

Welcome to Erle Stanley Gardner  
Middle School



## Welcome to Erle Stanley Gardner Middle School!

We are proud to be the home of the Grizzlies, a community built on strong relationships, high expectations, and a commitment to helping every student succeed.

At GMS, we believe middle school is a time for students to discover their strengths, build confidence, develop independence, and prepare for future success. Our teachers, counselors, support staff, and administrators are committed to creating a safe, supportive, and engaging learning environment where all students feel connected, challenged, and valued.

This handbook serves as a guide to the opportunities, expectations, resources, and supports available to students and families throughout the school year. The policies and procedures included here are designed to promote a positive learning environment where all students can thrive academically, socially, and emotionally.

We encourage every Grizzly to embrace our ROAR values:

Respect – Treating ourselves, others, and our campus with care and kindness.

Ownership – Taking responsibility for our actions, learning, and decisions.

Achievement – Striving for growth, excellence, and continuous improvement.

Rigor – Embracing challenges and persevering through difficult work.

Middle school is an exciting journey, and we are honored to partner with families throughout that experience. Together, we will continue the proud tradition of excellence that makes GMS a special place to learn and grow.

We look forward to a fantastic year.

Go Grizzlies!

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## Our Mission

Students, staff, and families at Erle Stanley Gardner Middle School are collectively committed to inspiring academic achievement and productive citizenship through our ROAR philosophy.

Our mission guides every decision we make and every opportunity we provide for students.

### Respect

We value ourselves, others, and our learning environment.

### Ownership

We take responsibility for our choices, actions, and learning.

### Achievement

We pursue excellence, celebrate growth, and strive to reach our full potential.

### Rigor

We embrace challenges, persevere through obstacles, and commit to doing our best every day.

These values help create a school culture where students feel safe, supported, connected, and empowered to succeed.

## CORE Beliefs

### ROAR: The Grizzly Way

At Erle Stanley Gardner Middle School, we believe that a positive school culture creates the conditions for academic excellence, meaningful relationships, and personal growth.

Our ROAR philosophy guides the way we learn, interact, and support one another every day.

### **Respect**

We treat ourselves, others, and our campus with kindness, dignity, and care. We value differences, listen to understand, and contribute positively to our learning environment.

### **Ownership**

We take responsibility for our actions, decisions, learning, and contributions. We recognize that our choices impact both our own success and the success of our school community.

### **Achievement**

We strive for excellence, celebrate growth, and pursue our personal best in academics, activities, leadership, and service.

### **Rigor**

We embrace challenges, persevere through obstacles, and understand that meaningful growth often comes through effort and determination.

Living the ROAR values helps us create a school community where every student feels safe, connected, supported, and empowered to succeed.

At GMS, we recognize and celebrate students who consistently demonstrate these values through academic achievement, leadership, citizenship, perseverance, and positive contributions to our campus community. Students may be recognized with 5 Star points they can redeem at the student store, selected for Student of the Month, or chosen for awards throughout the year.

# Respect

## Respect

Respect means treating others, ourselves, and our school community with care and consideration.

As a Grizzly, I will:

- Treat others the way I want to be treated.
- Respect the rights, perspectives, and differences of others.
- Respect laws, school rules, and the directions of school staff.
- Treat private and public property responsibly.
- Be honest with others and myself.
- Avoid spreading rumors, gossip, or hurtful messages.
- Look for the good in others and contribute to a culture of kindness and inclusion.

## Promoting a Safe and Positive School Environment

### Accountability and Student Growth

Gardner Middle School is committed to helping students learn from their choices and grow as responsible members of the school community. When school expectations are not met, staff members work with students to address concerns, reinforce expectations, and support positive decision-making.

Depending on the nature and severity of the behavior, students may receive one or more of the following interventions or consequences:

| <u>Intervention or Consequence</u>   | <u>Demerits</u> |
|--------------------------------------|-----------------|
| Warning or Conference                | 0               |
| Low Level Report                     | 0               |
| Detention Assigned by Administration | 1               |
| On Campus Intervention               | 2               |
| Suspension                           | 3               |

Administration reserves the right to limit or withhold participation in school activities, events, and privileges as a result of student behavior.

Our goal is always to help students learn from their experiences, restore relationships when appropriate, and continue developing the skills needed for success both in school and beyond.

# Bullying, Harassment, and Discrimination Prevention

## **Every Student Deserves to Feel Safe, Valued, and Respected**

At Gardner Middle School, we are committed to creating a school environment where all students feel safe, supported, and connected. Respect is one of the core values of our Grizzly ROAR, and every member of our school community shares responsibility for helping maintain a positive learning environment.

All students have the right to attend school free from bullying, cyberbullying, harassment, intimidation, discrimination, and other behaviors that interfere with their ability to learn, participate, and thrive.

The District is committed to protecting students from bullying and harassment of any kind and encourages students, families, and staff to work together to promote a culture of respect, acceptance, and inclusion.

## **Understanding Bullying**

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has the effect, or can reasonably be predicted to have the effect, of:

- Placing a reasonable student in fear of harm to their person or property.
- Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
- Causing a reasonable student to experience substantial interference with academic performance.
- Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from school services, activities, or privileges.

Bullying does not have to involve a power imbalance, and a single act may constitute bullying or harassment.

## **Examples of Bullying**

Bullying behaviors may include, but are not limited to:

- Name-calling
- Tripping or physical intimidation
- Unwanted teasing
- Insults
- Pinching
- Dehumanizing gestures
- Social exclusion

- Rumor spreading
- Mean or hurtful acts
- Graphic, written, or verbal statements intended to harm others

### **Cyberbullying**

Technology can be a powerful tool for communication and learning, but it must be used responsibly and respectfully.

Cyberbullying includes the posting or sharing of harassing messages, direct threats, social cruelty, or other harmful text, images, or content through the internet, social media platforms, messaging applications, or other digital technologies.

Cyberbullying may also include:

- Impersonating another person online
- Accessing another person's account without permission
- Assuming another person's identity to damage relationships or reputation
- Posting content that interferes with a student's ability to learn or participate in school

Students and parents are encouraged to save and print any messages, images, or communications they believe may constitute cyberbullying and report them to school staff so that concerns may be investigated appropriately.

### **Reporting Concerns**

Students are encouraged to report bullying, harassment, discrimination, or safety concerns as soon as possible.

Concerns may be reported to:

- A teacher
- A counselor
- A campus supervisor
- An administrator
- A parent or guardian
- Any trusted school staff member

Students may also report concerns through **Let's Talk** on the Gardner Middle School website.

If bullying or harassment continues after being reported, students should immediately notify a staff member so that additional support and intervention can be provided.

The District encourages students to report concerns and prohibits retaliation against any individual who reports bullying, harassment, discrimination, or other safety concerns.

## **Understanding Harassment and Discrimination**

Harassment is unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, age, disability, or genetic information (including family medical history).

Harassment, discrimination, and bullying negatively impact both the targeted individual and the overall school environment.

Examples of harassment may include, but are not limited to, disparaging a person because of:

- Their skin color
- The language they speak
- Their accent
- The food they eat
- Their gender
- Their sexual orientation
- Their cultural traditions
- Being an English language learner
- Clothing associated with a particular culture
- Any protected characteristic

## **Our Commitment to Inclusion**

Temecula Valley Unified School District does not tolerate sexual harassment, hate crimes, discrimination, or harassment based on gender, race, color, religion, national origin, ethnic group, marital status, parental status, or physical or mental disability.

We are committed to maintaining a school environment where students and staff can learn and work in a climate of acceptance, dignity, and mutual respect—free from actions, statements, or behaviors that diminish the unique qualities of any individual.

Students who believe they have experienced harassment, discrimination, or bullying should notify a teacher, counselor, parent, or administrator immediately.

(Board Policies 4119.11, 0410, and 1312.3 are available in the school office.)

## **Accountability and School Safety**

Bullying, cyberbullying, harassment, discrimination, and related misconduct will not be tolerated and may result in disciplinary action in accordance with applicable laws, Board Policy, and Administrative Regulation.

Students may also be subject to discipline for off-campus conduct occurring outside of school hours when that conduct:

- Threatens the safety of students, staff, or district property; or
- Substantially disrupts the educational environment or orderly operation of the school.

By treating one another with respect, reporting concerns, and standing up for others, we help ensure that Gardner Middle School remains a safe, welcoming, and inclusive place for every Grizzly.

## Spirit Days

### Celebrating Grizzly Pride

Spirit Days are an opportunity for students to celebrate school pride, build community, and strengthen connections with their fellow Grizzlies. These events encourage student involvement while creating a fun and positive school culture.

Each Spirit Day features a unique theme that allows students to express their creativity and school spirit. Past themes have included:

- Sports Day
- School Colors Day
- Meme Day
- Spring Picnic Day
- Fictional Character Day

Spirit Days are typically held once each month and often include special activities during 7th period, such as games, music, and prizes.

Students are encouraged to participate by dressing according to the theme and demonstrating the positive behaviors that contribute to a successful school community.

### Participation Rewards

Spirit Days are a privilege designed to recognize students who consistently demonstrate the values of **Respect, Ownership, Achievement, and Rigor (ROAR)**. Through their participation, students contribute to the positive culture and sense of belonging that make Gardner Middle School a special place to learn and grow.

Students who participate in Spirit Days may earn 5-Star Points and make progress toward their **Grizzly Passport** by demonstrating positive behaviors aligned with the ROAR expectations.

### Show Your Grizzly Pride Every Friday

Students can continue to show their school spirit throughout the year by wearing Gardner Middle School spirit wear or our school colors—navy blue and gold—every Friday.

Together, we build a strong school community by celebrating what it means to be a Grizzly.

## Activity Participation and Eligibility

### **Opportunities Beyond the Classroom**

At Gardner Middle School, students have opportunities to participate in activities that extend learning, celebrate accomplishments, build school pride, and strengthen connections with peers and staff. These experiences are an important part of the middle school journey and encourage students to demonstrate the values of **Respect, Ownership, Achievement, and Rigor (ROAR)**.

Participation in school-sponsored activities is a privilege. Students are encouraged to maintain positive academic performance, responsible behavior, and regular attendance so they can fully participate in the opportunities available throughout the school year.

### **Off-Campus Activities**

Off-campus activities, including field trips, educational excursions, competitions, and end-of-year trips, provide valuable opportunities for students to extend their learning beyond the classroom.

Because these activities represent Gardner Middle School in the community and often require students to miss instructional time, participants must demonstrate both academic responsibility and positive citizenship.

To participate in off-campus activities, students must:

- Maintain a cumulative GPA of 2.0 or higher.
- Have no failing grades (F's).
- Demonstrate acceptable behavior.
- Maintain satisfactory attendance.
- Have fewer than 12 demerits.
- Have fewer than three (3) demerits during the 20 school days immediately preceding the activity.

Eligibility may be reviewed prior to each activity or event.

### **On-Campus Activities**

On-campus activities, including school dances and field days, provide students with opportunities to celebrate school spirit, build community, and create positive memories with their peers.

To participate in on-campus activities, students must:

- Have fewer than 14 demerits.
- Have fewer than three (3) demerits during the 20 school days immediately preceding the activity.

Students are expected to demonstrate positive behavior and responsible citizenship both before and during school events.

### **Eighth Grade Promotion Activities**

Promotion activities celebrate the accomplishments, growth, and achievements of our eighth-grade students as they prepare for the transition to high school.

To participate in promotion-related activities, students must:

- Earn a cumulative GPA of 2.0 or higher.
- Have fewer than 20 demerits.
- Have fewer than three (3) demerits during the 20 school days immediately preceding the activity.

Students who meet these expectations may participate in promotion celebrations and related activities.

Administration reserves the right to review individual circumstances and determine eligibility based on academic performance, attendance, and behavior records.

## Visitors

### **Partnering for a Safe and Secure Campus**

Gardner Middle School values strong partnerships with families and welcomes parent and community involvement in support of student success. To maintain a safe and secure learning environment for all students and staff, GMS operates as a closed campus during the school day.

All visitors are required to check in through the Administrative Office before entering campus. As part of TVUSD's commitment to school safety, visitors will be processed through the **Raptor Visitor Management System**.

The Raptor System helps schools maintain a safe environment by screening visitors and verifying visitor information. Upon arrival, visitors will be asked to present a valid government-issued photo identification, such as a driver's license. The system compares the visitor's name and date of birth with a national database of registered sex offenders as part of the district's safety procedures.

### **Classroom Visits**

Parents and guardians who wish to visit a classroom must coordinate with school staff in advance.

To minimize disruptions to instruction and support student learning, classroom visits will be limited to 30 minutes and require:

- Approval from a school administrator
- At minimum of 24 hours advance notice

### **Visitor Expectations**

All approved visitors are required to:

- Check in through the Administrative Office upon arrival.
- Present a valid photo identification.
- Wear a visitor badge while on campus.
- Follow all school safety procedures and visitor guidelines.

These procedures help ensure a safe, secure, and productive learning environment while supporting meaningful family involvement in the educational process.

We appreciate the partnership of our families and visitors in helping maintain a positive and secure campus for all Grizzlies.

## Food Services

### **Supporting Student Health and Learning**

Gardner Middle School is committed to supporting student health, wellness, and academic success. Access to nutritious meals helps students stay focused, energized, and ready to learn throughout the school day.

Beginning with the 2022–2023 school year, California became the first state to implement a statewide **Universal Meals Program** for school children. As part of this program, all students are offered both **breakfast and lunch free of charge each school day**.

At Gardner Middle School, breakfast is served during the morning break, providing students with an opportunity to refuel and prepare for a successful day of learning.

Families and students may access current meal menus and nutrition information through TVUSD Nutrition Services.

We encourage all students to take advantage of the meal options available as part of our commitment to supporting the well-being and success of every Grizzly.

# Campus Care and Responsibility

## **Taking Pride in Our Campus**

Respect for our school includes taking pride in the appearance, cleanliness, and care of our campus. Each student plays an important role in helping maintain a safe, welcoming, and positive learning environment for everyone.

As members of the GMS community, students are expected to:

- Keep classrooms, common areas, and outdoor spaces clean.
- Dispose of trash and recycling in appropriate containers.
- Pick up after themselves during class, break, lunch, and school activities.
- Help maintain a campus free from litter, graffiti, and vandalism.
- Respect school property, equipment, and learning spaces.
- Report damage, safety concerns, or maintenance issues to a staff member.

Taking ownership of our shared spaces demonstrates respect for fellow students, staff, and visitors while helping create a campus environment that everyone can enjoy.

## **Gum-Free Campus**

Gardner Middle School is a gum-free campus.

Students should dispose of gum before arriving on campus. Gum creates unnecessary maintenance issues and can damage school facilities and equipment. We appreciate students helping keep our campus clean by following this expectation.

## **Accountability for Campus Care**

Students are responsible for cleaning up after themselves both inside and outside the classroom, including properly disposing of all trash and personal items.

Students who repeatedly fail to meet campus cleanliness expectations may be assigned **campus beautification activities** as part of a detention or other disciplinary consequence. These opportunities are designed to reinforce personal responsibility, restore our shared spaces, and encourage pride in maintaining a clean and welcoming school environment.

By working together to care for our campus, we help ensure that Gardner Middle School remains a place where all students can learn, grow, and take pride in being Grizzlies.

# Ownership

Ownership means taking responsibility for my actions, choices, and contributions to our school community.

As a Grizzly, I will:

- Take responsibility for my actions and decisions.
- Choose positive and appropriate responses to challenges and conflicts.
- Return borrowed items to their owner in the same condition they were received.
- Help create a positive and welcoming school environment.
- Demonstrate integrity in my interactions with others.
- Take an active role in maintaining a safe, clean, and respectful campus.

## Student Identification Cards

### **Accessing Resources and Opportunities**

Student identification cards help students access important school resources, participate in campus activities, and take advantage of opportunities available throughout the school year.

Each student is issued a Gardner Middle School ID card at the beginning of the school year and is expected to carry it with them while on campus.

Student ID cards are required for:

- Checking out library books and other materials from the Library/Media Center
- Accessing Library/Media Center services
- Participating in certain special on-campus events and school dances
- Earning and redeeming recognition through the 5-Star Grizzly program

Students are encouraged to keep their ID cards in a safe location and readily available throughout the school day.

### **Replacement ID Cards**

If an ID card is lost, students may purchase a replacement card through the Library/Media Center.

- Replacement cost: **\$5.00**

Having a student ID card readily available helps ensure smooth access to school resources, activities, and recognition programs while supporting a safe and organized campus environment.

## Personal Electronic Devices

### **Staying Engaged in Learning**

At Gardner Middle School, we believe students learn best when they are actively engaged with their teachers, classmates, and learning experiences. Limiting distractions during the school day helps students focus, build meaningful connections, and take full advantage of the opportunities available to them.

As educators, we are mindful of the impact that excessive screen time, inappropriate smartphone use, and distractions caused by earbuds can have on student learning and well-being. We are also aware of the financial burden families may experience when personal electronic devices are lost, stolen, or damaged.

To support a focused and productive learning environment, cell phones, earbuds, AirPods, and other personal electronic devices are expected to remain **out of sight and out of mind** from the first morning bell (7:55 a.m.) until the final afternoon bell (2:30 p.m.).

Students are encouraged to store devices in their backpacks and keep them powered off during the school day.

### **Appropriate Use of Electronic Devices**

Personal electronic devices may only be used during the school day when permission has been given by a teacher for instructional purposes.

Students who need to contact a parent or guardian during the school day may use the phone in the school office.

Parents and guardians who need to contact their student during the school day should call the school office at **(951) 699-0080**.

### **Physical Education**

To help protect personal belongings and minimize distractions during class, cell phones, earbuds, and AirPods are expected to be secured in student lockers during Physical Education.

### **Responsibility for Personal Property**

Students are responsible for the care and security of their personal electronic devices while on campus.

Gardner Middle School and Temecula Valley Unified School District are not responsible for lost, stolen, or damaged personal property, including but not limited to cell phones, earbuds, AirPods, smart watches, and similar devices.

### **Accountability**

Students who use cell phones, earbuds, AirPods, or other personal electronic devices during restricted times will receive a **Low Level Report**.

Repeated violations of the electronic device expectation may result in an **office referral** and **detention**.

Inappropriate use of personal electronic devices may also result in confiscation of the device and parent/guardian pick-up after school.

Our goal is to help students develop habits that support focus, engagement, and academic success while minimizing distractions during the school day.

## Moving Responsibly Around Campus

To help maintain a safe, orderly, and accountable campus environment, students are expected to remain in their assigned learning spaces during class time unless they have permission to leave.

Whenever a student leaves a classroom during the school day, they must have a formal, signed hall pass in their possession.

Students will use the school's 5-Star system when leaving the learning space to use the restroom. This process helps staff support student safety and ensures that movement around campus remains organized and accountable.

Students should carry their hall pass until they return to class and follow all staff directions while traveling through campus areas.

By using hall passes responsibly, students demonstrate Ownership and contribute to a safe and respectful learning environment for all Grizzlies.

## Personal Property and Transportation

### **Personal Item Drop-Offs**

We encourage students to come to school prepared with the materials and items they need for a successful day of learning. In an effort to minimize classroom interruptions and maximize instructional time, families are encouraged to double-check that students have all necessary items before arriving on campus.

When personal items must be delivered during the school day, they may be left on the designated drop-off counter in the front office. Parents or guardians will be asked to complete a drop-off slip as part of the process.

Students may pick up items from the front office during non-instructional times.

Please note that Gardner Middle School is not responsible for personal items left in the drop-off area.

### **Lost and Found**

Lost and found items are maintained outside of the multi-purpose room area. Students who are missing personal belongings are encouraged to check the Lost and Found regularly.

Items that remain unclaimed for an extended period of time will be donated to charity after students have been given an opportunity to claim them.

Textbooks and other school-issued materials found on campus will be returned to the Library/Media Center.

We encourage students to label personal belongings and take Ownership of their items throughout the school year.

### **Bicycles**

Riding a bicycle to school is a privilege that provides students with an active and independent way to travel to and from campus.

Students who ride bicycles or e-bikes to school are expected to follow all applicable traffic laws and safety regulations.

Students must:

- Wear a helmet as required by law.
- Provide their own bicycle lock.
- Secure their bicycle or e-bike in the designated bicycle rack area while on campus.
- Demonstrate safe and responsible behavior while traveling to and from school.

### **E-Bike Requirements**

To promote safe riding practices and support student safety, all students who ride a motorized e-bike to school are required to complete the **TVUSD Safe Riders Program** in partnership with the **Riverside County Sheriff's Department**.

After successfully completing the program, students must upload their completion certificate and may obtain a **TVUSD Bike Pass** from the school office.

All e-bikes brought onto campus must display a valid **TVUSD Bike Pass**.

Students who do not have a valid TVUSD Bike Pass may not ride or park an e-bike on campus.

### **Responsibility for Personal Property**

Students are responsible for securing their bicycles and e-bikes at all times. Gardner Middle School and Temecula Valley Unified School District are not responsible for lost, stolen, or damaged bicycles, e-bikes, locks, or related equipment.

### **Skateboards, Scooters, and Rollerblades**

To help maintain a safe campus environment, skateboards, scooters, and rollerblades are not permitted on campus before, during, or after school.

Students and families should also be aware that motorized scooters are prohibited for individuals under 16 years of age under California law.

By taking responsibility for personal belongings and transportation choices, students help maintain a safe, organized, and respectful campus environment for all Grizzlies.

## Dress and Grooming (*BP 5132, AR 5132*)

### **Dressing for Success**

At Gardner Middle School, we believe that appropriate dress and grooming contribute to a positive, safe, and productive learning environment. Student attire should support learning, allow students to participate comfortably in school activities, and reflect respect for themselves and others.

The District is committed to maintaining a school environment where all students feel safe, welcomed, and able to focus on learning. Student dress and grooming must not pose a health or safety risk, disrupt the educational environment, or contribute to a hostile or intimidating atmosphere for any member of the school community.

### **Student Attire Expectations**

Students are expected to wear:

- A shirt or top.
- Pants, shorts, a skirt, dress, leggings, or equivalent attire.
- Shoes at all times while on campus.

Clothing must sufficiently cover undergarments and buttocks. Undergarments, underwear, or clothing that provides coverage comparable to undergarments may not be visible at any time.

Clothing may not be see-through or mesh if undergarments are visible beneath the garment.

### **Clothing That Is Not Permitted**

To maintain a safe and respectful learning environment, attire may not display:

- Images depicting violence.
- Drugs, drug paraphernalia, alcohol, or tobacco products.
- Content that promotes unlawful acts.
- Hate speech or discriminatory messages.
- Profanity or vulgar language.
- Pornographic or sexually explicit content.
- Messages, symbols, images, words, or acronyms that promote or endorse violence, alcohol use, or drug use.

### **Dress Code Guidance and Support**

Because it is impossible to anticipate every style, trend, or clothing choice, not every situation can be specifically addressed within the dress code. When questions arise regarding student attire or grooming, school administration will make the final determination regarding appropriateness.

Gardner Middle School is committed to addressing dress code concerns in a manner that is respectful, consistent, and minimally disruptive to student learning. School-directed changes to attire or grooming will be the least restrictive intervention necessary and will seek to minimize any loss of instructional time.

When a dress code concern occurs, students may be asked to change into appropriate attire. When necessary, parents or guardians may be contacted to support a resolution.

Repeated dress code violations may be considered defiance and may result in administrative intervention and disciplinary action.

Our goal is to work collaboratively with students and families to ensure that student attire supports a safe, respectful, and positive learning environment for all Grizzlies.

## Emergency Information and Student Records

### **Emergency Contact Information**

Maintaining accurate emergency contact information is an important part of keeping students safe and ensuring effective communication between home and school.

Families are asked to complete and update emergency information online and to provide all current phone numbers where parents or guardians can be reached during the school day, including cell phone numbers.

Parents are also encouraged to identify at least four local emergency contacts who are authorized to pick up their child if a parent or guardian cannot be reached during an emergency situation.

To ensure that school records remain accurate, families should promptly update contact information through the **Infinite Campus Parent Portal** whenever changes occur throughout the school year.

Accurate emergency information allows school staff to respond quickly and effectively when communication with families is needed.

### **Student Records and Withdrawal Procedures**

Gardner Middle School maintains student records in accordance with district and state requirements.

If a student will be withdrawing from Gardner Middle School, a parent or guardian should notify the school office as soon as possible so that the withdrawal process can be completed efficiently and records can be transferred appropriately.

Prior to withdrawal, students are expected to:

- Obtain a checkout form from the school office.
- Return all library books, textbooks, Chromebooks, and other school-issued materials.
- Complete all required checkout procedures.
- Obtain final grades from their teachers.

Completing these steps helps ensure a smooth transition and allows student records to be processed accurately and efficiently.

Our staff is committed to supporting students and families throughout enrollment changes and school transitions.

# ***Achievement***

Achievement means committing to personal growth and academic success.

As a Grizzly, I will:

- Come to school regularly and on time, ready to learn.
- Give my best effort in everything I do.
- Take pride in my learning and accomplishments.
- Seek help when needed and take advantage of opportunities to grow.
- Contribute positively to my classroom and school community.

## **Attendance Matters**

At GMS, we believe every day of learning matters.

Consistent attendance is one of the strongest predictors of academic success. Being present in class allows students to engage in instruction, collaborate with peers, participate in activities, and build meaningful relationships with teachers and classmates.

When students miss school due to illness or other approved reasons, we encourage families and students to work closely with teachers to make up missed learning. Our staff is committed to supporting students as they stay connected to their coursework and continue making progress toward their goals.

Attendance Office: (951) 699-0083

### **Attendance Procedures**

Regular attendance is vital to the academic success of all students. If a student is too ill or injured to attend school, it is the responsibility of the student and parent/guardian to ensure that all missed assignments are completed. Teachers will work with students to review missed learning and arrange opportunities to complete assignments and assessments.

The following attendance notification schedule is based on TVUSD Board Policy 5113:

- Three (3) days of absence without a valid excuse: Student may be classified as habitually truant and reported to the Assistant Superintendent or designee. Parents will be notified regarding attendance concerns.
- Six (6) days of unexcused absence in a semester: Student is identified as truant. Parent notification will be provided.

- Ten (10) days of unexcused absence in a semester: Student citizenship may be lowered one full mark. A School Attendance Review Team (SART) meeting may be scheduled, and an attendance contract may be implemented.
- Twelve (12) days of unexcused absence in a semester: Student citizenship may be lowered a second full mark.
- Fourteen (14) days of unexcused absence in a semester: Student citizenship may be lowered a third full mark and may be referred to the School Attendance Review Board (SARB).

### **Absence Notification**

Parents/guardians must notify the school whenever a student is absent. Absences may be cleared by note or by calling the attendance line. Notes should include the student's name, grade, date of absence, reason for absence, parent/guardian signature, and a contact phone number.

A doctor's note is required following three consecutive days of illness-related absence.

Students returning from excused absences are expected to request make-up work from their teachers. Students will generally be provided one day to complete make-up work for each day of excused absence.

### **Excused Absences**

- Illness
- Medical appointments
- Dental appointments
- Bereavement

### **Unexcused Absences**

Absences that do not meet state criteria for excused absences may be considered unexcused, including family trips, babysitting, athletic events, auditions, transportation issues, or similar circumstances.

### **Early Check-Out Procedures**

Because instructional time is valuable, families are encouraged to avoid early check-outs whenever possible. Students should remain in class whenever feasible to maximize learning opportunities and maintain continuity in instruction.

## Be On Time and Ready To Learn

At GMS, every minute of learning matters.

Arriving on time helps students begin class prepared, focused, and ready to engage in learning. Punctuality demonstrates responsibility, respect for others, and commitment to academic success. Developing strong attendance and punctuality habits in middle school also helps prepare students for success in high school, college, careers, and beyond.

Students are expected to report directly to class each period. If a student needs to visit the office or use the restroom, they should first report to class and obtain permission from their teacher.

School begins at 7:55 a.m. The tardy bell rings at 8:00 a.m. Students arriving after the tardy bell must report to the attendance office before proceeding to class. If a student arrives more than 30 minutes late, a parent or guardian must notify the Attendance Office.

Teachers record tardies for each class period. Repeated unexcused tardies may result in progressive interventions and consequences designed to support improved attendance habits.

### Cumulative Tardy Consequences

- 5th tardy: 1 detention and 1 demerit
- 10th tardy: 2 school detentions and 1 demerit (2 cumulative demerits)
- 15th tardy: 4 school detentions and 2 demerits (4 cumulative demerits)
- 20+ tardies: 4 school detentions and 2 demerits (6 cumulative demerits)

Additional interventions may be implemented, including a School Attendance Review Team (SART) meeting.

In accordance with California Education Code, three unexcused tardies of more than 30 minutes are considered trancies.

## Academic Integrity

### **Ownership of Learning**

*At Gardner Middle School, honesty is a cornerstone of academic success and reflects two of our ROAR values: **Ownership** and **Respect**. We believe students grow most when they engage fully in the learning process, take responsibility for their work, and demonstrate integrity in their daily choices.*

*Academic integrity means producing work that reflects your own learning, effort, and understanding. It also means giving proper credit when using the ideas or words of others. By practicing honesty and ethical decision-making, students build trust, develop strong character, and prepare for future academic and personal success.*

*The purpose of this policy is to promote a culture of honesty, responsibility, and respect throughout our school community.*

### **Demonstrating Academic Integrity**

*Students demonstrate academic integrity when they:*

- *Complete their own assignments, projects, and assessments.*
- *Take responsibility for their learning by planning ahead, studying, and seeking help when needed.*
- *Politely decline requests to share or copy classwork, homework, quizzes, tests, or other assignments.*
- *Acknowledge sources whenever they borrow words, ideas, images, or information from others.*
- *Use research and reference materials appropriately and responsibly.*

*The following situations almost always require citation:*

- *Whenever I use a direct quotation.*
- *Whenever I paraphrase someone else's ideas.*
- *Whenever I use an idea that someone else has already expressed.*
- *Whenever I make specific reference to the work of another person.*
- *Whenever another person's work has been important in developing my own ideas.*

### **Maintaining Academic Integrity**

*To preserve the integrity of the learning environment, students should avoid behaviors that compromise their own learning or the learning of others, including:*

- *Copying or submitting someone else's work as their own.*
- *Allowing others to copy their work.*
- *Using unauthorized notes, materials, or "cheat sheets."*
- *Sharing test questions or answers in person, through text messages, or via social media.*

- *Taking or distributing tests, quizzes, or answer keys without authorization.*
- *Altering grades or academic records.*
- *Using unauthorized outside resources during assignments or assessments.*
- *Copying words or ideas from another source without giving credit.*
- *Failing to place quoted material in quotation marks.*
- *Providing incorrect or misleading source information.*
- *Changing a few words while copying the structure of a source without proper citation.*
- *Using so much of another source's work that it becomes the majority of the student's submission, even if credit is given.*

### **Learning from Mistakes**

*Academic integrity violations are viewed as opportunities for students to learn, reflect, and strengthen their understanding of personal responsibility and ethical decision-making. When violations occur, school staff will work with students and families to address the situation, reinforce expectations, and support future success.*

#### **First Offense**

*A student will receive:*

- *A student-teacher conference.*
- *A low-level report or disciplinary referral to an administrator.*
- *Parent/guardian contact.*
- *Additional instruction regarding the principles of academic integrity.*
- *Completion of an Academic Integrity contract.*

*Depending on the circumstances, a student may also receive one or more of the following:*

- *An Academic Dishonesty comment on a progress report or report card.*
- *An "N" or "U" in citizenship on a progress report or report card.*
- *An "F" on the assignment or assessment, at the teacher's discretion.*
- *Additional disciplinary action assigned by an administrator.*

#### **Subsequent Offenses**

*A student will receive:*

- *A student-teacher conference.*
- *Parent/guardian contact.*
- *A disciplinary referral to an administrator.*

*Based on the circumstances of the violation, consequences may include one or more of the following:*

- *Disciplinary action assigned by an administrator.*

- *An "F" on the assignment or assessment.*
- *An Academic Dishonesty comment on a progress report or report card.*
- *A "U" in citizenship on a progress report or report card.*
- *Removal from leadership positions.*
- *Removal from extracurricular activities.*
- *Ineligibility for school-wide honors, awards, or recognition.*

*Academic Integrity violations will be addressed when school administration becomes aware of the incident, which may not always occur in chronological order.*

*This Academic Integrity policy is adapted from the Great Oak High School Academic Integrity Policy.*

# Counseling and Guidance Services

## **Supporting the Whole Student**

At Gardner Middle School, our counseling program is committed to supporting the academic, social-emotional, and college/career development of every student. School counselors work collaboratively with students, families, teachers, staff, and the community to help students overcome challenges, build on their strengths, and achieve their goals.

Our counselors believe that every student deserves access to the support, resources, and opportunities needed to thrive both in school and in life.

## **How School Counselors Support Students**

School counselors help students by:

- Promoting positive attitudes toward self, family, peers, school, and community.
- Supporting academic achievement and helping students understand how current performance impacts future opportunities.
- Helping students recognize their strengths, talents, and unique qualities.
- Collaborating with students, families, teachers, and staff to identify and remove barriers to student success.
- Providing support during personal challenges or crisis situations.
- Helping maintain a safe, welcoming, and inclusive school environment.
- Teaching communication, interpersonal, and conflict-resolution skills.
- Supporting students in making positive choices and navigating change.
- Assisting students with goal setting, educational planning, and preparation for high school.
- Encouraging personal responsibility, resilience, and lifelong learning.

## **Our Beliefs**

The Gardner Middle School Counseling Program is grounded in the belief that:

- All students deserve equitable access to the knowledge, skills, and support necessary for academic success.
- All students should have opportunities to explore college and career pathways.
- All students have the capacity for personal growth and continuous improvement.
- All students can make meaningful contributions to their school and community.
- All students deserve a safe, respectful, supportive, and engaging learning environment.
- Strong partnerships among students, families, staff, and the community contribute to student success.

## **Vision Statement**

Through participation in the Gardner Middle School Counseling Program, students will develop the knowledge, skills, and mindset necessary to become responsible, compassionate, and contributing members of a diverse community.

Students will build accountability, resilience, and self-confidence while developing the academic, social-emotional, and career-readiness skills needed for success in high school, post-secondary education, future careers, and life. As lifelong learners and independent thinkers, students will be prepared to make positive choices and contribute meaningfully to the world around them.

### **Mission Statement**

The mission of the Gardner Middle School Counseling Program is to partner with students, families, staff, and the community to provide a safe, welcoming, and supportive learning environment.

Through equitable access to counseling services, academic support, college and career awareness, and social-emotional development, we empower students to achieve their goals, embrace personal growth, and become successful, responsible members of their community.

By fostering Respect, Ownership, Achievement, and Rigor, we support every student's journey toward success.

Counselor assignments are accessible in Infinite Campus.

### **Counseling Team:**

- Kim De La Cruz — [kdelacruz@tvusd.us](mailto:kdelacruz@tvusd.us)
- Paulina Moore - [pmoore@tvusd.us](mailto:pmoore@tvusd.us)
- Erin Nelson — [enelson@tvusd.us](mailto:enelson@tvusd.us)

# Infinite Campus

## **Staying Connected to Student Success**

Gardner Middle School values strong partnerships between students, families, and school staff. Infinite Campus serves as an important communication tool that allows students and parents to stay informed about academic progress, attendance, schedules, assignments, and school information throughout the year.

We encourage families and students to regularly monitor Infinite Campus as part of supporting student achievement, responsibility, and success.

## **Parent Portal Access**

Parents and guardians can access student information through the Infinite Campus Parent Portal.

## **New Parents to TVUSD**

To create your Parent Portal account:

1. Visit the Campus Portal website (we recommend bookmarking this page for future access).
2. Select **Parent Portal** and then **Campus Parent**.
3. The Central Enrollment Center will have established your account.

To log in:

- **Username:** Your valid email address (including ".com")
- **Password:** The password provided by the Central Enrollment Center

If you do not have your password, please contact the Gardner Middle School office at **(951) 699-0080**. School staff can assist with issuing and resetting passwords.

## **Existing Parents and New Parents**

Parent Portal accounts are managed by school office staff.

Please note:

- Parents cannot independently reset passwords.
- Parents cannot create additional Parent Portal accounts.
- All Parent Portal account management is handled through the school office.

## **After Logging In**

Once your account has been successfully activated:

- Review the District Notice.
- If you have multiple students enrolled in TVUSD schools, use the **Select a Student** drop-down menu to view individual student information.
- If you have one student enrolled, you will automatically be directed to that student's portal page.

If you have multiple students enrolled in TVUSD and one or more students do not appear in the drop-down menu, please contact the Parent Portal Help Line at **(951) 506-7903** for assistance.

### **Student Portal Access**

Students are encouraged to create and regularly access their own Infinite Campus account to monitor grades, attendance, assignments, and academic progress.

Students may create an account by visiting:

[https://campus.tvusd.k12.ca.us/campus/portal/temecula\\_valley.jsp](https://campus.tvusd.k12.ca.us/campus/portal/temecula_valley.jsp)

### **Student Login Information**

- **Username:** Student ID number (without padded zeros)
  - Example: 1000003560 or 701111111
- **Password:** First initial, last initial, and eight-digit birthdate
  - Format: XXMMDDYY
  - Example: jk12291998 or rb04111999

### **Account Security**

When creating an account, students will be prompted to establish security preferences and provide a valid TVUSD email address. This information is necessary to assist with password recovery if login credentials are forgotten.

We encourage students to take ownership of monitoring their academic progress and to use Infinite Campus as a tool for staying informed, setting goals, and communicating with teachers and families throughout the school year.

## Library/Media Center

### **Supporting Learning, Exploration, and Achievement**

The Gardner Middle School Library/Media Center is a welcoming space designed to support student learning, curiosity, creativity, and academic success. Whether students are exploring a new book, conducting research, completing assignments, accessing technology, or simply looking for a quiet place to work, the Library/Media Center provides resources and support to help every Grizzly succeed.

We encourage students to take advantage of the many opportunities available through the Library/Media Center and to use the space responsibly so that it remains a positive learning environment for all.

### **Hours of Operation**

The Library/Media Center is open:

- Monday: 7:30 a.m. – 2:45 p.m.
- Tuesday: 7:30 a.m. – 2:45 p.m.
- Thursday: 7:30 a.m. – 2:45 p.m.
- Friday: 7:30 a.m. – 2:45 p.m.

The Library/Media Center is closed after school on Wednesdays.

Occasionally, the Library/Media Center may be temporarily closed for school events or meetings, including Coffee with the Principal, Grizzly Pride Lunches, staff meetings, or parent meetings. Any temporary closures will be posted at the Library/Media Center entrance.

### **Visiting the Library/Media Center**

Students are welcome to visit the Library/Media Center before school, during break, at lunch, and after school.

#### **Lunch Visits**

Students wishing to visit the Library/Media Center during lunch must:

1. Finish eating lunch first.
2. Obtain a pass ("poker chip") from a Campus Supervisor.

This process helps maintain a safe occupancy level and ensures adequate space for all students.

#### **Break Visits**

Students may visit the Library/Media Center during morning break without a pass.

## **During Class Time**

Students visiting the Library/Media Center during instructional time must have a signed pass from their teacher indicating the purpose of their visit. Students are expected to remain in their assigned classes unless authorized by staff.

## **Library/Media Center Expectations**

To maintain a productive and welcoming environment for all students, the following expectations apply:

- Food, beverages, and water are not permitted inside the Library/Media Center.
- Cell phone use is not permitted.
- Students should work quietly and respectfully to support a positive learning environment.
- A current GMS student ID card is required to:
  - Check out library books
  - Use school technology
  - Request password resets

## **Library Book Checkout**

Students may:

- Check out up to two library books at a time.
- Keep books for a two-week loan period.
- Renew books up to two times, provided another student has not placed the item on hold.

Books must be brought into the Library/Media Center to be renewed.

## **Technology Use**

School computers and technology are provided to support learning and academic success.

Students may use school technology for school-related purposes only.

The following activities are not permitted:

- Internet surfing unrelated to school assignments
- Games
- Personal email accounts
- Chat rooms
- Other non-school-related activities

If students are unsure whether a use is appropriate, they should consult Library/Media Center staff before proceeding.

### **Printing**

Students who need to print materials for class must receive permission from Library/Media Center staff before printing.

Students are limited to a maximum of five copies.

Personal printing is not permitted.

Library expectations are posted throughout the Library/Media Center and may be updated as needed during the school year. Students are responsible for reviewing and following posted expectations during each visit.

Library staff are always available to answer questions and assist students.

### **Textbooks, School-Issued Chromebooks, and Library Materials**

The Library/Media Center plays an important role in managing textbooks, Chromebooks, library books, and other instructional materials that support student learning.

Library staff work diligently to maintain these resources in clean, functional condition so they remain available for all students. Materials are inspected before checkout, and any existing damage is documented prior to being issued.

Once materials are checked out, students and parents assume responsibility for their care and return.

### **Reporting Damaged Materials**

#### **Textbooks and School-Issued Chromebooks**

Students have a two-week period from the date of checkout to report and return any damaged textbooks or Chromebooks.

After this two-week period, any damage identified upon return will be considered the responsibility of the student and parent.

Fines and fees may be assessed by the GMS Librarian in accordance with TVUSD Board Policy 6161.2.

## **Library Books and Core Literature Novels**

Damage to library books or core literature novels must be reported no later than the end of the school day on the date the materials are checked out.

After that time, any damage identified upon return will be considered the responsibility of the student and parent.

Fines and fees may be assessed by the GMS Librarian in accordance with TVUSD Board Policy 6161.2.

## **Returning School Materials**

All textbooks, library books, core literature novels, Chromebooks, and Chromebook chargers must be returned:

- At the completion of a course
- When withdrawing from Gardner Middle School
- At the end of the school year

If school materials have not been returned or fines and fees remain outstanding, the release of final grades, promotional certificates, transcripts, or other school records may be delayed in accordance with TVUSD Board Regulation 5125.2.

In addition, registration for the following school year may be delayed until all outstanding obligations have been resolved.

## **Payments and Returns**

All textbooks, library books, Chromebooks, chargers, and related materials should be returned to the Gardner Middle School Library/Media Center.

Payments for fines and fees related to textbooks, library books, and core literature novels should also be made through the Library/Media Center.

Please note:

- Cash and checks are accepted.
- Debit and credit cards cannot be accepted.

## **Chromebook Damage and Replacement Charges**

Charges related to Chromebook damage, loss, or failure to return a Chromebook or charger are managed through the district office.

The GMS Librarian will submit a Device Incident Report to the TVUSD Information Management Department. That department will determine any applicable charges, and the district office will notify parents regarding those charges.

## Principal's Honor Roll

### **Celebrating Academic Achievement**

At Gardner Middle School, we believe that dedication, perseverance, and a commitment to learning deserve recognition. The Principal's Honor Roll celebrates students who demonstrate consistent academic excellence and a strong commitment to their educational goals.

At the conclusion of each semester and at the end of the school year, students who earn a grade point average (GPA) of 3.5 or higher for that semester will be recognized on the Principal's Honor Roll.

Students who achieve this distinction will receive a certificate of recognition honoring their hard work, academic achievement, and commitment to success.

We are proud to celebrate the accomplishments of our Grizzlies as they continue to pursue excellence in the classroom and beyond.

## Student Recognition Programs

### **Celebrating Grizzly Success**

At Gardner Middle School, we believe that success comes in many forms. While academic achievement is important, we also recognize students who demonstrate positive character, leadership, perseverance, and commitment to our school community.

Through our recognition programs, we celebrate students who exemplify the values of our Grizzly ROAR: **Respect, Ownership, Achievement, and Rigor**.

### **5-Star Grizzly Recognition**

The teachers and staff at Gardner Middle School have high expectations for our students because we believe we have some of the very best students in the district.

Throughout the school year, students may be recognized as a **5-Star Grizzly** when they demonstrate positive behaviors that reflect our ROAR values. Staff members look for students who consistently show responsibility, respect, kindness, perseverance, integrity, and a commitment to making Gardner Middle School a positive place to learn.

Students who are "Caught Being a Grizzly" help strengthen our school culture and serve as positive examples for others through their actions and choices.

### **Grizzly Passport Program**

The Grizzly Passport Program provides students with an opportunity to intentionally demonstrate and document behaviors aligned with the four pillars of ROAR:

- **Respect**
- **Ownership**
- **Achievement**
- **Rigor**

As students demonstrate these characteristics throughout the school year, they may earn recognition and passport milestones that celebrate their growth and contributions to the GMS community.

Students who successfully complete the requirements of the Grizzly Passport Program will earn a **Grizzly Passport T-shirt**. Students who earn this distinction may wear their Passport T-shirt on designated Fridays and receive early release to lunch as a recognition of their commitment to living the ROAR values.

The Grizzly Passport Program encourages students to take ownership of their growth while developing habits that contribute to academic and personal success.

### **Student of the Month Luncheon**

Most months, Gardner Middle School teachers and staff have the opportunity to recognize students through the PTSA-sponsored **Student of the Month Luncheon**.

Students may be selected for a variety of reasons, including:

- Academic achievement
- Respect for others
- Ownership of learning
- Demonstration of ROAR values
- Leadership
- Citizenship
- Positive contributions to the school community
- Personal growth and perseverance

Honored students are invited to a special luncheon where teachers and staff have the opportunity to celebrate their accomplishments and share why they were selected. Lunch is provided, and teachers join students to recognize the positive impact they have made on our campus.

These celebrations reflect our belief that every student has unique strengths and that positive contributions to our school community deserve recognition.

# ***Rigor***

## **Rigor**

Rigor means embracing challenges, making responsible choices, and persevering through difficulties.

As a Grizzly, I will:

- Engage in activities that promote safety and learning.
- Report known safety concerns or hazards.
- Help maintain a campus that is free from graffiti, weapons, drugs, and other unsafe behaviors.
- Report bullying, harassment, or threats to a trusted adult.
- Avoid physical or verbal conflicts and seek peaceful solutions when disagreements occur.
- Demonstrate resilience and good judgment in my daily decisions.

## **Academic Expectations and High School Readiness**

### **Preparing for Success in High School and Beyond**

At Gardner Middle School, we are committed to preparing every student for a successful transition to high school. Strong academic habits developed in middle school help students build the foundation needed for future success in Temecula Valley Unified School District and beyond.

As students progress toward high school, academic performance becomes increasingly important. High school courses count toward graduation requirements, college and career opportunities, and participation in many extracurricular activities.

To support student success and readiness for the next level, Gardner Middle School encourages all students to maintain a minimum **2.0 grade point average (GPA)** and avoid failing grades.

### **Academic Expectations**

Students are expected to:

- Maintain a cumulative GPA of 2.0 or higher.
- Earn passing grades in all classes.
- Complete assignments and assessments on time.
- Seek help when they experience academic difficulty.
- Take Ownership of their learning and academic progress.

These expectations help students develop the habits, responsibility, and perseverance necessary for success in high school.

### **Looking Ahead to High School**

Middle school provides an opportunity for students to build the skills and habits needed for future success.

In TVUSD high schools, students earn credits toward graduation. Courses that are failed must be retaken in order to earn graduation credit. Additionally, many high school programs, activities, and athletic opportunities require students to maintain satisfactory academic standing.

Developing strong academic habits now—including completing assignments, attending intervention, studying regularly, and monitoring grades—helps ensure a smooth transition to high school.

### **Academic Monitoring and Support**

Gardner Middle School is committed to identifying and supporting students who may be experiencing academic challenges.

Counselors regularly review student grades and academic progress. Students may be contacted by a counselor when they:

- Earn one or more D or F grades.
- Fall below a 2.0 GPA.
- Demonstrate patterns of academic concern that may impact future success.

Counselors work collaboratively with students, families, teachers, and administrators to identify strategies, interventions, and resources that support improvement and academic growth.

### **The Importance of Assignment Completion**

One of the most common reasons students experience academic difficulty is missing or incomplete assignments.

Families can play an important role in supporting student success by helping students establish consistent organizational and study habits. Parents and guardians are encouraged to develop a weekly system for reviewing assignments, monitoring academic progress, and checking grades through the Infinite Campus Parent Portal.

Helpful strategies may include:

- Setting aside dedicated homework time each day.
- Reviewing upcoming assignments and due dates each week.
- Monitoring grades regularly through Infinite Campus.
- Encouraging students to communicate with teachers when they need assistance.

- Supporting attendance at intervention sessions and academic support opportunities.

### **Working Together for Student Success**

Academic success is a shared responsibility among students, families, and school staff. By maintaining strong academic habits, seeking support when needed, and staying engaged in the learning process, students demonstrate the ROAR values of Ownership, Achievement, and Rigor while preparing for success in high school and beyond.

## Intervention and Academic Support

### **Supporting Every Student's Success**

At Gardner Middle School, we believe all students can grow, achieve, and succeed when provided with the appropriate support and opportunities. The purpose of our Intervention program is to identify learning needs early and provide targeted support to help close achievement gaps and ensure academic success for all students.

Students may be identified for intervention in a variety of ways, including, but not limited to:

- Difficulty mastering a specific standard or learning objective
- Performance on assessments
- Low overall academic performance in a class
- Missing or incomplete assignments
- Teacher recommendation based on academic need

Intervention opportunities may be offered during our scheduled intervention periods on **Monday, Tuesday, Thursday, and Friday**, as well as on designated **Saturday intervention days** throughout the school year.

### **What Students Can Expect**

During intervention, GMS staff provide students with additional opportunities to strengthen their learning through:

- Targeted review and reteaching
- Additional instruction and guided practice
- Peer tutoring and collaborative learning
- Individualized feedback and support
- Opportunities to improve understanding and academic performance

Our goal is to empower students to become active participants in their own learning by taking advantage of the support available and demonstrating Ownership of their academic growth.

### **Enrichment and Student Choice**

Students who are not assigned to intervention will participate in enrichment opportunities and choice activities designed to support well-rounded student development. These activities may encourage creativity, collaboration, leadership, exploration of interests, and continued academic growth.

### **Student Responsibility**

When students are assigned to an intervention session, attendance is expected. Participation in intervention is an important part of the support system designed to help students achieve success.

Students who do not report to their assigned intervention location may be subject to the school's progressive intervention accountability process.

By actively participating in intervention and enrichment opportunities, students demonstrate the ROAR values of Ownership, Achievement, and Rigor while working toward their individual goals and continued success.

# ***Safety as a Shared Responsibility***

## Health Services

### Supporting Student Health and Wellness

Healthy students are better able to learn, participate, and succeed. At GMS, our Health Office partners with students and families to support student wellness and provide care during the school day.

The Health Office is staffed daily and serves as a resource for students experiencing illness, injury, or medical concerns while at school. Parents and guardians are encouraged to communicate any health concerns that may impact their child's school experience so we can work together to provide appropriate support.

### **Medication at School**

To ensure student safety, all medications administered at school must comply with district requirements.

Prescription and non-prescription medications may only be administered when:

- The medication is provided in its original container.
- The container is properly labeled.
- [A completed Authorization for Prescription/Over-the-Counter Medication Form is on file.](#)
- The form is signed by both the parent/guardian and physician when required.

*Students should never carry medication on campus unless specifically authorized by law and school procedures.*

### **When Students Should Remain Home**

To help maintain a healthy learning environment, students should remain home when experiencing:

- Fever of 100 degrees or higher
- Vomiting or nausea
- Diarrhea

- Flu-like symptoms
- Uncontrolled pain
- Suspected contagious illness
- Infectious conjunctivitis (pink eye)

### **Returning to School**

Students may return to school when:

- Fever-free for at least 24 hours without medication
- Free from vomiting or diarrhea for at least 24 hours
- Cleared by a physician when appropriate

### **Student Injuries**

Students using crutches, braces, casts, splints, or other medical supports must provide physician documentation outlining activity restrictions and timelines for participation in school activities. The documentation must meet TVUSD requirements. [The document we recommend can be found here.](#)

### **Immunization Requirements**

All students must meet California immunization requirements, including Tdap booster requirements for students entering grades 7 through 12. Families should contact the Health Office with any questions regarding immunization requirements.

## Safety, Accountability, and Student Conduct

### **Maintaining a Safe Learning Environment**

Gardner Middle School is committed to providing a safe, orderly, and supportive learning environment where all students can learn, grow, and thrive. Students are expected to make choices that reflect the values of Respect, Ownership, Achievement, and Rigor while contributing positively to the school community.

When student behavior poses a risk to safety, disrupts the educational environment, or violates state law or district policy, disciplinary action may be necessary. School staff work to help students learn from their choices while maintaining a safe and productive environment for all.

### **Suspension**

Suspension may be assigned when it is determined that a student has violated provisions of California Education Code 48900.

Examples of behaviors that may result in suspension include, but are not limited to:

- Fighting or physical aggression
- Possession of illegal substances
- Possession of dangerous objects
- Disrupting the learning environment
- Defiance of school staff directions
- Other violations identified in Education Code 48900

Each situation is reviewed individually, and disciplinary consequences are assigned in accordance with applicable laws, district policies, and administrative regulations.

### **Expulsion**

In cases involving serious misconduct, students may be recommended for expulsion in accordance with California Education Code and district policy.

Examples of behaviors that may result in a recommendation for expulsion include, but are not limited to:

- Possession of a weapon or dangerous object
- Furnishing or providing a weapon or dangerous object to another person
- Possession of a controlled substance
- Providing medication to another student without authorization
- Causing or threatening physical harm to another student or staff member
- Making terroristic threats
- Repeated and significant defiance of teachers or school officials
- Other violations identified in Education Code and district policy

A recommendation for expulsion follows established due process procedures and is reviewed in accordance with district and state requirements.

### **Tobacco, Nicotine, Vapes, and Related Paraphernalia**

Gardner Middle School is committed to maintaining a healthy, safe, and substance-free environment for all students.

In accordance with Temecula City Ordinance 8.36.030, students found in possession of tobacco products, nicotine products, vaping devices, or smoking-related paraphernalia on school grounds may receive a citation from the School Resource Officer.

School consequences may also apply and can include, but are not limited to:

- Disciplinary intervention
- Suspension
- Recommendation for expulsion in cases of repeated violations

Students are encouraged to make healthy choices and seek support from trusted adults when needed.

### **Search and Seizure**

To help maintain a safe school environment, school administrators may conduct searches when there is reasonable suspicion that a student is in possession of controlled substances, dangerous objects, stolen property, or other items that violate school rules or state law.

Searches may also be conducted when there is reasonable suspicion that school property or private property may be at risk of damage.

To help maintain a secure environment, students attending school-sponsored events may be subject to a search. Students found to be in possession of prohibited items may be denied entry to, or removed from, the activity or event.

Prohibited items include, but are not limited to:

- Vaping devices and vaping paraphernalia
- Tobacco or nicotine products
- Alcohol
- Drugs or controlled substances
- Cannabis/THC products in any form
- Weapons or dangerous objects
- Any other item prohibited by school rules, district policy, or law

Possession of prohibited items at school or during a school-sponsored event will result in disciplinary action in accordance with California Education Code, district policy, and school procedures.

All searches are conducted in accordance with California Education Code and applicable district policies and procedures.

### **Law Enforcement Involvement**

In certain situations, school staff may be required to notify law enforcement.

Upon notification of law enforcement, officers or other law enforcement personnel may interview or cite a student without prior notification to a parent or guardian. This authority is established by law and is separate from any disciplinary action taken by the school.

Gardner Middle School remains committed to working collaboratively with students, families, and community partners to promote safety, accountability, and positive student outcomes.

# ***Family Partnerships***

## Communication and Email Updates

### **Staying Connected**

Strong communication between home and school is an important part of student success. Gardner Middle School shares important information with families through email, text messages, newsletters, school websites, and other communication platforms throughout the year.

Families can expect to receive a **weekly school newsletter** containing important updates, upcoming events, academic information, student recognition, and opportunities for involvement. The weekly newsletter is one of the primary ways we keep our school community informed and connected.

To ensure that families receive timely updates regarding school events, academic information, safety notifications, and other important announcements, parents and guardians are encouraged to maintain current contact information in the **Infinite Campus Parent Portal**.

Please be sure to:

- Provide a current email address.
- Maintain updated phone numbers, including mobile numbers.
- Review and update contact information whenever changes occur.
- Regularly monitor email, text messages, and the weekly school newsletter.

Keeping contact information up to date helps ensure that families remain informed and connected to the Gardner Middle School community.

We value our partnership with families and appreciate your support in helping us maintain effective communication throughout the school year.

## GMS Student Success Commitment

At Gardner Middle School, we believe that student success is built through the daily choices we make. As part of our commitment to **ROAR (Respect, Ownership, Achievement, and Rigor)**, students are encouraged to take an active role in their academic progress, personal growth, and overall well-being.

The commitments below outline habits and responsibilities that support success in middle school and prepare students for high school and beyond.

### **As a Grizzly, I understand that:**

- ☐ I know how to access and monitor my grades through Infinite Campus.
- ☐ Regularly checking my grades and assignments helps me stay informed and take Ownership of my academic progress.
- ☐ My attendance directly impacts my learning and achievement. I am responsible for arriving at school on time and ready to learn each day.
- ☐ When I am absent, it is my responsibility to communicate with my teachers, review posted assignments, and complete missed work.
- ☐ If I do not understand a lesson or assignment, I am responsible for seeking help from my teacher and utilizing available support opportunities.
- ☐ My teachers provide resources to support my learning, including classroom websites, assignment calendars, study materials, and other instructional resources.
- ☐ When I am struggling academically, socially, or emotionally, I can seek support from my school counselor, teacher, administrator, or another trusted adult on campus.
- ☐ I play a role in maintaining a safe and positive school environment by reporting concerns, bullying, harassment, or unsafe behavior to a trusted adult.
- ☐ My choices and behavior impact my academic success, relationships, and overall school experience.
- ☐ Missing assignments often contribute to lower grades. I will use organizational systems and available supports to stay on track with my coursework.
- ☐ I understand that maintaining a cumulative GPA of 2.0 or higher and avoiding failing grades helps prepare me for success in high school.

☐ I understand that participation in certain school activities, including end-of-year activities, may require meeting academic and behavioral eligibility requirements as outlined in the GMS Student Handbook.

### **Student Commitment**

I have reviewed and understand the expectations outlined above. I understand that my success is supported through a partnership between myself, my family, and my school, and I commit to doing my part to demonstrate Respect, Ownership, Achievement, and Rigor throughout the school year.

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Family Partnership**

My student and I have reviewed the GMS Student Success Commitment together. We understand the importance of attendance, academic responsibility, communication, and positive behavior in supporting student success.

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_