

Attendance

DROP-OFF AND PICK-UP

Students may be dropped off no sooner than 15 minutes prior to the first bell and should be picked up from school no later than 15 minutes after the bell.

REPORTING AN ABSENCE

To report an all-day absence or late arrival, please call (925) 855-5899. This number can be reached 24 hours a day, 7 days a week.

To report early pick-up, please call (925) 855-5800.

****Please report absences before 10:00 am.** Parents will receive an "Attendance Safety Message" communication by 10:30 AM if the school has not been able to resolve a student absence by that time. If a student absence is still unresolved by the end of the day, an additional attendance message will be sent via email and phone.

TARDY POLICY

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

Please help us reinforce this belief by making sure your child is at school no later than the first bell. Students arriving at school after the second school bell must sign in at the attendance office before going to class in order to receive an admission slip. Families will receive an automated email letting them know that their student was marked tardy for one or more periods that day.

Discipline Action (per quarter, per period):

- 1-3 tardies: Attendance office/teacher will document and send out email to parents/guardians notifying that there have been tardies.
- 4 tardies: Attendance office/teacher will document the tardies and a lunch-time detention will be issued.
- 6 & 8 tardies: If tardies continue, additional detention will be assigned. Administrator will meet with the student and call parents.
- 10 tardies: If tardies continue, an attendance contract will be created with the student and administrator and sent home for guardians to sign. After school detention will be assigned.
- 12 tardies per class and/or overall: Students and guardians may need to meet with administration and may be referred to the School Attendance Review Board (SARB) process. A letter will be sent home.

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

Personal Electronic Device (PED) Policy

Cell phones must be turned off and put away in the zipped pocket of backpacks while school is in session (bell to bell).

Once the bell rings to go to first-period classes, all cell phones & wireless headphones are to be turned off and **secured in backpacks in a zipped pocket throughout the entirety of the school day.** This means that no student should have their cell phone or wireless headphones anywhere except inside their backpack until the end of the school day. Students who aren't able to follow this policy will lose the ability to bring their cell phone and/or wireless headphones to school. Smart watches are not to be used for communication or internet access during school hours.

Not following the PED policy may result in confiscation of the device and/or disciplinary action. A first offense will result in the confiscation of the device and an email notification to parents. The student may pick up the PED at the end of the school day. For a second offense, the PED must be picked up by a parent or guardian at the front office at the end of the day. Additional PED infractions may ultimately result in students losing the privilege of students bringing the PED to school.

All use of devices are subject to the terms of the SRVUSD Acceptable Use Policy and **Education Code 48901.5.**

COMMUNICATION DURING SCHOOL HOURS

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

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

Digital Citizenship

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

STONE VALLEY MIDDLE SCHOOL STUDENT CHROMEBOOK RESPONSIBLE USE POLICY

Stay Safe, Show Respect, Add Value - Use Tech Responsibly

Safety	Respect	Value
• Keep Personal Information Private: Do not share personal details like full name, address, phone number, passwords, or school information online. • Use School-Approved Websites: Only visit websites and use applications that are school-approved and appropriate for learning. • No Bypassing Secury & Filters: Do not attempt to bypass school internet filters or Secury sessions. • Think Before You Share: Do not post or send messages, pictures, or videos that are inappropriate, harmful, or could be used to bully others. • Do Not Impersonate Others: Never use someone else's account, pretend to be someone else, or use another student's chromebook. • Keep Login Credentials Secure: Never share your passwords with others; sign out when finished using your device.	• Chromebook Use: Unless specifically directed by the teacher, all student Chromebooks must be <i>put away</i> in a zipped pocket in backpacks. There is no Chromebook use during break or lunch unless specific permission is given by a staff member. • Google Account Profile Pictures & Wallpaper: Students must choose a profile picture and Google Chrome wallpaper that is school-appropriate, respectful, and non-disruptive. The picture should not be of a person other than the student. • Use Kind and Appropriate Language: Whether in emails, chats, or shared documents, always communicate respectfully. No bullying, harassment, or offensive language. • Do Not Disrupt Others: Keep sound off or use headphones when necessary, and avoid messaging or distracting classmates during lessons. Do not interfere with other students' online work. Do not touch other students' chromebooks without their permission. • Respect Others' Privacy: Do not take, share, or post pictures, videos, or personal information about classmates, teachers, or anyone else without direct teacher approval.	• Handle the Chromebook with Care: Keep food, drinks, and liquids away from the device. Use it on a stable surface and transport it safely in a zipped backpack pocket. • Charge the Device Responsibly: Ensure the Chromebook is charged at home. • Report Lost or Damaged Devices Immediately: If a Chromebook is lost, stolen, or damaged, report it to a teacher or administrator as soon as possible. • Use the Chromebook for Educational Purposes: The Chromebook is a learning tool provided to enhance education and is to be used solely for school-related activities, not for personal entertainment, gaming or other off-task behavior. • Follow Copyright and Academic Integrity Guidelines: Do not plagiarize, copy others' work, or misuse AI tools. Always cite sources properly.

RUP PROGRESSIVE DISCIPLINE SYSTEM

To ensure that students use school-issued Chromebooks responsibly and safely, Stone Valley Middle School follows a progressive discipline approach.

Level 1: Minor Infractions

(First-time or low-impact misuse of Chromebook, such as playing games off-task, minor inappropriate searches, or consistently neglecting to charge the device.)

- **1st Offense** – Verbal warning from teacher
- **2nd Offense** – Teacher issues Lunch detention & contacts parent/guardian
- **3rd Offense** – Teacher issues Lunch detention & parent meeting with teacher and admin
- **4th Offense** – Teacher issues Lunch detention, & potential loss of Chromebook privileges

Level 2: Moderate Infractions

(Repeated misuse, attempting to bypass filters, using another student's Chromebook without permission, or inappropriate digital behavior such as cyberbullying or disrespectful communication.)

- **1st Offense** – Teacher issues Lunch detention & contacts parent/guardian
- **2nd Offense** – May result in class suspension & potential loss of Chromebook privileges
- **3rd Offense** – May result in school suspension (1 day) & parent meeting required for Chromebook reinstatement & personal responsible use behavior plan put in place.

SRVUSD MIDDLE SCHOOL ACCEPTABLE USE POLICY

Each year, Stone Valley Middle School students review and acknowledge the San Ramon Valley Unified School District's **Responsible Use Agreement** as part of the annual update process. This agreement outlines the expectations for using school technology, online resources, and digital communication responsibly. By signing, students commit to maintaining a safe, respectful, and ethical online environment that supports learning. The agreements, along with other important school policies, are included in the **Time Tracker** for reference throughout the year. Students and families are encouraged to review these guidelines regularly to ensure a shared understanding of digital citizenship and responsible technology use.

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 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 Cyber Bullying or Harassment to the police.
- Sending/posting false, cruel, hurtful or vicious messages/comments
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

CONSEQUENCES - INAPPROPRIATE USE OF TECHNOLOGY

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

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

*Education Codes 48900.4 "Harassment, threats, or intimidation creating an intimidating or hostile educational environment"

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

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

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

Discipline Code & Behavior Guidelines

ACADEMIC INTEGRITY POLICY

Stone Valley Middle School is committed to developing students of character. Being a member of the PRIDE means that the student is responsible for Academic Integrity at Stone Valley Middle School. Students will take the time to do his/her own class work. Cheating is deemed to have occurred when a teacher has reasonable suspicion as follows:

- Providing one's own work to be copied by another student.
- Using the Internet as a resource without directly citing the source.
- Plagiarism is using the words or ideas of others in a paper without giving them credit.

- Exhibiting inappropriate behaviors during a test, such as talking, copying answers, looking at another student's test paper, etc.
- Communicating exam information or answers during or following an exam.
- Working with others on projects that are meant to be done individually.
- Forging someone else's signature.
- Using a cell phone, or any other electronic device to share testing information.
- Obtaining information in any manner not directed by the teacher.

STANDARD SCHOOLWIDE DISCIPLINARY PROCEDURES

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

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

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

CLASSROOM DISCIPLINARY PROCEDURES

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

School Safety

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

The following systems are in place to ensure a safe campus environment:

- All visitors sign-in and wear a badge.
- Volunteer clearance is required for all visitors who will be interacting with students.
- Monthly emergency drills are conducted as a school. These include fire, earthquake, and secure campus drills.

INAPPROPRIATE/THREATENING COMMENTS

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

ACTION STEPS TO RESPOND TO HARASSMENT OR BULLYING

- **Inform a school official immediately**
- Save the evidence. Print the online harassing text if possible.
- Identify the student that is the source of the harassment.
- Clearly tell the student that is harassing to stop.
- Ignore the student that is harassing and/or bullying by leaving the online environment and/or blocking communications.
- File a complaint with the internet or cell phone company.
- Contact the police.

DRESS CODE

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

- The law requires that appropriate and safe footwear be worn at all times.
- Undergarments shall not be worn as outerwear. Clothing must conceal undergarments at all times.
- Tank top style shirts may be worn only if they have shoulder straps and no undergarments are showing. No bare midriff can be showing.
- Clothing, hats, and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic or religious prejudice, gang identity, or the use of drugs or alcohol.

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

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

PROHIBITED MATERIALS & SELLING OF PRODUCTS ON CAMPUS

- No students are to be buying or selling **anything** on campus that has not been approved by administration
- Neither parents nor students are permitted to use food delivery services, and any deliveries will be turned away by the front office staff.
- Possession of objects having potential to inflict injury or damage upon another person or their property will be confiscated. Please check your students' backpack consistently to ensure there is nothing distracting or unsafe inside that they are bringing to school.
- Valuable items of any kind should not be brought to school (this includes large amounts of cash). School is not responsible for lost or damaged items.
- The return of confiscated items will be made to the parent at the discretion of the administration.

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 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, etc.
- Physical conduct: inappropriate touching or impeding one's movement.

Every student, employee or applicant has the right to be free from harassment from adults and/or from students in the work or educational setting. The district prohibits retaliatory behavior against any complainant or any participant in the

complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

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

Grounds for Suspension & 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.

(Grades K-12):

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such 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.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as 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.
- (d) Unlawfully offered, arranged, or negotiated to sell 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, and then either sold, delivered, or otherwise furnished to any person another liquid substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any 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.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) 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.
- (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.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm--an imitation firearm is 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.
- (n) Committed or attempted to commit specified acts of sexual assault or committed sexual battery.
- (o) Harassed, threatened or intimidated a pupil who is a complaining witness.
- (p) Unlawfully offered, arranged, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Bullying by any means including electronic act toward a pupil or group of pupils.
- (t) Aided or abetted the infliction or attempted infliction of physical injury to another person.

SECTION 48900.2 (Grades 4-12):

Committed sexual harassment, inappropriate touching, as defined by Education Code Section 212.5.

SECTION 48900.3 (Grades 4-12):

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Educational Code Section 233

SECTION 48900.4 (Grades 4-12):

Intentionally engaged in harassment, threats or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

SECTION 48900.7 (Grades K-12):

Made terrorist threats against school officials or school property, or both.

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

2026-27 INSTRUCTIONAL CALENDAR

2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2027						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
S	M	T	W	TH	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			