



This *Time Tracker* belongs to:

Name: \_\_\_\_\_

First Period Teacher \_\_\_\_\_

**2017/2018  
Student Handbook**

**Stone Valley  
Middle School**  
3001 Miranda Avenue, Alamo, CA 94507

*A California Gold Ribbon School*

*Common Sense Media Digital  
Citizenship Certificated School*



@stonevalleymys

[www.stonevalley.schoolloop.com](http://www.stonevalley.schoolloop.com)

**Principal's Message**

Welcome to Stone Valley Middle School. This *Time Tracker* will assist you in making this a very successful middle school experience. We expect students to keep their *Time Tracker* in their notebooks and have it with them everyday. It should be used to record all class assignments and pertinent information regarding school business. The *Time Tracker* is also intended to present rules and regulations and other school information. Please read it carefully and refer to it regularly. We request that your parents read this handbook with you and assist us by helping you with organizational skills, being on time, and being responsible for doing your best in and out of class. Working together is the best way to ensure success.

Jon Campopiano, Principal

**IMPORTANT TELEPHONE NUMBERS**

Office: 925.855.5800  
Attendance Voice 925.855.5899

**Directory**

Principal..... Jon Campopiano  
Assistant Principal .....  
Office Manager..... Denise True  
Guidance Counselor..... Chelsea Balough  
Intervention Counselor..... Lauren Haynes  
Counselor Tech ..... Lisa Knebel  
Attendance ..... Isabel Lau  
School Nurse ..... Anju Lashkari  
Speech Therapist ..... CeCe Kohl  
Psychologist ..... Heather Cantero  
PTA President ..... Leah Moss  
Ed Fund President .... Virginia Peterson and  
Jennifer Beardslee  
Head Custodian ..... Luom Huynh

## ATTENDANCE

### To Report An Absence

Call the Attendance Line Direct: (925) 855-5899

**\*\*Please report absences before 9:30am. *Parents will receive an “Attendance Safety Message” email by 10 AM if the school has not been able to resolve a student absence by that time.*** If a student absence is still unresolved by the end of the day, an additional attendance message will be sent via email and phone.

### TARDY POLICY

Being on time to class, meetings, and appointments are important traits directly related to success in school and one’s chosen career. When a student enters the classroom late, it is disruptive. It is during the first part of each period when the lesson objectives are explained, assignments corrected, and new assignments discussed.

**Please help us reinforce this belief by making sure your child is at school no later than 8:10 a.m. (first bell). Students arriving at school after 8:15 a.m. must have a parent sign in at the attendance office before going to class in order to receive an admission slip.**

Consequences for unexcused tardies (per semester): Tardies accumulate during the semester.

5<sup>th</sup> offense: After the 5<sup>th</sup> unexcused tardy, lunch school detention will be assigned.  
10<sup>th</sup> offense: After the 10<sup>th</sup> unexcused tardy, after school detention will be assigned.

Further offenses will continue to result in afterschool detentions and possible referral to the School Attendance Review Board (SARB)

## PERSONAL ELECTRONIC DEVICE (PED) POLICY

**Phones must be turned off and put away while school is in session (8:10-2:43).** Use of PEDs at lunch, snack break, and passing periods is not allowed.

PEDs may be brought to school and used **exclusively** for teacher directed instructional purpose, as determined by teachers.

Not following the PED policy may result in confiscation of device and/or disciplinary action. The PED will be confiscated and must be picked up by a parent or guardian at the front office at the end of the day. **Education Code 48901.5**

All use of devices are subject to the terms of the SRVUSD Acceptable Use Policy.

### Communication During School Hours

**Students:** In the event of an emergency, students may use the office phone to notify parents. Examples are: illness or a schedule change of a school sponsored activity.

**Parents:** If you have an emergency and need to reach your student, please call our main office number (925) 855-5800 and every effort will be made to get your emergency message to your child

as soon as possible.

## **DIGITAL CITIZENSHIP**

### **COMMON SENSE MEDIA CERTIFICATION**

Every student at Stone Valley will participate in at least three digital citizenship lessons which are designed to engage students in thinking about the complexity of using the internet and digital resources inside and outside the classroom. The lessons are age appropriate, engaging, and take between 30 minutes and 1 hour to complete.

### **ACCEPTABLE USE OF ELECTRONIC COMMUNICATION FORM**

As the use of digital technology becomes more prevalent throughout our schools, the San Ramon Valley Unified School District is committed to helping students learn the responsible use of such technology in a safe and appropriate manner. This document serves as a reminder to parents and students that cell phones, cameras, video cameras, websites and other means of transmitting electronic data can be disruptive and/or harmful, with respect to themselves, other students and staff, as well as the overall school environment. The following information has been developed with the safety of all students and staff in mind.

### **CYBER SAFETY**

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the student and staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

### **INAPPROPRIATE USE OF TECHNOLOGY (CYBER BULLYING)**

The fundamental principles behind these policies are that students should never do anything that harms another student or prevents them from learning. Any use of technological media that interrupts with a student's right to learn will not be tolerated. Electronic media includes, but is not limited to: social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication. Examples of this behavior include but are not limited to:

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a school campus.
- If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students or school staff to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the police.
- Sending/posting false, cruel, hurtful or vicious messages/comments
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

### **CONSEQUENCES - INAPPROPRIATE USE OF TECHNOLOGY**

Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to consequences, including possible expulsion.

- Sexually explicit material that is transmitted electronically may result in parents or police being notified, and that material may be reported as suspected child abuse or neglect.
- All students involved in the transmission and/ or possession of such images or text may be disciplined under California Education Code 48900 (i): Committed an obscene act or engaged in habitual profanity or vulgarity.
- If reasonable suspicion exists that a student has been involved in possessing or transmitting such material, the electronic device involved may be confiscated and searched by school officials.
- The transmission of such material involving another student may be punished under California Education Code 48900 (r): Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- Additionally, Education Code 48900 (k) states that any disruption of school activities or otherwise willful defiance of the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties can also lead to suspension

**\*\*\* Education Codes 48900.4 “Harassment, threats, or intimidation creating an intimidating or hostile educational environment”**

**\*\*\*Education Code 48900 (k) “Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties”**

**\*\*\*Education Code 48900 (i) “Committed an obscene act or engaged in habitual profanity or vulgarity**

**\*\*\* Education Code 48900 (r) “Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel”**

## *DISCIPLINE CODE AND BEHAVIOR GUIDELINES*

### **ACADEMIC INTEGRITY POLICY**

Stone Valley Middle School is committed to developing students of character. The PRIDE acronym clearly defines the five expected community behaviors of personal responsibility, respect, integrity, dependability and effort (PRIDE). Being a member of the PRIDE means that the student is responsible for Academic Integrity at Stone Valley Middle School. Students will take the time to do his/her own class work. Cheating is deemed to have occurred when a teacher has reasonable suspicion as follows:

- Providing one’s own work to be copied by another student.
- Using the Internet as a resource without directly citing the source.
- Plagiarism is using the words or ideas of others in a paper without giving them credit.
- Exhibiting inappropriate behaviors during a test, such as talking, copying answers, looking at another student’s test paper, etc.
- Communicating exam information or answers during or following an exam.
- Working with others on projects that are meant to be done individually.
- Forging someone else’s signature.
- Using a cell phone, or any other electronic device to share testing information.
- Obtaining information in any manner not directed by the teacher.

Consequences will apply as follows:

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> Offense: | Loss of grade earned on assignment, discipline notice will be filed, after school detention and parent notification. |
| 2 <sup>nd</sup> Offense: | Loss of grade earned on assignment, parent notification, and after school detention and/or class suspension.         |

## **STANDARD SCHOOLWIDE DISCIPLINARY PROCEDURES**

When a student is involved in some form of misbehavior, a review of the incident will occur. The student's previous behavior record is extremely important for school staff to consider in dispensing discipline as a consequence of an incident of misbehavior. In general, the following levels of consequences for misbehavior are progressive in nature and ultimately lead to expulsion from the San Ramon Valley Unified School District.

- **Level 1:** Teacher documentation; student/parent notification; warning of misbehavior; reinforcement of classroom and/or school rules expectations (depending upon severity of misbehavior, a higher level consequence may be assigned immediately).
- **Level 2:** Teacher documentation; referral to administration, parent conference; school work detail; detention; loss of school activity privileges; referral to Student Success Team (SST); increase in school work detail or detention
- **Level 3:** Student behavior contract; classroom suspension; school suspension; referral to school attendance review board (SARB); drop from class
- **Level 4:** Increase in level three consequences; minimum day schedule; transfer to alternative program; expulsion.

There are some offenses, which are severe or have been repeated over time, however, and a consequence is assigned immediately, past record notwithstanding. Generally speaking, when a student repeats a given misbehavior or combination of such, the penalty increases and becomes much more serious. It should be noted that any offense or combination of offenses might lead to expulsion if other means of corrections fail to bring about proper conduct or when a student's presence causes continuing danger to other students.

## **CLASSROOM DISCIPLINARY PROCEDURES**

Each of your child's teachers will have some specific classroom rules and/or procedures, outlined in their syllabus that may be unique to that class. All students are expected to follow those policies and those that do may be recognized by any of the positive recognition programs. Students that choose not to follow those rules will receive consequences for their actions based on the Standard School Wide Disciplinary Procedures.

## *SCHOOL SAFETY*

It is important that our students, staff and community work together to keep our campus safe. Students are encouraged to tell an adult about any potentially unsafe or dangerous situations and/or behaviors, they observe. These situations should be reported to staff, our School Safety Resource Officer or parents immediately.

- All visitors sign-in and wear a badge
- Volunteer clearance
- In the event of any emergency, we conduct monthly drills.
- Parents are encouraged to volunteer at the invitation of a SVMS staff member. This includes chaperoning on field trips. In order to volunteer/chaperone you must be cleared thru the SRVUSD "Be A Mentor" program. Please see details on our website or on the district website.

## **INAPPROPRIATE/THREATENING COMMENTS**

Students are reminded that all threatening comments, even if made in jest or in writing, are taken seriously and will include police involvement. Appropriate consequences will be given, including suspension or expulsion.

## *ACTION STEPS TO RESPOND TO BULLYING OR HARASSMENT*

- **Inform a school official immediately.**

- Save the evidence. Print the online harassing text if possible.
- Identify the Bully.
- Clearly tell the Bully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or Cell Phone Company.
- Contact the Bully's parents.
- Contact the police.

### **DRESS CODE**

Students and parents need to be aware of the importance of appropriate dress and its effect upon the learning environment. Appearance and dress must be within the limits of safety, cleanliness, decency, and appropriateness for school and shall not interfere with any aspect of the total school program. The following dress and grooming requirements are to be followed:

- The law requires that appropriate and safe footwear be worn at all times
- Undergarments shall not be worn as outerwear. Clothing must conceal undergarments at all times. See-through or fishnet type fabrics, halter tops, off-the-shoulder or low-cut revealing tops of any kind, bare midriff outfits, sleeveless undershirts, swimsuits are prohibited.
- Tank top style shirts may be worn only if the shoulder straps are at least one inch wide and no undergarments are showing. No bare midriff can be showing.
- Leggings or yoga pants are allowed with appropriate over-shirts, skirts or dresses
- Baggy pants must be "cinched" up with a belt so that underwear cannot be seen.
- Clothing, hats, and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic or religious prejudice, gang identity, or the use of drugs or alcohol.

A student whose dress/attire is not appropriate for school will be asked to change his/her clothes into using students' PE clothing. Repeated violation of dress code will result in a parent, student, and administrator meeting. Further violations may lead to suspension.

- **Administration will determine appropriateness of any item not covered or in question.**

### **PROHIBITED MATERIALS**

The return of confiscated items will be made to the parent at the discretion of the administration.

- Possession of objects having potential to inflict injury or damage upon another person or their property will be confiscated.
- Valuable items of any kind should not be brought to school. School is not responsible for lost or damaged items.
- Matches, lighters, any kind of noisemaking devices including poppers, firecrackers, or any type of explosive are illegal and possession is grounds for suspension.

## **POLICY OF SEXUAL HARASSMENT**

(Board Policy 5145.7)

It is the policy of the Governing Board of the San Ramon Valley Unified School District to provide an educational and work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct or

communications constituting sexual harassment, as defined by Education Code 212.5 and otherwise prohibited by state and federal statutes.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions (Education Code 212.5):

- a. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or process.
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating hostile, or offensive work or educational environment.
- d. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

*Verbal or written conduct:* making derogatory comments, including epithets, slurs, jokes, etc.; sexual propositions or flirtations, graphic commentary about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; spreading sexual rumors.

*Visual conduct:* leering; making sexual gestures; displaying sexually suggestive objects, pictures, books, magazines, etc.

**Physical conduct:** inappropriate touching or impeding one's movement.

Every student, employee or applicant has the right to be free from harassment from adults and/or from students in the work or educational setting. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

A copy of this policy on sexual harassment shall be 1) displayed in a prominent location at school sites and work sites, 2) provided as part of the orientation for new students at the beginning of each term as applicable, 3) provided for employees annually at the beginning of the school year and for each new employee, and 4) included in publications that set forth the comprehensive rules, procedures and standards of conduct of the school or district. In-service regarding this policy and administrative procedures will be provided to all staff periodically as appropriate and annual review will be encouraged as part of student and staff orientation activities.

### **Grounds for Suspension and Expulsion**

**Disciplinary action by the school administration will take into account frequency, severity, and grade level at which behavior problems occur. Disciplinary consequences for violation of Education Code 48900 may range from detention or suspension to a maximum penalty of expulsion.**

<b>OFFENSE</b>	
<b>Ed Code 48900</b>	
<b>A.</b>	(1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) *Willfully used force or violence upon the person of another, except in self-defense.
<b>*B.</b>	Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
<b>*C.</b>	Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
<b>*D.</b>	Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
<b>E.</b>	Committed or attempted to commit robbery or extortion.
<b>F.</b>	Caused or attempted to cause damage to school property or private property.
<b>G.</b>	Stolen or attempted to steal school property or private property.
<b>H.</b>	Possessed or used tobacco, or products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
<b>I.</b>	Committed an obscene act or engaged in habitual profanity or vulgarity.
<b>J.</b>	Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

<b>K.</b>	Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
<b>L.</b>	Knowingly received stolen school property or private property.
<b>M.</b>	Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
<b>N.</b>	Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
<b>O.</b>	Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
<b>P.</b>	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
<b>Q.</b>	Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
<b>R.</b>	Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
<b>T.</b>	A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
<b>Additional Grounds:</b>	
* Sexual harassment. (Ed Code 48900.2)	
* Committed an act of hate violence. (Ed Code 48900.3)	
* Harassment, threats, or intimidation creating an intimidating or hostile educational environment. (Ed Code 48900.4)	
* Terrorist threat against school official or school property. (Ed Code 48900.7)	
* Hazing (Ed Code 32050-51)	

**Any of the above may be referred to a law enforcement agency.**

**\*The principal or designee *must* notify law enforcement personnel of these offenses.**



## *ONE LAST THOUGHT*

*Many times problems seem overwhelming, but with help, they usually can be worked out. Please ask for help from any staff member before small problems become big ones. Make good choices. STOP and THINK before you ACT. Ask yourself, would I still do this if my parents or teachers were here with me?*