



**William Mendenhall  
Middle School  
2018-2019 Handbook**

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: \_\_\_\_\_


# William Mendenhall Middle School

2018-2019

## Bell Schedule

Period	M,T,TH,F	Wednesday
0	07:30 - 08:20	07:30 - 08:20
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	9:49 - 9:55
3	10:19 - 11:14	9:59 - 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

## Student Schedule

Period	Subject	Teacher	Room #
0			
1			
2			
3			
4			
5			
6			

### Livermore Valley Joint Unified School District's Tip Reporting Service

Safety is one of our district's top priorities; therefore, we use SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration in four different ways:

1. **Phone: 1-855-4ALERT1, ext. 1180**
2. **Text: Text#1180@tip + your tip to ALERT1 or 253781**
3. **Email: 1180@alert1.us**
4. **Web: <http://1180.alert1.us>**

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue of concern. You can submit a tip anonymously online or by telephone.

## WELCOME

Dear Students and Parents/Guardians:

Welcome to William Mendenhall Middle School for the 2018-2019 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 by parents 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.

Tammy Rankin, Principal

Ravi Prabhala, Vice Principal

### 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: **Room next to the MPR**

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

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

### Choose Love

The Choose Love Enrichment Program™ is a Pre-K through 12th grade social and emotional learning program that teaches educators and their students how to choose love in any circumstance and helps them become connected, resilient, and empowered individuals. These skills, tools and attitudes have been proven through decades of scientific research to be the best way to ensure a healthy, meaningful and purpose-filled life.

### 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 2:31pm, unless they are inside a classroom or participating in an organized after-school program. **After 2:45 (1:45 on Wednesdays), students are expected to wait for their parents in front of the Mendenhall sign.**
- As a reminder, **school rules apply to students on their way to and from school, even off campus.**

### Drop Off/Pickup 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 visitor and staff parking and for disabled students and students with heavy musical instruments or other bulky items.**

### Closed Campus

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 the areas away from the classrooms and behind the yellow line in order 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.

### Communication with Teachers

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

- E-mail (through School Loop or the district email: first initial of first name 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 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!

**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 in 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 a "CUT."** If students are absent 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 to 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 in any period of the school day. Those students having more than three tardies in a trimester will also not qualify for perfect attendance.

**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 seat when the tardy bell rings. Students who have more than three (3) tardies to their first class per trimester will be required to serve detention. A student tardy to any period after their first class will receive teacher consequences, including possible detention.

**Tardy Sweep:** From time to time, without prior warning, the school may institute a tardy sweep of the campus. During a tardy sweep, any students not in their classroom when the tardy bell rings will be identified by administration and required to serve a 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**

**ID Cards and Lanyards**

In the interest of promoting safety and keeping inappropriate individuals off our campus, all 6-12 students in LVJUSD are required to wear their ID cards on lanyards or pocket clip at ALL times. Students must wear their ID Cards with the exception of shop and physical education classes. Continuous failure to do so will result in disciplinary action (see discipline rubric). If you forget your lanyard on a particular day you may obtain a temporary one in the office. Student ID cards are used to purchase dance tickets, check out equipment, purchase lunch, and check out library books. Students may purchase replacement ID cards in the school office for \$5.00. **Twenty-four (24) hours' notice is required to request a replacement ID card.** Students who need to purchase a replacement ID card must request it a full day in advance, so students should plan accordingly.

**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 also 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 in order to remain in the library.

**Student Activities**

Students who are involved with Mendenhall Middle School feel more connected to our school. We encourage students to be part of our Activities Program. These activities require students to be responsible and self-disciplined. Students whose behavior shows a lack of these qualities may be excluded from activities.

**Associated Student Body (ASB)**

The Associated Student Body (ASB) is composed of all students enrolled in the school. Students 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
- Noontime Activities
- Community Projects
- Student Assemblies
- Spirit
- Dress Up Days
- Fundraisers
- 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 Dances**

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

- Have more than two referrals since the last dance
- Have one or more suspensions since the last dance
- Owe debts to the school
- Do not attend a full day of school the day of the dance
- Do not have their ID card
- Have any "F's" on their most recent report card or the most recent official progress report

Dirty dancing and freaking are not permitted. If students dance in a sexually suggestive way, 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 dance may not attend the next scheduled school dance. Students who are removed from two (2) dances will not be allowed to attend school dances for the remainder of the school year. Students are encouraged to make good choices so that everyone can have a good time.

#### **Dance Rules**

1. The gym doors will be unlocked at 7:00pm and locked at 7:30pm. No one will be admitted after 7:30pm, unless prior arrangements have been made with an administrator.
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 dance. **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.
7. Students may not take pictures or video of others at the dance.
8. The dance ends at 9:00pm. No one is permitted to leave before that time unless a parent has talked to an administrator, and suitable arrangements have been made for transportation home.

### **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. Many teachers post their homework daily on **School Loop/Google calendar**.

As a matter of school policy, 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 grade" are published to Schoolloop 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 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 either of the Honor Rolls.

**Principal's Honor Roll:** Eligibility requires a grade point average of 3.75 or higher on the trimester report card.

**Mustang Honor Roll:** Eligibility requires a grade point average of 3.00 to 3.74 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.

### **Athletic Physical Forms**

Students are required to have an athletic physical form on file at the school prior to trying out for a team. A physical card must be renewed every year.

### **Cafeteria**

Our cafeteria offers only hot lunches and some snack items sold "a la carte." 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 and not yell or shout while waiting to order and say "please" and "thank you" to the servers.
2. Students are not allowed to save places in line for others.
3. Students may buy food for themselves only.
4. Students are to go to the end of the line if they must leave the line for any reason.
5. Students are not allowed to cut into line.
6. Students may not have catered deliveries without prior school approval.
8. Students are not to "beg" for food or money from other students.
9. Students are to stay seated while eating.
10. Students are expected to clean up after themselves when done and throw trash/recyclables in proper containers. Students may lose the privilege of eating in the cafeteria because of misconduct.

### **District Nutrition Policy**

To support our district's Wellness Policy, here are the Snack Guidelines for allowable food items. These guidelines cover snacks served during the school day for classroom celebrations and parties, rewards, and school-sponsored events.

#### **Snack Items**

- Not more than 35% of total calories from fat (nuts, seeds, individually packaged cheese exempt)
- Not more than 10% of total calories from saturated fat (individually packaged cheese exempt)
- Not more than 35% of total weight from sugar, including naturally occurring and added sugar (fruits and vegetables exempt)
- Not more than 175 calories per individual snack item for **elementary schools**
- Not more than 250 calories per individual snack item for **middle and high schools**

#### **Beverage Items**

- 100% fruit/vegetable-based juice; no added sweetener
- Drinking water with no added sweetener
- 2%, 1%, nonfat, soy, rice or other nondairy milk
- No beverage > 12 ounces except water

Please help us in our goal to limit the number of calories consumed from fat, saturated fat, and sugar while students are at school

## 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.

**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!** Students are to **walk** their mode of transportation as soon as they enter Mendenhall's campus. Students will directly put away their mode of transportation in the bike cage upon arrival. **Skateboards, scooters or bicycles may not be used for recreation at any time on campus.** 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.
2. Students are expected to follow the law regarding the use of a helmet while riding skateboards, scooters or bicycles.
3. Students who fail to wear a helmet will have their privileges revoked.
4. All bicycles/skateboards/scooters brought to school must be **parked and locked** in the designated area.
5. Bicycles/skateboards/scooters are not permitted anywhere on the campus except in the parking area itself and on the access lane to and from the street.
6. Bicycles/skateboards/scooters are not to be ridden inside the fenced area or on campus at any time. Students are to walk their bicycle/skateboard to and from the sidewalk and bike cage.
7. The law prohibiting the riding of two on a bicycle will be enforced.
8. All bicycles/skateboards/scooters are to be parked and locked individually to the cables or racks.
9. The bike cage will be locked at the start of the school day and will not be unlocked until school is out in the afternoon.
10. After parking and locking their bicycle/skateboard/scooter, students are to leave the area immediately. **NO LOITERING!**

## 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. The student will be issued an "F", no credit given for the assignment and make-up work will not be allowed.
2. The teacher will document the incident with a letter to the parents and a copy to the Vice Principal.
3. Repeated offenses of cheating in the same class may result in a grade of "F" for the class.

## 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 website.

## BYOD Policy

Students are invited to bring their own device to school to use in place of the school's chrome books. By bringing a device, students acknowledge that use of their devices on the premises of Mendenhall Middle School is subject to all guidelines, rules and regulations governing acceptable use as established by the Livermore Joint Unified School District policy 6163.4.

Use of personal devices is restricted to those activities as required or related to students' program of study and any use otherwise may be subject to disciplinary action including loss of device use privileges. Students **may not** access websites using a 4G or LTE connection (hotspot). Students are not allowed to play video games during the school day. Computers may not be used during lunch unless the student is in the library and using it for schoolwork. Furthermore, Mendenhall Middle School is NOT responsible for any damage or theft that may occur to students' devices while on school property. Students are expected while at school to log onto Google.org, a secure virtual desktop that is accessible both in and out of school using this address <https://drive.google.com>.

#### STUDENTS AGREE TO THE FOLLOWING:

- I will only connect to the "LVJUSD BYOD (Bring Your Own Device) Network" if I need WIFI at school.
- I will be responsible if the personally owned student devices are lost, damaged, or stolen. The District assumes no responsibility for loss, theft or damage to any personally owned student device.
- I will keep personally owned student devices secure at all times and not share them with or loan them to others.
- I will keep all personally owned student devices on silent mode during use unless otherwise directed by school personnel.
- I will keep all personally owned student devices turned off and on silent mode in my backpack or in my pocket when not in use.
- I understand that there is no expectation of privacy during use of my personally owned student devices on the LVJUSD's BYOD Network when on the BYOD WiFi. As such, all of my activity on LVJUSD's secure BYOD network is public, and District personnel can monitor all of my activity on my personally owned student devices.
- While on school property, I will ask others prior to taking photos, audio recordings, or videos with my personally owned student devices or authorized or directed by school personnel.
- I will only attempt to charge my personally owned devices at home. I can bring a portable charging device.
- I understand that all personally owned student devices may be subject to investigation in accordance with District policy, state law, and federal law.
- I understand that transmission of any material in violation of any federal or state law, or District policy or regulation, is prohibited.

#### STUDENT AND PARENT/GUARDIAN BOTH AGREE TO THE FOLLOWING:

- We understand that any student-owned devices brought to school are the responsibility of the student.
- We understand that violating this agreement may result in disciplinary actions in accordance with district Acceptable Use Policy and regulations, state law and federal law.
- We understand the expectations and responsibilities associated with the proper care and handling of personally owned student electronic devices while at school.
- We will be responsible for the setup, repair and maintenance of personally owned student devices.
- We understand that teachers will not store personally owned student devices.
- We understand that neither the District nor school will take responsibility to search for lost or stolen devices nor is there any financial responsibility by LVJUSD for damaged, lost, or stolen personal computing devices.

### **School Property**

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



## SUCCESS IN MIDDLE SCHOOL– BEHAVIOR STANDARDS RESPECT AND RESPONSIBILITIES

All students, staff, parents, and visitors to our school have the right to be free from abusive statements, written or verbal, which in any way degrade their unique qualities, such as ethnicity, culture, heritage, sexuality, physical/mental attributes, or religious beliefs and practices. Such disrespect, intimidation, and abusive language have no place in an educational institution and are not tolerated at Mendenhall Middle School.

The first and most important rule at Mendenhall is “hands off.” Students are expected to keep their hands (and feet) to themselves. While conflict between peers is part of middle school life, using hands, fists, etc., to resolve conflicts can result in serious consequences. Oftentimes such conflict starts out as horseplay and quickly escalates into a fight as adolescents get angry and frustrated. The staff at Mendenhall makes no distinction between play fighting and real fighting. Fighting of any kind is not permitted, so the first rule is for students to keep hands and feet to themselves.

*Fighting has no place at Mendenhall Middle School. When two people engage in fighting, it is considered mutual combat and both students will be suspended. No matter who starts a fight, if a student hits back, both students will be suspended.*

### DEALING WITH CONFLICT

How students deal with conflict is one of the most important aspects of learning to get along with others. Conflict is natural, even between friends. Being able to resolve that conflict is a major focus in middle school. There are acceptable and unacceptable ways to resolve conflicts:

**Examples of Acceptable Behaviors:**

- talking with others for help
- asking staff for help
- asking for an adult conflict manager

**Examples of Unacceptable Behaviors:**

- Confronting a person in a large group
- Talking about the conflict to people not involved in it (spreading rumors)
- Threatening to beat up someone

### Citations

Mendenhall's Citation program is for students who behave inappropriately outside the classroom. Students will be accountable for their behavior outside of the classroom before, during and after school. This policy follows district policy.

**Citations are given for inappropriate behavior outside of the classroom and accumulate over the school year, as indicated below:**

- 1st offense: written warning and parent contact
- 2nd offense: written warning, parent contact and detention

**Citations may involve, but are not limited to, the following:**

- Disruption outside of the classroom
- Inappropriate behavior
- Inappropriate language
- Unsafe/dangerous activities
- Riding a bike, scooter, or skateboard on campus
- Loitering in the halls without a pass
- Littering
- Throwing food
- Chewing gum
- Not following hands-off policy
- Defiance of authority
- Dress code violation
- Use of a cell phone/electronic device

### Detention

Detention assigned by teachers or the administration is time spent after school for excessive tardies, repeated disruptions, etc. Students on detention are required to bring study materials and to sit quietly during the time of their detention. Failure to sit quietly or do homework will result in additional time or suspension. Teacher or school detention is permissible provided the parents are aware or one-day notice is given to the student.

## Cell Phones and Other Electronic Communication Devices

The use of electronic communication devices is not permitted from **7:30am to 2:31pm 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 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 and 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)).

**First Offense:** Warning and reminder regarding the permitted use.

**Second Offense:** Parent contact.

**Third Offense:** Parent contact and device will be confiscated for the remainder of the day. Student may pick up device in the office after school.

**Fourth Offense:** Parent contact, detention and device will be confiscated for the remainder of the day. Parent must pick up the device from the office.

The school assumes NO liability for the disappearance of/or the damage of such items.

## DID YOU KNOW THAT...

- **Every student is responsible to ALL staff members including substitute teachers, cafeteria workers, staff, custodians, secretaries and yard supervisors. In other words, if a reasonable request is made of you by any staff member, you are required to comply.**
- **Hands Off Policy** - This policy means that we want students to keep their hands, feet, elbows, shoulders, etc. to themselves! **This policy applies to "just kidding around" with friends.**
- **Lunch areas** - restricted to the cafeteria and the seating area on the patio. **Food and/or beverages are not to be taken to the blacktop areas.** Students are expected to stay in the lunch area for the first 15 minutes of lunch.
  - **Gum** - **NOT** allowed anywhere at school, at any time.
  - **Photos** - pictures cannot be taken of other students during the school day. No personal cameras allowed at school.
- **Balloons on Campus** - We appreciate the excitement that birthdays bring. However, balloon bouquets cannot be carried on campus or stored in the classrooms. Please bring your balloon bouquet to the office until the end of the school day.
  - **Selling items on campus** - Students are not permitted to bring items on campus to sell.
  - **Personal Property** - The school cannot be responsible for the loss or destruction of a student's property. For this reason, valuable jewelry should not be worn to school. Jewelry must be removed during PE classes and could possibly be stolen. Students should **not** carry large amounts of cash. During PE, students must lock valuables in their own lockers, not a friend's locker or an empty locker. The school is not responsible for stolen items.
- **School Loop** – This online program provides feedback on how students are doing in their classes. Teachers are required to update their grades every 3 weeks. Students are expected to register for their password and are advised not to share their passwords with anyone.
  
- **Items That Should Not Be Brought To School** - Items that should not be brought to school includes sharp objects (other than pens and pencils), sprays, vitamins or medication (either prescription or over the counter) which would be a distraction at school, any items which appear to be illicit drugs (i.e., "look-alike" drugs), toy knives, pocket knives, water pistols, toy guns or ammunition, cameras, laser pointers, beepers, liquid "**white out**," permanent pens (such as Sharpies), glass containers, or any objects or substance that could disrupt or distract school activities.

## **Student Dress Code**

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, promotion activities and other special events will be communicated to parents and students by the school.

### **Standards**

1. 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. Please do not show your back, midriff or wear shorts or skirts that don't conceal undergarments. Also, low-cut tops and dresses are not appropriate. Make sure that whatever images/writing is on your clothing is school appropriate.
2. Shoes shall be worn at all times unless not required as part of an instructional activity. No slippers.
3. 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.
4. Sun-protective clothing, including hats, may be worn outdoors during the school day on school campuses. Hats, caps, and other head coverings shall not be worn in buildings at middle schools.
5. Dark glasses shall not be worn indoors, except for valid medical reasons authorized by the administration and verified in writing by a physician.
6. Gang-related colors, clothing or accessories, including but not limited to bandanas, or other symbols, emblems, or insignias are prohibited. School officials shall consider student history and information obtained from community agencies and resources when making these judgments.

Any clothing, jewelry or accessories which create a safety or health concern or cause or threaten to cause a disruption to the educational process are prohibited.

Exceptions may be made by the administration for special days, special events, or activities. Repeated violation of the District or school dress code(s) shall be considered a violation of Education Code section 48900 (k): disruption of school activities and/or willful defiance of valid school personnel authority. Appropriate consequences shall be specified and implemented according to the elementary and secondary discipline policies.

### ***FINAL DETERMINATION OF WHAT CONSTITUTES APPROPRIATE DRESS SHALL BE MADE BY THE SCHOOL ADMINISTRATION.***

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

The State of California requires that police must be contacted and a report made whenever a student commits 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

### **Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Forms of sexual harassment include but are not limited to the following:

- Verbal harassment such as derogatory comments, jokes or slurs;
- Physical harassment such as unnecessary, unwelcome, or offensive touching, or impeding or blocking movement;
- Visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures
- Unwelcome sexual advances

### **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 (maximum of five days at any one time). 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. Parents are notified annually as to due process rights.

## **Challenge of Authority**

- All school staff members are in a position of authority on campus and at any school-related activity.
- Direct challenges or verbal abuse toward a staff member will result in disciplinary action.
- If the challenge or verbal abuse is considered a threat of bodily harm to a staff member, disciplinary action could result in arrest and possible expulsion from the Livermore Valley Joint Unified School District.

## **Eighth Grade Promotion**

In order for 8<sup>th</sup> grade students to participate in promotion activities, students must be in good academic and behavioral standing. Eligibility to attend the 8<sup>th</sup> grade Promotion Dance and the 8<sup>th</sup> grade field trip is first determined by 2<sup>nd</sup> trimester grades, and again the week before the trip and the dance. Students must have grades of D- or better in order to participate. Students who wish to participate in the promotion ceremony must have grades of D- or better for the 3<sup>rd</sup> trimester. Students who are suspended in the 2<sup>nd</sup> or 3<sup>rd</sup> trimester will have some or all of their privileges taken away.

## **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 teacher 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 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 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  
Board of Education required to remove 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.**

# MENDENHALL MIDDLE SCHOOL

**2018-2019**

## **Emergency Action Plan**

Mendenhall Middle School and the Livermore Valley Joint Unified School District continually strive to review and modify our emergency plan to enhance the effectiveness of the plan in the event of an emergency. Mendenhall Middle School has a detailed emergency plan, which is practiced at least twice each year (fire drills monthly) to insure that staff and students will be prepared in the event of an actual emergency.

Disaster kits, water, etc. are located in various rooms and in a large storage trailer located 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 in the event that telephone communication becomes hampered. This information and more is contained in our *Basic Emergency Action Plan*, which lists all disaster procedures to be followed at Mendenhall. We would be happy to share this plan with any interested parents. **We strongly encourage you to have a home emergency plan and to inform your children of related procedures.**

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 /Disaster Information Card. Please keep your emergency information card updated throughout the year.

## **Emergency Action Plan**

**Signal:** Alarms

**Response:**

1. immediately evacuate the building all people:
2. exit quietly in an orderly single-file line to the basketball courts (blacktop area)
3. teacher at the front to verify the safest route
4. teacher brings the students and emergency binder with student roll sheets and class status forms
5. emergency/first aid kit
6. last person closes unlocked door

**At the assembly site (field):**

- complete the class status sheet if any absent students or issues and submit to a runner
- Teachers should be standing facing the school in front of their students

**Ending signal:** an all-call from the office



# Earthquake Emergency

## Signal:

- earth shaking
- drill: all-call "We are experiencing an earthquake."

## Response indoors:

- duck and cover under a large surface (protect head & neck)
- wait until shaking stops/in a drill about one-and-a-half to two minutes
- evacuate the building
- exit quietly in an orderly, single-file line to the football field
- Teacher at the front to verify the safest route
- Teacher brings the students and:
  - emergency binder with student roll sheets and class status forms
  - emergency/first aid kit
- Door: last person closes unlocked door

## Response outdoors:

- move away from buildings, trees, overhead wires
- duck and cover in an open area using arms to protect head
- after shaking stops, join evacuation and locate your class on the field

## At the assembly site (field):

- complete the class status sheet if there are any absent students or issues and submit form to a runner
- Teachers should be standing facing the school in front of their students

**Ending signal:** all-call from the office

# Lockdown Emergency

*These protocols are based on the need for students and staff to "disappear into the environment;" to give the appearance of empty rooms to any outsider. This requires no movement and no sound.*

**Signal:** all-call: "This is a lockdown; secure your room."

## Response:

- lock door
- close blinds
- turn lights off
- shelter against a wall, away from windows
- DO NOT open the door to anyone
- *Teacher:* complete the class status sheet and phone the office with information about any students out of the room
- *Students who may be outside the classroom:* shelter as quickly as possible by entering the nearest unlocked door or the bathroom

**Ending signal:** all-call from the office