

James L. Day Middle School

2024-2025



NAME _____

ADDRESS _____

CITY/TOWN _____ STATE _____ ZIP _____

STUDENT NO. _____ ADVISEMENT _____ PHONE _____

James L. Day Middle School

2024 - 2025



40775 Camino Campos
Verdes Temecula, CA 92591
(951) 699-8138
(951) 699-4198 fax
<http://dms.tvusd.k12.ca.us>

School Colors: Black, Blue, & Gray

Student Schedule

Advisement Teacher		Room #	
Period	Subject	Teacher	Room#
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4. Lunch Period:	_____	_____	_____

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

6. _____	_____
Student's Signature	Parent's Signature

James L. Day Middle School

DISTRICT MISSION

High quality teaching and learning for all.

SCHOOL MISSION STATEMENT

Our mission is to ensure that all students learn and continually improve with the collaborative support of all stakeholders within the school community while empowering all students to realize their potential in a rapidly changing, diverse, global economy. We accomplish this mission through *One Heart, One Mind*. At DMS we CARE: Community, Accountability, Respect, and Empower.

WELCOME

Welcome to James L. Day Middle School! We look forward to working with students and parents of the DMS school community during the 2024-2025 school year. DMS is committed to providing a safe, welcoming, and challenging learning environment for all of its students. The staff truly enjoys working with middle school students and understands the intellectual, social, and emotional development of adolescents. With that knowledge, we strive to create a positive learning environment at DMS.

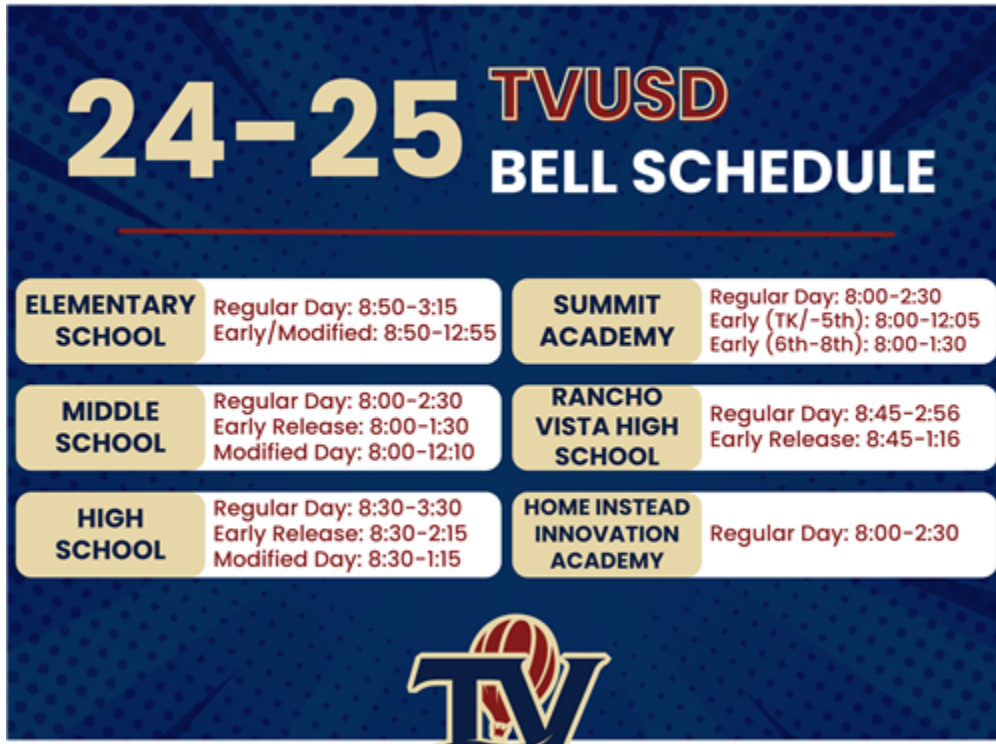
The student planner is designed to be a valuable resource for students and parents. It is our expectation that each student and parent will read and then talk about the important information in this handbook. Our goal is to form a strong link with students and parents through school-to-home communication resources. This handbook is just one resource for building that partnership. To stay current with events at DMS, please also visit our website regularly at <http://dms.tvusd.k12.ca.us>. We update the website daily with upcoming news and events. We also communicate with our parents using our school-wide phone calling, email system which we use for breaking news or to remind parents and students of upcoming events, and through a weekly DMS Community Smore Newsletter. In addition, we have a web-based grade program, Infinite Campus, that allows parents and students to go online at any time to access a student's grade and the Canvas platform where daily assignments and activities are posted. Directions for accessing your child's grades are provided in this handbook.

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

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


Let's have a terrific school year!

2024-2025 Bell Schedule



24-25 TVUSD BELL SCHEDULE

ELEMENTARY SCHOOL	Regular Day: 8:50-3:15 Early/Modified: 8:50-12:55	SUMMIT ACADEMY	Regular Day: 8:00-2:30 Early (TK/-5th): 8:00-12:05 Early (6th-8th): 8:00-1:30
MIDDLE SCHOOL	Regular Day: 8:00-2:30 Early Release: 8:00-1:30 Modified Day: 8:00-12:10	RANCHO VISTA HIGH SCHOOL	Regular Day: 8:45-2:56 Early Release: 8:45-1:16
HIGH SCHOOL	Regular Day: 8:30-3:30 Early Release: 8:30-2:15 Modified Day: 8:30-1:15	HOME INSTEAD INNOVATION ACADEMY	Regular Day: 8:00-2:30



Attendance

GENERAL ATTENDANCE INFORMATION

Please contact our **24-hour attendance line (951) 506-3573** or e-mail the attendance clerk each day of your child's absence.

Attendance is an important part of a student's education. Students are expected to be in school every day. It is the parent's responsibility to make sure their child's absences are cleared. Students are responsible for all course work regardless of absences. An unexcused absence is considered truancy and may result in disciplinary action.

Excused absences are illness, medical/dental appointments and bereavement.

Unexcused absences are absences with the parent/guardian's knowledge, which are not listed above, such as family trip, baby-sitting, inclement weather, car trouble, or alarm clock issues.

Truancy is an absence without parent/guardian knowledge or consent. According to the California State Education Code, three unexcused tardies (30 minutes or more) and three unexcused absences are considered truanies and will be reported to the county School Attendance Review Board (SARB) and consequences will result.

- If your child arrives to school more than 30 minutes late, it is the parent's responsibility to call the attendance line or send a note with your child if you don't accompany them into the office.

EARLY CHECK- OUT PROCEDURES

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

For further information in regards to attendance, please contact our attendance office at 699-8138 ext. 1164 or visit the attendance link at <http://dms.tvusd.k12.ca.us/attendance>.

TARDY POLICY

Students are to be in the classroom when the tardy bell rings at 8:00AM. Students who arrive late to school are to report to the attendance office. Unexcused tardies to school or to class during the school day may result in detention, on-campus suspension and discipline points. According to the California Ed. Code, three unexcused tardies (30 minutes) are considered truanies and may be reported to the county School Attendance Review Board (SARB). Tardy-to-school letters are mailed home at 5, 10, and 15+.

MAKE-UP WORK

Parents and students may check teachers' Canvas pages for work missed or check with their teachers for any missed work when they return to school. Homework may be requested on the third day of absence. Teachers have 24 hours to prepare the request. The work will be available in the office. Students will have two (2) days for every day absent to make up the work.

Communication

Communication between school and home is vital. If you would like to speak to your child's teacher, simply call the office at 699-8138 and you can reach the directory that will connect you to a teacher's voicemail. You may access teachers by e-mail through our website <http://dms.tvusd.k12.ca.us> by going to the "directory" tab, selecting "teachers," choosing a teacher, and selecting their email address.

SPECIFIC CONTACTS

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

WEBSITE / E- MAIL / SMORE NEWSLETTERS

All school information is disseminated through our website, e-mail, and Blackboard. When handouts are given to students with pertinent information, it is the responsibility of the student to give the information to their parent/guardian in a timely manner.

- We post school news and events, monthly calendars, and contact information on the DMS website. Please visit our site regularly at <http://dms.tvusd.k12.ca.us> for the most up to date news. Teacher websites also include valuable information and deadline dates.
- Please make sure to complete the e-mail section on the emergency form in order to become a part of the e-mail database. **It is important to update the information on a regular basis.** Periodically, information on specific events is sent to parents via e-mail.

GRADES POSTED ONLINE

Steps for accessing student grades online:

- Go to the website at <http://dms.tvusd.k12.ca.us/>
- Locate and click on the Infinite Campus Parent/Student Portal icon
- For login directions click on the blue links below the Infinite Campus icon
- Access and view student grade

For initial login and to create an account, please see email from the district office for your GUID number / activation key. If you have not received this information via e-mail, please contact the school office for the information.

Safety Reminders

EMERGENCY INFORMATION AND CHANGE OF INFORMATION

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

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

SECURITY ON CAMPUS

DMS is a closed campus. Campus Security are monitoring our campus from 7:45 A.M. until 2:45 P.M. A School Resource Officer is also available on TVUSD middle school campuses.

VISITORS

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

BICYCLES, E-BIKES, SKATEBOARDS, ROLLERBLADES SCOOTERS AND E-SCOOTERS

Bicyclists and skateboarders are expected to follow all safety regulations traveling to and from school. Bicycles and skateboards are NOT to be ridden on campus. **Helmets are required by law.** Students are responsible for locking up their bikes and boards in the bike racks at all times. The school and district accepts NO responsibility for lost, stolen, or damaged items. Students may not loiter by the bike racks before or after school. Motorized scooters are illegal for anyone under the age of 18.

STUDENT DROP OFF / PICK UP SAFETY

Students are to be dropped off and picked up only in the long loop at the front of the school, **not in the staff parking lot** before and after school. Parents are asked to be aware of students crossing, abide by the time requirements for our buses in the parking lot, follow driving laws and to not make inappropriate U-turns at the front of the school. We ask parents to **PULL ALL THE WAY UP TO THE END OF THE DRIVE** to facilitate an efficient drop off area. We make numerous announcements to remind students to cross the streets carefully and use the crosswalks when available.

General School Information

STUDENT ANNOUNCEMENTS, ID CARDS AND PLANNERS

Students are responsible for information about school events and school business that is broadcast through video announcements shown during advisement period. **Students are issued an ID card** at the beginning of the school year and are expected to carry it with them at all times (events, dances, and the library). Replacement ID cards are available for a fee. **Each student is required to have a planner.** It is expected that the planner will be brought to school and used daily. Parents may use the planner as a communication tool with the teacher. Check your child's planner often and expect them to document ALL work and assignments in the planner.

Parents can help students by:

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

SCHOOL MATERIALS: RETRIEVAL TABLE

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

TELEPHONE FOR STUDENT USE

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

HALL PASSES

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

COMPUTER AND INTERNET USE

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

PERSONAL PROPERTY

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

**LARGE SUMS OF MONEY AND
ARTICLES OF REAL OR SENTIMENTAL
VALUE SHOULD NOT BE BROUGHT TO
SCHOOL.**

LOST AND FOUND

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

Academics

REPORT CARDS / PROGRESS REPORTS

Progress Reports are provided once during each semester. Progress Reports will be sent home with the student, and Parents/Guardians can attend Parent/Teacher conferences after reviewing the student's Progress Report. Report Cards are provided at the end of each semester. The first semester Report Card is sent home with the student, and the second semester Report Card is mailed home. **Grades can be accessed regularly on our school website in our Infinite Campus System.** Check Infinite Campus regularly to be current with your child's grades. **If you have any questions about specific grades or areas of difficulty, please contact the teacher.**

HOMEWORK / LATE WORK

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

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF) ELIGIBILITY

DMS is affiliated with the California Junior Scholarship Federation. The purpose of CJSF is to foster high standards of scholarship, service, and citizenship on the part of students in middle schools in California. Membership in CJSF is neither automatic nor compulsory, and the student has the responsibility of applying to be considered for eligibility.

Student Services

COUNSELING AND GUIDANCE

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

Mr. Bayaca: A – K

Mrs. Krumheuer: L – Z

Mr. Acosta: A-Z, as assigned

Mrs. Castanon: Social Worker

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

FOOD SERVICES

Breakfast and snack items are available at break and lunch in the school cafeteria. Check the [TVUSD Child Nutrition](#) page for more information.

HEALTH OFFICE

To reach the Health Office, please call **699-8138 ext. 1113**.

Students are to notify the teacher or an adult immediately if an injury occurs. A student who feels ill or wishes to discuss a health problem with the health clerk should ask for a pass from the teacher. In cases of serious accident/injury, school personnel will notify parents.

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

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

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

Warning: Use of anabolic steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to full height; they can also cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes, and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use, or exchange of anabolic steroids. (AR5131).

Physical Education

PHYSICAL EDUCATION INFORMATION

The Physical Education (PE) program is designed to provide students with the opportunity to participate in a variety of individual, dual, and team sports/activities. Student participation is expected. All students are required to dress in a P.E. uniform consisting of black shorts, light-blue shirts and tennis shoes. The uniform must be the appropriate color and without writing or logos. Sweats are appropriate for cooler months (must also be the appropriate color and free of writing or logos). Physical Education teachers explain the requirements to each class and have the appropriate attire available for purchase. When the P.E. uniform dress code is not followed students are subject to possible loss of P.E. points. Students will be assigned a locker to share and only the locker residents know the combination. Locks will be provided and lockers should be secured when students are out of the room.

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

Other School Information

ASSEMBLIES

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

1. Entering and exiting in an orderly manner
2. Coming to order quickly when asked
3. Paying attention to the presentation or speakers Booming and whistling are considered inappropriate, and students will be reminded they will lose the right to attend the next assembly.

STUDENT COUNCIL

The Associated Student Body (A.S.B.) is designed to encourage all students to enjoy and feel connected to James L. Day Middle School. The A.S.B. is comprised of all 6th, 7th, and 8th grade students. The Student Council, a group of students elected from each grade level, coordinates A.S.B. activities. Student Council members are required to uphold all school rules or they will be removed from their position. A.S.B. can only be successful with everyone's participation. A.S.B. organizes a variety of activities for our students to enjoy.

FUNDRAISERS / DONATIONS

Fundraising and donations are necessary to fund purchases and events that are sponsored by the school's various organizations and clubs. Your positive participation in helping us to raise additional funds to spend on DMS students and programs is greatly appreciated. We couldn't do it without you!

Student Code of Conduct

CODE OF RESPONSIBILITY

All students are expected to have good behavior at all times. Students should show a positive, sincere consideration for others at all times. DMS students are expected to respect themselves, their peers, and adults. Students should avoid intruding or interfering with the productive business of others and exhibit high regard for personal and school property. Students must take responsibility for their actions and are held accountable for their conduct.

The rules will apply when students are:

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

DRESS AND GROOMING TVUSD BOARD POLICY

Temecula Valley Unified School District believes that appropriate dress and grooming contribute to a productive learning environment. Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel. The school district is responsible for seeing that student attire does not disrupt school activity or contribute to a hostile or intimidating atmosphere for any student.

1. Students must wear clothing including a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes with a heel strap.
2. Clothing shall be sufficient to conceal undergarments and buttocks. No underwear, undergarments, or clothing that is comparable to undergarments (e.g. bathing suits that resemble the same coverage of an undergarment) may be visible at any time. Clothing may not be see-through or mesh if underwear is visible underneath.
3. Attire may not display images that are violent and/or depict drugs, drug paraphernalia, alcohol, or promote any unlawful act. Additionally, attire may not contain imagery, words or acronyms associated with hate speech, profanity, pornography, or any promotion and/or endorsement of violence, alcohol or drug use.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

* Please refer to the [TVUSD Board Policy Regulation 5132](#), Dress and Grooming, for the most current district dress code guidelines.

GUM

Gum is not permitted on campus. Students chewing gum will be assigned Gum Club.

Gum Club – Students will eat in a designated area and, under supervision, and serve detention for 3 days. If a student fails to show up for Gum Club, they will receive additional days.



PERSONAL SPORTS EQUIPMENT

All student's personal sports equipment including, but not limited to, footballs, soccer balls, tennis balls, playground balls, basketballs, baseballs, and softballs are **NOT** allowed on campus and will be confiscated.



CELL PHONE AND OTHER ELECTRONIC DEVICES

Cell Phones and electronic devices **are not permitted** during the school day. These devices (including ear buds) should **NOT BE SEEN, HEARD, OR USED** during school hours of 8:00 a.m. – 2:30 p.m. All headphones must be wired to use with computers. Electronic devices will be confiscated and kept in the main office. **The student will receive a consequence each time, and an adult may be asked come to pick up the electronic item if violation occurs repeatedly.**

Cell phones are NOT to be used on campus without permission.

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

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

School Activity & Exclusion Policy

SIXTH AND SEVENTH GRADE END-OF-YEAR ACTIVITY CRITERIA

To participate in end-of-year activities, 6th & 7th graders must meet the following behavioral and academic criteria:

Behavioral Criteria: Student must have fewer than 12 discipline points.

Academic Criteria: Must earn a cumulative 2.0 (or higher) grade point average (GPA) as determined by the first semester report card and grades on the second semester capture date.

EIGHTH GRADE END-OF-YEAR ACTIVITY CRITERIA

To participate in end-of-year activities, 8th graders must meet the following behavioral and academic criteria:

Behavioral Criteria:

- Must have fewer than 12 discipline points to participate in the end-of-year field trip.
- Must have fewer than 14 discipline points to participate in the end-of-year reward activity.
- Must have fewer than 20 discipline points to participate in the promotion.

Academic Criteria:

- Must earn a cumulative 2.0 (or higher) grade point average as determined by the first semester report card and grades on the second semester capture date.

*School administrators reserve the right to alter any consequences when they deem the situation is best resolved in an alternate manner.



ASSERTIVE DISCIPLINE POLICY CONSEQUENCES AND DEMERIT SYSTEM

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

CONFERENCE / WARNINGS (0 demerit)

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

DETENTION (1 demerit)

Students will sit in a designated area and may perform campus beautification services under the guidance of an adult.

CLASS SUSPENSION (1 demerit)

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

ON CAMPUS SUSPENSION OCS (2 demerits)

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

SUSPENSION (3 demerits)

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

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

Below are examples of, but not limited to, inappropriate behaviors that will result in disciplinary action. These include any illegal action as outlined in the California Educational Code. Consequences may include: conference with an administrator, detention, class suspension, on-campus suspension (OCS), suspension and expulsion (see definitions above).

Horseplay (pushing, play fighting, etc.)
Harassment (Verbal, physical, sexual) / Bullying
Defiant behavior or disrespect toward an adult
Disruption of school activities
Class disruption
Throwing of any object, food, or liquid
Repeated violation of classroom/school rules
Tardies/Truancy from class or school
(Leaving class without permission/written pass)
Hitting, kicking, or other aggression
Possession of weapons, dangerous objects, laser pointer, fireworks, drugs, or drug paraphernalia
Cheating/forgery/plagiarism/any form of academic dishonesty

Theft or possession of stolen property
Dress code violations
Chewing of gum/seeds on campus
Eating in class or undesignated areas/times
Electronic devices out on campus
Littering
PDA (Public Display of Affection)
Possession of Sharpies/permanent markers
Racial slurs
Profanity
Destruction of property/graffiti
Threats to any person
Selling candy or other unauthorized items
Possession of imitation firearm

Non-Discriminatory Statement

The Temecula Valley Unified School District Governing Board desires to provide a safe school environment that allows all individuals equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any school activity or school attendance occurring within a school under the jurisdiction of the local educational agency, unlawful discrimination, including discriminatory harassment (including sexual harassment), intimidation, and bullying by anyone based on actual or perceived race, color, ancestry, national origin, immigration status, nationality, ethnicity, ethnic group identification, genetic information, age, religion, religious creed, political belief or affiliation, marital or parental status, pregnancy, childbirth, breastfeeding/lactation status, medical condition, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, or the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent.

Title IX Coordinator, Mr. Mike Marble

Director - Compliance

titleIX@tvusd.us, 951-506-7991

31350 Rancho Vista Road

Temecula CA, 92592

504 Coordinator, Mr. Ryan D'Errico

Director - Student Welfare and Success

504@tvusd.us, 951-506-7982

31350 Rancho Vista Road

Temecula CA, 92592

Equity Compliance Officer, Mrs. Nicole Dayus

Assistant Superintendent - Student Support Services

Equitycompliance@tvusd.us, 951-506-7072

31350 Rancho Vista Road

Temecula CA, 92592

SUSPENSION/EXPULSION PURSUANT TO EDUCATION CODE 48900*

According to Education Code 48900, a student may be suspended and/or expelled for the following offenses:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
- Possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance.
- Offered, arranged, or negotiated to sell a controlled substance or otherwise furnished to a person.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco, or products containing tobacco or nicotine products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm.
- Committed or attempted to commit a sexual assault or committed a sexual battery.
- Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding.
- Engaged in, or attempted to engage in, hazing.
- Engaged in an act of harassment or bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.
 - Aiding or abetting in the infliction or attempted infliction of physical injury on another person.
 - Committed sexual harassment.
 - Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.
 - Creating an intimidation or hostile educational environment by intentionally engaging in harassment, threats, or intimidation against a pupil, group of pupils, or school personnel.
 - Terroristic threats against school officials or school property.

Since many of the rules relating to student conduct involve violation of civil law, the school may be required to report these violations to the local law enforcement agency.

SEARCH AND SEIZURE

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

HARASSMENT POLICY

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

BULLYING

DMS takes bullying seriously. Counselors present anti-bullying information to each grade level each year. The deputies offer presentations to our students about bullying and "Juveniles and the Law." The staff is available to students who are having difficulty with another student. Incident reports can be completed in the office and will be investigated. Counselors handle Conflict Resolution situations and hold "Anti-Bullying" programs each semester. For more information see the California Department of Education at <http://www.cde.ca.gov/ls/ss/sc/bullyfaq.asp>

INCIDENT REPORTS

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

I have read the planner and understand the policies, practices and procedures at Day Middle School.

I agree to abide by the policies, practices and procedures at Day Middle School. I understand that consequences will result for violations and I will receive demerits. *Habitual/Chronic negative behaviors may result in the maximum consequence. Demerits accumulate for the school year and cannot be "worked off".

Student

Parent

**Media Center and
Library Information**

Hours

The Media Center/ Library hours are as follows:

Monday, Tuesday, Thursday, Friday - 7:45am – 3:00pm

Wednesday (early release) - 7:45am – 1:30pm

Modified days - Library closes at 12:30pm (dismissal time 12:10pm)

We are open before school, break, lunch (if no classes are scheduled) and after school.

Library may close after school any day of the week without notice if requested by Administration

Textbooks and Library Books

Textbooks and library books are issued by library staff through the automated checkout system. This page has been included in the subject planner for the recommended recording of textbook barcode numbers.

All books and materials are the property of TVUSD and are LOANED to students subject to the following conditions:

1. Must have current ID card to check out material.
2. Books are to be used only by the student to whom the books are issued and may not be transferred to any other student.
3. Books are to be returned when requested or at the time of withdrawal if the student leaves before the end of the school year.
4. If a book is damaged in excess of reasonable wear or is lost, the student will be fined accordingly per the California Education Code 48904 and TVUSD Board Policy BP6161.2. No new books will be issued until this is resolved.
5. Any damage which occurs to the books while in the student's possession **MUST** be reported immediately to the library staff. This may save the student from having a fine assessed.
6. TVUSD has standardized book fine charges. Fines will be assessed for book damages. Any student not returning textbooks or other materials will be charged replacement costs. Payment for damaged or lost books is handled in the media center.
7. Final report cards, transcripts, schedules or any other school records will not be issued with outstanding books fees and other debts.
8. Carefully check your textbook for any PREVIOUS damage which missed being repaired or noted by library staff. You have two weeks after the book is issued to look through your books and return them to the library; otherwise you will be responsible to pay the fine when the book is returned.

Computer Log-In

Username: _____
(10 Digit ID
@my.tvusd.us)

Password: _____
(8-digit birthdate)

Textbook	Cost*	Barcode Number
Math Workbook	(\$10-11)	6 7 8
Science	(\$155)	_____
Science Workbook	(\$8)	6 7 8
Social Studies	(\$66-91)	_____
SS Workbook	(\$7)	6 7 8
LA Workbook	(\$9-\$15)	_____
Chromebook	(\$310)	_____
Power Cord	(\$50)	

*Fees are subject to change.

Other Textbooks (Core Literature):

_____	_____
_____	_____
_____	_____
_____	_____

*****STUDENTS ARE RESPONSIBLE FOR EACH AND EVERY BOOK CHECKED OUT TO THEM.**

*****STUDENTS WHO CHOOSE TO LEAVE BOOKS and/or CHROMEBOOKS IN A CLASSROOM, DO SO AT THEIR OWN RISK. THE TEACHERS ARE NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED BOOKS.**

*****STUDENTS ARE NOT TO SHARE BOOKS and/or CHROMEBOOK WITH OTHER STUDENTS.**

Policy 5145.7: Sexual Harassment

The Governing Board is committed to maintaining an educational environment that is free of sexual harassment, discrimination, harassment, or intimidation. The Board is committed to ensuring equal opportunities for all students in admission and access to the District's educational programs, guidance and counseling programs, athletic programs, testing procedures, and other activities. District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group, religion, color, identification, race, ancestry, national origin, physical or mental disability, age, or sexual orientation.

The Board prohibits the unlawful sexual harassment, discrimination, harassment, or intimidation targeted at any student by anyone or at school-related or school sponsored activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process in alleging sexual harassment established pursuant to this policy and the administrative regulation. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; or otherwise adversely affects the student's educational opportunities.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 – Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 – Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3. The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances. (EC Section 231.5(c))

(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 – Uniform Complaint Procedures)
(cf. 5131 – Conduct)
(cf. 5131.2 – Bullying)
(cf. 5137 – Positive School Climate)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.3 – Nondiscrimination/Harassment)
(cf. 5145.71 – Title IX Sexual Harassment Complaint Procedures)

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy. (EC Section 231.5(e))

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information related to sexual harassment, discrimination, harassment, or intimidation. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, discrimination, harassment, or intimidation including the fact that sexual harassment could occur between people of the same gender and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment, discrimination, harassment, or intimidation under any circumstance
3. Encouragement to report observed instances of sexual harassment, discrimination, harassment, or intimidation even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim of any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students.
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment, discrimination, harassment, or intimidation should be made.
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues.

A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation.

School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in the delivery of services including, but not limited to, instruction, guidance, supervision, and extra-curricular activities.

The Superintendent or designee shall ensure that staff receive training on recognizing sexual harassment, discrimination, harassment, or intimidation and on strategies to help respond appropriately to such behavior.

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

The Superintendent or designee shall ensure that staff receive training on recognizing sexual harassment, discrimination, harassment, or intimidation strategies to help reduce incidents of sexual harassment, discrimination, harassment, or intimidation.

Students who engage in sexual harassment, discrimination, harassment, or intimidation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in harassment or prohibited discrimination shall be subject to disciplinary action, up to and including dismissal.

Complaint Process

Any student who feels that he/she is being or has been subjected to sexual harassment, discrimination, harassment, or intimidation shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment, discrimination, harassment, or intimidation involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment, discrimination, harassment, or intimidation involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who received the student's report or who observes the incident shall report to the Nondiscrimination Coordinator/Title IX Coordinator, Superintendent, or designee.

The Board hereby designates the following position as Coordinator for Nondiscrimination/Title IX Coordinator to handle complaints regarding sexual harassment, discrimination, harassment, or intimidation and inquiries regarding the district's nondiscrimination policies:

Director, Human Resources Development
31350 Rancho Vista Road
Temecula, CA 92592
(951) 506-7950

Grievance Procedures

The principal or designee to whom a complaint of sexual harassment, discrimination, harassment, or intimidation is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that any sexual harassment, discrimination, harassment, or intimidation occurred, he/she shall take prompt, appropriate action to end the behavior and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's sexual harassment, nondiscrimination, harassment free, and intimidation free school environment policies; procedures for filing a complaint regarding sexual harassment, discrimination, harassment, or intimidation and the resources that are available to students who feel that they have been the victim of sexual harassment, discrimination, harassment or intimidation. The district's policy will also be posted on the district website or any other location that is easily accessible to students.

The Governing Board shall annually review district progress on and data related to creating harassment, bias and discrimination free educational environments including, but not limited to, school climate surveys and student discipline reports related to harassment.

Disciplinary Measures

Upon completion of an investigation of a sexual harassment complaint, any student who engages in the sexual harassment or sexual violence, discrimination, harassment, or intimidation of anyone at school or at a school-sponsored activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

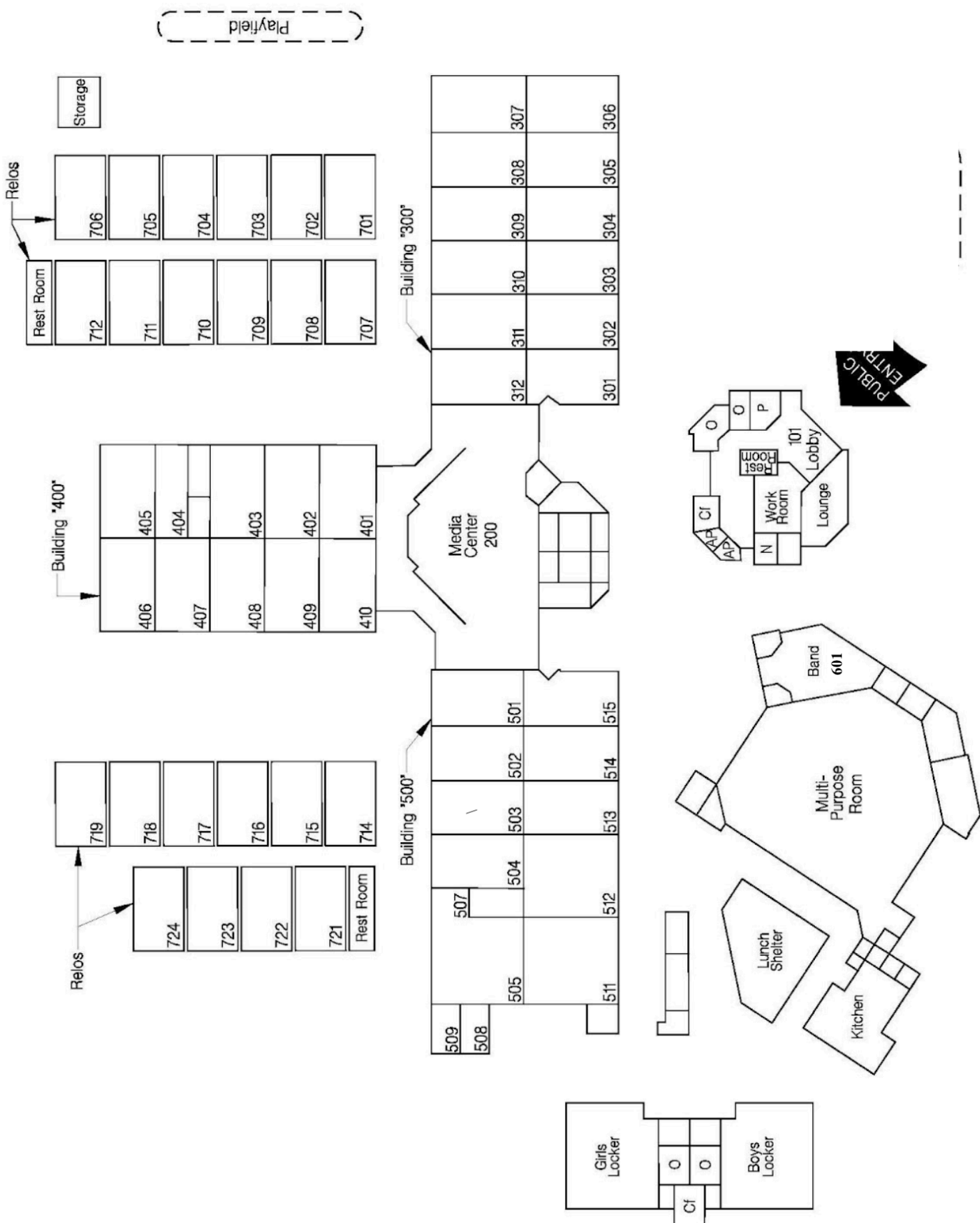
Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7/4317.7 - Employment Status Report)
(cf. 4118 – Dismissal/Suspension/Disciplinary Action)
(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)
(cf. 4218 – Dismissal/Suspension/Disciplinary Action)

Confidentiality and Record-Keeping

In accordance with law and district policies and regulations, the Superintendent or designee shall maintain a record of all reported cases of sexual harassment, discrimination, harassment, or intimidation to enable the District to monitor, address, and prevent repetitive harassing behavior in its schools. All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964).

(cf. 3580 - District Records)



Name _____

Date _____

As a part of the DMS expectations the following items will support the academic, social/personal, and future success as a student this year.

- I understand how to check grades on Infinite Campus Login directions:
https://www.tvusd.k12.ca.us/dms - Then click on the Infinite Campus icon
(Click [Student](#) or [Parent](#) Login Directions if you need additional instructions on how to login to your account.)
*Parents, if you need your password reset, contact Mrs. Schrek 951-699-8138 ext 1100.
*Students, if you need your password changed, see Mrs. Palomares in the Media Center.
- I understand that regularly checking my grades on Infinite Campus will keep me on a positive academic track.
- I understand that my attendance will directly impact my grades and that it is my responsibility to come to school on time every day.
- I understand that it is my responsibility as a student to contact my teachers and check teachers' websites. This is most important when I am absent and need to follow up on work I have missed.
- I understand it is my responsibility to seek out my teacher if I do not understand material in class. I know when my teachers are available for support (i.e. before or after school, email, etc.).
- I understand that there are resources online. I have viewed my teachers' websites and understand the resources available to support me in my learning (i.e. assignment calendars, practice sheets, printable work and outside resources).
- I understand that when I am struggling academically, socially or emotionally, I can seek out my School Counselor or another adult on campus for support. Also, I understand that it is my responsibility to report inappropriate activity that I witness to do my part in making DMS a safer campus.
- I understand that my behavior affects my academic success at school and will generally impact my happiness and well-being.
- (Refer to pg. 10 of the Student Handbook) I understand that in order to participate in all End of the Year Activities that I must have a Cumulative GPA of 2.0 or above (combined semesters) and
 - Have fewer than 12 demerits to go to (i.e. 6th Gr BBQ, 7th Gr Movie, 8th Gr Knott's Trip)
 - Have fewer than 14 demerits to go to the Eighth Grade End of the Year Event
 - Have **fewer than 20 demerits to participate in the Promotion Ceremony**

Student Signature:

I understand all of the statements above _____ Date _____

Parent Signature:

My student & I have reviewed the statements above _____ Date _____

If either student or parent has a question or concern please contact:

Rodney Bayaca rbayaca@tvusd.us or 951-699-8138 ext. 1107

Jennifer Krumheuer jkrumheuer@tvusd.us or 951-699-8138 ext. 1108

Omar Acosta ocosta@tvusd.us 951-699-8138 ext. 1106

Name: _____

Advisement Teacher: _____



S

Specific

Who is involved?
What do I want to accomplish? Where will it be done? Why am I doing this?
Which requirements do I have?



M

Measurable

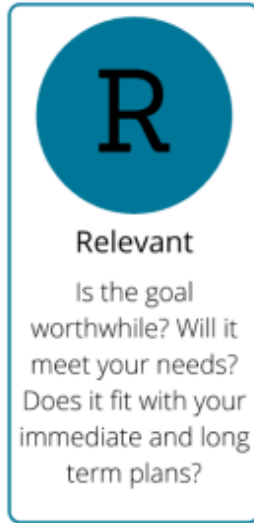
Can you track the progress and measure the outcome? How will you know when your goal is accomplished?



A

Attainable

Is the goal reasonable enough to be accomplished? Make sure the goal is not out of reach or less than what is possible!



R

Relevant

Is the goal worthwhile? Will it meet your needs? Does it fit with your immediate and long term plans?



T

Timely

When will this goal be completed? Setting a time limit will establish urgency and enhance time management.

Brainstorm possible goals for each category that you may consider setting for yourself this year.

Academic:

Personal:

Community: