

Bella Vista Quick Reference Sheet 2021-2022

Regular Schedule - everyday except Thursday		
Period	Start	End
0	7:15 a.m.	8:10 a.m.
1	8:15 a.m.	9:14 a.m.
2	9:19 a.m.	10:18 a.m.
Break	10:18 a.m.	10:28 a.m.
3	10:28 a.m.	11:33 a.m.
4	11:38 a.m.	12:37 p.m.
Lunch	12:37p.m.	1:07 p.m.
5	1:12 p.m.	2:11 p.m.
6	2:16 p.m.	3:15 p.m.

Regular Thursday Schedule		
Period	Start	End
0	7:15 a.m.	8:10 a.m.
1	8:15 a.m.	9:01 a.m.
2	9:06 a.m.	9:52 a.m.
3	9:57 a.m.	10:48 a.m.
Break	10:48 a.m.	10:58 a.m.
4	10:58 a.m.	11:44 p.m.
5	11:49 a.m.	12:35 p.m.
Lunch	12:35 p.m.	1:05 p.m.
6	1:10 p.m.	1:56 p.m.

RE-Enrollment: Complete the process today by logging in at www.sanjuan.edu/parentportal and selecting "re-enrollment" from the top right corner of the screen. Review the detailed instructions at [parent portal re-enrollment instructions](#) or email helpdesksis@sanjuan.edu for assistance.

Chromebook: Detailed instructions on how to use your Chromebook and how to sign in can be found [here](#). For tech support please reach out to support@sanjuan.edu or call 971-7195.

Q STUDENT PORTAL/EMAIL/GOOGLE CLASSROOM- Go to portal.sanjuan.edu and enter your username and password. Here you can access your student portal, email, and Google classroom. This student information system is accessed by a pin and password. If you forget your access information, contact bellavistafrontdesk@sanjuan.edu. Parents and students can retrieve information regarding in progress grades, final grades and attendance.

ADMINISTRATION - The administration is responsible for all aspects of the school program and its operation. Each member of the administrative team oversees particular departments with the Principal having final authority over all departments. Principal - Mr. Darrin Kitchen; Vice Principals – Mrs. Kim Zeltvay (Student Discipline A-G), Mr. Bryan Irwin (Student Discipline H-O), and Ms. King (Student Discipline P-Z) can be contacted at 971-5058.

COUNSELING OFFICE- Counselors provide support for social/emotional development, help students and parents with college/career planning and address academic needs and concerns.

Parents can schedule a virtual appointment (zoom or phone) with their student’s Counselor by calling 971-5025. Students wishing to make an appointment may email the secretary at miste.bridge@sanjuan.edu. Counselors - Mrs. Elyna Cespedes (Class of 2022), Mrs. Shelley Snyder (Class of 2023), Mrs. Lauren Williams (Class of 2024), Mrs. Katie Sowa (Class of 2025), and Ms. Lauren Trainor (EL & 504) can be contacted by e-mail found on our counseling page of the BV website <https://www.sanjuan.edu/domain/227>

COMMUNICATION - Communication is encouraged between parents, teachers, students, administration, and other school employees. If a concern arises, parents should contact the teacher first. If a concern is unresolved, your student's counselor may be contacted. The last step at the site is your vice principal. Typical forms of communication are email, phone, and school website. Bella Vista also has an automated phone call system and electronic sign board in front of the school. The Principal's message can be found on the Bella Vista website, <https://www.sanjuan.edu/BellaVista>, under our school, principal's message. This site offers weekly information as well. Parents with an e-mail address in the school’s Q information system automatically receive the e-newsletter each week. If you are not receiving these emails, please contact the school at bellavistafrontdesk@sanjuan.edu.

GENERAL QUESTIONS- You may direct any general questions to the Bella Vistas Front Desk by email at bellavistafrontdesk@sanjuan.edu or call 916-971-5051.

Updated 8/5/2021

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SCHEDULES- Student schedules are determined by the students' class requests and educational needs. BVHS will not place students in classes based on a specific teacher request. Criteria for requesting a schedule change: You are enrolled in a class that you have already passed or taken and do not need. You took the class in summer school and passed it. You have a hole in your schedule that needs to be filled. You need a level change for an academic course (example: Honors to regular or a Math level change). You want to Request to change an elective (not guaranteed that we can accommodate your Request).

GRADING - Grades are determined solely by the teacher of each class. It is important that parents and students understand the grading policy of each teacher. If you have any questions on grading, first contact the teacher with those questions.

Grade reporting dates (grades posted in Q):

Progress Grade 1	September 17	Progress Grade 4	February 11
Progress Grade 2	October 15	Progress Grade 5	March 25
Progress Grade 3	November 19	Progress Grade 6	May 6
Semester 1	January 7	Semester 2	June 10

NOTE- Progress Reports and Semester Grades are not mailed home. Progress Reports are viewable in the Student and Parent Portal. Transcripts are accessible via Parchment.

RECORDS AND TRANSCRIPTS -ALL Students are required to register with Parchment. This is how students, parents, colleges and universities are able to access student transcripts. For instructions and more information, visit the Registrar's page on the BV website <https://www.sanjuan.edu/Page/701>

HOMEWORK AND STUDY EXPECTATIONS- Bella Vista High School wants to prepare all students to be successful in college and careers beyond high school. Schoolwide expectations regarding time spent on homework vary, but in general a student may expect 1 to 3 hours per day. Honors/ AP classes will require more study time. Study time should be allotted as well.

ATTENDANCE - Attendance is mandatory for the entirety of the scheduled virtual classes each day. Attendance will be recorded and reflected on a student's record. Any questions about attendance or absence reporting can be directed to BellaVistaAbsence@sanjuan.edu. It is the responsibility of the parent and student to make sure the student attends school every day. If a student is unable to attend school, the attendance office must be notified within 5 business days. Parents may call the automated attendance line at 971- 5002 or report by email to BellaVistaAbsence@sanjuan.edu.

DISCIPLINE- Bella Vista employs a progressive discipline policy. Communication about discipline is handled through the Vice Principal's office or by an individual teacher.

PARENT TEACHER STUDENT ASSOCIATION - PTSA is an important group that supports the school in many ways, from financial to public relations. Please consider joining PTSA to help support your school. President – Myel Jenkins. You can contact BV's PTSA by e-mailing PTSABVHS@gmail.com

Important Dates:

August 12 - First Day of School	May 31 & June 1 - Senior Finals
December 15, 16 & 17 - First semester finals (all grades)	June 2 - Graduation
December 17 - Last day of First semester	June 3, 6, 7 - Undergrad Finals
January 4 - First day of Second Semester	June 7 - Last day of School

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