



FALCON HANDBOOK

2026 - 2027

WINDEMERE RANCH MIDDLE SCHOOL

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This handbook belongs to:

Name

Core Teacher

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PRINCIPAL'S MESSAGE

Welcome to the 2026-2027 school year at Windemere Ranch Middle School!

Each new school year brings fresh opportunities to grow, connect, and strengthen our community together. We remain committed to creating a safe and inclusive environment where every student is valued, every voice matters, and every day offers a chance to learn, belong, and thrive.

At Windemere Ranch, we cultivate a community of empathetic critical thinkers, building on our strengths as lifelong learners.

Academic success matters deeply, but just as important is the growth of character. School is not only a place where we build knowledge and skills, but also where we learn how to be in community with others through empathy, compassion, and integrity. The choices we make to include others, value diversity, and uplift those around us are just as important as how we perform in the classroom.

One of the most important keys to success here is staying organized and prepared. This planner is designed to support you throughout the year. It contains our shared expectations and provides a place to track tutorial locations, assignments, projects, and school activities. Make it part of your daily routine by keeping it in your backpack, using it in class, and checking it at home before homework or after-school commitments.

Let's make this school year one we will all be proud of. Embrace opportunities to learn, challenge yourself to grow, and remember that the choices you make each day shape both your own journey and the experiences of those around you. Together, we lift each other higher.

*In Community,
Ms. Baltazar*

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

We expect all students to use this handbook and tutorial tracker, which helps provide:

- Increased communication of schoolwide community expectations.
- Student organization and planning for tutorials, as well as planning for long-term assignments.
- Improved consistency for students from class to class.
- Improved utilization of tutorials and Falcon Time.
- Reinforcement of our school mission and community code of conduct.

It is expected that students keep track of tutorials, Falcon time activities, and long-term projects within their calendar. Parents can support the benefits, which will ensure their student's success, by checking it regularly, purchasing a planner if a more detailed one is needed, and/or contacting staff if necessary.

Getting to and from school, it is necessary for students to arrive promptly to school each day. Please keep in mind that the parking lot is crowded at drop-off and pick-up times; plan accordingly. Remind students that they need to use caution when entering or exiting their cars on the Windemere Ranch campus, never exiting from the driver's side. Additionally, students must use a crosswalk when crossing streets in and around Windemere Ranch. Staff supervision begins 15 minutes before the first bell rings, and supervision ends 15 minutes after dismissal.

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

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

- **School website**, which has general information about the school, events, digital copies of handbooks, clubs, PTSA, EdFund, School Site Council, etc.
- **Google Classroom** – Almost all school information can be found through your Google Classroom account. Important dates and notices will be given, as well as homework and grades. **Please plan on checking Google Classroom weekly.**
- **Infinite Campus Parent Portal** is where parents/guardians are able to view important information about their student, as well as make updates/changes to their own household/emergency contact information. Information is for the current year only, and changes can only be made for students who are currently in our system.
 - **Grades** are updated at least weekly, except when school is not in session. If there are questions regarding a particular score, students are encouraged to discuss it with their teacher before or after class. Any grade discrepancies must be brought to the teacher's attention within 2 weeks of when the assignment grades are published.
- **Newsletters** will be sent weekly from PTSA; please be sure to subscribe. You must opt in to receive these newsletters. Additionally, the school will send a

monthly newsletter to inform you of important dates, events, and updates. Please subscribe to this as well; you must also opt in.

- **Voicemail and email** are available for each staff member. It is our goal to return phone calls and emails within two school days. This does not include weekends, holidays, breaks, etc.
- **Report Cards** are available on the Infinite Campus parent portal on a quarterly basis.
- **School notices** are periodically sent home, either by U.S. mail or email.

EATING ON CAMPUS- Lunches will be eaten in the MPR or at the outside lunch tables; there is **no** food allowed within the classrooms. In an effort to keep our campus clean, students are only allowed to eat in designated areas. The district food service provides free lunches for all students. While we provide carts for caregivers to drop off food, the school and staff assume no responsibility for items left there. **Food delivery services are prohibited. We will refuse any food delivery.**

EMERGENCIES- Windemere Ranch is prepared for, and has drills incorporating, different types of emergencies. In all cases, **DIRECTIONS MUST BE FOLLOWED QUICKLY AND QUIETLY.** When the fire alarm sounds, an announcement will be made to confirm the event, which will begin student/staff evacuation to the blacktop. If students/staff are in immediate danger, they must evacuate the school buildings and report to the designated location on the blacktop behind the gym. Students in the halls or at lunch when the alert bell sounds should meet their advisory teacher on the blacktop. In the event of another type of emergency, students will be instructed by their teachers to follow the procedures for the particular type of emergency.

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

Cell phones provide a great opportunity for you to connect with your student during a real emergency. We encourage you to check in with your student via cell phone **ONLY** if there is a major emergency (earthquake, other natural disaster). **Do not text or call your student during the school day.** If there is a serious event, have a plan for your student to call or text you when our evacuation is complete. Of course, you may be anxious to call them. If possible, please wait for them to call you. This will allow the fewest possible distractions as we bring your student to our staging area. When you do connect with them, we encourage you to soothe your student by telling them you are fine and they will be fine. Remind your student to listen to their teachers, administrators, police and fire department staff. At the end of a major event, our goal will be to ensure their safety and to get them back to you.

To facilitate reunification, we have an orderly dismissal procedure we would like you to follow. The dismissal procedure is imperative because, in the event of a major disaster, we need to know where your student is. If we cannot locate your student, we will send emergency personnel to their last known location and everywhere else until they are found. We do not want to send emergency personnel into the school looking for students who did not follow the reunification process.

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

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

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

Backpacks, books, lunches, purses, etc. should not be left unattended at any time. Windemere Ranch Middle School is not responsible for items stolen from the locker room. Therefore, all items in the locker room MUST BE LOCKED in the locker provided by the school. Anything of value should be taken out of the backpacks and locked securely in the PE locker.

ITEMS FORGOTTEN AT HOME- Students should check in at the office during break or lunch if they discover they have forgotten an item at home. If a parent chooses to deliver forgotten items, they may be dropped off at the main office for the student to retrieve them. **Please put the student's name on the item.** It is the school policy NOT to deliver items or take messages to the classroom due to the potential disruption that may occur. The office is not responsible for items left at the front desk. Students have been advised of this policy. Thank you for your patience and understanding.

MONEY ON CAMPUS- Students should not bring large amounts of money to school. Borrowing money from other students and selling items are not allowed. Selling any items on campus will result in confiscation of goods and money, and consequences will be assigned.

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

Food delivery services (DoorDash, Grubhub, etc.) are not allowed and will not be refused. Only lunches dropped off by parents/guardians on the grade-level lunch carts outside the Main Office are allowed. Individual celebrations should take place off campus. We do not accept deliveries for food, beverages, balloons, flowers, cakes, cupcakes, etc. Students **should not** bring cakes, cupcakes or other such snacks to school and will not be allowed to distribute food items during the school day. This is in alignment with the CA Ed Code for California Healthy Kids Nutritional Standards and due to the disruption that may occur. If students bring any of these items to school, they will be held in the front office to be picked up after school hours.

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

Bicycle, skateboard, & scooter riders **must wear helmets at all times** and walk their bikes while on school grounds. A bike rack is located on campus for convenience. ***Lock*** your rollerblades, scooters, bikes and skateboards correctly in the bike rack area. There are scooter and skateboard lockers available in the bike rack area. Students must bring a lock. The bike rack area is off limits to all students during the school day. **THE DISTRICT AND SCHOOL DO NOT ASSUME LIABILITY FOR LOST OR DAMAGED BICYCLES, SCOOTERS, SKATEBOARDS, OR ROLLER BLADES. BIKES, SKATE BOARDS, SCOOTERS, AND ROLLER BLADES ARE NOT ALLOWED ON CAMPUS DURING SCHOOL HOURS EXCEPT IN DESIGNATED AREAS.** Students are expected to obey **all** bicycle/traffic laws. Students must remove and carry rollerblades and skateboards before entering the campus area. For now, no law prohibits minors from riding Class 1 and Class 2 e-bikes (those with maximum assist speeds of 20 mph). To operate a Class 3 e-bike, which can provide assisted speeds of up to 28 mph, riders must be at least 16 years of age.

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

Cell phones may be brought to school for emergencies; however, they must be turned off and put away in a zippered pocket at all times when school is in session. It should not be easily accessible or visible, in a backpack or on a student. Students are prohibited from taking photos, audio or video recordings on campus at any time. Any cell phone that becomes a classroom distraction will be confiscated, delivered to the front office, and the WRMS Device Policy will be followed. Use of cell phones and unapproved tech will result in disciplinary consequences.

Cell phone & technology policies may be updated throughout the year.

VISITORS- WRMS is a closed campus. All visitors must check in at the main office before proceeding to any part of the campus. Students or friends from other schools are not allowed to visit Windemere Ranch while school is in session between the hours of 7am-4pm or attend any school activities. If non-students remain on campus after being directed to leave by any school staff, SRPD will be contacted.

STUDENT RECOGNITION PROGRAMS

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

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

TEACHERS' CHOICE AWARDS- Windemere Ranch will host a Teachers' Choice Award ceremony at the end of the school year for students. At this ceremony, teachers

will award students for a variety of reasons. This is a private event between teachers and students.

PRESIDENTIAL AWARD RECOGNITION- This program is sponsored by the U.S. Department of Education in partnership with the National Association of Secondary School Principals to recognize the academic achievements of 8th grade students meeting the rigorous criteria for academic excellence. These students receive a special certificate signed by the President of the United States.

STUDENT ACTIVITIES

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

FALCON TIME- Falcon Time takes place from 2:25 PM - 3:00 PM on Tuesdays and Wednesdays. This is a time for students to attend clubs, get additional support from their teachers and other staff members, and also attend enrichment activities, such as after school sports. It is strongly encouraged that all students take advantage of this weekly opportunity.

After school sports teams *may* include:

<i>Dodgeball</i>	<i>Flag Football</i>	<i>Volleyball</i>
<i>Track</i>	<i>Cross Country</i>	
<i>Cricket</i>	<i>Badminton</i>	

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

Student/Faculty game	Heritage Night	Creative Writing Club
Socials	Spelling Bee	GSA
Geography Bee	Speech Contest	Science Fair
Math Clubs	Strategy Games Club	Newspaper

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

SOCIALS - Socials are held after school in the MPR or gym, depending on the activity. Events may include a movie night or dance.

FALCON FAMILY PICNIC LUNCH- This is an annual event that may be held during lunch throughout the school year. Parents are encouraged to attend during their student’s lunchtime. Check the school website for information.

EXTRA-CURRICULAR PARTICIPATION CODE- The San Ramon Valley Unified School District (SRVUSD) puts a high priority on scholastic achievement, positive personal attitudes, and behavior of our students. We consider it a **privilege**, not a **right**, to participate in our extracurricular programs. Therefore, the following set of standards

will be enforced for all students representing the SRVUSD on any athletic team or extracurricular activity.

- A. Eligibility-** The current eligibility policy of the SRVUSD determines a student's eligibility in an extracurricular program or on an athletic team in the SRVUSD schools. A grade point average of **2.0** in all classes taken during the previous quarter.
- B. Students going from middle school to high school must meet these requirements in order to play any sport as a freshman.**
- C. Attendance-** The SRVUSD places high priority on class attendance. If a student has an unexcused absence from a class or a combination of classes on the day of an activity, that student may be subject to a coach's/advisor's disciplinary action. Any student suspended on a given day is ineligible to participate in any extracurricular activity for the length of the suspension.

STUDENT SERVICES

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

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

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

EMERGENCY- Infinite Campus (IC) annual update **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 IC as soon as possible if a move occurs during the school year. Please contact the school's registrar if you have any questions.

ILLNESS AT SCHOOL- A student is not to be sent to school with a fever. Monitor your student for illness. A low-grade fever, complaints of sore throat or cough may be "viral" in nature but are **still contagious**. Sending your student to school when ill increases the risk for infecting other students and staff. The presence of other symptoms, to a significant degree, warrants keeping your student home an additional day. These include: cough, nasal congestion, stomachache, vomiting and diarrhea. If a student is vomiting at school, they will be sent home for the remainder of the day. A student with a temperature (above 100 orally) will be sent home from school. If your student has been out ill with a fever, please, make sure your student is ***fever free for 24 hours (without the use of medication)*** before returning to school.

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

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

IMMUNIZATION - 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. 7th grade students (or new 8th graders to the district) must get a TDAP booster to start school.

ATTENDANCE

REPORTING AND CLEARING AN ABSENCE- Being in class, on time and ready to learn, is one of the most important keys to success in school. In the event that a student is absent, a parent should report absences through the parent Infinite Campus Parent Portal or by using the Campus Parent mobile app. This digital option is the fastest, easiest way to report student absences. Parents can submit an absence in a few clicks, at any time of day or night, right from their phone or computer.

How to Report an Absence in Infinite Campus

- Log in to your Infinite Campus Parent Portal account.
- Navigate to the main menu and select "More," then click on "Absence Requests."
- Choose the student you are reporting an absence for.
- Select the type of absence: whether it is for the full day, a late arrival, or an early departure.
- Enter the date(s) and, if necessary, the specific times for the absence.

- In the "Comments" section, please provide a brief reason for the absence (e.g., illness, doctor's appointment).
- Click "Submit." You will see a confirmation that your request has been sent to the school.

Other Absence Reporting Methods

While the Infinite Campus Parent Portal or Campus Parent mobile app is the preferred method, you may still report an absence by emailing wrattend@srvusd.net or by calling the attendance line at (925) 479-7470. The call must be made each day the student is absent.

Students cannot submit or call in their own absences. Our attendance system sends out automated calls at 10:30 a.m. to notify parents that their student was marked absent. If an absence is not cleared through the attendance office by 9:30 a.m., the automated call will go out. If an absence is not called in, a note explaining the absence is to be brought to the attendance office **before** school begins upon the student's return. The following information should be included in either the phone message or note:

Student name (please spell)/ID Number	Reason for absence
Date of absence	Name and Relationship to the student

In accordance with District Attendance Guidelines, absences not cleared within 48 hours will be changed to an unexcused absence - CUT.

Chronic Absence/ Policy - *Chronic absentee* means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901) When a student is identified as a chronic absentee, the Superintendent, attendance supervisor, or designee shall communicate with the student and the student's parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

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

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

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

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

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

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

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

MAKE-UP WORK- Arrangements for make-up work, after absences, are the responsibility of the student. Students should check Google Classroom while they are absent to get and keep up with assignments missed. Upon return, students should check with teachers to make sure there were not any additional assignments missed.

INDEPENDENT STUDY CONTRACTS (ISC)- Our independent studies are now requested online. A parent/caregiver must request an independent study in advance of the student's absence:

- 1-9 day independent study contract: must request at least three to five school days in advance.
- 10-15 day independent study contract: must be requested five to ten or more school days in advance.

To start the process, the parent/caregiver needs to submit an Independent Study Request form online at the Windemere Ranch website.

Once the request form is submitted to the office, the attendance secretary will generate the contract through Informed K-12. All signatures will be gathered electronically. The teacher for each subject will then be notified and begin preparing Independent Study assignments onto their google folders. It is necessary for students to have access to the internet during their trip in order to have access to complete their Independent Study assignments.

Once all assignment sheets have been gathered from the teachers, the student will receive access to their google folders via student email the day before he/she leaves. Once the student returns from their trip, the student needs to return the completed independent study google folders before school starts on the due date that the student returns to school from Independent Study. The teachers have one week to grade the samples of work and the contract will be updated in Infinite Campus based on the student's progress. 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. If all the required work is not submitted or if the work is turned in late then the contract will be null and void and all school days missed will be unexcused.

Taking Independent Study can never completely replace the learning that occurs in the classroom, we strongly encourage students and families to limit independent study requests to one per school year. However, if your family's circumstances necessitate more than one independent study contract within the same school year, you are welcome to request more than one.

Please visit bit.ly/SRVUSDindependentstudy for more information and to access the necessary Independent Study Request Forms.

CURRICULUM AND INSTRUCTION

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

Sixth grade students take the following courses:

- Three periods of Core
- One period of Math
- One period of Science
- One period of Physical Education
- One period of Exploratory Wheel (6-7 week long exploratory courses rotated during the year) or a music class

Seventh and Eighth grade students take the following courses:

- Two periods of Core (Language Arts and History)
- One period of Math
- One period of Science

One period of Physical Education
Two periods of Electives

WRMS ADVISORY PERIOD POLICY (Advisory Period/Tutorials):

In accordance with our mission statement, Advisory Period is time set aside every week for students to work towards meeting and/or exceeding state standards through homework assignments, silent reading, skill-based intervention and character education. AP also includes leadership lessons, a newspaper, and a Friday video. Grades will be assigned to students in advisory, but they will not affect a student's GPA.

Students will be expected to:

- Have the student handbook, core novel or free reading book and homework on desk at beginning of period.
- Assignments are to be written in their planner throughout the day, students should not rely on Google Classroom or Infinite Campus during Advisory/Tutorial time to determine homework assignments.
- Work or read quietly alone or in small groups as permitted by the teacher.
- Participate fully in Leadership Lessons and School-Wide Conversations.

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

HOMEWORK POLICY- GOALS FOR HOMEWORK AT THE MIDDLE

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

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

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

To view the Board Policy and Administrative Regulation in their entirety, please go to the following link: bit.ly/srvusd-homework-policy.

A reasonable expectation is that homework will average about 20 minutes for each period in a seven period day except for PE, for a total of approximately two hours of homework

each night. Although not every class will assign daily homework, the overall amount of daily homework should remain fairly constant.

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

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

DISCIPLINE CODE AND BEHAVIOR GUIDELINES

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

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

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

SRVUSD Conduct Policies

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

Conduct (AR 5131)

1. Students are expected to act respectfully towards all other students and toward adults. They are not permitted to demean, tease, ridicule, or intimidate others by word, action, or sexual harassment.

2. Dress and grooming standards shall be established at each school.
 - a) Students shall be prohibited from wearing buttons, badges, armbands, or other insignia which are obscene, libelous, or slanderous according to current legal definitions; or that express or advocate prejudice towards another based on gender, race, color, religion, age, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics or any other unlawful consideration.
 - b) Students shall be restricted from wearing clothing or other adornment that promote alcoholic beverages, illegal substances, or which detract from the learning environment.
 - c) Appropriate footwear is required of all students.
 - d) Students shall be restricted from wearing clothing and/or accessories that imply gang affiliation.
3. School regulations shall prohibit activity which is illegal or which creates a clear and present danger regarding the commission of unlawful acts on school premises.

Attendance

Each student shall be accountable for his/her attendance for every day that school is in session. Legal and illegal absences (BP5113) shall be recorded by the school. All illegal absences shall be reported to parents.

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

Effort

1. Students shall comply with class requirements for the completion of assignments and for reporting to class with required materials.
2. Each school will establish procedures for addressing student tardiness.
3. Student participation in classroom activities may be included in the teacher's grading criteria.

Students are expected to respect the rights of others, including personal and property rights, to permit all students to benefit from the educational program.

POSITIVE SCHOOL CLIMATE

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

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

Staff shall consistently enforce Board policies and regulations which establish rules for appropriate student conduct, including prohibitions against bullying, cyberbullying,

harassment of students and staff, hazing, other violence or threats of violence against students and staff, and drug, alcohol, and tobacco use.

NONDISCRIMINATION/HARASSMENT/ANTI-BULLYING (BP 5145.3)

District programs and activities shall be free from discrimination, including harassment, intimidation or bullying with respect to a sex, gender, gender identity or gender expression, ethnic group identification, race, ancestry, national origin, religion, color, physical or mental disability, marital or parental status, age or sexual orientation; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics.

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

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

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

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

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

Assistant Superintendent of Human Resources
San Ramon Valley Unified School District

699 Old Orchard Drive
Danville, CA 94526
(925) 552-2923

Any student who feels that he/she is being subjected to discrimination, harassment, intimidation, bullying should immediately contact the Coordinator for Nondiscrimination, the principal or any other staff member. Any student who observes an incident of harassment should report the incident to the Coordinator, principal or other school employee, whether the victim files a complaint.

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

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

Policy on Sexual Harassment (BP 5145.7)

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

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

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

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

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

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

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

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

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

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

Complaint Procedure:

Step 1- Informal Resolution: It is desirable that problems and complaints of alleged sexual harassment be resolved promptly and equitably. If possible, such problems and complaints should be resolved in an informal manner. Students and employees are encouraged, but not required, to inform the offender directly that his/her conduct is unwelcome or offensive and must stop.

Step 2- Verbal or Written Complaint: Students should follow complaint procedures designated in Administrative Regulation 5145.7, *Sexual Harassment, Students*. A student should initiate a complaint to a teacher or administrator verbally or in written form. The complaint should include information regarding the name(s) of the person(s) who engaged in offensive conduct, the description of the offensive conduct (i.e. when and

where the conduct occurred, the number of times it occurred, and informal attempts at resolution), and the names of any witnesses. Administrative Regulation 5145.7 may be obtained from the school principal or the Superintendent.

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

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

INAPPROPRIATE USE OF TECHNOLOGY- Students will not be allowed to use any technology, including cell phones, electronic watches, and earbuds, for non-instructional purposes during the school day. Consequences, including the possibility of having a student check in their technology each morning, will be given to students who do not follow this policy. 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 webcams. As new technologies emerge, they too may be included with the above forms of electronic communication. Examples of this behavior include, but are not limited to:

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a school campus.
- If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students or school staff to be secure, school administration may impose consequences. The Administration may also report Cyberbullying or Harassment to the police.

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 will 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

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

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

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

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

STUDENT RESPONSIBLE USE AGREEMENT (RUA) FOR TECHNOLOGY IN

SRVUSD- These agreements guide student digital behaviors when using technology during instruction in classrooms and beyond. The updates include language for emerging technologies, such as Artificial Intelligence. RUAs are signed by families during school registration, and they should be reviewed with students throughout the year. Hence, they are aware of the agreements that help develop responsible digital citizenship skills.

AI USAGE-

Prior Teacher Approval: All usage of AI programs in this class requires prior approval from the teacher. Before incorporating any AI tool into an assignment or activity, the student must discuss their intent with the teacher.

Verbal Review: Any assignment created with (or without) the use of AI programs is **subject to** a verbal review with the teacher. Students should be prepared to explain and discuss the content of their work, without the contributions or assistance of AI.

Legal Reference: EDUCATION CODE

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

ACCEPTABLE USE OF ELECTRONIC COMMUNICATION

As the use of digital technology becomes more prevalent throughout our schools, the **San Ramon Valley Unified School District** is committed to helping students learn the responsible use of such technology in a safe and appropriate manner. This document serves as a reminder to parents and students that cell phones, cameras, video cameras, websites and other means of transmitting electronic data can be disruptive and/or harmful, with respect to themselves, other students and staff, as well as the overall school environment. The following information has been developed with the safety of all students and staff in mind.

Cyberbullying -Cyberbullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include, but are not limited to:

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

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the student's and staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

ACTION STEPS TO RESPOND TO BULLYING OR HARASSMENT

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

- Inform a school official immediately.
- Save the evidence. Print or take a screenshot of it, if possible.
- Clearly tell the student 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 police.

Windemere Ranch Middle School Anti-Bullying Policy

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

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

Bullying has three characteristics: 1. The behavior is aggressive and negative. 2. The behavior is carried out repeatedly, and 3. The behavior occurs in a relationship where there is an imbalance of power between the parties involved. Bullying looks like, but is not limited to:

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

money.

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

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

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

EMAIL ETIQUETTE

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

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

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

SCHOOL WIDE DISCIPLINARY GUIDELINES AND PROCEDURES- When a student is involved in some form of misbehavior, a review of the incident will occur. The student's previous behavior record is extremely important for school staff to consider in

dispensing discipline as a consequence for an incident of misbehavior. In general, the following levels of consequences for misbehavior are progressive in nature and ultimately lead to expulsion from the San Ramon Valley Unified School District.

WRMS PROGRESSIVE DISCIPLINE GUIDELINES

Level 1: Teacher/Staff

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

- Tardy (up to 4)
- Dress code violation
- Unprepared
- Minor disruption/Inappropriate behavior
- Refusal to participate/work
- Failure to follow class rules
- Food/Drink/Gum
- Use of prohibited device (e.g., phone, PSP)

Level 2: Campus Clean-Up

Assigned for repeated inappropriate behaviors outlined in Level 1.

- Tardies (5th cumulative of quarter)

Level 3: Lunch Detention (Each Friday)

Assigned for repeated inappropriate behaviors outlined in Level 1.

- Tardies (8th cumulative of quarter)
- Misuse of computer
- Giving answers to another student
- Admin referral for repeated level 1 behaviors

Level 4: After-School Detention (Each Friday)

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

- Tardies (11th cumulative of quarter)
- Minor vandalism
- Profanity
- Inappropriate display of affection
- Insubordination
- Unsafe behavior or repeated misbehavior
- Sale of any item (includes, but not limited to food/drink of any kind, toys, fidgets, 3D printed items, etc.)
- Cheating/Plagiarism (1st offense)
- 5th Lunch Detention of quarter
- Cutting Class
- Parent contact (Referral notice, phone contact/email from administration)

Level 5: Saturday School

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

- Unauthorized absence
- Cheating/Plagiarism (multiple offenses)

- Tardies (14th cumulative of quarter)
- Other behaviors deemed inappropriate by staff/administration
- Profanity/verbal abuse directed toward student or staff
- “Pantsing”
- Repeated inappropriate behavior at Level 1, 2, or 3
- Parent contact (Referral notice, phone contact from administration)

Level 6: Suspension from School

Assigned by administration for the following types of behavior:

- Profanity/Insubordination directed to an adult
- Fighting or other type of assault
- Theft or Major Vandalism
- Harassment/intimidation/ bullying
- Use of hate language or engaging in hateful behavior targeted at a group or people or a specific person
- Engaging in a hateful action or threatening violence against a specific person or group of people.
- Violation of school/district codes
- Repeated violations of Level 5 behaviors
- Inciting an act of violence/criminal activity
- Bringing to campus or being in possession of a dangerous item as identified in our District Board Policy

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

- Parent contact by administration and escalation of disciplinary consequences

Level 7: Expulsion – District policy for specific behaviors, and/or previous means of correction have failed to bring about proper conduct or student's presence causes continuing danger to other students.

There are some offenses, which are severe and a consequence is assigned immediately, past record notwithstanding. Generally speaking, when a student repeats a given misbehavior or combination of such, the penalty increases and becomes more serious. **It should be noted that any offense or combination of offenses may lead to expulsion if other means of correction fail to bring about proper conduct, or when a student's presence causes continuing danger to other students.**

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

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

1. The use, sale or possession of any DRUGS or illegal substances by students on or about the school grounds, is in violation of State Law and is cause for suspension or expulsion from school. The San Ramon Police will be notified, and students will be cited.
2. Use, being under the influence or possession of alcoholic beverages of any kind is also in violation of State Law and is cause for suspension or expulsion. The San Ramon Police will be notified, and students will be cited.
3. SMOKING or having tobacco, in any form, on or about school premises is cause for suspension. Vape pens and e-cigarettes are not permitted.
4. Matches, lighters, or any kind of noise making devices (including poppers, firecrackers, or any type of explosive) are illegal and possession is grounds for suspension.
5. Possession of any object having potential to inflict injury or damage upon another person or their property is not permitted. The objects will be confiscated.
6. Buying, selling, or trading of any item is prohibited, including Girl Scout cookies.
7. Spitting is not permitted. Gum is not allowed on the campus.
8. Valuable items of ANY KIND should not be brought to school.
9. Do not bring any type of toy to school.
10. Body sprays and other kinds of spray are not allowed
11. Bikes, scooters, and skateboards are not allowed on campus during school hours except in designated areas.
12. Use of personal cameras of any kind is prohibited on campus unless previous arrangement has been made with administration and/or teacher.
13. No student shall possess a laser pointer unless possession is for a valid instructional or other school related purpose.

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

EXPECTATIONS FOR APPROPRIATE BEHAVIOR AT WINDEMERE RANCH -

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

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

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

- Providing one's own work to be copied or viewed by another student.
- Exhibiting inappropriate behaviors during a test, such as talking, copying answers, looking at another student's test paper, etc.
- Communicating exam information or answers during or following an exam.

- Working with others on projects that are meant to be done individually.
- Forging someone else's signature.
- Using a cell phone, email, or other electronic devices to share testing information or look up answers.
- Obtaining information in any manner not directed by the teacher.

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

WRMS Plagiarism Pledge

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

DRESS CODE - We expect that all students will dress in a way that is appropriate for the school day or any school sponsored event. We understand that the primary responsibility for student attire resides with the parent/guardian and student. On campus, we are responsible for seeing that student attire does not interfere with the health and safety of any student, that it does not contribute to a hostile or intimidating atmosphere for any student, and that the dress code does not reinforce or increase the marginalization of any group based on racial identity, sex, gender expression, sexual orientation, ethnicity, cultural or religious identity, household income, or body size/type. Any restrictions to the student dress code must be necessary to support the overall educational goals of our school.

1. **Certain body parts must be covered for all students at all times.** Clothes must be worn in a way such that all private areas of the body are fully covered with opaque fabric. All items in the Must Wear and May Wear categories below **MUST** meet this basic principle.

2. **Students MUST WEAR** any variation of a shirt (with fabric in the front, back, on the sides under the arms, and over the shoulders which covers most of the belly button) and pants/jeans/shorts/skirt and shoes.
3. **Students MAY WEAR** hats and head coverings that allow the face to be visible to staff, religious headwear, hoodie sweatshirts (face and ears must be visible to staff), tank tops (including spaghetti straps).
4. **Students CANNOT WEAR** violent language or images, images or language depicting drugs, alcohol, or any illegal item or activity, hate speech, profanity, pornography, images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups, tube tops or halter tops, swimsuits, accessories that could be considered dangerous or could be used as a weapon, any item that obscures the face (except as a religious observance or according to health and safety guidelines).

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.

- Students in violation of section 1 and/or 4 will be provided 3 options to be dressed more to code during the school day:
 - They will be asked to put on their own alternate clothing, if already available at school.
 - They will be provided with temporary school clothing to be dressed more to code for the remainder of the day, which must be returned the following day.
 - If no temporary school clothing is available, the parent/guardian may be called to bring alternative clothing for the student to wear for the remainder of the day.
- Repeated dress code violations may result in progressive discipline by school administration.
- NO student should be affected by dress code enforcement because of racial identity, sex, gender expression, sexual orientation, ethnicity, cultural or religious identity, household income, or body size/type.

These dress code guidelines shall apply to regular school days as well as any school related events and activities, such as promotion ceremonies, socials, field trips.

PUBLIC DISPLAY OF AFFECTION and PHYSICAL CONTACT – Absolutely no touching of any kind, including hand holding, kissing, pushing, shoving, roughhousing, giving piggyback rides, or anything of the kind is acceptable. This kind of behavior will result in disciplinary consequences.

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

or any other space on campus. Combination locks are provided to all students for the sole purpose of keeping their valuables secure.

BELL SCHEDULES -Windemere Ranch Middle School is on a modified block schedule where students will attend all periods on Monday, Thursday, and Friday; periods 1, 3, 5, 7 on Tuesday; and periods 2, 4, 6 on Wednesday.

Tutorials are on Mondays and Thursdays, and Advisory on Fridays.

Windemere Middle School

Bell Schedule 2026-2027

Monday, Thursday, Friday

Also: 1/5, 1/6, 2/17, 3/16, 6/1, 6/2
42 minute periods

Period 1		8:15 - 8:57	
Period 2		9:01 - 9:45	
Break		9:45 - 9:51	
Period 3		9:55 - 10:37	
Period 4		10:41 - 11:23	
6 th Grade		7/8 th Grade	
Lunch	11:23 - 11:53	Period 5	11:27 - 12:09
Period 5	11:57 - 12:39	Lunch	12:09 - 12:39
Period 6		12:43 - 1:25	
Period 7		1:29 - 2:11	
Tutorial/Advisory		2:15 - 2:45	

Minimum Day

8/13, 8/14, 10/5 - 10/9, 11/10**, 3/17 - 19, 4/1**, 6/3
25 minute periods

Period 1	8:15 - 8:40
Period 2	8:44 - 9:09
Period 3	9:13 - 9:38
Period 4	9:42 - 10:07
Break	10:07 - 10:18
Period 5	10:22 - 10:47
Period 6	10:51 - 11:16
Period 7	11:20 - 11:45

** Wellness Days on 11/10 & 4/1 are also
Minimum Days - schedule on following page.

Tuesday Block

88 minute periods

Period 1		8:15 - 9:33	
Break		9:33 - 9:41	
Period 3		9:45 - 11:03	
6 th Grade		7/8 th Grade	
Lunch	11:03 - 11:33	Period 5	11:07 - 12:25
Period 5	11:37 - 12:55	Lunch	12:25 - 12:55
Break		12:55 - 1:03	
Period 7		1:07 - 2:25	

Wednesday Block

88 minute periods

Period 2		9:45 - 11:03	
6 th Grade		7/8 th Grade	
Lunch	11:03 - 11:33	Period 4	11:07 - 12:25
Period 4	11:37 - 12:55	Lunch	12:25 - 12:55
Break		12:55 - 1:03	
Period 6		1:07 - 2:25	