



# **STUDENT HANDBOOK 2021-2022**

**WINDEMERE RANCH MIDDLE SCHOOL**  
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***This planner belongs to:***

Name \_\_\_\_\_

Advisory Teacher \_\_\_\_\_

## **Table of Contents:**

### **General Information**

The “Planner”	Lost and Found
Bell Schedules	Items Forgotten at Home
Closed Campus	Money and Deliveries on Campus
Communication	Pedestrians, Bicycles, Rollerblades, Skateboards, etc.
Eating on Campus	Telephone
Emergencies	Visitors
Field Trip Guidelines	

### **Student Recognition Programs**

Student of the Month	Awards Night
Students of Character	President’s Education
Honor Roll	

### **Student Activities**

After-school sports	Socials
Student Leadership	Staff/student/parent BBQ
Extra-Curricular Participation Code	

### **Student Services**

Counseling Services	Medication at School
Nurse, Psychologists and Speech Therapist	Accident Insurance
Emergency Cards	Physical Examinations
Illness at School	Immunization

### **Attendance**

Reporting and Clearing Absences	Cutting Class
Tardy Policy	Homework Requests
Leaving During Day	Make-up Work
Hall Pass Policy	Independent Study Contracts

### **Curriculum and Instruction**

Course Selection	Expectations
WRMS Advisory Period Policy	Textbooks
Homework Policy	Substitute Teachers
WRMS ZAP Policy: (Zeroes Are Preventable)	

### **Discipline Code and Behavior Guidelines**

Philosophy	Email Etiquette
SRVUSD Conduct Policies	School-wide Disciplinary Guidelines and Procedures
Non-Discrimination in District Programs and Activities	Classroom Disciplinary Procedures/Prohibited Materials
Sexual Harassment Policy	Expectations of Appropriate Behavior
Inappropriate Use of Technology	WRMS Academic Integrity Policy
Student AUP for District Digital Network	Dress Code
Acceptable Use of Electronic Communication	Locker Room Behavior
WRMS Anti-Bullying Policy	

## **PRINCIPAL'S MESSAGE**

*The Windemere Ranch Middle School community is proud of the educational program we have begun in partnership with staff, students, and parents. As a learning community we have worked hard to create a place where students feel safe and welcomed and where students enjoy learning. We look forward to this next year with excitement as we continue to grow and focus on our mission for all students to learn at high levels and become responsible, productive citizens.*

*One way to ensure your success is to help you be organized. This student organizer also known as your planner will assist you in your efforts. This organizer is a calendar with space for you to record your daily assignments and other pertinent information regarding school business and extracurricular responsibilities. Additionally, this organizer lists rules, regulations, and other school information. Please read through this carefully and keep it as a reference. We encourage you to keep the planner in your backpack and ready for daily use. Your academic prep teacher will introduce how to best utilize this great tool.*

*I am honored to be your principal at our wonderful school. I look forward to the many special times we will share during your time at Windemere Ranch Middle School. I am confident that by working together we will have a productive and enjoyable year.*

**Mr. Dave Bolin, Principal**

## GENERAL INFORMATION

**In this planner** you will find answers to your questions about policies and procedures at WRMS. Please contact a WRMS staff member if you do not find what you need.

The staff encourages all students to use their planner, which helps provide:

- Increased communication between parents and teachers regarding schoolwork.
- Student organization and planning for homework strategies as well as planning for long-term assignments.
- Improved consistency for students from class to class.
- Improved study skills for students.
- Reinforcement of our school mission and code of conduct.

It is expected that students keep track of assignments and long-term projects within their planner. Teachers and parents can set up a system of communication using the parent comment sections. Parents can support the planner's benefits, which will ensure their student's success by checking it regularly, purchasing a new one if it is misplaced, and/or contacting teachers if necessary.

**BELL SCHEDULE-** It is our desire at WRMS for students to arrive promptly to school each day. Please keep in mind that the parking lot may be crowded at drop-off and pick-up times. Please plan accordingly. Remind students that they need to use caution when entering or exiting their cars on the Windemere Ranch Campus. Additionally, please remind students that they are to use a crosswalk when crossing streets on or around Windemere Ranch. Supervision begins 15 minutes before the first bell rings and supervision ends 15 minutes after dismissal.

**CLOSED CAMPUS-** Windemere Ranch is a closed campus. Students may not leave campus without permission at anytime. Students leaving campus without permission will be considered truant. Should it be necessary for a student to leave campus, a parent must be responsible for checking the student out in the attendance office before the student leaves the campus. Students who decide to leave campus without authorization acknowledge that there will be consequences for said actions.

**COMMUNICATION-** There are a number of different ways in which we communicate with the families of Windemere Ranch.

- **Schoology** – Almost all school information can be found through your Schoology account. Important dates and notices will be given, as well as homework and grades. **Please plan on checking Schoology weekly.**
- **Grades** are updated once a week on Mondays by 8pm except when school is not in session. If there are questions regarding a particular score, students are encouraged to discuss it with their teacher before or after class. Any grade discrepancies must be brought to teacher's attention within 2 weeks of when the assignment grades are published.
- **Accessing the school's website**, which has general information about the school and events.
- **Infinite Campus Parent Portal** is where parents/guardians are able to view important information about their children as well as make updates/changes to

their own household/emergency contact information. Information is for the current year only, and changes can only be made for students who are currently in our system.

- **Voicemail and email** are available for each staff member. It is our goal to return phone calls and emails within two school days.
- **The Planner** contains a parent/teacher comment section. This can be used as a means of communicating student progress and behavior on a regular basis.
- **Report Cards** are available on the Infinite Campus parent portal on a quarterly basis.
- **School notices** are periodically sent home either by U.S. mail or email.

**EATING ON CAMPUS-** A variety of hot and cold lunch items may be purchased in the cafeteria, located in the MPR. Lunches will be eaten in the MPR, there is **no** food allowed within the classrooms. In an effort to keep our campus clean, students are only allowed to eat in designated areas. The district food service provides free or reduced-price lunches for needy students. Students who wish to apply for this service should see the school nurse or the school secretary.

**EMERGENCIES- Windemere Ranch is prepared for, and has drills incorporating, different types of emergencies. In all cases, DIRECTIONS MUST BE FOLLOWED QUICKLY AND QUIETLY.** When the fire alarm sounds, students are to evacuate the school buildings and report to the designated location on the blacktop behind the gym. Students in the halls or at lunch when the alert bell sounds should meet the teacher from their previous down on the blacktop. In the event of another type of emergency, students will be instructed by their teachers to follow the procedures for the particular type of emergency.

During a major event, like an earthquake, please do not call into the school. Logistically, we do not have the capacity to field the potential number of incoming calls. Please expect the school to send out email messages to you. We will also post updates on our website.

Cell phones provide a great opportunity for you to connect with your children during a real emergency. We encourage you to check in with your children via cell phone **ONLY** if there is a major emergency (earthquake, other natural disaster). If there is a serious event, have a plan for your children to call or text you when our evacuation is complete. Of course, you may be anxious to call them. If possible, please wait for them to call you. This will allow the fewest possible distractions as we bring your children to our staging area. When you do connect with them, we encourage you to soothe your children by telling them you are fine and they will be fine. Remind your children to listen to their teachers, administrators, police and fireman. At the end of a major event, our goal will be to ensure their safety and to get them back to you.

In order to get your children back to you, we have an orderly dismissal procedure we would like you to follow. The dismissal procedure is imperative because, in the event of a major disaster, we need to know where your children are. If we cannot locate your children, we will send emergency personnel to their last known location and everywhere else until they are found. We do not want to send emergency personnel into the school looking for students who went home without notifying our staff.

At the end of some major event, like an earthquake, we will want you to pick your children up and sign them out. Please report to the front of the school and you will be given directions. There, we will have a “reunification team” waiting to get your children and sign them out to you. Although we know it will be tempting, please don't call your children and tell them to come home on their own. We need to keep track of them and make sure they're safe, just as you do. It is possible, if not likely, that it will be safe to release the students as we do at the end of every school day. Please allow us to make that decision and refer to our website and or email messages for up to date information and directions.

**LOST AND FOUND-** A lost and found area is maintained at the school; however, students are expected to remember to pick up all articles belonging to them as they move about the campus. The school lost and found area is located in the front foyer of the MPR. Unclaimed items are donated to charity. Windemere Ranch is not responsible for lost or stolen items.

Items found on the campus should be given to a custodian or should be taken to the Main Office. We encourage students to clearly label all items brought to school. Bringing valuables to school is discouraged.

Backpacks, books, lunches, purses, etc. should not be left unattended at any time. Windemere Ranch Middle School is not responsible for items stolen from the locker room. Therefore, all items in the locker room **MUST BE LOCKED** in the locker provided by the school. Combination locks are also provided by the school. If something is lost, students should check with the custodian before or after school, during break or at lunchtime.

**ITEMS FORGOTTEN AT HOME-** Students should check in at the office during break or lunch if they discover they have forgotten an item at home. If a parent chooses to deliver forgotten items, they may be dropped off at the main office for the student to retrieve them. **Please put the students name on the item.** It is the school policy not to deliver items or take messages to the classroom due to the potential disruption that may occur. The office is not responsible for items left at the front desk. Students have been advised of this policy. We understand that parents discover a forgotten item at home and bring it to the office in hopes we will call the student or send a note. We do e-mail the teachers of your student; however, teachers do not always check they e-mail during a period as they have lesson plans, etc. up on the computer. Thank you for your patience and understanding.

**MONEY ON CAMPUS-** Students should bring to school **ONLY** the amount of money needed for lunch. Borrowing money from other students is not allowed.

**DELIVERIES ON CAMPUS - Flowers, Dessert items, etc.**

Individual celebrations should take place off campus. We do not accept deliveries for flowers, cakes, cupcakes, etc. Students **should not** bring cakes, cupcakes or other such snacks to school and will not be allowed to distribute food items during the school day. This is in alignment with the CA Ed Code for California Healthy Kids Nutritional Standards and due to the disruption that may occur.

**PEDESTRIANS, BICYCLE RIDERS, ROLLERBLADERS AND SKATEBOARD RIDERS-** All students must use approved bike lanes and crosswalks in the school area. All students should walk their bikes, scooters, and skateboards carefully while entering the parking lot area.

Bicycle, skateboard, scooter, and rollerblade riders must wear helmets at all times and walk their bikes while on school grounds. A bike rack is located on campus for your convenience. **Lock** your roller blades, scooters, bikes and skateboards correctly in the bike rack area. There are scooter and skateboard lockers available in the bike rack area. Students must bring a lock. The bike rack area is off limits to all students during the school day. **THE DISTRICT AND SCHOOL DO NOT ASSUME LIABILITY FOR LOST OR DAMAGED BICYCLES, SCOOTERS, SKATEBOARDS, OR ROLLER BLADES. BIKES, SKATE BOARDS, SCOOTERS, AND ROLLER BLADES ARE NOT ALLOWED ON CAMPUS DURING SCHOOL HOURS EXCEPT IN DESIGNATED AREAS.** Students are expected to obey **all** bicycle/traffic laws. Students must remove and carry roller blades and skateboards before entering the campus area.

**TELEPHONE-** The office phone may be used by students in an emergency, to notify parents of an illness, and to notify parents of a schedule change of a school sponsored activity.

*Cell phones may be brought to school for emergencies; **however, they must be turned off at all times when school is in session.** Students are prohibited from taking photos, audio or video recordings on campus at anytime. Any cell phone that becomes a classroom distraction will be confiscated and must be picked up by a parent or guardian at the front office.*

**VISITORS-** All visitors must check in at the main office before proceeding to any part of the campus. Students or friends from other schools are not allowed to visit Windemere Ranch while school is in session or attend school activities.

### **STUDENT RECOGNITION PROGRAMS**

Student recognition programs are just a few of the ways in which the staff and parents of Windemere Ranch seek to reward academic excellence and responsible citizenship on our campus.

**STUDENT OF THE MONTH-** Each month our teachers will select a Student of the Month. Students receive a certificate of recognition and their names and photos will be displayed.

**FALCON CARD-** This weekly award is for students who display one of the character traits of our Character Counts program when observed by a staff member. This can occur in the classroom or out on the school grounds. Students receiving this award are eligible for a weekly drawing.

**AWARDS NIGHT-** Windemere Ranch will host a Teacher Awards Night at the end of the school year for students and their families. On this evening, teachers will award students for a variety of reasons.

**PRESIDENT’S EDUCATION AWARDS-** This program is sponsored by the U.S. Department of Education in partnership with the National Association of Secondary School Principals to recognize the academic achievements of 8<sup>th</sup> grade students who have maintained a 3.5 or higher GPA as well as scored a level four on ELA or Math CAASPP testing. These students are also recognized at an awards event.

### STUDENT ACTIVITIES

At Windemere Ranch, we offer a wide range of co-curricular activities, which are open to our students. Participation in these activities helps many students achieve a sense of connectedness with our school. These activities provide students the opportunity to make friends, socialize with a variety of people, and develop a sense of pride which comes from personal accomplishments in school related activities. Student experiences with co-curricular activities serve as a component of the goal of full intellectual, social, emotional and physical development

After school sports teams *may* include:

*Dodgeball*

*Flag Football*

*Volleyball*

*Track*

*Cross Country*

*Cricket*

*Badminton*

Special events, enrichment activities, and clubs, which may include the following:

Student/Faculty games

Field Day

Heritage Night

Socials

Spelling Bee

GSA

Geography Bee

Speech Contest

Science Fair

Math Clubs

Strategy Games Club

Newspaper

**STUDENT LEADERSHIP-** Students are encouraged to become involved in student leadership. We have elected student body officers, and advisory representatives. Student leadership plans class activities and is a great way to **GET INVOLVED**.

**Socials-** Socials are held after school in the MPR or gym, depending on the activity. Events may include a movie night or dance. In addition, we have our annual Heritage Night in February.

**Staff/Student/Parent Picnic Lunch-** will be held during lunch at the beginning of the school year. Parents are encouraged to attend during their student’s lunch time. Check school website for information.

**EXTRA-CURRICULAR PARTICIPATION CODE-** The San Ramon Valley Unified School District (SRVUSD) puts a high priority on scholastic achievement, positive personal attitudes, and behavior of our students. We consider it a **privilege** not a **right** to participate in our extra-curricular programs. Therefore, the following set of standards will be enforced for all students representing the SRVUSD on any athletic team or extra-curricular activity.

- A. Eligibility-** The current eligibility policy of the SRVUSD determines a student’s eligibility in an extra-curricular program or on an athletic team in the SRVUSD schools. A grade point average of **2.0** in all classes taken during the previous quarter.



- B. Students going from the middle school to the high school must meet these requirements in order to play any sport as a freshman.**
- C. Attendance-** The SRVUSD places high priority on class attendance. If a student has an unexcused absence from a class or a combination of classes on the day of an activity, that student may be subject to a coach's/advisor's disciplinary action. Any student suspended on a given day is ineligible to participate in any extra-curricular activity for the length of the suspension.

### STUDENT SERVICES

**COUNSELING SERVICES-** Windemere Ranch Middle School is staffed with two full-time school counselors. It is not always possible to meet with a counselor on a drop-in basis; making prior arrangements with the school office is advised. The counseling office provides many vital services to our students and parents.

- Registration and course selection information is provided to students as well as orientation to the school and instructional programs.
- Students are assisted in solving personal problems.
- The counselor will act to facilitate communication between students and their parents, teachers, administrators and/or peers.
- The counseling office provides information on personal and social services available in the community.
- The counseling office maintains the cumulative record for each student.
- The counseling office acts as a liaison to students and parents to help obtain special education services.
- Monitoring of attendance, behavior and academic progress can be initiated by parents through the counseling office.
- The counseling office coordinates Student Success Team referrals.

**SCHOOL NURSE, PSYCHOLOGIST, and SPEECH THERAPIST-** The school district provides the services of a school nurse, psychologist, and speech therapist, as needed. Referrals to the psychologist or speech therapist are made through the counseling office and the Student Study Team with the permission of a student's parents.

**EMERGENCY CARDS-** An emergency card must be completed by parents at the time of registration and kept up-to-date and accurate throughout the school year. Incomplete or inaccurate data could endanger a student's life if an emergency occurred. Parents are requested to update any information on the card as soon as possible if a move occurs during the school year.

**ILLNESS AT SCHOOL-** A student is not to be sent to school with a fever. Monitor your child for illness. A low-grade fever, complaints of sore throat or cough may be "viral" in nature but are **still contagious**. Sending your child to school when ill increases the risk for infecting other students and staff. The presence of other symptoms, to a significant degree, warrants keeping your child home an additional day. These include: Cough, Nasal Congestion, Stomachache, Vomiting and Diarrhea. If a student is vomiting at school they will be sent home for the remainder of the day. A child with a temperature (above 100 orally) will be sent home from school. If your child has been out ill with a fever, please, make sure your student is **fever free for 24 hours** before returning to school.

**MEDICATION AT SCHOOL-** In order to assist a student taking prescribed medication at school, a “Medication During School Hours” form must be on file completed by the physician and parent detailing the method, amount and time schedule by which medication is to be taken. Forms for this purpose are available in the school office. The medication must also be sent to school in a container properly labeled by the dispensing pharmacist. **NOTE: No medication of any kind may be administered to a child unless the above conditions are met. Students may not carry any type of drug, prescription or non-prescription.**

**ACCIDENT INSURANCE-** Optional insurance plans for accident coverage are available to students at a modest cost. The choice of the plans to be offered is determined each year by the School Board. Information and forms for application for the insurance are sent out each August with students’ registration packets. After registration, information and forms for application for the insurance may be obtained in the main office.

**PHYSICAL EXAMINATIONS-** All new students are requested to file a report of a physical examination. Students participating in after school sports or any activity of a strenuous nature are urged to have an examination on file prior to the start of practice.

**IMMUNIZATIONS-** Verification of required immunizations (a physician’s report or a prior school record) must be presented at the time of registration. Students will not be allowed to register without evidence of having completed these immunizations. 7<sup>th</sup> grade students (or new 8<sup>th</sup> graders to the district) must get a TDAP booster to start school.

### **ATTENDANCE**

**REPORTING AND CLEARING AN ABSENCE-** Being in class, on time and ready to learn, is one of the most important keys to success in school. In the event that a student is absent, a parent should call the attendance telephone at **479-7470**. The call must be made each day the student is absent. **Students are not to call in their own absences.** Our attendance system sends out automated calls at 10:00 a.m. to notify parents their student was marked absent. If an absence is not cleared through the attendance office by 9:30 a.m., the automated call will go out. If an absence is not called in, a note explaining the absence is to be brought to the attendance office **before** school begins upon the student’s return. The following information should be included in either the phone message or note:

<b>Student name</b>	<b>Reason for absence</b>
<b>Date of absence</b>	<b>Name and Relationship to the student</b>

Absences not cleared within *48 hours* will be considered illegal and will be changed to a CUT.

**TARDY POLICY-** It is our belief that being on time to classes, meetings and appointments directly relates to success in school and future career. When a student enters the classroom late, disruption occurs. Students who arrive to class **after the bell rings for any of their class periods will be considered and marked TARDY for that class.**

Students arriving to school 5 minutes after the bell rings to their first class period must sign in at the attendance office before going to class. If a student arrives to school 30 minutes after their school day has started, a parent note or phone call is required.

We understand that there may be occasional problems encountered when coming to school. We value each minute of the school day and promote student responsibility and accountability based on prompt arrival to school. Subsequent tardies will result in additional detentions and administrative action including, but not limited to, placement on a student attendance contract and referral to School Attendance Review Board (SARB). Accumulated tardies within the quarter will receive the following consequences: the fifth tardy will result in a lunch detention, the eighth tardy will result in an after school detention and ten tardies or more may result in a Saturday School.

**LEAVING DURING THE DAY-** If a student is to be dismissed before the end of the school day, a note must be presented to the office before school begins. The note must contain the student's name, date, time of dismissal, and parent/guardian's signature. After turning in the note, a "Permission-to-leave-grounds" pass will be given to the student. At the beginning of the period, the Permission-to-leave-grounds pass should be shown to the teacher. The parent/guardian is then required to sign-out in the attendance office, indicate the exact time of departure. Upon return, the student must check into the office and turn in the signed Permission-to-leave-grounds pass. If the student does not have a note, the student must be signed in and/or out through the attendance window. Students who leave campus without a pass during the day will receive a CUT. This type of absence cannot be cleared after the fact. Students arriving late to school after attending a doctor/dental appointment must have verification of the appointment to clear the absence; this may be obtained from the doctors' office. Students arriving after the tardy bell, who have not had an appointment, MUST be signed in by a parent or have a note from parent with reason for the tardy.

**HALL PASS POLICY-** Students out of class must have a properly completed hall pass in their possession. **Consequences for not having and/or misusing a hall pass will be the same as those for cutting class.**

**CUTTING CLASS-** Students who are absent from their assigned class or area without permission will be considered cutting class. **Cutting class is considered to be a major violation of school rules and will be referred to the administration. Consequences for cutting class will result in school detention and/or Saturday School.**

**HOMEWORK REQUESTS-** All of our teachers use Schoolloop to post and record assignments. If a student is absent, he/she should email their teacher(s) and check Schoology for assignments missed. If a student does not have access to Schoolloop and is absent two or more consecutive days from school, you may call the office by 9:30 a.m. on the third day to request make-up work. The teachers will attempt to assemble the assignments (per request) and have them into the office by 3:15 p.m. so that the work may be picked up the same day as requested. Please do not forget to pick up the requested work. Requests after 9:30 a.m. may mean the work may not be ready until the next day.

**MAKE-UP WORK-** Arrangements for make-up work, after absences, are the responsibility of the student. Students should check Schoolloop while they are absent to

get and keep up with assignments missed. Upon return, students should check with teachers to make sure there were not any additional assignments missed.

**INDEPENDENT STUDY CONTRACTS-** State law requires that in order to be eligible for an Independent Study contract the student must be absent for 5 consecutive school days. District requires that it not be more than 20 days or your student will be dropped from the enrollment and need to be re-enrolled upon return if there is room at the school.

The Independent Study contract process is as follows:

- Parent/Guardian must submit Independent Study contract to the attendance office in writing at least 5 days prior to the absence. We encourage you to give the teachers the professional courtesy of requesting the Independent Study in advance at least the amount of time the student will be missing, ie: If your student will miss 10 days of school – give 10 days’ advance notice, if they are going to miss 13 days - give 13 days’ notice.
- Once the written request is received, the parent/guardian and student must sign a Master Agreement (obtained from the attendance office), which will be kept on file in the office and is valid for one semester. The contract cannot be given without this agreement.
- Upon signing the agreement, the attendance office will obtain assignments from the teachers for the time of their absence.
- The student or parent/guardian may pick up the ISC afterschool the day before they leave, from the attendance office. Even though the students will be given assignments to complete, this in no way replaces the learning that occurs in the classroom. Please note that your student’s grades will be negatively impacted due to missing valuable class time. Students will be expected to take quizzes and tests missed upon return.
- **All schoolwork is due to the Attendance Office the day the student returns to school.**

### **CURRICULUM AND INSTRUCTION**

**COURSE SELECTION-** Windemere Ranch Middle School students have a seven period instruction day (an additional period is included as lunch.).

**Sixth grade students take the following courses:**

- Three periods of Core. (2 of Language Arts and 1 of Social Studies)
- One period of Math.
- One period of Science.
- One period of Physical Education.
- One period of Exploratory Wheel (6-7 week long exploratory courses rotated during the year) or Band.

**Seventh and Eighth grade students take the following courses:**

- Two periods of Core. (Language Arts and History)
- One period of Math.
- One period of Science.
- One period of Physical Education.
- Two periods of Electives.

## **WRMS AP POLICY (Advisory Period):**

In accordance with our mission statement, Advisory Period is time set aside every week for students to work towards meeting and/or exceeding state standards through homework assignments, silent reading, skill-based intervention and character education. AP also includes leadership lessons, newspaper, and a Friday video.

Students will be expected to:

- Have planner, core novel or free reading book and homework on desk at beginning of period.
- Assignments are to be written in planner throughout the day, students should not rely on Schoolloop during AP time to determine homework assignments.
- Work or read quietly alone
- Work in small groups as permitted by the teacher

AP grade is a traditional A-F grading scale and will be used to calculate overall GPA, honor roll and President's Education Awards.

On tutorial days, teachers can request to see specific students, these students will be scheduled to attend a mandatory tutorial. Students who are not scheduled by a teacher will choose an open session tutorial to attend. Open sessions can range from homework time, to study sessions, to silent reading. Students who do not sign up or who do not attend will receive an office referral. Students can sign up for weekly tutorials using Infinite Campus, which is linked to our homepage.

## **HOMEWORK POLICY- GOALS FOR HOMEWORK AT THE MIDDLE**

**SCHOOL LEVEL:** - Homework is assigned to 1) achieve mastery of content area; 2) enhance and develop study skills; 3) prepare students for the expectations of high school.

## **WRMS ZAP POLICY: (Zeroes Are Preventable)**

If a student does not have an assignment to turn in, he/she will fill out a ZAP form and give it to his/her teacher. One copy of the ZAP form will be given back to the student, the other given to the ZAP supervisor. The next day, the student will report to the ZAP room at the beginning of his/her lunch period. A ZAP form will be filled out for each assignment even if multiple assignments are due at the same time.

The student will attend ZAP and stay for 15 minutes or until assignment is turned in. If assignment is turned in, the ZAP supervisor will staple the assignment to the ZAP form and place it in the teacher's box. Assignments turned in during ZAP will be accepted for partial credit.

If a student does not turn in homework during ZAP, he/she must return subsequent days for ZAP until the assignment is cleared. Depending on the day of the week, the student will have 1 to 3 days of ZAP time to turn in the work to the ZAP room. If a student's ZAP is not cleared by or if he/she fails to attend a ZAP session, the student will be assigned to a lunch detention on Tuesday or Friday, whichever day is sooner. **Lunch detention is the last opportunity for students to turn in the assignment for credit.** If a student accumulates 5 ZAP lunch detentions in a semester, they will receive an afterschool detention. Subsequent 5 ZAP lunch detentions in a semester will result in a Saturday School.

If they do not, they will receive a zero on the assignment. ZAP is a tool that every student can use from time to time if for some reason they don't have their homework completed. Students should not be using ZAP as a reason to not turn in work on time on a regular basis or to procrastinate. Completing the work when it is assigned will benefit the student the most because that is the current curriculum that the teachers are presenting in class.

Students who regularly turn in work late to ZAP are falling behind on the topics of discussion and when teachers are correcting the homework in class. E-mail notices will be sent home to parents of students who receive frequent lunch detentions due to unclear ZAPs.

At the end of each quarter and semester, there is a deadline in which all work needs to be turned in and graded to count towards that grading period. For this reason, ZAP's may not be available during the end of each term.

ZAP's may not be used for parent signatures, reading logs or long term assignments per teacher discretion.

### **HOMEWORK EXPECTATIONS-**

In an effort to reduce student stress and respond to the evolving instructional practices, SRVUSD convened a committee of teachers, students, parents and school administrators to recommend updates to SRVUSD homework policy and regulation. The committee considered and made changes related to:

- Limiting the overall volume of homework;
- Eliminating homework over breaks;
- Developing a more effective system for communicating and implementing the policy; and
- Aligning with the Common Core State Standards and other legal requirements.

To view the Board Policy and Administrative Regulation in their entirety, scan the adjacent QR code:



A reasonable expectation is that homework will average about 20 minutes for each period in a seven period day with the exception of PE for a total of approximately two hours of homework each night. Although not every class will assign daily homework, the overall amount of daily homework should remain fairly constant.

**TEXTBOOKS-** Each student will be issued a set of textbooks to use at home. A class set of textbooks will be kept at school. Students are expected to keep all textbooks in good condition and will be charged for any damages. Lost books must be paid for by students before duplicate copies will be issued. The parent is financially responsible for lost, stolen, or damaged classroom and library books. Textbooks must be returned to the

issuing teacher to assure clearance of books. The student must purchase any additional texts needed.

**SUBSTITUTE TEACHERS-** When a staff member is absent, students are expected to be on their very best behavior. They are to follow the instructions and requests of the substitute teacher at all times. Students are to expect that regular classroom procedures may be different but regardless they are to follow the substitute teacher's directions. Inappropriate behavior will be reported to the classroom teacher and administration and disciplinary consequences may result.

### **DISCIPLINE CODE AND BEHAVIOR GUIDELINES**

**PHILOSOPHY-** Windemere Ranch Middle School supports the philosophy set forth in the Disciplinary Code and Behavior Guidelines statement of the San Ramon Valley Unified School District. In striving to ensure the success of students, school staff and parents must work together to support the appropriate behavior necessary at school. In enforcing the rules of the school district and the State of California, students must understand that their actions do have consequences.

### **STUDENTS WILL BE HELD ACCOUNTABLE FOR APPROPRIATE BEHAVIOR, REGULAR SCHOOL ATTENDANCE, AND CONTINUALLY STRIVING FOR ACADEMIC AND EXTRA-CURRICULAR SUCCESS.**

Positive student recognition programs have been designed to motivate students toward meeting the high academic and behavior expectations held by our school, district, and community. Some of these programs are described earlier in this handbook.

### **SRVUSD Conduct Policies**

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.

### **Conduct (AR 5131)**

1. Students are expected to act respectfully towards all other students and toward 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 shall be 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 other 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 regarding the commission of unlawful acts on school premises.
4. School regulations shall prohibit activity which is illegal or which creates a clear and present danger regarding the commission of unlawful acts on school premises.

### **Attendance**

Each student shall be accountable for his/her attendance for every day that school is in session. Legal and illegal absences (BP5113) 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**

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.

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.

### **POSITIVE SCHOOL CLIMATE**

The Governing Board desires to enhance student learning by providing an orderly, caring, nurturing, and nondiscriminatory educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students, among staff and between students and staff.

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. Teachers shall use effective classroom management techniques based on clear expectations for student behavior.

Staff shall consistently enforce Board policies and regulations which establish rules for appropriate student conduct, including prohibitions against bullying, cyber bullying, harassment of students and staff, hazing, other violence or threats of violence against students and staff, and drug, alcohol, and tobacco use.

### **NONDISCRIMINATION/HARASSMENT/ANTI-BULLYING (BP 5145.3)**

District programs and activities shall be free from discrimination, including harassment, intimidation or bullying with respect to a sex, gender, gender identity or gender expression, ethnic group identification, race, ancestry, national origin, religion, color,



physical or mental disability, marital or parental status, age or sexual orientation; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics.

The Governing Board desires to provide a safe school environment that allows all students equal opportunities in admission and access to the district's academic and other educational support program, guidance and counseling programs, athletic programs, testing procedures, and other activities.

The Board prohibits discrimination, harassment, intimidation or bullying of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges. Prohibited discrimination, harassment, intimidation or bullying includes physical, verbal, nonverbal or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an education program or activity; creates and intimidating, threatening, hostile, or offensive education environment, has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying. The Superintendent or designee shall provide age-appropriate training and information to the students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

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

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of the law, Board Policy, or Administrative Regulation shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal. The Board hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination and inquiries regarding the district's nondiscrimination policies:

Assistant Superintendent of Human Resources  
San Ramon Valley Unified School District  
699 Old Orchard Drive  
Danville, CA 94526  
(925) 552-2923

Any student who feels that he/she is being subjected to discrimination, harassment, intimidation bullying should immediately contact the Coordinator for Nondiscrimination, the principal or any other staff member. Any student who observes an incident of harassment should report the incident to the Coordinator, principal or other school employee, whether or not the victim files a complaint.

Employees who become aware of an act of discrimination, harassment, intimidation or bullying shall immediately report the incident to the Coordinator for Nondiscrimination or the site designee. The designee for each site will be identified with the Annual Notice of this policy to each employee. In addition, the employee shall immediately intervene when safe to do so.

Upon receiving a complaint of discrimination or harassment, the Coordinator and/or site designee shall immediately investigate the complaint in accordance with site/level grievance procedures specified in AR 5145.7 – Sexual Harassment. The Coordinator and/or designee shall also advise the victim of any other remedies that may be available. The Coordinator and/or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement where required. Within 30 days of receiving the district's report, the complainant may appeal to the Board if he/she disagrees with the resolution of the complaint. The Board shall make a decision at its next regular meeting and its decision shall be final. The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students. The Coordinator and/or designee shall distribute this policy annually to all families and staff and provide training to all staff regarding Nondiscrimination/Harassment/Anti-Bullying.

### **Policy on Sexual Harassment (BP 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 and of the following conditions (Education Code 212.5):

- a. Submission to the conduct is explicitly 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 individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- d. Submission 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 type 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 and 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 sexual harassment from adults and/or 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 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 comprehensive rules, procedures and standards of conduct reflecting the school or district. In-service regarding this policy and administrative procedure will be provided to all staff periodically when appropriate and annual review will be encouraged as part of student and staff orientation activities.

## **Complaint Procedure:**

**Step 1- 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 2- 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, and informal attempts at resolution), and the names of any witnesses. Administrative Regulation 5145.7 may be obtained from the school principal or the Superintendent.

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 files in accordance with AR 1312, *Complaints Against School Personnel*. Complaints alleging that a specific action, procedure or practice sexually discriminates can be files in accordance with AR 4031, *Complaints Concerning Discrimination in Employment*.

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

### **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 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.

### **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”**

## **STUDENT ACCEPTABLE USE POLICY (AUP) FOR DISTRICT DIGITAL NETWORK**

The San Ramon Valley Unified School District (the District) is providing all of its schools access to its Digital Network (the Network) and through it to the vast resources available on the Internet. These resources will be used by students primarily in conjunction with teacher directed classroom study. In addition, students may be able to explore and research many fields of study independently using the Network. As new local and online technologies emerge, the District will attempt to provide access to them. The policies outlined in this document are intended to cover all relevant available technologies.

The Internet is a global computer network which enables connected devices to share files, send and receive messages, and to publish information. As there are millions of devices connected to the Internet serving people in most countries of the world, tremendous information resources are available to students of the District via its Network. The Internet is an extremely important communications and research resource for students.

The District takes various measures to protect students from negative elements on the Internet. However, it is impossible for the District to protect students from every kind of threat that exists on the Internet, and students need to take responsibility to use the Network appropriately and not to abuse this resource. Therefore, in order to access the District Network, the District requires students and their parent/guardian read and agree to this Acceptable Use Policy, and that a parent/guardian explicitly permits their student to take part in District sponsored Internet access via the District Network.

The following guidelines identify a student's responsibilities as a user of these resources. If a student violates these guidelines, access to the Network may be suspended or canceled and all future access may be denied. Students may also be subject to other disciplinary action by the District or school in accordance with California Law, District, and/or school policies.

### **A. Acceptable Use**

The purpose of providing access to the Network and through it, the Internet, is to support the educational objectives of the district, classroom instruction and educational research by students.

Transmission of or access to materials or speech, which violate federal or state laws, is

prohibited. This prohibition includes, but is not limited to copyrighted materials, threatening or obscene materials, or material restricted through passwords or other user access codes. Any activity, i.e., probing, hacking, scanning, etc., preparatory to or resulting in gaining unauthorized access to a device or system will result in disciplinary action. Use for commercial advertising and political lobbying is also prohibited. The District intends to cooperate with the investigation of any legitimate law enforcement agency should an action of a student on the Network lead to such an investigation. Whether illegal or not, students are prohibited from accessing pornography and using obscenities, vulgarities, racist, sexist, threatening, defamatory, bullying, harassing or inflammatory speech, messages or media when communicating with others using the Network, commercial networks and/or the Internet. If students encounter such materials while using the Network, they should report the fact to an instructor and stop accessing the material immediately.

Students are prohibited from introducing any unauthorized programs or files and/or computer viruses/malware to the Network or District devices. If students access and import a file from another computer onto a District computer by any means, they are responsible to assure they are not introducing a virus/malware into the Network. Students are prohibited from using another's private account or from allowing another to use their private account. Students are prohibited from sharing private passwords with anyone else or from using another's private password to access their account. Any messages sent or actions taken by students on the Network must be done under their private user account secured by a private password.

Parents/Guardians will have the option of allowing their student to have a District-issued email account for open use on the Internet, for District-internal use only, or not at all. Parents/Guardians of students who have not been given permission to have a District-issued email account for open use on the Internet will be asked annually if they wish to change their preference.

## **B. Privileges**

The use of the Network and access to the Internet is a privilege, not a right. If students use the Network inappropriately or if a District or school staff member suspects that students have done so, all access privileges may be suspended or revoked at any time. Reinstatement of access privileges shall be at the discretion of District or school staff members. Use of the District Network should not be regarded as private. District staff may monitor communications and use of the Network, and may inspect files on district devices at any time.

*Legal Reference: EDUCATION CODE*

*§51500 Prohibited instruction or activity §51501 Prohibited means of instruction*

## **ACCEPTABLE USE OF ELECTRONIC COMMUNICATION**

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 BULLYING**

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

- 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.

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

## **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.

## **Windemere Ranch Middle School Anti-Bullying Policy**

Bullying of any kind works against our efforts to have a positive school climate. Bullying creates a hostile, disruptive environment on the school campus and is a violation of a student or staff member's right to be safe and secure. Actions deliberately meant to threaten, harass or intimidate someone or group of individuals, placing someone in reasonable fear of harm or damaging someone's property; or disrupting the orderly operation of the school, will not be tolerated.

Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing," "just playing," or any other rationalization. The victim is never responsible for being a target of bullying.

**Bullying has three characteristics:** 1. The behavior is aggressive and negative. 2. The

behavior is carried out repeatedly, and 3. The behavior occurs in a relationship where there is an imbalance of power between the parties involved. Bullying looks like but is not limited to:

**Physical bullying**, where someone uses physical force to hurt someone else by hitting, pushing, shoving, kicking, pinching, spitting or holding them down. Physical bullying also includes taking, hiding or breaking someone's belongings or stealing or extorting money.

**Verbal bullying** is when someone uses words, written or spoken, to hurt someone else. This includes threatening, name calling, picking on, making fun of, laughing at, slurs, rumors, jokes, innuendos, demeaning comments, taunting, intimidating, insulting, sarcasm, teasing, put-downs and ridicule. It also includes hostile gestures such as making faces, staring, giving the evil eye and eye rolling.

**Relational bullying** occurs when someone disrupts another person's peer relationships through leaving them out (excluding), gossiping, whispering, spreading rumors, giving the silent treatment, ostracizing or scape-goating.

**Cyber bullying** refers to the use of cell-phones, text messages, e-mails, instant messaging, chats, blogs and social networking sites to bully someone in any of the ways described above. Examples of cyber bullying are sending threatening or insulting texts, posting untrue information or personal pictures about someone on social networking sites such as Instagram, Snapchat, etc., using another person's email, login ID, or name to send messages that make someone look bad, creating a web page devoted to putting someone down and forwarding a text or e-mail that was meant for your eyes only. (Also see above for Cyber Bullying information under Acceptable Use of Electronic Communication).

## **EMAIL ETIQUETTE**

When sending an email to a classmate, teacher, school staff, etc. please follow these guidelines.

- Always type your emails using a standard font such as Times New Roman in dark blue or black color. Don't write in bold or all caps. The reader will think you're shouting at them.
- Remember to use Standard English when writing an email. Pay attention to your grammar and spelling and write using complete sentences. Spell check your emails before sending them out. Don't write anything on email that you wouldn't say verbally. Profanity, text message language etc. are not appropriate.
- Think before you write an email. Don't send threatening, rude, or obscene emails to anyone. In many instances this is a crime! If you receive an email of this nature, do not respond and get help from an adult.
- Make sure your e-mail includes a courteous greeting such as hello and a polite closing such as thank you. Always include a subject and remember to sign your name.
- Use your account only to send emails. Do not allow friends to send emails from your account. Do not use or access an account that is not yours.
- When writing to a teacher or school staff member remember that you're writing to an adult and use appropriate language.
- Your school email/account is for school purposes and should be checked daily. Do not send spam, chain letters, etc. through email/chat.



Misuse of email/account may lead to disciplinary consequences and a suspension of your account privileges.

**SCHOOLWIDE DISCIPLINARY GUIDELINES AND 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 for 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.

### **WRMS Progressive Discipline Guidelines**

#### **Level 1: Teacher/Staff**

Immediate and appropriate classroom consequences including verbal redirection, verbal warnings, time-outs, conferences, behavior contracts, and phone calls/emails to parents.

- Tardy
- Dress code violation
- Unprepared
- Minor disruption/Inappropriate behavior
- Refusal to participate/work
- Failure to follow class rules
- Failure to return assignments
- Food/Drink/Gum
- Use of prohibited device (e.g., phone, iPod, PSP)

#### **Level 2: Lunch Detention (Each Friday)**

Assigned for repeated inappropriate behaviors outlined in Level 1.

- Tardies (5<sup>th</sup> cumulative of quarter)
- Admin referral for repeated level 1 behaviors

#### **Level 3: After-School Detention**

Assigned by administration upon review of referral for the following inappropriate behaviors:

- Tardies (8<sup>th</sup> cumulative of quarter)
  - Minor vandalism
  - Profanity
  - Repeated misbehavior
  - Inappropriate display of affection
  - Minor insubordination
  - Unsafe behavior
  - Misuse of computer
  - Cheating (1<sup>st</sup> offense)
  - 5<sup>th</sup> Lunch Detention of quarter
  - Not having planner (required for tracking tutorial)
- Parent contact (Referral notice, phone contact/email from administration)

#### **Level 4: Saturday School**

Assigned by administration upon review of referral for the following types of behaviors:

- Unauthorized absence
  - Cheating (multiple offenses)
  - Plagiarism (1<sup>st</sup> offense)
  - Tardies (10<sup>th</sup> cumulative of quarter)
  - Repeated inappropriate behavior at Level 1, 2, 3
  - Other behaviors deemed inappropriate by staff/administration
  - Profanity/verbal abuse directed toward student
- Parent contact (Referral notice, phone contact from administration)

## **Level 5: Suspension from School**

Assigned by administration for the following types of behavior:

- Profanity/Insubordination directed to an adult
- Fighting or other type of assault
- Theft or Major Vandalism
- Harassment/intimidation/ bullying
- Racial comments
- Violation of school/district codes
- “Pantsing”
- Inciting an act of violence/criminal activity

## **Continued levels 1, 2, 3 or 4 inappropriate behaviors (documented)**

- Parent contact by administration

**Level 6: Expulsion** – District policy for specific behaviors, and/or previous means of correction have failed to bring about proper conduct or student’s presence causes continuing danger to other students.

**There are some offenses, which are severe 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 more serious. **It should be noted that any offense or combination of offenses may lead to expulsion if other means of correction fail to bring about proper conduct, or when a student’s presence causes continuing danger to other students.**

**CLASSROOM DISCIPLINARY PROCEDURES-** All teachers will have specific classroom rules and/or procedures. All students are expected to follow those policies and will be recognized by the positive recognition programs, which were previously described. Students who choose to disregard the rules will receive consequences for their actions based on standard school-wide disciplinary procedures.

## **PROHIBITED MATERIALS ON CAMPUS, INCLUDING PARKING AREAS AND AREAS NORMALLY SUPERVISED BY SCHOOL PERSONNEL.**

1. The use, sale or possession of any DRUGS or illegal substances by students on or about the school grounds, is in violation of State Law and is cause for suspension or expulsion from school. The San Ramon Police will be notified and students will be cited.
2. Use, being under the influence or possession of alcoholic beverages of any kind is also in violation of State Law and is cause for suspension or expulsion. The San Ramon Police will be notified and students will be cited.
3. SMOKING or having tobacco, in any form, on or about school premises is cause for suspension. Vape pens and e-cigarettes are not permitted.
4. Matches, lighters, or any kind of noise making devices (including poppers, firecrackers, or any type of explosive) are illegal and possession is grounds for suspension.

5. Possession of any object having potential to inflict injury or damage upon another person or their property is not permitted. The objects will be confiscated.
6. Buying, selling, or trading of any item is prohibited, including Girl Scout cookies.
7. Spitting is not permitted. Gum is not allowed on the campus.
8. Valuable items of ANY KIND should not be brought to school.
9. Do not bring any type of toy to school.
10. Bikes, scooters, and skateboards are not allowed on campus during school hours except in designated areas.
11. Use of personal cameras of any kind is prohibited on campus unless previous arrangement has been made with administration and/or teacher.
12. No student shall possess a laser pointer unless possession is for a valid instructional or other school related purpose.

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

### **EXPECTATIONS FOR APPROPRIATE BEHAVIOR AT WINDEMERE**

**RANCH-** Always enter and exit classrooms in an orderly manner. Upon arrival in the classroom students should get material ready, sharpen pencils if necessary, be seated, be quiet and prepare for the beginning of class.

- Rules of courtesy towards teachers and fellow classmates shall be followed at all times.
- Give courteous attention when anyone is addressing the class.
- Follow each teacher's procedures for sharpening pencils, leaving a seat, raising your hand for permission to speak, etc.
- All school personnel shall be treated and addressed in a respectful manner.
- Cheating (providing or copying work) and forgery are unacceptable behaviors; classroom consequences will apply which may include but are not limited to a zero on the assignment, Saturday School, and/or suspension.
- The teacher not the bell dismisses classes. A student must have a hall pass when out of class.
- Respect public and private property. Keep school desk and surrounding area clean and neat. Take good care of furniture, books, restrooms, and other facilities, which provide equipment for your child's use.
- Food is not allowed in the classroom. Gum is not allowed on campus. Eat only in assigned eating areas and put trash away when finished.
- School offices are the center of many activities. Students entering any office shall conduct themselves in a respectful manner.
- Students may not borrow money from other students.
- When problems cannot be solved in an appropriate way (talking it out), seek assistance from the counselor or other school staff member.
- Students are to keep Hands-Off each other at all times. Respecting personal space is expected of every student.

**WRMS ACADEMIC INTEGRITY POLICY-** Students are expected to complete all of their own work and assignments. Students will learn without cheating, plagiarizing, forging, lying, or taking shortcuts on homework~ projects, and exams. Cheating is deemed to have occurred when a teacher has reasonable suspicion of the following:

- Providing one's own work to be copied or viewed by another student.
- 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, email, or other electronic devices to share testing information.
- Obtaining information in any manner not directed by the teacher.

Plagiarism is writing or using the words of someone else as though they were your own. This includes, but is not limited to, books, magazines, newspapers, and the internet. It is dishonest and a violation of copyright law.

### **WRMS Plagiarism Pledge**

- When using or paraphrasing the words or material written by someone else in my own writing, I will give that person credit by naming him or her
- I will enclose material in quotation marks and name the author of the material
- When paraphrasing the material of another, I will rewrite it in my own style and language.
- I will not simply rearrange the words of another person and claim them as my own.
- I will double check the accuracy of any quotation I use and any citation I make.
- If I add or change words in a quotation, I will enclose them in brackets.
- I will provide a bibliography of works I use in the WRMS adopted format of citing texts, showing the title of the work, the name of the author and publisher, and the publishing date, plus pages referred to.

Consequences may apply as follows:

- 1<sup>st</sup> Offense of cheating: disciplinary consequence of an after school detention, parent notification and a zero on assignment per teacher discretion.
- 1<sup>st</sup> Offense of plagiarism: disciplinary consequence of Saturday school, parent notification and a zero on assignment per teacher discretion.
- Repeat offenses will lead to more serious consequences that may include suspension.

**DRESS CODE-** Appearance and dress must be within the limits of safety, cleanliness, and appropriateness for school and shall not interfere with any aspect of the total school program. A student whose dress/attire is not appropriate for school will be asked to change. This will be done by either calling home to get a change of clothing, or by using the student's P.E. clothing.

The following dress and grooming requirements are to be followed. Any items not listed below will be enforced at the discretion of the administration.

- All clothing is to be neat, clean, and in good repair.
- Hats, caps, bandanas, and other head coverings and sunglasses shall not be worn indoors. Sun protective hats are permissible when the hat is worn in a sun protective manner and while outdoors only.
- Clothing which displays inappropriate words, graphics, symbols or decorations is unacceptable. Clothing which is judged immodest or inappropriate is unacceptable.
- Pants: must be fitted around the waist and appropriately tailored for school wear. Belts, when worn, must be of appropriate length and contained within the belt loops. Shorts, skirts, and skorts must be at an appropriate length. When arms are extended on the side of the body, the length must be at or below the mid-joint of the fingers of the extended hands.
- Shirts, tops, and blouses: See through fabric tops, tank tops less than 1 ½" across the shoulders, halter tops, spaghetti straps, off the shoulder or low cut revealing tops of any kind, midriff-baring apparel, sleeveless undershirts, and swim suits are prohibited.
- Shoes: Flip-flops, slides, and shoes with very high heels are not safe to wear at school and therefore are not permissible.
- Wording on apparel: All articles of clothing, patches, or buttons which have slogans advertising alcoholic beverages, illegal substances, or bearing disrespectful or suggestive slogans are not to be worn at school.
- Chains of any type are not permitted.
- Extreme make-up is not to be worn.
- Pajamas are not acceptable as school attire.

**LOCKER ROOM BEHAVIOR** -Windemere Ranch Middle School is fortunate to be equipped with locker rooms located within our gymnasium facilities. Students are to change in locker rooms to prepare for physical education class. Students are to be on their best behavior in the locker rooms at all times. Students are not allowed in the locker room without adult supervision. Playing, roughhousing, bullying or teasing of any sort is not acceptable and will result in consequences. "Pantsing" of another student will not be tolerated and will typically result in a suspension as a consequence. **In addition, students are to keep any valuable items locked in their locker, as Windemere Ranch Middle School is not responsible for any thefts that may occur from the locker room.** Combination locks are provided to all students for the sole purpose of keeping their valuables secure.