



# **GALE RANCH MIDDLE SCHOOL STUDENT/PARENT HANDBOOK 2009-2010**

Welcome to Gale Ranch Middle School, home of the Mighty Gryphons! This new school year brings many wonderful opportunities to work together in building a safe environment for our students with an emphasis on respect, academic excellence, and service.

In order to assist our students in their academic pursuits, this binder reminder is required for organization. All teachers will expect students to record class assignments and pertinent information regarding school business. The binder reminder includes the student/parent handbook. School information, rules, and regulations are included in the first section. Please read the handbook thoroughly and refer to it regularly. Do not hesitate to ask a teacher or administrator to explain any part of the handbook. We request that parents read this handbook with students and assist us by helping students with organizational skills, being on time, and encouraging students to do their best in and out of class. Working together is the best way to ensure success. The entire staff at Gale Ranch is looking forward to working with you this coming year.

Mrs. Lisa Ward  
Principal

## **GALE RANCH MIDDLE SCHOOL MISSION STATEMENT**

*“We are here, as a united community, to support and encourage each other to become positive, well rounded, lifelong learners and successful leaders of the future.”*

### **THIS BINDER REMINDER BELONGS TO:**

Name \_\_\_\_\_

MAIN OFFICE (925) 479-1500      FAX (925) 479-1595  
ATTENDANCE LINE – (925) 479-1598

## GENERAL INFORMATION

**BINDER REMINDERS** - The staff expects all students to use this Binder Reminder. The Binder Reminder helps to provide:

- a. Increased communication between parents and teachers regarding homework and class work.
- b. Better student organization and planning for homework and long term assignments.
- c. Improved consistency for students from class to class.
- d. Assistance for students with study skills.
- e. Reinforcement of our school mission and code of conduct.

Teachers will expect students to keep track of assignments and long-term projects in their Binder Reminders. Parents can help to make the use of the Binder Reminder an even greater success by checking it on a regular basis, purchasing a new one if it is misplaced and contacting teachers if necessary.

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

- a. School visitation days are Back to School Night in the fall and Open House in the spring each year.
- b. The **Gryphon Gazette** is emailed weekly and includes updated calendar events, information from the PTSA and Ed Fund, as well as articles about staff, students, and middle school issues. **The Newsletter is the best way to keep track of important dates and deadlines. [www.grms.srvusd.net](http://www.grms.srvusd.net)**
- c. **Gale Ranch Website:** Current events, sports, school and district calendars, staff, PTSA, ED Fund information, library, counseling and so much more can be found on our website. Visit it often [www.grms.srvusd.net](http://www.grms.srvusd.net).
- d. Lyris bulletins (*Principal Message*) with special information will be emailed as necessary.
- e. Schoolloop provides a means for parents and students to keep up to date on current assignments, projects and progress. Every student has a schoolloop account and we strongly encourage parents to register as well. <http://grms.schoolloop.com/>
- f. **Binder Reminders** contain a parent/teacher comment section. This can be used as a means of communicating student progress and behavior on a regular basis.
- g. The school district website, [www.srvusd.k12.ca.us](http://www.srvusd.k12.ca.us), contains information about standards, curriculum and school events.

## **Progress Reports and Report Cards**

**Progress Reports** are available on School Loop. Please be sure to register so you can keep up to date on your student's school work activities and progress. Report Cards: Will be sent home via US Mail on a quarterly basis. Parent, student, teacher conferences may be held during the year along with specific conference times in the fall and spring.

**FIELD TRIP GUIDELINES** - From time to time students are given the opportunity to participate in field trips where private vehicles are used to transport students to and from school. In the event that private vehicles are used, the district requires the following for each driver: signed "*Automobile Use*", copy of the driver's valid California Driver's License, is at least 21 years old; copy of proof of insurance with minimum coverage of \$100,000/\$300,000 B.I. and \$25,000 P.D. The driver understands that his or her own insurance is primary and District insurance is considered secondary. The permission form is to be signed by the driver and approved by the site administrator; the private vehicle liability release form will be available in the main office. A parental permission slip must be completed if your child is going on a field trip. These will be sent home with your child at the time of the trip.

**LOST AND FOUND** - Clothing and books found on the campus should be put in the **LOST and FOUND** container in the **MPR**. 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. If something is lost, students should check in the **MPR Lost and Found** before or after school or at lunchtime. At the end of each quarter, articles not claimed will be given to local charities.

**LUNCH - EATING ON CAMPUS** - A variety of hot and cold lunch items and snacks may be purchased in the cafeteria, located in the **MPR**. Lunches will be eaten in the **MPR**. In an effort to keep our campus clean, no one will be allowed outside to eat during lunch. The district food service provides free or reduced-price lunches for students who qualify. Students who wish to apply for this service should see the Office Manager; applications are in the school registration packet.

**FORGOTTEN ITEMS** - Parents may drop off items that have been forgotten in the main office. Please have the student's name on the item. Classes will not be interrupted for forgotten items. Students may check in at the main office during passing periods or lunch if they have forgotten lunch, school assignments, P.E. clothes, etc.

**CLOSED CAMPUS** - Gale 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.

**MONEY ON CAMPUS** - Students should bring to school **ONLY** the amount of money needed for lunch. Gale Ranch has implemented Mealtime. This allows you to deposit money into your student's lunch account, alleviating the need for students to carry cash. **If, in an emergency, a larger amount must be brought, take it to the office for safekeeping.** Borrowing money from other students is not allowed. Pestering other students for money may result in a work detail detention, or if continued behavior, suspension. See the office or lunchroom personnel if you do not have a lunch.

**PEDESTRIANS, BICYCLE, SCOOTER, SKATEBOARD, ROLLERBLADES.** - In the interest of safety, students should always use the bike lanes and crosswalks in front of the school. All students should walk carefully while entering the parking lot areas. Bicycle riders **must wear helmets** at all times and must **walk** their bikes, scooters, and skateboards while on school grounds. Note that school grounds start at the sidewalks. A bike rack is located on campus for your convenience. Lock your roller blades, skateboards and scooters in the rack in the bike rack area. Students are expected to obey all bicycle/traffic laws. The bike rack area is off limits to all students during the school day. **The District and GR Middle School assume No Liability for loss or damage to bicycles, roller blades, skateboards or scooters. Bikes, roller blades, skateboards, and scooters are only allowed on campus during school hours in the designated areas. No motorized scooters are allowed anytime.**

**TELEPHONE** - Students may use the office phone in an emergency, to notify parents of an illness, and to notify parents of a schedule change of a school sponsored activity. **NO CELL PHONES may be used during school hours. If phones are visible or audible, they will be taken and held for parent pick-up after school.**

**POSSESSION OF CELLULAR PHONES AT SCHOOL – SRVUSD Policy**  
Possession of cellular phones, pagers, 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, pagers, IPODS or other electronic devices are not to be used, heard or seen during the school day.** The district/school shall not be responsible for the loss of or damage to a cellular phone or any other electronic devices brought onto campus. If students do not

comply with school and district guidelines, the device may be confiscated. Violations may result in further disciplinary consequences.

**VISITORS** - All visitors *must sign-in at the front office* and receive a *Visitor Badge* before proceeding to any part of the campus. Drop-in visits are not permitted. Any visit must be pre-arranged with school personnel. Students or friends from other schools are not permitted to visit Gale Ranch while school is in session or to attend school dances or other school activities.

## 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 must call the attendance telephone number. The call must be made each morning in the event of a multiple day absence. **Students are not to call in their own absences.** 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: student name - date of absence - reason for absence and relationship to the student. ***THE ATTENDANCE LINE IS AVAILABLE 24 HOURS – 479-1598.***

**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 attendance office before school. The note must contain the student's name, date, time of dismissal, reason for dismissal and parent signature. ***"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 or guardian must sign the student out in the attendance office, indicating the exact time of departure. If the student returns the same day, the student must sign back into the attendance office for a pass to return to class. In an effort to minimize classroom disruption, we will wait until the end of the current period to call for a student without a pass. In the event of an emergency or unplanned need, an exception will be made to this policy.

**HOMEWORK REQUESTS (Excused absences)** - If a student feels well enough to do homework assigned the day of the illness, a friend in the same class should be called for the assignment. For this purpose, students should keep the phone numbers of a "homework buddy" or two for each of their classes. You may also check **Schoolloop.com**. Many teachers will post daily assignments on **Schoolloop**. If a student is ill more than two consecutive days from school, please call the office by 10:00 a.m. on the third day to request make-up work. The teachers will attempt to assemble the assignments (per

request) and have them in 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. Homework requests received after 10:00 a.m. may not be ready until the next day.

**OTHER ABSENCES FROM SCHOOL** - The State of California recognizes only illness, medical appointments, and funerals as legal absences. It may be necessary, however, for students to accompany their parents for reasons other than those listed. In order to benefit from such a trip and not miss out on schoolwork, students may complete an Independent Study Contract if gone more than **5** school days. An Independent Study Contract will not be issued for less than **5 consecutive** school days. The Independent Study Contract process is:

- a. Student brings a note to attendance office detailing dates and reason for extended absence at least 10 days before the student's absence.
- b. Student or Parent will be provided a Master Agreement for Independent Study contract from the Attendance office. It must be completed and returned to the office at least 7 school days **before** the student's absence.
- c. Assignment sheets are sent to each of the student's teachers for completion and returned to the attendance office.
- d. Assignment sheets and any accompanying material are collected and given to the student prior to their leaving.
- e. Students complete their assignments and turn their work into each teacher the day they return to school.

If this procedure is not followed, the student may not be given the opportunity to receive credit for any make-up work during the period of absence.

**MAKE-UP WORK** - Arrangements for make-up work, after **excused** absences, are the responsibility of the student. Make-up work from the teacher must be requested upon the first day of the student's return.

**TARDY/TRUANCY POLICY** - It is our belief that being on time to classes, meetings, and appointments is an important trait directly related to success in school and one's chosen career. When a student enters the classroom late it does cause a disruption. It is during the first part of the period that the lesson's objectives are explained, assignments are corrected, and new assignments are discussed. **All students should be at school no later than 8:10 AM (M, T, Th, F) and 8:50AM on Wed. School begins at 8:15 AM and 9:06AM (on Wed). Students who arrive after the 8:15 AM tardy bell are considered TARDY and must sign in at the attendance office**

**before going to class. (exception: students should proceed directly to their classroom if they can make it to class within the first 5 minutes of class start time.) A parent note or phone call is required if a student is going to be late in either case.**

**Consequences for unexcused tardies (per quarter):**

- 1<sup>st</sup> Offense Attendance office/teacher will document and attempt to resolve a student's tardy problem by discussing the situation and reinforcing the importance of being on time.
- 2<sup>nd</sup> Offense Attendance office/teacher will document the tardy and the parent will be notified.
- 3<sup>rd</sup> + Offense If tardies continue and the contract is not adhered to, consequences may include additional after school detention, (a student who is considered truant as defined under E.C. section #48260 may be required to attend make-up classes conducted on one day of a week-end #E.C. #37223, you may contact the school to review Education Code reference above) and school suspension for willful defiance, being dropped from the class, or referral to the school district's School Attendance Review Board (SARB). Students will also be ineligible for school activities such as dances, other school activities, and school sports.

**PASS POLICY** – Students out of class must have a pass or note from teacher in their possession. All teacher note passes must have student name, destination, time, and date and teacher signature. **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 deemed to be cutting class. **Cutting class is considered to be a major violation of school rules and will be referred to the administration.**

<b>STUDENT RECOGNITION PROGRAMS</b>
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**STUDENT OF THE MONTH** - Each month our teachers will select a Student of the Month from all of the students in their classes. Students are nominated based on a monthly theme and receive special recognition. PTSA supports and coordinates this program.

**CAUGHT BEING GOOD** - This award is for students that display an excellent example of citizenship or responsibility when “caught” by a staff

member. This may occur in the classroom or out on the school grounds. Students receiving this award are eligible for a weekly drawing.

**HONOR ROLL** - Students earning a 3.5 grade point average or higher are recognized for Honor Roll status.

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

## STUDENT ACTIVITIES

At Gale Ranch, we attempt to offer a wide range of co-curricular activities, which are open to our students. Participation in these activities helps students achieve a sense of connection with their 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 balance to the goal of the full intellectual, social, emotional and physical development. Students must have a 2.0 to participate.

After school sports teams may include: (depending upon availability of qualified coaches)

Flag Football	Basketball	Volleyball
Track and Field	Golf	Cross Country
Ultimate Frisbee		

We also offer a series of special events, enrichment activities and clubs: (dependent upon interest and available teacher coordinators)

CJSF	PTSA Reflections Contest	Math Counts
Spelling Bee	Geography Bee	Mythology Bee
School Dances	Drama	Book Clubs
Writing Clubs	City of SR Dances	

**STUDENT GOVERNMENT** - Students are encouraged to become involved in government. We have elected student body officers, a leadership class, and elected representatives from 7<sup>th</sup> period classes. Student council meetings are held monthly to plan activities and administer the student council budget. The leadership class, in conjunction with the student council, plans class competitions and various activities throughout the school year. Student government is a great way to *GET INVOLVED!*

**NOBLE GRYPHONS** – The Noble Gryphons is a community service club for Gale Ranch students. Club members volunteer time and energy at school and within the community either individually or in groups. Noble Gryphon members develop a commitment to personal excellence, a sense of responsibility, and good citizenship. Nobel Gryphon students learn they can make a difference in their community by giving of themselves.

**MAGAZINE DRIVE** - One of our annual student fund raising events is our fall magazine sale. This student fundraiser is the main source of Student Council income. Student activity programs are determined by this funding, so support from the entire school community is crucial. **REMEMBER - SAVE SUBSCRIPTIONS FOR THE FALL DRIVE THIS YEAR.**

**DANCES** – There will be one dance per quarter held for Gale Ranch 7<sup>th</sup> & 8<sup>th</sup> grade students only. (6<sup>th</sup> Graders will have one dance at the end of the year.) Dances are held in the multipurpose room. Dances are for current Gale Ranch students only. Visitors or guests are not allowed. Once in the dance, students may not leave until the dance is over or their parent picks them up. Signed parental permission slips and Student ID cards are required to purchase tickets at school prior to the dance. Students may lose dance privileges due to disciplinary or attendance problems. Students who are suspended or have multiple discipline referrals in a given quarter will be unable to attend dances for that quarter. Parents are to pick up students promptly at the end of the dance.

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

**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. A grade point average of 2.0 or better in all classes taken during the previous quarter.
- b. Enrollment in the middle school being represented by seven classes.

➤ **Students going from the middle school to the high school must meet these requirements in order to play any sport as a freshman.**

- **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 on that day.

## **STUDENT SERVICES**

**COUNSELING SERVICES** – Gale Ranch Middle School is staffed with a full-time school counselor. Students should make arrangements in the counseling office if they want to meet with the counselor. The counseling office provides many vital services to our students and parents.

- a. Students are assisted in solving personal problems.
- b. The counselor will act to facilitate communication between students and their parents, teachers, administrators and peers.
- c. Referrals to professional community services are made when appropriate.
- d. The counseling office provides information on personal and social services available in the community.
- e. Registration and course selection information is provided to students as well as orientation to the school and instructional programs.
- f. The counseling office maintains the cumulative record for each student.
- g. Parents, through the counseling office, can initiate monitoring of attendance, behavior, and academic progress.
- h. The counseling office coordinates Student Success Team (SST) referrals.

**HOT LINE 1-800-863-7600** is an anonymous tip line where a student can call to give anonymous information. Students can report any issues of violence, bullying, weapons, suicide, or any other behavior related to violence or harmful behaviors.

**SCHOOL NURSE, PSYCHOLOGIST, and SPEECH THERAPIST** - The school district provides the services of a school nurse, psychologist, and speech therapist approximately one day per week.

**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 or change occurs during the school year.

**ILLNESS AT SCHOOL** - A student is not to be sent to school with a fever. If a fever develops at school, we will call a parent for pick-up. Students must not leave school without being signed out. Students will be released **only** to parents or an adult that is designated on an emergency card or with verbal or written permission from parent.

**MEDICATION AT SCHOOL** - In order to assist a student taking prescribed medication at school, a "*Medication at School*" form must be on file from 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 with the students name and 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 without the aforementioned medication form.**

**PHYSICAL EXAMINATIONS** - 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.

## **CURRICULUM AND INSTRUCTION**

**PROMOTION POLICY** - In order to be promoted to high school and/or participate in the customary promotional activities (such as the promotion ceremony, dance, and the class trip), the following San Ramon Valley Unified School District Promotion Requirements must be met:

- Pass these course requirements in 7th and 8th grades: four (4) semesters each of English, Social Studies, Science, and Math.
- Pass the equivalent of 24 semester classes while enrolled in the intermediate grades. (A passing grade is defined as completing a semester course and receiving a grade of A, B, C, D, or pass)

**COURSE SELECTION** – Gale Ranch students have a seven period instruction day.

**6<sup>th</sup> grade students take the following courses:**

- 3 - Periods of Language Arts/Social Studies/Reading (Core)
  - 1 - Period of Math
  - 1 - Period of Science
  - 1 - Period of Physical Education
  - 1 - Period of Exploratory (7 or 8 courses rotated during the year)
- or
- 1 – Instrumental Music Class

**7<sup>th</sup>/8<sup>th</sup> grade students take the following courses:**

- 2- Periods of English/History (Core for 7<sup>th</sup> & 8<sup>th</sup>)
- 1- Period of Math
- 1- Period of Science
- 1- Period of Physical Education
- 2 - Periods of Electives

**HOMEWORK** - In keeping with district policy (BP6154a), Gale Ranch believes that homework is an integral part of the school's curriculum. It is a school-initiated learning experience, which is extended into our home and community for the purpose of:

- 1) establishing desirable study habits.
- 2) allowing for additional study so that students may achieve the academic standards expected by the school and district, and
- 3) providing unique curriculum-related learning experiences which can best be completed at home.

- In most classrooms at Gale Ranch, homework will be assigned as a regular part of the instructional program. We understand that there are many variables involved in trying to provide a uniform method of quality and quantity control; therefore, decisions in these areas will be left to the professional judgment of the educators at Gale Ranch.
- As a general guideline, at Gale Ranch, homework for middle school students should average about one hour and forty five minutes per school night. Teachers will not routinely assign weekend or vacation homework

**TEXTBOOKS** - Each student will have access to (2) sets of textbooks; one for use at home and one set in the classroom. At an average of over \$85 per book, it is essential that each student take the responsibility to properly care for all schoolbooks. All books should be covered. The parent is financially responsible for lost, stolen, or damaged classroom and library books. Textbooks must be returned to the issuing teacher before the end of the school year.

**LIBRARY** – The library provides numerous resources in the form of books, records, periodicals, newspapers and Internet. The Teacher Librarian is available to help students find appropriate resources and select literature. Nearly all library materials may be checked out to take home. Students are expected to respect the rights of their fellow students by returning materials on time and in good condition. The library is to be maintained as a quiet, clean area for those needing to use the library resources. Additional library rules are as follows:

- Students are required to have a pass for entrance to the library during class time and at lunch time.
- **No** food or drinks are allowed at **ANY** time.
- The library is **NOT** to be used as a place for social gatherings.
- The cost of replacement is charged for lost or damaged books.
- The librarian or assistant may deny library privileges to any student if the student fails to live up to his/her responsibilities in the library.

**ACCEPTABLE USE POLICY FOR COMPUTER NETWORKS** – The District’s Board of Education has adopted a policy mandating that parents sign an agreement allowing their children to access the Internet at school. By signing this agreement and returning it to school, you signify that you agree to the terms of the Student Acceptable Use Policy for Computer Networks and that you agree to allow your child to access the District Network, and through it, the Internet, using the District’s Network, computers, and facilities, for as long as your child is a student at the school or until you refute this agreement by writing to the school. Consequences for misuse of district computers will entail loss of Internet privileges, detention and possible suspension.

**SCHOOL IMPROVEMENT PROGRAM (SIP)** - Schools are allocated funding from the State Department of Education based on an attendance formula in order to assist in implementing the Single Plan for Student Achievement. A school site council (SSC), composed of parents, students, staff, and principal, is responsible for developing the Single Plan for Student Achievement, allocating the budget, and reviewing its implementation. All parents are invited to attend SSC meetings.

**SUBSTITUTE STAFF MEMBERS** - The School district makes every effort to maintain a qualified pool of substitute teachers. Site administrators check in with substitute teachers assigned to Gale Ranch. 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 they are to follow the substitute teacher's directions.

## **DISCIPLINE CODE AND BEHAVIOR GUIDELINES**

**PHILOSOPHY** - Gale Ranch Middle School supports the philosophy set forth in the Discipline 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 continual striving for academic and co-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, described earlier in this handbook, include:

- Student of the Month
- Honor Roll
- "Caught Being Good" Weekly Award

**STANDARD SCHOOLWIDE DISCIPLINARY PROCEDURES** - When a student is involved in some form of misbehavior, a review of the incident will occur. The student's previous behavior record is extremely important for school staff to consider in dispensing discipline as a consequence of an incident of misbehavior. In general, the following levels of consequences for misbehavior are progressive in nature and ultimately lead to expulsion from the San Ramon Valley Unified School District. *(See Suspension and Expulsion Policy included at end of handbook)*

**Level 1**      Teacher documentation; student/parent notification; warning of misbehavior; reinforcement of classroom and/or school rules and expectations. (depending upon

	severity of misbehavior, a higher-level consequence may be assigned immediately).
<b>Level 2</b>	Teacher documentation; referral to administration; parent conference; school work detail; detention; loss of school activity privileges; referral to Student Success Team (SST); increase in school work detail or detention.
<b>Level 3</b>	Student behavior contract; classroom suspension; in-house suspension; school suspension; referral to school attendance review board (SARB); drop from class.
<b>Level 4</b>	Increase in level 3 consequences; minimum day schedule; transfer to alternative program; expulsion.

**There are some offenses, which are severe or have been repeated over time, however, and a consequence is assigned immediately, past record not withstanding.** 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 might 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 or staff members.

**CLASSROOM DISCIPLINARY PROCEDURES** - All teachers will have specific classroom rules and/or procedures for their classes. All students are expected to follow those rules and those that do may be recognized by any of the positive recognition programs. Students that choose not to follow those rules will receive consequences for their actions based on the Standard School wide Disciplinary Procedures.

**DRESS CODE** - Students and parents need to be aware of the importance of appropriate dress and its effect upon the learning environment. Appearance and dress must be within the limits of safety, cleanliness, 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 their clothes. 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:

- a. Students may wear "sun protective" head covering during outdoor lunch and physical education activities, before school and after school. Hats must be removed inside all buildings and classrooms on campus. Sun-protective head covering must have a brim or bill that provides protection from the sun. Ball caps are acceptable. The current dress code policy with respect to "clothing and jewelry" pertains to sun-protective hats as well.

These items shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic or religious prejudice, gang identity, or the use of drugs or alcohol.

- b. Undergarments shall not be worn as outerwear.
- c. Clothing must conceal undergarments at all times.
- d. Tank tops, dance leotards, or body suits may only be worn as part of a layered look.
- e. See through or fishnet type fabrics, halter tops, off the shoulder or low cut revealing tops of any kind, bare midriff outfits, sleeveless undershirts, spaghetti straps, and swim suits are prohibited.
- f. Shorts and skirts are to be mid-thigh or longer. Low baggy pants are not allowed. All pants are to be worn at normal waist level.
- g. Students must wear shoes at all times. High heels, slippers, and platform shoes are not safe to wear at school. Student will be allowed to change into their P.E. shoes.
- h. All articles of clothing, patches, or buttons, which have slogans advertising alcoholic beverages, illegal substances, tobacco products, or bearing violence, disrespectful or suggestive slogans are prohibited. Students will be asked to remove make-up if school personnel deem the make-up is a distraction, this includes make-up applied to signify a student's birthday.
- i. Extreme make-up is not to be worn.
- j. Chains (necklaces, bracelets, etc.) of any type are not permitted.
- k. Jewelry or accessories, which may be distracting or dangerous, are not permitted.

**PROHIBITED MATERIALS ON SCHOOL PREMISES- "SCHOOL PREMISES" ENCOMPASSES THE ENTIRE CAMPUS, INCLUDING PARKING AREAS AND AREAS NORMALLY SUPERVISED BY SCHOOL PERSONNEL.**

1. The use, distribution, sale, or possession of any DRUGS, look-alike 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 (This includes over the counter, herbal and energy boost substances).
2. Use, being under the influence of 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 disciplinary action.
4. Matches, lighters, or any kind of noise making devices including poppers are not permitted on campus. Any type of explosive is illegal, and possession is grounds for expulsion.
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 and consequences for possession of a dangerous object will be imposed.
6. Digital cameras, Ipods, Recorders, Walkman type players, and laser pens cannot be used during the school day. These items may be confiscated by school personnel and returned to the parent.
7. Buying, selling, or trading of **any** item is prohibited.
8. Spitting is not permitted.
9. Gum may not be brought onto the campus.
10. Valuable items of ANY KIND should not be brought to school. The school is not liable if these items are lost or stolen.
11. Do not bring any type of toy to school. These items may be confiscated by school personnel and returned to the parent.
10. Bikes, skateboards, scooters and roller blades are not allowed on campus during school hours except in designated areas. Motorized scooters are not allowed on campus anytime. Students are expected to follow ALL safety rules on and off campus.
11. Large sums of money should not be brought to school. A student should not carry more money that necessary to purchase school lunch.

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

*To view California Education code visit the following website [www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html). All SRVUSD Policy and Procedures (APIP) will be included in the school registration packet. School rules are in the Parent Handbook that is available at registration and in the office.*

**EXPECTATIONS FOR APPROPRIATE BEHAVIOR AT GALE RANCH -**

Always enter and exit classrooms in an orderly manner. Upon arrival to the classroom, students should have materials ready, sharpen pencils if necessary, be seated, quiet and prepared for the beginning of class.

- a. All school personnel and classmates shall be treated and addressed in a respectful manner.

- b. Teasing and or/bullying is not tolerated at Gale Ranch. “*Just kidding*” or “*It was a joke*” are not acceptable explanations for teasing or bullying behavior.
- c. Rules of courtesy to teachers and fellow classmates shall be followed at all times. Give courteous attention when anyone is addressing the class. Raise your hand for permission to speak. Follow each teacher’s procedures for sharpening pencils, leaving a seat, etc.
- d. Cheating in any form is unacceptable and not tolerated at Gale Ranch. Classroom and school consequences will apply:
  - Using the Internet as a resource without directly citing the source.
  - Plagiarism – copying from another source in part or as a whole (print or electronic)
  - Copying another student’s work or allowing others to copy.
  - Obtaining information in any manner not directed by the teacher during a testing situation.
  - Representing another’s work as your own.
- e. The teacher dismisses classes. A student must have a hall pass when out of class.
- f. Respect public and private property. Keep school desk and surrounding area clean and neat. Take good care of furniture, books, restrooms and other facilities and equipment provided. Restitution will be required along with disciplinary consequences for any damages caused by a student.
- g. Food is not allowed in the classrooms. **Gum is not allowed on campus at ANY time.** Eat only in assigned eating areas and put trash in receptacles provided when finished.
- h. Please do not plan individual birthday celebrations during the school day. Any balloons, gifts or other items brought to school will be held in the office until the end of the day. Special lunch deliveries for groups are not permitted.
- i. School offices are the center of many activities. Students entering any office shall conduct themselves in a respectful manner.
- j. Students may not borrow money from other students.
- k. When problems cannot be solved in an appropriate way (talking it out), seek assistance from the counselor or other school staff member.

## **BULLYING AND CYBER BULLYING**

***Definition of Bullying*** - Bullying can be pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying

***Cyber Bullying and Harassment*** - Cyber Bullying and Harassment will not be tolerated. Bullying of this nature creates a hostile, disruptive environment on the school campus and a violation of a student's right to be safe and secure.

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.

Cyber Bullying deliberately threatens, harasses, intimidates an individual or group of individuals; or places an individual in reasonable fear of harm to the individual or damage to the individual's property; or has an effect of substantially disrupting the orderly operation of the school.

***Online Activities and Technologies include:***

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.

**Specific Examples**

- Sending false, cruel, vicious messages.
- 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 IM, tricking that person into revealing sensitive personal information and forwarding that information others.
- Posting of a student picture without their permission.

**Actions Steps to Respond to Cyber Bullying or Harassment**

- Save the evidence. Print the online harassing
- Identify the Cyber Bully. Ask your ISP for help.
- Clearly tell the Cyber 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 Cyber Bully's parents
- Contact the school administration

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 to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying to the School Resource Officer.

### **Consequences for Cyber Bullying and Harassment**

See Education Code 48900.4. "Harassment, threats, or intimidation creating an intimidating or hostile educational environment." (page 21). Minimum penalty: 1 day suspension. Maximum penalty: Expulsion.

For information on what students and parents can do to help prevent cyber bullying and harassment get the facts. Go to <http://www.ctap4.org/>

## **SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT 699 Old Orchard Drive Danville, CA 94526 Policy of Sexual Harassment (Board Policy 5145.7)**

It is the policy of the Governing Board of the San Ramon Valley Unified School District to provide an educational and work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct or communications constituting sexual harassment, as defined by Education Code 212.5 and otherwise prohibited by state and federal statutes.

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

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

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

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

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

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

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

A copy of this policy on sexual harassment shall be 1) displayed in a prominent location at school sites and work sites, 2) provided as part of the orientation for new students at the beginning of each term as applicable, 3) provided for employees annually at the beginning of the school year and for each new employee, and 4) included in publications that set forth the comprehensive rules, procedures and standards of conduct of the school or district. In-service regarding this policy and administrative procedures will be provided to all staff periodically as appropriate and annual review will be encouraged as part of student and staff orientation activities. 4/02

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

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

<b>OFFENSE</b>	
<b>Ed Code 48900</b>	
<b>A.</b>	(1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) *Willfully used force or violence upon the person of another, except in self-defense.
<b>*B.</b>	Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
<b>*C.</b>	Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
<b>*D.</b>	Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
<b>E.</b>	Committed or attempted to commit robbery or extortion.
<b>F.</b>	Caused or attempted to cause damage to school property or private property.
<b>G.</b>	Stolen or attempted to steal school property or private property.
<b>H.</b>	Possessed or used tobacco, or products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
<b>I.</b>	Committed an obscene act or engaged in habitual profanity or vulgarity.
<b>J.</b>	Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
<b>K.</b>	Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
<b>L.</b>	Knowingly received stolen school property or private property.
<b>M.</b>	Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
<b>N.</b>	Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
<b>O.</b>	Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
<b>P.</b>	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
<b>Q.</b>	Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
<b>R.</b>	Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
<b>T.</b>	A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
<b>Additional Grounds:</b>	
* Sexual harassment. (Ed Code 48900.2)	
* Committed an act of hate violence. (Ed Code 48900.3)	
* Harassment, threats, or intimidation creating an intimidating or hostile educational environment. (Ed Code 48900.4)	
* Terrorist threat against school official or school property. (Ed Code 48900.7)	
* Hazing (Ed Code 32050-51)	
<b>Any of the above may be referred to a law enforcement agency.</b>	
<b>*The principal or designee <u>must</u> notify law enforcement personnel of these offenses.</b>	

**DETENTION**-Detention shall be limited to one hour on school days and four hours on non-school days. A parent/guardian of the student to be detained must be notified at least twenty hours prior to the beginning of the detention. Saturday School attendance for discipline is at the election of the student or, in the case of a minor, the parent/guardian. (E.C. 37223)

**SUSPENSION**-Suspension is a disciplinary action that means removal of a student from ongoing instruction for a period of time not to exceed five (5) consecutive school days. Suspension by an administrator shall be preceded by an informal conference between the administrator and the student unless an emergency situation to be determined by the principal or designee exists. A student's parent/guardian shall be notified in writing of the suspension. Although the district is not required to hold a conference with the parent/guardian, the parent/guardian is required to attend such a conference when so requested by the district. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following: 1) While on school grounds; 2) While going to or coming from school; 3) During the lunch period, whether on or off the campus; 4) During, or while going to or coming from, a school sponsored activity. (E.C. 48900 (p) At the discretion of the school administration, a student may receive "in-house" suspension, serving the term of suspension on campus under the supervision of school staff (E.C. 48911.1)

**EXPULSION**-Expulsion means the removal of a student from enrollment in a school or the district as ordered by the Board of Education. Expulsion may be ordered for any of the acts listed under Grounds for Suspension and Expulsion when other means of correction have failed to bring about proper conduct, or when a student's presence causes continuing danger to other students. As defined in Ed Code 48915 (c), possessing, selling, or otherwise furnishing a firearm, brandishing a knife at another person, unlawfully selling a controlled substance, committing or attempting to commit a sexual assault or committing a sexual battery, or possession of any explosives, requires the principal to recommend expulsion. The length of expulsion for any of these offenses shall be one year. Parents of an expelled student are required to notify the receiving district that the student has been expelled. (E.C. 48915.1) (Revised 4/9/08)

### **ONE LAST THOUGHT**

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