participate in any after school events

Procedures to Follow for Absences

Each absence must be accounted for. It is the parent’s/guardian’s responsibility to notify the office the morning of the absence. It is essential that parents/guardians provide a written excuse for each absence. Such excuses should contain the reason and date of the absence, and be presented to the attendance officer as soon as a student returns to class.

A WRITTEN EXCUSE MUST BE PRESENTED WITHIN 72 HOURS OF A STUDENT’S RETURN TO A SPECIFIC CLASS OR SCHOOL. ONCE 72 HOURS HAVE ELAPSED, THE ABSENCE WILL BE PERMANENTLY RECORDED AS UNEXCUSED AND ALL PENALTIES WHICH ACCOMPANY AN UNEXCUSED ABSENCE WILL BE ENFORCED.

BULLYING/CYBERBULLYING/SEXTING

The NYSED Glossary of Terms defines Intimidation, Harassment, Menacing, and Bullying (IHMB) as “threatening, stalking or seeking to coerce or compel a person to do something; intentionally placing or attempting to place another person in fear of imminent physical injury; or engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practices, gender, sexual orientation, age or disability that substantially disrupts the educational process”

Cyberbullying is “the repeated use of information technology, including e-mail, instant message, blogs, chat rooms, pagers, cell phones, and gaming systems, to deliberately harass, threaten or intimidate others.”

Sexting is defined as “sending, receiving or forwarding sexually suggestive nude or nearly nude photos through text message or email”

Bullying, cyberbullying (a form of electronic aggression) and sexting are inappropriate behaviors and will not be tolerated on school grounds or at school-sponsored events or functions, using either school or personal information technology equipment.

CO-CURRICULAR PARTICIPATION AGREEMENT

Participation in co-curricular activities is a privilege for each student; therefore it is imperative students, parents, and community members are aware of the following policies and procedures of Valhalla Middle School & Valhalla High School regarding participation in co-curricular activities.

All Valhalla Middle School & Valhalla High School students participating in co-curricular activities are subject to the following guidelines:

1. All Valhalla Middle School & Valhalla High School students are subject to the disciplinary procedures of the middle school and high school for any and all actions that take place during the school day, on school property, as a part of a school activity/event, or at any other school chaperoned function off school grounds. Violations of school policies may result in participation restriction as outlined in the co-curricular code of conduct.
2. Valhalla Middle School & Valhalla High School strongly believes in the character of its students. Students who are involved in co-curricular activities including, but not limited to, performing arts, student government, athletics, etc. are expected to conduct themselves in a manner which exemplifies good moral character. Self-reported and/or police reported involvement in illegal/improper activities (possession, use, sale of drugs/alcohol, etc.) off campus will result in co-curricular restriction as outline in the co-curricular code of conduct.
3. Coaches and advisors have the ability to make participation restriction decisions when incidents occur within the team/activity setting under the direction of school administration.
4. All students must be academically eligible to participate in co-curricular activities as outline in the Valhalla Middle School & Valhalla High School Eligibly Requirements

The Participation Policy must be signed by both the student and parent/guardian for the student to participate in co-curricular activities.

CO-CURRICULAR POLICY

Extracurricular clubs and athletics for all students are an integral and desirable part of the district's secondary school educational program. The Board believes that all students should conduct themselves in a manner that will not jeopardize their health, affect their performance, nor reflect negatively upon the Valhalla Unified School District. To be a member of an extracurricular club or athletic team is a privilege and each student is expected to perform to the best of his or her potential.

Because the use of alcohol and drugs prevents the development of a healthy mind and body, the following code of behavior has been established:

No student involved in extracurricular activities or athletics will possess or consume a beverage containing alcohol at any time or place during the duration of the club or during the sports season.

No student in extracurricular activities or athletics will possess, sell, or use illegal drugs at any time during the duration of the club or during the sports season.

No student in extracurricular activities or athletics will use prescription drugs without the consent of a physician and/or parent at any time during the duration of the club or during the sports season.

Alcohol Violations, Drug Violations & any other violation that results in a three or more day suspension.

Athletics and Performance Based Activities (drama, bowling club)

1st Offense:

- Loss of Leadership Positions – Team Captain
- The student will be suspended from participation for 20% of the games/competitions/performances.
- The student must attend all practices and games during the probation period.
- The student will meet with Guidance Counselor for three mandatory meetings.

**Student will meet with Review Board for multiple violations (intoxication, possession) or if there is less than 20% of the games or performances remaining in the season/activity **

2nd Offense:

- The student will be removed from all athletic teams or performance based activities for the remainder of the season.
- The student will meet with Guidance Counselor for three mandatory meetings.

****Student will meet with Review Board for multiple violations (intoxication, possession)****

3rd Offense:

- The student will be suspended from participation in sports and performance based activities for the balance of the school calendar year.
- The student will meet with Guidance Counselor for three mandatory meetings.

****Student will meet with Review Board for multiple violations (intoxication, possession) or if extreme circumstances exist****

All Other Clubs and Activities:**1st Offense:**

- Loss of Leadership Positions
- The student will be assigned 15 hours of community service.
- The student will meet with Guidance Counselor for three mandatory meetings.

****Student will meet with Review Board for multiple violations (intoxication, possession)****

****The National Honors Societies must adhere to national guidelines when violations occur that may impose additional sanctions****

2nd Offense:

- Student is removed from all clubs and activities for the remainder of the school year on a seasonal basis.
- The student will meet with Guidance Counselor for three mandatory meetings.

****Student will meet with Review Board for multiple violations (intoxication, possession)****

3rd Offense:

- The student will be removed from participation in all clubs/activities for the remainder of the school year
- The student will meet with Guidance Counselor for three mandatory meetings.

****Student will meet with Review Board for multiple violations (intoxication, possession) or if extreme circumstances exist****

Tobacco Use on School Property---Clubs/Athletics**1st Offense:**

- Loss of leadership positions
- Student is assigned 6 hours of community service
- 3 mandatory meetings with Guidance Counselor

****School Participation restricted on day of in-house suspension (1 day) ****

****The National Honors Societies must adhere to national guidelines when violations occur that may impose additional sanctions****

2nd Offense:

- Student is assigned 12 hours of community service
- 3 mandatory meetings with Guidance Counselor

****School Participation restricted on days of in-house suspensions (2 days)****

3rd Offense:

- Review Committee will meet to decide if student is permitted to continue on athletic team or in club/activity & determine additional sanctions.
- 3 mandatory meetings with Guidance Counselor

****School Participation restricted on days of in-house suspensions (3 days)****

The review committee shall consist of the Assistant Principal, Athletic Director, Guidance Counselor, one Coach, and one Club Advisor.

CUTTING CLASSES

Students are expected to attend all classes and other school activities for which they are scheduled. Missing one of these assignments is considered a cut. Cutting classes has a significant negative effect on the educational process. The following procedures apply to class cuts when students do not leave the building.

- **First Cut** - For the first cut in any one class, a student will be given one after-school detention.
- **Second Cut** - For the **second cut in any class**, a student will be assigned Alternative Instruction.
- **Third and Subsequent Cuts** - Beginning **with the third cut in any class**, a student will be subject to more serious penalties including out-of-school suspension. Parental conferences will be held in order to help alleviate the problem.

Truancy is a violation of the state attendance laws requiring appropriate disciplinary action.

DETENTION

Students who are to serve detention after school will report to Room 211. Detention will be held from 2:40 pm – 3:20 pm every day. Students are expected to serve detention on the day it is given unless an alternate day is approved by a building administrator due to an extenuating circumstance. This will allow all students the time needed to adjust their after school schedules in order to be there.

Students who have violated school regulations will be assigned to detention. No student because of membership or participation in a club, student activity, after school employment, or because of transportation arrangements shall be exempt from detention. If a student fails to report to a teacher for classroom misconduct after school, when given 24 hours notice, the teacher may assign the student a school detention.

Students who are absent from detention without prior approval of the Assistant Principal will be subject to Alternative Instruction plus a detention. Frequent absences from detention will be dealt with more severely.

It will be the student's responsibility to report to the detention room on time. During the detention period, the student will remain quiet and cooperative. Students may use detention time to complete assignments, do homework, read, or involve themselves in some other quiet, constructive endeavor. Failure to comply with these responsibilities will result in further disciplinary measure.

Valhalla Middle School students, both in school and at school-related activities, are expected to conduct themselves in an appropriate manner which reflects respect for themselves and others. No one will be allowed to hinder our goal of providing a quality education in a safe environment.

Every VMS student is expected to:

- leave **all bags and jackets** in lockers during the school day (jackets may be required to be worn outside during lunch by supervising teachers)
- Students may bring string packs to class
- comply with any reasonable request made by a staff member
- refrain from gum chewing
- refrain from bringing glass bottles to school

- refrain from the use of abusive or disrespectful language
- refrain from writing, passing or receiving notes
- refrain from physical confrontations, vandalism to school property or the property of others, theft, gambling, or cheating
- refrain from smoking, use or possession of alcoholic beverages, use or possession of illegal substances
- use good judgment in selecting school attire - **no bare midriffs, no tank tops, spaghetti strap tops or tube tops, no T-shirts that advertise inappropriate social messages. Shorts must be finger tip in length and not have any writing on the back side. All tops must have a shoulder strap of at least 2 inches wide.**
- **hats / headwear** - the wearing of any article on the head (e.g., hats, dew rags, sweat bands) in the building are a sign of disrespect (unless worn for religious or medical reasons), and therefore are not to be worn or carried in any class, including study hall and lunch, and may not be worn or carried in the hallways between 7:57 am and 2:27 pm.
- **electronic devices** (iPods, mp3 players, Gameboys, cellular phones, etc) are not to be worn, carried, or operated in any class (except Art and the Library), including study hall and lunch, and may not be worn, carried, or operated in the hallways between 7:57 am and 2:27 pm.
- have a **teacher pass** when traveling in the halls during instructional time
- behave appropriately when riding the bus. Passengers must be seated while the bus is in motion. Feet and backpacks must be out of the aisle. All school rules are in effect on the buses. **Bus transportation is a privilege.**
- comply with school procedures in the event of a **fire drill or emergency**. Silence is to be maintained at all times. Each classroom has posted exit procedures.

The penalties for misconduct range from verbal and/or written warning, detention, internal suspension, athletic probation, loss of co-curricular privileges, exclusion from field trips, transportation suspension, external suspension, involvement of local law-enforcement agencies, and a Superintendent's Hearing.

DIAGNOSTIC REPORTS

Diagnostic Reports are distributed to parents four times a school year at the mid-point of each marking period. Diagnostic Reports provide parents with a snapshot of student progress in each class half-way through the marking period. These grades and comments are not indelible, but serve as a communication tool for student progress to date. Should there be any questions or concerns, it is recommended that the parent contact the teacher immediately since the Diagnostic Reports are time sensitive, and student progress fluctuates with frequency.

DRILL PROCEDURES

Both announced and unannounced fire drills will be held periodically during the year. Directions for exiting the building are posted near each classroom door and will be explained by the teacher of each class.

It is vital that students adhere to the following regulations during all drills:

1. There must be no talking once the alarm has sounded.
2. Students must move through the hall and away from the building in an orderly fashion.
3. Students should take their book bags, purses, etc. with them.
4. Students must remain with their classes throughout the drill.
5. No students may re-enter the building until the all-clear signal sounds.

During drills or during an actual emergency situation, an exit or stairway may be blocked. If the normal exit route is blocked, continue past it to the next exit or stairway. If the normal exit route is at the end of a hall, turn back and use the first stairway or exit. Do not attempt to go through a blocked area.

FAILING A COURSE & RETENTION

Student failing one or two courses must follow procedures number 1 or 2 below:

1. Participate in an approved summer school program to receive credit for the course at the parent's expense. Valhalla Middle School no longer conducts a summer program.
2. Complete no less than 10 hours of tutoring in that subject area during the summer. Tutoring is at the expense of the parent/guardian.
 - Tutor must be a certified teacher **or** approved by the building principal
 - Tutor must log the required hours indicating the curricular areas taught
 - Students must deliver a portfolio of all work completed over the summer (including the above referenced tutoring log) for evaluation by the school no later than August 31st
 - Participation in AIS the following school year if failure was in Math.
 - Failures in Science and/or Social Studies courses require participation in 10 hours of after school extra help with the following year's teacher during the 1st semester. This requirement is in lieu of AIS.

Students who do not follow procedures number 1 or 2 above will be subject to the following requirements:

- Participation in AIS the following school year if failure was in Math.
- Additional 10 hours of after school extra help in Math and/or English Language Arts.
- Failures in Science and/or Social Studies courses require participation in 20 hours of after school extra help with the following year's teacher during the 1st semester. This requirement is in lieu of AIS.
- Academically ineligible at the start of the next school year prohibiting participation in all extracurricular clubs & activities, sports, and events.

School Board Policy 4750-R states that “students who fail more than two subjects shall fail for the year as well as the semester.”

FIELD TRIPS

In order to attend any field trip, students must be in good behavioral standing. Documented referrals and anecdotal input (when elicited) from faculty and staff will determine whether that student should be excluded from the field trip based on behavioral issues.

FLEX PERIOD

Language Arts (English), Math, Science, and Social Studies classes at VMS include a **FLEX** period each day. Students meet with one of these classes twice-a-day on a four day rotation cycle. The **FLEX** period is different for each grade-level (see below):

- 6th Grade – Period F
- 7th Grade – Period I
- 8th Grade – Period B

Such a schedule provides our students with unique expanded and enriched learning opportunities for each of these courses. The individual teachers design how the **FLEX** periods are utilized to enhance student learning. Please note that the **FLEX** period does not pertain to self-contained Special Education classes.

HOMEWORK

Academic teachers assign approximately 20-30 minutes of homework per night per subject. Teachers will review their individual homework policies with parents on Open School Night.

Individual teacher conferences or team conferences can be scheduled on request by calling 683-5011. Requests are always honored.

Make-up work, missed due to a legal absence, must be completed in a reasonable period of time to be determined by the individual teacher. It is the students' responsibility to obtain missed work from each of his/her teachers. The marking period grade will be reduced if a student fails to make up missed work by the established deadline. Any student that is absent legally for 3 days or more may contact the Guidance Office for their child's homework.

Homework Suggestions

- Set aside a specific time in which to complete assignments.
- Choose a quiet, private place free from excessive noise, interruptions, and other distractions.
- The study areas should be well lighted and well equipped with pens, paper, ruler, dictionary, atlas, etc.
- Successful study depends on an efficient use of time which requires organization. Use this Student Assignment Book to help you organize your work.
- Carefully check / proof-read completed assignments.
- Have a study-buddy in class who you may contact when you are absent in order to get assignments/class work.

LATENESS

Students are expected to arrive at homeroom, study halls, and all assigned classes on time. Late arrivals cause disruptions and interfere with the learning process. In an effort to deter students from developing poor habits in this area, the following procedures will be observed:

If a student is 20 or more minutes late to class he/she is marked absent unless he/she is legally excused. If a student is less than 20 minutes late unexcused to class the following penalties will be applied:

- **Tardy on three occasions or 1st referral: 1 detention**
- **Tardy on six occasions or 2nd referral: 3 detentions**
- **Tardy on nine occasions or 3rd referral: 1 day of Alternative Instruction**
- **Any subsequent referrals: suspension**

Lateness to School:

Students who arrive late are to report immediately to the **ATTENDANCE CLERK (Mrs. Perrotta)** with a note from a parent/guardian detailing why he/she is late.

LEARNING CENTER

The primary purpose of the Learning Center Program is to assist students to become independent life-long learners and to successfully meet the challenges of the additional courses and rigorous testing requirements mandated by the NYS Department of Education. The four components of the Learning Center Program are: The Learning Center, and two mandatory study skills courses: 6th grade T.O.P.S. (Towards Optimum Performance Strategies) and 9th grade Freshman Seminar. The Learning Center provides an alternative instructional venue at

Valhalla Middle School, providing academic support and enrichment services to all Valhalla students to help them reach their full potential.

LIBRARY

End of the Year Book Returns: Any library book that has been checked out during the course of the school year **MUST** be returned at the end of the year or the student will be held financially liable. In addition, students will not be permitted to participate in co-curricular or end of the year functions until their library book has been returned or the financial debt has been resolved.

LOCKERS

A locker will be assigned to each student on the first day of school. Padlocks must be purchased from the school and become the student's property to be used each year. Padlocks purchased outside the school will be cut off for safety reasons. Students are responsible for the care and cleanliness of their lockers, which are subject to administrative inspection any time during the year. **Students should not reveal the combinations of their locks to others and should secure their lockers at all times.**

VMS is not responsible for contents of **unlocked lockers.**

LOST AND FOUND

Cafeteria A functions as the school's Lost and Found. Students who find lost articles are asked to bring them to Cafeteria A and place them in a bin. Any electronic devices should be turned in at the Front Office.

MEDICATION PROCEDURES

The following procedures should be followed in the event that a child requires medication during the school day:

- The parent-guardian must give the school a signed authorization from the child's doctor indicating the name of the medication prescribed, the dosage and time to be given, and a description of any adverse reactions which might result from the medicine. Long-term medications require a physician's note and a note from the parents at the beginning of each school year.
- The parent-guardian must sign a release form giving the school permission to administer the medication prescribed by the physician.
- The parent-guardian must give the medication to the school nurse in its original bottle from the pharmacy with the label attached. **No child** is to bring any medication into the building.

MODIFIED SPORTS, CLUBS & ACTIVITIES

Clubs open to Middle School membership are the Art Club, Bowling Club, Cooking Club, Debate Team, Destination Imagination, Drama Club, Environmental Club, European Culture Club, Helping Hands Club, News Bowl/Academic Challenge, Pep Band, Publication Club, Spirit Club, VIF Club, Whitney M. Young, Jr. Society, and Yearbook. Participation in interscholastic sports is limited, by state law, to students in grades 7 and 8. **VMS modified sports** teams include: Football, Boys' Soccer, Field Hockey, Volleyball, Boys' and Girls' Basketball, Boys' and Girls' Track, Girls' Soccer, Cross-Country, Girls' Lacrosse.

Eligibility for participation in any of these activities requires students to:

- **follow school rules and regulations including bus rules**
- **attend school for a minimum of 5 academic periods in order to attend a practice, scrimmage, game, rehearsal, or meeting (school administration may take into consideration extenuating circumstances if notification is made prior to the absences). Students who are sent home from school sick are not permitted to participate in after-school activities.**

- **read and sign a co-curricular participation agreement**
- **maintain academic eligibility.**

PASSES

Students should not be in the halls while classes are in session unless they possess a hall pass from a teacher.

REPORT CARDS

The school year is divided into four marking periods. Report cards are issued every ten weeks at the end of each marking period. *Diagnostic* progress reports are issued in the middle of each marking period. Parents are encouraged to respond to *diagnostic reports* and *report cards* by contacting the teachers involved or the student's guidance counselor (**Gr. 6 students must have their report cards and diagnostic reports signed and returned to school within 2 days**). Students are grading on a numeric system (i.e. 95, 88, 78, etc).

Middle School Diagnostic Reports 2011-2012

Period	Ends
1	Fri. October 7 th
2	Fri. December 16 th
3	Fri. March 2 nd
4	Fri. May 11 th

Middle School Report Card Periods 2011-2012

Period	Opens	Closes
1	Thurs. Sept. 6 th	Thurs. Nov. 10 th
2	Mon. Nov. 14 th	Fri. Jan. 27 th
3	Mon. Jan. 30 th	Fri. April 5 th
4	Mon. April 16 th	Thurs. June 22 nd

Honor Roll for Individual Marking Periods

Following each marking period, the achievement of students who attain high standards will be designated for the **Honor Roll** as follows:

HIGH HONORS – Students who have maintained a 95% or above (94.5 – 100) average during a particular marking period.

HONORS- Students who have maintained a 90% average (89.5 – 94.4) average during a particular marking period.

HONORABLE MENTION – Students who have maintained an 85% (84.5 – 89.4) average during a particular marking period.

Honor Awards Ceremony

Students who have achieved the requirements for either High Honors, Honors, or Honorable Mention for ***three consecutive*** marking periods, will receive acknowledgement at the Year End Awards Ceremony.

National Junior Honor Society

The Dr. Don J. Marquette Chapter of the National Junior Honor Society is a branch of the prestigious National Honor Society. At Valhalla Middle School it is comprised of eighth grade students who qualify academically and demonstrate the characteristics of leadership, service, citizenship, and character. Students are invited to join after the third marking period of seventh grade if they are eligible. Please see the VMS Homepage (Student Activities section) for specific entrance criteria.

RESOURCE ROOM

The Resource Room is a special education program for students who are in need of specialized supplementary instruction in a small group setting for a portion of the school day. The primary subject content is taught within a typical class. The Resource Room supplements the instruction by working on goals and objectives in deficit areas for individual students. Specific supplementary instructional strategies will be utilized to develop academic, social, emotional and/or learning strategies for the student. Instructed by a Special Education teacher.

RESPONSIBILITIES OF A VMS STUDENT

- Develop good work and study habits.
- Clarify with their teacher any questions pertaining to the instructions for homework at the appropriate time.
- Take home any materials and information needed to complete their assignments.
- Take advantage of study time providing during the school day.
- Return all work complete to the teacher by the date requested.
- Make up work missed during absences.

TEAMING

All students at Valhalla Middle School are part of an interdisciplinary team of teachers at each grade level. The significance interdisciplinary teams lies is the creation of smaller learning communities of students who are led by a group of teachers who take a personal, vested interest in the academic and social growth and development of their students (<http://www.mllc.org>). Interdisciplinary teams enable teachers to:

- Respond to middle school student academic and developmental needs;
- Integrate the curricula;
- Select appropriate instructional strategies;
- Use flexible scheduling strategies;
- Use common planning periods to coordinate with one another and conduct parent meetings;
- Meet with other support staff to address the needs of all students;
- Provide professional support for team members;
- Provide effective transition from single elementary classrooms to a departmentalized high school;
- Provide a sense of belonging and personalization.

TECHNOLOGY ACCEPTABLE USE AGREEMENT

It should be understood that the use of technology and especially the Internet is a privilege not a right. The Valhalla Middle School and the Valhalla High School reserves the right to specify who may use its equipment and the information contained therein, for what purpose and under what circumstances. Just as there are acceptable rules behaviors and procedures for students and staff to follow while on school grounds there are certain acceptable rules, behaviors and procedures associated with using the VMS & VHS technology. Those who wish to use the computer network must acknowledge that they understand these rules and demonstrate their willingness to follow these rules by signing the Technology Use Form on a yearly basis. Parents and guardians must also authorize student use of technology by signing the Technology Use Form, regardless of a student's age. Only authorized users may access the system.

VALUABLES

Valhalla Middle School is not responsible for any articles or equipment that is lost or stolen. Students are advised not to bring large amounts of money or other valuables to school. If it is necessary to bring such items, students may bring their property to the Front Office and it will be placed in the school safe. The school, however, can assume not responsibility for such items it holds for students. Under no circumstances should valuables be placed in student lockers.

VISTORS

Family and community visitors are welcome at Valhalla Middle School. All visitors are required to report to the Main Office upon entering the building to sign-in and obtain a visitor's badge. Students are not permitted to have other students, family, or friends visit with them during the school day.

VMS HOMEPAGE

The Valhalla Middle School webpage gives teachers a forum through which to provide general and/or specific information about their classes. It can be accessed via the following address: www.valhallaschools.org.

VMS GENERAL ORGANIZATION

Student officers are elected every year. Interested candidates must obtain a petition from the class advisor, and will prepare and present a short speech to their classmates. Elected officers are expected to attend all G.O. meetings.

BUS STOPS

(Not arranged in order of stops)

<u>BRADHURST</u>	Pleasant Ridge Condo; Brandhurst Avenue & Armand Place; Bradhurst Avenue & Thomas Place; Bradhurst Avenue & Lisa Lane
<u>COLUMBUS AVENUE</u>	1 driveway south of Stevens Avenue; Columbus Avenue & Highclere Lane; Columbus Avenue & Fountain Drive; Columbus Avenue & Ann Place; Columbus Avenue & Maple Street; Columbus Avenue & W. Clinton Street; *Columbus Avenue & Elm Street (*MS only)
<u>EDGE CO-OP ESTATES & APTS. & RIVER PARK APTS.</u>	At Virginia Road Elementary School Circle
<u>GRASSLANDS ROAD</u>	Grasslands Road & Scoralick Lane; Grasslands Road & Stephens Lane
<u>HILLSIDE AVENUE</u>	In front of Valimar Main entrance until completion of walkway to VRS by Valimar is completed (Kensico, MS and HS only)
<u>KNOLLWOOD AREA (4)</u>	Hevelyne Road & Knollwood Road; *Knollwood Road & Harford Road (Elementary school only) Knollwood Road & Whitewood Road; 29 South Manor Drive; Northhampton Drive & Manor Drive; North Manor Drive

<u>LAKEVIEW</u>	Lakeview Avenue at Colonial Lane; Leroy Avenue & Wall Street; Grand Blvd. & Wall Street; Holly Lane Circle; Pamela Lane (2 stops); Lakeview Avenue & Wall Street (MS only) Wall Street and Leroy Avenue (MS only)
<u>MAYFAIR ACRES</u>	Arthur Lane & Mayfair Way; 10 Salem Road; Salem Road & St. Marys Place; Pineridge Road & Calvin Court; Pineridge Rpad & Morton Place; Chelsea Road & Hunter Road Buena Vista Drive & Hunter Road; Chelsea Road & Bellwood Road; Chelsea Road & Gay Road (elementary only)
<u>MAYFAIR ACRES</u> <u>(Middle & High School only)</u>	Lisa Lane; Armand Place Thomas Place (all along Bradhurst Avenue) Pleasant Ridge Condo; Buena Vista & Pine Ridge Road; Buena Vista & Bellwood; Buena Vista & Hunter Road; Chelsea Road & Hunter Road; Chelsea Raod & Mayfair Way; Normandy Road & Plymouth Road; Arthur Lane & Mayfair Way
<u>NORTH VALHALLA</u>	Galloway Lane & Fox Hill Road (2 stops); Stevens Avenue & Bruce Lane; Clove Brook Road upper; Clove Brook Road lower (after turnaround)
<u>NORTH WHITE PLAINS</u>	Clove Road & Emmalon Ave (Comm. Ctr) Emmalon Avenue & West Hillandale Ave. McDougal Drive & General Heath Avenue McDougal Drive & Miller Hill; General Heath Avenue & Beal; Cloverdale Avenue & Broadway; Lakeview Drive (turnaround off Reservoir Rd) Palmer Avenue & Grove Road Roberta Place & Nethermont Avenue East Hillandale Avenue & Kensico Knolls Road Washington Avenue & Washington Place; Washington Avenue & Custis Avenue Washington Avenue & West Hillandale Ave. Washington Avenue & Lafayette Avenue; Overlook Road & Overlook Court (turnaround)
<u>PARKWAY HOMES</u>	Maryton Road & Parkway Homes (at circle); Cummings Avenue & Maryton Road Ethelton Road & Cummings Avenue; Augustine Road & Lawrence Avenue
<u>QUARRY HEIGHTS</u>	Front of 1521 Orchard Street; James Street & William Street; Old Orchard Street & Johnson Place Starkey Road & Old Orchard Street Hall Avenue & Buckout Road
<u>VALHALLA VILLAGE</u>	Valhalla Station & South Kensico Ave.(Van only) Broadway & Cleveland Street; Cedar Street & Columbus Ave (elementary only); Lakeside Condo & N. Kensico Avenue
<u>VAHALLA PARK</u> <u>MS & HS ONLY</u>	Wilson Avenue & Harding Ave.; Entrance Way & Harding Avenue

LATE BUS STOPS

<u>BUS 1</u>	<p>Legion Drive & Entrance Way; Legion Drive & Wilson Avenue; Stephens Lane & Grasslands Rd.; Chelsea Road & Grasslands Road; Hevelyne Road & Knollwood Rd; So. Manor & Northhampton Drive; North Manor Drive; Whitewood & Knollwood Road; Buena Vista & Knollwood Road; Pleasant Ridge Condos; Bradhurst Avenue & Thomas Place; Bradhurst Avenue & Lisa Lane</p>
<u>BUS 2</u>	<p>Virginia Road School – Parkway Homes Circle; Perry & Maryton Road; Perry & Ethelton Road; Washington Avenue & Custis Avenue; Washington Place; General Heath; Broadway & Cloverdale; Castle Heights & Broadway; West Hillandale & Broadway; East Hillandale; Overlook Road; Overlook Road & Route 22</p>
<u>BUS 3</u>	<p>North Valhalla – Fox Hill Road & Galloway Lane; Bruce Lane; Clove Brook Road; Broadway & Cleveland Street; North Kensico (Lakeside Condos); Old Orchard Street; Johnson Place; Williams & James Street; Starkey Road & Old Orchard Street</p>

The Valhalla Middle School *Student Handbook and Assignment Book* was designed to help students develop organization skills. An organized student will do better in school. It is important to use this book daily – carry this VMS *Student Handbook and Assignment Book* to all classes.

Student Technology Use Contract

Acceptable Technology Use:

While the following rules and regulations govern the use of technology in the Valhalla Middle School and the Valhalla High School, we realize that not every situation or use can be addressed here. The user is also bound by applicable state and federal laws as well as moral and ethical laws pertaining to technology use.

Regulations:

1. Access to network services is given only to students who sign the Technology Use Agreement and who agree to act in a considerate and responsible manner.
2. **Users may not share an account, log-in name, or password with anyone.**
 - Students who are suspended from computer use, either temporarily or permanently, may not team up with other students who have permission to use technology.
 - Technology is to be used only for education and research as it relates to the school curriculum. Users are prohibited from using the school's network or the Internet for commercial or financial gain, political lobbying, personal, or religious purposes. Users are prohibited from misrepresenting themselves or others.
3. Students are prohibited from using any type of messenger device or service to contact any other computers on or off school grounds
4. Students are prohibited from reading or participating in chat rooms, news groups, bulletin boards, blogs, or list serves unless directed by a teacher.
5. Students are prohibited from reading or writing email of any kind from non-school email accounts, unless assigned by a teacher.
6. Users are prohibited from using technology for inappropriate purposes including, but not limited to, the following: playing games, downloading unapproved files, viewing or processing inappropriate text files or pictures, e.g. sites dealing with antisocial behavior, pornography, obscenity, profanity, discrimination or files which may be dangerous to the integrity of the network.
7. Students are prohibited from accessing social networking sites such as, but not limited to: Face book, My Space, and Friendster.
8. Users are prohibited from incurring any financial obligations through the use of the Internet or other communications
9. Users are prohibited from using the computers for any form harassment or in a way that violates any district or school policy.
10. Users are responsible for good behavior on the school network and the Internet just as they are responsible in a classroom or school hallway.
11. Network folders are school property, anything vulgar or inappropriate contained in them is considered vandalism.
12. Users are prohibited from allowing their computer access code to be used by any other person.
13. It is the user's responsibility to respect the property of others. No use of the network shall disrupt the use of the network by others; hardware or software shall not be destroyed, modified, damaged or abused in any way. Such vandalism is considered a crime under state and federal law.
14. It is the user's responsibility to understand that malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system (viruses) is prohibited.
15. Users are prohibited from using non-District owned equipment on the wired or wireless network.
16. It is the user's responsibility to understand that it is illegal to use the District's wireless network without permission.
17. It is the user's responsibility to understand that the My Documents folder is screened and that users are prohibited from placing inappropriate files in that folder. Only school related work may be saved Music files, video files, executable files and compressed files are not allowed and will be deleted.
18. It is the user's responsibility to understand that the district has the right to discipline and set forth consequences for violation of this code of responsible and ethical computer use. Violations may result in loss of access as well as other disciplinary or legal action.

Email

1. Students do not have e-mail privileges unless given to them for a specific time and purpose for a teacher-directed project.
2. Users are prohibited from posting chain letters or engaging in "spamming": the sending of unnecessary, annoying or inappropriate messages to other computer users.
3. Valhalla users are prohibited from creating/reading/forwarding E-mail that:
 - Is lewd, vulgar, obscene, indecent, inappropriate or harassing to the recipient;
 - Conveys an imminent threat of violence, including sexual violence, to a specific individual or individuals;
 - Constitutes a state and/or federal crime;
 - Is the cause of, or a substantial contributing factor to, the disruption of the orderly functioning of the school(s);

- Attributes the text of e-mail to school officials or that the text is school endorsed, unless there is such official endorsement or consent from school officials.

Plagiarism

1. Everything on the Internet is considered to be copyrighted material whether or not it is stated. Therefore, Users are prohibited from violating copyright laws by plagiarizing from the Internet and also from other users on the network.
2. Users are prohibited from making unauthorized copies of software on to school computers and networks, either by copying them onto removable storage devices or onto networked files.

Internet

1. Social networking sites such as, but not limited to, MySpace, Xanga or Facebook are prohibited on the school network.
2. Users are prohibited to download any programs from the Internet.
3. Internet use that circumvents access restrictions placed upon the District's computer systems by the Board of Education or its administrative designee(s). For example to the use of Proxy addresses is prohibited.
4. Computer and/or Internet use that is not school related or is unauthorized. Moreover, the use of class lab time for other than specified activities is also prohibited.
5. The Internet at Valhalla Middle School and Valhalla High School is provided for educational purposes, use of the Internet for personal, political or private use is prohibited.

Personal Safety

Because communications over networks are not private, users may not post their own, or anyone else's family name (surname), address or telephone number.

1. If posting a student's work on school web pages, the student will be identified by his/her first name and grade only.
2. It is the user's responsibility to notify an adult immediately if by accident they encounter inappropriate materials that filtering or blocking software did not catch.
3. It is the user's responsibility to respect the privacy of others. Users are prohibited from trying to gain access to another person's password or information.
4. It is the user's responsibility to notify the network administrator or a computer teacher if they suspect their access code has been compromised.

System Safety

Technology resources are school property

1. Network administrators may review files and communication at any time in order to maintain the integrity of the system and to ensure that users are practicing responsible use of the technology.
2. Users are prohibited from obtaining copies of files, or modifying the files, data or passwords of others.
3. Users are prohibited from downloading or installing unapproved material.
4. Users are prohibited from knowingly introducing viruses onto the system
5. Users are prohibited from developing, copying or installing programs meant to harass other users, to infiltrate District computers, computer system or network.
6. Users are prohibited from gaining access to, or seeking to gain access to, any files or resources that would result in the interruption of the network traffic or the crashing of the network.
7. Users who identify a problem with the system, security or otherwise are required to report the problem to the Network Administrator. The user is prohibited from demonstrating the problem to anyone other than the Network Administrator.
8. Users who purposely misuse technology resources, which result in damage to the system or data loss, will bear the financial liability incurred to correct the damage.
9. Users who are identified as a security risk, or who have a history of violations of the Technology Use Agreement will be denied access to technology. At the end of the school year all graduating students' files will be deleted from the network for maintenance purposes

**2011-2012 VALHALLA MIDDLE SCHOOL HANDBOOK AND
ASSIGNMENT HANDBOOK**

STUDENT / PARENT ACKNOWLEDGEMENT

I HAVE READ AND UNDERSTAND THE MATERIAL IN THIS HANDBOOK.

Student's Signature

Date

I HAVE READ THE TECHNOLOGY USE POLICY OF THE VALHALLA UNION FREE SCHOOL DISTRICT. I UNDERSTAND AND AGREE TO ABIDE BY IT. I UNDERSTAND THAT VIOLATIONS OF THE POLICY WILL RESULT IN LOSS OR SUSPENSION OF COMPUTER PRIVLEDGES.

Student's Signature

Date

I HAVE READ AND DISCUSSED THE MATERIAL IN THIS HANDBOOK WITH MY SON / DAUGHTER.

Signature of Parent/Guardian

Date

Return to Period A by September 16th, 2011