



<b>Old Vail Middle School</b>	<b>879-2400</b>
• <b>Michael C. Fester</b> , Principal	879-2404
• <b>Becky Johnson</b> , Assistant Principal	879-2411
• <b>Lisa Button</b> , Office Manager	879-2405
• <b>Bianca Madrid</b> , Front Office Clerk	879-2402
• <b>Haley Roten</b> , Attendance	879-2403
• <b>Donna Petersen</b> , Registrar	879-2437
• <b>Denelle Harrison</b> , Health Office	879-2410
<b>Vail School District and Business Offices</b>	<b>879-2000</b>
• <b>Calvin Baker</b> , Superintendent	879-2004
• <b>Kevin Carney</b> , Associate Superintendent	879-2005
• <b>Debbie Penn</b> , Deputy Superintendent	879-2006
<b>Vail School District Transportation</b>	<b>879-2475</b>
<b>Vail School District Community Services</b>	<b>879-2032</b>
<b>Vail School District Special Education</b>	<b>879-2051</b>

**School Hours: 8:00am - 2:55am**  
***School gates are unlocked at 7:30am***  
***Students may not be on campus before 7:30am***

**Old Vail Middle School Office Hours: 7:30 AM - 3:30 PM**

**If you wish to contact a teacher, the receptionist will gladly transfer you to the teacher's voicemail in order to prevent interruptions of instruction time.**

# OLD VAIL MIDDLE SCHOOL

## STUDENT HANDBOOK 2019-2020

To Our Parents:

The staff at Old Vail Middle School is pleased to give this Agenda to your child. Diligent use of it, with encouragement from you, will help ensure success in school this year.

The purpose of the Agenda is twofold:

- The Agenda is an organizational tool for your child. Homework and study assignments are to be written on the assignment calendar in the appropriate spaces each day.
- The Agenda is a home-school communication tool for you and your child's teachers.

We ask that you do the following three things:

- Review the features of the Agenda with your child. Please be sure to discuss the Code of Conduct and consequences with your child.
- Each page of the assignment calendar provides space for teacher comments. Teachers will periodically communicate with you on these pages and may require your signature. You may also use this Agenda to communicate with the teachers.
- Please let us know that you have reviewed the handbook and the importance of this Agenda for your child by signing at the bottom of this page. Feel free to add your comments in the space provided.

For your information, applications for volunteering at school can be found on the OVMS website (<http://ovms.vail.k12.az.us>). The 2019 Tax Credit form and link can also be found in this agenda and at the OVMS website. We encourage you to be involved in your child's education in every way possible. Together we can work to make the school year a success!

Thank you,

Michael C. Fester  
Principal

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Yes, I have reviewed the:

- Agenda
- Dress Code/Electronic Devices/General Conduct Rules
- Student Concerns, Complaints, and Grievances

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Student Signature

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Parent/Guardian Signature

# Vail School District

## Arizona Tax Credit Form

Mail or deliver this form with your check to the Vail School District or school of your choice. A list of schools is available at [www.vailtaxcredits.org](http://www.vailtaxcredits.org) Please check with your tax advisor to see if you are eligible for the school tax credit.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email Address (Optional) \_\_\_\_\_

Amount \$ \_\_\_\_\_ Check # (If applicable) \_\_\_\_\_ Date \_\_\_\_\_

Tax credits can be made in any amount, from \$1 up to your tax limit of \$400 (married, filing jointly) or \$200 (single).

School to Receive Tax Credit (Required) \_\_\_\_\_

Student name (If applicable) \_\_\_\_\_

Please use my 2017 tax credit for:

\_\_\_\_\_ The activity most in need of funding

\_\_\_\_\_ Tutoring

\_\_\_\_\_ Sports Programs

\_\_\_\_\_ Fine Arts Programs

\_\_\_\_\_ Other (Please specify: \_\_\_\_\_)

To pay online or complete a fillable form visit [www.vailtaxcredits.org](http://www.vailtaxcredits.org)

For further information, please contact Melissa Scarbrough at (520) 879-2014 or [scarbroughm@vailschooldistrict.org](mailto:scarbroughm@vailschooldistrict.org)

# Tax Credit

## Re-Claim Your Tax Dollars!

It's Important. This is your chance to have a say where your Arizona State income tax dollars go. Arizona will allow you to send the Vail School District a tax credit and you may be able to subtract the total from your State income tax.

It's Easy. Just fill out the form, directing your tax credit of *up to* \$400 (married, filing jointly) or \$200 (single) to the school and activity of your choice. You can fill out the form online or print it out and mail it in.

You Benefit. Vail School District residents gain a stronger school district through tax credits. Every Arizona resident may participate regardless of whether or not they live in the district...so tell your friends and family, neighbors, and co-workers. If you have any questions, or would like more information, please contact Melissa Scarbrough at 879-2014.

Please make the check payable to Vail School District

Mail address. Vail School District, PO BOX 800, Vail, ARIZONA 85641

**Good for Taxpayers**  
**Good for Students**  
**Good for Communities**

## **School Policy and Responsibilities**

Our goal is to provide parents with safe and nurturing school communities where their children can obtain a quality education. We are committed to fiscal responsibility and are responsible to our local community. We respect parents and their values.

### **Parent Responsibilities**

Parent responsibilities include regular student attendance; communication between home and school; commitment to support homework; provision of adequate shelter and nutrition; and support of school conduct rules and consequences.

### **Special School Programs**

OVMS offers a wide variety of programs to fit the needs of our students. These programs include: Interdisciplinary Instruction, Reteach/Enrich, Special Education, Gifted, ELL, Comprehensive PE Program, Technology Integration across the curriculum, and Fine Arts Instruction.

### **Citizenship**

Students receive a citizenship grade for each class, every grading period. We expect students to act in a respectful manner at all times to others and property. We will not tolerate inappropriate behavior in class, which interferes with learning.

### **Rules of Conduct (*Prohibited Behavior*)**

- **Gang Activity:** Wearing, carrying, or displaying gang paraphernalia including bandanas, graffiti, using hand signs or lingo and/or claiming membership.
- **Weapons:** Possession or use of weapons, explosives, or firearms.
- **Dangerous Objects:** Possession or use of a dangerous object-any object which could cause harm (for example, fireworks) or which is used to cause harm.
- **Drugs:** Possession, use, distribution, or anything mimicking a drug.
- **Alcohol:** Possession, use, or anything mimicking alcohol.
- **Tobacco and Cigarettes:** Possession or use of tobacco products, including but not limited to, e-cigarettes, hookah, patches, smoking or chewing tobacco, and anything that mimics tobacco.
- **Fighting:** Fighting or abuse of students.
- **Threats of Life:** Verbal or physical threats to anyone.
- **Stealing**
- **Harassment, Intimidation, & Loss of Control**
- **Profanity or Obscenity:** Lewd, indecent, obscene conduct or expression.
- **Disruptive Conduct:** Conduct or expression that causes disruption.
- **School Property:** Defacing, damaging, destroying, vandalizing, or littering school property.
- **Defiance & Lack of Cooperation:** Not abiding by instructions of school staff.
- **Public Displays of Affection:** Acts of affection (e.g. holding hands).
- **Dress:** Clothing, hats, and accessories. Refer to OVMS dress code.
- **Food:** Gum, candy, and sunflower seeds are not allowed on campus.
- **Electronic devices:** Items brought onto school property are at your own risk. If you decide to bring an item onto school property, it should be turned off during official school hours and in student's backpack.
- **Tardies:** Students are expected to be at each one of their classes on time. Three unexcused tardies equals two days lunch detention.
- **Dishonesty:** Including, but not limited to, cheating, lying, and plagiarism.
- **Classroom Rules:** Be in your seat with all necessary materials when your teacher closes the door. Follow directions of the teacher. Raise your hand to be called on in class and wait for permission to speak. Keep hands, feet, and objects to yourself.

# VAIL SCHOOL DISTRICT NO. 20

“Where Education is a Community Effort”

## RAISING EXPECTATIONS

The following policies were enacted to focus attention on the value of academic achievement and to increase accountability.

### GRADES 3 THROUGH 8

#### REWARDS

1. Students who pass each section of the AzMERIT will receive a ribbon.
2. Students who pass all sections of the AzMERIT and “exceed” the standard on one or more tests will receive a plaque.
3. Students who “exceed” all sections of the AzMERIT will receive a trophy.

#### REQUIRED INTERVENTIONS

1. A District Assessment will be given to all students for math and reading prior to the end of the first three quarters.
  - Any 3rd - 5th grade student who does not meet the district assessment standard will be required to complete 12 hours of remediation for each deficient area.
  - Any 6th - 8th grade student who falls far below the district assessment standard will be required to complete 12 hours of remediation for each deficient area.
2. If at the end of the 1st, 2nd, or the 3rd grading period a student has an F in a core course (math, language arts, reading, science or social studies), the student will be required to successfully complete a minimum of 12 hours of remediation for each failing grade.
3. If at the end of the 4th grading period a student has an F in a core course, the student will be required to successfully complete 12 hours of remediation for each failing grade during the summer break. Eighth grade students who fail a core course in the 4th quarter will not be permitted to participate in promotion ceremonies.

Remediation may include one or more of the following:

1. Tutoring
2. Intersession courses
3. Summer school
4. Saturday school
5. Additional academic courses in lieu of Specials or Electives
6. Private or Commercial Tutoring pre-approved by the principal

#### EXCESSIVE ABSENCES

Regular school attendance promotes learning and achievement; therefore, students who have nine or more days of excused or unexcused absences in a semester will be required to complete 12 hours of remediation.

#### CONSEQUENCES

**Students who fail to successfully complete required remediation will be retained.**

#### NOTES

- Individual schools may choose to implement complementary positive and negative consequences for all testing programs.
- Special Education students requiring interventions will be referred to the IEP team.
- Students will be treated as individuals and principals will have the authority to make exceptions.
- Any retention decision may be appealed to the Governing Board, as per board policy.

2/24/15

## **Raising Expectations** **Frequently Asked Questions**

According to the Vail School District's Raising Expectations document, if a student receives any of the following, he or she will need to serve 12 hours of remediation for each item that occurs:

- Failing a core class: math, language arts, science or social studies
- Failing the math or reading benchmark test
- 9 or more absences for the semester

It's important to help your child be successful in serving his or her remediation hours. Set up a schedule with your child to make sure he or she is attending remediation weekly until all hours of remediation have been served.

If your child owes remediation hours, here are several important answers to questions you may have:

### **What is the purpose of these 12 hours of remediation?**

The goal of remediation is to make sure your child gets the help he or she needs in the content area in which he or she is struggling.

### **What does my child have to do to make up the hours?**

If a child is in reteach for math or language arts, he or she can also receive hours toward remediation in those classes, if determined by the teacher to be eligible for enrollment in the class. Students can also receive hours by attending Saturday School and after-school tutoring, and intersession classes during fall and spring break.

### **Whose responsibility is it to remind my child to make up his or her hours owed?**

Each student is aware of how many remediation hours he or she owes. If a child is uncertain, he or she needs to ask any of his or her teachers. It is up to the parent and student to make sure the remediation hours are completed by the designated date at the end of the school year.

### **What will happen if my child does not make up the hours?**

According to the Vail School District's Raising Expectations document, if a child still owes remediation hours at the end of the school year, he or she may be retained.

## **ZAP Program “Zeros Aren’t Productive”**

The focus of the program is on-time work completion by all OVMS students.

- The purpose of ZAP is to prevent students from having failing grades due to zeros (missing assignments) and to ensure their practice and mastery of essential academic skills.
- Any student who has not handed in an assignment by the due date assigned in class will attend ZAP during lunch or after-school (depending on grade level).
  - If ZAP is being held from 3:00pm - 4:15pm, any students eligible for bus service may take the activity bus home.
  - If ZAP is being held at lunch, students will bring lunch with them to the assigned classroom.
- The work made up in ZAP will be given up to 80% credit.
- Any student who fails to attend ZAP will receive a referral and attend two days of lunch detention.

Our goal is to teach students the value of practicing essential skills and successfully meeting external deadlines. We appreciate the support you provide your child at home and welcome any questions you may have.

### **OVMS Hawk Attire**

We all share the responsibility of assuring the atmosphere is conducive to learning and fostering an environment of respect. Appropriate dress is often a requisite for employment and, therefore, is a topic consistent with meaningful instruction and relevant to student learning.

Students are expected to dress appropriately for school. Students may be asked to change clothes if the clothing is deemed inappropriate by staff. Please adhere to the following:

- Tops:
  - All shirts, blouses, and dresses must have at least a two-inch width on the shoulders.
  - Bra straps must not be visible and cleavage must be covered.
  - Spaghetti straps and off-the-shoulder tops are not permitted.
- Bottoms:
  - All shorts, pants, and skirts must have a hem and be of appropriate length (middle knuckle when arms are extended by sides).
  - Underwear/boxer shorts must not be visible.
  - Any holes in shorts, pants, or skirts are not allowed above mid-thigh.
  - Bike shorts, leggings, jeggings, and other types of excessively form-fitting clothing do not fit our standard and are not considered appropriate clothing for school (leggings, jeggings, or other types of excessively form-fitting clothing may be worn under skirt, dresses, or with a shirt that is equal in length to your middle knuckle when arms are extended by sides).
- Shoes:
  - Shoes must be worn at all times.
  - Slippers are not appropriate shoes for school unless participating in a school spirit event.
  - Skate shoes with wheels on the bottom, heels over two inches, and steel or otherwise reinforced hard-toe boots or shoes may not be worn at school.
- All hats must be worn facing forward. Hats are not to be worn indoors. Visors, hoods, and beanies are not to be worn indoors.
- Pajamas are not appropriate attire for school unless participating in a school spirit event.
- Clothing must not expose areas of the stomach, side, or back.
- Clothing and personal belongings worn must not depict inappropriate or negative pictures, messages, symbols, or lettering. There can be no depiction of sex, alcohol, drugs, or weapons.

Gang-affiliated clothing and personal belongings, deemed such by local law enforcement officials, may not be worn.

**Any attire, accessories, or body art that are deemed a distraction by administration will not be allowed.**



## **Welcome to Old Vail Middle School**

The rules and guidelines in this handbook help to provide the structure that allows each student the opportunity to gain as much as possible from school. The faculty and staff at Old Vail Middle School are sincere, caring individuals who view each student as a special person. They also recognize that one aspect of caring is expecting the most from each student.

### **Volunteering**

Old Vail Middle School has many opportunities for parents and community members to volunteer. If you wish to volunteer, an application is available on the district website. The OVMS volunteer coordinator can also be reached at 879-2420.

### **Visitors**

Parents are welcome on campus. If you would like to visit your child's classroom, please schedule a time with teachers or administrators. Please sign in at the office when visiting the campus or any classroom. Please wear your visitor's badge at all times.

### **Attendance/Tardies**

The regular school attendance of a child of school age is required by state law. Regular attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons including illness, bereavement, other family emergencies, observances of major religious holidays of the family's faith, and doctor's appointments that cannot reasonably be scheduled during non-school time. School administrators may deem absences for family vacations as excused as long as the absences are arranged at least forty-eight (48) hours in advance and are limited to no more than five (5) days per semester. School administrators have the authority to deem family vacations as unexcused absences if the student already has excessive absences or is making unsatisfactory academic progress.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to contact the school office.

Tardies shall be excused only for necessary and important reasons. When a student is tardy, the student must go to the front office and sign in.

Excessive morning tardies may result in administrative consequences.

### ***When Absent from School:***

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to contact the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to make a contact on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization will remain unexcused.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

School administrators are authorized to excuse students from school for necessary and justifiable reasons.

Old Vail Middle School is involved with the ACT NOW program through the Pima County Attorney's office. This program is designed to help reduce truancy in Pima County schools.

If it is necessary for a student to be absent, the parent or guardian is requested to call the school before 9:00 AM. The attendance number is 879-2403.

If you are picking up your child early, please call the office prior to your arrival.

Students are responsible for making arrangements to complete, in a timely manner, work that was missed during an absence. Students will have one day to make up assignments for every day they are excused absent.

### **Passes**

Students must have a pass with them at ALL times when they are out of their classroom.

### **Homework**

Homework at Old Vail Middle School is assigned for two purposes:

1. Practice and reinforce skills learned during regular class time.
2. Apply skills learned in class and broaden the scope of understanding.

The first type of homework is assigned to students on a daily basis and is generally due the next day — it may be possible for students to accomplish these assignments at school. The second type of homework is usually accomplished with the assignment of projects that may take several weeks to complete. Homework is expected to be turned in on time. Accepting late work is up to the discretion of each individual teacher. Students will have one day to make up assignments for every day they are excused absent.

### **Homework Requests**

Homework requests can be made through the office. Please call the office before 9:30 a.m. (879-2402). Homework requests will be prepared by the teachers at the end of each school day and may be picked up the following day. Homework requested to be sent home via another student will also be sent home the following day.

### **Textbooks and Uniforms**

Textbooks and athletic uniforms are the property of the Vail School District and are loaned to students subject to the following conditions:

1. To be used only by the students to whom issued and not transferred to any other students.
2. To be returned when requested or at the time of the withdrawal if the student leaves before the end of the year.
3. If the materials are damaged in excess of reasonable wear or are lost, the student must pay for a replacement.
4. Student textbooks will be going home with your child.

These textbooks should remain at home so that students will not have to carry them in their backpacks. Old Vail Middle School has additional textbooks for students to use during class time.

### **Student Records**

We respect the privacy of student records and recognize that only pertinent and factual information should be contained in permanent records of the district's students. Student records are considered confidential.

### **Medication**

The Health Aide will dispense medications to students only as prescribed specifically for that student by a physician. When brought to school, all prescriptions, cough drops, and over the counter

medication must be in the original labeled container and must be given to the nurse. The Old Vail Middle School Medication Permission Form must accompany them. To speak to our Health Aide, please call, 879-2410.

### **Library**

An outstanding collection of books and reference materials are provided in the library. Students are encouraged to use these materials as frequently as possible. Damaged and/or lost materials must be replaced. The library/media technician is available to help in finding materials or directing you to appropriate sources. Please call 879-2408.

### **Student Council**

The Student Council of Old Vail Middle School is made up of representatives from the 6th, 7th and 8th grades. The purpose of the student council is to manage the affairs of the student body, promote school spirit and develop student leadership.

### **Fundraising Sales**

The school does not permit individual students to sell items at school, regardless of whether it is for personal profit or to be donated to a nonprofit organization, unless it is school sponsored.

### **Physical Education**

All students are required to change into exercise clothing that allows for freedom of movement and safe participation during physical education classes. All students are required to wear a red t-shirt and black shorts. If you wish to purchase one of these items from our Physical Education department, they offer custom Old Vail Middle School logo tees and shorts. If a student cannot participate in PE, he or she must bring a note from home. Excused students must continue to report to class.

All students will be assigned a school issued padlock (no locks from home are allowed), and a locker to store their physical education clothing. A \$5 replacement fee is required if the lock is lost or not returned.

### **Athletics/Clubs**

Opportunities will be provided for students to participate in the following team sports: volleyball, flag football, basketball, softball/baseball, soccer, wrestling, track and cheerleading. Students must have a current physical on file to participate in sports. Students will participate in home and away

games. See the Athletics page on the OVMS website for more information.

<http://ovms.vail.k12.az.us>

A range of activities, both before and after school, will be offered at Old Vail Middle School. The extent of the program will depend on student interest. Participation in some clubs/activities may be dependent upon student behavior and/or academic performance.

### **Activity Fee**

Students will be assessed an activity fee for each sport that they play, band, choir, and after school clubs.

### **Eligibility**

In order to be eligible to participate in the athletic program, a student must follow the Old Vail Middle School Athlete Code of Conduct. A copy is included in this agenda.

### **Grading Scale**

98 - 100 = A+	79 - 78 = C+
93 - 97 = A	77 - 73 = C
90 - 92 = A-	72 - 70 = C-
88 - 89 = B+	69 - 68 = D+
87 - 83 = B	67 - 63 = D
82 - 80 = B-	62 - 60 = D-
	below 59 = F

### **Honor Roll**

Any student that earns a 3.0 - 3.49 grade point average, with no "D" or "F" grades or "U" for citizenship, qualifies for the Honor Roll. Students that earn a 3.50 - 4.0 grade point average will qualify for High Honors, with no "D" or "F" grades or "U" for citizenship.

### **Rewards/Positive Consequences**

In addition to honor roll awards, students will be recognized at the end of each grading period for ACT, effort, school spirit and other achievements. Additionally, awards are given for achievement in testing on the AzMerit test. Also, Old Vail Middle School implements a school-wide positive behavior support program called the "Hawk Pride Club". The foundation of the club is daily, systematic recognition of positive student behavior by teachers and other school staff. This program provides an exciting and motivating way for students to receive recognition for their positive behavior at school. It also

encourages school staff to recognize and reward those positive behaviors every day!

### **Citizenship**

Students receive a citizenship grade for each class, every grading period. We expect students to act in a respectful manner at all times. Inappropriate behaviors that interfere with learning will not be tolerated.

### **PowerSchool**

You can access your child's current grades and attendance via the Internet. The website location is at:

<http://ps.vail.k12.az.us>

Please note that there is no "www" in the front of the server name. If you have Internet access at home or at work, you can view the information on your child at any time. Please keep your passwords confidential so only you can access the information. If you have any questions, or need password information, please call the school at 879-2402.

### **Progress Reports & Report Cards**

- Progress Notices are mailed home every two weeks for D's, F's or significant drops. However, a teacher may send a Progress Notice at any time. A Progress Notice will precede a "D" or an "F" grade on a report card.
- Midterm Progress Reports are available electronically. Parents are welcome to call any time they have questions or concerns regarding student progress.
- Report Cards are mailed home at the end of each quarter.

### **Technology**

Students are expected to use the computers and Internet only for educational endeavors and conduct themselves in ways that are respectful of others. Students may not email, visit chat rooms, or access inappropriate sites.

### **Social Media**

Social media content that contributes to an unsafe environment, is threatening, or creates a disruption of the school's activities and operation will be subject to the OVMS code of conduct.

### **Email Communication**

All members of the Old Vail Middle School staff have an e-mail address. If you wish to e-mail the

principal, a teacher or support staff member, in most cases you will only need to input the person's last name, first letter of the first name and our web address. In addition, all email addresses of staff can be accessed through the OVMS website.

For example, [smithj@vailschooldistrict.org](mailto:smithj@vailschooldistrict.org)

### **Special Programs**

*Extended Learning Program* - The design of this program is to provide opportunities for extended and challenging learning beyond what is found in the typical classroom. A student must demonstrate achievement as defined in the district-adopted policy concerning placement in the ELP program.

*English Language Learner* - Students whose primary language is other than English are eligible for ELL services.

*Special Education* - Programs are provided for students with disabilities. Programs and support are provided for students with IEPs and 504 plans.

### **Evacuation/Lockdown**

These drills will be held periodically so that when a safety situation arises, whether it is in or out of the classroom, our students are prepared and know what to do. Evacuation drills are when the student evacuates the building and lockdown drills are when a student stays inside the classroom.

### **Hazing**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy. Students and others may report hazing to any professional staff member.

### **Conflict or Bullying**

Conflict is a natural part of development; it may be defined as a struggle or contest between people with opposing needs, ideas, beliefs, values or goals.

Bullying is aggressive behavior that is intentional, repeated over time and involves an imbalance of power or strength. If you wish to report a concern, please refer to the Student Concerns, Complaints, and Grievances information contained in this agenda.

### **School Meals**

#### *School Meal Account Information*

- Prices for school meals are set by the Vail School District in accordance with federal and state regulations.
- Families may obtain information about the district's school lunch and breakfast program and apply for free or reduced price meals at [www.vailschooldistrict.org](http://www.vailschooldistrict.org) or by contacting the student's school or the district's school food service office at [vailfoodservice@vailschooldistrict.org](mailto:vailfoodservice@vailschooldistrict.org) or call Cynthia Griego at 520-879-2015 or Linda Millman at 520-879-2072 or Patty Phillip at 520-879-3913.
- It is the parent's/guardian's responsibility to ensure the student has money in his or her student meal account. A student meal account is delinquent if the account balance has a negative balance.
- Because the district cares about the well-being of our students, students in grades K-8 will not be refused a meal, even if their student meal account has a negative balance. K-8 students with a negative balance student meal account will receive an alternate healthy meal. The alternative healthy meal will be charged to the student's meal account that will affect the negative balance.
- Families may apply for free or reduced price meals at any time during the school year. Families are responsible for student meal account charges made before the free or reduced price meal application is approved – the approval is not retroactive to the beginning of the school year.

### **Counselor**

A counselor is available to help students and parents with almost any problem. Students can schedule an appointment before, after school or during lunch. The counselor can be reached at 879-2406.

## Schoology

As the use of technology has expanded throughout the district both in and out of the classroom we have found that it has become extremely confusing for teachers, students, and families to communicate, share resources, and work together. Because the role of family is extremely important to a child's education we have adopted Schoology as a district so that everyone is using the same tool from kindergarten through 12th grade. This means that you will have one place to go to see what is happening in your child's classes no matter where your child goes to school. This is also true if you have children at different schools in the district. This will make communication easier and more effective and will hopefully bring our community together in a positive way. Although you will be able to see upcoming events, class information, some grades, and much more in Schoology we will continue to use PowerSchool as the final gradebook of record.

\*Always use PowerSchool as the final authority on all student grades!

### How do students log in?

- Go to [vail.schoology.com](http://vail.schoology.com) \*You should be directed to a Google login page
- Enter your Vail email address and password

### How do parents log in?

Prior to logging in for the first time:

- Go to PowerSchool ([ps.vail.k12.az.us](http://ps.vail.k12.az.us))  
Click on the Schoology tab in the left hand navigation bar
- Follow the instructions here for creating your account

### After you have created your parent account:

- Go to [app.schoology.com](http://app.schoology.com)
- Enter the email address you sign up with
- Enter your password

\*If you need assistance creating your account you may contact [schoologysupport@vailschooldistrict.org](mailto:schoologysupport@vailschooldistrict.org)

## Academic Dishonesty

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work that is not their own. OVMS teachers and administration may assign consequences in alignment with the OVMS Code of Conduct.

### **The following acts are considered Academic Dishonesty:**

- **CHEATING** – Cheating includes the actual giving or receiving of an unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.
- **PLAGIARISM** – Plagiarism includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work.
- **FALSIFICATION** – Falsification includes the verbal or written statement of any untruth.
- **STEALING** – Stealing includes acquiring another's possessions without right or permission.
- **FORGERY** – Forgery includes the illegal copying of another's name or signature.
- **ATTEMPTS** – Attempts toward completion of any act described above would constitute a violation and may be punishable to the same extent as if the attempted act has been completed.

Note: Studying with other students to prepare for class assignments or examinations is not academic dishonesty unless such actions are prohibited or limited by the teacher.

***Please feel free to call the school to talk with teachers, the principal, assistant principal or counselor regarding any issues. It is the responsibility of the school, home and community to work as a team to ensure the well-being and success of our young people.***

***Together, we can be the change.***

# Code of Conduct

## **Level I: 1 point**

- Dress code infractions
- Excessive tardiness
- Inappropriate behavior
- Use of profane or vulgar language
- Use of cellular phone, iPods, or other unapproved electronic devices during the school day
- Excessive PDA (Public Display of Affection)
- Ditching - 1st offense
- Possession of matches or lighter
- Leaving class without permission
- Gum, candy, sunflower seeds
- Unapproved water bottles (water bottles must be clear and may contain only clear water)
- Aerosol cans
- Spraying perfume/cologne

## **Minimum Consequences**

*Parent contact, loss of privileges, lunch detention, or In-School Suspension (to be determined by OVMS staff)*

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## **Level II: 2 points**

*3 days In-School Suspension*

- Disrupting the educational environment
- Accessing inappropriate internet sites
- Possessing obscene materials
- Intimidation towards students
- Bullying (documented)
- Vandalism
- Defiance/uncooperative behavior
- Offensive language with reference to race, religion, or sexual orientation (1st offense)
- Ditching - repeated
- Loss of control
- Physical Aggression

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## **Level III: 3 points**

*5 days In-School Suspension*

- Cheating/plagiarism/dishonesty
- Leaving school without permission
- Sexual harassment (1st offense)
- Inappropriate or vulgar language directed at staff member
- Creating a physically hazardous condition
- Destruction of property (school/personal)

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## **Level IV: 4 points**

*3 days Out-of-School Suspension and Law Enforcement may be notified*

- Cyber Bullying
- Stealing
- Gang activity (gang unit may be notified)
- Hazing/Initiation
- Bullying (Documented/Repeated)
- Sexual Harassment (Documented/Repeated)
- Fighting, provoking a fight, physical attack
- Selling, using, or possessing tobacco
- Offensive language with reference to race, religion, or sexual orientation (Documented/Repeated)
- Sexting (Inappropriate words or pictures sent electronically)

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## **Level V: 5 points**

*9 day Out-of-School Suspension, pending Long Term-Hearing and local law enforcement notified*

- Selling, using, possessing, or distributing drugs, alcohol, or other controlled substance or paraphernalia
- Threats/intimidation towards staff members
- Selling, using, or possessing weapons, simulated weapons, fireworks, or other dangerous instruments

*Each infraction will result in a point value based upon the category. If a student accumulates more than a total of 6 points during any one school year, the student may be suspended out of school for 9 days pending a hearing. The administration may recommend a Long-Term Suspension.*

## **Student concerns, complaints, and grievances**

**JII-EB**

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,
- Harassment of the student by another person,
- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety,

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act. The guidelines to be followed are:
- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain should do so by completing the forms following Policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When district officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

## Electronic Devices

- **Cell phones, iPods, MP3 players, headphones, video gamers, or other personal electronic devices are to be kept out of view in a pocket or carrying bag.**
- **Any use of cell phones, iPods, MP3 players, headphones, video gamers, or other personal electronic devices while on school grounds is considered a disruption of the educational environment and will result in appropriate disciplinary action.**
- **If you need to reach your child during school hours, please contact the front office. Please do not contact them directly via an electronic device.**

It is strongly suggested that students leave these devices at home or in their pockets, as the School/ School District will not be responsible for the loss, damage, or theft of any electronic device brought to school. Administrators will not search or conduct investigations for lost or stolen items: cell phones, iPods, MP3 players, headphones, video gamers, or other personal electronic devices.

I \_\_\_\_\_ parent/guardian of \_\_\_\_\_ understand that Old Vail Middle School is not held responsible for the loss, damage, or theft of electronic devices that include but are not limited to: cell phones, iPods, MP3 players, headphones, video gamers, or other personal electronic devices.

Cell phones, iPods, MP3 players, headphones, video gamers, or other personal electronic devices may be confiscated if they are seen or heard at any time throughout the school day. Confiscated items may need to be picked up by a parent or guardian.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date