

Niu Valley Middle School Frequently Asked Questions (FAQ)

(Listed in no particular order) Revised June 2022

School Website: <https://niuvalleymiddle.org>

Office Number: 808 377-2440, Press 1 for Attendance

What do we need to bring on the first day of school?

- For the first day of school, students should bring all supplies related to their homeroom/advisory class. e.g. paper towels, tissue, etc. You need to also bring a writing instrument. Your first day of school will be with your Advisory class.
- Leave all other school supplies at home and bring to class as needed.
- Please refer to the School Supply list located on the niuvalleymiddle.org website.

How do we communicate with our child's teachers?

- All teachers at NVMS have a DOE email. They will be provided to your child during the first week of school.
- Please understand that your child's teacher is in class all day, has over 100 other students, and they may not be able to respond immediately to your email.
- You may also write questions in your child's planner. This will be provided on the first day of school.

Where is Lost and Found?

- If your child is missing an item, please check with the office. It's a good idea to label all belongings (water bottle, folders, bag, writing instruments) with your child's LEGAL name. That way we can help get found items back to your child.

What do I do if my child forgets homework, PE shoes, musical instrument, ID badge, etc.

- Please have your child prepare their backpack the night before school.
- Have a checklist of everything they may need the following day.
- Please avoid using the school office as a drop off zone – especially for forgotten home lunches.
- If you must drop off an item, it should be placed in a sealed bag with child's LEGAL name.
- It is NOT the responsibility of our office staff to deliver items to your child's class that your child has forgotten. They will try to accommodate when their time is available.
- Please be courteous of our office staff! They help to serve over 800 students every day.

How do I report my child's absence?

- Call the office by 8:30am at 377-2440 and press 1 for Attendance.
- Leave a message by providing your child's LEGAL name, grade, reason for absence, your name, and phone number.

What if I need to pick up my child early from school?

- Send a note with your child to the office first thing in the morning stating your child's LEGAL name, time of pick up, reason, and the name of the person picking up your child.
- **IMPORTANT: The person picking up your child MUST be on the emergency list (list of people authorized to pick up your child per the emergency form signed and returned at the start of the school year). At the time of pick up, for safety and security purposes, the person picking up your child needs to present a photo I.D. and sign your child out in the office.**
- Office will issue an off campus pass to your child.
- Your child is responsible for showing the pass and notifying his/her teacher of the release time, and then proceeding to the office at the designated time.
- For last minute pick-ups, we will try to get your child to the office as soon as possible, but we ask for your patience and understanding. You may encounter a delay as teachers are teaching and may not be easily accessible.

What if my child will be absent because of a trip?

- Complete and submit the Student Travel Notification Form which is available in the office.
- Submit the completed Form to the office at least one week prior to the date of absence/trip. This form can be found on our school website under the scroll down menu item, Current School Year, under Forms and Guidelines - Student Travel Notification.

How will I be notified of an emergency school closure?

- In the event of an emergency closure, the school will post the closure notice on the website, and an automated call will be sent out via our call-out system to the first phone number in your child's file.

What is the school dress code?

- For current school year, uniform NVMS T-shirt or PE uniform (please visit <https://www.uniformsbytcc.com>). Footwear and bottoms should meet the dress code guidelines. For details, refer to the Student Planner.
- ID badges need to be worn on a lanyard or clipped to the top half of their torso, at all times while on campus.
- FYI When determining the appropriate length of shorts, the fingertip method is used. The length of the shorts should not be **less** than the student's longest finger. When measuring:
 - be sure that their shoulders are down
 - their arms and fingers are fully extended.
 - Shorts should not be pulled down while measuring.

Can students use cell phones?

- Cell phones may **not** be used during the school day. They may be used before school starts and after school ends. In case of emergency, if you need to reach your child, you may notify the school office and your child will be instructed to call you using the school office phone during non-instruction times.
- Phone messages cannot be relayed to the student for safety reasons, because our office cannot verify who the caller is. Instead, we will inform the student to call their parent/guardian using the office landline.

How do I pay for my child's lunch?

- Your child's ID badge will be scanned when they purchase a meal. Lunch is \$2.50. Breakfast is \$1.10.
- Supplement your child's account by completing the Lunch Account Deposit Slip and bringing this with payment to the office.
- For online payments, go to EZSchoolPay.Com. You will need your child's State Student ID number or their birthdate to create an account. (Your child's State Student ID number can be found on schedules received at registration). A 1.99% service fee is charged for all online payments.

My child forgot/lost the ID Badge. How do I get a replacement ID badge for my child?

- Students can purchase another ID badge at the office for \$5. Please allow 2 days for processing.
- Sometimes an ID badge is forgotten at home or misplaced. A student can still buy lunch without an ID. However, if the badge is missing for a few days, a new one should be purchased at the office.

How do I request student-related school documents from the office?

- Requests for student related documents (e.g., current grades, transcripts or other school information for your private school application or other event application) must be made in-person with a photo I.D. along with the Records Request form. Allow at least one week for processing. There is a fee of \$0.25 per copy.

Is NVMS a Nut-Free School?

- No. However, the cafeteria does not serve nuts in school meals.
- Your child may carry rescue medicine with them including inhalers and Epi Pens. Contact our Health Aide in the office for the Self Carry Form and/or any questions at 377-2440 x225.
- Faculty is provided annual Epi Pen training by the DOH. Please call the Health Aide for any questions regarding medication.

P.E. Related:

- PE uniforms are a requirement for participation in class. This includes PE shirt and shorts and shoes. You may wear your PE uniform to school on days that you have PE. Any other day you will need to be in school uniform.
- Locker rooms will be available for changing and storage of bags during student's PE class time only. Locker rooms are not available during non-instructional time. Locker rooms will be available for changing and storage of bags during PE class. You will be able to pick a locker in your designated grade area during the first days of class. You will need to have your own combination lock, no key locks please. You will also have the option of not using a locker and bringing your bag and/or belongings to class. PE lockers are only for PE class supplies (uniform, shoes, etc.)

How does the school communicate with parents/guardians?

- NVMS uses School Messenger for urgent or emergency Text Blasts. You will have to opt in by texting Y to the number 67587. You may stop at any time by texting the message "stop" to the same number.
- NVMS uses School Messenger for Parent/Guardian Email Blasts. The system accesses the emails that are provided by parents or guardians on their registration forms.