



# Bella Vista Middle School



2021 -2022



31650 Browning Street  
Temecula, CA 92563  
(951) 294-6600  
(951) 294-6624 fax  
(951) 294-6601 attendance  
<http://bvms.tvusd.k12.ca.us>

School Colors: Black, Red & Gray

### Student Identification

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ ID # \_\_\_\_\_

### Student Schedule

Advisement Teacher \_\_ Room # \_\_\_\_

Period	Subject	Teacher	Room#
A.	_____	_____	_____
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

I have read and agree to abide by the policies, practices and procedures at BVMS.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

# Bella Vista Middle School

## DISTRICT MISSION

The mission of the Temecula Valley Unified School District is to ensure high quality teaching and learning for all.

## SCHOOL MISSION STATEMENT

Engaging students in a well-rounded education by inspiring and developing responsible lifelong learners, who are prepared for the 21st-century.

## WELCOME

Welcome to Bella Vista Middle School! We look forward to working together as a team during the 2021-2022 school year. BVMS is committed to providing a safe, welcoming, and challenging learning environment for all of our students. Our staff truly enjoys working with middle school students and understands the intellectual, social, and emotional development of adolescents. With that knowledge, we strive to create a positive learning environment at BVMS.

The student planner is designed to be a valuable resource for students and parents. We encourage students and parents to read and talk about the important information in this handbook. Our goal is to form a strong link with students and parents through school-to-home communication resources. This handbook is just one resource for building that partnership. To stay current with events at BVMS, please also visit our website regularly at <http://bvms.tvusd.k12.ca.us>. We update the website daily with upcoming news and events. We also communicate with our parents using our school-wide phone calling and email system which we use for breaking news or to remind parents and students of upcoming events. In addition, we have a web-based grade program that allows parents and students to go online any time to access a student's grade.

We have great students at BVMS, and much of their success can be attributed to being respectful to self and others, striving to do their best, taking responsibility for their actions, communicating with parents and staff, and not being afraid to ask for help when needed.

Parents can get involved at BVMS through staying in contact with teachers or staff and by supporting or volunteering in PTSA. For more information about PTSA, please visit our front office or go to the school website. We value your help and support! Our partnership is a key component to your child's success, and we look forward to your child having a great school year at BVMS! If you have any questions, please call or visit me here at BVMS.

Let's have a terrific school year!

Mrs. Amy Whann, Principal



## Attendance

**Absences must be reported daily on our Attendance Hotline: 294-6601.**

Homework and class assignments can be found on each teacher's website. Students and parents are encouraged to check the sites for assignments when a student is absent.

The following notifications will help keep parents informed about their child's attendance and the consequences of excessive absences:

1. The school's attendance clerk will verify the reason for an absence during the school day.
2. If the attendance clerk is unable to make contact during the school day, the automated dialing system will be set to call.
3. An Attendance letter will be sent home after 3, 6, and/or 9 unexcused absences which will review the importance of student attendance and list the potential consequences for continued unexcused absences.

### TARDY POLICY

Students are to report to the attendance office if they arrive late in the morning. Students are expected to be to class on time. The consequences for excessive tardies to school or any class are as follows:

*Students may be issued an after-school detention after 5 tardies.*

### EARLY CHECK- OUT PROCEDURES

Parents should report to the attendance desk to check a student out early from school. Students who feel ill must first request a pass to the office to see the health clerk, and the clerk will call home when necessary. Students may not take it upon themselves to call home to be picked up. Parents are required to present identification when signing students out through the attendance office.

If your child has PE when you are checking them out, please know that if you are checking them out during instruction, they will not be able to be

For further information in regards to attendance, please contact our attendance office (951) 294-6600 at ext. 2012

## Communication

Communication between school and home is vital. If you would like to speak to your child's teacher, simply call the office at 294 - 6600 and you can reach the directory that will connect you to a teacher's voicemail. You may access teachers by e-mail through our website <http://bvms.tvusd.k12.ca.us> by going to the "directory" tab, selecting "teachers," choosing a teacher, and selecting their email address.

### SPECIFIC CONTACTS

- **TEACHER** for information about your child's progress, homework expectations, grades, behavior, student/teacher communication, or to arrange for a parent/teacher conference.
- **COUNSELOR** for student's overall performance, planning student success, academics (only after teacher communication), scheduling, and well-being of student.
- **ASSISTANT PRINCIPAL** for questions about student discipline and to report incidents involving campus safety.

### GRADES POSTED ONLINE

Steps for accessing student grades online:

- Go to our School website at <http://bvms.tvusd.k12.ca.us>
- Locate the link for "Infinite Campus"

## Safety Reminders

### EMERGENCY INFORMATION AND CHANGE OF INFORMATION

Please inform the office if you change your address, telephone number, doctor, emergency contact phone numbers, or parent work phone numbers. This is essential for proper and necessary communication. If you are listing a person as your emergency contact, please make sure you have their permission. If you should experience a divorce or legal separation, provide a copy of the legal court documents to the office if it affects legal or physical custody of your child. **It is essential that we have current emergency numbers in case of an emergency.** Please list all phone numbers (including cell) where parents/guardians can be reached during the school day. Please list at least four other local people who can pick up your child in the event of an emergency.

**\*\*\*\*\*Please make sure you notify the office immediately of any changes in your emergency information.\*\*\*\*\***

### SECURITY ON CAMPUS

BVMS is a closed campus. Campus Supervisors are monitoring our campus from 8:00 A.M. until 3:00 P.M. A School Resource Officer is also available on TVUSD middle school campuses.

### VISITORS

**All visitors must check in at the main office.** Visitors will need to present a photo ID and obtain clearance through the Raptor visitor system. A visitor's badge is issued at that time and must be worn on campus. Those who wish to visit/observe classrooms must have prior approval from a teacher and/or administrator (at least 24 hours in advance) and follow the Parental Classroom Observation Procedures and Protocol (see front office for further details).

## General School Information

### **STUDENT ANNOUNCEMENTS, ID CARDS AND PLANNERS**

Students are responsible for information about school events and school business that is broadcast over the closed-circuit TV announcements. **Students are issued an ID card** at the beginning of the school year and are expected to carry it with them at all times (events, dances, and the library). Replacement ID cards are available for a fee.

#### **Parents can help students by:**

- Checking the student's notebook and planner, Google Classroom, or Canvas on a regular basis and ensuring that assignment sheets, homework assignments, and class notes are kept for each subject.
- Making sure the student has a place to study daily.
- Sitting down with your student and completing daily/weekly time schedules (to include time for both leisure and study).
- Checking the student's grades for progress on the school website at <http://bvms.tvusd.k12.ca.us> through Infinite Campus.

### **SCHOOL MATERIALS: RETRIEVAL BASKET**

Students are expected to bring their required school materials with them on a regular basis. This includes appropriate reading material, textbooks, paper, pens, pencils, folders and/or binders. **In order to not cause class disruptions, items are NOT delivered to the student in class, nor will we call a classroom to notify a student. If you have an item to give to your child during the school day, please put the item on the Retrieval table in the front office.** Students can pick up the item in the front office during break, lunch, or passing periods.

### **TELEPHONE FOR STUDENT USE**

With permission, a student may use the office phone in case of an emergency to call home.

### **HALL PASSES**

Students are required to have a hall pass when out of the classroom. Students should not leave classrooms the first and last 10 minutes of class. Students that are out of class without a hall pass may receive discipline consequences.

### **COMPUTER AND INTERNET USE**

Students have access to computers on campus. Students log onto the computers under their own ID number and should NOT give that number to any other person. Students are expected to abide by the following: 1) No personal emailing or chat rooms; 2) Only educational sites are to be viewed; 3) A signed parent internet permission slip must be on file. Disciplinary consequences and demerits will result if students use the computers inappropriately, and students may not be able to access school computers for the rest of the year. Internet privileges may be revoked for any violation.

### **PERSONAL PROPERTY**

Students assume the responsibility for loss or damage to their personal belongings such as clothing, electronics, equipment, books, or instruments. The school attempts to protect all personal property, such as bikes, but is not responsible for them. Do not leave personal possessions unattended.

### **LOST AND FOUND**

For items lost in PE, check the PE office. An additional lost and found room is maintained. Students may request that a campus supervisor open the Lost and Found room to search for their belongings. Items left for extended periods will be given to charity after students are notified. Lost textbooks will be returned to the Media Center.

### **REPORT CARDS / PROGRESS REPORTS**

Progress Reports are provided once during each semester. Progress Reports will be sent home with the student, and Parents/Guardians can attend Parent/Teacher conferences after reviewing the student's Progress Report.

Report Cards are provided at the end of each semester. Semester report cards are mailed home. **Grades can be accessed regularly on our school website in our Infinite Campus System.** Check Infinite Campus regularly to be current with your child's grades. **If you have any questions about specific grades or areas of difficulty, please contact the teacher.**

### **HOMEWORK / LATE WORK**

- Students will be expected to spend an average of 1 to 1.5 hours on homework, four or five days a week. This time may vary according to the individual needs and abilities of a student.
- Under normal circumstances, homework will not be assigned over holidays.
- Students are expected to turn all work in on the date it is due and must abide by the teachers' late work policy. Students may be required to complete work that was not completed.
- If absent, students have two days (for each day absent) to make up assignments. It is the student's responsibility to find out what they have missed in class.

### **CELL PHONE**

1<sup>st</sup> offense- warning

2<sup>nd</sup> offense- phone confiscated, incident documented in IC, phone returned at the end of the day, parent notified.

3<sup>rd</sup> offense- phone confiscated, 1 demerit issued, phone returned at the end of the day, parent notified.

4<sup>th</sup> offense- phone confiscated, 2 demerits issued, parent must pick-up phone from the office. (discipline consequences may be issued).

5<sup>th</sup> offense- shall result in discipline consequences up to and including OCR, parent to pick up the phone, parent conference, and the student may lose his or her privilege to possess electronic devices at school or school events.

**Unauthorized recordings or pictures on campus are not permitted.**



## Student Services

### HEALTH OFFICE

To reach the Health Office, please call **294-6600 ext. 2004**. Students are to notify their teacher or an adult immediately if an injury occurs. A student who feels ill or wishes to discuss a health problem with the health clerk should ask for a pass from their teacher. In cases of serious accident/injury, school personnel will notify parents.

Parents are responsible for notifying the health clerk about serious health concerns and regularly prescribed medications. Since medical treatment is the responsibility of the parent and the family doctor, medications will be given only at the written request of a physician.

All medications must be kept in the health office. Medications will be given at school under the following conditions:

- An **Authorization for Prescription/Over the Counter Medicine Form** completed by both parents and doctor must be on file in the Health Office and renewed yearly.
- All medications \*(including aspirin and inhalers) must be in their original container or prescription-labeled bottle as ordered by the physician, be labeled with student's name, and should contain only the necessary medication for school.
- Prescriptions from a doctor are not an acceptable authorization to hold medications in the health office. A TVUSD medication authorization form must be on file for each medication held.

## School Activity & Promotion Exclusion Policy

### ACTIVITY PARTICIPATION CRITERIA

**Student eligibility for extra-curricular activities is based on the number of discipline demerits they have received.**

- If a student earns 2 or more demerits within 30 days of a school-sponsored event, he/she will be excluded from that activity (In order for **6<sup>th</sup> and 7<sup>th</sup> graders** to participate in end-of-year activities, they must have fewer than 12 demerits).
- Participation may also be contingent upon students earning a **cumulative 2.0 grade point average** for the school year.

### CRITERIA FOR END-OF-YEAR 8<sup>th</sup> GRADE PROMOTION ACTIVITIES

All 8<sup>th</sup> graders will promote to the next grade level and move onto high school. However, in order for 8<sup>th</sup> graders to participate in the end of the year promotion activities, they must meet the following criteria:

1. Cumulative GPA of 2.0 and above.
2. Have fewer than 12 demerits to go to Knott's Berry Farm.
3. Have fewer than 14 demerits to go to the Eighth Grade Party.
4. Have fewer than 20 demerits to participate in the Promotion Ceremony.

Counselors monitor all students' academic progress and inform parents if their child is at risk of not being promoted.

**Parents are encouraged to monitor Infinite Campus daily, review Progress Reports / Report Cards, and contact the classroom teacher or counselor with questions or academic concerns.**

n

7

### COUNSELING AND GUIDANCE

The BVMS counseling staff is available to assist all students in their successful progress through middle school. Counselors are available by appointment to designated students (by last name) and/or parents.

**Ms. Sommers: A – L**

**Mrs. Harvey: M – Z**

**Ms. Gonzales: A – Z**

*See the Counseling Section on the school website for additional information.*

### FOOD SERVICES

Breakfast and snack items are available at break and lunch in the school cafeteria. Pre-paid lunches can be purchased and checks (include the student name) should be made out to TVUSD Child Nutrition, or go to the district website link to child nutrition to pay by credit card. Lunch menus and applications for free/reduced lunches are available upon request.

## Physical Education

### PHYSICAL EDUCATION INFORMATION

The Physical Education (PE) program is designed to provide students with the opportunity to participate in a variety of individual, dual, and team sports /activities. Student participation is expected. All students are required to dress in a P.E. uniform consisting of black shorts, red shirts and tennis shoes. The uniform must be the appropriate color and without writing or logos. Sweats are appropriate for cooler months (must also be the appropriate color and free of writing or logos). Physical Education teachers explain the requirements to each class and have the appropriate attire available for purchase. Students will be assigned a locker and only the locker resident knows the combination. Locks will be provided and lockers should be secured when students are out of the room.

Any student not able to participate in the normal daily activity must bring a dated, signed note from his/her parent or guardian stating the problem. Any medical problem lasting longer than three (3) days must have a doctor's medical excuse. Further information about PE expectations, policies, and procedures will be presented to each student during PE class.

## Other School Information

### ASSEMBLIES

Each assembly requires students' attention and orderly behavior. Students earn the right to attend the next assembly by demonstrating appropriate behavior such as:

1. Entering and exiting in an orderly manner
2. Coming to order quickly when asked
3. Paying attention to the presentation or speakers

Booing and whistling are considered inappropriate, and students will be reminded they will lose the right to attend the next assembly.

### STUDENT LEADERSHIP

We encourage all students to take a leadership role on campus. We have a variety of leadership opportunities on campus including Ambassadors, Silverhawk Central, S.O.A.R., Yearbook, Silverhawk 6, Teachers Assistants, A.S.B. Classroom Representatives, and A.S.B.

The Associated Student Body (A.S.B.) is designed to encourage all students to enjoy and feel connected to Bella Vista Middle School. The A.S.B. is comprised of all 6th, 7th, and 8th grade students. A.S.B. can only be successful with everyone's participation. A.S.B. organizes a variety of activities for our students to enjoy.

### FUNDRAISERS / DONATIONS

Fundraising and donations have become a necessary part of education these days. Fundraisers are organized from various organizations and clubs on our campus. We appreciate your positive participation in helping us to raise additional funds to support our students.

## Student Code of Conduct

### SCHOOL CODE OF RESPONSIBILITY

The rules will apply when students are:

- On school grounds
- Going to or coming from school
- During or while going to or coming from school or district-sponsored event
- All rules will be enforced at all activities ON or Off campus

### GUM

Gum is not allowed on campus.

### DRESS CODE

Bella Vista Follows the TVUSD policy (BP 5132) for student dress and grooming.

Temecula Valley Unified School District expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and his/her parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student or does not disrupt school activity or contribute to a hostile or intimidating atmosphere for any student. Additionally, the school district will ensure that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Students cannot wear clothing that contains:

- \* Violent language or images
- \* Images or language depicting drugs or alcohol (or any illegal item or activity)
- \* Hate speech, profanity, or pornography

### CYBER-BULLYING

**Cyber-bullying is defined as the posting of harassing messages, direct threats, social cruelty or other harmful texts or images on the Internet, social networking sites, or other digital technologies. Cyber-bullying also includes breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.**

Students are subject to discipline if cyber-bullying disrupts school activities. In severe cases, law enforcement will be notified. Please visit the TVUSD website for more information and details about cyber-bullying



## **PROGRESSIVE DISCIPLINE POLICY CONSEQUENCES AND DEMERIT SYSTEM**

In order to ensure a safe, orderly learning environment, Bella Vista Middle School will follow a program of Discipline. When a student breaks a school rule, they will be assigned one of the consequences listed below along with earning demerits (discipline point value). **All students will begin the year with 0 demerits.** The frequency, intensity, and duration of inappropriate behavior are considered when assigning disciplinary consequences.

### **CONFERENCE / WARNINGS (0 demerit)**

A school administrator will meet with the student to explain expected behavior, determine how best to eliminate student behavior problems and make better choices.

### **AFTER-SCHOOL DETENTION (1 demerit)**

Students will remain after school for 45 minutes. They will be provided reflective work or can assist with campus beautification.

### **CLASS SUSPENSION (1 demerit)**

Students will be suspended from the classroom and activities for up to (2) days.

### **ON-CAMPUS SUSPENSION (OCS) (2 demerits)**

In lieu of suspension and when available, the student is removed from classes for the day but stays on campus in a monitored environment. The student will work on their day's assignments.

### **SUSPENSION (3 demerits)**

The student's privilege of attending school is suspended, and the student must remain at home. Suspensions range from 1-5 days depending on the student's discipline record and the severity of the offense. California Education Code 48900 details specific reasons for home suspension.

**EXPULSION** - The most severe form of discipline, expulsions are utilized in extreme cases (Education Code 48900). During an expulsion, students are prohibited from attending school for a specified time. During this time the student may not attend school functions or be on any campus in the district.

**\*\* Detention / referral must be signed by a parent and returned the next day.**

## **SEARCH and SEIZURE**

Search and seizure is conducted whenever there is reasonable suspicion of student involvement with controlled substances or dangerous objects, or when the potential for damage to school or private property is determined.

## **HARASSMENT POLICY**

TVUSD does not tolerate sexual harassment, hate crimes, or discrimination on the basis of gender, race, color, religion, national origin, ethnic group, marital or parental status, or physical or mental disability. We are committed to a school environment where staff and students may flourish in a climate of acceptance, free from actions, statements or activities which degrade the unique qualities of every individual. If you feel you have been harassed, tell a teacher, counselor, or an administrator. Board Policies (4119.11, 0410, and 1312.3) are on the district website.

## **BULLYING**

BVMS takes bullying seriously. Bullying is addressed in an assembly each year. BVMS staff is available to students who are having difficulty with another student. Incident reports can be completed in the office and will be investigated. Counselors handle Conflict Resolution situations and hold "Anti- Bullying" programs each semester. For more information see the California Department of Education at <http://www.cde.ca.gov/ls/ss/se/bullyfaq.asp>

## **INCIDENT REPORTS**

If there is a problem that needs to be addressed or a situation where there is conflict, the students should come to the Assistant Principal's and/or the Counselors' office to complete the incident reports that are available for them in the front office.



**BVMS School Map**

