

# FALL CREEK VALLEY MIDDLE SCHOOL

## Parent Handbook 2007-2008



*A School for S.T.A.R.S...  
“Where Safety, Tolerance, Accountability, and  
Respect ensure success  
for all students!”*

*Mr. James Joiner, Principal  
Mrs. Sherry Curry, Assistant Principal  
Mr. Tim Mankin, Assistant Principal*

# **WELCOME TO FALL CREEK VALLEY MIDDLE SCHOOL...**

## **THE HOME OF THE BEARCATS!**

It is the mission of Fall Creek Valley Middle School to provide a safe and secure learning environment for a diverse population of early adolescent children to grow and flourish intellectually, socially and physically. We make every effort to ensure that our students know the importance of being a life long learner. We are proud that our school has set very high standards and because of our efforts we have been recognized as a Blue Ribbon School of Excellence and an Indiana Four Star School. Our staff and students are prepared to meet the challenge by living our motto: **Be the best you can be...be a Bearcat!**

We hope that you and your child will find our doors always open and our administration and teaching staff readily accessible. We are really proud of our school and know that you will find it a very pleasant environment for your child to learn and grow. We hope that this guide will make the middle school transition easier and keep you abreast of our school and its activities. Please feel free to contact us anytime at **317-964-6600**, fax us at **317-823-5497**, or email us at **[fallcreekvalley@msdlt.k12.in.us](mailto:fallcreekvalley@msdlt.k12.in.us)**.

### **ADMINISTRATIVE TEAM**

Mr. James Joiner - Principal  
Mrs. Sherry E. Curry - Assistant Principal, Teams 6-1, 6-2, 6-3, 8-2, 8-3  
Mr. Tim Mankin - Assistant Principal, Teams 7-1, 7-2, 7-3, 8-1, excessive tardies  
Mrs. Kim Payne-Shearer - Guidance Coordinator  
Mrs. Sher Dobie - Resource Department Head  
Mr. Brad Phelps - Athletic Director  
Mr. John Dunbar - Technology Coordinator

### **VISION**

Fall Creek Valley Middle School meets the academic, social and developmental needs of early adolescents through interdisciplinary teams and a program of exploratory opportunities in our classrooms and beyond. The rigorous academic curriculum is integrated through cooperative and collaborative instruction, supported by parental/community partnerships and advanced technology.

**WE BELIEVE...**

1. All students can succeed.
2. A positive multicultural learning experience is essential to all students.
3. Students learn best when exposed to a variety of teaching methods including the uses of current technology.
4. A safe, secure, and supportive environment should exist at Fall Creek Valley Middle School.
5. Everyone deserves to be treated with respect and dignity
6. All students should be given opportunities to achieve their personal best both academically and socially.
7. Equal opportunity is essential in all school activities.
8. Students learn best when a partnership exists between home and school.
9. All students and staff should be technologically literate.
10. Learning should be relevant to the present and future lives of all students.
11. Classroom instruction should be student-centered and active.
12. Discipline should be structured to create and teach positive behavior, not to punish negative behavior.
13. All students should have access to learning resources.
14. Classroom instruction should be interdisciplinary to the greatest extent possible.
15. Life-long learners are created when students enjoy learning and have fun at school.



METROPOLITAN SCHOOL DISTRICT OF  
**LAWRENCE TOWNSHIP**

INDIANAPOLIS, INDIANA

**OUR MISSION  
WHO WE ARE**

The mission of the Metropolitan School District of Lawrence Township is to empower all students with the knowledge, skills, compassion, and integrity needed to contribute and succeed as self-directed, lifelong learners in a competitive global community.

**OUR CORE VALUES  
WHAT WE BELIEVE**

- Integrity is essential to creating and sustaining positive relationships.
- Embracing diversity contributes to the strength of a community.
- The pursuit of learning as a lifelong endeavor is essential to individual and organizational success.
- Cooperation and collaboration are essential to success.
- People are responsible for their choices.
- An environment of high expectations results in higher achievement.
- Great communities are built on mutual respect and dignity for all people.

**OFFICE STAFF**

Mrs. Deb Ours - Principal's Secretary  
Mrs. Nancy Reddington - Assistant Principals' Secretary  
Mr. Buddy Steffy - Receptionist

**GUIDANCE STAFF**

Mr. Oliver Smith – 6<sup>th</sup> grade  
Ms. Kim Payne-Shearer – 7<sup>th</sup> grade  
Mrs. Teresa Brown – 8<sup>th</sup> grade  
Mrs. Janie Foxworthy - Secretary  
Mrs. Vianey Sherwood - Attendance Officer

***ACTIVITY BUSES***

MSD of Lawrence Township provides transportation after the extracurricular activities three days per week. These buses are only for the students that are participating in one of the school activities. Students who stay after school for any other purpose must have their transportation provided. The schedule for 2007/2008 school year is as follows:

Tuesday	4:20
Wednesday	5:20
Thursday	5:20

***ATHLETIC EVENTS***

**Brad Phelps – Athletic Director**

964-6689

All students who are attending the FCV athletic events must go home at dismissal time. The only students who may remain at school are those who are participating on the athletic teams. Parents/Guardians are responsible for the transportation of their child upon the completion of the athletic event. Transportation will not be provided by MSD

of Lawrence Township. Athletic passes may be purchased from Mr. Phelps in the Athletic Office or at the admission table during athletic events.

### ATTENDANCE

## **Vianey Sherwood – Attendance Officer**

964-6605

Absence is one of the major causes of poor work and failure in school. A phone call is **REQUIRED** by the Parent or Legal Guardian explaining the nature of the absence by **9:00 A.M.** to the Attendance Office. **The attendance phone number is 964-6605.** If we do not hear from a Parent/Guardian by 9:00 A.M., we may call home or your place of employment to verify a student's absence. A note signed by the parent or legal guardian explaining the nature of your child's absence is required when he/she returns to school, if you were unable to make contact with the school on the day of the absence.

**\*\*If a student is late to school for any reason, he/she must report to the Attendance Office to secure a pass to enter class.**

### ATTENDANCE LETTERS

Fall Creek Valley Middle School wants to ensure that all parents and guardians are kept abreast of their child's attendance. In an effort to inform the parents and guardians the attendance officer will use the following procedures for unexcused absences. Once a student has received five unexcused absences a letter will be sent to the home of the student. Parents and guardians will also receive a letter when their child accumulates ten days of unexcused absences. Once a child has received ten unexcused absences the letter will include information on how the school and home can work together to assist the student in the improvement of their attendance. Any questions regarding information in the letter should be directed to the grade level assistant principal.

### SECTION A: EXCUSED ABSENCES

At all grade levels, the principal or designee will require notification from the student's parent or guardian in the event of an absence or tardy.

1. Absences for participation in a school-sponsored or authorized activities will not be recorded as an absence.
2. Absences authorized by IC. 20-33-2 shall not be recorded as an absence, but do require verification:
  - a. Each day spent as a page or as an honoree of the Indiana General Assembly.
  - b. Each day spent on the date of a general, municipal or special election serving the precinct election board, or as a helper to a political candidate or political party.
  - c. Each day spent as a witness in a judicial proceeding by a student who has been issued a subpoena.
  - d. Each day (but no more than ten in a school year) of active duty with the Indiana National Guard by a student who has been ordered to that duty.

3. Absences for participation in the Indiana State Fair.
4. Properly pre-arranged absence.
5. Absences that include:
  - Suspensions
  - Student illness or injury (including medical & dental appointments)
  - Death of a close family member
  - Family emergencies
  - School initiated absences
  - Religious holidays
  - Special situations as approved by principal

**\*\*Excused absences up to 10 days will be acceptable with a phone call from the student's parent or guardian. After 10 days of absences for illness a written statement from the physician must be given to the attendance officer for each day of absence due to illness.**

### **SECTION B: EXPECTATIONS REGARDING STUDENTS ABSENCES**

The administration of each school will identify students who have had a pattern of poor attendance and/or frequent tardies and contact the student and the parents early in the year to make specific plans for preventing such patterns from continuing.

Each occasion on which a student is absent, tardy, or needs to leave the school during the day, the parent must notify the school on the same day using procedures developed by the school administration. Where such contact is impossible, procedures will be developed for alternate contact by the parent within three school days or less of the absence.

Detailed records of student attendance will be kept at each school. In the case of extended or frequent absences and/or tardies, the school will make efforts to contact the parent or guardian to seek information related to the cause of the absence or tardy and discuss the specific consequences if the behavior continues.

Each school will develop a system for monitoring student tardiness and discouraging that behavior.

### **SECTION C: DEFINITIONS**

**TARDY:** A student is considered tardy if he/she is not in the classroom when the bell rings.

**TRUANCY:** This refers to situations where the student is somewhere in the school without authorization, does not attend class as expected, leaves the school without authorization, or willfully fails to attend school without the parent's or guardian's knowledge.

**DAILY WORK:** That work which cannot be made-up because the situation for the work cannot be recreated. This includes such activities as: daily classroom assignments including homework, quizzes, group participation activities, recitation, classroom discussion, journal notebooks, laboratory experiments and reports and teacher notes.

**EXCUSED ABSENCE:** (See SECTION A)

**UNEXCUSED ABSENCE:** Those absences which are not excused or prearranged as defined in SECTION A. (For consequences of unexcused absences, see SECTION E.)

**PRE-ARRANGED ABSENCE:** At all grade levels, prearranged absences are sometimes granted as excused in the event such absences are deemed necessary by a student's parents or guardian and are deemed reasonable or appropriate by the principal.

Prearranged absences, at all grade levels, will not be granted as excused during the weeks before or after winter and spring vacations, if such absences include the day before or after either holiday period. *No* prearranged absences will be granted during the week of first semester final exams, nor during the last week of the school year.

Teachers are not expected to pre-plan assignments for vacation absences or other prearranged absences unless extenuating circumstances make it appropriate.

#### **SECTION D: MAKE-UP WORK**

In order to have continuity of learning, students who have been absent are expected to get their make-up assignments in the way the teacher designates, and teachers are expected to provide make-up assignments by allowing one day for make-up for each day missed. Make-up assignments are limited to those which can reasonably be made up (tests, written work, projects, reports, etc.) If a student has been absent from school, the parent/guardian should call the school and make arrangements to pick-up assignments.

#### **SECTION E : CONSEQUENCES AND PROCEDURES FOR UNEXCUSED ABSENCES**

##### **Elementary and Middle School Students**

Unexcused Absences (including truancy): Students who have unexcused absences will be required to make up work (tests, projects, papers, special assignments, etc.) for credit. Students may receive credit for daily work missed, if they take the initiative to get the work and turn it in to their teacher upon their return to school or on a date designated by the teacher. Pre-assigned projects, special reports, papers, etc., must be turned in by the original deadline, as assigned by the teacher.

#### **SECTION F: CONSEQUENCES AND PROCEDURES FOR EXCUSED ABSENCES**

Students who have excused absences, including suspensions **will** be required to make up work (tests, projects, **daily work/ homework**, special reports, paper, etc.) for **full** credit, if turned in by the date designated by the teacher.

Policy Approved: April 9, 1990

Policy Amended: July 26, 1993

Procedures Amended: April, 2007

## **BOOKSTORE**

Marti McGuigan – Treasurer  
964-6673

The Fall Creek Valley Middle School bookstore is open daily from 7:30 A.M. to 7:45 A.M. and from 10:30 A.M. to 1:00 P.M. Students may purchase many items needed for their classes at the bookstore. Checks are accepted and should be made out to Fall Creek Valley Middle School.

## **BEARCAT BANNER**

The Bearcat Banner is the school newsletter that helps to keep the parents informed of FCVMS events. The Banner will be given to the students on selected Fridays throughout the school year. You may also read the Bearcat Banner on the Fall Creek Valley Middle School website at [www.ltschools.org](http://www.ltschools.org) or sign up on the FCVMS news list serve to receive an email copy.

## **CLUBS AND ACTIVITIES**

Academic Pursuit	Bearcat Council
Chess Club	Honors Chamber Orchestra
Intramurals	Jazz Band
National Junior Honor Society	Studio Kids
Yearbook	Tri-M Music Honor Society (7 <sup>th</sup> and 8 <sup>th</sup> grade only)

Any student enrolled at Fall Creek Valley is able to participate in clubs/activities providing they meet the requirements outlined by each sponsor. The dates for meetings and sponsors will be available after the start of school.

## **STUDENT DROP-OFF AND PICK-UP**

Student drop-off and pick-up for the normal school day at Fall Creek Valley Middle School is a courtesy that we are happy to provide, but it requires the cooperation of all who do so in order for it to continue and for it to be done safely. As mentioned in our Student Handbook, our student drop-off and pick-up location is door #3. This information is also contained in two signs that are located on both the right and the left side of our school driveway entrance. Door #3 is off of the parking area to the right of our main door parking area. This is the same area that is to be used for parent pick-up for students as well.

**Our student day begins at 7:35 am and students should not be dropped off prior to 7:20 am.** When students are dropped off at door #3, they are expected to remain in the area just inside door # 3 until 7:35 am and they are expected to manage themselves while they wait. While I wish it was not the case, contractual obligations and our current staffing levels make it such that we do not have anyone that we can assign to supervise that area, during the morning, prior to 7:35 am. Lawrence Township provides bus transportation for all students, and if a student cannot manage him/herself while

waiting in that area he/she will not be allowed to be dropped-off and picked-up and they will have to ride the bus. Door #3 remains open until 7:45 am and should be used for drop-off until that time. **All students should be picked-up at the end of the school day, from door #3 as well.**

As you are aware the driveway/parking area in the front of our main door is a small circle. Unfortunately the design of our building is such that this is the only safe area that we have for the bus loading area for our special needs students who require separate busing due to their disabilities. When parents choose to drop-off and or pick-up their child using the circle area or the visitor's parking area right off of the circle, you create a safety hazard for our special need's buses. **Visitor's parking should only be used by someone who is parking his/her car and entering the school.** We have had a number of near accidents and our ability to safely load and unload our special need's students has been impeded, because some parents are dropping-off and/or picking-up their child from our main door. This should not occur. **We need every parent to only drop-off and pick-up at door #3.**

### **HONOR ROLL**

In a continuing effort to promote academic excellence among students, Fall Creek Valley will offer the following levels of recognition:

Honors with Distinction – the student must have a 4.0 average of all subjects

High Honor Roll – the student must have a 3.5 average of all subjects

Honor Roll – the student must have a 3.0 average of all subjects

### **NATIONAL JUNIOR HONOR SOCIETY**

#### **ARTICLE V – MEMBERSHIP**

Section 1 – Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, service and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2 – Candidates become members when inducted at a special ceremony.

Section 3 – A NJHS member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 4 – Members who resign or are dismissed are never again eligible for membership or its benefits.

#### **ARTICLE VI**

Section 1 – To be eligible for membership, the candidate must be a member of the 8<sup>th</sup> grade class. Candidates must have been in attendance at the school the equivalent of one semester.

Section 2 – Candidates must maintain a “B” semester average in all classes during their 6<sup>th</sup> and 7<sup>th</sup> grade school years. Candidates shall then be evaluated on the basis of service, leadership, character and citizenship.

Section 3 – The selection of each member shall be by a majority vote of the faculty council.

Section 4 – A description of the selection procedure shall be published in an official school publication. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the NJHS.

Section 5 – The national council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members of local chapters.

### **INTERDISCIPLINARY TEAMING**

The interdisciplinary team is a group of teachers, each who work together to meet the physical, intellectual, social, and emotional needs of the early adolescent learner. The team consists of five or more teachers who work together and share in the common instruction of a small(er) group of students. During their common planning time, teachers share information that will assist them in meeting the academic and developmental needs of their students in a coordinated fashion. Interdisciplinary teams of teachers are able to plan and implement lessons which reinforce the development of important skills, processes, and concepts across the boundaries of content areas.

Interdisciplinary teams are organized around the students that they teach. When teachers work in teams, they talk about common students; therefore, by virtue of the job, they become more student centered. An interdisciplinary team functions like a “mini-house” or a school-within-a-school. The team teachers create their own flexible daily schedule, share a daily planning time and have classrooms in close proximity. **The team gives each student an identity, a place within the school where someone really cares about him/her and where he/she can succeed.**

### **LUNCH ACCOUNTS**

Janet Alexander – Cafeteria Manager  
964-6672

The Fall Creek Valley cafeteria accommodates the students and parents by providing a pre-payment system for lunch. The cafeteria manager needs to meet with the student in order to establish an account and give the student an account number. Once this account has been opened, students may put money into their account at the serving line. ***Payment may be made by cash or check, or online (Pay Pams); however, checks are not***

*accepted for daily lunch purchases.* All checks should be made payable to Fall Creek Valley and the student's name should be placed on the memo line. The prices are as follows: Full price \$1.45, reduced price \$.40.

**\*Note: Starting October 2004, FCVMS began a breakfast program. The prices are as follows: Full price \$.90, Reduced price \$.30. Breakfast fees may be deducted from the student's lunch account.**

It is the fine efforts of our food service providers to serve nutritious meals daily. You are always invited to eat lunch in our cafeteria with your child and we encourage you to spend lunch here at Fall Creek Valley Middle School. However, if you bring food from an outside restaurant please report to the main office and speak to one of the school administrators. They will provide a place **outside** of the school cafeteria where you and your child may eat your lunch.

### **PAYPAMS PARENT ACCOUNT MANAGEMENT SYSTEM**

Lawrence Township is pleased to announce affiliation with PayPAMS. PayPAMS was designed to provide parents with a safe and convenient way to prepay for student's meals online. Parents can set up automatic payment plans, view balances and account history, and receive automated notification on balance status.

To set up an account and pay for student meals online, log into LT Online and click on **Payment Online** on the right side of the top menu bar.

If you do not already have a parent username and password for LTOnline, follow the link on the top of our school's website to apply for one online.

### **MEDICATION**

Marijo Trissler/Cindy Ivancic – Nurses  
964-6684

Fall Creek Valley has a full-time nurse to assist our students with their medical needs. **Student medication must be kept in the clinic. All medication should be sent in the original prescription container showing the prescribed instructions.** The school is not permitted to give over-the-counter drugs such as aspirin. If a student is to take prescriptions or over-the-counter medication the appropriate form must be obtained and completed. (A copy of the form is included in the handbook.)

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her education. **Medications should be given at home whenever possible.**

Please remember to provide the school clinic with a copy of any **immunizations** your child receives. Immunizations are part of your child's permanent record and will be included on their high school and college transcripts.

## **THE GREAT OUTDOORS**

Fall Creek Valley Middle School and Forest Glen International School have formed a partnership in an effort to create a hands on nature experience through the creation of an outdoor lab. Students may have an opportunity to work in the outdoor lab throughout the school year. Parents are encouraged to visit and participate in the outdoor lab activities.

## **PFO INFORMATION**

President	Patty Hoffman	842-1301
	<a href="mailto:Bizzymom4@sbcglobal.net">Bizzymom4@sbcglobal.net</a>	
Treasurer	Lori Rumreich	823-3897
	<a href="mailto:Rumreich/@hotmail.com">Rumreich/@hotmail.com</a>	

## **TECHNOLOGY**

FCV is designed for contemporary technology. Each classroom is equipped with a voice-data-video system, which allows a myriad of teaching options through educational networks. The instructional technology center provides complete video and data connections to all instructional spaces. The students are able to conduct research, organize data and prepare multimedia presentations from their classrooms or from any of the computer labs located in each grade-level pod and the media center.

## **DANCE RULES**

1. Only current FCVMS students can purchase and attend school dances at FCVMS.
2. Students are to demonstrate appropriate behavior at the dance. Any inappropriate behavior as mentioned below will warrant a parent phone call and dismissal from the dance. School rules apply. Students are at risk of losing dance privileges for the remainder of the year if the rule/s are broken. This includes inappropriate or suggestive dancing, inappropriate touching. No running or horseplay.
3. Once a student comes to the dance they will not be permitted to leave until the end, unless a parent comes into the school to pick their student up. \*\*\*Please note that the office is closed during this time.
4. Students must be picked up in a timely manner. Students not picked up by 15 min. past the end of the event will not be permitted to attend future dances.
5. School dress code will apply and for all dances. Students not following the school dress code will be sent home and will not receive a refund for their dance ticket.

## **DANCE CHAPERONE GUIDELINES**

***Circulate throughout the room.***

Walk around and through groups of students

Remind students of “no physical contact” and that inappropriate/suggestive dancing is not allowed

If encountered first time give student time-out on the side, second time, inform FCV administration and student will be removed from the dance.

Do not stand in one spot for more than five minutes

## ***Assist with crowd control.***

Break up large groups-usually saying “**spread out**” loudly enough takes care of this

Periodically check the hall/bathroom area for “stragglers”

**Assist with snacks or other areas (like coat storage in Auditorium) where dance sponsor needs help.**

Remind students to appropriately dispose of trash

Food being used inappropriately should be confiscated and a teacher or administrator should be informed

## ***Assist with dismissal.***

Walk out into the hall and assist with crowd control

Be that “extra pair of eyes”

**Don't be afraid to remind students: YOU ARE THE ADULTS!!!**

**Thank you, the FCV Administration**

# ***DRESS CODE***

Students are expected to come to school looking clean, neat and dressed in a manner which is acceptable as being in good taste. Students are expected to wear their clothing and to manage their appearance in such a manner which does not disrupt the educational setting, interfere with health or safety, or promote vulgarity. It is not our desire or intention to dictate the type of clothing to be worn to school since we believe this to be a responsibility of the individual; but, we may find it necessary to say what shall not be worn. Students will be requested to dress appropriately.

**PLEASE BE REMINDED THAT CLOTHING DEEMED INAPPROPRIATE BY THE SCHOOL IS NOT TO BE WORN.** Such items include, but are not limited to, the following:

1. Sleeveless shirts/blouses (tank tops, spaghetti straps, basketball jerseys, crop-tops, see-through clothing, etc.)
2. Items that expose the skin (stomach, breast, armpits, buttocks, etc.)
3. Short shorts, skirts and dresses. (**Shorts/skirts should extend down to the**

**fingertips when a child holds their arms to their sides.)** Clothing that exposes the skin (stomach, breast, armpits, buttocks, etc.)

4. Outerwear such as coats, jackets, (jean jackets and wind suit jackets) should not be worn during the school day. **Sweaters and sweatshirts are permissible.**
5. Clothes or jewelry with slogans or logos regarding drugs, alcohol, tobacco, sex, violence, weapons, etc.
6. **\*\*Sagging pants that expose a portion of their buttocks or underwear/pants that drag on the ground**
7. Pajamas/slippers
8. Hats and other various headgear including bandanas, headbands and “do-rags”

This Dress Code is in effect for all school functions during or after school.

**If there is a question as to whether or not any student’s apparel is appropriate for school, school officials will be the judges. We reserve the right to send a student home or ask the parent to bring a change if the student’s clothing is not appropriate.**

### **ARTICLES PROHIBITED AT SCHOOL**

Due to the number of students and staff who have allergies or other breathing concerns, we are requesting that fresh flowers and balloons of any type not to be delivered to the school for special occasions.

### **DELIVERY OF INFORMATION/ITEMS TO STUDENTS**

For several years we have allowed parents to drop things off for their students. Oftentimes, we have taken the liberty to deliver items during class time or asked students to leave class to pick them up. As you can well imagine, this interferes with what the teachers and the students are doing and causes a disruption to the educational environment.

Given the nature of our business (education), it is important to us that we have as few interruptions to student learning as possible. ***Secondly, we expect students to be responsible and organized enough to remember what they need, and have the appropriate items with them when they come to school.*** Therefore, effective immediately, we will no longer accept items of any kind to be given to students. While this might be a difficult lesson to learn and may at some point impact a grade, it is necessary to avoid interruption of student learning. If you feel the need to bring in lunch money, you may stop at the cafeteria and have the money put into your student’s account. Otherwise, only in emergency situations will we interrupt class. Emergencies will be determined by the building administrators.

# ***ELECTRONIC DEVICES AND CELL PHONES***

Students must not use electronic devices which include, but are not limited to, personal radios, CD players (with or without headphones), Ipods, MP3 players, in classrooms or in the hallways. Their noise is distracting and security for such items poses a problem. Pagers, cell phones, and other electronic devices should not be visible or used during school hours. Students who violate this rule will have their electronic device confiscated and the parent may be required to come to school to pick up the device from an administrator.

**THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ILLEGAL OBJECTS THAT ARE CONFISCATED BY SCHOOL OFFICIALS (I.E., BEEPERS, KNIVES, GUNS, CELLULAR PHONES, IPODS, MP3 PLAYERS).**

## **PERSONAL ITEMS AND LOST AND FOUND**

Personal items such as purses, wallets, money, electronic devices, cell phones, or jewelry are totally the responsibility of the student. A student may report a missing item and may check the lost and found in the Media Center for the article. Please do not bring valuables to school. Do not bring collectibles or other items for purpose of show, trade, or sell. **The school will not be responsible for loss or theft.**

