

VALLEYVIEW MIDDLE SCHOOL STUDENT/PARENT HANDBOOK 2018-2019

STAY INFORMED - UPDATED DAILY:
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VALLEYVIEW SCHOOL
MORNING ANNOUNCEMENTS



320 Diamond Spring Rd.
Denville, NJ 07834

Main Office: 973-983-6535 x2400
Fax: 973-627-0632

Absence Call Number: 973-983-6535 x2404

Website: www.denville.org

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STAFF LISTING

ADMINISTRATIVE STAFF

Mr. Paul Iantosca, Principal	X2403
Mr. Seth Korman, Vice Principal	X2402
Mrs. Janis Rowland, School Secretary	X2400
Mrs. Linda Simonis, School Secretary	X2401
Mrs. Jessica Seidel, School Nurse	X2404
Mrs. Jennifer Sinha, School Nurse	X2407
Mrs. Morgan Kane, Guidance Counselor (A-Ki)	X2408
Mrs. Jody McDonald, Guidance Counselor (Kl-Z)	X2413

TEACHING STAFF

Mrs. Alexander – Math, SS, Sci, LA
Mrs. Andes – Instructional Aide
Mrs. Andrezza - Science
Mrs. Arnao – Instructional Aide
Mrs. Babula – Social Studies/Science
Mrs. Bacchetta-Life Skills
Ms. Benshoof – Language Arts
Ms. Berkowitz - Instrumental Music
Mr. Bias – S.T.E.M.
Ms. Brautigam – Language Arts
Mrs. Ciaravalo - Lunch Aide
Mr. Cicchino – Math
Mrs. Collins - Language Arts
Mrs. Commuri - Instructional Aide
Mr. Dawes – Social Studies
Ms. Dickerson – Mathematics
Mrs. DiDomenico – Language Arts
Mr. Eggert – Computers/Technology
Ms. Faliveno - Social Studies
Ms. Ferris – Math
Ms. Fontes - Instrumental Aide
Mrs. Garcia – Language Arts
Mrs. Hardy - Instructional Aide
Mrs. Harris – Instructional Aide
Mrs. Herbert – Instructional Aide
Mrs. Houser – Physical Education
Mr. Hunko - Instructional Aide
Mrs. Jaffe – EXPO
Ms. Johnson – Science
Ms. Johnston - Instructional Aide
Mrs. Kaiser – Special Ed
Mrs. Kasper - Science
Mrs. Kenah – Instructional Aide
Mr. King – Science, Social Studies
Mrs. Klinck- Mathematics
Ms. Kovacs – Art
Ms. LaGrassa - Mathematics
Mrs. Lezgos - Media Center Specialist
Mr. Liloia – Social Studies
Mr. Loro - Social Studies
Mrs. Margino - Language Arts
Ms. Marino – Sci, SS, LA, Math
Mrs. McBride – The Art of Writing
Mrs. McDaniel - Rdg/SS
Mrs. McEnteer – Instructional Aide
Ms. Mlynarski - Math
Mrs. Monteleone – Science, Social Studies
Mrs. Morris - Math
Ms. Musynske - Language Arts
Mrs. Nielsen – Language Arts
Mrs. Northrop - Language Arts
Ms. Olarte – Spanish
Ms. Oliveira – Special Ed/ELA
Ms. Ordonez - Instructional Aide
Mrs. Pardalis - Lunch Aide
Ms. Patel – The Art of Writing
Mrs. Plumb- Science
Mr. Plumb – Mathematics
Mr. Priori – Music Technology
Mrs. Rattley - RR/Math
Mrs. Schwartz –Reading/Science
Ms. Schwarz-LA+, Math
Ms. Skiff - Mathematics
Mr. Slavik - French
Mrs. Stiles - Science
Mr. Wade - Social Studies
Mrs. Wallach-Novak – Language Arts
Mr. Whalen – Physical Education
Mr. Worrall - Instructional Aide
Ms. Worts - Health/Family Life
Mrs. Zeman-French
Mrs. Zois – Spanish
Ms. Zasadzinski– Instructional Aide

ATTENDANCE/TARDINESS GUIDELINES

Promptness to school and to each class is not only a school expectation, but a life skill. In order to optimize the educational process, it is essential that students are in their classes and prepared to work when the bell sounds.

Early Arrival to School:

Students who arrive early each morning are to report directly to their designated area. No one should arrive prior to 7:10 since **there is no supervision until that time and the doors will be locked.**

Tardy Policy:

If a student arrives to school after 7:30 a.m., he/she is to report to the nurse's office for a late pass.

If a student accumulates three (3) unexcused tardies, a letter of notification will be sent home. Subsequent tardies will result in consequences deemed appropriate by the administration.

Early Dismissal Policy:

When a student needs to be excused early for an appointment, a note is required. The student is to present the note to the main office upon arrival to school where the time and reason will be recorded. Please allow a few extra minutes for your child to go to his/her locker and to come to the front of the building. The note will be initialed becoming the student's pass to leave class. It is the student's responsibility to give this pass to the teacher and leave the classroom on time.

Absence Policy:

The Denville Township Board of Education excuses absences from school for the following reasons:

- Personal illness – with an accompanying doctor's note
- Death in the family
- Religious holidays
- Court appearances
- Administratively-approved absences

Administratively approved absences include school sanctioned activities such as field trips, interscholastic competition, performances, and family or personal crisis/emergency situations. Absence from school for reasons other than those stated above are considered unexcused.

The school shall provide make-up work and/or exams only for cases of excused absences. However, students are responsible for the material covered in class whether or not their absence is excused. The time allowed for make-up work is one (1) day plus the number of days absent unless special arrangements are acceptable to the teacher(s) involved. It is the student's responsibility to request make-up assignments. If a student is out for more than three (3) consecutive days, a parent/guardian should call the office and arrange to pick up work.

Students whose absence is unexcused, e.g., an absence caused by a vacation taken when school is in session, are responsible for getting the missed assignments from a teacher.

2**Steps to follow when absent:**

1. A parent or guardian must phone the school nurse (X2404) to inform her of the absence before 7:30 A.M. of the day of the absence. An answering machine is available 24 hours for your convenience.
2. A parent or guardian will write an excuse giving the reason for the absence accompanied by his/her signature. Students who are chronically absent will be requested to bring in a physician's note to have the absence(s) excused.
3. The student will present the excuse to the nurse when he/she returns to school.
4. The student will ask all teachers for make-up assignments upon their return.

After 5 unexcused absences, a letter will be sent home advising of excessive absenteeism. Students who accumulate an excessive number of unexcused absences will have their name forwarded to the Board Office for possible legal action.

GENERAL POLICIES AND PROCEDURES

All visitors to Valleyview Middle School must report to the main office upon entering the building.

An automated phone calling system is in place for emergency contacts. It is essential that all contact phone numbers (home, work, cell) be provided at the start of school and are updated throughout the year.

In order to insure the least amount of disruption to our students, please bring forgotten lunches, books, etc. to the drop-off site outside the main office. Students will retrieve the items during their assigned lunch period. Also, please make all travel arrangements for any given day in advance and refrain from calling with messages for your child unless an emergency exists.

We maintain a lost and found area in the lunchroom. If articles are properly marked with the student's name, many articles can be promptly returned. Often, items reported as stolen are simply mislaid and never claimed. If not claimed after several months, the items will be donated to charity.

Daily announcements are made during the morning homeroom period and posted on our website to inform staff, students, and parents of school activities and important community programs. These announcements are preceded by the salute to our flag during which the students are to show appropriate respect. As part of the daily announcements, we are always pleased to report out-of-school accomplishments of our students when informed.

Parents, please check the website, www.denville.org - Valleyview School – Friday folders – each week for announcements relating to school and community activities.

Please note that students are NOT PERMITTED to hand out party invitations during school hours. Our intent is to minimize the number of occasions when students feel “left out”.

We ask that all permanent markers (Sharpies) be left at home and not brought to school. There is no reason for any student to have these on their person.

THE VALLEYVIEW PTA

The Valleyview PTA is a member in good standing of the Morris County, New Jersey and National PTAs.

The Executive Board of the PTA meets monthly. At these meetings officers and committee chair people report on their responsibilities, and discussions are held on matters involving the school, children and PTA. Any member of the PTA is welcome to attend the Executive Board meetings; however, only Executive Board members may vote on issues being discussed.

Two general membership meetings (traditionally one in September and one in May) are held annually. In September, the PTA budget for the current year is presented for approval. In May the officers for the upcoming year are nominated and installed. Attendance at these meetings is encouraged.

The PTA Executive Board is comprised of Valleyview parents who donate their time and talents to support the functions and uphold the by-laws and responsibilities of the PTA. The PTA Board consists of a President, two Vice-Presidents, Recording Secretary, Corresponding Secretary and Treasurer. These officers are elected annually and cannot serve more than two concurrent terms (according to the by-laws). The remainder of the PTA Board are Chairpersons of the following: Cultural Arts; Hospitality (food and decorating), Ice Cream/Chips; Legislation/Special Ed; Newsletter; Publicity & Publicity Book; Safety, Sunshine & Scholarship; Special Lunch (food and soda); Special Projects (Author's Day & Book Fair) and Magazine Drive Committees as well as a Teacher Liaison and an Advisor. A notice is sent home in June and again in September, seeking volunteers to chair these committees and to work on them. You can always contact the President and volunteer any time during the year as well.

This PTA operates under a set of by-laws and standing rules which are reviewed and modified, if necessary, at least every three years.

**DENVILLE TOWNSHIP SCHOOL DISTRICT
STUDENT CODE OF CONDUCT
2018-2019**



TAKING PROPER STEPS TO ENSURE SUCCESS!

**DENVILLE TOWNSHIP SCHOOL DISTRICT
MISSION STATEMENT**

The Denville School District's mission is to *educate* and *empower* all students to *excel*.

PHILOSOPHY OF CONDUCT & CITIZENSHIP

The Denville School District views their role as an integral part of the community by education and supporting students in their growth and development toward responsible citizenship. We firmly believe that everyone has the right to be part of a supportive, safe learning environment in which positive behaviors are recognized and misconduct is an opportunity to teach, learn and grow.

DISTRICT CONDUCT GOALS

- I. To give children the tools to make good life choices.
- II. To foster student's self esteem by providing opportunities to explore their unique abilities and characteristics.
- III. To encourage citizenship in a global society.
- IV. To promote a climate and culture in our schools that supports high achievement and cultivates mutual respect, responsibility, and integrity.

CONDUCT EXPECTATIONS FOR STUDENTS

RIGHTS

- To treat and be treated with respect and courtesy
- To learn, grow, and share knowledge without disruption
- To feel safe at their school

RESPONSIBILITIES

- Must be responsible for their learning
- Must be respectful of themselves and others
- Must be caring members of their school, community, and world
- Must be accountable and responsible for their decisions
- Must be positive contributors toward supporting a safe school

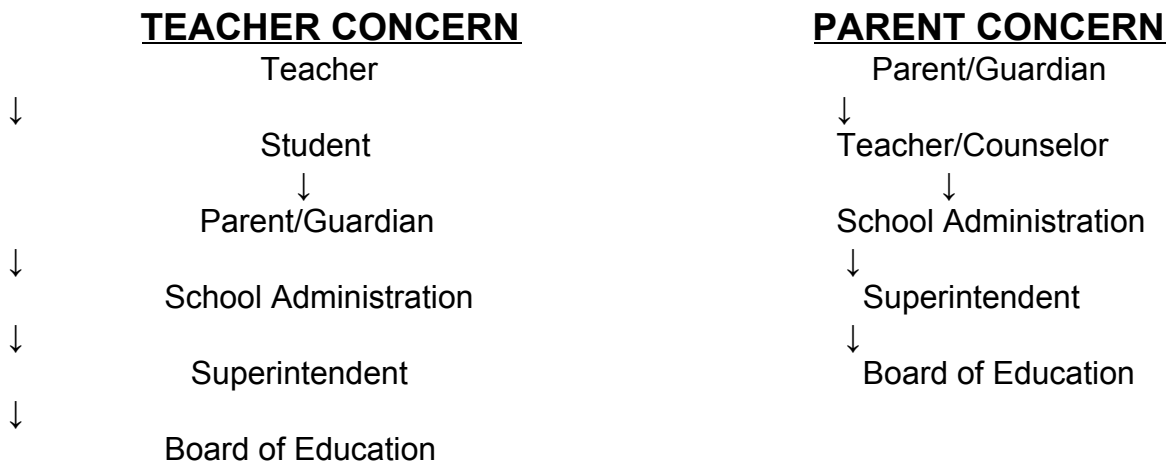
RECOGNITIONS

Some examples from individual school are:

- Morning Announcement Recognition
- Positive Praise
- Principal's Award
- Citizenship Awards
- Service Awards
- Valleyview Values
- Cooperative Games

CHAIN OF COMMUNICATION

School-related concerns involving a student are usually resolved by the teacher and/or site based administrator. To effectively address these concerns in the best interest of the student, the following chain of communication should be used.



VALLEYVIEW CONDUCT GUIDELINES

Every student is entitled to a quality education within an environment that promotes respect, courtesy, responsibility and pride. School discipline should protect and promote the physical, social, mental, and emotional growth of its youth. As each student progresses through the middle school years, greater levels of self-control and commitment to school community are expected. Discipline policies and procedures serve to direct behavior and encourage accountability. The following democratic principles and goals guide the administration of the middle school discipline policies and procedures at all levels and in all cases:

- All students have dignity and worth.
- All students have the capacity to learn cooperation and respect for self and others.
- All students should understand the policies that affect them, and be provided opportunities for individual growth and change while considering the welfare of the school community.
- Parents perform a participatory role with that of the school and its staff in preparing young adolescents for productive and fulfilling lives.

The goals of Valleyview's Student Discipline Process are:

- To maintain a positive, safe learning environment for all students while providing support for those students who interfere with this process.
- To provide support and intervention structures for students who, for various reasons, demonstrate behaviors in conflict with the school community's expectation that all students be courteous, respectful and responsible.
- To utilize support and intervention structures designed to work *with* students and teachers in developing a caring community where mutual problem solving and interdependence are emphasized and modeled.

Peer Mediation

Our school has a peer mediation program. Peer mediation is a violence prevention program that enhances school climate and can increase academic performance as a result of a more relaxed atmosphere. Peer mediators are a diverse cadre of students selected to receive specialized training in conflict management using a problem-solving approach intended to clarify the nature of the dispute. Peer mediators do not solve problems for other students but help them think of ways to solve issues for themselves in a peaceful manner. The emphasis is on listening and trying to understand the other person's perspective. Agreeing to use the peer mediation process is voluntary. Students will be notified where the drop boxes are located throughout the building at the beginning of the school year. All issues will be reviewed by the administration prior to being assigned a mediation session. An adult will always be present during a mediation session.

Peer mediators are not police officers or judges but rather facilitators in a unique process that helps students solve their own problems without adult intervention. Schools across the country with similar programs report significant decrease in suspensions and expulsions, reduced tensions, and improved school climate overall.

POINT SYSTEM:

Valleyview has in place a point system to track discipline throughout the year. Students have a possibility of losing certain privileges if they accumulate too many points. The consequences are:

- Students who accumulate the equivalent of one point a month or more may not attend dances, socials, or other field trips during the year.
- Accumulation of 10 or more points may result in a student not being able to attend his/her end-of-year field trip.

Understanding that students will make mistakes, a system has been put into place to allow students remove points from their discipline record. Points can be decreased in the following ways:

- Points may be eliminated from a student's discipline record at a rate of one point per month as long as the student has not been reported to have any other discipline problems.
- Consecutive months without a referral will result in additional points removed (e.g. – one month = 1 point removed; two consecutive months = 2 points removed; three consecutive months = 3 points removed, etc.)

DETENTION PROCEDURES:

1. After-school detention will be held on Tuesdays and Thursdays from 2:30 -3:30 p.m.
2. A one page reflection sheet will be completed by each student. This form will enable each student to better understand his/her behaviors and to make better choices in the future.
3. All students will be required to take the late bus home, unless a parent is at Valleyview by 3:45 p.m.
4. Since behavior is an important part of the learning process and Valleyview's Mission, it is expected that all students serve their after-school detention, or any other consequence, before participating in any sporting event or any other after-school activity.

VALLEYVIEW STUDENT APPEARANCE GUIDELINES

Valleyview Middle School recognizes that each student's mode of dress and grooming is a reflection of that student's personal style and individual preferences. Judgment will be imposed only when a student's dress and grooming are distracting, distasteful or affect the educational program of the school. We ask that you carefully monitor the below guidelines before sending students to school. The final determination of appropriateness will be made by the professional staff.

Students must adhere to the following:

- Proper and safe footwear is required at all times. Open-toed shoes or shoes without backing are not permissible due to safety concerns.
- Clothing that is skin-tight, distracting or sexually revealing is not to be worn in school. All shorts, dresses or skirts must reach mid-thigh level or longer in-order to be deemed appropriate. Any exposed undergarments are not permissible.
- All pants must be worn at the waist and must not be so baggy as to create a safety hazard.
- Hats, caps, or any head covering, (unless for religious/medical reasons) as well as sunglasses are not permitted inside the building.
- Clothing that could cause harm to any student or damage to school property is not to be worn.
- Slogans, patches, and emblems that are obscene, drug/alcohol, gang, or violent in nature are not permitted in school or at any school sponsored activity.
- The approved physical education attire must be worn in gym and not in the classes afterwards. (Please see Valleyview physical education guidelines.)

EXAMPLES OF PROHIBITED ATTIRE

- Tight fitting or skin conforming pants, slacks, sweaters or shirts, baby t's and tank tops.
- Ripped or torn clothing
- Shoes with laces not tied
- Clogs or any open toed shoes or shoes without a back, , including sandals unless approved for medical reasons
- Clothing with slogans, patches, emblems that are violent, obscene, drug/alcohol/tobacco, weapon, gang related or depict human anatomy
- Any attire or style of dress that exposes undergarments
- No hats or other headwear unless approved for religious or medical reasons. Hooded clothing is allowed as long as the hood remains down during the school day.

This is not an exhaustive list and administration reserves the right to make a judgment on a case by case basis.

Should students report to school in clothing that does not conform to the Valleyview Student Appearance Guidelines, school staff would review the circumstances and determine the measures to be taken to properly address the violation.

These measures may include:

- Parent/guardian bringing a change of clothes to school
- Lunchtime detention
- Parent/guardian student conference
- After school detention
- In-school suspension

Please reference The Infraction Consequence Chart

DISTRICT POLICIES

Pupil Discipline/Code of Conduct:

The Denville Board of Education adopts the Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at a school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulations shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors.

Cross Reference Denville Policy 5600.

Harassment, Intimidation, and Bullying:

The Denville Board of Education prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Cross Reference Denville Policy 5512.01.

Substance Abuse:

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

A pupil who uses, possesses, or distributes a substance, on or off school premises will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the pupil's needs. The Board may establish consequences for a pupil not following through the recommendation of an evaluation for alcohol or other drug abuse and related behaviors.

Identification, Evaluation, and Intervention;

- Any educational staff member or other professional to whom it appears that a pupil may be under the influence of alcohol or other drugs on school grounds, including on a school bus or at school-sponsored function shall report the matter.
- An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished by the parent(s) or legal guardian of the pupil.
- Attendance at school shall not resume until a written report verifies the pupil's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.

Cross Reference Denville Policy 5530.

Removal of Pupils from the General Education Program for Weapons/Firearms offenses:

Any pupil convicted or adjudicated delinquent for possession of a firearm for committing a crime while in possession of a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school's regular educational program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the pupil.

Any pupil who assaults a pupil, teacher, administrator, Board member, or other school district employee, with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the Board of Education.

Cross Reference Denville Policy 5611.

Disruptive Pupils:

The Board of Education believes that the pupils of this district are entitled to an education free from undue disruption.

For the purposes of this policy, "disruptive pupil" means the pupil who has difficulty establishing good relationships with peers and adult authority figures and who exhibits a pattern of conduct which is in defiance of school rules or regulations and which hinders academic success for other pupils as well as for himself or herself.

- A disruptive pupil who does not appear to be disabled may be referred to the Intervention and Referral Team.
- A disruptive pupil who may have disabilities shall be referred to the Child Study Team for evaluation.

Cross Reference Denville Policy 5560.

Cyber-Bullying:

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyber-bullying to law enforcement authorities.

"Cyber-Bullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

Any pupil or school staff member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyber-bullying shall immediately make a report to the Building Principal or designee.

Cross Reference Denville Policy 5512.02

Hazing:

The Board of Education believes hazing activities of any type are inconsistent with the educational process and the Board prohibits all such and hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

“Hazing” means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the pupil(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Building Principal.

Cross Reference Denville Policy 5512

Please Note: Whenever a policy or procedure is enacted or changed by the Board of Education, proper communication will be made with the students and the parent community. This communication will be done through assemblies, Friday Folder flyers, and publication on the school website.



Valleyview Middle School Infraction/Consequence Chart

Points and consequences may vary depending on the amount of infractions incurred at a given time or the severity of an incident. The below chart is a guide and may change if deemed necessary based on administrative judgment.

Incident:	Definition	1 st offense	2 nd offense	3 rd offense
Gum	chewing gum on school grounds is prohibited	-written warning	- detention -1 point	- detention -2 point
Tardy	being late to school or class three or more times	-written warning	- detention -1 point	- detention -2 point
Hats/hoods	hat/hoods that are worn inside the building unless for religious reasons	-student asked to remove -written warning	-garment confiscated	-garment confiscated -1 point
Electronic devices	unauthorized use of electronic devices during the school day -cameras may not be used on school property.	-device taken -written warning	-device taken -detention - 1 point	-confiscate device -parent pick up -detention -2 points
Hall conduct	running, loitering, disruptive behavior, or being in the hall without a pass	-written warning	-detention -1 point	-detention -2 point
Selling goods	the unauthorized sale of any products on school property	-written warning	-detention -1 point	-detention -2 point
Teasing/disrespect/ Harassing behavior Inciting conflict	behavior that results in social disharmony	-detention -1 point	-detention -2 points	-two detentions -3 points
Aerosol Sprays/ Glass Bottles	possession is prohibited for safety concerns	-written warning	-detention -2 points	- two detentions -3 points

Lunchtime behavior	behavior that disrupts the orderly process of lunch/recess	-detention -1 point	-two detentions -2 points	-in-school suspension -3 points
Multiple warnings in school within 30 day period		-detention -1 point	-detention -2 points	-two detentions -3 points
Lying/Dishonesty	a student's description of events is proven to be purposefully inaccurate	-written warning	-detention -2 points	- two detentions -3 points
Inappropriate contact	any peer contact that puts a student at risk of injury or injures a student without intent.	-detention -1 point	-two detentions -2 point	- in-school suspension -3 points
Behavior	to follow posted bus rules	-written warning -parent contact	-bus suspension based on severity -2 points	-extended bus suspension -possible removal from bus -3 points
Inappropriate dress	see dress code guidelines in Student/Parent Handbook	-change attire -student conference	-change attire -student conference -parent contact	-change attire -see insubordination
Public display of affection	inappropriate peer to peer contact	-written warning	-detention -2 points	-two detentions -3 points
Use of vulgar language/gestures	language that is offensive	-detention - 1 point	-two detentions -2 points	-in-school suspension -3 points
Disruption to the learning environment	any behavior that distracts other students or the teacher from their assigned tasks	-detention -1 point	-detention -2 points	-in-school suspension -3 points
^Inappropriate use of computers	-see policy # 2361	-based on severity of infraction		

Breach of academic integrity	cheating, plagiarism, "sharing work," and forgery	-redo assignment if applicable (credit at teacher's discretion) -detention -2 points	-redo assignment (credit at teacher's discretion) -3 points -in-school suspension	-redo assignment (no credit) -in-school suspension -4 points
Planned breach of academic integrity	Any pre-planned attempt to cheat	-re-do assignment -3 points -in school suspension -no credit	-re-do assignment -4 points -in school suspension -no credit	-re-do assignment -5 points -in school suspension -no credit
Insubordination	refusal to follow instructions, etc...	-detention -2 point	-two detentions -3 points	-in school suspension -4 points
Cutting class	intentional refusal to attend class	-in school suspension -2 points	-in school suspension -3 points	-out of school suspension -4 points
Use of vulgar language/gestures toward a staff member	language that is offensive	-in school suspension -2 points	-in school suspension -3 points	-out of school suspension -4 points
Use of vulgar language/gestures toward a peer	language that is offensive	-detention -2points	-in school suspension -3 points	-out of school suspension -4 points
^ *Vandalism	any willful or careless action that results in harm to school property or the property of others	-in school suspension -1 to 2 points	-in school suspension to -out of school suspension -2 to 3 points	-out of school suspension -4 points
^* Gambling	wagering on school property	-based on severity of incident		
^ *Extortion	attempt to secure money or property through threats	-based on severity of incident		

*Theft	unauthorized possession of another's property	-in school suspension -3 points	-in school suspension -4 points	-out of school suspension -5 points
*Bias incident:	behavior which infringes upon another's affirmative action rights	-in school suspension -3 points	-in school suspension -4 points	-out of school suspension -5 points
^*Intimidation/Threat	-see HIB policy # 5512.01 If found under state guidelines	-in school suspension -2 points	-out of school suspension -3 points	-out of school suspension -4 points
^*Bullying	-see HIB policy # 5512.01 If found under state guidelines	-in school suspension -4 points	-out of school suspension -5 points	-multiple days of out-of-school suspension -10 points -removal from class trip -referral to the superintendent
*Fighting	a mutual engagement in a physical confrontation that may result in bodily injury to either party -This does not include a verbal confrontation or a minor confrontation, such as a shoving match	-in school suspension -4 points	-out of school suspension -5 points	-out of school suspension -6 points May result in extra-curricular activities
*Physical aggression:	attempt to purposely, knowingly, or recklessly cause bodily injury to another	-in school suspension -5 points	-out of school suspension -6 points	-multiple days of out-of-school suspension -10 points -removal from class trip -referral to the superintendent

*Tobacco/vaping	-possession or use of tobacco or tobacco related products on school property (policy # 5533)	-in school suspension -5 points	-out of school suspension -6 points	-referral to the superintendent -10 points
*Possession of flammables	possession of matches, lighters, or any incendiary materials	-out of school suspension -5 points	-out of school suspension -6 points	-referral to the superintendent -10 points
*Sexual harassment	Referral to Affirmation Action Officer - see Policy #5751	-out of school suspension -5 points	-referral to the superintendent -10 points	
*Drugs/ alcohol	Substance Abuse Policy # 5530	-out of school suspension -5 points	-referral to the superintendent - 10 points	
*Weapons:	possession/use of an object with the intent to injure	-points TBD -out of school suspension -referral to Superintendent	-referral to the superintendent	
Other	Creating an environment that puts student(s) at risk	Based on Administrative discretion		

*** Possible/probable referral to the Superintendent of Schools and police contact. This may also result in the loss of school privileges based on the severity of the incident.**

^ Consequence will be based on the severity of the incident.

LUNCHTIME AND RECESS GUIDELINES

Valleyview does not provide hot lunch service. Students should bring their own non-perishable bag lunch. Juices, chips, and ice cream are available for purchase. The PTA offers a "special lunch" option five days a week. Lunches can be ordered on-line on a monthly basis.

1. All students must remain on school grounds for lunch.
2. As in any classroom setting, students may not leave the lunchroom without permission.
3. Students must have a pass from a teacher in order to see that teacher during the lunch period.
4. All food is to be consumed in the cafeteria or designated area with permission.
5. Students will not throw food.
6. We ask that all students respect our school environment and clean up after themselves.
7. Students are asked to follow all directions of the lunch personnel and wait patiently until their individual table is dismissed.
8. Only teacher-approved equipment may be used during the recess period.
9. For safety reasons, glass bottles are not permitted in schools.
10. On early dismissal days, a lunch period will not be held

COMMON COURTESY IS EXPECTED AT ALL TIMES, INCLUDING WHEN ORDERING A SNACK OR BEING SERVED LUNCH. **"MAY I PLEASE HAVE. . . "AND "THANK YOU!"** ARE MUSIC TO OUR VOLUNTEERS' EARS.

SCHOOL DANCE AND SOCIAL EVENT GUIDELINES

1. Social events are open to Valleyview students only.
2. All school rules are in effect during any event.
3. Tickets will be sold during the week of the event.
4. Students must follow the school's dress code.
5. Any student absent the day of the event may not attend, unless permission is granted by an administrator.
6. Students must arrive no later than one-half hour after the announced starting time.
7. Students may not go outside the building once they arrive.
8. Students will not be permitted to leave early unless a parent is present and personally sees a chaperone.

BACKPACK GUIDELINES

Backpacks may only be used to transport textbooks and other school supplies to and from school. Class-to-class, students are required to carry their books. The use of a briefcase, or any other backpack substitute, is not permitted due to space and safety concerns in the building.

LOCKS AND LOCKER GUIDELINES

Lockers are considered the property of the Denville Board of Education and its schools. The school administration has the right to inspect any locker when reasonable grounds for a search exist. Students are cautioned **NOT** to keep any valuables or expensive items inside any lockers. Only school issued combination locks are permitted on lockers. Also, if lost, a replacement lock must be purchased at a cost of \$5.00. Lockers should be kept locked at all times and the combination should not be given to anyone.

Students are permitted access to their lockers at the following times:

- before homeroom period
- before and after lunch
- at dismissal
- with teacher permission

Out of respect for the entire community, students may not display scantily-clad models, male or female, or other inappropriate material or objects in their lockers. Also, anyone using a locker other than his or her own may lose locker privileges.

It is unwise to keep any valuables or expensive jewelry, etc. inside any lockers. The school will not be held responsible for any theft; you are responsible for the security of your possessions.

BICYCLE/SKATEBOARDING GUIDELINES

1. Your bicycle must be placed in the bicycle rack.
2. All bicycles brought to school should be accompanied by a lock. The school assumes no responsibility in the event a bicycle is stolen.
3. All students riding bicycles must, in accordance with state law, wear a helmet.
4. If you ride to town or to the Rock Ridge Lake area, you may leave through the front driveway and ride your bicycle on the side of the road or driveway near the policeman on duty.
5. You must leave the school before or after the buses leave for safety purposes.
6. The crossing guard should be obeyed and respected.
7. Skateboarding on school premises is not permitted at any time.

PLEASE NOTE: The Board of Education permits the use of bicycles by pupils provided that they present written parental approval and have been granted permission by the building principal. The principal may revoke a pupil's permit for failure to observe district rules.

TEXTBOOK GUIDELINES

Textbooks and other educational materials are the property of the Denville Board of Education and loaned to students for a given year. These materials should be treated with extreme care. All textbooks must be properly covered at all times, and highlighters and pens must not be used in textbooks. If a book is lost or severely damaged, a replacement text must be paid for. Teachers will record the condition of the materials when issued to the student and will reassess when collected. Any fines issued will be determined by the issuing teacher and will be based on damage done beyond normal wear and tear.

INTERDISCIPLINARY INSTRUCTIONAL TEAMING

Valleyview's Interdisciplinary Instruction Teams offer core classes to a team of students, which lead to a more child-centered approach to teaching. The interdisciplinary team arrangement permits teachers to plan for flexible use of time in subject presentation and to use interdisciplinary class presentation to effectively blend teacher strengths and talents.

The team concept increases interaction between pupil and teachers and fosters more responsiveness to the needs and talents of students. Within the teams there is ample coordination among various disciplines so that a consistent program geared to student ability ranges is offered.

MEDIA CENTER

The Valleyview Media Center is the instructional resource hub of the entire school community. Encompassing all aspects of print and non-print media, the Media Center is a central facility where materials are readily available and easily accessible to the school population. Open, flexible scheduling allows students and faculty to use materials independently, in small groups, or large class presentations.

Students may borrow three items from the print collection for a period of two weeks; borrowing from the non-print collection varies. Media Center privileges are suspended until overdue materials are returned. Payment for lost material is required.

FIELD TRIPS

Field trips are intended to extend learning outside of the four walls of the classroom. All trips have been approved by the administration and meet curricular objectives. In order for a child to participate in any trip, a written permission slip, signed by a parent or guardian, must be obtained.

It is imperative that students remember that they are a reflection of Valleyview and the entire Denville community when we venture outside of the school. Therefore, it is very important that the adults in the building are able to trust that the behaviors exhibited by all students are exemplary. All school rules are still in effect on these trips.

CLASS TRIPS

As a year-end culminating activity, each grade is scheduled to participate in a class trip. They are as follows with approximate cost per student in parentheses:

- Grade 6: Bronx Zoo (approximately \$25)
- Grade 7: New York City, NY (approximately \$75)
- Grade 8: Washington DC, Hershey Park (approximately \$250)

The cost of the trip is largely offset by monies raised in our annual fall magazine subscription drive. We ask that parents assist in supporting this fundraiser. For safety sake, please do not allow students to go door-to-door to solicit subscriptions.

Students who choose to disregard the rules and guidelines of our school, through consistent acquisition of points, violate the trust of our staff. Any student with more than 10 points may not attend his/her end-of-year class trip.

Pupils who participate in approved class trips are subject to district rules for pupil conduct. Infractions of those rules will be subject to discipline in the same manner as are infractions of rules during the regular school program. Participation in approved class trips is not a right and may be denied to any pupil who has demonstrated disregard for the school rules. 20

PHYSICAL EDUCATION CLASSES

Valleyview students attend physical education classes every other day. Students are required to change into shorts or sweats and sneakers. Running is a basic part of the physical education curriculum and students will only be excused with a physician's recommendation.

Student attire for physical education classes are based on safety issues and school policies. Please call the Physical Education teachers with any questions or concerns, 973-983-6535, Mrs. Houser X1135 or Mr. Whalen X1154.

Students may purchase Valleyview shirts and shorts from the Valleyview PTA. Compliance will be expected by October 15.

PERMITTED GYM ATTIRE:

T-Shirt with approved Valleyview logo

Shorts with Valleyview logo

Solid color athletic sweat pants for outside physical education

Solid color athletic sweat shirt for outside physical education (can have school, college or brand logo)

Athletic shoes with velcro or lace closure and socks

Participants with long hair must have their hair pulled back or wear a headband

Gym clothes must be changed after gym class

PROHIBITED GYM ATTIRE:

Jewelry and watches

Hats or other headwear unless approved for religious or medical reasons

Clothing/shoes not on the Permitted Gym Attire list

Ripped or torn clothing

No yoga pants or skin tight clothing

No baby t's or tank tops

INSTRUMENTAL MUSIC PROGRAM

All sixth, seventh and eighth grade band members have a rotating group lesson weekly. Crusader Band, Viking Band, Jazz Band, Orchestra, and Percussion Ensemble will rehearse after school until the late bus. Please check the rehearsal calendar for your ensemble's rehearsal dates. All rehearsals take place in the band room, unless otherwise communicated.

GUIDANCE PROGRAM

A planned program of guidance is an integral part of the educational program of Valleyview. Our guidance counselors are full time staff members who are available to offer help to all students in academic, social or emotional areas. Our counselors also act as resource persons for teachers, parents and administrators, as well as provide links with outside agencies and individuals. All counselors are available during advisory periods for any special individual problems which may arise and are beyond the scope of the advisory group.

Counselors:

A - Ki	Mrs. Kane	x2408
Kl -Z	Ms. McDonald	x2413

HOMWORK GUIDELINES

A reasonable amount of homework has proven to enhance student achievement. It is the student's responsibility to properly record the homework assignments and to make certain that the requirements of the assignments are understood. Parents are encouraged to provide a homework atmosphere which is conducive to good study habits (quiet place, consistent time frame, etc.) and to encourage the child to complete assignments on time and to the best of his/her ability. It is especially important at the middle school level for parents to provide minimal assistance in the completion of assignments; the goal of parent and child should be to have the child achieve independent and efficient study and research skills.

There are general guidelines for the teaching staff regarding length and frequency of assignments, with the team teaching concept helping to keep homework quantities within these guidelines. Consideration must be given, however, to individual student's abilities and study habits. The general guideline for Valleyview students is approximately 60 to 90 minutes of homework daily, including studying for tests. Should a student have substantially more or less homework than that, the parent is encouraged to contact the student's teaching team to determine the reason. Please keep in mind, however, that this is a general guideline and the amount of homework will vary from time to time.

If a child does not complete required assignments, the following consequences exist:

- Instructional Teams may require students to participate in a working lunch and/or after-school work session if assignments are not being completed.
- Conference with child and academic team with parent notified.
- Parental notification of assignment to after-school homework center.
- If a student is assigned a fourth consecutive week of Homework Center, they will lose the privilege to attend for the remainder of the year. Students, who continue to be assigned Homework Center after this point, will receive additional disciplinary points.

REPORT CARDS and PROGRESS REPORTS

Parent Communication of Progress:

As a way of communicating student progress with parents, report cards and progress reports are issued four times throughout the school year and will be delivered to each student in homeroom. One exception to this rule is failure warning notices which will be mailed home. Those teachers who are assigned the entire school population, family life and physical education, may issue progress reports only to those students who are experiencing difficulty with the subject area.

Incompletes:

An incomplete grade (I) will be given only in those cases where illness or emergency prevents the student from completing the assignments. If the work is not completed within two weeks of the end of the grading period, the incomplete work may be converted to a failing grade and the final grade will be calculated.

Promotion:

In order to be promoted to the next grade level, all students must have a passing grade at the end of the school year in the following subjects: Math, Language Arts/ Writing, Science and Social Studies.

The parents of any student being considered for retention will be notified no later than two months prior to the end of the school year. Any eighth grade student who does not fulfill all of the requirements for promotion shall not participate in graduation ceremonies.

If a student does not satisfactorily complete each of the core academic subjects, in order to be promoted to the next grade, a student must:

1. hire a tutor at the parent's expense to raise his/her average to passing or
2. successful completion of a local summer school program at parent's expense (Valleyview does not have a summer school program).

GRADE EQUIVALENTS

Grades are earned according to the following numerical ranges:

A+ = 97-100	A = 94-96	A- = 90-93
B+ = 87-89	B = 84-86	B- = 80-83
C+ = 77-79	C = 74-76	C- = 70-73
D = 65-69	P = Pass	
F = Below 65	F = Fail	

ACADEMIC AND SCHOOL ACHIEVEMENT RECOGNITION

Honor Rolls:

Being recognized on the honor rolls at Valleyview is a tribute to both a student's academic excellence as well as his/her high character. Honor Rolls are determined at the close of each marking period and includes every class that a student has taken during that period of time. In addition, each student's conduct record will be reviewed to determine eligibility. Any student who has been disruptive to the learning environment or disrespectful to another member of the community will be excluded from an honor roll distinction. An honor roll will be published at the end of each marking period. The honor roll designations will be as follows:

Merit Honor Roll:

To be eligible for the Merit Honor Roll, a student must have no grade below a B (B- does not qualify)

High Honor Roll:

To be eligible for the High Honor Roll, a student must have no grade below an A (A- does not qualify)

Principal's Award:

Each month every member of our instructional staff has the opportunity to give special recognition to those students who have demonstrated exemplary citizenship, effort and/or achievement. Students are eligible for this award at the end of each month. A certificate and letter will be mailed home.

Additional Incentive and Recognition:

TEACHER INCENTIVES -

Each teacher has the option of establishing his or her own rewards for positive classroom behavior or academic performance, such as homework passes, opportunity to throw out lowest test grade, etc.

HEALTH SERVICES AND EMERGENCY PROCEDURES

HEALTH SERVICES

A full-time school nurse is employed by the school district. The nurse administers first aid in case of injury, assesses students with sudden illness, and completes state-required screenings (height, weight, blood pressure, hearing, vision and scoliosis). Students **MUST BE** excused from class first and **THEN** report to the nurse with a pass unless an emergency exists. Additionally, students are not to go to the nurse's office between classes, **UNLESS** it is an emergency.

Any student requiring medication during the school day must take the medication in the health office. (The only exceptions are inhalers for asthma and epi-pen for allergic reactions, with strict guidelines. For information, see the school nurse).

Medication refers to any prescription drug, all over-the counter drugs, and cough drops. All medications must be brought to the school nurse in its original labeled container (with pharmacy label for any prescription drug) as per state law. Medications must be accompanied by the parent's written request for its administration, including the name of the medication, purpose for which it is given, dosage and time of administration.

If a student should need to use crutches, a physician's note must be brought to the nurse in order for accommodations to be made for the student, including use of the elevators. Under no circumstances should students use the elevator without prior approval.

EVACUATION AND LOCKDOWN DRILLS

Evacuation and lockdown drills are held for the safety of all and are to be conducted in a quiet and orderly manner. Each drill is to be approached as though it were the real thing. That way, in the event of an emergency, all will be prepared. Teachers will go over procedures for each location in the building with their students.

EMERGENCY CLOSING

If it becomes necessary for school to be closed due to extreme weather conditions, an announcement will be made over radio stations WMTR (1250) and WRAN (1430) between 6:30 and 8:30 a.m. A School Messenger phone call, e-mail and text (optional) will be made to phone number provided.

EIGHTH GRADE EVENTS

GRADUATION DANCE

This dance, sponsored by the Valleyview PTA, is usually held the first Friday in June. Dress requirements include Sunday-type clothing - dresses for girls and a dress shirt and tie for boys. This is not a prom. Formal gowns, strapless, backless or spaghetti strap dresses, tuxedos and limos are inappropriate for this age group.

GRADUATION

Graduation usually takes place the evening of the last day of school at Morris Knolls High School auditorium, starting at 7:00 PM. The event lasts about one hour. Appropriate dress for students is a lightweight dress for girls and slacks, shirt and a tie for boys (a graduation gown is also worn). Appropriate footwear is necessary.

WORKING PAPERS

State Law requires that any boy or girl under 18 who works must have working papers. The procedure for securing working papers consists of the following steps:

1. Working papers forms and current instructions can be obtained on line from Department of Labor and Workforce Development/Employment Certificates
2. The physician's certificate is filled out by a medical doctor.
3. The prospective employer fills out the promise of employment form.
4. Parent and minor signatures are required.
5. After the working papers are completely filled out, the Principal signs the form and sends the paperwork to Trenton for approval.

For students between the ages of fourteen and sixteen the combined hours of school and work may not exceed eight hours a day. During vacation, students of these ages may not work more than eight hours a day, not more than forty hours a week, and not more than six days a week.

You must be fourteen years of age and have a promise of employment to receive working papers.

EXTRACURRICULAR ACTIVITIES

Physicals are required for **both interscholastic** (Cross Country, Boys and Girls Soccer, Boys and Girls Basketball, Cheerleading, Volleyball, Baseball, Softball and Wrestling) **and intramural sports** (Flag Football and Basketball). Each student must submit a state mandated physical examination form completed and signed by her/his primary care physician. *Physical forms are available on the District Health Office website.* **Faxed or e-mail forms cannot be accepted by the School Nurse.**

Below are the due dates to ensure that your child will be physically cleared to participate in our sports program.

July 20, 2018	Soccer, Cross Country, Cheerleading, Intramural Flag Football
October 5, 2018	Basketball, Wrestling
December 14, 2018	Intramural Basketball, Volleyball
February 1, 2019	Baseball, Softball

Many, but not all, practices conclude in time for the students to take a late bus home, available on Tuesday, Wednesdays and Thursdays unless otherwise announced. Students are transported to and from AWAY games but must have transportation home from the school upon returning. Directions to most away games are included in this handbook (pages 36 & 37). Please be prompt in picking up your child after a game. Uniforms are distributed to be used for the duration of the sport and their cleaning and care are the student's responsibility. The replacement cost of lost or damaged uniforms will be the responsibility of the parent.

PLEASE NOTE: In order to participate in an extracurricular event, a full day's attendance in school is required the day of the event. Also, a payment of \$85.00 for interscholastic sports, cheerleading and school play is required to participate. A \$50.00 payment is required for clubs, band, chorus, and intramurals. **ONCE YOU PAY FOR ONE ACTIVITY, ALL OTHERS ARE INCLUDED. HOWEVER, IF YOU INTEND TO PARTICIPATE IN CLUBS AND SPORTS A MAXIMUM FEE OF \$85.00 IS REQUIRED. PLEASE NOTE THAT CLUBS EXEMPT FROM FEES ONLY ALLOW PARTICIPATION IN THAT CLUB.** Please make checks payable to "Denville Board of Education" and send to the Valleyview Main Office. If you have any questions regarding this fee, please call 973-983-6535 X2400.

PAYMENT DUE DATES:

September 14, 2018:

All Clubs	Cheerleading	Boys & Girls Soccer
Cross Country	Intramural Flag Football	Bands
Chorus	Boys & Girls Basketball	Wrestling

(no payment for Mock Trial, Builders' Club, Student Government (SGA) and Yearbook)

January 4, 2019:

Intramural Basketball	8 th Grade Volleyball	Baseball & Softball
Drama Club/School Play		

Sports

Check our website:

www.denville.org – Valleyview – Athletics

Interscholastic Sports - \$85.00 activity fee required

Boys Soccer, Girls Soccer, Cross Country, Cheerleading, Boys Basketball, Girls Basketball, Wrestling, Baseball, Softball

The goals of the interscholastic sports program are to focus on developing player's individual and team skills. The programs also focus on promoting personal good health and fitness, team concepts, and good sportsmanship. All students are eligible to participate in all of our sports programs as long as they are in good academic standing and medically cleared by the school physician.

Though it is a very difficult process for both the players and the coaches, all of our sports, except for Cross Country and Wrestling, have a try-out process before the final squad is chosen. Tryout schedules are posted in school, on the school website, and announced on a daily basis during the morning announcements. Please note that No Participation Fee is due until after the final teams have been chosen.

Teams practice four days a week and/or have one (1) – three (3) games per week. Attendance at all practices and competitions is an expectation for all athletes. Many practices and games end after the late buses have departed, thus transportation home after practice and games is the responsibility of the parent/guardian. Students are transported to and from AWAY games but must have transportation home from the school upon returning. Directions to away games are included in the Student/Parent Handbook (which can be found on-line). Directions can also be found for each week's game online under "morning announcements". Please be prompt in picking up your child after a game. Uniforms are distributed to be used for the duration of the sport and their cleaning and care are the student's responsibility. The replacement cost of lost or damaged uniforms will be the responsibility of the parent.

Each sport also has its own County Tournament which falls at the end of each season. These schedules will be communicated with the community through the school website.

Intramurals - \$50.00 activity fee required

Valleyview also offers two intramural programs throughout the year: flag football in the fall and basketball in the winter. The program focuses on promoting good health, fitness and sportsmanship. There are no tryouts and all students are encouraged to participate. A sports physical is required to participate in intramurals. Every student will be placed on a team and will be given a schedule of games. There are no practices and the students will all have a chance to play. Games take place after school until 3:30 p.m. to ensure that students are able to ride the late busses home on Tuesdays, Wednesdays and Thursdays. There are no late buses on Mondays or Fridays and students will need a ride home on those days.

Club Volleyball - \$50.00 activity fee required

The Club Volleyball team consists of approximately 20 eighth graders who go through a try-out process in the beginning of March. Once the team has been chosen, they practice for approximately one week and then participate in a one day county-wide competition in mid-March.

CLUBS

Check the website for daily updates:
www.denville.org – Valleyview – Morning Announcements

Valleyview Activity Hotline – 973-983-6535, press 7
Is updated weekly

Clubs meet after school for approximately one hour each week (2:30-3:30 p.m.) on a day determined by the teacher mentoring the activity. Some may meet on a Saturday for a special event. Two late buses depart from Valleyview at approximately 3:45 P.M. every Tuesday, Wednesday and Thursday for students staying after school. Parents must arrange for transportation home for any activity that ends after 3:30 p.m. Late buses do not stop at all regularly scheduled stops (bus stops for late buses are listed on page). Advisors may change from year to year.

Art Club - \$50.00 activity fee required

Art Club welcomes students in all three grade levels and students may attend for any time period that they are available during the year. The emphasis of the club is on projects that encourage a wide range of creative responses. Projects include: puppet making, collage, public installations, mobiles, painting and drawing among others. The club will either meet on Thursdays or Tuesdays depending on enrollment. Announcements are made the day before and the day of meetings. The Art Club has created many hallway displays and murals as well as banners for school musical productions.

Builders' Club – NO FEE Builders' Club provides students with the opportunity to develop leadership, improve self-esteem, increase civic engagement and learn life skills through service. Builders Club is a Kiwanis sponsored "student led" community service organization that draws its members from the student body. The entire student population is eligible to join Builders Club. The only requirement is that the students have the desire to participate in activities dedicated to service for their community and their school. There are no minimum attendance requirements. Builders Club members select projects to meet the community's needs.

The Builders Club participates in community based service and fund raising projects including volunteering at the Knuth Farm Festival, Salvation Army Bell Ringing, making sandwiches for the Market Street Mission, and activities that serve the school community. Over the years, Valleyview has sent several students to a summer leadership camp sponsored by the Kiwanis Club. The Builders Club meets the 2nd Wednesday of the month and the executive board has additional planning meetings as needed. While they do not have evening meetings, they do have several volunteer opportunities that take place on the weekend.

Environmental Club - \$50.00 activity fee required

The Environmental Club is in need of a group of dedicated students who will meet on a regular basis and who are willing to work on projects outside of our regular set meetings. The goal is to have a representative from each homeroom who will be responsible for bringing collected recyclable items including paper, plastic, and aluminum cans to their designated collection spot. The club will also collect used, but nice shoes for the *Soles for Souls* organization. Last, the club will create art with aluminum cans. Please see these two websites for more information: <https://soles4souls.org/> and <https://www.dosomething.org/campaigns/50-cans>, and contact Ms. Johnson for more information.

Literary Magazine Club - \$50.00 activity fee required

The Valleyview Literary Magazine, *The Viking Press*, is and always has been an outlet to foster student creativity, self-expression and collaboration. This publication is also an avenue to provide opportunities for gifted artists to show off talents that may not be utilized in the traditional classroom setting. The Literary Magazine welcomes students in all three grade levels and students of various talents. We publish two magazines a year. Students can submit poems, essays, short stories or drawings through their ELA teacher in order to be considered. We meet as a group about once a month. Announcements are made the week before.

Mock Trial Club – NO FEE

Mock Trial Club conducts its activities as part of the New Jersey State Bar Foundation’s “Law Adventure” for 7th and 8th grade students. Law Adventure challenges students to create original cases in a competition with other middle schools. NJSBF provides a civil and criminal theme (e.g., motor vehicle law and social media, respectively in 2012-13), a format for the cases (facts, issue, witness statements, jury instructions, sub-issues, concepts and law) and examples submitted by students in earlier years. From September to January, groups of three or more students work on each case, originating the situation that gave rise to the case, creating the “characters” of plaintiff (for civil cases), defendant and supporting witnesses, and writing their respective statements.

From February through May, students work on transforming their written cases into trials. Witness statements are converted into direct examination questions and responses, and students develop cross examination questions and responses as well. Opening and closing statements are developed, and individuals are chosen to play each role.

Students who remain active in the club throughout the year are eligible to attend one of the Law Adventure events in New Brunswick as a field trip. If none of the Valleyview club’s cases are selected, students attending Law Adventure serve as jurors for the winning cases. Whether or not any of the club’s cases are selected by NJSBF as winners, the club presents its trials in a June evening event at Valleyview for family and faculty.

The Mock Trial Club is open to all 7th and 8th graders. The club meets every other Wednesday from late September until the end of May. Additional meetings will be scheduled as needed and proper notification will be given.

Newspaper (Valleyview Voice) - \$50.00 activity fee required

Students meet to plan each issue. Students then meet to conduct interviews or research their assigned stories. Students type up their pieces for the paper. The focus is on school news, but they also write book reviews and publish some creative works. The Club is open to all students who may join to work on the newspaper.

Science Club - \$50.00 activity fee required

Science Club participates in engineering challenges while following the scientific method. They invent solutions to building challenges, build robots, explore the natural world, and bend glass. This year, the club plans to focus on building robots and flying rockets! The Science Club meets every other Wednesday after school. New members are welcome at any time.

Science Olympiad - \$50.00 activity fee required

Science Olympiad is a nationwide science competition for grades 4-12. Participants begin competing in 4th grade on the local level and with hard work and dedication can reach the national competition in middle school and high school. Denville Schools have competed in elementary Science Olympiad competitions since 2008, and in 2015 the first middle school team competed where the team placed 3rd in *Bottle Rocket* and 6th in *Picture This*. This year we hope to have a stronger, more competitive team that always focuses on individual excellence while striving for a strong, cohesive team. The team is open to 6th-8th students, and will meet on Wednesdays after school from September to the competition in January. Parents are encouraged to offer their expertise as the events are difficult and require many levels of science knowledge and skills. For more information please visit the Science Olympiad website: <http://www.njscienceolympiad.org/index.html> and/or contact Mrs. Stiles at lstiles@denville.org.

Student Government Association (SGA) – NO FEE

SGA is a student-run organization designed to help develop leadership skills and provide opportunities for service to the school and to the community. The group is responsible for organizing Spirit Days to help build a positive community within the school walls. The SGA is the voice of the students, allowing them to participate in representative governance. Through various fundraisers, such as the weekly Bagel Sale, the Student Government is able to run social events, help enhance the school building, and support worthwhile charities in Denville and the larger world. The SGA typically meets every other Tuesday and consists of Executive Board positions, grade representatives, and general membership. The Executive Board is composed of elected officials from all grade levels. Early in the school year, the students are required to fill out an application and give a speech in front of the entire student body.

STEM Club - \$50.00 activity fee required

STEM (Science, Technology, Engineering, and Math) Club meets every other Wednesday throughout the school year. Students are welcome to sign up for STEM Club and attend all meetings, or they can attend meetings based on their individual schedules and availability. Throughout the school year, STEM Club members will be engaged in a variety of engineering design challenges and engineering design competitions (sometimes with other STEM Clubs from other school districts), students will utilize 3D design applications in order to create and print 3D objects, and students will play a variety of STEM-based games by accessing various on-line applications. If you have any questions regarding STEM Club, please contact Mr. Bias via e-mail at cbias@denville.org. Hope to see you there!

Viking Connections - \$50.00 activity fee required

Viking Connections is a club for all grade levels at Valleyview. The peer leaders help with this club in an attempt to connect student of all grade levels to make new friendships. Activities done during the club are chosen by the students. Past activities have included icebreaker games, talking, and utilizing the gym to play games. The club meets twice a month and the days may change to accommodate other activities the students may be involved in. Announcements will be made to remind students when the club is meeting.

Yearbook Club – NO FEE

Yearbook Club is charged with the task of producing the annual yearbook for Valleyview. They are responsible for designing the layout of the yearbook, taking, selecting and placing pictures in the book as well as assisting the adviser in editing the book. Students take pictures during school, and after school during club meetings, and gain leadership and organizational skills. Due to the nature of accumulating photos and working with a deadline, the Yearbook Club meets usually on Wednesdays or Thursdays from October until April. As the deadline approaches, the club may meet on additional days of the week. The club is open to any interested 7th or 8th graders.

DRAMA CLUB/SCHOOL PLAY - \$85.00 activity fee required

Each year the Drama Club presents a spring musical. Beginning with auditions, members will participate in vocal, drama and dance rehearsals to prepare for the performances. The show runs for three nights. Auditions are held in February and the cast and crew are announced in the week following auditions. All students may audition for the show; however, they are not guaranteed a part. Students who do not receive a part may be considered as part of the stage crew. Rehearsals begin by the end of February and run through the show in May. Each rehearsal ends at 5:00 and transportation is not provided. There will be a schedule given on the first day of rehearsal, which will indicate the days that each character, group, chorus, etc. must attend. Rehearsals are mandatory and all cast members must commit to attending in order to remain in the program. In addition to weekly rehearsals there will be approximately two Saturday rehearsals in the weeks leading up to the show as well as three mandatory dress rehearsals. Students must commit to all dress rehearsals and performance dates.

Bands - \$50.00 activity fee required

Valleyview Middle School has three bands to serve its instrumental music population. Each band member receives a lesson during school hours one period per week. The lesson is scheduled on a rotating basis so that students are not missing the same class each week. Band members also have one rehearsal per week. Eligibility and rehearsal times for each band are as follows:

Crusader Band: Band students who are in Book 2 (blue book) of Standard of Excellence or in the final pages of Book 1 (placement by instructor). The band rehearses every Wednesday after school from 2:30-3:30 p.m. in the Band Room.

Viking Band: Band students who are in Book 3 (green book) of Standard of Excellence, high school level books such as Rubank Intermediate or Advanced Vols. I/II, or in the final pages of Book 2 (placement by instructor). The band rehearses every Tuesday after school from 2:30-3:30 p.m. in the Band Room.

Jazz Band: Band students who play Jazz Band instruments and pass the Jazz Band audition are eligible for membership. The band will rehearse every Thursday after school from 2:30-3:30 p.m. in the Band Room.

The bands will perform two concerts, Winter and Spring, in the evenings at 7:30 p.m. The music performed will be commensurate with each bands ability level. A rehearsal and performance calendar will be distributed to students which will list any additional rehearsals or events.

Chorus - \$50.00 activity fee required

Chorus is designed to allow students to express themselves through singing. Students will learn about accomplishment, teamwork, and bonding with other students in preparation for the concert. Singing creates an appreciation for music and other arts. Chorus is open to anyone who would like to join.

The Chorus rehearses every Thursday from September until March. Each rehearsal is crucial. The Valleyview Chorus will present two Chorus concerts, one in December and one in March. Students who miss more than three rehearsals will not be allowed to perform in the Holiday Concert in December, or the March Chorus Concert. Students who are interested in auditioning for the school musical will be able to participate in both Chorus concerts and the play.

DIRECTIONS TO AWAY GAMES

BLOOMINGDALE - Walter T. Bergen School - 838-4835

Rt. 46 East to Rt. 80 East to Rt. 287 North to the Pompton Lakes exit #53, go left onto Hamburg Tpke., follow to Bloomingdale (approx. 1 mile), at fork bear right continuing on Hamburg Tpke., take first right onto Glenwild Ave., school is approximately 1 mile on left.

CHESTER – Black River Middle School, Rt. 513 – 879-6363 or 879-4290

Route 80 to 206 S (Exit 27A). Approximately 10 miles to Rt. 24 E (left at Larison's Turkey Farm). Go through town and straight at light (Rt. 513/North Rd). BRMS ¾ mile on left across from Bellcore.

DOVER - East Dover School -E. McFarlan St. - 989-2040

Rt. 80 - Rockaway Townsquare Mall Exit to Rt. 661 (Mt. Hope Rd.) South to Rt. 46. Left onto Rt. 46. School is located on the left at the second traffic light. School is next to football field on Rt. 46, Dover.

EAST HANOVER - East Hanover Middle School - 477 Ridgedale Ave.

Route 287 South to Route 10 East. Turn North on Ridgedale Ave. (Novartis is on the corner) and go approx 3 miles. After 3rd light, school is on the right.

FLORHAM PARK - Ridgedale School - Ridgedale Ave. - 822-3855

Rt. 10 to Ridgedale Ave. South (East Hanover - Sandoz Pharmaceutical). Pass four traffic lights. The school is on the right about a quarter of a mile.

KINNELON - Pearl R. Miller - Kiel Avenue - 838-5250

Kinnelon Road to Kiel Avenue - follow Kiel Avenue approximately 1/2 mile - first school on your right.

KITTATINY - Rt. 80W to Sparta exit (Rt. 15N). Go approximately 14-15 miles to Rt. 94S Newton (follow signs to Newton). At light make right on Rt. 206N. First left (by Agway Station) onto Rt. 626. Go through 1 light and over 2 one-lane bridges. After second bridge go up hill about 1/4 mile will see signs for entrance to school.

LINCOLN PARK - Lincoln Park Middle School - 90 Ryerson Rd.

Rt. 287N - Montville exit - make left on Rte. 202N, approximately 7 miles to Main St., Lincoln Park, through town - make left at Comly Rd. traffic light - follow Comly Rd. (road eventually bears to the right) at T intersection make right on to Ryerson Rd. Lincoln Park Middle School is one block in on the right.

MADISON - Madison Jr. - Main St./Rt. 24 - 593-3149

287S to 24E through Madison center, turn left onto Greenwood Ave., turn right onto Britten St. (at the blinker) and school is 1-1/2 blocks on your right.

MENDHAM - Mendham Township Middle School - 16 Washington Valley Rd. - 543-2505
Route 202 S to Route 24 W to Tingley Road. Turn right. Follow Tingley Road to Wahington Valley Road. Turn right. School driveway approx. 100 yds on left.

MORRIS PLAINS - Borough School - 500 Speedwell Ave. - 538-1650
Rt. 53 to Speedwell Ave.

MORRISTOWN - Frelinghuysen - W. Hanover Ave. - 292-2200
287S to 10W to Ridgedale Ave. S. (almost immediate jughandle after exiting onto Rt. 10) on Hanover Ave. (right turn); school on left hand side, approximately 3 miles.

MT. LAKES - Briarcliff School - Briarcliff Rd. - 334-0342
Rt. 46 to the Boulevard, Mt. Lakes, to Glen Rd. to Briarcliff Rd.

MT. OLIVE – Mt. Olive Middle School – 691-4006
Route 80 W to exit #26 onto Route 46 W – pass lake and at next light turn left onto Wolfe Rd. Follow to end to school. Gym is to right of school.

PARSIPPANY - Brooklawn Middle School - 250 Beachwood Rd. - 428-7563 Rt. 46 to Rt. 202S (Littleton Rd.) 1-1/2 miles to Brooklawn School

PARSIPPANY - Central Middle - 263-7116
Rt. 46 east from Rt. 80, 287 interchange. First exit (Vail Rd.) on left - 1/4 mile to school drive or second exit from Rt. 46 next to T&B car wash - school drive on left. (Sign on west bound side of Rt. 46 next to car wash).

PEQUANNOCK - Pequannock Valley Middle School-493 Newark-Pompton Turnpike - 835-8355
Rt. 287N to Rt. 23S – make right at 3rd light onto Newark-Pompton Tpk. School will be 2 miles down on right.

ROCKAWAY - Thomas Jefferson School - 95 E. Main St. - 625-8603
Route 46 EAST to Franklin Rd. - turn left to Franklin Rd. and proceed to East Main St. - turn right on Main St. - school is 1½ blocks up on right.
Route 46 WEST to light on East Main St. - bear right at light and proceed approximately ½ mile - school is on the left.

WHARTON - MacKinnon Middle School, 137 E. Central Avenue - 361-2506
Exit Route 80 West at Exit 34A (Wharton-Dover) onto Route 15 South; follow Route 15 South for a short distance to the traffic light; turn right at the traffic light onto East Dewey Avenue; follow East Dewey Avenue to the next traffic light, turn left at the traffic light onto North Main Street; follow North Main street 0.7 miles into the center of town; turn left onto East Central Avenue; proceed on east Central Avenue for 0.4 miles to Lafayette Street, turn left onto Lafayette Street and make the first right into the school parking lot.

WHIPPANY - Memorial Junior School - Highland Avenue - 515-2427/2439
Rt. 10 to Troy Hills Rd. left onto Highland Ave. - 1/2 miles to school on left.

Blackbrook Park - Rt. 10 to Troy Hills Rd. Make right at first light (Sunset). Follow Sunset through development - park is on the right.

Stony Brook field – Rt. 10 E to jughandle turn at North Jefferson Rd. After Rec Center – first left – Stony Brook Rd. If you get to the Birchwood Manor you have gone too far.

TRANSPORTATION INFORMATION

School buses are provided to ensure safe passage from home to school. **Students should only ride their assigned buses. Students cannot change buses for social reasons. If a student needs to change buses due to emergency childcare purposes,** a signed request from a parent must be received by the school office upon the student's arrival at school. The note must state that this is an emergency and include the number of bus change requested.

Please understand that the reason for these rules and procedures is due to the safety and well being of the students.

All students are expected to observe the following rules for the safety of themselves and their peers:

1. Respect should be given to the driver and your fellow riders.
2. Enter and leave the bus safely.
3. Please speak with your friends at a reasonable volume. This is a safety concern for the driver and his/her passengers.
4. Respect the bus environment. Throw away your trash and refrain from eating while on the bus.
5. Do not lean out of the window nor throw anything from the bus. Remember, even while on the bus, you are representing Valleyview.
6. Remain seated at all times, with your seat belt properly fastened, while bus is in motion.

Students who choose not to adhere to the above rules risk the possibility of losing bussing for a period of time. Transportation would then become a responsibility of each parent or guardian. The consequences for breaking bus rules range from a warning to a bus suspension of up to 30 days. The administration reserves the right to remove an unruly student from a bus at any time.

All parents who allow students to walk to or from school are to be aware of the following guidelines as stated in Policy 8601, PUPIL SUPERVISION AFTER SCHOOL DISMISSAL:

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Pre-K to 8, where the pupil is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator.

Request for Supervision at Dismissal School Form is available outside the Main Office.

LATE BUSES

Late buses will be available as announced. These buses are provided for those students who stay after school for the reasons listed below. The buses will stop at various locations throughout the town but do not stop at every bus stop. The late buses leave the parking lot at approximately 3:45 PM.

The following students have access to the late bus:

1. Those involved in an after-school activity.
2. Those assigned to after-school detention or homework center.
3. Those who return to school to watch a sporting event.

LATE BUS "A"

A-1	A-2
A-1	A-2
388 DIAMOND SPRING RD	RT. 46 - WOODSTONE RD
400 DIAMOND SPRING RD	FRANKLIN RD - N. SHORE RD
WHALEBACK WADDY - HILLVIEW TERR	FRANKLIN RD - LANDING TR
DIAMOND SPRING RD - ENTRANCE WAY	FRANKLIN RD - S. SHORE RD
ENTRANCE WAY - LAKE RD	FRANKLIN RD - DELAWARE TR
EAST GLEN RD - WEST GLEN RD	72 COOPER RD
WEST GLEN RD - FLORENCE AVE	LAKEVIEW SCHOOL
CEDAR LAKE EAST - CLUBHOUSE	345 FRANKLIN RD
CEDAR LAKE EAST - LAUREL AVE	CUMMINGTON DR - MIDDLEFIELD CT
CEDAR LAKE EAST - CEDAR LAKE WEST	FRANKLIN RD - MINOR CT
CEDAR LAKE RD - WILDWOOD TERR	INDIAN RD - E SHORE RD
MORRIS AVE - MEMORIAL CT	RT. 53 - ESTLING LAKE RD
MORRIS AVE - AVONDALE RD	LAKE ARROWHEAD CLUBHOUSE
KITCHELL RD - HILLCREST DR	LAKWOOD TR - GARWOOD TR
KITCHELL RD - AUDUBON RD	LAKWOOD TR - BASSWOOD TR
KITCHELL RD - HEDWIG AVE	POCONO RD - ARDEN RD
KITCHELL RD - ALPINE DR	28 NORRIS RD
KITCHELL RD - FORD RD	NORRIS RD - FARMSTEAD RD
FORD RD - BEAVERBROOK LANE	NORRIS RD - BUSH RD
243 MORRIS AVE	BUSH RD - TOWPATH RD
MORRIS AVE - HARRIMAN AVE	**UPDATED 7/27/2018

LATE BUS "B"

B-1	B-2
DIAMOND SPRING RD - MORRIS AVE	PARKS RD - APPLE TREE LANE
DENVILLE PUBLIC LIBRARY	PARKS RD - ARLINGTON DR
DIAMOND SPRING RD - RIVERSIDE DR	PARKS RD - RESIDENCE #53
RIVERSIDE DR - COREY RD	PARKS RD - MEMORY LANE
ROUTE 46 - BROAD ST	ROUTE 53 - FRONT ST
406 ROUTE 46	ROUTE 53 - FOX HILL RD
353 FRANKLIN AVE	ROUTE 53 - RICHWOOD PL
380 FRANKLIN AVE	ROUTE 46 - HORNBECK RD
380 FRANKLIN RD	
FRANKLIN RD - ALEXANDER AVE	
OPENAKI RD - UNION HILL CHURCH	
48 MT. PLEASANT TPKE	
35 MT. PLEASANT TPKE	
PEER PLACE	
FORGES CLUB HOUSE	
12 ZEEK RD	
15 ZEEK RD	
26 ZEEK RD	
CASTERLINE RD - ZEEK RD	
CAMBRIDGE AVE - HEADLEY CT	
N. RIDGE RD - MANCHESTER DR	
N. RIDGE RD - CANTERBURY RD	
144 SHONGUM RD	
MABRO DR - BENEDICT CRESCENT	
MABRO DR - STEARNS TERR	
CASTERLINE RD - NICOLE DR	
CASTERLINE RD - BERDONE CT	
CASTERLINE RD - SMITH RD	
SMITH RD - ROBIN DR	
SMITH RD - MORRIS COUNTY FARMS	
SMITH RD - VAN DORN PL	** UPDATED 7/27/2018

REGULAR SCHEDULE

7:10	7:27	Supervision of early-arriving students in C-wing/cafeteria/gymnasium
7:27	7:30	Locker time
7:30	7:38	HOMEROOM
7:40	8:23	PERIOD 1
8:25	9:08	PERIOD 2
9:10	9:53	PERIOD 3
9:55	10:38	PERIOD 4
10:40	11:23	PERIOD 5
11:25	12:08	PERIOD 6
12:10	12:53	PERIOD 7
12:55	1:38	PERIOD 8
1:40	2:23	PERIOD 9
	2:39	BUSES WILL LEAVE THE VALLEYVIEW PARKING LOT PROMPTLY

ADVISORY (Wednesday & Friday)

7:10	7:27	Supervision of early-arriving students in C-wing/cafeteria/gymnasium
7:27	7:30	Locker time
7:30	7:38	HOMEROOM
7:40	8:05	ADVISORY
8:07	8:47	PERIOD 1
8:49	9:29	PERIOD 2
9:31	10:11	PERIOD 3
10:13	10:53	PERIOD 4
10:55	11:35	PERIOD 5
11:37	12:17	PERIOD 6
12:19	12:59	PERIOD 7
1:01	1:41	PERIOD 8
1:43	2:23	PERIOD 9
	2:29	BUSES WILL LEAVE THE VALLEYVIEW PARKING LOT PROMPTLY

Whenever there is a cancellation, delayed opening or early dismissal, the ADVISORY may be rescheduled the next day there is a full-day session.

DELAYED OPENING SCHEDULE

9:10	9:27	Supervision of early-arriving students in C-wing/cafeteria/gymnasium
9:27	9:30	Locker time
9:31	9:35	Homeroom
9:35	10:07	Period 1
10:07	10:39	Period 2
10:39	11:11	Period 3
11:11	11:43	Period 4
11:43	12:15	Period 5
12:15	12:47	Period 6
12:47	1:19	Period 7
1:19	1:51	Period 8
1:51	2:23	Period 9
	2:29	BUSES WILL LEAVE THE VALLEYVIEW PARKING LOT PROMPTLY

MINIMUM DAY SCHEDULE

7:10	7:27	Supervision of students and cafeteria/gymnasium		
		STUDENTS WILL REPORT DIRECTLY TO PERIOD 1 AND ATTENDANCE WILL BE TAKEN AT THAT TIME		
7:27	7:30	Locker Time		
		6TH	7TH	8TH
7:31	8:01	PERIOD 1	PERIOD 1	PERIOD 1
8:01	8:31	PERIOD 2	PERIOD 2	PERIOD 2
8:31	9:01	PERIOD 3	PERIOD 3	PERIOD 3
9:01	9:31	PERIOD 4	PERIOD 4	PERIOD 4
9:31	10:01	PERIOD 6	PERIOD 5	PERIOD 5
10:01	10:31	PERIOD 7	PERIOD 7	PERIOD 6
10:31	11:01	PERIOD 8	PERIOD 8	PERIOD 8
11:01	11:31	PERIOD 9	PERIOD 9	PERIOD 9
	11:37	BUSES WILL LEAVE VALLEYVIEW PARKING LOT		

PLEASE NOTE: THERE ARE NO LUNCH PERIODS ON MINIMUM DAYS. ALSO, ON MINIMUM DAYS, ALL STUDENTS MUST TAKE SCHOOL TRANSPORTATION HOME UNLESS SPECIAL CIRCUMSTANCES APPLY.