



# **Hidden Valley Middle School**

**STUDENT HANDBOOK  
2009-2010**

**4902 Hidden Valley School Road, SW  
Roanoke, Virginia 24018**

**(540) 772-7570  
(540) 772-7519 fax  
[www.rcs.12.va.us/hvms](http://www.rcs.12.va.us/hvms)**

Roanoke County Public Schools does not discriminate with regard to race, color, national origin, sex, or handicapping condition in an educational and/or employment policy or practice. Questions and/or complaints should be addressed to the Assistant Superintendent of Administration/Title IX Coordinator at (540) 562-3900 ext. 10121 or the Associate Director of Pupil Personnel Services/504 Coordinator at (540) 562-3900 ext. 10182.

**ADMINISTRATIVE STAFF**

Principal ..... Mr. Nicely  
Assistant Principal ..... Mr. Riley  
Assistant Principal ..... Mrs. Mast

**GUIDANCE STAFF**

Coordinator and students A-F and Si-Z .....  
Mrs. Childress ..... [lchildress@rcs.k12.va.us](mailto:lchildress@rcs.k12.va.us)  
G-Sh Ms. Bruno..... [rbruno@rcs.k12.va.us](mailto:rbruno@rcs.k12.va.us)

**OFFICE STAFF**

Administrative Secretary..... Mrs. Bono  
Guidance Secretary ..... Mrs. Lyle  
Bookkeeper ..... Mrs. Bidwell

**SCHOOL HOURS**

School hours are 8:25am to 3:10pm. Students arriving early must remain in the cafeteria until 8:15am. Parents may not drop off students prior to 7:30am since no supervision is available for students prior to that time. Students who have AM appointments must secure a pass from the teacher prior to the appointment. Office hours are 8am-4:30pm. *Students are expected to exit the building by 3:15pm unless working with a teacher or supervised by a coach. If a student chooses to attend an athletic event they will be permitted to return to school 15 minutes before the start of that event.*

**2009-2010 SCHOOL CALENDAR**

Aug. 24 ..... First Pupil Day  
Sept. 7 ..... SCHOOLS CLOSED – Holiday  
16... 2 Hour Early Dis.: 1:10-(lunch served)  
22 ..... Interim Midpoint  
29 ..... Interim reports sent home  
Oct. 7..... 2 Hour Early Dis.: 1:10-(lunch served)  
22 ..... End 1st Grading Period  
22... 2 Hour Early Dis.: 1:10-(lunch served)  
23 ..... SCHOOLS CLOSED-Tchr. Workday  
30 ..... Report Cards Sent Home  
Nov. 3..... SCHOOLS CLOSED-P/T Conf 12-7pm  
25... 2 Hour Early Dis.: 1:10-(lunch served)  
26-27 ..... SCHOOLS CLOSED-HOLIDAY  
30 ..... Interim Midpoint  
Dec. 7 ..... Interim Reports Sent Home  
21-31..... SCHOOLS CLOSED – Winter Break  
Jan. 1..... SCHOOLS CLOSED - HOLIDAY  
11 ..... Exams (Regular schedule)  
12, 13, 14..... Exams-Early Dismissal-12:30  
14 ..... End of Second grading period  
15.....SCHOOL CLOSED – Tchr. Workday  
18 ..... SCHOOLS CLOSED

22 ..... Report cards sent home  
Feb. 1 ..... SCHOOLS CLOSED-P/T CONF 12-7pm  
17 ..... Interim Midpoint  
24 ..... Interim Reports Sent Home  
Mar. 18 ..... End of 3<sup>rd</sup> grading period  
19 ..... SCHOOLS CLOSED-Tchr. Workday  
22 ..... SCHOOLS CLOSED  
26 ..... Report Cards Sent Home  
Apr. 2-9 ..... SCHOOLS CLOSED-Spring Break  
30 ..... SCHOOLS CLOSED  
May 3 ..... Interim Midpoint  
10 ..... Interim Reports Sent Home  
28 ..... SCHOOLS CLOSED  
31 ..... SCHOOLS CLOSED-MEMORIAL DAY  
June 7 ..... Exams-Regular Schedule  
8-10 ..... Exams-Early Dismissal 12:30  
10 ..... LAST PUPIL DAY  
11 ..... Tchr. Workday  
12 ..... Tchr. Workday

**MAKE-UP DAYS FOR TIME LOST DUE TO INCLEMENT WEATHER ETC:**

- 1,2,3 Bank Days
- 4. January 15
- 5. March 22
- 6. not required
- 7. April 30
- 8. not required
- 9. May 28

(Oct. 23 may be used as a make-up day if a day is lost before the end of the 1<sup>st</sup> grading period.)

**EMERGENCY PROCEDURES**

Hidden Valley Middle School has developed a plan for dealing with a variety of critical incidents. This plan is discussed with students and faculty at the beginning of each year and reviewed throughout the year. This plan includes directions for action in various situations including a fire and a tornado. Drills and simulations are conducted throughout the year.

**EMERGENCY SCHOOL CLOSING**

On occasion it becomes necessary to close school early due to weather conditions, electrical failure, etc. Once an early school closing has been announced, it is very difficult for students to call parents for directions. Limited phone lines make contacting the school very difficult. Therefore, parents are urged to discuss ahead of time with students what they should do if schools are closed early. Should an emergency early dismissal become necessary, parents may call the COUNTY PUBIC INFORMATION

HOTLINE – **562-6000** to obtain information regarding the dismissal. Parents will also be notified through the RCPS Instant Alert information, following the instructions on the school website.

## **ATTENDANCE**

### **ATTENDANCE POLICY**

Successful school work is dependent upon regular class attendance. The following procedure will be followed to encourage regular attendance.

1. When a student's accumulated absences, tardies, or early dismissals reach five (5) within the first semester, the school will notify the parents and advise them that their child's progress could be jeopardized.
2. When ten (10) days of absences, tardies, or early dismissals have accumulated, the parents will be advised in writing and the school social worker will be notified. The school may require a doctor's excuse for further absences to be excused.
3. When fifteen (15) absences, tardies, or early dismissals have accumulated, a conference with the parents should be held to develop a solution to the problem. If the parent will not attend, the student will be referred to the school social worker.
4. The school social worker will take whatever steps appropriate to promote regular attendance, including possible court intervention.  
*The above procedure (steps 1-4) does not apply to students who provide medical documentation of hospitalization or chronic or extended illness; nor does it apply to students who have been granted prior permission for the absences by the principal.*
5. When any student has been absent fifteen consecutive days, the student is withdrawn in accordance with state law and proper notification is sent to the school social worker.

### **ABSENCES**

Parents should call to notify the school on the morning a student will be absent. HVM is required to make a reasonable effort to contact a parent whenever a child is absent. A call to

the school reduces the time spent confirming absences. Parents can call before or after office hours and leave a message on the voicemail box.

Upon their return to school, all students must get an admit slip from the first period teacher. A written excuse from parent(s) stating the reason for the absence is required. The excuse should include **full student name and grade**.

#### ***Excused absences:***

1. Personal illness or an illness in the family
2. Death in the family
3. Involuntary court appearance
4. Absences approved in advance by the administration (Prior Request)
5. Dental and doctor appointments. A pupil must have a statement from the doctor's or dentist's office upon returning to school.

All other absences will be considered unexcused. Unexcused absences will be referred to the administration for appropriate action.

#### **ABSENCE WITH PRIOR PERMISSION (Priors)**

Students who are aware of a future absence must bring a note from their parent(s) indicating the reason for the absence and requesting the absence be recorded as excused. The attendance officer will evaluate the request and issue a Prior Request Form. The student must have this form signed by each of his/her teachers and return it to the office at the end of the day. The student is to pick up admit slip upon return to school from their first period teacher.

### **TARDINESS**

#### ***TARDY TO SCHOOL***

Students are expected to be on time. Reasons for excused tardiness are the same as those listed under "excused absences". Unexcused tardiness may result in a Quiet Table assignment or before/after school detention. Since the County provides bus transportation, *a student will be considered unexcused if other transportation causes him/her to be tardy.*

If a student has an early morning appointment, a parent should call the school and inform the office that he/she will be tardy due to a medical or dental appointment. A note from the doctor's office is required and is available from the doctor's office upon request.

Students arriving at school tardy *must sign in upon arrival in the school office.*

#### **TARDY TO CLASS**

Parents will be contacted if their student has been unexcused tardy to class for the third time within one semester. Upon the fourth and subsequent unexcused tardies to class that student will be assigned before or after school detention.

#### **EARLY DISMISSALS**

If a child must leave school during the day, he/she must bring a written note from a parent with the student's first and last name, reason for leaving early, time to be excused and parent's signature. *This note is presented to the first period teacher and the teacher will send it to the attendance office.* The student will be called to the office when the parent arrives. A student will be released *only* to his/her parent/guardian unless a written request from his/her parent is received. *Anyone signing a student out for early dismissal must present a photo ID.* Students may not leave school grounds without permission.

#### **MAKE-UP WORK**

Make-up work is the student's responsibility and should be made up within one week after returning to school. Extenuating circumstances should be discussed with the teacher(s). It is the student's responsibility to ask for missed work. A zero may be given for any make-up work not completed within the time limit. Students who wish to do make-up work while they are absent *should call the school by 9 AM on the second day of absence* to make arrangements for make-up assignments. (Assignments cannot be collected for a one day absence.) The student's assignments may be picked up in the main office after 3:15 PM.

## **GENERAL INFORMATION**

### **DELIVERIES FOR STUDENTS**

Office personnel are not available to make deliveries to students. If a student knows that an item (lunch, homework, gym suit) is being delivered to the office, the student is responsible for checking between classes to pick it up. Outside lunches (e.g. pizza) may be delivered to school only by a parent. Parents are asked not to bring in fast food lunches. Outside lunches may not be brought in for groups of students.

Messages are delivered to students during lunch and at the end of the day on the afternoon announcements. We do not interrupt instructional time for messages or deliveries except in emergency situations. Messages and deliveries for students will only be accepted from the student's parent.

### **FLOWERS AND BALLOONS**

Expressions of love or concern should be sent directly to the student's home, rather than to school. Students may not carry flowers and/or balloons with them to class. Please do not send flowers/balloons, etc. to the school.

### **VISITORS**

All visitors must sign in at the office *and provide a photo ID* upon arrival at HVM to receive a VISITOR'S BADGE. ***Student visitors are not permitted.*** Anyone wishing to meet with a teacher should make arrangements in advance.

### **BOOKSTORE**

The bookstore is located outside the main entrance to the cafeteria. It is open each morning before school. Most school supplies can be purchased there.

### **LOST AND FOUND**

After checking with their teachers and retracing their schedule, students may check with the office for lost items.

Students should not wear valuable rings, watches, bracelets or necklaces, or bring valuable items to school. If a student chooses

to bring such an item to school, he/she is responsible for the care and security of their own possessions. The school does not assume responsibility for student's personal items.

### **DRESS AND GROOMING**

Student dress contributes to the overall climate of the school. Not all fashion trends are appropriate for school. Student appearance and/or style must not be disruptive to classroom activities. All students will follow the following RCPS guidelines:

#### **CLOTHING:**

General Guidelines:

- Short/skirt length should be no higher than 5" from the top of the knee
- Sleeveless shirts are allowed; however, shoulder straps must be a minimum of 3 inches in width
- No undergarments, cleavage, or midriffs should be exposed
- Safe shoes are required at all times (*no roller shoes*)

The following should not be worn in school:

- Sleeves with oversized armholes
- See through garments
- Form-fitted shorts (i.e., biker shorts)
- Cut offs, torn, or ripped clothing
- Grossly oversized clothing
- Shirts with spaghetti straps
- Tube/tank tops
- Heavy or long winter coats
- Pajamas
- Bedroom slippers

#### **ACCESSORIES:**

The following should not be worn in school:

- Heavy, metal chains
- Any accessories with spikes (jewelry, belts, etc.)
- Dog chains or collars
- Sunglasses
- Headgear including hats, caps, sweatbands, bandanas, wave caps, or scarves (except for religious beliefs)

#### **MISCELLANEOUS:**

- Anything considered dangerous, distracting, or disruptive to the instructional environment is prohibited.
- Clothing or accessories should not bear messages or pictures that are profane, obscene, offensive to others, or promote gangs, violence, drugs or alcohol.

*The administration at each school reserves the right to judge appropriate appearance.*

### **LOCKERS**

1. Hall lockers are assigned by the administration; PE lockers are assigned by the PE teachers. Students are not allowed to change from one locker to another without permission from the principal.
2. Lockers must not be pre-set. Do not give locker combinations to other students. Should a student decide to share his/her combination with another student, he/she must be prepared to deal with the problems created.
3. The principal, or designated person in his absence, may search a student's locker or desk.
4. Report all locker problems to the main office.
5. Lockers are to be kept clean at all times. Lockers should be cleaned out periodically and at end of school.
6. ***No decorations may be placed on the exterior of lockers.***
7. Items placed within the locker must not block or harm the lock mechanism.
8. The school is not responsible for items left in the locker.

### **SEARCHES**

School authorities have the right to search lockers, desks or other facilities, as well as individuals and their belongings when there are reasonable grounds for believing that items will be found which violate law, school policy, or which may be harmful to the school community. School authorities may use metal detectors for both random and reasonable suspicion searches.

In an effort to ensure that each school maintains a safe learning environment, police

dogs will be brought onto school property to search school premises, including but not limited to lockers, desks, book bags, instrument cases, hand bags and vehicles parked on school property. Any articles which violate the law or school rules, will be confiscated and appropriate disciplinary action taken.

### **PROHIBITED EQUIPMENT**

Personal electronic devices (ipod, cell phones, DS, PSP, etc.) are brought to school at the student's own risk and are not to be used during school hours. Students choosing to bring such devices must keep these items off and secured in their locker during the school day. Any violation of these requirements will result in confiscation of the device.

### **PDA**

Public demonstration of affection in school is not appropriate. Inappropriate physical contact may result in disciplinary consequences.

### **CHEATING**

Cheating is a very serious offense. Sharing answers on tests or other assignments is considered cheating. Students found guilty of cheating may receive a zero on the assignment.

### **ASSEMBLIES**

Students will receive instruction from their teachers regarding assemblies. All students are expected to exhibit courteous and appropriate conduct at all times. Booming/whistling will not be tolerated.

### **HALLWAYS**

Students are not permitted to be in the halls without a hall pass while classes are in progress. During class changes students are not permitted to socialize in areas designated for other grade levels.

### **POSTERS**

No posters or other information may be displayed in the building unless approved by the administration. *Posters advertising an activity must be removed immediately following the activity.*

## **MEDICINE / ILLNESS**

### **ILLNESS**

If a student becomes too ill to remain in school, he/she should request a sick form from the teacher. The nurse or office staff will call parents to pick up ill students. The student may see the school nurse whenever possible. A student going home sick will remain in class, whenever possible, until his/her parent arrives. A parent must come into the school building before a student can be released. A student can only be released to his/her parent unless approval is given by the parent for a student to leave with another person.

### **MEDICINE**

#### ***ADMINISTERED BY SCHOOL PERSONNEL - PRESCRIPTIONS***

School personnel may administer medication to students, in all grade levels, *only* when all of the following conditions are met:

1. Parents must complete the form Parent Permission for Administration of Medication.
2. *Parents* must bring the medication to school. Transportation of medication by students is not permitted.
3. The medication must be stored in the container issued by the pharmacy, with the name of the student, prescribing physician or dentist, name of medication, and time/dosage to be given.
4. Students should report to the office to request medications. Students are not called to the office.

#### ***STUDENT-ADMINISTERED MEDICATION - NON-PRESCRIPTION***

Students *may not* administer any medications, including prescription and non-prescription, to themselves. Prescription and non-prescription medication must be delivered to the school by the parent/guardian. Medication must be in the original container.

#### ***INHALERS***

Students may carry inhalers for asthma with them to be used when needed. Appropriate

paperwork must be filled out and filed with the nurse.

## **ACADEMICS**

### **HOMEWORK POLICY**

Homework is assigned at the discretion of the teacher and is in accordance with the needs of the class. Homework contributes to the ongoing work of a class and is a follow-up to skills or concepts previously introduced. Homework is not assigned for disciplinary purposes and is not assigned for extended holiday breaks.

Students are expected to record homework assignments in the student agenda provided by the PTA. It is recommended that parents encourage their children to use the agenda and that parents check it regularly.

### **EXAM POLICY**

1. All teachers will administer a semester evaluation. This test will cover all material taught in each semester for grades 7 and 8. It is a nine weeks test in grade 6. The test grade will be counted as a major grade in the second and fourth nine weeks.
2. Students taking credit classes will take formal examinations as detailed in Policy 6.7 of the Roanoke County School Board Policy Manual, which states the examination will count 10% of the semester grade.
3. Students enrolled in Algebra 1, Geometry, Spanish 1, French 1, German 1, or Latin 1 may be exempt from final exams if they meet attendance and grade requirements.

### **GRADING POLICY**

Report cards will be sent home at the end of each nine weeks. *Report card envelopes are to be signed by a parent and returned to the homeroom teacher.* At the midpoint of each grading period, teachers send interim reports to the parents of students who have an average of "D" or "F" in a subject. The interim reports *must be signed by the parents and returned to the teacher.* The following symbols and

numerical equivalents are used for indicating achievement in each course:

A = 94-100	Superior Achievement
B = 87- 93	Above Average Achievement
C = 78- 86	Average Achievement
D = 70- 77	Below Average Achievement
F = 0- 69	Unsatisfactory

### **GUIDANCE**

The guidance department is located on the left side of the main office area. Counselors are available throughout the day to help with educational and vocational planning as well as personal or social problems.

### **STUDENT ASSISTANCE PROGRAM (SAP)**

The primary purpose of the Student Assistance Program is to provide education, assistance, and support for students affected by their own or others' drug and alcohol-related problems. Students and family members are encouraged to contact the program with the assurance that such contacts will be handled sensitively and confidentially.

To schedule an appointment with the SAP Coordinator, Mr. Tim Hayes, please contact by calling the main office or leave a message on the school answering machine.

### **ACTIVITIES**

#### **SCHOOL ACTIVITIES**

Hidden Valley offers students a variety of activities. Numerous athletic events are scheduled each season. All students are encouraged to become involved in an area that is of interest to them.

Participation in activities is a privilege. All school rules and guidelines apply at all school activities.

When participating in an after school activity, students must plan to have transportation provided at the correct time. Coaches and sponsors cannot leave until all students they are supervising have left. If transportation is a problem, discuss it with the sponsor/coach prior

to the event in order to make arrangements. Please do not detain sponsors and coaches.

### **FIELD TRIPS**

Field trips are an important part of the school experience. HVM encourages teachers to use the resources available outside the school environment to enhance the learning process. Student participation on field trips may be restricted due to behavior problems. In general, students with assignments to the Focus Room (in school detention), AM/PM detention, or repeated behavioral problems may not be allowed to participate in field trips/activities.

### **SCHOOL SOCIALS**

School socials are designed to provide students with an opportunity to socialize and meet new friends. Outside guests of middle school age are permitted but must be registered with the office prior to the day of the social. Information regarding socials will be sent to parents during the week prior to the social. Socials are monitored by school staff and parent volunteers.

Students are not permitted to leave the social and reenter while the social is in progress. All school rules apply at a school social including appropriate clothing.

Students with recent assignments to the Focus Room, AM/PM Detention or repeated behavioral problems may not be allowed to attend these activities.

### **PARTICIPATION IN STUDENT ACTIVITIES**

Students who are absent from school are not permitted to participate in after school activities that day (e.g. school socials, ball games). Special circumstances may be reviewed by the school administration. Students may also be prohibited from participation for disciplinary reasons.

### **ATHLETICS**

Hidden Valley Middle sponsors football, basketball, wrestling, soccer, baseball, and track for boys; volleyball, basketball, softball, soccer, and track for girls. Cheerleading is a coed team.

Team membership is open to any 7th or 8th grade student.

All participants in the athletic program must meet all requirements established by the Virginia High School League and the Roanoke Valley Junior High and Middle School League. These requirements include but are not limited to receiving a passing grade in at least five (5) classes at the end of each semester and having a physical examination completed by a doctor *after May 1* of the current year. The school requires that any participant in the athletic program, including cheerleaders, whether practicing or taking part in interscholastic contests, be properly covered for accidents. Student accident policies are offered through the school.

An athlete must be in school by 12 NOON on the school day he/she expects to participate in an interscholastic contest, practice or conditioning program. Students who leave school early may not participate in that day's after-school activities. Students assigned to the Focus Room may not participate in any after school activities during the period assigned to the Focus Room. Exceptions are few, but may be approved by the athletic director and principal.

### **DISCIPLINE**

#### **ROANOKE COUNTY STUDENT CONDUCT CODE**

Each student will receive a copy of the Roanoke County Student Conduct Code. Students' parents must sign and return a form indicating their family has read and understands the guidelines contained within the booklet.

### **DISCIPLINE**

The faculty and administration believe that helping students develop self-discipline must be a team effort. If the school is to achieve its goal of preparing students to succeed and be contributing members of society, it is the responsibility of both the school and the parents to provide the guidance necessary. While such self-discipline is not quickly or easily accomplished, students must know that the school and the family are working together to provide guidance and direction.

When a student displays behavior which is not acceptable, a response from the teacher or administrator involved should be expected. Below are listed some disciplinary options available to the school staff:

#### *QUIET TABLE*

A table is reserved in the cafeteria at which no communication is allowed. Students report to the quiet table after purchasing lunch.

#### *AM/PM DETENTION*

Students are assigned hours before or after school for failure to abide by school rules. The teacher or principal who assigns the detention will notify parents. A day's notice will be given and the student will be expected to furnish his/her own transportation. Failure to stay for detention will result in additional disciplinary action.

#### *ADDITIONAL CONSEQUENCES*

Should a teacher find that a behavior problem does not improve after his/her attempts to deal with it; a referral may be made to the appropriate principal. The principal will evaluate the facts involved and determine the appropriate disciplinary measures. These measures may include, but are not limited to, restrictions on participation in activities, assignment to Saturday School, assignment to the focus room, suspension, or request for expulsion.

#### **MISBEHAVIOR WITH SUBSTITUTES**

When students are identified by substitutes as displaying inappropriate behavior, after school detention will be assigned.

#### **DRUGS, ALCOHOL, AND TOBACCO**

##### *DRUGS AND ALCOHOL*

Students shall not use, be under the influence of, or have in their possession on school property or while engaged in or attending a school-sponsored activity, alcoholic beverages, marijuana, or any controlled substance or drug paraphernalia. They shall not give, sell, distribute or intend to distribute alcoholic beverages, marijuana or any controlled substance. This shall also apply to any

substance intended to look like alcohol, marijuana or controlled substance. Misuse, possession, or distribution of other medications, over the counter medications or substances is a violation of school rules.

##### *TOBACCO*

Possession, use, or transmission of tobacco or tobacco products while on school property or while engaged in or attending a school-sponsored activity is prohibited.

#### **WEAPONS**

A student shall not possess, handle, or transmit any object that can be considered a weapon or dangerous instrument on school property or during any school activity. This applies to any firearm, any stun gun, and any explosive including firecrackers. This also applies to any REPLICA of a weapon or TOY representing a weapon.

#### **VIOLATIONS OF LAW**

In addition to school penalties, violations of law will be turned over to the Roanoke County Police Department.

#### **SCHOOL RESOURCE OFFICER**

A Roanoke County Police Officer is assigned to each middle school to assist in maintaining safe school environments and to support the administration and staff whenever this area of expertise is required.

#### **CAFETERIA**

##### **DRINK AND SNACK MACHINES**

Snacks and drinks are available from machines located in the back hallway. These machines may be used before and after school. They are not operational during lunch.

##### **CAFETERIA**

Full lunches consist of an entrée, 2 side items, and milk. Food items meet the requirements of the RCPS Wellness Program. A la carte items are also available.

The cafeteria operates on a daily cash basis - (\$2.00 for regular lunch and \$.50 for milk)

Students are encouraged to deposit money into their account for the week. *Please write checks to HVM Cafeteria for exact amount only.* No change will be given.

#### CAFETERIA RULES

1. Do not take open cans or food containers out of the cafeteria.
2. Do not move chairs to other tables.
3. Do not run or push.
4. Do not cut in line or save places.
5. Do not yell or shout.
6. Stop talking immediately whenever an announcement is made.
7. Place trash and trays in the proper place.
8. Students should leave the cafeteria in an orderly manner and go quietly to their next class.
9. No glass containers are permitted in the building.
10. Do not leave the cafeteria without permission.

#### **TRANSPORTATION**

Students are not permitted to leave school with anyone other than their parents unless written permission from their parent has been received.

#### **BUS REGULATIONS**

1. Strict obedience to bus drivers.
2. Obey state bus law.
  - a. Do not put head out of window.
  - b. Do not put hand or arm out of window.
3. Riders of bus must remain seated until the bus comes to a full stop.
4. Students waiting to get on the bus must line up and enter the bus in an orderly manner.
5. Students must take the seat assigned by the driver and remain in that seat until changed.
6. Students must ride the bus assigned unless changed by the driver or principal.
7. The use of vulgar language is absolutely forbidden.
8. Pushing and shooting spit balls, or other items on the bus is not allowed.
9. When a student refuses to cooperate, he/she will be required to furnish his/her own transportation.
10. If a student plans to ride a bus other than his/her regular bus, he/she must bring a written request from home. *Bus passes are secured at the attendance window before classes in the morning.*
12. Students are not to eat, drink or have open food containers on the bus.

# HIDDEN HERO

## COMMUNITY SERVICE VERIFICATION

(must be completed and turned in to the school office by May 1)

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Name of community organization \_\_\_\_\_

Address of organization \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor of student's work \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Description of student's volunteer work \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total number of volunteer hours for this school year: \_\_\_\_\_ T-shirt size: S M L XL

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

### SUPERVISOR VERIFICATION

The above-named student is applying to be a Hidden Hero at Hidden Valley Middle School in recognition of his/her volunteer work with your organization. Your signature below indicates your agreement with the student's statement above regarding the type of volunteer work done and the number of hours involved.

Signature of supervisor \_\_\_\_\_ Date \_\_\_\_\_

### PARENT VERIFICATION

Your son/daughter is applying to be a Hidden Hero at Hidden Valley Middle School in recognition of his/her volunteer work with a community organization. Your signature below indicates your agreement with his/her statement above regarding the type of volunteer work done and the number of hours involved.

Signature of parent \_\_\_\_\_ Date \_\_\_\_\_

