

**Pine Valley Middle School  
FAMILY HANDBOOK  
2022-2023**

Home of the Pumas

"Puma Strong"

3000 Pine Valley Rd.  
San Ramon, California 94583  
Telephone: 925-479-7700



Dear Parents,

Welcome to Pine Valley Middle School. We look forward to many memorable experiences together as an educational community. Our talented and dedicated staff has been working hard, planning meaningful and engaging learning opportunities for your children.

As we continue to build our school community together, I would like to encourage you to get involved, however possible. Throughout the year we will have a variety of activities and opportunities for parent/guardian involvement. We hope you will take advantage of these opportunities to participate here at Pine Valley. .

I look forward to a wonderful year working with you and your child. Please know that I welcome your ideas and comments. Feel free to email me at [skontilis@srvusd.net](mailto:skontilis@srvusd.net) or call 925-479-7700.

Respectfully,

Sandy Kontilis, Principal

PTA President: Reema Chazbek

Pine Valley Education Fund President: Spontaneous Russell

SRVUSD Board of Directors

Ken Mintz, President	<a href="mailto:kmintz@srvusd.net">kmintz@srvusd.net</a>
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Susanna Ordway, Member	<a href="mailto:sordway@srvusd.net">sordway@srvusd.net</a>
Shelley Clark, Member	<a href="mailto:sclark@srvusd.net">sclark@srvusd.net</a>

## Mission Statement

PINE VALLEY MIDDLE SCHOOL

**Pine Valley exists to  
embrace, empower and  
educate life long learners.**

PUMA STRONG

## Communications

PVMS.SRVUSD.net

Office hours 7:30 am-4:00pm

### Office Phone

Number.....925-479-7700

Attendance.....925-479-7798

[pvattendance@gmail.com](mailto:pvattendance@gmail.com)

The Governing Board of the San Ramon Valley Unified School District has three policies regarding nondiscrimination and student conduct. They are reprinted here for your information, as they directly pertain to Pine Valley Middle School policies.

## **NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES**

BP 0140(a)

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, age, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

The Superintendent or designee shall notify students, parents/guardians, employees and employee organizations about the district's policy on nondiscrimination and related uniform complaint procedures. Policy adopted: January 17, 1995 Policy revised: March 18, 2003

## **STUDENTS: CONDUCT**

BP 5131

A safe and positive learning environment is essential for the optimum development of each student and for quality education. Schools are expected to provide an orderly, caring, and nondiscriminatory learning environment in which all students feel comfortable and take pride in their school and in their personal achievements. To achieve this goal, staff is expected to teach students the meaning of equality, human dignity, and mutual respect, and to employ learning strategies that foster positive interactions among students from diverse backgrounds. School personnel must prevent and protect against behavior which threatens the safety of individuals or property, or which disrupts learning. School and district personnel shall model positive behavior and attitudes that are respectful of all individuals. Policy approved: January 17, 1995 Policy revised: April 8, 2003

## **CONDUCT**

AR 5131(a)

1. Students are expected to act respectfully towards all other students and towards adults. They are not permitted to demean, tease, ridicule, or intimidate others by word, action, or sexual harassment.
2. Dress and grooming standards shall be established at each school.
  - a. Students are prohibited from wearing buttons, badges, armbands, or other insignia which are obscene, libelous, or slanderous according to current legal definitions; or that express or advocate prejudice towards another based on gender, race, color, religion, age, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics or any other unlawful consideration.
  - b. Students shall be restricted from wearing clothing or another adornment that promote alcoholic beverages, illegal substances, or which detract from the learning environment.
  - c. Appropriate footwear is required of all students.
  - d. Students shall be restricted from wearing clothing and/or accessories that imply gang affiliation.
3. School regulations shall prohibit activity which is illegal or which creates a clear and present danger of the commission of unlawful acts on school premises.

Students and parents shall be given written notification of all rules pertaining to student behavior at the beginning of each year and upon initial enrollment.

## **ATTENDANCE**

BP 5113

Each student shall be accountable for his/her attendance for every day that school is in session. Legal and illegal absences shall be recorded by the school. All illegal absences shall be reported to parents.

To the extent that absence or tardiness limits participation by a student in class activities, his/her grade may be affected.

## **EFFORT**

AR 5131(b)

1. Students shall comply with class requirements for the completion of assignments and for reporting to class with required materials.
2. Each school will establish procedures for addressing student tardiness.
3. Student participation in classroom activities may be included in the teacher's grading criteria.
4. Students are expected to respect the rights of others, including personal and property rights, so as to permit all students to benefit from the educational program. Policy approved: January 17, 1995 Policy revised: April 8, 2003

SAN RAMON UNIFIED SCHOOL DISTRICT  
NOTICE OF COMPLIANCE WITH FEDERAL REGULATIONS

**NON-DISCRIMINATION  
UNIFORM COMPLAINT PROCEDURES**

**The District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, sexual orientation, race, ancestry, color, religion, national origin, ethnic group identification, marital or parental status, physical or mental disability or any other unlawful consideration. The District promotes programs which ensure that discriminatory practices are eliminated in all District activities. The Governing Board recognizes that the District has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs.**

The District follows uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, vocational education, child nutrition programs and special education programs. Any complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. The District investigates and seeks to resolve complaints at the local level. If the complaint cannot be resolved at the school level, the following compliance officer and Title IX Coordinator has been designated to receive and investigate complaints to ensure District compliance with law:

Assistant Superintendent  
San Ramon Valley Unified School District  
699 Old Orchard Drive  
Danville, CA 94526  
phone: (925) 552-2923 fax: (925) 552-5092

The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in the complaint procedures. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. Within sixty (60) days from receipt of a complaint, the District will complete a mediation/investigation and prepare a written decision. Any complainant may appeal a District decision to the State Superintendent of Public Instruction within fifteen (15) days of receiving the District decision. The District Uniform Complaint Procedure is governed by Board Policy and Administrative Regulation 1312.3. A copy of this policy and regulation may be obtained from the school principal or the above named compliance officer. Nothing in District procedures precludes a complainant from pursuing available civil law remedies, such as mediation centers, public-private interest groups and/or attorneys, etc. For discrimination complaints, however, a complainant must wait until sixty (60) days from the filing of an appeal with the California Department of Education before pursuing civil law remedies.

**ADDING/DROPPING A COURSE**

Students who enroll in a course must request permission to add/drop a course **before the completion of their third week at the beginning of each semester**. Students dropping a course during this time will receive an "N" grade indicating "not enrolled". Beyond the third week at the beginning of each semester, the teacher may give an "N" grade or an "F" grade, depending on the quality of the student's work to date and provided that proper notice concerning the possibility of failure has been given to the parents of students who are to receive an "F" grade. Teachers who desire to give an "F" grade for a drop must formally notify the parents a written notification at the time of the drop. (BP/AR 5121)

**Responsibilities**

**Students are responsible for:**

1. As a PVMS student, I will share in the responsibility to improve my academic achievement, Specifically, I will:
2. Make a commitment to my learning and take responsibility for my education.
3. Monitor my student Schoology account.
4. Monitor the work required and assigned by teachers.

5. Complete all assignments on time.
6. Advocate for my learning and ask for help as needed. I will take advantage of Student Support Period (Tuesday-Wednesday)
7. Read (at a minimum) 30 minutes each day.
8. Provide to your parents/guardians all pertinent information received by you in a timely manner.

**Parents/Guardians are responsible for:**

1. Monitor student accounts in Schoology.
2. Monitor student attendance.
3. Ensure homework completion.
4. Monitor screen time and usage of cell phones after school.
5. Participate, as appropriate, in decisions relating to a student's education.
6. Promote positive use of student's extracurricular time.
7. Stay informed with the student's education and communicate with the school by promptly reading all notices from the school, principal, and SRVUSD.

**Pine Valley school is responsible for :**

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment.
2. Discuss this compact as it relates to the individual student's achievement.
3. Provide parents with frequent reports on their student's progress.
4. Parents have immediate access to students' daily grades and assignments through the use of our on-line school wide grading called Schoology. Parents have 24 hour a day access to their child's grades.
5. Provide reasonable access to staff.
6. Staff members are available before and after school and may schedule an appointment. Parents may contact staff members by telephone, and communicate through district email.
7. Provide parents opportunities to volunteer and participate in their student's school:
8. Parents are welcome to participate with their student's school through volunteering for specific events through the PTA.

**DAILY OPERATIONS**

**SUPERVISION**

Supervision is provided on campus for 15 minutes before and after school. Any time a student is on campus after school, it is to be under the supervision of a teacher or part of an organized activity.

**BICYCLES**

Students may ride their bicycles to school; however, they must be parked and locked in the bicycle rack. Bicycle riders should observe traffic safety laws and be considerate to children walking to school. At no time during the school day are bicycles to be ridden on school grounds. California State law requires that all students wear helmets while riding a bicycle.

While all reasonable measures will be taken to provide this secure place for students to store their bikes, the

choice to ride bicycles to and from school rests entirely with students and parents. Skateboards/scooters can also be locked in the bike rack. Motorized scooters are not permitted.

The school assumes no responsibility for bikes, skateboards and scooters brought to school.

Students need to walk all bikes, skateboards, and scooters while on campus and in the crosswalks. Students are asked to remain on the sidewalks once off campus.

**TELEPHONE MESSAGES**

Phone messages are taken for students in emergency situations only. Please make after school arrangements before students come to school. Plan ahead for rainy days. Do not call or text your child during school hours on their cell phone.

## STUDENT PHONE USAGE

Students who need to phone a parent for school related reasons may use the office phone. Students may not use their personal cell phones or watches.

## FORGOTTEN ITEMS

To eliminate class interruptions, parents are not allowed to drop forgotten items to students in classrooms.

Parents are asked to drop the item outside of the office and place the item on the Forgotten Items Shelf. It will then be up to the student to pick that item up between class periods.

## LOST AND FOUND

Small lost and found items, such as jewelry or keys are kept in the main office for students to reclaim. Items such as jackets, sweatshirts, lunch boxes, etc. can be reclaimed from the Lost and Found outside of the front of the office. Unclaimed items will be donated to local charities.

## DISTRICT CELLULAR USAGE POLICY

Possession of cellular phones or other electronic devices by a student, at school, is a privilege, which may be forfeited by any student who fails to abide

by the pertinent district or school rules that pertain to the possession/use of such devices. Cellular phones or other devices are only allowed to be used for instructional purposes under the direct supervision of a classroom teacher. Otherwise, cellular phones or other electronic devices are not to be used, heard or seen during the school day, which includes both in-class instructional time as well as non-structured times such as lunch, break & passing period. If phones are visible or audible at any point of the school day, they will be taken and held for parent pick-up after school. Repeat violations will result in progressive disciplinary consequences.

Smart watches should only be used to tell time and not for communication with others. The same consequences will apply for violations to this policy.

## TEXTBOOK AND MATERIALS POLICY

National editions that appear to be an exact match outwardly; however, the contact can, and does, vary. Also, used books often arrive with missing pages, and/or damage that causes the book to be unusable. To ensure that we get the correct edition that exactly matches the one that was lost, our District clerk will order a replacement from one of our reliable vendors.

## ATTENDANCE

### EXCUSED AND UNEXCUSED ABSENCES

When students are absent from school, they miss out on the whole educational experience of direct instruction and interaction with texts, other materials and classmates. Furthermore, when students are absent (excused or unexcused), Pine Valley loses much needed funding. Doctor or dentist appointments, funerals, religious holidays and illnesses are the only legally excused absences. Parents are urged to use discretion in excusing their students from school. The average number of absences per year in the San Ramon Valley Unified School District is less than ten per student. Absences for reasons other than those listed above are unexcused. Please note that any absence (excused or unexcused) counts against perfect attendance. To cut down on excessive absences, we ask your support in arranging medical and dental appointments for after school or on student release days. Please do not excuse students for these reasons: 1) being unprepared for a test or project, 2) going on vacation, or 3) visiting with friends or relatives. These absences are unexcused, and parents will receive a truancy letter if they exceed six days in a school year.

Students who are absent from their assigned class or area without permission will be deemed to be cutting class. Cutting class is considered to be a major violation of school rules and will be referred to the administration.

Continued absences not verified by doctor notes or a Chronic Illness form will result in the student being classified as a habitual truant, which will necessitate a referral to the School Attendance Review Board.

**It is important to remember to update student emergency information at the beginning of every school year when doing the Annual Update. Please use the Parent Portal to fulfill this responsibility.**

## CLEARING AN ABSENCE

Since we always make student safety our priority, if your child's absence is not confirmed each day by 9:30 A.M., parents will receive an automated email from the District and a phone call from Pine Valley shortly after 11:00 A.M. Absences still unverified at the end of the day will receive a follow-up email and automated phone call after 6:00 P.M. that evening. Please contact the Pine Valley Attendance Line if you get this message.

In accordance with State guidelines, it is the **responsibility of the parent to verify all absences**, including absences for part of the day. Parents are asked to call the **PV Attendance Line (479-7798)** or email **pvattendance@srvusd.net** before 9:30 A.M. **each day** his/her student is absent, giving the following information:

1. Name of Student
2. Grade
3. Reason for Absence
4. Expected Duration of Absence
5. Parent's Name

For a full explanation of district policy on attendance, please see the *Annual Parent Information Packet (APIP)* on the district website.

## INDEPENDENT STUDY

In the event of an extended absence (minimum of 5 days), parents may request an Independent Study Contract online, through the Pine Valley or the SRVUSD websites, at least 7 days prior to the student's absence. Contracts for 10-20 days

must have the principal's approval, and are strongly discouraged. Contracts may not exceed 20 days or be approved for absences after May 15. Students pick up their class assignments from the office the day before their absence begins, and **turn in all completed assignments to their teachers on the documented date of their return**. If the assignments are not completed and submitted to the teachers on that date, students will not receive full credit for those assignments, their absence will be coded as unexcused, and they may possibly be refused future Independent Study Contracts. *Contact the Attendance Secretary for details.*

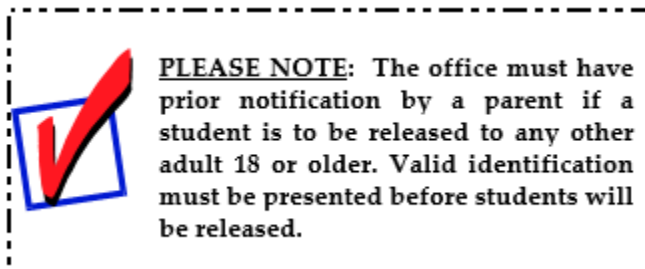
## TARDY POLICY

Students are expected to be in class on time and ready to begin work when the bell rings. The only valid excuses for a tardy are those previously noted: doctor or dentist appointments, funerals, religious holidays and illnesses. Students are not excused for oversleeping, traffic, a missed ride, or car trouble. The sixth unexcused tardy that a student accumulates for any class may result in a referral to the administration; school detention may be assigned, and parents will be notified. If the tardies continue, the student will be referred to the Student Attendance Review Board.

Also note that if students are tardy or absent for 30 minutes or more in a school day without a valid excuse on 12 occasions in a school year, they are considered truant and will receive a truancy letter.

## ARRIVING LATE

Call the Pine Valley Attendance Line before 9:30 A.M. if you know your student will be late for school. If you do not call, students coming directly to school from early appointments must bring a note when signing in with the Attendance Secretary. **All late students must sign in and get a pass to class if they are more than 10 minutes late, and any tardy over 30 minutes, regardless of the reason, must be verified by a parent.**





3. Turn the dial to the right and stop immediately at the third combination number. Pull down hard.

## LEAVING DURING THE DAY

Students must obtain a "Permission to Leave Grounds" slip from the Attendance Secretary the day a student needs to leave school. A parent/guardian must either sign the student out of the main office or call the Attendance Secretary. **No student will be released unless the parent/guardian has notified the Attendance Secretary.** If the student returns to school on the same day, s/he must sign back into the office and receive a pass to go back to class.

## CLOSED CAMPUS

Like all middle schools in our district, Pine Valley is a closed campus. This means that students are expected to remain on campus during the entire school day, and no students may leave our campus without special permission from the office. Our students are expected to observe the same policy at our neighboring schools. Students are not to go on to the campuses of our neighboring schools without first getting permission from the school office. Also, as a closed campus, no other students are permitted to visit.

## PHYSICAL EDUCATION

### LOCKERS AND LOCKER ROOMS

Physical Education teachers will assign a lock and a locker to you at the beginning of the school year. You may not give the combination to anyone, switch lockers with anyone or share lockers with anyone. You must keep your clothing and personal items locked up during your physical education class period. The school is not responsible for lost or damaged personal items.

You will store your PE clothes in your small locker when you are not in your physical education class. *You are only allowed to use a school-issued lock in the locker rooms. Other locks will be cut/discarded.*

#### Directions for opening a combination lock

1. Turn the dial to the right three times to reset the lock fully. Stop at the first combination number.
2. Turn the dial to the left one full turn, pass the first number. Stop at the second combination number.

## HEALTH

### HEALTH INFORMATION

When parents complete the Annual Update on the Parent Portal, they are asked to provide a health history for their child. This gives us an update of their child's health status and verifies immunizations that are required by California law. If special health concerns are noted, the Health Educator/School Nurse will contact the parents and assist in adapting the school program to meet the needs of the student.

Per California law, all parents must provide proof of their child's Tdap and two Varicella immunizations before they start 7<sup>th</sup> grade.

Parents/guardians can reference [shotsforschool.org](http://shotsforschool.org) This website outlines all immunization requirements.

If your child's health status has changed over the summer, please notify the nurse at the beginning of the school year.

Physical examinations are strongly recommended between the 5<sup>th</sup> and 6<sup>th</sup> grades. This recommendation is based upon the changes in growth typical of adolescents, and the change in the types of physical activities students usually participate in at the middle school level.

Parents whose students must take medication at school must comply with Ed Code 49423 and complete a medication form signed by you and your doctor.

### INJURY AND ILLNESS PROTOCOL

#### ILLNESS

When a student who is feeling ill comes to the office, they sign the injury/illness log in the nurse's office. Office staff assess the student (takes temperature, asks how the student is feeling and what is wrong). The office staff then tells the student that they may call home. The student is allowed to stay for 10 minutes without calling a parent. At the end of 10 minutes, the student or office staff calls the parent for a pick up or the student returns to class. If the student has a temperature or is vomiting, the office staff calls immediately to inform the parent and arrange for the parent to pick up their student.

## INJURIES

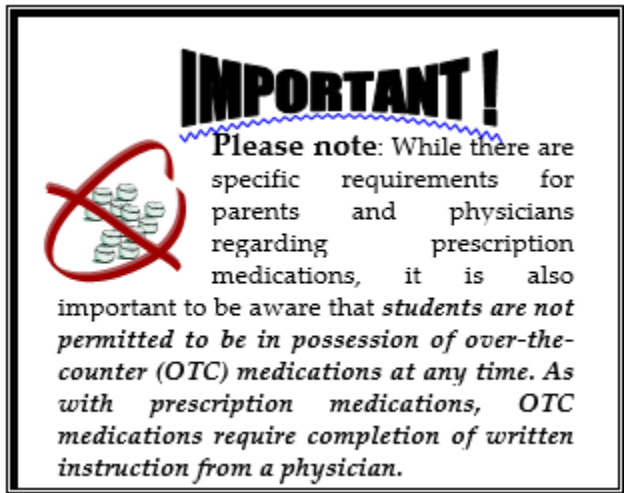
If an injury occurs in a class, injured students are escorted by another student to ensure safety. Teachers are asked to call the office if they are sending a student. P.E. teachers have radios and can contact the office as well. If a student is unable to walk on his/her own, the teacher must request that the office personnel bring a wheelchair to the student's location for transport.

When a student comes to the office with an injury, they sign the injury/illness log in the nurse's office. If the student is not able to sign, office staff signs in for them..

If it is something minor (paper cut, scrape), we provide the student with the necessary supplies to treat the injury. The student is given the opportunity to call home and talk to a parent. The student then returns to class.

If the injury is more serious (ankle sprain, jammed finger, any head, neck, eye, or back injury, or burn), the office staff treats the injury as needed (ice for sprains, running water for burns, etc.). Then the office staff calls the parent to inform and allows the student to talk with the parent. For those types of injuries, parents are strongly encouraged/requested to pick up their child. Office staff fills out an Accident Report for all serious injuries.

When a student has a serious injury or illness which cannot be handled by the staff, the staff calls 911 for assistance. Because we do not have a full-time nurse, students who are ill will be required to leave campus rather than remain at school.



## MEDICAL EXEMPTIONS FOR PHYSICAL EDUCATION CLASSES

Up to five consecutive days of P.E. may be excused by a note from a parent. Students who are unable to participate in our Physical Education program as a result of health problems must provide a **physician's** written recommendation for any excuse that exceeds five days. Office staff cannot excuse students from P.E.

## RULES FOR MEDICATION AT SCHOOL

If your child must take medication at school, please read this information carefully:

A Medication Release form must be completed each year and kept on file in the school office. Annual updates are required by law.

Students may not possess medication at school, walking to and from school, or on a school bus (exceptions are inhalers for asthma, diabetic medications and EPI PENS, as authorized by the physician on the Medication Release form, which is available in the school office).

Medication must be brought to school by a parent or adult representative in the original pharmacy container.

Over-the-counter drugs must also have a Medication Release form on file.

Please check expiration dates of all medications. Expired medications cannot be administered to students.

All medications must be kept in the office unless otherwise directed by the physician.

At the end of the school year or when a medication expires, a parent or adult representative must pick up unused medication.

All medication will be discarded if not picked up at the appropriate time.

A student may be subject to disciplinary action for the misuse of any medication.

The district's school nurses serve several schools and are not available on a daily basis to administer medication. As a result, nonmedical staff on the campus will most often perform this function. Consequently, you are encouraged to consult your physician to work out a

schedule to give medication outside school hours if possible.

## **BINDER REMINDERS**

We continue to find that one of the greatest challenges students face when making the transition from elementary to middle school is keeping their class work and homework organized. To assist families with keeping track of assigned work and due dates, we require that students use the PV Binder Reminder as a part of their daily routine. All students are provided a Binder Reminder and Homework Folder.

Monitoring the Binder Reminder is an effective way

parents can support their child's development of the study skills necessary to achieve academic success in middle school.

## **STUDENT SUPPORT - WEDNESDAY & THURSDAY**

At Pine Valley we believe that successful students should seek out help, rather than waiting for it to come to them.

In the spirit of supporting all of our students academically, while recognizing them as individual learners with individual needs, Pine Valley provides opportunities for students to seek out academic support. This promotes choice and independence.

## **PROMOTION REQUIREMENTS**

In order for eighth graders to receive a certificate of promotion to high school and to participate in the related promotion activities, 8<sup>th</sup> Grade Class Trip, Class Party and Promotion Ceremony, all of the following requirements must be satisfied:

Have passed\* all of the following course requirements during the 7<sup>th</sup> and 8<sup>th</sup> grade:

- ★ Four semesters of English
- ★ Four semesters of Social Studies
- ★ Four semesters of Mathematics
- ★ Four semesters of Science
- ★ Four semesters of Physical Education

## **REQUESTS FOR TRANSCRIPTS**

All transcripts and report cards are available online through the Parent Portal.

## **PROGRESS REPORTS**

Progress reports are on the parent portal at the midpoint of each grading period for students who are receiving a C- grade or below. If a parent does not have internet access, he/she may call the school office at 479-7700 to request that a Progress Report be mailed home. Teachers in academic classes will post grades online for all students at progress report and report card deadline dates, approximately every 5 weeks.

## **REPORT CARDS**

All report cards are available through the Parent Portal. Families without internet access can contact Pine Valley. Hard copies are not sent home with students or in the mail.

## **PARENT CONFERENCES**

There are two Parent-Teacher Conference sessions each year. Please see the school calendar for the dates. Students will follow a minimum day on scheduled conference days.

Teachers or parents may request a conference at any time of the year if a student is struggling or if there are concerns. Please contact teachers directly to schedule a meeting.

## **CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)**

CJSF is an organization of students interested in scholarship, service, and citizenship. Members may participate in service projects, attend meetings, and go on periodic field trips.

Beginning in 7<sup>th</sup> grade, students can qualify for membership in CJSF through achievement in academic classes. Students must earn 8 points (A = 3 points, B = 1 point) through semester grades in their four academic classes: English, history, science and math. Students must re-apply at the end of each semester. Students who qualify all three semesters in 7<sup>th</sup> and 8<sup>th</sup> grade will earn a gold seal on their promotion certificate as "Lifetime Members."

## DISTRICT TECHNOLOGY USAGE

All district *Technology Acceptable Use Policies* are enforced at Pine Valley.

Students who improperly use school equipment or network access may lose their technology privilege. An alternative assignment may be given and parents or guardians will be notified.

Parents and students acknowledge that Pine Valley Middle School Acceptable use Policy (AUP) are enforced. By completing the Annual Update on the Parent Portal, students and parents agree to abide by these policies, restrictions and consequences for inappropriate computer or network use.

### 1:1 DEVICES

- Computer use is for school-related assignments and projects only.
- Treat school computers and equipment with care and respect. Do not remove, damage, or misuse any equipment or accessories..
- Do not download, install, or remove any software on a school computer.
- Protect your password(s). **Never** share your password or computer access with others.
- Software installed on school computers is copyrighted. Do not copy, distribute, or alter it in any way.
- **Do Not** change, copy, delete, read, or otherwise access computer or network files that are not yours.
- Students may not use school computers for email, instant messaging, or other personal communications.
- Bullying in any form (including using the internet and any social networks) is unacceptable and not permitted.
- Visit only school approved websites.
- Never provide personal or other identifying information anywhere on the internet. Protect yourself and others from cyber predators.
- Do not plagiarize. Always use proper citations when including images or text information from a website or electronic references.
- School officials have the authority to impose discipline for harm caused by off campus online

speech when that speech has, or a reasonable person would anticipate it will:

- Cause an impact at school
- Interfere with the rights of students to be secure and/or receive an education
- and/or is a “true threat”

## DISCIPLINE AND BEHAVIOR

In accordance with the Governing Board, our goal is to support our students’ emotional development in the areas of self-discipline and personal responsibility. When a student is involved in some form of misbehavior, the school staff will carefully review the incident and take into account the student’s record. The staff will make every effort to use progressive discipline strategies and to enforce rules fairly and consistently. The goal of any disciplinary consequence is improved behavior. Failure to improve will result in stronger consequences. Sanctions for misbehavior may include after-school or lunch detention, suspension, or expulsion from school.

Any offense or combination of offenses may lead to expulsion or transfer to another school if other means of correction fail to bring about a change in behavior or if the student’s presence on campus constitutes a danger to others. Standards for student behavior apply to school hours, to school-sponsored events on or off campus, and to incidents which may occur on the way to or from school.

## GENERAL BEHAVIOR EXPECTATIONS

Students are expected to treat each other and all adults with respect. They are not permitted to demean, tease, ridicule, or intimidate others by words, actions, or through sexual harassment. Signs are posted throughout the school to reinforce these expectations. In addition:

1. Students are required to keep their hands and feet to themselves and to use appropriate language.
2. Anything that distracts from the learning environment is not permitted at school.
3. Spitting is unsanitary, presents a health hazard, and is unsightly. It is not permitted.
4. The following items are not allowed at school and will be removed from students and returned to parents.
  - a. Electronic devices such as radios, cameras, MP3 players, iPods, and video cameras
  - b. Any items which constitute a potential weapon such as chains, nunchucks, studded jewelry, etc.

- c. Laser pens and shocking devices
  - d. Hair sprays, deodorant or perfume sprays, or other personal grooming sprays
  - e. “Slam books” or written journals of a personal nature which are intended to record either individual or multiple opinions of people or events
5. Bartering is not permitted at school. No items may be bought, sold or traded on campus.
  6. Students may not ask for or borrow money.
  7. Gum chewing is not permitted before, during, or after school on campus.
  8. Students must speak respectfully and appropriately on campus. Rumors, gossip, bullying, and name-calling are not permitted.
  9. Clothing must be appropriate for school. For specific guidelines, see “Dress Code” in this handbook.

## **POSSESSION OF ELECTRONIC DEVICES AT SCHOOL**

The school assumes no responsibility for electronic devices, which may include cell phones, MP3 players, hand-held video games, cameras, etc. These devices are not to be used, heard or visible in or during class, instructional time, or school activities, as defined by the school. If this policy is violated, the devices will be confiscated and returned only to the parent. Cell phones may be used **only** after dismissal.

## **INAPPROPRIATE USE OF ELECTRONIC COMMUNICATION AND CONSEQUENCES**

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 is 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.

## **INAPPROPRIATE USE OF TECHNOLOGY**

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 interferes 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 cyberbullying or harassment to the police.

## **CYBERBULLYING**

Cyberbullying 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. Examples of this behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments.
- Creating fake or fictitious social media sites/blogs that target staff members or students.
- Creating or soliciting anonymous opinions/feedback/surveys of staff or students using social media sites.
- 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.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student’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.

TEASING, TAUNTING, BULLYING
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## HARASSMENT AND SEXUAL HARASSMENT

We are dedicated to the prevention of bullying at our school. Bullying goes beyond simple verbal teasing, and is an expression of power of one student over another. Taunting or bullying will not be tolerated. Sometimes friends will claim that they are “just joking” or “just fooling around”. It is important to understand that this is never an excuse for making another student feel powerless.

Any student who feels he or she is being harassed should immediately ask a teacher or adult at school for help. If the behavior persists, it is important to report it again, this time to an administrator. All complaints will be promptly and appropriately addressed.

Types of bullying include, but are not limited to:

- Physical: Kicking, biting, hitting, spitting, pushing, taking personal belongings, poking, and pantsing
- Verbal/written: Taunting, malicious teasing, name-calling, making threats, and gossiping.
- Psychological: Spreading rumors, manipulating social relationships, exclusion, extortion or intimidation, threats, gestures, and cyber bullying.

## ACTION STEPS TO RESPOND TO BULLYING OR HARASSMENT

Any student who receives such an image or message against their will should:

- 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.

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 Code 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”

Pine Valley Middle School is committed to students of character who demonstrate civic, social and personal responsibility. The life skills we value and expect from students are effort, honesty, respect, responsibility, perseverance and self-discipline. Students at Pine Valley are responsible for understanding and abiding by this Academic Integrity Policy. They will take the time to do their own class work. They will be honest and will learn without cheating, lying or taking shortcuts on homework, projects or exams. **Violation of this policy may also jeopardize their Honor Roll status.**

The Academic Integrity Policy includes, but is not limited to, the following:

1. Students will not copy homework or project materials, change a grade on a paper, or turn in another student's work as their own.
2. Students will not copy an idea, cut and paste online sources, or use references without quoting a source.
3. Students will not use their cell phone, email or any other electronic device to share testing information.
4. Students will not cheat on an exam by copying, using cheat sheets, writing answers on their skin or clothing, stealing an exam, or providing student information about the exam.
5. Students will not let another person copy their work, take an exam or complete an assignment for them (including adults – parents are encouraged to help and support students with their schoolwork).
6. Students will not make up information on an assignment to prove their ideas.
7. When correcting work in class, students will correct classmate's work honestly and to the standards set forth by the teacher.

## **ACTS REQUIRING RECOMMENDATION FOR EXPULSION**

California State legislation invokes very substantial penalties for students who commit acts that seriously threaten the safety of other students as outlined in Education Code 48915(a). The principal or superintendent of schools **shall** recommend the expulsion of a student for any of the following acts committed at school or at a school activity off school grounds unless the administration finds that expulsion is inappropriate due to a particular circumstance:

1. Causing serious physical injury to another student, except in self-defense.
2. Possession of any knife or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance.
4. Robbery or extortion.

5. Assault or battery upon any school employee.

Pursuant to Education Code 48915(c), the principal or superintendent of schools **must** immediately suspend and **must** recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or a sexual battery.
5. Possession of an explosive.

## **DRESS CODE**

If at any time a student's dress is inappropriate and/or disrupts the educational program, s/he will be notified and will either be sent home to change into proper attire, or other arrangements will be made to remedy the situation. The following guidelines apply to all regular and after school activities:

- Clothes must be sufficient to allow a full range of motion and conceal undergarments at all times.
- Shoes must be worn at all times. No slippers are allowed, including Ugg type open back slip-on style shoes. "Slides" are not to be worn at school.
- Flannel or pajama-type pants are not allowed.
- Clothing and jewelry shall be free of writing, pictures, or any other insignia, which is crude, vulgar, profane, sexually suggestive, promotes violence, or the use of illegal substances, or advocates negative racial/ethnic prejudice, or is disrespectful. These judgments are at the discretion of school administration.
- Hats, caps, hoods or any other head coverings shall **not** be worn **in classrooms** at any time during school hours. In compliance with SB310 [38183.5] students are allowed to wear sun-protective clothing, including hats, while **outdoors** during the school day.
- See-through, fishnet fabrics, halter or low cut tops, tank tops, garments with gaping holes, off-the-shoulder, bare midriffs, sagging pants, and skirts or shorts that are shorter than pinky length are not permitted.
- T-shirt straps must be at least two inches wide and high cut. Bra straps and underwear should not be visible.
- Tights, leggings and yoga pants are discouraged. If worn, tops/shirts should cover students' butts.

- Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership shall be referred to an administrator.
- Intentional, identical outfits that are worn by groups of students are not permitted at school dances. (Planned, similar theme dress outfits will be allowed at certain school-sponsored Spirit Days).

#### **4TH QUARTER EXPECTATIONS NOTIFICATION**

Behavioral referrals during the fourth quarter carry stronger consequences. The fourth quarter is a busy time of the year, and 8<sup>th</sup> graders are fully aware of behavior expectations as they complete their third year at Pine Valley and prepare to enter high school. Please be informed that students who require behavior interventions, receive office referrals or require suspension may be forfeiting end of the year privileges. These 8<sup>th</sup> grade activities may include the 8<sup>th</sup> Grade Class Trip, the Class Party, and the Promotion Ceremony. Sixth and seventh grade students with behavior referrals may lose Day on the Green.

#### **SRVUSD POLICY ON SEXUAL HARASSMENT**

It is the policy of the Governing Board of the San Ramon Valley Unified School District (BP 5145.7) 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 Ed. 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, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- A. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- 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.

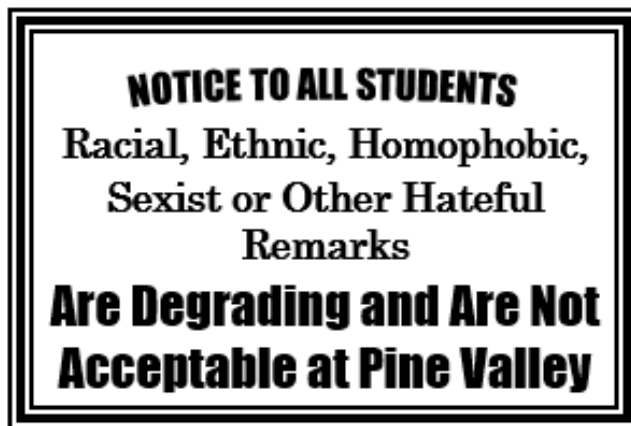
- D. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

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

**Verbal or written conduct (including information shared via email, blogs, social networks, instant messages, Tic Toc, YouTube, etc.):** 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.





## LUNCH TIME CONDUCT

These are the general behavioral expectations for students during lunch periods at Pine Valley.

1. Students are expected to deposit all lunch litter in garbage cans and to recycle.
2. Students are to eat only in the designated eating areas.
3. Food and drinks are not permitted in restrooms.
4. Students are not to go into “off-limits” areas where they cannot be appropriately supervised.
5. Because of the possible perceived intimidation by such actions, students may not ask, seek, request, or “borrow” money from classmates at any time.
6. Glass containers are not permitted on campus.
7. No pushing, shoving, or cutting in the lunch line.
8. Food only is to be placed in microwaves. Nothing with metal should ever be placed in the microwave. Some chip bags are foiled lined. These should never be put into a microwave.
9. Students must have a Pine Valley ID card to check out equipment on the blacktop/field.
10. Phone usage in bathrooms during lunch is prohibited.
11. Throwing food at or towards another student is not permitted.

## COMPLAINT PROCEDURE:

**Step I – Informal Resolution:** It is desirable that problems and complaints of alleged sexual harassment be resolved promptly and equitably. If possible, such problems and complaints should be resolved in an informal manner. Students and employees are encouraged, but not required, to inform the offender directly that his/her conduct is unwelcome or offensive and must stop.

**Step II – Verbal or Written Complaint:** Students should follow complaint procedures designated in **Administrative Regulation 5145.7, *Sexual Harassment, Students***. A student should initiate a complaint to a teacher or administrator verbally or in written form. The complaint should include information regarding the name(s) of the person(s) who engaged in offensive conduct, the description of the offensive conduct (i.e. when and where the conduct occurred, the

number of times it occurred, any informal attempts at resolution), and the names of any witnesses.

Employees or applicants for employment who feel that they have been sexually harassed should contact their supervisor, principal, other district administrator or the superintendent in order to obtain procedures for reporting a complaint. Complaints of sexual harassment against a district employee may be filed in accordance with AR 1312, *Complaints Against School Personnel*. Complaints alleging that a specific action, procedure or practice sexually discriminates can be filed in accordance with AR 4031, *Complaints Concerning Discrimination in Employment*.

Any supervisor who receives a sexual harassment complaint shall notify the superintendent or designee, who shall ensure uniform application of this policy and that the complaint is appropriately investigated.

Please see SRVUSD Website for details.

## SOCIAL CONNECTIONS

### WHERE EVERYBODY BELONGS



Pine Valley’s student orientation program is designed to break the ice and help transition new students to our school. New students are invited to campus before school opens for a half day of activities, tours, and general information. The W.E.B. program is staffed by 7<sup>th</sup> & 8<sup>th</sup> grade student leaders and run by teacher advisors.

### AFTER SCHOOL PROGRAMS

The City of San Ramon offers an after school Teen Center on the Pine Valley campus until 6:00 P.M. Please contact the City of San Ramon for more information.

## SCHOOL DANCES

The Pine Valley Leadership class and the PTA co-sponsor school dances throughout the school year. Seventh and eighth grade students are invited to all dances. School administration determines which dances sixth graders are invited to attend. There are places to sit and talk; snacks and music for dancing are provided. Without exception, only Pine Valley students may attend our school dances. To purchase a ticket, go to the online store and purchase the ticket.

The doors to our dances open at 6:30 P.M. and are open for 30 minutes. Students need their current school ID cards at the door. After the doors are closed at 7:00 P.M., no students are admitted. Once students enter a dance, they are not permitted to leave until the dance is over at 8:30 P.M. Parents of students who are attending school dances should avoid sending their students to dances too early. Parents need to arrange for students to be picked up at 8:30 P.M. and no later.

As with all other extra-curricular activities, students attending dances need to have attended school that day.

Students who have accumulated behavior referrals may have their dance privileges revoked.

## AFTER SCHOOL ACTIVITIES

The After School Sports Program is an on-going, school-wide program that offers various sports in six to eight week blocks. There are no try-outs, and students are not “cut.” Membership on a team simply requires a desire to play and the appropriate commitment to being a team player.

Students are advised to listen to the daily bulletin for sign-up dates. Fliers with similar information will also be located in the PE locker rooms. This is a very popular program at Pine Valley with over one third of our student body participating in one or more sport during the school year. Please refer to our website for sign-up information and a schedule of the activities that are outlined above. The Pine Valley office always has information regarding the specifics of these programs.

## PARENT INVOLVEMENT OPPORTUNITIES

Because we see education as a partnership between school and home, we are proud of the high level of parent involvement we have at Pine Valley. In addition

to individual volunteers, parent participation at Pine Valley takes the form of our School Site Council, the Pine Valley Ed Fund, and our PTA. These groups provide extraordinary support, and all welcome your participation.

## SCHOOL SITE COUNCIL

The School Site Council is comprised of parents, teachers, classified staff members, students, and the principal. This group meets monthly and is responsible for the implementation of our Single Plan for Student Achievement (SPSA). The SPSA can be found on the Pine Valley Middle School website. An election is held to elect parents and students. The Student Academic Report Card (SARC) is a document prepared by the school each year. A hard copy of the SARC is available upon request in the front office

## BE A MENTOR - PARENT VOLUNTEER

For the safety of our students, we utilize an online Volunteer Management System (VMS) that ensures that SRVUSD school volunteers have passed the appropriate safety clearances. There are three levels of clearance:

- Level 1 – Classroom, on-campus school volunteers, and non-driver chaperones for field trips. Applicants will be approved through the Sex Offender Registry. Clearance takes 48 hours.

- Level 2 – Field Trip Drivers. The District will obtain a driving history for the last ten years from the DMV and will be notified any time there is a reportable violation or incident. Volunteers with 2 or more points will not be approved. Clearance takes up to 10 days.

- Level 3 – Overnight Chaperones. Volunteers’ fingerprints will be processed through the FBI and the Department of Justice. Clearance can take 45 days.

To learn more about this or to register as a new volunteer, please visit [www.srvusd.net/volunteers](http://www.srvusd.net/volunteers). If you have questions or need help please contact [help@beamentor.org](mailto:help@beamentor.org) or 510-342-7178.

## **PINE VALLEY EDUCATION FUND**

The Pine Valley Education Foundation (PVEF) is a parent organization that is dedicated to lowering class size in our core classes and supporting school technology and the Performing Arts. All money contributed is a tax-deductible donation to Pine Valley and will be used to meet PVEF goals.

Please join PVEF! No meetings or other responsibilities – just lower class sizes and continued excellence for your students! More information is available at registration and by contacting the school.



We are extremely fortunate to have a very active and supportive PTA at Pine Valley. This group works closely with the administration and the leadership class by co-sponsoring student activities, fundraising, publishing a weekly electronic newsletter, providing needed parent volunteers, and assisting with the many tasks that must be accomplished throughout the school year.

Parents are enthusiastically invited to join us. Be a part of the action. JOIN THE PTA! Please visit the school website, Pine Valley Middle School for contact information.

**PUMA  
STRONG!**