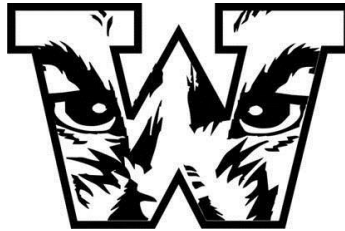


TAYLORVIEW MIDDLE SCHOOL

Home of the Wolverines
350 Castlerock Lane
Idaho Falls, Idaho 83404



Principal: Ms. Smith
Assistant Principal: Mr. Braiden

7th Grade Counselor: Mrs. Peck
8th Grade Counselor: Ms. Hanson

Main Office (208) 524-7850
Attendance Office (208) 524-7855
Counseling Office (208) 524-7856
Fax (208) 524-7851

For School Closure Information (208) 525-7502, ext. 1
For School Calendar Information (208) 524-7850, opt. 6

AGENDA CONTRACT

We have familiarized ourselves with the Taylorview Middle School standards and expectations described in the first few pages of this agenda. We understand that all students are required to carry and maintain their agendas on a daily basis, and that parents are expected to monitor this agenda regularly. This agenda also contains Hall Passes for student use. We know that students must have a signed hall pass in order to be out of class. We further understand that students who lose their agendas will be required to purchase a replacement agenda.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

"Idaho Falls School District #91 does not discriminate or deny services on the basis of age, race, religion, color, national origin, sex, and/or disability."

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Taylorview PRIDE



TAYLORVIEW WOLVERINE



FIGHT SONG

Cheer, cheer for our Taylorview
 We are marching fearless and true
 Here we come with spirits high
 With voices loud we reach for the sky
 Though the foe be giant or small
 Orange and black will conquer them all
 With our colors proudly waving
 Onward to victory!

Taylorview PRIDE

We take **PRIDE** in everything we do here at Taylorview. **PRIDE** stands for Purpose, Respect/Responsibility, Integrity, Determination and Excellence. We believe these important character traits help us all to be successful and productive citizens.

It is our responsibility to assist each of you to embrace opportunities while becoming good students and citizens. It is our hope that each student chooses to “do the right thing” for the right reason. Let’s have a great year!

Vision Statement

PRIDE

Inspiring ALL students to:

Learn with **P**urpose

Act with **R**espect and Responsibility

Demonstrate **I**ntegrity

Have **D**etermination

and strive for **E**xcellence

Mission Statement

We believe in:

- Providing a safe learning environment for all.
- Developing each student intellectually, emotionally, and physically to his/her greatest potential.
- Providing a school climate characterized by mutual respect and shared responsibility for learning and achievement.
- Promoting and nurturing a lifelong enthusiasm for learning.
- **Positive PRIDE Tickets** -- Students will receive **PRIDE** tickets from teachers and staff members when they are exemplifying PRIDE character traits. Students are responsible for placing their PRIDE tickets in their grade level jars in the counseling office, and we will have a prize drawing Friday mornings for each grade-level, and grand prize drawings during assemblies. Teachers will also plan reward activities at the end of each 6-week period to celebrate students making positive choices.

- **Loss of PRIDE Points**--All students will start out each 6-week grading period with **25 PRIDE Points**. Students may lose PRIDE points for inappropriate behavior, and consequences may be implemented accordingly. Teachers will assign lunch detention or other appropriate consequences. If a student loses 15 points or more in a 6-week period, he/she will be referred to the office for consequences, including possible suspension. Of course, if there is a major discipline issue, the office will immediately intervene and notify parents.

Activity Cards

Activity cards will be issued to those students paying the activity fee. The activity card will permit students to enter Taylorview activities and high school activities at a reduced rate.

Agenda Use

- **Your Agenda is your HALL PASS. You must have it with you at all times** (except lunch/assemblies, etc.).

Tips for Success

At School: Use your agenda daily to record all homework assignments, tests, or scheduled quizzes.

Short Term: Fill in the due date for all homework items or scheduled tests, and insert reminders to help you meet those short-term deadlines.

Long Term: Use the calendar to divide lengthy or difficult assignments or preparation for upcoming tests into manageable units.

At Home:

1. Choose a regular quiet place to study with good lighting.
2. Set aside a regular time to study – a time when you are most alert.
3. Do your homework in order of priority.
4. Check off your assignments when you complete them.

Arrival and Departure

Students should not arrive at school before 8:00 a.m. unless they have made specific arrangements with a teacher for extra help.

- **Students are not allowed down the hallways until 8:20 a.m.** in order to give teachers time to prepare for class.
- The drop-off zone behind the school is for busses **ONLY**.
- Please use the drop-off zone in the front of the building when dropping off or picking up your student. Please be mindful that there may be students/staff/parents crossing on foot from the parking lot.
- If students arrive late, they need to check in at the office.

Assemblies

The Student Body President or administration opens each assembly, and they will dismiss the group at the end of the assembly. Once seated, no student should leave his/her seat unless he/she has been dismissed. Students who make unnecessary and/or undesirable disturbances will be escorted from the assembly and are subject to disciplinary action.

Attendance

Students are responsible for establishing good attendance habits. For every missed day of school, it takes a student

at least 2 days to catch up on missed learning, and additional time to keep up with the current instruction. Absenteeism also creates extra work for teachers as they have to re-teach lessons and prepare makeup materials for absent students. This uses valuable teaching time and deprives all students of learning opportunities.

- **Students will lose credit for any class in which they exceed 5 total non-exempt absences in a trimester.**
- **Exempt absences include:**
 - Death in the family (DIF)
 - School-sponsored activities (ACT)
 - Major or chronic illness/medical condition verified by state-licensed medical practitioner (MED)
 - Acute Illness/Medical Appointments: Direct verification from the service provider to the school via U.S. Mail, e-mail, or fax. Verification forms are available for students to pick up at the attendance office for service provider use.
 - Chronic Illness: Direct verification from the service provider to school stating the necessary length of the absence or anticipated absence frequency. A verification letter must be provided at the onset of the illness or annually as appropriate. A release of information may be requested where the service provider letter lacks clarity or the frequency and/or nature of absences is inconsistent with the service provider documentation.
 - Injury/Surgical Procedures: Medical verification for absences due to injury/surgical procedures shall follow the procedures specified for illness, depending on the nature of the injury.
- **Absences will be counted toward the 5-day limitation per trimester for the following types of absences:**
 - **Excused Absence (VER):** An excused absence is one that the parent/legal guardian knew of, approved, and cleared with the attendance office within two (2) days of the student's return to school.
 - **Absence due to Illness (ILL):** An excused absence, verified by a parent/legal guardian, due to illness and cleared with the attendance office no later than the close of the second day upon the student's return to school.
 - **Late Excused/Verified Absence (LTV):** An excused absence verified later than the second day of the student's return to school. All Late Excused/Verified absences shall be included in the total absence limitation and may not be excluded through Attendance Make-up Sessions.
 - **Unverified/Unexcused Absence (UNV):** An unexcused absence is one in which the parent/legal guardian did not have knowledge of, and/or did not approve, and/or did not clear with the attendance office within two (2) days of the student's return to school. Unexcused absences include:
 - Out-of-School Suspensions
 - Late verified absences – absences cleared after the two (2) day deadline has passed.
 - Unexcused absences may not be made up through Attendance Make-up Sessions.
 - **Truancy (UNX):** A student who is absent from school and/or class without proper authorization from parents and/or administration is considered to be truant. A truancy is a violation of school board policy and the law. General Guidelines for handling truanancies will be a warning, parent contact, Saturday school, and a truancy officer can be assigned when the student has been truant eight times.
 - A student is considered truant if he/she is absent from class in the following conditions:
 - Leaving class/school without permission from parent/legal guardian/teacher/office admin
 - Leaving school without signing out at the attendance office
 - Obtaining a pass to go to certain place and not reporting there
 - Coming to school but not attending class

All Truancies shall be included in the 5 total absence limitation per trimester and may not be excluded through Attendance Make-up Sessions.

In the event that an attendance problem is not resolved, the student may be referred to the court for truancy, and may also face expulsion as habitually truant under the provisions of Sec. 3305 of the Idaho Code.

- **Attendance Make-up Sessions:**
 - Students may make up time for absences (excluding truancy absences), by attending make-up sessions on Saturdays from 8:00 a.m. – 12:00 p.m. Students must sign up for these sessions prior to attending at the front office. Students not on the sign-up sheet will not be allowed to attend.
- **Loss of Credit (LCA) Appeal Process:**
 - Those students who have valid reasons to believe that all or part of the LCA absences are the result of extraordinary circumstances may request a review of their case by submitting an appeal to the building principal. All appeals must be submitted in writing no later than the 15th day of the next trimester. An LCA Appeal Committee will review the appeal, with the following possible outcomes:
 - Deny the appeal
 - Grant credit
 - Grant credit contingent on completion of attendance make-up
 - Grant credit contingent on successful completion of an attendance contract
 - Students will only be allowed to appeal their LCA status one time in middle school and one time in high school.

Backpacks and Bags

- **All backpacks and bags should be placed in lockers upon arrival at school.**
- **NO backpacks and/or bags in hallways, classrooms, cafeteria, etc. during the school day.**

Bikes, Blades, Boards, etc. – Students may not ride bikes, skateboards, scooters or roller on Taylorview property in order to prevent injury to riders and bystanders. Bicycles are to be parked in the bicycle rack in front of the school or behind the school. The school assumes no responsibility for loss or damage.

Breakfast – Breakfast is served in our cafeteria from 8:10 a.m. – 8:35 a.m.

- All food **MUST** remain in the cafeteria.
- Students are expected to demonstrate good manners and clean up after themselves.
 - Forms to apply for Free and Reduced school meals are available in the office.

Bullying -- **Bullying** means a student or groups of students repeatedly use their personal power with the clear intention to hurt another student or group of students. Bullying may include, but is not limited to: intentional written, physical, verbal, or indirect attacks. Bullying often occurs without apparent provocation. Bullying is **not** playful teasing between relatively equal individuals. Intimidation or bullying may also be committed through social media. We strongly recommend that parents closely monitor their student's use of technology and cell phones at home. The school cannot control and/or intervene in matters that involve technology used at home. When students are mistreating one another, and the behavior goes both ways, this is called **relational aggression**, and all parties are held accountable for their behavior.

Busses

Students are expected to follow all bus rules while riding school district busses. In order to keep your privilege to ride the bus, you must obey the following District #91 bus rules:

- Stay sitting in your assigned seat at all times.
- Keep hands, feet and objects to yourself and inside the bus.
- No swearing, obscene gestures, put downs, teasing, or bullying.
- Use classroom voices on the bus.
- Follow the driver's directions.
- Provide your correct name and information upon request of the bus driver or other school official.
- Bus passes are REQUIRED if you want to ride a different bus than your own.
- For bussing information, questions or concerns, please contact:
 - Transportation Secretary: Kim Lempke at 525-7580
 - Transportation Supervisor: Ralph Frost at 525-7580

Cafeteria

The Taylorview Cafeteria provides well-balanced meals every day for a nominal fee. Students are encouraged to purchase the school breakfast and/or lunch. Several choices are available each day.

- Students may pay for lunches daily, or prepay for a period of time. Students may bring cash or a check payable to the Taylorview Cafeteria. Free & Reduced Lunches are available for families who qualify. Information and applications are available in the main office.
- Only authorized school district personnel may sell food in the cafeteria. No homemade items may be brought to school for the purposes of selling. It is the responsibility of students to throw away all their trash, return their tray to the dish room and behave appropriately when using the cafeteria.

Cell Phones / Electronic Devices / Technology Use

Technology is provided at Taylorview to enhance learning. Students are also allowed to bring their own devices (smartphones, iPods, tablets, etc.) at their own risk, and Taylorview Middle School is not liable for lost, damaged or stolen devices. Those who use technology are expected to follow the Computer Use Agreement regulated by the district. Vandalism or misuse of school equipment or property will result in school discipline and violators may also be subject to criminal prosecution and restitution.

All cell phones and other devices shall be turned off and put away during all classes, unless otherwise directed by the classroom teacher for educational purposes. If students are using their phones or other devices, or if the phones/devices cause any disruption to the class as deemed by the teacher, the phone and/or device will be confiscated.

1st offense – Cell phone/electronic device is taken and can be picked up by the student in the front office after school.

2nd offense – Parents must pick up the cell phone/electronic device in the front office at their convenience.

3rd offense – Possible discontinued privilege of bringing the cell phone/electronic device to school for the remainder of the school year.

- No student may record or take pictures of a class, student or school personnel in any fashion unless they have written permission from the teacher and/or school administration, and the recording device is visible to everyone in the classroom.

Checking In/Out During School Hours -- If at all possible, please schedule appointments for your child

during non-school hours. However, if that is not possible, students may leave school during class hours ONLY when a parent or other authorized adult (18 years or older) comes into the office to check them out. Identification may be required and authorized adults must be listed with the school office on PowerSchool. You can make changes at any time through the office.

- If the student returns during school hours, he/she may be re-admitted through the office. Students do not have permission to leave campus without an adult during school hours.

Closed Campus – Taylorview is a closed campus. Once a student is on campus, he/she must stay on campus until a parent/guardian comes to check out the student. Written permission is needed for students to be excused to leave for lunch. **Students leaving campus without permission violate the Taylorview Closed Campus Policy and are subject to disciplinary action.**

Communication – Open communication is essential. Regular, open and honest communication is essential to student success. We encourage and invite communication between parents and school staff. Feel free to contact your child's teachers, office personnel or the principal by email, phone or in person.

- If you have a message for your child, please call the front office to leave a message, and we will deliver it. Please DO NOT call or text your child's cell phone during school hours. Students should not have cell phone or other devices turned on or in use during classes. This is disruptive to the educational environment. If your child needs to contact you during the school day, they should use the phone in the front office.
- Teachers are available before and after school by appointment. They check their email and phone messages after school, and will respond as soon as possible.
- Check PowerSchool for your student's grades and progress on a regular basis. Information regarding your PowerSchool access and accounts is available in the counseling office.
- Check our Taylorview website regularly for school updates and information at www.d91.k12.id.us/our-schools/ms and click on Taylorview Middle School.
- Schoology accounts also provide calendar information and specific classroom information provided by teachers. Please check with your student's teacher to inquire about account access, information will also be sent home at the beginning of the school year.
- School Messenger—Please sign up for School Messenger and you will be the first to know about school closures, special events and other activities at Taylorview. Text SUBSCRIBE to 68453 to sign up.

Deliveries – No flowers or other deliveries will be accepted at school for students. Deliveries necessary for instruction or items such as house keys will be delivered by the front office.

Disciplinary Action

This list of disciplinary actions, which may be taken by the principal (or designee) or under his/her direction, is intended to be suggestive and not all-inclusive nor sequential since all disciplinary action should fit the misbehavior in order to modify the behavior.

Level I

Conference: a meeting with the student's parent(s) or legal guardian and school personnel to discuss the student's behavior or learning process.

Contract: in which student and/or parents agree to comply with required behavior management.

Detention: requiring that a student serve partial lunch time and/or after school for a period of time.

Guidance: a conversation between the student and the school personnel.

Rearrangement of School Schedule: assigning a student a new schedule of classes and/or teachers when the behavior of the student is such that the student has not conducted himself/herself in an acceptable manner.

Restriction of Extracurricular Activities: informing a student that he/she cannot participate in certain activities because of his/her past or present behavior.

School Clean-up: requiring a student to clean up certain areas of the school.

Loss of Privileges: This may also include assigned seating during lunch.

Bus Citations: Citations will be issued for inappropriate behavior on busses and/or at bus stops, consequences can also include assigned seating on the bus and suspension from the bus for up to a calendar year.

Level I, II, III, and IV Discipline

The administration may deny attendance through **suspension** for any disruptive action and/or violation of school policies and rules. They may recommend to the Board the expulsion of a student for just cause.

The Board considers the following actions as some examples of disruptive actions: fighting, gambling, hazing, incorrigibility, insubordination, lascivious literature, profanity, controlled substances, habitual tardiness/absence, unsafe behavior, scholastic dishonesty, computer intrusion or misuse, etc.

Discipline Actions may include but are not limited to:

- Parent contact, parent/student meeting, detention, In School Suspension (ISS), Supervised School Suspension (SSS), Out of School Suspension (OSS), Saturday School, police referral, drug testing, search and seizure, District Discipline Review Committee referral (DDRC), referral to the Board for expulsion.
- The following activities are among those defined as “criminal” under the laws of the state of Idaho and the City of Idaho Falls. In addition to serving as grounds for suspension or expulsion from school district attendance, students should also know that these activities carry a potential for court action if remanded to civil proceedings. Any perpetrator of a criminal act will be referred to the appropriate legal authority. The list is partial only, and “criminal acts” are not necessarily limited to the following:
 - arson, assault, burglary or theft, possession of explosives, extortion, blackmail, coercion, false alarms, bomb threat, possession of firearms, larceny, loitering, malicious mischief, reckless driving, rioting, robbery, sale/use/possession of alcohol or drugs, trespassing, truancy, unlawful interference with school authorities, and possession of weapons.

Dress Code

- Students are encouraged to dress for success and learning. These guidelines apply to all students at all times. School District #91 Board Policy 1005.4 states, “**Dress and appearance must not present health or safety problems or pose potential disruption of the educational process as adjudged by school personnel**”.
- Failure to change clothes if asked, or arguing with school personnel when asked to correct dress code violations will result in disciplinary consequences.
 - **No hats or hoods** inside the school building.
 - **All shirts must have sleeves.**
 - **Shorts and skirts must be below the normal extension of the arm/fingertips.**
 - **Holes/tears in pants must be below the normal extension of the arm/fingertips or worn with leggings.**
 - **No blankets or footed pajamas. Please dress for school.**

- Low cut tops are prohibited.
- Pants must fit at the waist, no low-riding pants that expose undergarments.
- Clothing that advertises alcohol, tobacco, drugs, weapons, illegal activities, is suggestive, vulgar, or otherwise inappropriate for school is prohibited.
- Hairstyles, clothing, makeup or piercings that disrupt the classroom or educational environment are prohibited. This includes face painting and drawing on skin.
- No gang-related clothing, signs, drawings, graphics or slogans.
- No pocket chains, bandanas or sunglasses.

Emergency Contacts -- It is essential for parents to keep the school informed of the student's correct home address and phone numbers for home, business and emergency contacts. Updating these numbers and information ensures that school staff will be able to contact parents/guardians in an emergency. In order for someone to pick up your student, their name and contact information must be on record with the school.

Enrolling Students from Other Schools/Districts (1006.4- Prohibition Against) - It is also the policy of the Board of Trustees of School District 91 that no student who has been expelled or threatened with expulsion by any other school or district may enroll in School District 91 until such time as the penalty for said infraction would have expired had the student actually been expelled.

Facebook and other Social Media – Communication between school staff and parent or students using Facebook or other social media is not encouraged. Please use the more traditional methods of communication, such as telephone calls, hand written notes, email, or face-to-face communication. Facebook can also be a source of inappropriate exchanges between and among students. Please monitor your child's use of social media. Taylorview cannot be responsible for student exchanges on social media outside of school.

Fighting -- Students who participate in fighting will be suspended from school for up to 5 days, and may be referred to law enforcement for charges.

Fire Drills

- Students will be instructed in each class which exit to use and where to go.
- Students should walk quickly and quietly to the exit. **DO NOT RUN.**
- Keep noise to a minimum and stay outside until directed to return to class.
- Always exit the building when the fire alarm goes off, even if you are not in a classroom.

Food and Beverages

Keep all food in the cafeteria at all times.

- Open food and/or drink are not allowed down the halls, outside or anywhere outside of the cafeteria.
- **There are vending machines in the commons area; however, these items may only be opened and eaten in the cafeteria during lunch. Failure to comply may result in the loss of our TMS vending machines.**

Gang Policy

- No person, group, or organization may establish a fraternity, sorority, or other secret club or society (e.g. gang) whose membership is comprised in whole or in part of students enrolled in the District's schools, or to solicit a student in any of the District's schools to become a member of such organization; and no student enrolled in the District shall be or become a member, or pledge him/herself to become a member of any such organization.
- **All gangs and gang activities, including, but not limited to, creating intimidation or fear; wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, gestures, codes or other evidence of membership or affiliation, including graffiti, in any gang is prohibited on any school premises or at any school sponsored activity, regardless of location.** Furthermore, no gang apparel or activities are allowed on District premises or at any District sponsored activity, regardless of location which shall include but not be limited to buildings, parking lots, facilities, grounds, busses, and other vehicles. This includes instances in which the conduct occurs off the District premises, but impacts a District related activity. **Disciplinary action for violations of this policy may include suspension and/or expulsion.**

Grading Policy

The district has implemented the state's new Middle Level Credit System, which **requires students in 7th and 8th grade to earn 80% of their total credits before moving on to the next grade.**

Grades are available on PowerSchool through the District #91 website. Academic grades are given based on the following guidelines:

A - 90-100% B - 80-89% C - 70-79% D - 60-69% F - below 60%

Grades - Eligibility

Honor Roll: 3.8-4.0 High Honors and 3.5- 3.79 Honors

Student body and class officers: 3.0 GPA

Athletic Eligibility: 7th/8th grade – pass 5 of 7 classes during the previous trimester to sign up for athletics, and must be passing all classes to participate each week.

- **Grades – Failure** – Teachers are responsible for arranging activities by which students may learn certain subject matters. Students are responsible for participating in these activities in such a way as to reach a degree of proficiency. If a student hasn't adequately fulfilled his/her responsibility, the teacher may record an 'F' as that student's grade earned in that subject.
- **Extra Help is available after school.** Please check with your team of teachers for the day/time.
- **Remediation Packets** will be provided for students receiving an F in a core class students at the end of 1st and 2nd Trimesters. These packets must be completed in a timely manner in order to gain credit for a failed class. There will be no remediation available after 3rd Trimester.

Hall Passes– Your student agenda is your hall pass. Any time a student is in the hall during class time, they must have their agenda or a blue slip from the office. Students lacking either of those items will be escorted back to class.

Hallways – Students are NOT allowed in the hallways during the following times:

- **Before 8:20 a.m. (Students must remain in cafeteria and commons area until 8:20 a.m.)**
- **During Lunches**
- During class, without a hall pass

Honor Society – We are very proud of our Honor Society students at Taylorview.

Taylorview Honor Society is a service organization that recognizes students who have demonstrated excellence in the ideals of scholarship, leadership, service, citizenship and character and that maintain an outstanding GPA (3.5 or higher). Invitations to join are sent out after first trimester, and an induction ceremony is held in the spring. As a member of THS you need to maintain your high GPA and continue to uphold the ideals of THS. You will also be encouraged to participate in school and community service projects. There is a \$10 fee upon acceptance. (\$10 scholarships are available for membership as needed.)

Lasers -- Lasers should not be brought to school. They will be confiscated.

Library/Media Center– The Media Center is open daily from 8:15 a.m. to 3:45 p.m. Students may use the Media Center and its resources before and after school, and at lunch. A pass is required to be in the Media Center at lunch or during class. Books are checked out for two weeks and are due on Tuesdays. Students may have up to three books out at a time. Overdue fines are five cents per day. There is no grace period for overdue books. Materials must be returned and fines cleared before more items may be checked out. However, fines may be paid with a canned food item, 1 can = \$1. Also, a maximum of 15 pushups may be done towards payment of a fine. Canned food is donated to a local charity. All reference books may be checked out at the end of the day Monday through Thursday. They are due back the next morning. Fines for late reference materials are \$1.

The Media Center has multiple computers for student usage. Printing should be cleared through the librarian.

Lock Down Drills – students will participate in at least two lock down drill each school year. This is to practice safety measures and keep students and staff safe in case of emergency. Students will be instructed to “lock down” in the classrooms, and our doors will be locked during these drills. A notice will be placed on the front door of the school to notify visitors/parents of the drill.

Lockers

- Lockers will be assigned by the administration. Locker changes will be made by the administration, not by the students.
- Students are responsible for the security of their lockers.
- DO NOT SHARE lockers.
- DO NOT SHARE you locker combinations and/or jam them open. Taylorview is not responsible for items stolen out of lockers. It is your responsibility to keep your locker secure.
- NO decorating exterior of lockers.
- Lockers may be searched by administration and/or law enforcement, if there is probable cause, determined by school administration.

Lost and Found

- Any “found” items should be turned into the office, and students who have lost any items may check the lost and found box in the office. Periodically, unclaimed items are donated to other organizations or discarded.

Lunch – All students are given plenty of time to eat and socialize. You may pay for school lunches in the cafeteria or online at www.d91.k12.id.us. Forms to apply for Free and Reduced school meals are available in the office.

- All food **MUST** remain in the cafeteria.
- If you purchase items from the vending machines, you must take the items directly to the cafeteria.
- Students are expected to demonstrate good manners and clean up after themselves.
- **ZONES you MAY go to during lunch**
 - Gym (when available)
 - Outside **behind** the school in the grass
 - Commons area
 - Stay in cafeteria
- * **ZONES you MAY NOT go to during lunch**
 - * Hallways
 - * Entry Way
 - * Outside in front of the building
 - * Track or bleachers

Medicine Policy– Medications are rarely given at school. The parent and family physician are encouraged to work out a schedule of giving medication outside school hours, if possible. These recommendations apply to all prescribed and over-the-counter medications. This policy is intended to provide safe, uniform administration of medication at school as well as provide for the safety of other students. The only exceptions to this rule involve special or serious problems where it is deemed absolutely necessary to give the medication during school hours. When the medication must be given during school hours, the parent or guardian must bring the medication to the school nurse in a pharmacy-labeled container, along with the completed school form for “Administration of Medication During School Hours By School Personnel.” Self-administration of some select medications by responsible students is only allowed under certain conditions to be determined by the school nurse.

- Students should not carry medications with them nor share their medications with others. Sharing medications is considered delivery of a controlled substance and is against the law.
- When there is reasonable cause to believe that a student illegally uses, sells, distributes, or possesses drug paraphernalia, drugs, alcohol, or other mood-altering substances in school, on or adjacent to school property or at school functions, the student will be subject to disciplinary procedures. These procedures may include suspension, arrest and prosecution and expulsion from school.

No Touch Policy

Though socializing is a beneficial part of the educational process, school is primarily a place for learning. There are accepted forms of interaction at school – talking, a handshake, or a pat on the back to name a few. There are also interactions that are unacceptable in an educational setting, including:

- **hitting of any kind**
- **pushing/shoving/tripping/tackling**
- **play fighting**
- **PDA, including hand holding, etc.**

Violations of this policy may result in disciplinary action.

Power School – PowerSchool is an excellent tool for both students and parents to take an active role in the education process. You can access attendance reports, daily school announcements and grades through the Internet connection you already have. You can access PowerSchool by going to the following website <http://www.ifschools.org/taylorview>, and select “PowerSchool” under Parents. Instructions for logging in are on the login screen.

Schedule Change Policy:

Course requests in the spring determine the master schedule for the following year. Students are expected to abide by the course selections they make in the spring. The completed registration form constitutes a form of a contract with the school. If careful selections are made at the time of registration, schedule changes should be rare. Every effort will be made to place students in a class for each of the courses requested. Class sizes will be maintained and kept in balance by the counselors and administration.

- Student-initiated schedule changes will not be made after the trimester classes start. To make a change, students must see a counselor during the designated pre-registration times before school begins.
- School-initiated schedule changes may be necessary to maintain class sizes, for instructional/disciplinary and/or administrative purposes. Students and parents will be notified if this occurs.

School Closure

- Please sign up for **School Messenger** and you will be the first to know about school closures, special events and other activities at Taylorview. **Text SUBSCRIBE to 68453 to sign up.**

School Property and Grounds

- School property is public property and is paid for and maintained by tax funds. Students will be held financially responsible for any damage done to school property, and may also face other disciplinary action, including law enforcement referral for vandalism.

Search and Seizure

- Taylorview administration and security officers will check/search any locker, backpack, book bag, purse, satchel, fanny pack, binder, notebook or person when reasonable suspicion is present.

Student Government – Taylorview is proud of our student government officers. Elections will be held in the Fall for 7th graders and in the Spring for 8th graders.

Tardy Policy—students are considered tardy any time they report to class after the bell/start time for class. Students must have their Student Planner with them.

Teachers will date and sign the students’ Tardy Sheet in their Student Planner. Students must have this with them at all times, as it serves as their hall pass.

Students must have their Student Planner with them, or it an automatic 30 minute detention will be assigned.

- 1-3 Tardies “Free” ☺
- 4-6 Tardies—15 minute detention during lunch (students will still have time to eat)
- 7-9 Tardies—30 minute detention during lunch (students will still have time to eat)
- 10+ Tardies—Saturday School at IFHS from 8:30 – 12:00 for each offense

Technology Use Policy:

Users of D91 Technology shall:

Use the technology equipment for educational purposes, not for personal or commercial business on district time, nor for any illegal purpose, nor for any other activity prohibited by District policies or guidelines.

No student use of D91Net unless under instructor supervision and with permission of school personnel, for educator-approved purposes; no use for recreation and entertainment.

No student use of direct communications such as instant messaging or online chat during class time or on D91Net except under the direct supervision of teaching or administrative staff for educational purposes.

Be responsible at all times for proper use of accounts:

- Use only assigned accounts and keep passwords confidential; **NO STUDENT USE OF STAFF ACCOUNTS.**
- Not permit others to use accounts for which I am responsible.

Prevent unauthorized use by logging off of or locking any computer that I am not directly monitoring.

Protect the privacy of others and myself:

- Not view, use, transmit or copy information or files for which I am not authorized.
- Not disclose personal or private information about others or myself.

Respect and protect the intellectual property of others:

- Be responsible for determining whether or not any material, including software, texts, music files, movies etc., is in the public domain before using, copying, distributing or installing it.
- Not use D91Net for copyrighted or licensed material without permission, recognizing that it is illegal.
- Not plagiarize (use another person's work without permission and attribution).
- Treat D91Net with respect, to protect its security, integrity and availability:
- Not disable or interfere with any antivirus or anti-malware protection on D91Net, and to immediately notify school personnel if a virus or malicious software is found.
- Report any security risks or violations to a teacher or system administrator.
- Not destroy, damage or alter equipment, information or resources that do not belong to me.
- Use only approved technology equipment and software within the District, following D91 policies and guidelines for where and how they are to be used.
- Not use personally owned technology unless inspected and approved according to D91 policies.
- Not permit others (such as family or friends) to use technology assigned by D91 for my use.
- Not send spam, chain letters or other mass unsolicited mailings.
- Respect and practice community principles and ethics:
 - Use polite communication; no harassment or bullying, or abusive, vulgar or inappropriate language.
 - Do not intentionally access, transmit, copy or create any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material; and to immediately report accidental access to a teacher or administrator.
- Avoid material on the Internet that does not relate to educational pursuits.
 - Do not transmit materials, information or software in violation of any local, state or federal law.
 - Conform to all D91 Board policies regarding technology use while using D91 technology resources.

Vending Machines

- Vending machines are available for student use in the commons area; however, **all food must stay in the cafeteria.** No open food or beverage containers are allowed in the classrooms/hallways/etc.
- Violations may result in disciplinary action and possible removal of the vending machines.

- Use at your own risk. The machines are not school-owned, and TMS is liable for loss/failure to dispense.

Visitors – We welcome parents and other adults to visit Taylorview!

- **ALL visitors MUST CHECK IN AT THE FRONT OFFICE** upon entering the school building.
- **Students from other schools and young people who are not enrolled in school are not allowed to visit or attend school.**

Weapons-Zero Tolerance—Please refer to the Discipline section of this handbook for more information.

School-Wide Literacy

Openers			Signal Phrase Words	
If	Although		Acknowledges	Enumerates
After	While		Adds	Evaluates
Since	When		Admits	Explains
Before	As		Advises	Explores
So that	Until		Agrees	Expresses
Whenever	Where		Answers	Features
As long as	Wherever		Argues	Furnishes
Even though	Though		Asks	Grants
As soon as			Asserts	Identifies
Transitions			Assures	Illustrates
One	Finally		Blames	Implies
Another	One way		Believes	Insists
Next	Another way		Captures	Invites
First of all	A final method		Clarifies	Judges
Also	One other		Classifies	Mentions
Then	Along with		Comments	Names
Equally important	In the first place		Compares	Notes
Last	After that		Confirms	Observes
A good	A bad		Confronts	Offends
A better	A worse		Confuses	Offers
The best	The worst		Considers	Points Out
To begin	As soon as		Contentends	Praises
Consequently	Next		Contrasts	Predicts
It started when	In the end		Critiques	Presents
As a result	At the same time		Declares	Proposes
Therefore	First of all		Defends	Provides
At the beginning	In addition		Defines	Reasons
Following this	To start		Demonstrates	Recommends
Furthermore	A long with		Denounces	Refutes
Additionally	Likewise		Depicts	Rejects
Closing			Describes	Reports
Above all	Certainly	Surely	Denies	Responds
Actually	Clearly	To sum it up	Discourages	Simplifies
Again	Definitely	Truly	Disputes	Solves
All in all	Evidently	In particular	Emphasizes	Suggests
Altogether	It is true	In retrospect	Encourages	Supports
Of course	In any case	In short	Endorsees	Teaches
Simply stated	In any event	In summary	Endorses	Thinks
To conclude	In brief	Inevitably	Entertains	Traces
To summarize	In fact	Obviously	Entices	Writes
For the most part				