As a student at VVMS, it is your responsibility to review all the rules in this Handbook.

Principal: Lisa Sullivan  
Vice Principal: Crystal Stull  
Vice Principal: Scott Bushnell  
Office Manager: Linda Sweeney  
Secretary: Wendy Lowe  
Attendance Secretary: Margaret Veracammen  
Community Service Assistant: Anarosa Rivera  
Campus Supervisors: Brenda Knight & Shari Moore  
Cafeteria Manager: Amanda Hill  
Custodians: Karen Goodbar, Romeo Espineda & Thanh Nguyen

2018-2019

<table>
<thead>
<tr>
<th>BLACK Schedule</th>
<th>Bell Schedule</th>
<th>GOLD Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:00-8:45</td>
<td>Period 7</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:49-9:34</td>
<td>Period 6</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:38-10:23</td>
<td>Period 5</td>
</tr>
<tr>
<td>BREAK</td>
<td>10:23-10:29</td>
<td>BREAK</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:33-11:18</td>
<td>Period 4</td>
</tr>
<tr>
<td>Period 5</td>
<td>11:22-12:07</td>
<td>Period 3</td>
</tr>
<tr>
<td>LUNCH</td>
<td>12:07-12:37</td>
<td>LUNCH</td>
</tr>
<tr>
<td>Period 6</td>
<td>12:41-1:26</td>
<td>Period 2</td>
</tr>
<tr>
<td>Period 7</td>
<td>1:30-2:15</td>
<td>Period 1</td>
</tr>
</tbody>
</table>

School Calendar

August 16 First Day of School  8:00-2:15  
August 30 Back To School Night  5:45-7:30  
September 3 Labor Day -- No School  
September 26 Fall Picture Makeup Day  
October 12 End of 1st Quarter  

October 12 Minimum Day  
November 12 Veterans Day -- No School  
November 19-23 THANKSGIVING BREAK  
November 22 Thanksgiving Day  
December 21 End of 2nd Quarter/1st Semester  
December 21 Minimum Day  
December 24-January 4 WINTER BREAK  
January 78 School Resumes  
January 21 Martin Luther King Jr. Day -- No School  

February 4 All Teacher In-Service Day  
February 18 Presidents’ Day -- No School  
March 11 All Teacher In-Service Day  
March 15 End of 3rd Quarter  
March 15 Minimum Day  
March 29 Cesar Chavez Day  
April 1 - 5 SPRING BREAK -- No School  
May 27 Memorial Day -- School Holiday  
May 28 Open House 5:45-7:30  
June 5 End of 4th Quarter/2nd Semester  
June 5 Last Day of School -- Dismissal at 12:30  
June 5 Promotion – 9:00 a.m.  

All Progress Reports are sent home with students mid-quarter. First and third quarter Report Cards are sent home with students. Second and fourth quarter Report Cards are mailed home.

Calendar dates are subject to change

The Mt. Diablo Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, actual or potential parental, family, marital status, or association with a person or a group with one or more of these actual or perceived characteristics. Questions, concerns or complaints regarding compliance with Title IX student issues, please contact the Title IX Compliance Officer, Chris Holleran, Assistant Superintendent High School, at 1936 Carlotta Drive, Concord, CA 94519, by phone (925) 682-8000, or email at holleranc@mdusd.org. Questions, concerns or complaints regarding compliance with Title IX employee issues, please contact the Executive Director of Personnel, Samantha Espinosa, at 1936 Carlotta Drive, Concord, CA 94519, by phone (925) 682-8000, or email at espinosas@mdusd.org. Questions, concerns or complaints regarding harassment, discrimination, intimidation and bullying, please contact the Equity Compliance Officer, Jennifer Sachs, Executive Director of Instructional Support, at 1936 Carlotta Drive, Concord, CA 94519, by phone (925) 682-8000, or email at sachs@mdusd.org.
**VVMS Student Expectations**

At Valley View, we are committed to a safe, respectful, responsible, kind and inclusive school climate. We think before we act. We choose to consider the respect that all of us are due before we speak. We choose to talk about issues, without using profanity, rather than turn to physical altercations. We choose to say “Please” and “Thank You”, “May I” or “Would you please...”. We choose to ask others to join our activities, games and discussions. Each person on this campus is responsible for their behavior and the outcomes their behaviors produce.

<table>
<thead>
<tr>
<th>Classroom</th>
<th>P.E. Locker Room</th>
<th>Bicycles/Walkway</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Follow directions and safety procedures</td>
<td>• Shoes should be laced and secured to feet</td>
<td>• Walk bikes safely on and off campus</td>
</tr>
<tr>
<td>• Keep walkways and aisles clear</td>
<td>• Immediately report all injuries</td>
<td>• Wear helmets</td>
</tr>
<tr>
<td>• Respect personal space</td>
<td>• Bring P.E. clothes daily</td>
<td>• Secure bicycles with a lock</td>
</tr>
<tr>
<td>• Keep backpacks and purses under desks</td>
<td>• Always lock valuables in locker</td>
<td>• Follow safety rules</td>
</tr>
<tr>
<td>• Bring all school supplies every day</td>
<td>• Bring paperwork to roll call number</td>
<td>• Pick up litter</td>
</tr>
<tr>
<td>• Actively listen to designated speaker</td>
<td>• Raise your hand to leave your seat</td>
<td></td>
</tr>
<tr>
<td>• Raise your hand to leave your seat</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bathrooms</th>
<th>Hallways</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Wash hands</td>
<td>• Walk at all times</td>
<td>• Keep walkways and lobby clear</td>
</tr>
<tr>
<td>• Keep water in the sink</td>
<td>• Walk on pavement</td>
<td>• Present your pass at the counter</td>
</tr>
<tr>
<td>• Put towels in the garbage</td>
<td>• Use drinking fountains appropriately</td>
<td>• Use quiet voices</td>
</tr>
<tr>
<td>• Inform adults of vandalism/unsafe conditions</td>
<td>• Arrive to class on time</td>
<td>• Patiently wait without interrupting for an adult to help you</td>
</tr>
<tr>
<td>• Inform adults of inappropriate behavior</td>
<td>• Treat school property with respect</td>
<td></td>
</tr>
<tr>
<td>• Give people privacy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Library</th>
<th>Assemblies</th>
<th>Jagua ren</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Keep backpacks out of traffic areas</td>
<td>• Enter and sit quietly</td>
<td>• Keep chairs flat on the floor</td>
</tr>
<tr>
<td>• Follow directions</td>
<td>• Wait for dismissal instructions</td>
<td>• Bring pass when entering</td>
</tr>
<tr>
<td>• Respect personal space</td>
<td>• Focus on presentation</td>
<td>• Follow Chromebook procedures and expectations</td>
</tr>
<tr>
<td>• Sign in</td>
<td>• Enter and exit the chairs from the side aisles</td>
<td>• Bring all needed materials</td>
</tr>
<tr>
<td>• Use quiet voices</td>
<td>• Listen and applaud appropriately</td>
<td>• Work quietly (whispering in groups)</td>
</tr>
<tr>
<td></td>
<td>• Take off hats and hoods before entering</td>
<td>• Be mindful of surrounding classrooms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Blacktop</th>
<th>Bus Riders</th>
<th>Cafeteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Play for fun and with respect for others</td>
<td>• Do not block front doors</td>
<td>• Walk at all times</td>
</tr>
<tr>
<td>• Follow directions of staff and campus supervisors</td>
<td>• Stay behind yellow line</td>
<td>• Store backpacks out of traffic area</td>
</tr>
<tr>
<td>• Report injuries and/or conflicts</td>
<td>• Follow driver’s instructions</td>
<td>• Bring money and only take items you have purchased</td>
</tr>
<tr>
<td>• Keep food/drink off the blacktop</td>
<td>• Wait in line patiently</td>
<td>• Wait patiently in line</td>
</tr>
<tr>
<td>• Stay in acceptable play areas</td>
<td>• Keep hands and feet to yourself</td>
<td>• Report bullying to an adult</td>
</tr>
<tr>
<td>• Play fairly and within the rules of each game</td>
<td>• Use quiet voice while inside</td>
<td>• Take off hats and hoods</td>
</tr>
<tr>
<td>• Treat other students’ belongings with care</td>
<td>• Stay seated and facing forward</td>
<td>• Clean up after yourself and/or others</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schoolwide:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VVMS is a gum-free school</strong></td>
</tr>
<tr>
<td><strong>Keep hands and feet to yourself</strong></td>
</tr>
<tr>
<td><strong>Use good manners, kind words and actions</strong></td>
</tr>
<tr>
<td><strong>Clean up after yourself</strong></td>
</tr>
</tbody>
</table>
**Parents**

Parents are a very important part of our school community. We appreciate our parents and encourage you to visit our campus, attend programs and otherwise support our school. Parents also need to understand the boundaries that we must have in place to have a safe and orderly campus.

- Review this handbook with your student. This is our contract of conduct within the Valley View community. If you become familiar with it, you can help your student(s) follow the guidelines for which they are responsible.
- Parents must check in at the office during school hours, 7:30-2:30, if you need to be on campus. Visitor passes will be given to parents who are authorized to be on campus.
- Parents must never approach a student(s) other than their own child before, during, or after school. If you have any reason you need to talk to another child, you must let the administrators do this on your behalf.
- Phone use at school: Phones are valuable tools, but can be a huge distraction. Students’ phones are to be off and in their backpacks. If you have an emergency, please call the office and we promise to get the message to your student as quickly as possible.
- Student discipline is an administrative decision. We consult as a team, as well as with our supervisor(s) at the district office.
- Communication is a vital piece of the school puzzle. Please let us know things that may be vital to the health and welfare of our school. Please realize however, that there are rules and laws that schools have to follow and we must protect and respect these in reference to what you may be reporting.
- Classrooms cannot be disturbed for delivery of items forgotten at home. A written notice will be sent to the student at the next available break and a notation will be made on the office message board with the student’s name. It is the student’s responsibility to check the board regularly and to come to the office during the passing period, brunch, or lunch break to retrieve the item. This policy is reviewed with all students in the first two weeks of school.

**Community Service Assistant**

To support our Spanish Speaking Families we now have a Community Service Assistant on campus Monday – Thursday 8:30 a.m. – 12:30 p.m. and Fridays 8:30 a.m. – 11:30 a.m. You can reach our Community Service Assistant at 925-682-8000 ext. 5012

**Middle School Sports**

The Middle School Sports program provides a way for students to experience in playing for a team. There are try-outs for all sports, and coaches decide on the number of players who make the team. Players have to be committed to attend practices/games, must play with sportsmanship and must maintain their grades and citizenship status. Below are the guidelines for all players to remain eligible:

- Maintain a 2.0 average in all classes.
- Maintain good citizenship with no suspensions. Detentions, in-school suspensions, and community service assignments will also be possible grounds for dismissal from the team.
- Attend at least 4 of the 7 classes on game or practice days.
• Parents are responsible for their student’s transportation home after games. Students must be picked up within 15 minutes of all home games or the arrival of the bus on the Valley View campus after away games. Students who are not picked up within the 15 minutes are ineligible to play for the next game.

MDUSD Middle School
8th Grade Promotion/Activity Participation Requirements

Academic Requirements:

• Students who receive Fs at any point in the school year will be provided with intervention and may be placed on Academic Probation. Academic Probation may include: Weekly Progress Reports, Academic and/or Behavior Contract, and other requirements as determined by site administration and the site team. Should a student continue to fail even with interventions, they may become ineligible for Promotion as determined by the site team, and after clear articulation to parents and the student.
• Students with IEPs/504s/or ELLs may be eligible based on individual performance goals as determined by their Case Manager or administration.
• No retained student shall participate in 8th grade activities, including Promotion.

Behavioral Requirements:

• During the 4th quarter, two or more behavior infractions (referrals) or any suspensions from school will disqualify students from participating in end of the year 8th grade activities, following a tiered approach. The first infraction is loss of one event, a following infraction equals loss of a second event, etc.
• Site administration may consider approving participation in only the Promotion ceremony for individual students who have violated behavioral requirements, as long as academic requirements are met and other means of correction have been satisfactorily completed. Case-by-case determinations will be made by the site team.

Academics

Homelink
All Valley View, students have access to their grades via Homelink an online gradebook used by the MDUSD. Families must obtain their Homelink and Echo verification codes in person with valid ID in the office. Once families have activated their Homelink accounts, students and parents are able to view grades and attendance through the student’s stay in MDUSD. Students with their own email account can set up their own Homelink account at school.

Report Cards
Report cards are issued every nine weeks. The purpose of the report card is for your teachers to inform you and your parents of your school progress. Report cards are sent home with students the first and third quarters, and semester report cards are mailed home the second and fourth quarters.

Progress Reports
Progress reports are issued to all students, who are in danger of failing the fifth week of each quarter. No student shall receive an ‘F’ quarter grade without receiving a progress report grade of ‘D’ or lower. Progress reports are issued to students who have grades below a ‘C’ and/or have teacher comments reporting problems with behavior or achievement. Some teachers may chose to give all students progress reports. These are sent home with students.

Non-Participation
The Non-Participation List lists students whose behavior, attendance and/or academic achievement
is unsatisfactory. Students on this list will be excluded from extracurricular activities including dances, assemblies and field trips for one or more quarters. Eighth grade students on this list may be excluded from all eighth grade end-of-the-year activities, and may be excluded from the Promotion ceremony. Students may petition to be removed from the list only after demonstrating improvement.

**Attendance**

Voice Mail Attendance Line  
(925) 682-8000 x5090

To report an absence for your student, call the 24 hour Voice Mail Attendance Line within three days of the student’s absence. ANY UNCLEARED ABSENCE WILL BE CONSIDERED A TRUANCY AFTER THREE DAYS.

**Closed Campus**

VALLEY VIEW IS A CLOSED CAMPUS. STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS WITHOUT PARENTAL AND ADMINISTRATIVE APPROVAL.

**Early Arrivals**

- VVMS does not provide supervision to students who arrive on campus before 7:30 a.m.

**Arriving Late to School**

- School starts promptly at 8:00 a.m.
- All students are expected to be at school by 7:55 a.m., and in their first period classes by 8:00 a.m.
- Students arriving after 8:10 a.m. must report to the office for a tardy pass.
- Tardies for waking up late, transportation issues, lost pets, etc., will NOT be excused.

**End of Day**

All students should be off campus no later than 2:30 p.m., unless under the direct supervision of a teacher, administrator or other staff member. Students who need to wait for a ride or a sibling from CPHS will be directed to the front of the school, outside the front gate. There is no supervision for students in front of the school after 2:30 p.m.

**Returning from an Absence**

Students MUST report to the Office when returning from any type of absence from school.

- Bring a note signed by a parent, guardian or doctor, including: First & last name of student, reason for the absence and date(s) of the absence(s).
- Bring the note to the Office between 7:30 a.m. and 7:50 a.m. on the day you return to school. If your parent has called in the absence, you do not need to bring in a note.

### Permission to Leave During the School Day

Please come directly to the office to sign out your student(s). Bring Your Photo ID

- All students need a PERMIT TO LEAVE before leaving campus during the school day.
- Absences will not be cleared if students leave campus without a permit.
- We will collect your student from class when you arrive at the office to sign your student out.
- You can call in a permit to leave or e-mail the attendance office at VVMSSattend@mdusd.org

### Tardies During the School Day

Students are to be inside their classrooms at the beginning of each period. The primary responsibility for the enforcement of punctuality to each period rests with the teachers. The VVMS tardy policy allows for periodic tardy sweeps prior to the start of class.

### Tardy Policy

Students with three or more tardies to a single class will receive an administrative detention. Students in a in a 3 period core get 4 opportunities to be late and will receive a detention on the 5th tardy. If it is a 2 period core, they would get 3 opportunities to be late, and receive a detention on the 4th tardy. (Lunch Detention or Friday Detention).

### Truancy

The following kinds of absences are classified as truancies:

- Absences from school (all day or period absences) without the knowledge or consent of the parent/guardian.
- Staying out of class without permission while remaining on campus.
- Leaving the campus or classroom during the school day, or before first period.
- All absences that remain unexcused after the 72-hour allowance period.
NOTE: Once students arrive at school, they are not allowed to leave campus unless signed out by an authorized adult. Students participating in any of the above absences are truant and will be required to make up the time missed in detention, and will be expected to make up missed work. Parents of students with excessive absences/tardies will receive letters regarding their student’s attendance, and may be asked to attend a SART (Student Attendance Review Team) meeting at the school. If attendance does not improve, students may be referred to the SARB (Student Attendance Review Board) process through the school district. 

Class work, tests and assignments given during a student’s unexcused absence may be made up by the student only at the teacher’s discretion. Teachers are under no obligation to allow a truant student to make up work when they return to school.

Lactating students will be reasonably accommodated and will not incur academic penalties as a result of this activity. Absences for this activity will be excused. Students in need of this accommodation should contact their counselor.

**Bulletin**
Each day during first period, teachers read the Daily Bulletin to students. This practice is the primary means of keeping everyone informed of school activities and information. The Daily Bulletin is available on our school website at [http://vvms.org](http://vvms.org).

**Buying/Selling**
Students may not buy or sell any personal goods, services or food on campus, unless prior approval is obtained from the administrative team.

**Cell Phones/ Electronic Devices**
Cell phones, headphones and all other electronic devices are to remain off and in student backpacks during the school day, unless otherwise permitted by a teacher.

1st Violation = Friday detention or 7:55 a.m. phone turn-in to the Office for five (5) consecutive days.

2nd Violation = Friday detention AND 7:55 a.m. phone turn-in to the Office for five (5) consecutive days.

All Other Violations = Phone will be confiscated, requiring parent pick-up and mandatory turn-in at the Office prior to the start of each school day thereafter. The phone may be picked up by the student ONLY after school is out for the day.

**Cheating/ Academic Integrity**
Cheating is deemed to have occurred when a teacher has sufficient evidence of:
- The taking of work, words, ideas and/or effort of another (e.g. peers, parents and Internet) and presenting it as one’s own.
- Providing one’s work to be copied by another student.
- Failure to use quotation marks and cite references when copying more than five words from any source, including textbooks, library books, Internet and newspapers.
- Exhibiting any inappropriate behavior during a test, such as talking, copying answers, looking at another student’s test paper, etc.
- Using a calculator or cell phone unless the directions expressly allow their use.
- Recording incorrect scores when grading another student’s work.
- Pressuring another student to record an incorrect score.
- Use of concealed cheat sheets including paper, electronic devices, or writing on body parts.

VVMS does not distinguish between degrees of seriousness; cheating is cheating regardless of the assignment. Violation of rules may result in any of the following: Parent contact, loss of grade earned on assignment, lunch detention, and/or Friday detention.

**Class Changes**
There will be no class changes unless there has been an administrative error in scheduling. Administrators reserve the right to change students’ class assignments due to class balancing.

**Discipline**

**Detention**
The school’s rules promote respect for self, property, and others. A student may be detained in school for disciplinary or other reasons for up to one hour after the close of the school day. Parent notification is required prior to imposing a detention of more than fifteen minutes after school. Twenty-
four hours’ notice must be given to parents for detentions longer than fifteen minutes after school. Exceptions may be made with parents’ consent. Parents must provide transportation for all students who receive detention. A student's refusal to attend assigned detention will result in lunch detention for one week, a doubling of after-school detention, and/or a suspension from school.

**Methods of Discipline**

VVMS engages in progressive discipline. The administrative team reserves the right to exercise discretion in assigning consequences.

**Written notice of detention to the student SHALL CONSTITUTE PARENT NOTIFICATION.**

**Discipline and Other Means of Correction**

VVMS strives to maintain an atmosphere in school and at school activities that enhances the potential for success of every member of the school community. Valley View’s commitment to learning includes the concept that, in order to learn, students must be guaranteed an environment that is safe, classrooms where mutual respect is the underlying principle, and where rules are publicized, explained and enforced. The school’s rules derive from the goals of respect for self, property and others. After a student is suspended, it is only at the teacher’s discretion that homework and class work be provided. It is also at their discretion to accept work and/or allow make up for tests and quizzes for credit toward grades. **NON-COMPLIANCE WITH THE RULES LAID OUT IN THIS HANDBOOK WILL RESULT IN THE FOLLOWING CONSEQUENCES AND OTHER MEANS OF CORRECTION UP TO AND INCLUDING SUSPENSION/EXPLUSION:**

Support call, teacher detention, lunch detention, Friday Detention, campus cleanup, Principal’s conference, district awareness classes, police referral, and referral to district workshops, suspension, or a recommendation for expulsion. A failure to serve Friday Detention doubles the penalty, or results in two full weeks of lunch detention.

**Police Reports:** The school staff works closely with the local police departments. Cases involving theft, assaults, weapons, threats to staff members, vandalism, illegal substances, etc., are reported to the Pleasant Hill Police Department. Parents are always contacted when police reports are made involving their students. Police department officials determine further contact.

**Counseling**

School counselors at Valley View Middle School collaborate with students, families, and staff to help students reach their potential and prepare for their futures. We provide social/emotional support, academic advising, and college and career planning designed to foster student success. We have two student counselors to handle all our students. They frequently have appointments scheduled with students during the course of the day. Occasionally, they may be free when you come in to talk with them, and are more than happy to do so. However, your best bet is to call the following numbers to schedule an appointment:

- Monique Castro: 925-682-8000 x 5003 (students whose last names start with A-L)
- S.J. Robinette: 925-682-8000 x 5018 (students whose last names start with M-Z)

For more information about how we can assist you or your student, please contact your student's school counselor.

**Dress Code**

Student appearance and dress must be within the limits of safety, cleanliness, decency and appropriateness, and should not interfere with any aspect of school programs and operations. A student whose attire is not appropriate for school will be asked to change into their PE clothes (turned inside-out). The dress and grooming requirements while at school or any school activity are as follows:

- Clothing and jewelry that are disruptive to the education process, including but not limited to objectionable, vulgar and/or obscene language, logos or pictures, and suggestive statements or slogans that depict weapons, gangs, violence, sex, drugs, cigarettes and alcohol, are strictly prohibited.
- The wearing, carrying, or displaying of slogans, initials, colors, or attire that is known as being identified with a gang, or is gang-like, are not allowed.
Pants, shorts, skirts and dresses must be worn at the waistline and must meet the “tip of third finger” rule.

Undergarments of any kind (bras, boxers, etc.), or any part of these items, may not be visible at any time.

Sunglasses may not be worn at any time during the school day.

Blankets may not be worn as clothing.

All shirts or tops of any kind must cover the shoulders and full waist. **Tank tops are not allowed to be worn by any student, nor are spaghetti straps.**

Pajama bottoms, ripped jeans and slippers are not appropriate for school.

Shoes must be worn at all times to allow for safe participation in school activities. All footwear, including sandals, must have a secured back. Flip-flops, high platforms/high heels are prohibited. Soft soled athletic or tennis shoes must be worn for PE.

Head coverings, such as hats, scarves, bandanas, etc. are not allowed and should not be visible at school. Hijabs are allowed. Students may wear sweatshirts or jackets with hoods on cold or rainy days, however, **hoods must be removed when entering a classroom or any school building.** Only plain white hats may be worn for P.E. as protection from the sun.

Students are expected to practice good personal hygiene at all times.

**Emergencies**

**Fire Drills**
- Fire drill instructions and evacuation maps are posted in each classroom.
- Immediately stop work and evacuate as instructed.
- Leave all items in the classroom and listen for instructions. Walk quietly, keeping hands to self.

**Earthquake Drills**
- Take cover when directed to do so.

**Intruder Alert**
- Turn off **all** cell phones; they must **NOT be used under any circumstances**
- Move away from doors
- Lock and/or barricade doors and windows
- Drop and cover

If NOT in classroom: **LOCK DOWN**
- Run and find shelter anywhere you can (closest classroom, bathroom, etc.)
- Lock and/or barricade doors and windows
- Hide under or behind furniture
- Stay very quiet

NOTE: During fire, intruder and earthquake drills, you will contribute to the potential safety of your fellow students by maintaining good order AND REMAINING QUIET during all phases of the drills.

**Field Trips**
Field trips away from school are part of our curriculum. Students planning to attend any trips away from school must present permission slip signed by their parent/guardian to the instructor prior to the day of the trip. Permission slips are provided by the instructors. **VALLEY VIEW’S BEHAVIOR EXPECTATIONS ARE ENFORCED ON ALL FIELD TRIPS.**

**First Aid**
Space for sick or injured students in the office is minimal and limited to emergency first aid procedures only. **It is imperative that the school be able to immediately contact a parent or other responsible adult who is authorized to pick up the student for medical aid. Parents are responsible for keeping emergency card information accurate and for notifying the office of changes in a student's medical condition.**

**Hall Passes**
Students in the halls during class time must have passes authorizing them to be out of class.

**Harassment**
The Board of Education of the Mt. Diablo Unified School District has adopted a policy prohibiting unlawful harassment of or by any student. Please read the following definition of the policy and the procedure for filing a complaint.
Sexual Harassment
Definition: Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when: (Education Code 212.5)
1. Submission to the conduct is explicitly or implicitly made a term or condition of a student’s employment, academic status, or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic advancement or employment affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student’s academic or work performance, or of creating an intimidating situation for the student.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

Examples of Sexual Harassment
Sexual harassment includes, but is not limited to:
1. Unwelcome leering, sexual flirtations or propositions.
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual’s body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, websites, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominately single-sex class.
7. Touching a student’s body or clothes in a sexual way.
8. Purposefully limiting a student’s access to education tools.
9. Cornering or blocking normal movements.
10. Displaying sexually suggestive objects or images in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the district’s sexual harassment policy, or, who participates in the investigation of a sexual harassment complaint.

Sexual harassment by any student is forbidden and will result in disciplinary action up to and including expulsion.

General Harassment
Threats, name calling, put-downs and other forms of hurtful words are considered harassment and will be subject to discipline.

Complaint Process
Any student who believes they have been subjected to any type of harassment prohibited by Board Policy 5145.7 should immediately report the harassment to the Principal or other school administrator.

Any student who feels that he or she is being harassed may file a written complaint in accordance with the procedures set forth in the Uniform Complaint Procedures described in Board of Education Policy 1312.1. Each complaint of harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. For more information regarding this policy, please contact Student Services at (925) 682-8000.

Parents are expected to take an active role in supporting the academic, attendance and discipline policies of the school and its staff.

Homework
Parents are expected to take an active role in supporting the academic, attendance and discipline policies of the school and its staff. Students will have homework in English, Social Studies, Math and Science on a regular basis. Parents/guardians are expected to monitor and supervise students’ homework assignments. Parents are also asked to read the school newsletters and all other memos and bulletins sent home from the school, posted on the school website and contained in other electronic communications. All students have access to their grades via Homelink.

Independent Study
Independent study forms can be requested from the Office for an upcoming absence of between five and twenty days. Teachers require two weeks’ notice to prepare Independent Study packets, and have the right to refuse any request.

Internet Use/Technology
Each student must have a signed MDUSD Universal Form (for secondary schools) before receiving account information or utilizing technology. The use of technology to support learning is important. Students are expected to follow the guidelines in the Universal Form. Each student is expected to keep their account information private and secure, and not allow others to use or access their account. Flash drives or other portable technology may NOT be used in school computers, unless they are provided by the school. Any vandalism or harmful practices, whether intentional or not, may result in disciplinary action and loss of privileges, and in liability for replacement of materials. Cyberbullying or other inappropriate use of school technology that harms another or interferes with learning may also result in disciplinary action and loss of privileges. Students are expected to help monitor the use of technology and are expected to report behavior that is not safe, respectful, or responsible.

Library
The Library is open only when the Librarian, IMA or parent volunteers are in the Library with the students. Students need to show their ID card at the desk to check out books. All library resources, Accelerated Reader testing, computer and Internet use may be limited during regular library hours.

Lost and Found
Items assumed lost shall be turned into the Office. Unclaimed clothing is stored in the Multi-Use Room and PE office equipment room, and is available for inspection by students between periods, and during brunch and lunch. Unclaimed items are donated at the end of the first semester and at the end of the school year. VVMS is not liable for personal items brought to school, or those confiscated by staff members.

Lunches
Students may either bring lunch or purchase lunch from the Cafeteria. Families may prepay for breakfast, lunch, or a la carte items. Students may only use their own account number; abuses will result in disciplinary action. Students eating in the Cafeteria are to remain seated while eating. Other students are to eat in designated areas only. No food or drink is to be taken to the blacktop or the field. Chewing gum is not allowed on campus. The Sharing Table is for unwanted items. Students without food may choose an item from the Sharing Table.

Reminder: Valley View is a closed campus. Students may not leave campus during lunch or at any other time during the school day.

Medication
If a student must take any form of medication during school hours, parents must sign and fill out a district medication form, which includes directions and a signature from the doctor for dispensing the medication. Medication must be in properly labeled containers and will be kept secure in the Office. Office personnel or an on-duty nurse will sign and date a form to verify administration of all medication. Authorization to Administer Medication forms are available in the Office and on the district website at www.mdusd.org. AT NO TIME MAY STUDENTS CARRY MEDICATION ON THEIR PERSON OR IN THEIR BACKPACKS UNLESS UNDER THE DIRECTION OF THEIR PHYSICIAN.

Mt. Diablo Unified School District Alternate Programs
Mt. Diablo Unified School District offers alternate district programs offering assistance to pregnant students and parent students. For more information, students should contact their counselor.

School/Class Distractions
Balloon bouquets, flowers, cupcakes and other celebratory items are not allowed at school. They will not be stored in the Office or in the classrooms, as they present a major distraction to students, and impede the teachers’ work.

Searches
According to Mt. Diablo Board Policy 5145.2, searches of students' belongings may be conducted in order to protect the safety and welfare of all students, employees and visitors of the school.

Student Body ID Cards
Student body ID cards are issued for registered students who have photos taken at Walkthrough or on Make-Up Picture Day. ID cards must be presented for library use, activities, in the cafeteria
and to purchase dance and other activity tickets. Students must have their ID cards on them at all times while at school.

**Textbooks**

Textbooks are provided by the State or school district for use during the year. Textbooks assigned to students may be taken home and left at home for doing homework. Lost or damaged textbooks must be paid for, and we recommend that you cover all textbooks assigned to you. Textbooks are on loan to students and cannot be written in. Students who do not return textbooks by the due date will not receive their yearbooks or participate in Promotion.

**Transportation**

**Bicycles:** Every student who brings a bicycle to school must have their own lock. Students must keep their bicycles chained to the bike rack. The school is not responsible for loss of or damage to bicycles or helmets on campus. Bikes must be walked from the access road to the bike racks. Bike riding on campus, trick riding and unsafe riding in the parking lot are **not** permitted, and students who do so will risk having their bikes confiscated. **Helmets must be worn by all bicycle riders according to California State law.**

**Buses:** Riders must have a valid bus pass and abide by bus rules. Parent are responsible for transportation if the student is suspended from the bus for unacceptable behavior.

**Cars:** Cars are not to block bus lanes. Students must look both ways prior to entering traffic lanes.

**Skateboards/Scooters:** Skateboards, scooters and rollerblades are **not** allowed on campus. These items will be confiscated and kept in the Office for parent pick up only.

**Unattended Items**

Students are responsible for keeping their backpacks, shoes, books and all items with them during passing, breaks and lunch time. Unattended items are not supervised by staff. When in Physical Education students are required to lock up their belongings in locker assigned to them for the Physical Education period do not leave these unattended on the floor. **Reminder no balloons are allowed at school.**

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**Visitors on Campus/Parking Permits**

Parents are welcome on campus as visitors with administrative approval, and should sign in at the Office. All visitors are also required to obtain and wear a visitor’s badge from the school office. Any requests for school-age visitors must be approved by the Principal or designee. All other school-age visitors without a pass will be asked to leave campus. Parents who wish to observe in a classroom need to submit a request in writing to the school office at least 24 hours in advance.

**All Valley View students are expected to comply with guidelines established by MDUSD, Valley View Middle School, and the laws of California**