



**William Mendenhall**

**Middle School**

**2024-2025 Handbook**

**Vice Principal Garrett Fitch [gfitc@lvjUSD.org](mailto:gfitc@lvjUSD.org)**

**Principal Erik Taylor [etaylor@lvjUSD.org](mailto:etaylor@lvjUSD.org)**

**1701 El Padro Drive**

**Livermore, CA 94550**

**Telephone: (925) 606-4731**

**Mendenhall Website: [www.mendenhall.livermoreschools.org](http://www.mendenhall.livermoreschools.org)**

**Attendance Line: (925) 606-4731 Ext. 2**

**Property of: \_\_\_\_\_ Grade: \_\_\_\_\_**

**Address: \_\_\_\_\_**

**Phone: \_\_\_\_\_ Student ID #: \_\_\_\_\_**

**In case of emergency, please notify:**

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

**Phone: \_\_\_\_\_**

**Mustang Musts**

Be Safe

Be Responsible

Be Respectful

**William Mendenhall Middle School  
2024-2025  
Bell Schedule**

| Period                | M, T, TH, F   | Wednesday     |
|-----------------------|---------------|---------------|
| 0                     | 07:30 - 08:20 | 07:30 - 08:10 |
| 1                     | 08:25 - 09:15 | 08:25 - 09:05 |
| 2                     | 09:19 - 10:09 | 09:09 - 09:49 |
| <i>Break</i>          | 10:09 - 10:15 | 09:49 - 09:55 |
| 3                     | 10:19 - 11:14 | 09:59 - 10:44 |
| 4A                    | 11:18 - 12:08 | 10:48 - 11:28 |
| 4B                    | 11:53 - 12:43 | 11:23 - 12:03 |
| 5                     | 12:47 - 01:37 | 12:07 - 12:47 |
| 6                     | 01:41 - 02:31 | 12:51 - 01:31 |
| <b>Lunch Schedule</b> |               |               |
| 1st                   | 11:14 - 11:49 | 10:44 - 11:19 |
| 2nd                   | 12:08 - 12:43 | 11:28 - 12:03 |

| <b>Student Schedule</b> |         |         |        |
|-------------------------|---------|---------|--------|
| Period                  | Subject | Teacher | Room # |
| 0                       |         |         |        |
| 1                       |         |         |        |
| 2                       |         |         |        |
| 3                       |         |         |        |
| 4                       |         |         |        |
| 5                       |         |         |        |
| 6                       |         |         |        |

**WELCOME**

Dear Students and Parents/Guardians:

Welcome to William Mendenhall Middle School for the 2024-2025 school year! Mendenhall's colors are maroon and gold; our mascot is the Mustang. We have a long tradition of academic success and a strong extra-curricular program, and we take great pride in our students, staff, and parents. This student handbook contains important information that will assist you in having a successful school year. **This handbook is available on the school website and should be reviewed on a regular basis.** The William Mendenhall Middle School staff is here to guide you both personally and academically. We look forward to a productive year.

Erik Bear Taylor, Principal

Garrett Fitch, Vice Principal

### **Tip Line - Submit Your Concern or Compliment**

We are committed to providing a safe environment in which students can learn and thrive. We are using Tip Line as a way of ensuring that all concerns are addressed. Students, families, staff, and community members are encouraged to use Tip Line to report any safety concern to school and/or District administration. Tip Line can also be used to share positive comments.

Tips can be left anonymously or with contact information. Leaving contact information could allow for follow-up or further inquiry about the tip. Please know that any contact information will be treated with confidentiality. Personal information will only be shared with staff that is tasked with addressing the tip.

If you wish to submit your tip anonymously, we will follow up on it, but will not be able to communicate with you for clarification or to share resolution.

Please also feel free to contact your school principal or our Director of Student Services, Tracie Christmas, with any concern.

Tip Line is a real-time communication tool used to report both kudos and concerns around student safety and school safety. **While Tip Line provides notifications to district staff when a report is made, please CALL 9-1-1 if you are witnessing an immediate threat or incident that requires emergency action.**

Use Tip Line to report:

- Bullying, COVID-19 Safety Concern, Drugs, Fighting, Fraud, Personal Crisis, Safety Risk, Threat, Vandalism, Weapons and, Other

You can also use Tip Line to provide:

- Feedback and Kudos

### **William Mendenhall 1823-1911**

William Mendenhall, a descendent of Quakers, emigrated from England with William Penn. He crossed the plains on horseback in 1845, was a member of Fremont's battalion in 1846, and soon after engaged in farming near San Jose. William Mendenhall came to the Livermore Valley in the late 1850's. In 1869, in honor of the completion of the railroad through the valley, he laid out a new town. His plan included gifts of land for a depot, schools, churches, and other civic needs. He named the town in honor of his friend and neighbor Robert Livermore, the first settler of the area.

### **Where to Find**

Lost & Found: **In the MPR & outside the MPR near the garbage cans.**

LVJUSD Website: [www.livermoreschools.org](http://www.livermoreschools.org)

MMS Website: [www.mendenhall.livermoreschools.org](http://www.mendenhall.livermoreschools.org)

### **School Hours**

Please arrange transportation for your child to reflect the following:

- Students should not arrive at school earlier than 15 minutes before their start time. (There is no supervision for students who are not enrolled in zero-period classes.)
- Students are expected to leave school grounds within 15 minutes of the final bell at 2:31 pm, (1:31 pm W) unless they are inside a classroom or participating in an organized after-school program. **There is no supervision.** • As a reminder, **school rules apply to students on their way to and from school, even off-campus.**

### **Drop Off/Pick Up Zone**

Parents/guardians are asked to use the drop-off/pickup lane in front of the school by moving as far forward as possible in the lane so that traffic does not back up into the crosswalk. Students are not permitted to jaywalk across El Padro Drive for safety reasons. They are required to use the crosswalk located at El Padro and Lido. **Please do not use the parking lot to drop off or pick up students.** The parking lot is reserved for visitors, staff, and disabled students parking or for students with heavy musical instruments or other bulky items.

### **Bicycle/Skateboard/Scooter Parking and Safety**

The enclosed bicycle/skateboard/scooter parking area is an additional effort to help students protect their bicycle/skateboard. It does not guarantee safety, and the school can give no assurance or warranty that bicycles/skateboards will be protected from harm. School administration reserves the right to prohibit from the school any skateboards, scooters, or bicycles, should the use of these items be abused by students. Students who repeatedly violate the policy will have their mode of transportation

(skateboard, scooter, bicycle) confiscated and returned to a parent at the end of the school year.

**In the absolute interest of safety, the following rules must be followed:**

1. Skateboards, scooters and bicycles **must** be walked on campus **at all times**.
2. All bicycles/skateboards/scooters brought to school must be **parked and locked** in the designated area.

**Closed Campus**

William Mendenhall Middle School is a closed campus. Students may not leave the school grounds before dismissal time without checking out through the office. The only visitors allowed are parents and guardians. Student visitors are not allowed. All visitors must check in at the office and be issued a visitor pass before visiting any part of the school (Penal Code 627.2). Parents may check out their child in the main office at any time for lunch, medical or other appointments.

**Areas Off Limits**

During lunch, students are restricted to areas away from the classrooms and behind the yellow line to keep noise to a minimum for classes in session. The yellow line runs from the library to the shop building. Students without a pass may not venture into these areas at any time during lunch. Students on the playground must also stay on campus.

**Attendance**

If students are absent from school for any reason, a parent/guardian must call the ATTENDANCE Line at 606-4731 ext. 2 by 9:00am on the day of the absence. Absences must be called daily. If students are absent for three or more days due to illness/injury, a doctor's note may be required for verification purposes. **Absences must be cleared within three days, or they will be considered unexcused or a "cut."** If students are absent for two or more days, a parent/guardian should contact the office and make arrangements for homework. Homework requests will not be made for one-day absences. Students who leave during the school day for any reason must be signed out in the office. Students must also sign in at the office upon return. Parent contact is to be made with the office before a student is released. Additionally, if students arrive more than 10 minutes late to their first class of the school day, they must sign in at the office before going to class. Please note that to qualify for a Perfect Attendance Award, students must not be marked absent during any period of the school day. They must also not be marked tardy to the first period any day.

**Cuts:** If a student leaves the school grounds without the permission of the office or does not report to class, it will be considered cutting class.

**Tardies:** Students are considered tardy if they are not in their scheduled class and in their seats when the tardy bell rings. A student tardy to any period after their first class may receive teacher consequences, including possible detention.

**Withdrawal from school:** Should a student dis-enroll from school before the end of the school year, he/she must get a clearance slip from the office. All property must be returned, and all fines paid before a clearance slip is issued.

**Student ID Cards**

In the interest of promoting safety and keeping inappropriate individuals off our campus, all 6-12 students in LVJUSD are required to ALWAYS have their ID cards on them. Student ID cards are used to purchase social tickets, check out equipment, purchase lunch, and check out library books. Students may purchase replacement ID cards in the school office for \$5.00. Students who need to purchase a replacement ID card should request it a full day in advance.

**Communication with Teachers**

**To communicate with teachers about your child, please use the following steps:**

- E-mail using first initial of the first name then last name@lvjUSD.org) or call the teacher
- If no response (allow 48 hours), call the main office and ask to leave a written message for the teacher
- Make an appointment with teacher (follow up at home and stay in contact with the teacher)
- If the issue is still unresolved after speaking and working with the teacher, call the office to set up an appointment with the Principal or Vice-Principal.

We are all members of the same team!

**Communication with the Principal or Vice-Principal**

- Leave a message in the office using 606-4731
- E-mail: Vice Principal Garrett Fitch [gfitc@lvjUSD.org](mailto:gfitc@lvjUSD.org) Principal Erik Taylor [etaylor@lvjUSD.org](mailto:etaylor@lvjUSD.org)

**School Property**

Student-issued textbooks, library books, Chromebooks, cases & locks for PE lockers are given to students to use while they are enrolled at Mendenhall. Students who lose or damage any school items such as these are expected to pay reimbursement costs.

**Library**

Students are responsible for all materials they check out. Lost or damaged books must be paid for at their replacement cost. The technology use agreement applies to students' use of the library computers and for use of the internet. Students need their student ID to check out books, including textbooks. All other books (not textbooks) may be borrowed for a four-week period and may be

renewed once. Students are expected to abide by the rules of the library to remain in the library.

### **Backpacks**

Students must **always keep their backpacks with them.** For safety reasons, they should never run with a rolling backpack

### **Cafeteria**

Our cafeteria offers only hot lunches. The multipurpose room and the outside eating area north of the multipurpose room are the only places where students may eat lunch. We expect good manners and appropriate behavior from all students. All students are required to eat their lunch seated at a lunch table. When finished eating, students may be dismissed from their tables by a yard supervisor once the area is clear of debris and clean.

### **Rules regarding Lunchtime Behavior:**

1. Students are to wait in the appropriate line.
2. Students are not allowed to save places in line for others.
3. Students may get food for themselves only.
4. Students are to stay seated while eating.
5. Students are expected to clean up after themselves.

### **Student Activities**

Students who are involved with William Mendenhall Middle School feel more connected to our school. These activities require students to be responsible and self-disciplined. Students whose behavior shows a lack of these qualities may be excluded from activities. Students must attend school the day of the activity if they are going to participate in any student activity or athletics after school.

### **Associated Student Body (ASB)**

The Associated Student Body (ASB) is composed of all students enrolled in the school. Student officers from the leadership class are elected to represent the ASB. ASB officers and representatives meet regularly to plan activities and discuss school concerns. Some of the activities that ASB officers and the leadership class sponsor include: Dances, Spirit, Noontime Activities, Dress Up Days, Community Projects, Fundraisers, Student Assemblies, School Projects.

### **W.E.B.**

**W.E.B.** -- W.E.B. (Where Everyone Belongs) is a sixth-grade orientation and transition program that is designed to welcome and support sixth graders by assigning them a 7<sup>th</sup> or 8<sup>th</sup>-grade WEB leader as a mentor during their first year. This WEB Leader is a responsible older student who was hand-selected from a pool of applicants who met the qualifications of being a good role model and positive leader. Mendenhall is proud to sponsor this program.

### **School Socials**

Students who plan on attending the social at Mendenhall need to be aware of the rules for attending them. Students will not be allowed in if they:

- Do not attend a full day of school the day of the social
- Do not have their ID card

Students are expected to dance appropriately for school. If a student is dancing or acting inappropriately according to an administrator, their parents will be contacted, and the students will be asked to leave. There are no refunds and no warnings. Students who are removed from a social may not attend the next scheduled school social. Students are encouraged to make good choices so that everyone can have a good time.

### **Social Rules**

1. Students must enter the social within the first 15 minutes of the beginning of the social unless prior arrangements with an administrator have been made.
2. Only Mendenhall students with pre-purchased tickets/wristbands will be allowed to enter the grounds. Students must have their ticket/wristband and ID card to be allowed entrance into the social. **Tickets may not be purchased at the door.**
3. Tickets are non-transferable and non-refundable.
4. All students will be checked and admitted by a staff member.
5. Students will follow the school's dress code.
6. Decorations may not be removed. If a student removes decorations, they will be sent home and will not be allowed to attend the next social.
7. Students may not take pictures or videos of others at the social.
8. No one is permitted to leave before the end of social unless a parent has talked to an administrator, and suitable arrangements have been made for transportation home.
9. All students must have an adult pick them up immediately after each social.

### **Athletic Physical Form and Eligibility Form**

Students are required to have an athletic physical form on file at the school prior to trying out for a team. A physical form must be renewed every year. The eligibility form must be completed prior to beginning the first sport of the year.

## Yearbooks

Students may purchase a yearbook. Students should put their names in the yearbook. Students will be responsible for paying for a yearbook if they deface anyone's yearbook with slanderous or vulgar comments.

## Homework

Students may be assigned homework to practice skills that were presented in class or to work on a long-term project. Students can expect most teachers to assign homework. Students should write their homework in their agenda. Late work is not accepted unless the student has had an **excused** absence (see Attendance Notice in "Notice to Parents" for California Education Code definition of excused vs. unexcused) or has been suspended. In that case, it is the student's responsibility to find out what she/he has missed and to get the work turned in as soon as possible. Homework requests will not be made for ONE-DAY ABSENCES. For every day absent, students have the same number of days to make up work; for example, 2 days absent = 2 days to turn in missing work.

## Report Cards

Report cards are issued three (3) times a year. Trimester grades are recorded permanently in the student's records. "Progress Report grades" are published during or after the 6th week of each trimester to provide additional information about class performance. Teachers will discuss their grading procedures with each class.

## Recognition of Academic Excellence

Academic Excellence is recognized each trimester. Achieving academic excellence is one of the outstanding accomplishments of any student. The specific academic requirements for Principal's Honor Roll are listed below. They are computed from the trimester grades using the following information to determine grade point average: A = 4 B = 3 C = 2 D = 1

No student receiving a D, F, Incomplete or NO MARK will be placed on the Principal's Honor Roll. **Principal's Honor Roll:** Eligibility requires a grade point average of 3.75 or higher on the trimester report card.

## Extra-Curricular and Co-Curricular Activities Eligibility (see B.P. 5302)

Students must have a minimum GPA of 2.0 to try out and must maintain a 2.0 GPA to continue to participate. Upon parent request in writing and administrator approval, students may apply for a one-time exemption during their 3 years at middle school. If granted, the exemption is applicable until the next grading period. To qualify for this exemption, the student's parent/guardian must submit a written request to the school administration.

## Cheating and Plagiarism Policy

Students are responsible for being honest on assignments and tests and not copying the work of others. Cheating and plagiarism are not acceptable because such behavior undermines the learning process.

Cheating and plagiarism include:

- Copying or using the work of another and presenting it as one's own.
- Using "cheat sheets," looking at another student's test, or utilizing any other assistance unauthorized by the teacher. • Assisting or providing another student with the opportunity to cheat.
- In PE, taking unauthorized short cuts on the run and fitness activity, also known as "cutting the run." Students should be aware that homework "helper sites" such as slader.com are not acceptable to use as they promote the practice of taking someone else's work and passing them off as one's own. Students involved in cheating and plagiarism will be dealt with in a consistent manner regardless of the weight of the assignment or the importance to a student's grade for the class. If it is determined by the teacher that cheating has occurred, the following consequences will be used:

1. First Occurrence It is the teacher's discretion whether credit or make-up of assignment will be allowed. Parents are notified. A referral to a vice principal is issued. Academic dishonesty is logged in the student's record.

3. Repeated offenses No credit is given for the assignment. Parents and student will have a conference with a vice principal. It is possible grounds for failure of the course. When considering consequences for cheating, previous occurrences will be taken into account. Academic dishonesty is logged in the student's record.

## Computer Use

Students who use school computers inappropriately may be prohibited from using the school computer systems. Inappropriate use is defined as anything that is non-education related. Unacceptable use of the school computer systems by students includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or through the district's email service
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying, or pirating software and electronic files that are copyrighted or without authorization • Hacking into unauthorized websites.
- Circumventing the school's WIFI by using "hot spots" or other means.

## Chromebook

All students will be issued a District Chromebook that they will be asked to return at the end of the Chromebook's life. Student must bring the Chromebook fully charged to school daily. Students must care for their Chromebook as if it were their own.

## Mustang Community Service Award

### What's the Service Award?

At Mendenhall Middle School, we celebrate students who actively contribute to our community in various ways, including academics, athletics, clubs, and community service. The application form is accessible on our website:

<https://www.livermoreschools.org/mendenhall>.

### Who's Eligible?

Any full-time student enrolled at William Mendenhall Middle School is eligible for this recognition. We encourage students to complete the Service Award Application annually throughout their 6th to 8th-grade years to accumulate as many hours as possible. While it's challenging to complete in a single year, it's not impossible. Completed forms must be submitted to the office before the end of the academic year, and students cannot apply for a previous year's recognition.

### What Counts as Service?

Service encompasses activities that benefit others, engage with the community, and enhance our school environment.

### How to Apply?

To apply for the Award, you must be a full-time student at William Mendenhall Middle School. Access the application form on our website and submit it to the office before the end of each school year.

## Cell Phones and Other Electronic Communication Devices Board Policy 5131.36

This regulation specifies standards that promote a positive learning environment for students. Use of electronic Communication devices are permitted on campus and at school- sponsored activities under restricted conditions. Electronic communication devices include cell phones, laptop computers, video/audio, and other similar devices. School administration has the discretion to impose additional conditions at their individual school sites, including use at dances, graduation activities and other special events. Annual notice of these regulations shall be provided to students, parents/guardians, and staff.

1. Use of cell phones and other personal electronic communication devices on campus is permitted during the following times:
  - a. Before and after school (K-12)
  - b. During passing periods and during lunch (grades 9-12 only)
  - c. During class time only with the teacher's permission and direction (K-12)
2. Cell phones and other electronic communication devices must routinely be silenced or turned off during class time. Students are only permitted to use electronic communication devices during a class or instructional period with the teacher's permission.
3. At no time are students permitted to use electronic communication devices in violation of relevant State and federal laws or inappropriately on campus. The use of electronic communication devices to threaten, harass, ridicule, or for other forms of cyberbullying are prohibited and may result in suspension or expulsion per the Elementary or Secondary Discipline Guidelines.
4. Due to privacy laws regarding minors, cell phone cameras or cameras built into electronic communication devices are not to be used to photograph, image capture or record students at school or school activities without the prior consent of parents/guardians and approval of school staff, unless sanctioned by the principal for particular school events such as parades, awards assemblies, sporting events, or other performances.
5. The schools will not be responsible for the damage or loss of electronic communication devices brought on campus or to school sponsored activities, regardless of whether the device is in the possession of a student or a school official.

### Discipline

Violations of these standards and relevant State and federal laws will result in consequences that are consistent with the Discipline Policy (BP 5144) as outlined in the Elementary and Secondary Discipline Guidelines.

The use of electronic communication devices is not permitted from **7:30am to 2:31 pm on school days including, but not limited to class time, passing periods, lunch and assemblies**. All electronic communication devices must be turned off during these times and may be turned on during class time **only** with the teacher's permission and direction (K-12). **If a student needs to use a phone, he/she may go to the office and inform the office of the emergency**. Cell phones and other electronic communication devices must routinely be silenced or be turned off during class time. Students are only permitted to use electronic communication devices during a class or instructional period with the teacher's permission. At no time are students permitted to use electronic communication devices in violation of relevant State or Federal laws or inappropriately on campus. The use of electronic communication devices to threaten, harass, ridicule, or cyber-bully in other ways are prohibited and may result in

suspension or expulsion per the Elementary or Secondary Discipline Guidelines, regardless of whether the use happened off-campus.

Due to privacy laws regarding minors, **cell phone cameras or cameras built into electronic communication devices are not to be used to photograph, image-capture or record students at school or school activities without the prior consent of parents/guardians and approval of school staff**, unless sanctioned by the principal for particular school events such as parades, awards assemblies, sporting events or other performances.

The school will not be responsible for the damage or loss of electronic communication devices brought on campus or to school sponsored activities, regardless of whether the device is in the possession of a student or a school official. **Discipline:** Violations of these standards and relevant State and federal laws will result in consequences that are consistent with the Discipline Policy (BP 5144) as outlined in the Elementary and Secondary Discipline Guidelines. (AR 5131.3(a)). **The school assumes NO liability for the disappearance of/or the damage of such items.**

### Detention

Detention can be assigned by teachers or the administration. Students in detention are required to sit quietly or do homework during the time of their detention. Failure to sit quietly or do homework will result in additional time.

### Other School Regulations to Follow

- Students should keep all body parts to themselves.
- Food and/or beverages must remain in the cafeteria area.
- No gum on campus.
- Photos - pictures cannot be taken of other students during the school day. No personal cameras allowed at school.
- No balloons on campus
- No selling items on campus
- Personal Property - The school cannot be responsible for the loss or destruction of a student's property.

### Dress Code Board Policy 5332

This regulation specifies standards that promote a positive and safe learning environment for students. Annual notice of this regulation shall be provided to students, parents, and staff. In addition, each school site council or other school committee shall regularly review these standards. District and school dress codes shall be enforced on the school campus and at any school-sponsored activity. Appropriate dress for school dances, graduation activities, and other special events will be communicated to parents and students by the school.

Students shall dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare, or that of others, or cause a disruption to the educational process.

1. Shoes shall be worn at all times unless not required as part of an instructional activity.
2. Clothing, accessories, and jewelry shall be free of writing, pictures, symbols or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing, accessories, or jewelry that degrade any cultural, religious, or ethnic values, that advocate racial, ethnic, or religious prejudice or discrimination, or that promote sex, the use of tobacco, drugs, or alcohol, or any unlawful acts are prohibited.
3. Dark glasses shall not be worn indoors, except for valid medical reasons authorized by the administration and verified in writing by a physician.
4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.
5. Gang-related clothing or accessories, including but not limited to bandannas, or other symbols, emblems, or insignia are prohibited.

School officials shall consider student history and information obtained from community agencies and resources when making these judgements. The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities. Final determination of what constitute appropriate dress shall be made by the school administration.

### Dress Code Discipline Procedures

The following procedures and consequences shall be followed when there have been violations of the Student Dress Code. When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.



### **First Referral**

The student shall be brought to the school office, and a parent/guardian contact shall be made. The student shall receive a warning and shall be reminded of the dress code requirements by the principal or vice-principal. A change of clothes is required. The student shall be sent home if necessary. The violation shall be documented.

### **Second Referral**

The student shall be brought to the school office, and a parent/guardian contact shall be made. A change of clothes is required. A parent conference may be held as necessary. The student may receive detention and may lose school privileges. The violation shall be documented.

### **Third Referral**

The student shall be brought to the school office, and a parent/guardian contact shall be made. A parent conference is required. The student shall receive detention and lose privileges. Community service may also be required by the school administration. The violation shall be documented.

### **Reporting of Incidents to Police**

The State of California requires that police must be contacted, and a report made whenever a student commit any of the following:

- possession of firearms or weapons
- sale, possession, or being under the influence of a controlled substance or alcohol
- possession of a substance represented as a controlled substance or alcohol • assault with a weapon

### **Suspension from School**

For serious disciplinary infractions, students may be suspended from school. Such home suspension means the student will not attend school for the length of the suspension. The student is to remain at home during school hours and may not attend any school-sponsored activities such as sporting events, dances, or plays, and may not be on or near any school campus. The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension.

### **Eighth Grade Promotion**

In order for 8<sup>th</sup> grade students to participate in promotional activities, students must be in good academic and behavioral standing.

- Eligibility to attend the 8<sup>th</sup> grade Promotion Social is determined by discipline. Students cannot attend if they are suspended during trimesters 2 and/or 3.
- Eligibility to attend the 8<sup>th</sup> grade field trip is first determined by discipline and grades. Students cannot attend if they are suspended during trimesters 2 and/or 3
- Students who wish to participate in the promotion ceremony must attend school the day of the ceremony.

### **LVJUSD Behavior Categories**

Unacceptable student behavior is grouped from the least serious to the most serious. Repeated disregard of school rules leads to increasingly serious consequences. These rules apply while students are in school, while going to or coming from school, at school, or while going to or coming from a school-sponsored activity such as athletic events, dances, and other extra/co-curricular activities [E.C. 48900 (p)]. Schools may have additional written rules appropriate to their particular campus, which further explain what is summarized here.

Suspension from school can only be imposed when other means of correction fail to bring about proper conduct. However, a pupil may be suspended on a first offense if #1, #2, or #3 occurs:

1. The pupil committed any of the following violations:
  - a. Caused or threatened to cause physical injury.
  - b. Willfully used force on another person except in self-defense.
  - c. Possessed a dangerous object.
  - d. Possessed, used, or furnished a controlled substance or alcoholic beverage.
  - e. Arranged to sell or furnish a "look alike" controlled substance.
  - f. Committed robbery or extortion.
2. The pupil's presence at school causes a danger to persons or property.
3. The pupil's presence at school threatens to disrupt the instructional process.

### **Classroom Expectations**

Teachers will establish classroom rules and inform students and parents/guardians about these guidelines. Rules will specify both behavior and academic expectations that the student must meet to be successful. Examples are coming to class on time, bringing the required materials, and following the teacher's directions. If classroom rules are disregarded and learning is disrupted, the teacher will take one or more of the following actions:

- Student/teacher conference
- Teacher-held detention
- Additional assignments
- Parent contact/conference
- Office referral
- Suspension from class
- Repeated violations may result in suspension from school.

### School Expectations

Schools will establish standards of behavior that promote positive school climate and campus safety. Parents/guardians and students will be informed about these guidelines. Examples of behaviors that are disruptive and not acceptable are: ● Inappropriate dress.

- Disrespect to other students, disrespect to school staff, loitering in restricted areas, profanity/abusive language, littering ● Use of skateboards, roller blades, scooters, or any wheeled mode of transportation on campus during school operational hours
- Possession of radios, speakers, laser pointers or other items considered disruptive
- Possession of electronic signaling devices such as pagers and cell phones without parent and school permission ● Defiance or disobedience
- Forging or falsifying school information/correspondence
- Violating the computer and network electronic information policy

### CONSEQUENCES:

**First Offense:** One or more of the following shall occur:

- Parent/guardian contact/conference
- Written warning.
- Detention
- Exclusion from school activities
- School/community service

**Second Offense:** One or more of the following shall occur:

- Parent/guardian contact/conference
- Written warning Detention School/community service.
- 1–3-day suspension from school

**Third Offense:** One or more of the following shall occur:

- Parent/guardian contact/conference
- Written warning.
- Detention
- Exclusion from school activities
- School/community service
- 3–5-day suspension from school

### LEVEL I BEHAVIORS - Suspension and/or Possible Police Involvement May Occur

- Disruption of school activities
- Willful defiance of school authorities, including failure to identify oneself when asked by school employee, and failure to report to an administrator or timeout room when sent.
- Possession of realistic toy weapons; imitation firearm Possession or use of tobacco or tobacco products Gang related activity or attire
- Possession or sale of drug paraphernalia
- Obscene act or habitual profanity or vulgarity
- Causing or attempting to cause damage to school or private property Theft/attempted theft of school or private property or possession of stolen property Unauthorized operation of a motor vehicle on campus.
- Possession or use of pepper spray; tear gas

**CONSEQUENCES: A parent/guardian conference will be made for each violation. In addition:**

**First Offense:** One or more of the following shall occur:

- 1–3-day suspension
- Exclusion from school activities
- Police involvement
- Intervention Program

**Second Offense:** One or more of the following shall occur:

- 3–5-day suspension
- Exclusion from school activities
- Police involvement, Intervention Program, Alternative Education Program

**Third Offense:** One or more of the following shall occur:

- 5-day suspension
- Exclusion from school activities
- Police involvement Intervention Program
- Program Recommendation for expulsion

**LEVEL II BEHAVIORS - Suspension Required: Possible Expulsion Recommendation (EC 48900)**

- Caused, attempted to cause, or threatened physical injury to another person (i.e., fighting)
- Willfully used force on another person except in self-defense
- Possession of a dangerous object
- Possession or use of alcohol or controlled substance
- Hate violence and/or degrading or inflammatory behavior towards others.
- Offering to sell a controlled substance and delivering a substitute.
- Intimidation or threats to school staff
- Continued disruption of school activities or repeated willful defiance of school authorities.
- Verbal threats and/or intimidation of others including sexual harassment, bullying or teasing.
- Harassment/intimidation of a witness
- Terrorist threats
- Offered, arranged or negotiated to sell, or sold Soma.

**CONSEQUENCES: Suspension is required in accordance with the Education Code. A parent/guardian conference will be conducted for each violation. In addition:**

**First Offense:** One or more of the following shall occur:

- 3–5-day suspension
- Exclusion from school activities
- Intervention program
- Police involvement
- Recommendation for expulsion

**Second Offense:** One or more of the following shall occur:

- 5-day suspension
- Exclusion from school activities
- Intervention program
- Police involvement
- Involuntary transfer to another school
- Recommendation for expulsion

**Third Offense:** One or more of the following shall occur:

- 5-day suspension
- Exclusion from school activities
- Intervention program
- Police involvement
- Recommendation for expulsion

**LEVEL III BEHAVIORS - Recommendation for Expulsion is Mandated by Law (EC 48915a)**

- Causing serious physical injury to another person, except in self-defense.
- Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school (i.e., firecrackers or anything that fires a projectile, including BB guns & pellet guns)
- Unlawful possession of a controlled substance, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis
- Robbery or extortion
- Assault or battery upon a school employee

**CONSEQUENCES: The following shall occur:**

- Parent conference within 5 days
- 3-5 days suspension, exclusion from school activities police report mandatory recommendation for expulsion on the first offense unless the principal feels there are extenuating circumstances and so reports to the Board of Education **In some cases** the following shall occur in addition to the consequences listed above:
- Written extension of suspension pending expulsion hearing
- Involuntary transfer to another school or program

**LEVEL IV BEHAVIORS - Expulsion is Mandated by Law (E.C. 48915c)**

- Possession, selling, or otherwise furnishing a firearm.
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing or attempting to commit a sexual assault or sexual battery.
- Possession of an explosive

**CONSEQUENCES: All of the following shall occur:**

- Parent/guardian conference within 5 days
- 3–5-day suspension, exclusion from school activities
- Police report
- Mandatory recommendation for expulsion
- Written extension of suspension pending expulsion hearing
- The Board of Education is required to remove the student from district programs for a minimum of one year.

**\*The information contained in the section labeled “School Expectations” is based on the LVJUSD’s Secondary Discipline Policy. The most recent policy is not released until after this handbook has gone to print. Therefore, this information is subject to change.**

## **Emergency Action Plan**

William Mendenhall Middle School and the Livermore Valley Joint Unified School District have a detailed emergency plan, which is practiced ensuring that staff and students will be prepared in the event of an actual emergency. Emergency equipment is in a large storage container on our campus. Staff members who are first-aid and/or CPR-certified have been identified and will be called upon to help if necessary. We have an emergency radio to communicate with our district office if telephone communication becomes hampered. This information and more are contained in our Comprehensive Safe School Plan. In the event of a major disaster, students will be required to remain at school until an authorized adult arrives to pick them up. Your child will be released only to you, or a person listed on your Emergency Information list. Please keep your emergency information updated!

# Mendenhall Mustangs Must

## Be Safe, Be Responsible, Be Respectful

|                | Campus Wide   | Drop off and Pick up  | Classroom   | Passing Periods and Breaks   |
|----------------|---|---|---|--|
| Be Safe        | <ul style="list-style-type: none"> <li>Contribute to a safe school environment</li> <li>Stay in supervised areas</li> <li>Keep gates closed</li> <li>Report suspicious and unsafe behaviors/people</li> <li>Walk to destinations</li> </ul> | <ul style="list-style-type: none"> <li>Wait for crossing signal, use crosswalks, watch for cars</li> <li>Walk bikes/scooters and wear safety equipment</li> </ul> | <ul style="list-style-type: none"> <li>Zip backpacks and place by desk/wall</li> <li>Use/treat class materials and furniture appropriately</li> </ul>   | <ul style="list-style-type: none"> <li>Stay in supervised areas</li> <li>Keep walkways clear</li> <li>Walk to destinations</li> <li>Maintain belongings</li> </ul> |
| Be Responsible | <ul style="list-style-type: none"> <li>Wear ID badges</li> <li>Be mindful of your actions</li> <li>Keep backpack with you</li> <li>Follow the ISSUES Handbook</li> <li>Dress appropriately for school</li> </ul>                            | <ul style="list-style-type: none"> <li>Walk directly to class</li> <li>Lock bike</li> <li>Report vandalism</li> </ul>   | <ul style="list-style-type: none"> <li>Sit and be ready to learn</li> <li>Have completed assignments and supplies out</li> <li>Follow directions, show effort, be organized</li> <li>Ask for help when needed</li> </ul>  | <ul style="list-style-type: none"> <li>Dispose of snack trash</li> <li>Keep campus clean</li> <li>Arrive at destination on time</li> </ul>                         |
| Be Respectful  | <ul style="list-style-type: none"> <li>Use appropriate language and volume</li> <li>Maintain personal space</li> <li>Keep the campus clean</li> <li>Turn off/put away technology</li> <li>Guns stay at home</li> </ul>                      | <ul style="list-style-type: none"> <li>Listen and follow yard supervisors' instructions</li> <li>Leave others' property alone</li> </ul>                          | <ul style="list-style-type: none"> <li>Enter the classroom quietly</li> <li>Raise hand to speak</li> <li>Listen and follow directions</li> <li>Let others work undisturbed</li> <li>Keep conversations on task</li> </ul> | <ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Move aside for others</li> <li>Use positive language</li> </ul>                            |

|                | Technology  | Lunch   | Bathrooms   | Library and Office   |
|----------------|---|---|---|--|
| Be Safe        | <ul style="list-style-type: none"> <li>Use LYNUSO logs</li> <li>Treat devices properly - lids closed and in computer cases when not using or transporting</li> <li>Use safe sites and searches</li> </ul> | <ul style="list-style-type: none"> <li>Walk to lunchline and wait patiently</li> <li>Sit correctly, and eat only your own food</li> <li>Wait for yard supervisor before entering Macktop</li> <li>Stay within boundaries</li> </ul> | <ul style="list-style-type: none"> <li>Use bathrooms appropriately</li> <li>Wash hands after use</li> <li>Report suspicious behavior or mechanical problems</li> </ul>                    | <ul style="list-style-type: none"> <li>Wear ID badges</li> <li>Follow directions</li> <li>Sit in chairs/on stools</li> <li>Place backpacks in designated areas</li> </ul>                                  |
| Be Responsible | <ul style="list-style-type: none"> <li>Bring device powered daily</li> <li>Store/use device properly and keep in your possession</li> <li>Report tech issues</li> <li>Use photo/video properly</li> </ul> | <ul style="list-style-type: none"> <li>Pick up and sort trash into correct bins</li> <li>Clean up spills</li> <li>Wait your turn in line for yourself only</li> <li>Keep backpack with you</li> </ul>                               | <ul style="list-style-type: none"> <li>Use bathroom pass</li> <li>Preserve clean environment</li> <li>Use bathroom supplies appropriately</li> <li>Keep cell phone in backpack</li> </ul> | <ul style="list-style-type: none"> <li>Visit at requested or appropriate times</li> <li>Value resources and books</li> <li>Return or renew books on time</li> <li>Clean up work area</li> </ul>            |
| Be Respectful  | <ul style="list-style-type: none"> <li>Be a good digital citizen</li> <li>Respect all devices - on desks and in backpacks</li> <li>Open tab reflects current task</li> </ul>                              | <ul style="list-style-type: none"> <li>Use manners and quiet voices</li> <li>Invite those who are alone to join in</li> <li>Use blacktop/equipment appropriately</li> </ul>   | <ul style="list-style-type: none"> <li>Respect others' privacy</li> </ul>   | <ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Let others work undisturbed</li> <li>Wait quietly for turn</li> <li>Address staff positively</li> <li>Explain reason for visit</li> </ul> |