Mountain Vista Middle School

Student Handbook and Planner

SCHOOL NAME:	**Mountain Vista Middle School**
ADDRESS:	**5081 Konocti Rd.**
	Kelseyville, CA 95451
PHONE:	**(707) 279-4060**
FAX:	**(707) 279-8835**
WEB SITE:	**www.kvusd.org**
GRADE LEVEL:	**6 - 7 - 8**
ENROLLMENT:	**Approximately 400**
SCHOOL HOURS:	**(Office) 7:30 a.m. – 4:00 p.m.**
	(Class) 8:05 a.m. – 3:06p.m.

PRINCIPAL:	**Mr. Rick Kale**
ASST. PRINCIPAL:	**Ms. Brianne Brawley**
SCHOOL COUNSELOR:	**Mr. Brennen Watkins**
MENTAL HEALTH PROF:	**Mrs. Casey Carlson**
ATHLETIC DIRECTOR:	**Mrs. Allison Panella**

This Planner Belongs to:

Name:_____

Address:_____

City:_____

Phone:_____

E-mail:_____

PASSES Student Name:_____

Students are limited to 8 passes per quarter. Please remember to use your passes wisely!

1st Quarter:

Date	Time Out	Time In	Teacher Signature

2nd Quarter

Date	Time Out	Time In	Teacher Signature

3rd Quarter

Date	Time Out	Time In	Teacher Signature

4th Quarter

Date	Time Out	Time In	Teacher Signature

WELCOME: Welcome to Mountain Vista Middle School. Mountain Vista is for students in the sixth, seventh, and eighth grades. As a student at Mountain Vista, you will be responsible for pursuing academic excellence and practicing outstanding citizenship. Take full advantage of all that is offered at Mountain Vista, and be the best you can be!

This Planner is to be used daily by all students. Homework assignments, learning targets, and longer projects will be included, and will be checked periodically by your teachers. We suggest that you get in the habit of sharing this Planner daily with your parent or other adult at home so that they can keep current with your schoolwork.

ATTENDANCE: Regular attendance is a key factor in school success. Personal student illness, unavoidable medical, dental, optometric or chiropractic appointments, court appearances, attendance at funeral service for a member of an immediate family (1 day within the State of California or 3 days out of state) are excused reasons for absences from school (BP-5113/AR-5113). In all cases, when returning to school, the student's parent/guardian must clear the absence with the office within a 24-hour period. This may be done in two ways. Parents or guardians may call the office to verify each day of absence or the student may bring a note stating the reason for and day(s) of absence(s). Parents are encouraged to contact the school to verify absences. The answering telephone system is accessible 24 hours a day. Our telephone # is 279-4060 ext. 5 (attendance).

If You Are Absent: You are expected to have a "Study Buddy" in class so that you can call that person in the event that you are absent from school for a day or two. Your Study Buddy will be able to tell you the day's assignment because it is written in his or her Planner. During the first week of school, your teachers will assist each of you in getting the name and phone number of someone you can trust to be a good Study Buddy.

Absences of three of more days: Parents may call the school before 9:00 a.m. to request homework if your student is absent for three or more days.

My Study Buddies

Name	Phone Number

GENERAL SCHOOL INFORMATION:
The following information addresses the most frequently asked questions by students and parents. Please ask teachers or call the office if you are unsure of a policy or procedure.

ACCIDENTS: If you are injured, it is your responsibility to immediately notify your teacher or coach. If you are injured while on the playground, notify the teacher or supervisor on duty. Accident insurance may be purchased through the school at the time of enrollment. The school provides this service, but does not provide accident insurance for pupils.

BICYCLES-SKATEBOARDS: A bicycle parking area is provided for the convenience of students. Bicycles must be parked in the area and should be locked. Students are asked to stay away from the bicycle parking area except when parking or taking their own bicycle. Riding bicycles, skateboards, or scooters on campus during school hours is prohibited.

CELL PHONE POLICY: Cellular phones must be kept out of sight in the student's bag, backpack or locker during the entire school day. First Offense= loss of phone for the entire day; pick up from the office at the end of the day. Second Offense= loss of phone for 5 days and parents must pick it up from the office. Third Offense= loss of phone for the rest of the year, parents can pick it up and if caught with a phone at school again student can be suspended.

CLOSED CAMPUS: For the protection and safety of students, the Board of Trustees of the Kelseyville Unified School District has adopted a closed campus policy. This means a student may not leave the school campus between the time he/she arrives in the morning, and is excused in the afternoon.

CONTACTING STUDENTS DURING SCHOOL HOURS: Parents should contact the office by phone or in person if they need to contact their student for an unexpected reason. Please do not go directly to the classroom or call your student on his/her cell phone as these can cause disruptions in the classroom.

DANCES: Our Leadership class usually schedules dances for the year. The dances are for 7th and 8th grade, there will be a special occasion where the 6th grade will have a school dance. Mountain Vista students are the only students allowed during this school functions. All students may attend except those facing disciplinary action. All school rules and regulations, including dress code, apply to dances. Students who do not abide by school rules and polices may be removed and excluded from attending school functions in the future.

DISCIPLINE POLICY: Middle school students are expected to assume increasing responsibility for their actions. The California State Education Code and School District Policy set forth behavior expectations of all students. Failure to live up to these expectations will result in consequences ranging from verbal warnings to suspension.

Mountain Vista is a Positive Behavior Interventions and Supports (PBIS). PBIS uses a proactive and positive approach to student management. Behavioral expectations are taught and re-taught like other core curriculum, and students are positively recognized for demonstrated the expected behaviors at school. At Mountain Vista, our expectations are simple.

Students are expected to:

1. Be Safe
2. Be Respectful
3. Be Responsible

Mountain Vista Middle School provides ALL students with multiple behavioral interventions including the buddy room and refocusing sheets, lunch detention or lunch cleanup crew, after school detention, or Saturday School. Additionally, we offer a Check-In/Check Out intervention program called "Slam Club" for students who consistently struggle with following the expectations. A parent meeting will be set up and a student/parent contract MUST be signed before the student can start on "Slam Club."

DRESS CODE: There is a difference between school wear and weekend wear. Acceptable school clothing includes the following: pants, shorts, or dresses that measure at least 10 inches from the top of the waistband; modest shirts that touch the waistband when arms are at your side; and shoes/sandals. *Things to avoid: holes in pants or shorts that are above the 10 inch rule, visible undergarments; shoulder straps less than 2 inches; bare backs; bare sides, exposed midriff and underwear; references to violence, alcohol, tobacco, drugs; bandanas; clothing with offensive/sexual language or graphics.*

Any staff member who considers a student's clothing or appearance to be inappropriate will send him or her to the school office, and a parent will be called to remedy the problem. If no one is at home, the student may be required to change into their P.E. uniform or into a change of clothes that the school provides.

EIGHTH (8TH) GRADE PROMOTION ACTIVITIES REQUIREMENTS:
To be eligible to participate in the end of the year 8th Grade activities, students must show academic progress. on their CTL Scores, students need an average of 2.5 in the Commitment to Learning Scores for the 4th Quarter and 4th Quarter Suspensions may prohibit a student from participating the 8th grade Promotion Ceremony.

EMERGENCY DRILLS: Fire or disaster drills are regularly required. The signal for a drill is a repeated sounding of the fire drill bell. Follow the directions of your teacher in conducting these important drills. If an alarm sounds during a break or lunch period, please report immediately to the designated area for further instruction.

GRADING POLICY: We believe that grades MUST reflect what a student knows. Each quarter, grade level teams will select 4-6 competencies for each core subject area. These competences will align with the standards being taught and will be a mixture of assessments and performance tasks or projects. Students will be graded on these 4-6 competencies along with a select few proficiency assignments that teachers have determined to be essential to students' success. Students will be able to retake assessments or redo their performance tasks or projects as many times as needed in order to prove mastery of the skills being taught. Students will continue to have classwork and homework for practice, but it will no longer be a grade in the gradebook.

GUM POLICY: We believe that middle school students are mature enough to properly dispose of gum. As long as students throw away wrappers and old gum in the trash containers, students are allowed to chew it. This policy will change only if students abuse the privilege. **Note:** Individual teachers may impose a "no gum" policy in their classrooms.

HAZING, HARRASSMENT, OR BULLYING: Hazing of students or bullying of any kind is prohibited. Occurrences of any type, including name-calling or verbal threats, will be treated as a serious infraction. "Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying may involve, but is not limited to: Unwanted teasing, threatening, intimidating, stalking, cyber stalking, cyber bullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of school or personal property, social exclusion, including incitement and/or coercion, and rumors or spreading of falsehoods. Appropriate steps to address the concern of bullying, hazing, or harassment include investigations, interventions along with disciplinary sanctions and due processes for a person who commits an act of bullying, hazing, or harassment.

HONOR ROLL: Recognition of academic achievement is accomplished through the Honor Roll. Commitment to Learning Award: All students receiving 3's or higher in all classes; Academic Award: All students receiving 3's or

higher in all classes; Distinguished Academic Award: All students receiving all 3's with a minimum of two 4's; Principal Award: All students receiving academic scores of all 3's with a minim of two 4's as well as CTL scores of 4's in all classes.

INDEPENDENT STUDY (BP-6380): Independent study is not for everyone. It is not necessarily appropriate for every pupil because some do not possess the prerequisites for success in independent study. Students must be independent learners exhibited by maintaining average or better grades in our Student Information System, SIS, PowerSchool, in order to qualify for Independent Study. Parents and students interested in independent study must contact the counselor or independent study administrator at least five work days prior to the first independent study request date. Participation in the program requires that the following be met:

- That the student can work independently,
- That he/she will work to complete the program,
- An acceptable reason for requesting independent study, a signed and dated master written agreement in advance by all the required participants prior to the commencement of the independent study,
- The pupil's parent or legal guardian's signature on an independent study agreement,
- A minimum length of 1 day with a maximum length of 15 school days
- Regular school attendance is a prerequisite to Independent Study approval
- NO independent study will be offered the last two weeks of school

LIBRARY: The library is for the benefit of everyone. During class periods, students must have a library pass to be admitted to the library. All books are checked out for a two-week period. At the end of each grading period all fines must be paid and all overdue books returned. Failure to return books or pay fines may result in the loss of library privileges.

LOST AND FOUND: Lost and Found is located by the gym. Students assume sole responsibility for any property belonging to them. The school will endeavor to protect all personal properties, but it is not responsible for them. School personnel cannot be responsible for lost or stolen items. Please leave all valuable possessions at home. Students should write their name on all books and put identification marks on all of their personal belongings. Items that are found on campus should be taken to the office. Articles not claimed within a reasonable time will be donated to a local charity.

LUNCH PROGRAM: The school provides breakfast and lunch for students. Free meals are available to all students.

OFFICE: Students are welcome in the office when they have a pass from a teacher.

PASSES: This planner will also serve as a pass for students. In order to leave class to use the restroom, go the office, etc., students must show the planner to their teacher and have their teacher sign off. Students are limited to 8 hall passes per quarter (roughly one a week).

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES: To be eligible to participate in Mt. Vista Middle School sponsored activities (athletic teams) students must show academic progress in both their **Standards Based Grading** score and **Commitment to Learning** score. Students can be placed on academic probation at the discretion of the administration. Eligibility will be determined at each quarter grading period.

P.E. CLOTHES: Students in the seventh and eighth grades must have separate clothes for PE. Physical Education clothes are sold at school for those who wish to purchase them. You may provide your own. A solid gray T-shirt and orange shorts are required. They must be loose fitting (bicycling shorts or spandex are not allowed). Sweats may be worn over the shorts. Athletic shoes are also required.

PROMOTION-RETENTION POLICY: The Board of Trustees has adopted a policy for promotion at each grade level. If passing grades are maintained, most students need not worry about retention. The full policy is available in the school office or on-line, BP-5215, for any parent who is interested in a copy. For students who are in danger of being retained in their current grade level, parents will be contacted as early as possible after the third quarter reporting period.

REPORTING TO PARENTS: Please access our SIS (Student Information System) via PowerSchool or our school's website at www.kvusd.org link to Mountain Vista Middle School for current information.

Report Cards: All students receive report cards at the end of each of the four quarters. Report Cards are mailed home.

Progress Reports: At the midpoint of each quarter, teachers issue Progress Reports to all of our students. Parents are also encouraged to contact the school to discuss student progress with teachers. Progress Reports will be mailed home each quarter at the mid-point.

Weekly School Principal's Note: Current school information is emailed to parents, as well as posted in our Principal's Note section via our website.

Monthly Newsletters: At the beginning of each month, the newsletter will be posted on our web site www.kvusd.org , emailed and copies will be mailed home.

SCHEDULE CHANGES: No class changes will be made after the first two weeks of the year, except for changes recommended by joint agreement of the principal, teacher, school counselor, and parents.

STUDENT COUNCIL: Student Council is the organization through which students may express their opinions and assist in carrying out school activities. The Student Council tries to promote initiative and leadership among its members. The student council is made up of elected representatives. It is the duty of the representatives to bring to the council's attention items of business from their classmates, and take to their classmates the actions of the council. Students are encouraged to become involved in student government. Specific responsibilities of the student council are:

- Develop a budget for the student body.
- Coordinate student body fund-raising activities.
- Sponsor student activities such as dances and "special days".
- Provide financial assistance for all student programs.
- Sponsor and coordinate annual projects for school improvement.

STUDENT STUDY TEAM: Student Study Team meetings are scheduled by the school to discuss a student's unique problem or progress in school. Each of the student's teachers, administrator, counselor, and (when appropriate) the school psychologist meet to discuss educational options that will help the students be successful in school. A follow-up conference will be scheduled with parents and the student to discuss a plan for success.

STUDENT VISITORS: Student visitors are **not** allowed at school during the regular school day. Visitors are welcome to attend sporting events and programs provided they behave appropriately.

TELEPHONE USE: Telephones in the school office are reserved for business and emergency use only.

TARDINESS POLICY: Tardiness is when a student arrives to class after the bell rings. This interferes with class procedures as well as individual progress. The teacher will mark a student tardy each time the student is late to class.

TRUANCY: A student is considered truant if absent from school without valid excuse for any three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof and will be referred to DART District Attendance Review Team.

PARENT INVOLVEMENT: The level of success that we as a school achieve is directly related to the degree to which the school community (parents, teachers, students, and concerned citizens) works together.

Parents are always welcome on campus. For the safety of all, we ask all visitors to sign in at the office and obtain a visitor badge to be worn on campus. Classroom observation and school visits should be first arranged at least 24 hours in advance with the teacher and principal or designee. If a conference is desired, an appointment should be set in advance with the teacher for a time before school, after school, or during the teacher's preparation period.

Parents/guardians now have round-the-clock access to real-time information about their child's attendance, scores, and discipline entries through our student information system, PowerSchool Parent Access portal which is located at the following URL: http://137.164.232.206/public or you can open a web browser, such as Safari, Netscape Navigator FireFox, or Internet Explorer, and go to the Kelseyville Unified School District Webpage located at www.kvusd.org , click on the PowerSchool Parents Link on the right, enter your assigned username and password.

PowerSchool Parent Access provides a means for teachers to communicate with parents or guardians about class events, assignments, discipline, attendance, and ways they can help their child at home. School Bulletins are also posted twice a week. It contains information on activities for our school.

We hope that parents will participate in a variety of ways.

- **OUR LUNCH TIME PARENT VOLUNTEER PROGRAM** - We encourage a volunteer group of parents to walk the campus and help supervise students during lunches. These parents help with activities and/or walk about, interacting with students, consistently reinforcing appropriate behavior.

- **FIELD TRIPS/DRIVERS FOR SPORTING EVENTS** - Parents are still asked, on occasion, to help transport students for classroom field trips or sporting events. A School Driver Registration Form has to be completed and approved and the parent has to be fingerprinted.

- **EIGHTH GRADE PROMOTION** - Parents are responsible for the celebration activities. Generally, we organize parents in January or February and form a variety of committees to deal with each aspect of the Promotion activities.

- **CHAPERONES FOR DANCES/FIELD TRIPS** - For each of our dances or Field Trips we will have school site chaperones. Chaperones are asked to make sure students remain in designated areas, as well as, monitor appropriate behavior on the dance floor,
- **SCHOOL SITE COUNCIL and ENGLISH LANGUAGE ADVISORY COMMITTEE** - School Site Council is made up of parents, teachers, and classified representatives from MVMS. ELAC is made up of English Learner parents and teacher representatives from MVMS. These committees are elected at the beginning of the school year. Site Council and ELAC will meet throughout the year at 3:15 p.m. and 4:15pm at MVMS. The purpose of the Site Council and ELAC is to provide feedback for our school's Single Plan for Student Achievement (SPSA), review and approve our school's SPSA, determine if we have met the goals and objectives established in the SPSA, and review and approve the School Safety Plan.

*All parent chaperones or volunteers have to fill out a background check form and must be fingerprinted.

WALKWAYS AND CLASSROOM: Do not run on the walkways or in the multipurpose room during lunch. Students are not allowed in a classroom when the teacher is not present. The rooms will be locked.

NONDISCRIMINATION STATEMENT: Kelseyville Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Officer: Dr. Nicki Thomas, Superintendent, 4410 Konocti Rd, Kelseyville CA 95451, 707-279-1511, nthomas@kvusd.org and/or Keely Antoni, Director of Student Support Services & Title IX Compliance Officer, 4410 Konocti Rd, Kelseyville CA 95451, 707-279-1511, kantoni@kvusd.org.

	SCHOOL RULES		
AREA/SETTING	**SAFE**	**RESPECTFUL**	**RESPONSIBLE**
Passing	-Walk -Keep hands and feet to self	-Stay on walkway -Use quiet voice	- Be prepared and on time
Restroom/Bathroom	-Keep area clean and dry -Wash hands	-Give others privacy and personal space -Respect others property	-Use facilities for intended purpose -Put trash in trash cans
Break/Lunch	- Walk to class or cafeteria - Keep hands, feet, and belongings to self	- Follow adult directions - Be kind	- Stay in designated areas - Eat in Cafeteria - Clean up after yourself
Cafeteria	- Walk in cafeteria and stay in line -Keep hands, feet, and belongings to self	- Use please and thank you - Be kind	- Keep food in cafeteria and eat at table - Clean up after yourself
Office	-Your friends wait for you outside	-Use a low voice level -Address staff politely	-Office phone for emergency use only
Bus Loading/Unloading Zone	-Stay behind the yellow line -Always use the crosswalk -Line up and walk to the bus	-Meet your ride in the loading area	-Be prepared to load bus on time -Turn bus notes into office by first break

STUDENT CONDUCT ON SCHOOL BUSES

On the district web site www.kvusd.org go to the Transportation Department and see the Transportation Safety Plan and Assigned Bus Stop Location Forms.

At the beginning of each school year parents shall fill out a new Assigned Bus Stop Location Form for their child. Parents fill out the top portion only and the Transportation Department will fill out the bottom portion. Students shall only ride those buses that are assigned to them and ride to and from school to the designated bus stop on the form. Otherwise students will be denied transportation.

Students shall never cross the roadway while the bus is approaching. They shall wait until the driver can physically escort and tell them to cross the roadway with the protection of the flashing red lights and the escort procedure.

Students must behave appropriately as school bus passengers in order to ensure safe travel. Students transported in a school bus are under the authority of, and directly responsible to, the bus driver.

At the bus stop:

* Students are to be at their bus stop a minimum of 5 minutes before the scheduled pick up time.
* Students are to line-up in an orderly manner at the bus stop. Pushing, shoving, fighting, standing in the street, property damage or other dangerous conduct **will not be tolerated.**
* Students are to form a single line and remain a safe distance from the edge of the roadway (at least 12 feet) to permit normal traffic flow and for buses to approach safely.
* Students will be escorted by the driver across the roadway to board or exit the bus.

On the bus:

* Upon boarding the bus, students shall go quickly to their seats. Students will sit facing forward keeping the aisles clear. Students must remain seated until their designated stop and the bus has come to a complete stop with the parking brake is set.
* Do not throw objects in, out, or at the bus.
* Do not shout or distract the driver unnecessarily.
* Keep all body parts in the bus at all times.
* Do not deface any part of the bus.
* Do not change seats at any time unless permission is granted by the driver.
* Students shall move over to allow other students to sit in the seat.
* No eating or drinking while on the bus.
* Students shall not bring animals, reptiles, rodents, insects, or glass containers of any kind on the bus.

* Students shall not smoke, chew tobacco, or light matches on the bus.

Boarding and leaving the bus:

* Wait until the bus comes to a complete stop before exiting or approaching the bus.
* Walk in a single-file line.
* Use the handrail to avoid falls.
* Be aware of the driver's blind spots - when walking away from the bus, being at least 12 feet away. Do not bend over to pick up dropped items, but rather notify the driver and ask for help.
* If you must cross the street, the driver is required to escort you. Once across the street, do not return unless the bus driver escorts you.
* Never walk behind the bus.
* Remove loose drawstrings or ties on jackets and sweatshirts and replace with Velcro, snaps or buttons. Drawstrings and book bags can snag on handrails, putting children in danger of being strangled or dragged by the bus.
* When discharged from the bus, students are to go directly to their destination.
* Students will not be permitted on the bus until the driver is present.

Walking to and from bus stops:

* Students are expected to conduct themselves appropriately when at the bus stop or walking to or from the bus stop
* Students should use the buddy system when walking to or from the bus stop whenever possible.
* Students should not talk to strangers or accept a ride from any stranger.

Students may not:

* Litter or damage any public or private property.
* Cut across private property when walking to or from the bus stop.
* Fight, scuffle, rough house or scream and shout.
* Throw rocks at anyone or anything.

A student may not depart the bus at any stop other than his/her own assigned bus stop. If the student is going to go to a friend's house, or a different location, the student must have a dated note dated signed by his/her parent or legal guardian or proper school personnel. Otherwise the student will be denied transportation.