



BUENA VISTA MIDDLE SCHOOL

STUDENT HANDBOOK
2023 - 2024

BUENA VISTA MIDDLE SCHOOL ADMINISTRATION

John Emilsson	Principal
Amie Urbine	Counselor
Adam Bright	Athletic/Activities Director
Tammy Bumgarner	Administrative Assistant

PO Box 2027
Buena Vista, CO 81211
719-395-7060
Email: bvms@bvconnect.org
Web: bvschools.org

**BUENA VISTA SCHOOL DISTRICT
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BUENA VISTA MIDDLE SCHOOL FACULTY

LANGUAGE ARTS

Misty Cronsell	395-7083
Stephanie Glaser	395-7081
Kaitlyn Stoumbaugh	395-7080

SOCIAL STUDIES

Tamara Litvay	395-7069
Oliver Reed	395-7070

MATHEMATICS

Robert Bever	395-7075
Scott Cope	395-7079
John Ail	395-7065

SCIENCE

Greg Hogan	395-7072
Laurie Jacobson	395-7077

PHYSICAL EDUCATION

Jamie Page	395-7141
Matt Flavin	395-7114

FOODS & NUTRITION

Margaret Hankins	395-7078
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COMPUTER OPERATIONS/TECH

Carrie Kleber	395-7071
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SPECIAL SERVICES

Kindra Johnson	395-7067
Terri Soldo	395-7082
Emily Desautels	395-7066

HEALTH

Margaret Hankins	395-7078
Amie Urbine	395-7064

SHOPS

Corbin Bennetts	395-7109
Shawnee Perez	395-7108

ART

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Marti Bott	395-7110
Tanner Oharah	395-7076

COUNSELOR

Amie Urbine	395-7064
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HEALTH NURSE

Krystal Harms	395-7063
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LIBRARY

Noelle Hogan	395-7096
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BUENA VISTA MIDDLE SCHOOL 2023-2024

TO THE PARENT/GUARDIAN:

The Buena Vista Middle School Administration and Staff have created this Student Handbook as a communication tool between parents/guardians, their students, and the BVMS teachers. Each student in our school will receive one copy of this handbook.

Following are a few suggestions that may help you as a parent/guardian as your child progresses through his/her middle school years:

1. Ensure that your child completes his/her homework assignments.
2. Provide your child with the time, space, materials, and support for completing school assignments.
3. Be aware of school homework procedures and expectations, as well as grading periods when your child will be bringing home his/her grades for you to see. Please check the Infinite Campus Portal often for this information. The Infinite Campus Portal login setup directions can be obtained from the middle school office.
4. Contact your child's teacher(s) if you have any questions/concerns.
5. Assist with your child's assignments any time he or she will miss more than three consecutive school days. Assignments are available on the student's Google classroom and/or you may email the teachers.
6. Please be sure to check Infinite Campus homepage, the monthly newsletter, and your email to keep abreast of what he or she is doing in school.

Please take some time to review the handbook with your Buena Vista Middle School Student. Many questions that occasionally come up can be answered by reviewing the book.

THE PRINCIPAL'S WELCOME

On behalf of all the faculty and staff at Buena Vista Middle School, I would like to welcome all of our students back to school. Middle school is an exciting time in a young person's life. Students enter 6th grade as children and they exit 8th grade as adolescents. In three short years, students undergo a dramatic transformation. Anyone who has ever witnessed a 6th grader standing next to an 8th grader knows what I am talking about.

In addition to the physical transformation that takes place, there are social and behavioral changes taking place as well. Friendships and relationships start to take on new meanings. And through it all, we at Buena Vista MS do our best to support all of our students with these transformations while trying to teach essential concepts and understandings in a variety of contents. Middle school is designed to let students explore their interests while strengthening their core skills that they will need in order to succeed in high school. Instilling positive work habits, teaching time management, and organizational skills, and navigating the hidden rules of student success are all part of what we try to teach to every one of our students in order for them to RISE to reach the peak of their success.

BVMS MISSION STATEMENT

The mission of Buena Vista Middle School is to provide a safe, positive environment in which high expectations and quality education enable Buena Vista Middle School students to become productive citizens and lifelong learners

BUENA VISTA MIDDLE SCHOOL PHILOSOPHY

We start and end each day with the underlying universal values of respect, integrity, safety, and excellence. We believe that all students can learn; therefore, Buena Vista Middle School provides a positive, challenging student-centered program that addresses the unique intellectual, physical, social, cultural, and emotional needs of our students. Buena Vista Middle School will provide equal educational opportunity and treatment for all students.

DISTRICT MISSION STATEMENT

This is THE PEAK

The Buena Vista School District exists to ensure every student reaches the peak of success by being curious, connected, constructive, critical competent, creative, collaborative, and character-centered.

ALL STUDENTS HAVE THE FOLLOWING RIGHTS AND RESPONSIBILITIES:

- the RIGHT to a quiet, orderly place in which to learn
- the RIGHT to have ideas and feelings respected
- the RIGHT to personal safety
- the RIGHT to have individual belongings protected
- the RIGHT to have questions answered
- the RIGHT to be evaluated fairly
- the RIGHT to confidentiality
- the RIGHT to due process in all school actions
- the RIGHT to be a responsible student and citizen

BUENA VISTA SCHOOL DISTRICT (BVSD) POLICIES

Any references to a BVSD policy can be read in their entirety by requesting a copy at BVMS, the Administration Building, or by visiting the website <http://bvschools.org/>, "About BVSD" - "District Policies".

TABLE OF CONTENTS

THE SCHOOL DAY.....	7
SCHOOL HOURS AND SCHEDULES.....	7
ATTENDANCE AND ABSENCES.....	7
CHRONIC ABSENTEEISM AND TRUANCY.....	7
PARENT-VERIFIED ABSENCES.....	8
LATE ARRIVAL.....	8
EARLY DEPARTURE.....	8
GETTING TO SCHOOL.....	8
TARDY TO CLASS.....	8
ADVISORY PERIOD.....	9
BELL SCHEDULE.....	9
CLOSED OR DELAYED DUE TO BAD WEATHER.....	9
CLASS SCHEDULES AND CHANGES.....	10
LOCKERS, coats & BACKPACKS.....	10
LUNCH.....	10
“EARLY” LUNCH.....	11
AFTER-LUNCH RECESS.....	11
GRADES AND HOMEWORK.....	11
GRADING SYSTEM AND REPORT CARDS.....	11
HOMEWORK AND HOMEWORK HELP.....	11
HONOR ROLL.....	12
SUMMER SCHOOL.....	12
BOOKS/TABLETS.....	12
THE LIBRARY/MEDIA CENTER.....	12
THE FRONT OFFICE.....	12
STUDENT/PARENT INFORMATION CHANGES.....	12
VISITORS/GUESTS IN THE BUILDING.....	12
LUNCH MONEY, FINES AND FEES.....	13
OFFICE TELEPHONE.....	13
VISITING THE PRINCIPAL OR COUNSELOR.....	13
LOST AND FOUND.....	13
SCHOOL SAFETY DRILLS.....	13
MEDICAL/SCHOOL NURSE.....	13
MEDICATIONS.....	13
FEELING SICK.....	13
INJURIES.....	14
SEVERELY ALLERGIC STUDENTS.....	14
ATHLETICS AND ACTIVITIES.....	14

ELIGIBILITY RULES FOR COMPETITIONS..... 14

ATTENDING ATHLETIC EVENTS..... 15

ATHLETIC FEES 15

DANCE/MOVIE NIGHTS..... 15

BEHAVIOR, RULES AND EXPECTATIONS..... 15

 POSITIVE BEHAVIOR SUPPORTS 15

 EXPECTATION OF EXCELLENCE..... 16

 PLAGIARISM AND CHEATING 16

 ELECTRONIC DEVICES/cell phones 16

 PROPERTY SEARCH..... 17

 GUEST/SUBSTITUTE TEACHERS..... 17

 DRESS CODE EXPECTATIONS AND ALLOWANCES 17

 DRINKS..... 18

 OTHER THINGS STUDENTS SHOULD AVOID 18

 STUDENT CODE OF CONDUCT 18

 SEXUAL HARASSMENT..... 20

 COMPUTER CODE OF CONDUCT 20

DISCIPLINE 21

 INFORMAL DISCIPLINE STEPS..... 21

 FORMAL DISCIPLINE STEPS..... 22

 DETENTIONS 22

 SATURDAY SCHOOL..... 22

 IN-SCHOOL SUSPENSION 22

 OUT-OF-SCHOOL SUSPENSION..... 22

 MORE POSITIVE SIDE OF DISCIPLINE..... 22

2023-2024 SCHOOL CALENDAR..... 24

THE SCHOOL DAY

SCHOOL HOURS AND SCHEDULES

The school day for students begins at 7:55 a.m. and ends at 3:25 p.m. Students should not arrive earlier than 7:30 a.m., and no later than 7:50 a.m. The front doors will unlock at 7:30 a.m. Students will be under staff supervision from 7:45 - 3:40.

BVMS is a closed campus. This means, once a student arrives at school, they may not leave the school grounds without permission/supervision of a staff member or guardian until school is dismissed for the day. Students shall not be permitted to leave school during the school day with someone other than the student's parent or legal guardian unless the school has been provided authorization by a parent or legal guardian. The authorized person shall show proper identification prior to picking up the student. In all cases, the office shall secure the approval of the principal or the person in charge.

ATTENDANCE AND ABSENCES

There is a direct relationship between academic success and school attendance. In order to maximize the benefits a student can obtain from school, it is essential that they attend regularly.

When a student is absent, PLEASE NOTIFY THE SCHOOL as early as possible prior to, or on the day of, the absence by calling (719)395-7060 or emailing bvms@bvconnect.org. If the school is not notified, the attendance office will contact the parents/guardians each day a student is absent without a notification. Any absence without a parent/guardian verification will be recorded as unexcused absence at the end of the school day.

Students who arrive late to school should bring a note or have the parent/guardian contact the main office, or the tardy will be considered unexcused.

If a student will be leaving school during the school day for an appointment or other reason, parents/guardians may call ahead or send in a note in the morning so that the student can be waiting in the office at the time of pickup. The parent/guardian will need to come into the office to sign the student out.

Prearranged Absences: Students who will miss more than three consecutive days of school for the purpose of a family trip or other activity are encouraged to complete a prearranged absence form from the school office. The form is also available on our website. The principal has the final determination as to whether an extended absence is approved or considered unexcused. In making this determination, the principal will consider the best interests of the student and the school. It is the student's responsibility to get homework assignments from teachers for the classes that will be missed. The office will not collect homework assignments on behalf of the student, but homework may be sent to the front office if a guardian has coordinated to pick it up.

If a student will be missing school for an athletic or school activity, homework assignments should be discussed with teachers before leaving.

CHRONIC ABSENTEEISM AND TRUANCY

The Colorado State Education Code requires school attendance for minors and defines "chronic absenteeism" as missing 10% of the days in the school year, which is about two days per month. Per the BVSD policy, a student who has 17 or more total absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee.

Absences due to school activities, suspension or expulsion are not counted in the total number of absences considered for purposes of identifying a student as “chronically absent”. An attendance warning will be sent to the parents/guardians once a student reaches 10 absences in a school year.

Once a student reaches 17 absences in a school year, parents/guardians will be notified in writing their student has been deemed “chronically absent”. After this notification, any absence from school, other than exempted absences listed above, will be unexcused unless a doctor’s note or other official documentation is provided. The school nurse may also excuse a student’s absence for illness or injury.

BVSD defines “habitually truant” as a student who has four days of unexcused absences in a 30-day period. Once a student reaches this level of truancy, the school is required to report continuing truancy issues to the court in order to compel attendance. See BVSD Administrative Policy JH for details.

PARENT-VERIFIED ABSENCES

A parent should contact the school when the student will be absent. An absence can be reported by emailing bvms@bvconnect.org, calling the main office or sending in a note upon the student’s return. An absence for any part of the day will be counted as part of the student’s total absences. The school appreciates doctor notes/documentation when available. Absence notes should include: Student Name, date(s) of absences, reason for absences, and a parent or healthcare provider’s signature.

LATE ARRIVAL

Check-in at the office to get a tardy pass. A parent may call ahead or a note must be turned in at the front office upon the student’s arrival to school or the late arrival is considered unexcused.

EARLY DEPARTURE

Upon parent notification at the front office, the student should pick up a pass to give to the teacher in order to leave class at the designated time. The student may proceed to the front office and leave the building once the parent signs them out. It is helpful for the school to know whether or not the student will return later that day.

GETTING TO SCHOOL

To arrange for school bus transportation, parents or guardians must register their student online at this website: <https://www.ezrouting.com/bvco>. If you have any additional questions, contact Transportation/Bus Office at 395-9040. Students are expected to obey all school bus rules. Failure to do so could result in a bus ticket and a conference with the principal. Consequences from the principal will be consistent with school rules and could include loss of bus privileges.

Bicycles, scooters, or skateboards or should be locked in the appropriate racks while on school property.

TARDY TO CLASS

You are considered tardy if you are not in your designated seat/area when the class bell rings. Tardies will result in action being taken by the classroom teacher to enforce the idea of getting to class on time. Excessive tardies will result in disciplinary action being taken by the teacher and/or principal. Disciplinary action may include lunch or after-school detention, Saturday School, or an In-School (ISS) or Out-of-School Suspension (OSS).

ADVISORY PERIOD

Students are each assigned to an advisory class which should remain the same throughout their time at BVMS. Advisory periods are 15 minutes in length and held right after lunch. This should be used as a time of preparation, for completing homework and/or silent reading and studying. If a student needs to visit another instructor for help during advisory, they should get a pass from that teacher before the advisory period, and it must also be approved by the advisory teacher. A reading book, pen, pencil, paper, tablet, and study materials are expected supplies for advisory period.

BELL SCHEDULE

The school day begins at 7:50 a.m. with the ringing of the warning bell. Students should be seated in their first class by 7:55 a.m.

8-PERIOD DAY (standard)		
Period 1	7:55 - 8:40	45 min
Period 2	8:45 - 9:30	45 min
Period 3	9:35 - 10:20	45 min
Period 4	10:25 - 11:10	45 min
Early Lunch	11:05 - 11:45	50 min
Lunch	11:10 - 11:45	45 min
Advisory	11:50 - 12:05	15 min
Period 5	12:10 - 12:55	45 min
Period 6	1:00 - 1:45	45 min
Period 7	1:50 - 2:35	45 min
Period 8	2:40 - 3:25	45 min

CLOSED OR DELAYED DUE TO BAD WEATHER

The Superintendent is empowered to close the schools, delay the start of school, or dismiss schools early in the event of hazardous weather or other emergencies which threaten the safety, health, or welfare of students or staff members. The local radio stations will be notified no later than 6:00 a.m. The BVSD messenger system will notify parents, students, and staff as to the closing.

DELAYED START		
Period 1	10:00-10:35	35 min
Period 2	10:40-11:10	35 min
Lunch	11:15-11:50	35 min
Period 3	11:55-12:30	35 min
Period 4	12:35-1:05	30 min
Period 5	1:10-1:40	30 min
Period 6	1:45-2:15	30 min
Period 7	2:20-2:50	30 min
Period 8	2:55-3:25	30 min

CLASS SCHEDULES AND CHANGES

Students will have five days at the beginning or end of each semester to make NECESSARY changes to their schedules. All changes must be made through the counselor's office and will require parent and instructor permission.

LOCKERS, COATS & BACKPACKS

Lockers are provided for the storage of school books and materials, supplies, and other belongings. All students will be assigned an individual hallway locker. It is the student's responsibility to see that the locker is kept clean and orderly at all times. Students must use the locker assigned to them unless approval is given from the office to change lockers. No stickers should be affixed to the lockers.

Backpacks should be kept in the student's locker. Backpacks are not allowed in the classrooms. Students should get needed supplies for a.m. classes or p.m. classes before school, after lunch, or between classes and stop by their lockers as needed. Personal items should not be left on top of lockers. Items found on top of the lockers will be taken to the front office and students may be assigned a lunch detention.

Bulky winter coats may not be worn into classrooms and should be kept in the student's locker during the day with the exception of before/after school and during the lunch. Light-weight jackets, including light-weight "puffer" jackets, and micro-fleeces may be worn during the day.

Locks on the hall lockers are HIGHLY RECOMMENDED, but not required. Valuable items should be left at home, and the school is not responsible for stolen items. Students are responsible for the content of their lockers. "I didn't put that in there" is not an acceptable excuse if an inappropriate item is found in a student's locker. Students must provide a combination or an extra key at the front office or a lock may be cut off. Lockers are school property and as such are openly accessible to school personnel. See BVSD Administrative Policy JIH for details.

P.E. Lockers - Students are also assigned a locker and a lock in the P.E. dressing room in which to keep their gym clothes and shoes. Each student is responsible for his/her P.E. locker and being sure the locker is locked at all times. Upon request, a lock can be provided by the school. There is a \$6.75 fee for locks that are not returned.

LUNCH

Breakfast and lunch are provided daily. Students may bring their own lunch. *A la carte* snacks and beverages are available for purchase. Colorado voters passed a measure to provide free lunches to all students beginning with the 2023-24 school year. Families who may qualify for free or reduced lunches are still encouraged to apply for lunches to be paid by federal funding. Additionally, families who may qualify also receive free or reduced charges for academic and athletic fees.

Every student at BVMS has the right to eat in setting that is safe, pleasant, and stress-free. We are all responsible for creating and maintaining that environment. The lunchroom management and fellow student will appreciate student's cooperation in the following:

- Deposit lunch litter in wastebaskets.
- Leave the table and floor in a clean condition for others.
- Eat and drink only in the designated lunch area. No food should be taken elsewhere.
- Absolutely no food or candy in the classrooms, hallways, restrooms or lockers.
- Be polite and patient in line. Cutting in line or saving places is not allowed.
- Food is never to be thrown in the cafeteria.

"EARLY" LUNCH

On a rotational weekly schedule, one grade goes to lunch five minutes earlier than the rest in order to space out lines in the cafeteria.

AFTER-LUNCH RECESS

Once a student has finished lunch, they should go outside to the practice field. Students should be prepared to go outdoors after lunch, dressed appropriately for the weather conditions. Occasionally, extreme cold/windchill conditions might necessitate indoor recess, otherwise, students should not be in the building during lunch break. Students who need to work with a teacher or in the media center should get a pass from that teacher before lunch. The high school areas of the building are off-limits to middle school students.

GRADES AND HOMEWORK

GRADING SYSTEM AND REPORT CARDS

The evaluation of student achievement is one of the important functions of the teacher. The grading system is left to the discretion of classroom teachers. Students will be given a letter grade, mastery level rating, and work habits score for each class.

The letter grade is a traditional grade (A to F) using 80% of the score from homework, quizzes, and test grades, and 20% is a participation score from student's work habits. Mastery grade (1-4) reflects the student's comprehension and understanding of the subject matter. The work habits grade (1-4) reflects the student's presence in class, which includes attendance and participation in class worktime and discussions. For mastery and work habits scores: 4 is the highest score showing the student exceeds expectations; 3 reflects the student is meeting expectations; 2 shows the student is approaching expectations; and 1 reflects a need to engage more or request extra assistance.

A "no credit" is given in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his assignments. A "no credit" on the report card becomes an "F" four weeks from the date it is issued when work has not been completed. Make-up work is the complete responsibility of the student.

Report cards will typically be mailed to parents/guardians the week following the completion of each quarter. Parents are strongly encouraged to review grades throughout each quarter by logging into the Infinite Campus system and/or downloading the Campus Parent mobile app with grades and attendance notifications.

HOMEWORK AND HOMEWORK HELP

School work is expected to be kept up-to-date. If a student will miss school, they are encouraged to email their teachers for classwork and/or use Google Classroom to get assignments they missed.

Extra help is available for students in several ways:

- Teachers remain until 3:40 each day (unless they are coaching) throughout the year and are available to help students requesting extra assistance.
- Individual help can be requested during advisory classes.
- Teachers may offer extra credit projects after the basic work in a class has been completed.
- Teachers may offer tutorial and/or study sessions before and after school.

Homework assistance is available each Monday through Thursday after school from 3:30 - 5:00. Look

for the Homework Help flyer by the front office for more information.

HONOR ROLL

The Middle School Honor Roll will be compiled at the conclusion of each grading quarter. Full-time students with a 3.5 or higher grade point average or work habits average will be placed on the Honor Roll for the quarter.

SUMMER SCHOOL

Students who receive a grade of F in two or more quarters of core classes will be required to attend summer school in order to move on to the next grade.

BOOKS/TABLETS

Textbooks and tablets are on loan to the students for their use during the school year. Books are to be kept clean, covered, and handled carefully. The student's name, grade, and school should be written on the book label in case the book is misplaced.

Tablets, including the charger cord, are the responsibility of the student. All students will have their tablets for school and home use. It is their responsibility to take care of them and keep them charged. Students are assessed a fee for lost or damaged books or tablets.

THE LIBRARY/MEDIA CENTER

The library, also called the media center, provides magazines, books, pamphlets, and other instructional material needed for classwork and leisure reading. The media center is a quiet place for reading and study. Any damage to these materials will be charged to the responsible student. All library fees are paid at the library, not the school office.

THE FRONT OFFICE

STUDENT/PARENT INFORMATION CHANGES

It is important that we are able to get important messages to parents and students. Accordingly, please notify the front office immediately if there is a change of address, email address, or telephone number during the school year.

In case of an emergency, each student is required to have the following information on file with the school:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date physical address, and mailing address, if applicable
3. A parent cell phone number or home and work phone number
4. Emergency phone number of friend or relative in case parents cannot be reached
5. Medical alert information
6. Authorized person(s) allowed to pick up the child during school hours

VISITORS/GUESTS IN THE BUILDING

Visiting with students is very limited at BVMS. Occasionally, students have presentations as a part of their learning curriculum, and family members are invited to attend. Parents and guardians are welcome to request a visit by contacting the front office and/or a classroom teacher. Regardless of the purpose of the visit, any person who is not staff or a student MUST present a government-issued identification card and receive a visitor pass before proceeding to parts of the building beyond the

front office while school is in session. Visitors are reminded that they are to not disrupt the learning environment and should not enter classrooms during the school day without permission from a staff member. If a parent/guest needs to meet with a teacher, they should contact the teacher to schedule a time.

LUNCH MONEY, FINES AND FEES

Checks or cash may be provided to the front office for payments on lunch account, course fees or to settle fines for repairs or missing items loaned to the student. Receipts are provided upon request. Lunch accounts may also be paid online through Infinite Campus with a credit or debit card with an additional fee assessed by the card processor.

OFFICE TELEPHONE

A telephone is provided in the front office for use by students if they need to contact their parent/guardian. Students must ask to use this phone.

VISITING THE PRINCIPAL OR COUNSELOR

Mr. Emilsson's door is always open. Check with the front office if he is not in his office.

Ms. Urbine is available to meet with students and parents on a variety of academic, social/emotional, drug/alcohol concerns, and other personal issues. Students wishing to meet with Ms. Urbine should stop by her office and set up a time to visit or check-in with the front office. Parents may call Ms. Urbine at 395-7064 or email her at amieu@bvschools.org to set up an appointment. Information and/or referrals to community resources are always available through Ms. Urbine.

LOST AND FOUND

Lost and found is located near the seating area in the middle school hallway and in the gym. Students and parents are encouraged to check the lost and found regularly, but especially when an item is missing. Items of value such as money, small electronics, watches, glasses, jewelry and other valuables will be kept in the front office. Unclaimed articles are donated to various establishments at the end of every semester.

SCHOOL SAFETY DRILLS

Drills to practice the Standard Response Protocol will be held at during the school year. Detailed information is on the website: <http://bvschools.org/> or <https://iloveuguy.org/>

MEDICAL/SCHOOL NURSE

MEDICATIONS

No medication of any kind can be dispensed by the school without parent/physician permission. Please contact the school nurse to make arrangements for medication that cannot be taken before or after school at home. The school may assist students by keeping medication in a safe place and making it available to a student as needed.

No medication may be carried or possessed by a student without prior approval of the school nurse. Contact the school nurse for permission forms. See BVSD Administrative Policy JLCD & JLCE for more information.

FEELING SICK

A student who is not feeling well should notify their teacher who may send them to the nurse's office.

The health clinic is available for students who wish to lie down for a limited time rather than go home. The school nurse will determine if the student's parent should be called and/or the student should be sent home. We prefer that students visit the nurse's office before contacting a parent to pick them up unless the nurse is not available.

INJURIES

If injured at school, a student should tell a staff member immediately or go to the health clinic for assistance. Parents will be contacted if necessary.

SEVERELY ALLERGIC STUDENTS

Severe allergies are very serious and can be fatal. While Buena Vista School District cannot guarantee that a student will never experience an allergy-related event while at school, the district has created a policy and procedure designed to reduce the risk. Contact the school nurse for further allergy discussions. See BVSD Administrative Policy JLCDA for more details.

ATHLETICS AND ACTIVITIES

Buena Vista Middle School encourages student's participation in school-sponsored activities. Middle School students who are actively involved in extracurricular activities are more likely to be successful students. Buena Vista Middle School provides a selection of interscholastic sports to help them explore and discover the benefits of participation in sports. Our athletic program is provided as an integral part of the physical, social, and psychological development of our students and to have fun. It is our goal that every student will actively participate in every regular game.

Buena Vista Middle School offers the following interscholastic sports, primarily for 7th/8th grade students. Sixth grade students may participate in cross-country and wrestling.

Girls: Cross-country, Volleyball, Wrestling, Basketball, Track and Field

Boys: Cross-country, Football, Basketball, Wrestling, Baseball, Track and Field

ELIGIBILITY RULES FOR COMPETITIONS

It is the philosophy of the Buena Vista Middle School that athletics and extra-curricular (band and choir) activities are a privilege and in order to participate students should meet certain standards based on grades and attitude. A parent/guardian will be asked to sign a permission form for student participation in these activities.

Eligibility rules for continued participation include satisfactory grades, attendance, citizenship, and a positive attitude, as well as following the Buena Vista Middle School Activity Code. An ineligible student may not participate in any interscholastic competition during the week of ineligibility.

Eligibility for athletics/extra-curricular is based on weekly class performance. To be eligible to represent the school in any interscholastic activity, students must:

- Be passing ALL classes.
- Not have any major discipline issues as determined by the principal.
- Must display a positive attitude toward school and others.

Students will receive ONE WARNING for ineligibility per season or quarter of the school year.

Game and/or event eligibility: A student will be declared ineligible to represent the school in an

interscholastic activity if the student:

- has been scheduled for a detention on the day of an athletic contest
- has been scheduled for an in-school or out-of-school suspension on the day of the athletic contest or activity
- has had continuing classroom or school disciplinary referrals. (Continuing referrals may result in ineligibility from one game, one week, or loss of participation privileges altogether as determined by the principal)
- the student has not been in attendance for at least half of the regularly scheduled school day because of illness.

Procedures for Determining Academic Eligibility:

Academic eligibility is based on the grade that reflects work turned in no later than 3:25 on Thursday. Eligibility review is completed by noon on Friday. Students who are ineligible for athletic competition will be ineligible the following week (Monday through Saturday). Parents, teachers and coaches are notified by email. It is the student's responsibility to check with his/her instructors and see that failing classes are remediated/corrected for the following eligibility period.

The Alcohol, Drugs, or Tobacco Policy #JICH is part of the eligibility rules for BVMS. A copy is included in the first mailing of the new school year and in each athletic packet.

ATTENDING ATHLETIC EVENTS

Athletic events for middle school and high school are open to all students as spectators. These events have an admission fee which is \$4.00 for adults and \$3.00 for students. Middle school students may use RISE tickets equivalent to \$1 each for admission to BVMS hosted events. They are not valid for CHSAA events.

Athletic passes are available to students in grades 6-12. The passes cost \$25.00 per student and are good for the entire year, for all athletic events. Students must present the pass at the gate.

ATHLETIC FEES

The middle school athletic fee is \$75 for the first sport, \$50 for the second sport, and \$25 for a third sport, with a family cap of \$400. The fee(s) are collected at the office along with the completed athletic packet. The student will not be allowed to start practice without their athletic card and fee paid for each season. Additionally, any outstanding student fees must be paid. Reduced lunch qualifies for 1/2 athletic fee, and free lunch qualifies for a free athletic fee.

DANCE/MOVIE NIGHTS

School dances/movie nights are held after school hours (normally 7:00 p.m. to 9:00 p.m.) and are always optional. Transportation is NOT provided. We expect students to have rides arranged at the time the event is scheduled to end. Dances/movie nights are open to Buena Vista Middle School students only.

BEHAVIOR, RULES AND EXPECTATIONS

POSITIVE BEHAVIOR SUPPORTS

Buena Vista Middle School believes in the power of positive behavior supports for helping students make positive choices inside and outside the classroom. Positive behavior supports are grounded in

the belief that by recognizing and rewarding good behavior, bad behavior is diminished. Buena Vista MS has a clear set of behavior expectations that are found in all settings (from the classroom to the bathroom). The same expectations are expected no matter where our students find themselves. Demons R.I.S.E.! is our mantra that Buena Vista MS students strive to achieve every day.

RESPECT – respecting your teachers, your classmates, your parents, and most importantly yourself must occur every day

INTEGRITY – doing the right thing when no one else is watching, being courageous enough to do the right thing when it might not be the most popular thing, and doing the right thing consistently over and over again

SAFETY – thinking before one acts, to ensure that what they are doing is safe not only for themselves but for others as well

EXCELLENCE – showing excellence in everything you do each day...from curricular activities to homework. If you are going to do something, do it to the best of your ability each time

These are the behavior expectations that we expect every student to adhere to not only in school but hopefully out of school as well. When students are caught demonstrating RISE behaviors, they might be rewarded with a RISE ticket. Tickets can be used for a number of things including entry into certain events such as dances or sporting events or spent in our school store that comes around to the classrooms. It is our sincere hope that by teaching our students these expectations our students will be able to RISE to the peak of their success.

EXPECTATION OF EXCELLENCE

We do have rules for the protection of the entire student body, as the right of all students to an education must be respected. These rules must be obeyed while students are under our supervision. This includes behavior on buses, field trips, at dances, athletic events, and all other school activities. We value cooperation and insist that everyone have respect for themselves, others, and the building.

PLAGIARISM AND CHEATING

Plagiarism and other forms of cheating will be taken as serious offenses and appropriate consequences will apply. See the BVMS Honor Code on the website: <http://bvschools.org/>

ELECTRONIC DEVICES/CELL PHONES

We discourage students from bringing personal electronic devices to school. If a student brings a phone or other electronic device to school, it should be put away and silent.

Cell phones and/or other communication devices must be put away while students are in the classroom unless expressly permitted by a staff member. Cell phones, electronic games and music-listening devices (including earbuds or headphones) may be used in the building before the first bell to start school, during lunchtime, and after the last bell to end school. Students are permitted a limited use of phones during passing periods to check the time and/or communicate with parents, however, they should be put away by the time the bell rings and/or once they enter a classroom. "Limited use" during passing periods does not include playing games or using social media. Earbuds and/or headphones may NOT be worn in a classroom (teachers may give permission on special occasions).

A violation of these rules/guidelines will result in the device(s) being confiscated, and it may be necessary to have a parent/guardian pick it up from school.

UNDER NO CIRCUMSTANCES shall a student shall have a cell phone/camera out in a bathroom or locker room. No student shall video or photograph another student without their consent. Violations of

these two rules are considered serious offenses, and the disciplinary action will immediately go to a major violation of the electronic device policy.

Minor violations with an electronic device will result in the following:

- 1st offense: A warning. Student may pick up device in the office after school.
- 2nd offense: Second warning. Parent must pick up the device from school.
- 3rd offense: Student is placed on phone restriction and will not be permitted to have the device at school for the remainder of the year. Devices may be checked at the front office if the student needs it before/after school.

Major violations with an electronic device (if a student has a phone after a student has been placed on restriction, or if a student commits a serious offense with a cell phone), the disciplinary actions are as follows:

- 1st offense: In-house suspension
- 2nd offense: Out-of-school suspension
- 3rd offense: Expulsion

PROPERTY SEARCH

The Buena Vista School District R-31 seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or person's property of the student and to seize property deemed injurious or detrimental to the safety and welfare of students and staff. See BVSD Administrative Policy JIH for more details.

GUEST/SUBSTITUTE TEACHERS

Guest teachers are treated with the same courtesy and respect as your regular teacher. A guest teacher/substitute is an important visitor whose impression of our school is highly valued. There will be disciplinary consequences for any student who is uncooperative with a guest teacher.

DRESS CODE EXPECTATIONS AND ALLOWANCES

Students are expected to be dressed neatly, cleanly, respectfully, and according to the following guidelines at all times on school campuses, busses, and at school functions/field trips.

Students must:

- wear clothing that provides adequate coverage and that is not overly tight, revealing, or otherwise disruptive to the learning environment.
- wear clothing that covers undergarments, spaghetti straps, and midriffs.
- wear footwear at all times.
- wear clothing that is free from statements and/or pictures that are inappropriate (vulgar, obscene, drug/alcohol/tobacco related, promotes hate and/or violence).

Students may:

- only wear hats on special days which are announced ahead of time and on game days for athletes. "Hat days" are typically on Fridays, in conjunction with a student council fundraiser.

The definition of a "hat" for these purposes does not include hoods, bandanas, "doo-rags", and other head scarfs.

- only wear items like slippers, pajamas, costumes, sunglasses, etc., on designated spirit/dress up days.
- only wear hoodies as long as their hoods remain down, even on hat days.

Please note: Our staff works collaboratively to enforce our school dress code. A student who is NOT dressed according to the above guidelines may be asked by any staff member to change and/or call home to have a change of clothes brought to school. School administration reserves the right to determine appropriateness of student clothing according to the guidelines above as well as the district dress code policy. Students who repeatedly violate our school dress code will be subject to disciplinary consequences.

DRINKS

Only water in sealed containers is allowed in all classrooms and hallways. Drinking fountains have container refilling stations. No other drinks should be in the building other than in the cafeteria during lunch. Absolutely NO energy drinks are allowed at school at any time.

OTHER THINGS STUDENTS SHOULD AVOID

Students should:

- Not throw snowballs or any other object which could injure or harm another individual, or do damage to school property.
- Not display excessive affection toward significant others while at school or school events.
- Not bring a knife, boxcutter, or other similar sharp object to school. We recognize that in some cases a student might need to bring a knife to school for various activities before or after school. We ask that all students turn in their knives to the front office, where they will be securely kept until the end of the day. Failure to turn in a knife will lead to disciplinary consequences.

STUDENT CODE OF CONDUCT

We expect all students to respect the teacher's right to teach and the student's right to learn. We need to maintain not only nurturing. All teachers have expectations of proper behavior in their classrooms in addition to, and in conjunction with, the school environment for learning, but an orderly one as well. It is our responsibility to help children understand and meet our expectations rules. The classroom rules are thoroughly discussed with students at the beginning of the school year and reviewed during the school year. Should the student disobey these rules or in any way be disruptive to the learning atmosphere in the classroom, on school grounds, or while attending a school-sponsored activity disciplinary action will be imposed. Parents may or may not be notified of every discipline offense. Usually, a repeat offense will result in parent contact.

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off school property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal

- private property.
3. Willful destruction or defacing of school property.
 4. Commission of any act which, if committed by an adult, would be robbery or assault as defined by state law. Expulsion may be mandatory in accordance with state law except for commission of third-degree assault.
 5. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
 6. Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the school program or incite violence.
 7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
 8. Violation of the district's policy on bullying prevention and education.
 9. Violation of criminal law which has an effect on the school or on the general safety or welfare of students or staff.
 10. Violation of any district policy or regulations, or established school rules.
 11. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school or school district, in accordance with state law.
 12. Violation of the district's policy on student conduct involving drugs and alcohol.
 13. Violation of the district's violent and aggressive behavior policy.
 14. Violation of the district's tobacco-free school policy.
 15. Violation of the district's policies prohibiting sexual or other harassment.
 16. Violation of the district's policy on nondiscrimination.
 17. Violation of the district's dress code policy.
 18. Violation of the district's policy on gangs and gang-like activity.
 19. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
 20. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or others.
 21. Lying or giving false information, either verbally or in writing, to a school employee.
 22. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
 23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
 24. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
 25. Repeated interference with the school's ability to provide educational opportunities to other students.
 26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

See BVSD Administrative Policy JICDA.A for more details.

SEXUAL HARASSMENT

The district recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in school is essential to ensure a non-discriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination.

The district is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation. The district shall investigate all indications, informal reports, and formal grievances of sexual harassment by students, staff, or third parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring, and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

COMPUTER CODE OF CONDUCT

Computers are provided to student during the school year as a learning tool. As they are school property, students are provided no expectation of privacy when using a school-owned device and/or while connected to the internet access provided by the school. Students are also provided access to printers and copiers for school work purposes only. Any student found using the printer for personal purposes is subject to disciplinary action.

The following guidelines closely mirror the BVSD technology policy. No student shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws

- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

Students also shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district technology devices
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Student use of the internet, electronic communications and district technology devices is a privilege, not a right. Use of the internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with board policy concerning suspension, expulsion and other disciplinary interventions. The school district may deny, revoke or suspend access to district technology or close accounts at any time. See BVSD Policy JS for details.

DISCIPLINE

Buena Vista Middle School and the Buena Vista School District are committed to ensuring a positive and safe environment for students to learn and achieve in. To that end, the district has a number of policies that address student discipline which include appropriate consequences when behavior infractions occur. These policies include, but are not limited to the following types of behavior infractions:

- Fighting or aggressive behavior
- Weapons at school
- Sexual harassment
- Bullying and cyberbullying
- Possession and/or distribution of tobacco, alcohol, drugs, drug paraphernalia, or electronic smoking devices (vapes) anywhere on school property.

Disciplinary action is ultimately at the discretion of the Principal and designees. While some infractions have mandatory consequences associated with them as defined in the board policies, it should be noted that the goal of discipline at Buena Vista MS is to teach our students, not to punish. We recognize that students at the middle school level are prone to make errors in judgment from time to time. We want to work with students and families to make these events meaningful learning opportunities that teach the student what not to do in the future and why that is important. This partnership between the school and the family is paramount in teaching our students and helping them reach the peak of their success. See BVSD Administrative Policy JK for details.

INFORMAL DISCIPLINE STEPS

When behavior problems occur, they will be dealt with as fairly as possible, on an informal basis between the teacher and student. This will involve counseling by the teacher, phone calls to parents, or parent conferences in an effort to help improve the situation. At times, detention(s) or assigned tasks may be necessary.

FORMAL DISCIPLINE STEPS

If a pattern of behavior should develop which interferes with learning of that student and/or of other students, then it may become necessary for the school to implement formal discipline procedures. Formal discipline is intended to make a student aware that their behavior must change immediately.

DETENTIONS

Students who receive an office discipline referral may be assigned either a lunch detention or an after-school detention. After-school detention is from 3:30 to completion. Detention will be served the first available day after the infraction. It is the student's responsibility to tell the parent/guardian about the detention.

SATURDAY SCHOOL

Saturday School is served on Saturdays from 8:00 -11:00. Students are not permitted to leave the designated room without the instructor's permission. The student will be given a discipline referral form to be signed by a parent/guardian and returned to the office to notify parents/guardians of the Saturday School. A Saturday School may be assigned for serious rule violations such as inappropriate physical contact with another student, disrespect to an adult, "skipping" of a class or leaving school grounds without official permission or continued school or classroom rule violations.

IN-SCHOOL SUSPENSION

In some cases, when a student makes a poor choice or violates a school rule, that student may be given an in-school suspension or ISS. Like with all disciplinary actions, a number of factors are considered before a student is assigned ISS, including previous behavior history and the severity of the infraction. When a student is assigned ISS, they still come to school, but instead of attending regular classes, they are socially isolated from the other students in a setting where they are expected to work on school assignments. No electronics are allowed in ISS.

OUT-OF-SCHOOL SUSPENSION

Suspension means that a student may not attend school for a specific period of time. The student's schoolwork assignments may be given to him/her and the school work may be turned in upon return to school for credit. Students will receive 70% credit for make-up work that is satisfactory.

Students may not attend any school and/or district functions during the time of suspension and may not be on the campus during school hours. Parents are notified by phone whenever possible that their student has been suspended, the grounds for suspension, the period of suspension, and the time and place for the parent, guardian, or a legal custodian to meet with the principal to review the suspension. The student will not be allowed to be readmitted to school until a meeting between the parent, guardian, or a legal custodian and the principal has taken place. The meeting shall address whether there is a need to develop a remedial discipline plan for the pupil in an effort to prevent further disciplinary action.

"Habitually disruptive student" is defined in state law as a student who has been suspended three times during the course of the school year for causing a "material and substantial disruption" in the classroom, on school grounds, on school vehicles, or at school activities or events. Students classified as "habitually disruptive" shall receive mandatory expulsion in accordance with state law.

MORE POSITIVE SIDE OF DISCIPLINE

A clean, safe, and orderly environment that students can excel in is our goal. Discipline in our building is not based on a "punitive" philosophy nor should it exist in a coercive environment. Consequences

are designed to motivate students to make better choices and decisions in the future. Students, who are making good choices, should be recognized.

To do this, we have developed a system of rewards and recognition for students who attempt to maintain the learning environment we would like to achieve at Buena Vista Middle School. Requirements for incentive trips and/or school-sponsored trips will be left to the discretion of the school and/or the sponsor.

Reviewed by Superintendent 8/17/2023

2023-2024 SCHOOL CALENDAR

AUGUST 2022

14 BUILDING OFFICE OPEN
21-23 PROFESSIONAL DAYS (ALL STAFF)
25 NEW STUDENT ORIENTATION
26 FIRST DAY OF SCHOOL
27 SCHOOL PICTURES
30 BACK TO SCHOOL NIGHT/ 6:00-8:00

SEPTEMBER

4 LABOR DAY – SCHOOL/OFFICES CLOSED
22 PROFESSIONAL DAY - NO STUDENTS

OCTOBER

13 END OF 1ST QUARTER
20 PROFESSIONAL DAY - NO STUDENTS
23 COMP DAY – NO STUDENTS OR STAFF

NOVEMBER

20-24 THANKSGIVING BREAK - NO SCHOOL

DECEMBER

15 END OF 2ND QUARTER
18 COMP DAY – NO STUDENTS OR STAFF
19-29 CHRISTMAS BREAK - NO SCHOOL

JANUARY 2023

1 CHRISTMAS BREAK - NO SCHOOL
2 PROFESSIONAL DAY - NO STUDENTS
3 SCHOOL RESUMES

FEBRUARY

16 PROFESSIONAL DAY - NO STUDENTS
19 PRESIDENTS' DAY - HOLIDAY - NO SCHOOL

MARCH

8 END OF 3RD QUARTER
22 COMP DAY – NO STUDENTS OR STAFF
25-29 SPRING BREAK

APRIL

26 PROFESSIONAL DAY - NO STUDENTS

MAY

23 LAST SCHOOL DAY
24 STAFF DAY
25 BVHS GRADUATION
27 MEMORIAL DAY
29 REPORT CARDS MAILED HOME
31 BUILDING OFFICE CLOSED FOR SUMMER