

# Valley View Middle School

181 Viking Drive, Pleasant Hill, CA 94523

(925) 686-6136 <http://valleyview.mdusd.org>

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Email \_\_\_\_\_  
Password \_\_\_\_\_

Digits Login \_\_\_\_\_  
Password \_\_\_\_\_

AR Login \_\_\_\_\_  
Password \_\_\_\_\_

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

**Principal** Aurelia Buscemi  
**Office Mgr.** Linda Sweeney

**Vice Principal**  
**Attendance**  
**Secretary/Registrar**  
**Cafeteria Manager**  
**Custodians**

Rachel Decker  
Tessa Cravo

**Secretary** Victoria Cobos  
**Campus** Carl Jensen, Shari Moore &  
**Supervisors** Michael Munoz

Pam Bostwick  
Frelie Delacruz, Romeo Espineda &  
Thanh Nguyen

## 2024-2025 Bell Schedule

BLACK SCHEDULE	TIME	GOLD SCHEDULE
Period 1	8:00-8:45 a.m.	Period 7
Period 2	8:49-9:34 a.m.	Period 6
Period 3	9-38-10:23 a.m.	Period 5
Brunch	10:23-10:29 a.m.	Brunch
Period 4	10:33-11:18 a.m.	Period 4
Period 5	11:22 a.m.-12:07 p.m.	Period 3
Lunch	12:07-12:37 p.m.	Lunch
Period 6	12:41-1:26 p.m.	Period 2
Period 7	1:30-2:15 p.m.	Period 1

## School Calendar *(dates subject to change)*

**August 8** First Day of School 8:00am-2:15pm  
**September 2** Labor Day Holiday/No School  
**October 4** End of Q1/Minimum Day 12:30 Dismissal  
**October 7-11** Fall Recess  
**Nov 1** Staff In-Service Day/No School  
**November 11** Veterans Day Holiday/No School  
**November 25-27** School Recess/No School  
**November 29** Board Holiday/No School  
**December 20** End of Q2/Minimum Day 12:30 Dismissal  
**December 23 - January 3** Winter Break/No School

**January 6** School Resumes  
**January 20** Martin Luther King Jr. Holiday/No School  
**February 17** President's Day Holiday/No School  
**March 10** Staff In-Service Day/No School  
**March 14** End of Q3/Minimum Day 12:30 Dismissal  
**March 31** Cesar Chavez Holiday/No School  
**April 7-14** Spring Break/No school  
**April 11** Board Holiday/No School  
**May 26** Memorial Day Holiday/No School  
**June 3** End of Q4/Minimum Day 12:30 Dismissal

**All Progress Reports are sent home with students mid-quarter.  
Quarter 1 & 3 report cards are sent home with students. Quarter 2 & 4 report cards are mailed home.**

**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 are considerate and respect others. We choose to ask others to join our activities, games and discussions. Each person on this campus is responsible for their behavior and the effects of their behavior on others.

# Schoolwide

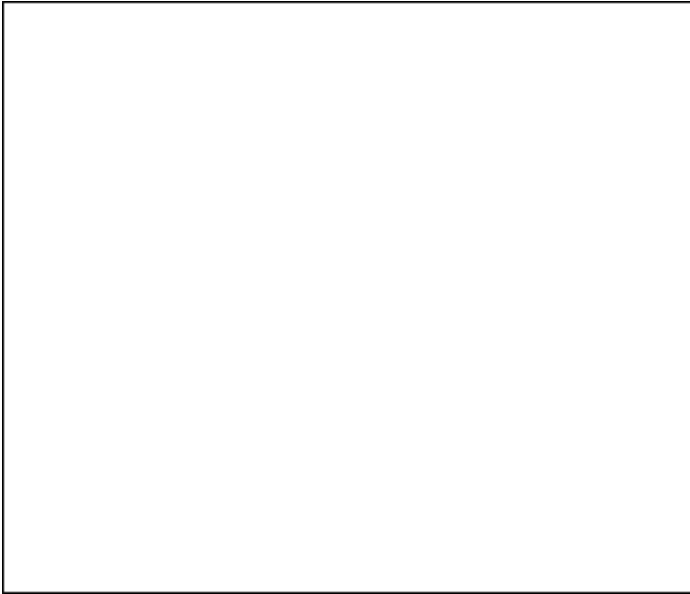
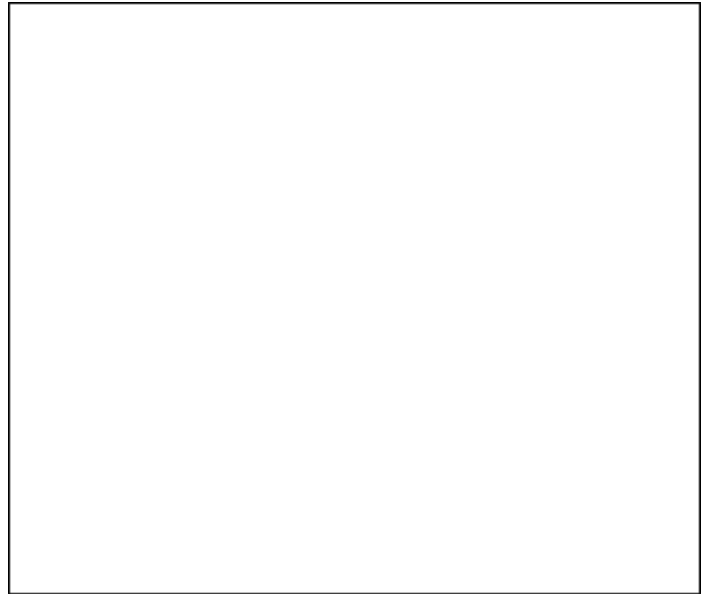
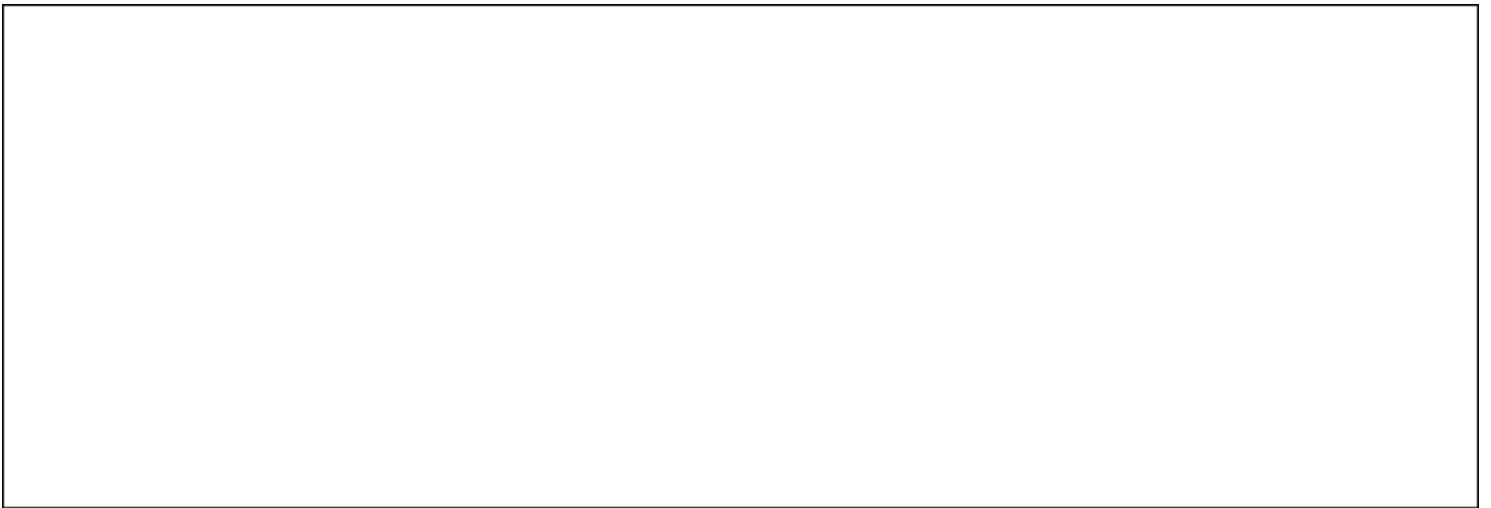
**VVMS is a gum-free school • Keep hands and feet to yourself**

**Use good manners, kind words, and responsible actions • Clean up after yourself**

<p style="text-align: center;"><b><u>Classroom</u></b></p> <ul style="list-style-type: none"> <li>● Follow directions and safety procedures</li> <li>● Keep walkways and aisles clear</li> <li>● Respect personal space</li> <li>● Keep backpacks and purses under desks</li> <li>● Bring all school supplies every day</li> <li>● Actively listen to designated speaker</li> <li>● Raise your hand to leave your seat</li> </ul>	<p style="text-align: center;"><b><u>P.E. Locker Room</u></b></p> <ul style="list-style-type: none"> <li>● Shoes should be laced and secured to feet</li> <li>● Immediately report all injuries</li> <li>● Bring P.E. clothes daily</li> <li>● Always lock valuables in locker</li> <li>● Bring paperwork to roll call number</li> <li>● Take pass when leaving assigned area</li> </ul>	<p style="text-align: center;"><b><u>Bicycles/Walkway</u></b></p> <ul style="list-style-type: none"> <li>● Walk bikes safely on and off campus</li> <li>● Wear helmets</li> <li>● Secure bicycles with a lock</li> <li>● Follow safety rules</li> <li>● Pick up litter</li> </ul>
<p style="text-align: center;"><b><u>Bathrooms</u></b></p> <ul style="list-style-type: none"> <li>● Wash hands</li> <li>● Keep water in the sink</li> <li>● Put towels in the garbage</li> <li>● Inform adults of vandalism/unsafe conditions</li> <li>● Inform adults of inappropriate behavior</li> <li>● Give people privacy</li> </ul>	<p style="text-align: center;"><b><u>Hallways</u></b></p> <ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Walk on pavement</li> <li>● Use drinking fountains appropriately</li> <li>● Arrive to class on time</li> <li>● Treat school property with respect</li> </ul>	<p style="text-align: center;"><b><u>Office</u></b></p> <ul style="list-style-type: none"> <li>● Keep walkways and lobby clear</li> <li>● Present your pass at the counter</li> <li>● Use quiet voices</li> <li>● Patiently wait for help</li> </ul>
<p style="text-align: center;"><b><u>Library</u></b></p> <ul style="list-style-type: none"> <li>● Keep backpacks out of traffic areas</li> <li>● Follow directions</li> <li>● Respect personal space</li> <li>● Sign in</li> <li>● Use quiet voices</li> </ul>	<p style="text-align: center;"><b><u>Assemblies</u></b></p> <ul style="list-style-type: none"> <li>● Enter and sit quietly, with feet on the floor</li> <li>● Wait for dismissal instructions</li> <li>● Focus on presentation</li> <li>● Enter and exit chairs from side aisles</li> <li>● Listen and applaud appropriately</li> <li>● Take off hats and hoods before entering</li> </ul>	<p style="text-align: center;"><b><u>Jaguar Den</u></b></p> <ul style="list-style-type: none"> <li>● Keep chairs flat on the floor</li> <li>● Bring pass when entering</li> <li>● Follow Chromebook procedures and expectations</li> <li>● Bring all needed materials</li> <li>● Work quietly (whispering in groups)</li> <li>● Be mindful of surrounding classrooms</li> </ul>
<p style="text-align: center;"><b><u>Blacktop</u></b></p> <ul style="list-style-type: none"> <li>● Play for fun and with respect for others</li> <li>● Follow directions of staff and campus supervisors</li> <li>● Report injuries and/or conflicts</li> <li>● Keep food/drink off the blacktop</li> <li>● Stay in acceptable play areas</li> <li>● Play fairly and within the rules of each game</li> <li>● Treat other students' belongings with care</li> </ul>	<p style="text-align: center;"><b><u>Bus Riders</u></b></p> <ul style="list-style-type: none"> <li>● Do not block front doors</li> <li>● Stay behind yellow line</li> <li>● Follow driver's instructions</li> <li>● Wait in line patiently</li> <li>● Pick up your litter</li> <li>● Keep hands and feet to yourself</li> <li>● Use quiet voice while inside</li> <li>● Stay seated and facing forward</li> </ul>	<p style="text-align: center;"><b><u>Cafeteria</u></b></p> <ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Store backpacks out of traffic area</li> <li>● Bring money and only take items you have purchased</li> <li>● Wait patiently in line</li> <li>● Take off hats and hoods</li> <li>● Clean up after yourself and/or others</li> <li>● Speak respectfully to staff</li> </ul>

**VVMS School Vision:** VVMS creates an inclusive and equitable environment, which provides a space for all students and staff to be the best they can be. We foster a culturally responsive climate and encourage one another through positive connections and courageous engagement with self and community. We strive to support students to embrace challenges, build resilience, and overcome obstacles through perseverance, so they are prepared to engage with our rigorous and comprehensive curriculum.

**Student Reflection:**

An empty rectangular box with a thin black border, intended for student reflection.An empty rectangular box with a thin black border, intended for student reflection.A large empty rectangular box with a thin black border, intended for student reflection.

## **Parents and Guardians**

Parents and guardians are a very important part of our school community. We appreciate our parents and guardians, and encourage you to visit our campus, attend programs, and support our school to help us maintain 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.
- All visitors must check in at the office between 7:30am and 2:30pm. Visitor passes will be given to those who are authorized to be on campus.
- Parents and guardians should only approach their own student(s). If you have any reason or need to talk to another student, please speak with an administrator first.
- Phone use at school: Students' phones are to be off and in their backpacks during school hours. 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 supervisors at the district office.
- School to family communication is vital to the health and welfare of our school. We encourage you to contact staff at the school via phone or email. If you prefer to remain anonymous, you can use our Anonymous Tip Line at <https://www.sandyhookpromise.org/say-something-tips/>.
- If you need to deliver an item to your student, please bring it to the office, and the office will arrange delivery.

## Academics

### Homelink

We strongly encourage all students and parents/guardians to use Homelink on a regular basis. All students have access to their grades and attendance data via Homelink, an online portal. Parents/guardians can also set up their own Homelink account. Families must obtain their Homelink verification codes in person with valid ID in the office. Once families have activated their Homelink accounts, they can view grades and attendance data.

### Report Cards

Report cards are issued every nine weeks. The purpose of the report card is for teachers to inform students and parents of students' progress. Report cards are sent home with students Quarter 1 & 3 and Quarter 2 & 4 quarter report cards are mailed home.

### Progress Reports

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

### Honor Roll

Awards for the **4.0 Honor Roll** are given to students who have earned a **cumulative GPA** of 4.0. Awards for the **Honor Roll** are given to students who have earned a **cumulative GPA** of 3.5–3.99. For reference, cumulative refers to all semester grades for all semesters at Valley View.

## Attendance

**Voicemail Attendance Reporting: Call (925) 682-8000 x5090 or email [vvmsattend@mdusd.org](mailto:vvmsattend@mdusd.org)**

To report an all-day absence for your student, call or email the 24-hour Voicemail Attendance Line within three days of the student's absence. Any uncleared absence will be considered a truancy after three (3) days. For extensive absences or medical appointments, a parent and/or doctor's note is required to clear the absence.

### Closed Campus

Valley View is a closed campus. Students are not allowed to leave campus without parental and administrative authorization.

### Early Arrivals

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

### Arriving Late to School

- School starts promptly at 8:00 a.m. every day.
- 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.

### End of Day

All students should be off campus by 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 and outside the front gate. There is no supervision for students after 2:30 p.m.

### Non-Participation

The Non-Participation List includes students who have recent behavior infractions as determined by administrators. These infractions may include excessive tardies, disciplinary matters, or other school disruptions. Students on this list cannot participate in extracurricular activities including dances, reward activities, assemblies, field trips and Field Day. Eighth grade students may not be approved to participate in end-of-the-year activities.

### Permission to Leave During the School Day

Parents and guardians must come directly to the office to sign out student(s) and must bring their photo ID. *This is for the safety of our students.*

- All students need a Permit to Leave from the office **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 [vvmsattend@mdusd.org](mailto:vvmsattend@mdusd.org).

### Short Term Independent Study

Please email or call the Attendance Secretary at [vvmsattend@mdusd.org](mailto:vvmsattend@mdusd.org) to request an Independent Study. Please provide the following information at least 10 school days prior to the student's departure date:

1. Student's first/last names

2. Reason for being out of school
3. Last date in school
4. First date back to school

Once you've sent your email, please send your student to the office the next school day so that our staff can review the Independent Study contract with your student.

**Note:** *Minimum time out of school is 5 school days, maximum is 14 days in any academic year. Short Term Independent Study is for non-medical absences only.*

Students will be responsible for checking their teachers' online platforms for their work while they are out of school.

If a student is going to be gone for medical reasons for three or more weeks, Home and Hospital is the correct program for them. Please call the office or an administrator for Home and Hospital requests and information.

### **Tardy Policy**

Students with three or more tardies to a single class will receive a teacher consequence. Students with excessive tardies may receive an administrative consequence.

### **Truancy**

The following 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 are truant and will be expected to make up missed work and receive consequences. 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. If attendance does not improve, students may be referred to the district's SARB (Student Attendance Review Board).

### **Bulletin**

The Daily Bulletin is read to students at the start of the week in the morning. This practice is the primary

means of keeping students informed of school activities and information.

### **Buying/Selling**

Students may not buy or sell any personal goods, services, or food on campus, or exchange money to purchase items off campus.

### **Cell Phones/ Electronic Devices**

Cell phones, smart watches, tablets, headphones and other electronics are to be stored in a student's backpack turned off and put away during the school day from 8:00am to 2:15pm. Any device that is seen, heard, or in use during the school day, without a teacher's permission, may be confiscated and turned in to the office. If a teacher allows phone use in their class, it is only for that period.

The following consequences for confiscated devices will apply for any violations:

- 1<sup>st</sup> Violation-** Device turned into the office, support call noted in school record, parent notified, device returned to student at the end of the day.
- 2<sup>nd</sup> Violation-** Device turned into the office, support call noted in school record, parent notified, device returned to student at the end of the day.
- 3<sup>rd</sup> Violation-** Device turned into the office, parent pick-up required.

Further violations will require parent pickup of the device, and a conference with an administrator. Students who need to use a phone for a valid reason are always welcome to come to the office to use the school phone. If they must use their personal cell phone, they can come to the office at any time and access will be granted. Parents, please do not call or text your student within the school day; please call the office and we will relay messages to your student.

### **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, Internet, Chat GPT) 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.

Consequences of cheating may vary based on the seriousness of the violation, but can include any of the following: parent contact, loss of grade earned on assignment, detention, reflection activity and/or administrator conference.

*Students may have accommodations listed in their IEP or 504 plan that are included in the above (e.g. calculators, assistive technology etc.) and will be allowed to use them.*

### **Class Changes**

Schedule changes will ONLY be made the first week of school if students are missing a required course (e.g. Math, PE, Science) or students are placed in the wrong level class (e.g. Spanish 1A instead of Spanish 1B, Music, Advanced Math). Requests for schedule changes will be addressed starting the second week of school in the order they are received, and are not guaranteed. These changes will be made if space permits in the class. All schedule changes require an in-person conversation with the Vice Principal or School Counselor before any changes are made. All student schedule changes will be communicated with parents/guardians.

Requests for schedule changes due to teacher preference or to take classes with friends are not considered.

Administrators reserve the right to change students' class assignments to balance class sizes.

### **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 15 minutes after school. 24 hours' notice must be given to parents for detentions longer than 15 minutes after school. Parents must provide transportation for all students who receive detention.

### **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 rules derive from the goals of respect for self, property, and others. After a student is suspended, homework and class work will be provided to the student. Non-compliance with the rules laid out in this handbook will result in the following consequences and other means of correction including: support call, detention, community service, conflict resolution, administrative conference, reflection activities, referral to the district behavior support team, parent/student support team meetings, suspension or a recommendation for expulsion. The administrative team reserves the right to exercise discretion in assigning consequences.

**Police Reports:** The school staff works closely with local police departments. Cases involving serious legal infractions 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 collaborate with students, families, and staff to help students reach their potential and prepare for their futures. Counselors provide social/emotional support, academic advising, and college and career planning designed to foster student success. Please call the office to set up an appointment with a school counselor.

### **Dress Code**

Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that all private body parts and undergarments are fully covered with opaque fabric. Students are expected to practice good personal hygiene at all times.

The dress code applies to school days (including Summer School), as well as any school-related events and activities. Students who violate the dress code will be given a documented warning, will be asked to change into other clothing, or will be asked to call parents to bring them different clothing.

Students who have dress code violations a second or third time will receive additional consequences.

#### **Students Must Wear All of the Following Items:**

- A shirt with fabric in the front, back, on the sides and under the arms, with all undergarments covered. All shirts must have a strap.
- Pants/jeans, or the equivalent (skirt, sweatpants, leggings, dress, shorts).
- Shoes that are appropriate for outdoor spaces.

#### **Students May Wear:**

- Religious headwear.
- Hoodie sweatshirts (must have the face and ears visible to school staff, and while in a classroom setting, the hood may not be worn).
- Fitted pants, including opaque leggings, yoga pants and skinny jeans.
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Athletic attire.
- Hats, but only while outdoors.

#### **Students May Not Wear:**

- Violent language or images.
- Images (logos or pictures) or language, slogans, or suggestive statements depicting gangs, violence, sex, drugs, cigarettes, e-cigarettes, vape pens, or alcohol (or other illegal items or activity).
- Hate speech, profanity, vulgar and/or obscene language, or pornography.
- Images or language that create a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Swimsuits.
- Slippers, bathrobes or blankets.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance or for Covid safety).

California Education Code §35183.5 requires each school site to allow pupils to wear sun-protective clothing, including hats and sunscreen, while outdoors during the school day. §35183.5 also allows each school site to set a policy related to the type of sun-protective clothing that is permitted. Dress code policies adopted pursuant to this may still prohibit students from wearing specific clothing and hats, if the apparel is determined by the district or

school site to be gang related or otherwise inappropriate.

Student involvement in gangs or gang related activities is strictly prohibited. Student involvement in gangs may be considered gross disobedience or misconduct.

Gang affiliated items and related gestures which are viewed as evidence of membership or affiliation in any gang are prohibited.

## **Drills & Emergencies**

### **Fire or Fire Drill**

- Fire drill instructions and evacuation maps are posted in each classroom.
- In the event of a fire drill, immediately stop work and evacuate as instructed.
- Leave all items in the classroom and listen for instructions. **Walk quietly**, keeping hands to yourself.

### **Earthquake or Earthquake Drill**

- Take cover when directed to do so by a staff member.

### **Intruder Drill**

- Teachers will lock all doors and shut all windows, as well as turn off all lights. Teachers will instruct students to go to a part of the room where they are not visible. Teachers will send attendance electronically to the office. Students are to stay silent and wait for further instructions.

### **Intruder Emergency**

If in classroom: Staff will assess the threat and lead students to the evacuation area when all is clear. Parents will be communicated with as soon as it is safe to do so via ParentSquare message alerts. They will be notified as to where to pick up students, which may involve VVMS's off-campus alternate evacuation site, which is the Burger King parking lot on Contra Costa Blvd.

*NOTE: During fire, intruder and earthquake drills, you will contribute to the potential safety of your fellow students by remaining respectful and 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 a 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 & dress code expectations are enforced on all field trips.

## **First Aid**

Students who are injured or experiencing illness during the school day may visit the Nurse in the office. 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 Homelink emergency contact 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 a pass 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. Threats, name calling, put-downs and other forms of hurtful words are considered harassment and will be subject to discipline.

### **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:

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.

(Education Code 212.5)

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

### **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 Administrators.

Any student who feels that they are 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.

## **Health & Safety Checks**

If a concern is reported or Administration has reasonable suspicion of concern, students may be subject to backpack or belonging 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.

## **Homework**

VVMS strives to maintain an active partnership with our families. We encourage parents/guardians to take an active role in supporting VVMS academic, attendance and discipline policies. Students will have homework on a regular basis. Parents/guardians are encouraged to monitor and supervise students' homework assignments, which can be found on Homelink and/or teachers' Google Classrooms. Parents/guardians are also asked to read all school communication (newsletters, emails, ParentSquare communications, school website). All students have access to their grades via Homelink, and parents have the opportunity to establish their own Homelink accounts to view grades and attendance data for their student(s).

## **Internet Use/ Technology**

Each student must have a signed MDUSD Universal Form (for secondary schools) before receiving account information or being issued a device. 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, loss of privileges, and liability for the 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 report behavior that is not safe, respectful or responsible.

## **Library**

The Library is open only when the district IMA or parent volunteers are in the Library, or when teachers supervise students. Students need to show their ID card at the desk to check out books.

## **Lost and Found**

Items assumed lost should be turned into the office. Unclaimed clothing and items are available for inspection by students outside of class time. Unclaimed items are donated at the end of the first semester and at the end of the school year. Please label student clothing. VVMS is not liable for personal items brought to school.

## **Lunches**

Students may either bring lunch or obtain lunch from the Cafeteria. 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. Parents may drop off food for students in the office only. Students are not allowed to utilize food delivery services (i.e. Grubhub, Doordash, UberEats etc.) to obtain lunch.

*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 fill out and sign a district medication form, which includes directions for dispensing the medication and a doctor's signature.

Medication must be in properly labeled containers and will be kept in the nurse's 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 on the district website at [www.mdusd.org](http://www.mdusd.org). At no time may students carry medication on their person or in their backpacks, unless under the direction of their physician and per a note on file at the office.

## **Public Displays of Affection (PDA)**

Students are allowed to display friendship based public displays of affection, such as holding hands or giving hugs. Romantic public displays of affection are not allowed. Students who engage in repeated PDA will be sent to the office and their parents/guardians will be notified.

## **School/Class Distractions**

Balloons and other distracting celebratory items are not allowed at school. If students bring these items to school, they will be stored in the Principal's office for students or families to pick up after school.

## **Student Body ID Cards**

Student body ID cards are issued for all photographed students. ID cards must be presented for library checkout, activities, in the cafeteria and/or to purchase dance and other activity tickets. Students are recommended to have their ID cards at school.

## **Textbooks**

Textbooks are provided by the State or school district for use during the year. Textbooks assigned to students are to be taken and left at home for homework assignments. Lost or damaged textbooks must be paid for, and we recommend that students cover all textbooks assigned to them. 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 and may not be able to participate in Promotion or other end of year activities.

## **Transportation**

**Bicycles & Scooters:** Every student who brings a bicycle or scooter to school must have their own lock. Students must keep their bicycles or scooters chained to the bike rack. The school is not responsible for loss of or damage to scooters,

bicycles, or helmets on campus. Helmets must be worn by all bicycle and scooter riders according to California State law.

***Bikes must be walked from the access road to the bike racks. Bike or scooter riding on campus, trick riding, and unsafe riding in the parking lot are not permitted, and students who do so risk bike confiscation.***

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

Cars: Cars must move slowly, and are not to block bus lanes or drive through/park in the employee parking lot. Students must look both ways prior to entering traffic lanes.

Other methods of transportation: Skateboards, hoverboards, and rollerblades are not allowed on campus. These items will be confiscated and kept in the Principal's office for parent pick up only.

## **Unattended Items**

Students are responsible for keeping their backpacks, shoes, books and all items with them during passing periods and breaks. All backpacks are left in secured classrooms during the lunch period. When in P.E., students are required to lock their belongings in the locker assigned to them for the period. Students should not leave any items on the floor of the locker rooms.

## **Visitors on Campus/Parking Permits**

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

All Valley View students are expected to comply with guidelines established by the Mt. Diablo Unified School District, Valley View Middle School, and the laws of California.

**Mt. Diablo Unified School District Title IX Non-Discrimination Statement**

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, facilities and practices shall be free from discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identify, 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. For more information, or to file an official complaint, visit <https://www.mdusd.org/community/concerns-and-complaints/title-ix-and-gender-equity>.

***Contact Us / How to File a Complaint***

You may file a complaint regarding gender equity or sexual harassment, or discrimination, including harassment, intimidation and bullying because of actual or perceived disability, sex, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics, under the District's Uniform Complaint and/or Title IX procedures, by contacting the Superintendent's office:

Mt Diablo Unified School District  
(925) 682-8000  
1936 Carlotta Drive, Concord, CA 94519

Title IX complaints will proceed under the District's Administrative Regulation [AR 5145.71](#) Title IX Sexual Harassment Complaint Procedures. A complaint may also be filed with the school site principal or his/her designee or a teacher at the school site.