



SCHOOL PHILOSOPHY

Temecula Valley Unified School District middle schools are focused on students, parents, staff and community working together as a team. Our goal is to create a climate that nurtures success by acknowledging the unique characteristics of the middle school students. We are dedicated to providing multiple opportunities for students' growth and preparing students for the challenges of a future in a global society. At Vail Ranch, our goal is to educate children in an environment that promotes the following:

- P-** Personal Responsibility
- R-** Respect
- I-** Integrity
- D-** Determination
- E-** Excellence

GENERAL INFORMATION

ACTIVITIES/END OF YEAR ACTIVITIES

Student eligibility for all extra-curricular activities is based on the number of discipline points students receive throughout the year and their gpa. In order to be eligible for dances and other activities, a student is allowed no more than 2 discipline points in the previous month of school, prior to the activity. To participate in end of the year the following applies:

- **Knott's Berry Farm:** Less than 12 discipline points and overall 2.0 GPA in 8th grade year.
- **8th Grade Activity Night:** Less than 14 discipline points and overall 2.0 GPA in 8th grade year.
- **Recognition Assembly:** Less than 20 discipline points and overall 2.0 GPA in 8th grade year.
- **6th/7th Grade end of year activity:** Less than 12 discipline pts and a 2.0 gpa

ASSOCIATED STUDENT BODY (A.S.B.)

The Associated Student Body of VRMS is dedicated to creating a school climate that promotes excellence in academics, citizenship and work habits. The students and advisors strive to accomplish this through:

- **Student Recognition** – recognizing and reinforcing positive students.
- **Service Projects** – developing the importance of community service.
- **Lunch Time Activities** – connecting students as participants and/or spectators.

- **Clubs** – connecting students to staff, curriculum and each other.
- **Leadership Development** – developing vision, positive attitudes and skills.

AWARDS

Awards are given each semester for academic achievement and progress through our Renaissance recognition program. At the end of a student's 8th grade year an awards ceremony is held to recognize students for their performance during the year and throughout their education at Vail Ranch Middle School.

ATTENDANCE – Absences

Absences must be reported daily on our Attendance Hotline 302 – 5189. Absences not cleared will be marked as “truant”.

Doctor's notes are required to excuse illness absences of 3 or more consecutive days. If a student is out sick 14 days or more in a school year, a Doctor's note is required for each illness absence.

After the 3rd day of illness, homework may be requested. Teachers have 24 hours to prepare the request. The work will be available in the office. Students will have 2 days for every day absent to make up the work.

ATTENDANCE - Tardies

Students are to report to the attendance office if they arrive late. **Tardies in excess of 30 minutes to school require a parent note or sign in at the attendance office. Students who have reoccurring tardies will have disciplinary consequences. Excessive tardies throughout the semester, to multiple periods, will also result in a disciplinary consequence.** It is very important to arrive to class on time to make the most of the instructional time given as well as to not disrupt the class.

BICYCLES, SKATEBOARDS, SCOOTERS

Riding a bicycle, skateboard or scooter to school is a privilege. Students are expected to follow all the safety regulations traveling to and from school, **this includes wearing a helmet while riding.** Bicycles, Skateboards and Scooters **must be locked** while at school.

Students are to walk their bicycles, skateboards and scooters the moment they come on campus

BULLYING/HARASSMENT

Students who choose to bully others will face disciplinary action. Bullying is when someone repeatedly hurts or scares another person on purpose. Some examples of bullying include spreading negative rumors about someone, keeping certain people out of a “group”, teasing others in a mean way, and getting people to “gang up” on others. Bullying will not be tolerated at VRMS **If you feel you have been bullied, tell a teacher, counselor, an administrator, or use the Report Bullying Let's Talk link on the District Website or Vail Ranch website.**

CA. JR. SCHOLARSHIP FEDERATION (CJSF)

VRMS is affiliated with the California Junior Scholarship Federation (CJSF). The purpose of CJSF is to recognize

high standards of scholarship, service and citizenship on the part of middle school students. Membership is only open to 7th and 8th graders. Membership in CJSF is neither automatic nor required. Students who are interested are required to complete an application and turn it in to Mr. Stromberg. Applications are processed in January based on the first semester report cards. Applications are processed in August for second semester grades earned in the previous school year. The time frame to apply is announced on the morning announcements several times in order to give all students access to the information and an opportunity to apply.

CELL PHONES

Cell phones are to be turned off and kept out of sight while on campus, inside our gates. Cell phones, however, may only be used at the discretion of the teacher and/or administrator for instructional purposes. Parents who need to reach their children need to call the office.

Students using cell phones for non-instructional purposes will have their phones confiscated. Students may pick up their cell phones from the teacher at the end of the period or in the office at the end of the day. Continued violation of the cell phone policy may result in disciplinary action.

VRMS is not responsible for stolen, damaged or lost cell phones.

COMPUTER AND INTERNET USE

Computers may be used by students for word processing and research relating to school assignments. Media Center computers require that students have their students IDs available.

Computer privileges may be revoked and discipline consequences may result if students use the computers inappropriately (e.g. "hacking other students' Google accounts or searching inappropriate websites).

CYBERBULLYING

Cyberbullying is willful and repeated harm inflicted through the use of computers, cell phones and other electronic devices. Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device.

Cyberbullying will not be tolerated at VRMS. Please note that even though cyberbullying may take place off campus, school discipline will be applied if it is deemed to impact the school/learning environment.

***If you feel you have been harassed, tell a teacher, counselor, an administrator, or use the "Report Bullying Let's Talk" link on the District Website or Vail Ranch website.**

CHEATING/PLAGIARISM POLICY

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Academic honesty and responsibility are expected of all students. Therefore,

cheating or plagiarism at any level is unacceptable and is subject to disciplinary action.

DRESS CODE

The purpose of adopting student dress code standards is not to infringe on the individual student's right to freedom of expression, but rather to encourage all students to adhere to policies that promote a unified community, avoid any disruptions to the learning environment and provide for the safety of the students. Violations of dress standards may result in disciplinary consequences. Students may be asked to remove an item or change into dress code shorts/t-shirt (provided by the school) or their PE clothes. TVUSD Board Policy states that a student's dress must not be a distraction that would interfere with the educational process. The School Dress Code is in effect when students attend any school sponsored event. Refer to Board Policy BP 5132.

**See Discipline Code for additional information*

EMERGENCY INFORMATION

Emergency Information is turned in prior to the school year beginning. **Please make sure you update the parent portal immediately of any changes in your emergency information.** Change of address must be accompanied by proof of residency ~ Gas or Electric Bill and a government related document. Please list all phone numbers and e-mail addresses where parents can be reached during the school day. Please also list at least 3 other people who can pick up your child in the event of an emergency.

FRONT OFFICE PICK UP TABLE

If your child forgets his or her lunch, books or homework, please bring it to the office with their name on it. It will be placed on the Pick Up table. Students are instructed to go to the office if they have forgotten something. Please do not leave lunch money on the table, instead turn it in to one of our secretaries, they will keep it secure until your child picks it up. We **WILL NOT** call the classroom or deliver items to your student.

Items left on the pick-up table 3 days or more will be discarded or taken to Lost & Found, if appropriate. Perishable food will be thrown away at the end of each day

****Please make sure your child knows how he or she is getting home before they leave for school that day.****

We do not call the classroom to give messages.

GRADING PERIODS

You can check your child's current grades at any time by logging into the school's Infinite Campus and checking grades. You will also receive a progress report after the first 9 weeks of each semester, which is sent home with your student. Report cards are mailed home at the end of each semester and reflect the final grade. A schedule of Progress Report dates is available on the school web site.

GUIDANCE AND COUNSELING SERVICES

The VRMS counseling staff is committed to assisting all students in their successful progress through middle school. Support is offered for both educational and personal guidance. Parents and students can enhance their knowledge for college and career preparation by going to

www.californiacolleges.edu and going through activities together.

The counseling staff welcomes appointments with students and parents. Counseling responsibilities are divided between:

- Mrs. Moreno (Last Names A-K)
- Dr. Katnik (Last Names L-Z).

HEALTH SERVICES

A district nurse or health clerk will be present on campus six hours per day. Students should obtain an office pass to receive medical attention. Please make sure to have updated all emergency contacts and phone numbers in parent portal. Parents will be notified of accident situations and are responsible for transporting students except in the case of extreme emergency.

Students visiting the health office must:

1. Have a pass from their teacher.
2. Follow office rules.
3. Sign in at the health clerk's desk.
4. Following treatment, go directly back to class.

HOMEWORK POLICY

Homework is a valuable part of the instructional program as it provides students time to “practice” skills and knowledge they have learned. Teachers regard homework as an indicator of student performance and mastery of taught material. Homework provides important feedback and reinforcement to the student and to the teacher in a timely manner. Generally homework is to be done independently, or with minimal supervision. Parents are encouraged, however, to provide an appropriate setting, free of distraction to promote quality work.

Homework may be assigned Monday through Friday evenings. Middle school students may average about 60 – 90 minutes of homework per evening. Parents are encouraged to check their child's Student Planner every day. Parents are also encouraged to check the teacher web sites at least once a week to stay abreast of their child's academic progress.

ID CARDS

All students receive a student ID at the beginning of the year. A student ID card is needed to check out materials in the media center/library and is necessary for special campus events and dances. A replacement Student ID card can be purchased for \$5.00.

LOST AND FOUND

If you lose something you should report to the campus supervisors at lunch or break and ask to be admitted to the lost and found. For items lost in PE, report to the PE office. The lost and found is periodically cleaned out and the items are donated to various charities. Lost textbooks will be turned in to the library. **Please remember to keep your possessions with you at all times. VRMS is not responsible for lost or stolen items.**

MEDIA CENTER (LIBRARY)

The Media Center is open for students and parents Monday through Thursday from 7:45 a.m. to 4:00 p.m. and on Friday from 7:45 a.m. to 3:30 p.m. Materials can be

checked out for a two-week period. Students must show their ID card at the time of check out.

Overdue notices will be issued when books have not been returned on time. **Any lost/damaged materials must be replaced at the borrower's expense. Fines must be paid before records/report cards are issued. Students will not receive the following year's textbooks until all fines from the previous year are paid in full. All 8th grade students must have books returned/fines paid to be eligible to participate in the end of the year activities.**

NONDISCRIMINATORY STATEMENT

The TVUSD Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated. If you feel you have been harassed or discriminated against, tell any adult on campus.

PEER LEADERS

Peer Leaders is a specialty PRIDE class at Vail Ranch Middle School. Students in the Peer Leaders program are important to creating a positive school climate through facilitating a variety of activities throughout the year such as “Because Nice Matters” week, Jump-In Luncheons, 6th grade Peer Buddies and 7th Grade Unity Forums. Students participating in the program must demonstrate the following:

1. Display positive behavior in the school and the community.
2. Maintain a passing average (C or better) in all classes.
3. Be willing to work with all students and staff at Vail to support a positive school culture.

PHYSICAL EDUCATION

All VRMS students are required to dress for physical education in black shorts, gray T-shirt, and tennis/sports type shoes. VRMS physical education uniforms are available to purchase in the front office. Sweats are appropriate for the colder months and should not have a hood, zipper or pockets.

Students will be assigned and will be responsible for lockers. Locks will be provided and should be used to secure all valuables when the students are out of the locker room. Students will be responsible for replacing lost locks.

Any student not able to participate in the normal daily activity must communicate with their teacher. Students that miss more than 30% (25 days per semester) of class time will receive a no-mark. Any medical problem lasting longer than 3 days must have a doctor's medical excuse. All absences must be made up by filling out an absent make-up slip within 10 days. Students are required to complete 30 minutes of aerobic exercise for each day missed. *P.E. make-up slips are available on the school web site by accessing the link titled: VRMS P.E. Policies and Forms

PRIDE PROGRAM

The PRIDE Program is held during the 8th period every day. PRIDE is a time for students to begin homework, study for tests, independent reading (SSR is held 2 days a week) and to get academic help. There is a floating intervention schedule that is announced every morning.

Intervention Students:

1. Based on any formal or informal assessments each teacher on their assigned day will compile a list of students they want to see during PRIDE
2. That teacher will issue a pass for those students to return to them for PRIDE that day
3. Students attending intervention will report to their assigned PRIDE class, check in with their teacher, show them their pass, sign out on the intervention log and go to intervention
4. Students will stay with their intervention teacher the entire period
5. When arriving at intervention that teacher will take roll using the list they compiled and collect all passes
6. Students who do not attend an assigned intervention will be assigned a detention by that teacher

SCHOOL MATERIALS

Students are expected to maintain a three-ring notebook and planner on a daily basis. Maintaining the Student Planner is required and will be checked by your Pride teacher. Paper, pen/pencil and other teacher requested materials are also essential to build good work habits. If available, a replacement planner can be purchased for \$5.00.

STUDENT MEDICATION

Since medical treatment is the responsibility of the parent and family doctor, medications are rarely given in school. In most instances the parent is urged, with the help of the family physician, to work out a schedule of giving medication outside of the school hours. The only exception involves special or serious problems where it is deemed absolutely necessary to give medications, such as in the case of a bee sting allergy. All medications must be kept in their original container, be labeled with the student name and stored in the office. Students requiring medication must have a new approval form on file in the health office each year.

The health clerk cannot dispense prescription medicine, aspirin or any over the counter medicine without having an Authorization for Prescription/ Over the Counter Medicine Form completed by both the parents and doctor on file in the Health Office.

STUDENT PLANNER

Each student will be given one Student Planner, which is to be brought to school and used each and every day. If available, replacement Planners are able to be purchased in the Front Office for \$5.00. Students are encouraged to write down daily home practice. Parents are sometimes requested by teachers to sign the Planner.

VISITORS/SECURITY ON CAMPUS

VRMS is a closed campus. Before, during and after school, **all visitors** must sign in at the office and present an ID. A visitor badge is issued and must be worn on campus. Students must be signed out through the Attendance Office by a parent, guardian or authorized person identified on the emergency card. Those wishing to visit classrooms must have at least 24 hours prior approval from the Principal or Assistant Principal.

Before school, students should move inside the gates once they arrive on campus. After school, students must leave campus immediately.

I have read the VRMS Student Planner.

Student: _____

Parent: _____

Computer Login

User Name: _____
(10 digit ID@my.tvusd.k12.ca.us)

Password: _____
(8 digit birth date)

My Permanent ID # _____
My Class Schedule for Year 2017/2018

	Class Title	Teacher
Period 1	_____	_____
Period 2	_____	_____
Period 3	_____	_____
Period 4	_____	_____
Period 5	_____	_____
Period 6	_____	_____
Period 7	_____	_____
Period 8	PRIDE PERIOD	_____
Period 9	_____	_____

VRMS Discipline Policy

Sample Incident Report:

SAFE, HAPPY, and SUCCESSFUL
 The Administration at VRMS wants every student to feel safe and comfortable as they progress through their middle school years. If a student has a concern they are encouraged to notify a staff member. Students will often times be asked to complete an incident report explaining their concerns. You will find a **sample** of an incident report on this page. These forms are available on the wall outside of the counselors and administrators offices. A student may also be called to the office to fill out an incident report if they have been witness to an incident or have knowledge of an incident being handled by the administration or counselors.

INCIDENT REPORT

Reporters Name: _____ Grade: _____
 Today's Date: ___/___/___ Date of Incident: ___/___/___
 Time of Incident: ___ Location of Incident: _____

Name(s) of those **DIRECTLY INVOLVED** in the incident:
 1. _____ 2. _____
 3. _____ 4. _____

Name(s) of those who **DIRECTLY WITNESSED** the incident:
 1. _____ 2. _____
 3. _____ 4. _____

Please give your exact description of the incident. Write all important details including what you actually saw and heard.

Use the backside of this paper if you need additional space.

This is my complete and accurate statement.
 Student Signature: _____

SEARCH AND SEIZURE

Search and seizure is conducted whenever there is reasonable suspicion of student involvement with controlled substances, dangerous objects, sexually explicit material, or when the potential for damage to school or private property is determined. In accordance with our Safe School Plan, VRMS is contracted with a canine drug detection agency. Our site is visited throughout the year and searched for illegal drugs, alcohol, prescription drugs, gunpowder, and over the counter medications such as aspirin that students are not allowed to have on campus. It is our goal to maintain a safe environment for students so that maximum learning can occur.

DISCIPLINE

Students are expected to demonstrate good behavior, be respectful and follow school rules at all times. When a student breaks a school rule they will be assigned one of the consequences listed below. Each consequence has a discipline point value:

Warnings/ Conferences	0 Points
Break / Lunch / After School Detention	1 Point
Detentions assigned by Office / Teacher	1 Point
On Campus Suspension	2 Points
Off Campus Suspension	3 Points

Student eligibility for all extra-curricular activities is based on the number of discipline points they have received. In order to be eligible for dances and other activities, a student is allowed no more than 2 discipline points in the previous month of school prior to the activity. To participate in end of the year activities 6th and 7th grade students must have less than 12 discipline points. For 8th grade students the following applies:

- Knott's Berry Farm: Less than 12 disc. points and overall 2.0 gpa 8th grade year.
- 8th Grade Activity Night: Less than 14 disc. points and overall 2.0 gpa 8th grade year.
- Recognition Assembly: Less than 20 disc. points and overall 2.0 gpa 8th grade year.
- 6th/7th Grade Extreme Games: Less than 12 pts.

CELL PHONES/NOVELTY ITEMS

Cell phones/IPOD/Gaming devices, or other electronic devices are not permitted on school buses or on campus unless permitted by and under direct supervision of a teacher for instructional purposes. Inappropriate use will cause these items to be confiscated. The confiscated items will be kept in the main office, and must be picked up by a parent. ***The staff is not responsible for damaged, lost, stolen, or confiscated items.***

*Electronic devices that are in view or ring at school will be confiscated by an adult and turned into the front office. Continual electronic violations will result in disciplinary action.

1 st Violation	Warning
2 nd Violation	After School Detention
3 rd Violation	OCS – On Campus Suspension
4 th Violation +	Suspension for defiance of school rules

DRESS CODE {TVUSD BP 5132}

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. 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.

Students cannot wear clothing that contains:

1. Violent language or images;
2. Images or languages depicting drugs or alcohol (or any illegal item or activity);
3. Hate speech, profanity, or pornography

STUDENTS WHO VIOLATE DRESS CODE WILL BE REQUIRED TO CHANGE INTO SCHOOL LOANER CLOTHING AND WILL BE ISSUED DISCIPLINE POINTS/CONSEQUENCES.

1 st Violation	Warning
2 nd Violation	After School Detention
3 rd Violation	OCS – On Campus Suspension
4 th Violation +	Suspension for defiance of school rules

Language:

Misuse of written, spoken or gestured communication is unacceptable and will be accompanied by a disciplinary consequence. The following will not be tolerated: Obscene/profane language, Derogatory statements (racial, ethnic, religious, gender or sexual slurs), and harassing/hurtful statements will NOT BE TOLLERATED. Student backpacks, planners, binders or folders must also be free of inappropriate writing, pictures, photographs, drawings, designs, stickers, etc.

CAMPUS CLEANLINESS/GUM CLUB

Every student is expected to do their part to keep our campus clean. Gum chewing is not allowed at VRMS. Campus beautification or Gum Club will be assigned during lunch or After School if a student is caught chewing gum or making a mess on campus. Please do your part, do not litter (careless or intentional) or chew gum. Students who violate this directive are subject to disciplinary actions.

1 st Violation	Gum Club / Lunch Detention
2 nd Violation	After School Detention/Campus Beautification
3 rd Violation	OCS – On Campus Suspension
4 th Violation +	Suspension for defiance of school rules

TARDIES

Students with excessive tardies will be given progressive discipline consequences.

5 tardies to an individual period	Lunch Detention
10 tardies to an individual period	After School Detention
15 or more tardies to an individual period	OCS – On Campus Suspension
OR	
Excessive tardies overall (cumulative 15 or more)	
30 or more tardies in a semester	Suspension for defiance of school rules

PDA: PUBLIC DISPLAY OF AFFECTION

In an effort to promote behavior that establishes a friendly atmosphere without causing other to feel embarrassment or discomfort, the following is unacceptable and may be accompanied by a school consequence:

1. Hugging/excessive body contact
2. Holding hands
3. Kissing