

# ***MARSHALL ELEMENTARY SCHOOL***

## ***CODE OF CONDUCT***

***Respect self, others, and our surroundings.***

***Support and encourage each other.***

***Act responsibly.***

*Marshall is a learning community where we do our best and support each other. We respect everyone's right to teach and learn and we respect our learning environment. We are responsible for our actions.*

### **OVERVIEW OF THE MARSHALL CODE OF CONDUCT**

#### **Our Board of Education's message:**

**“The MPUSD Board of Education is committed to providing a quality education in an environment that is safe and secure. Essential to this is the publication, explanation, and enforcement of school rules and procedures which define expected behavior and consequences for misbehavior. These rules and procedures have been adopted by our district in accordance to Education Code 35291.5.”**

This Code of Conduct outlines our expectations for all students to insure a safe, secure and educationally rich environment. It also details policies and consequences for behavior which does not conform to these expectations.

Please review the information in our Code of Conduct carefully and share our expectations with your children.

## **GENERAL POLICIES FOR BEHAVIOR AND DISCIPLINE**

### **STUDENTS WILL BE RESPECTFUL**

- Of themselves, all students and all adults.
- Of all classrooms and school site facilities, personal items and school supplies.
- By using civil, polite language: “please, thank you, no-thank you, excuse me, pardon me, you’re welcome, I am sorry”.
- By respecting diversity among us all and treating others the way you want to be treated.
- By being tolerant of each other’s differences.

## **INSIDE OUR CLASSROOMS**

Each teacher will develop and implement a classroom discipline program that will be explained to the students and to which all students in that classroom are expected to adhere.

Classroom behavior expected from all students at Marshall Elementary School:

- Follow directions and respect the authority of the teacher and all school staff.
- Respect the rights and property of others.
- Be considerate of others.
- Obey all classroom rules.
- Keep hands, feet and objects to oneself.
- Use appropriate language and good manners at all times.
- Strive for excellence in academic work.
- Take initiative and responsibility to be certain that assignments are understood and completed on time.
- Stay on task.
- Speak when it’s your turn and do not disturb others.

## **OUTSIDE OUR CLASSROOMS THE LARGER MARSHALL COMMUNITY**

### **PLAYGROUND EXPECTATIONS**

- SAFETY is our first responsibility—always play safely.
- Respect others at all times.
- Control your body and use appropriate language.
- ALWAYS tell a playground supervisor if you have a problem or get hurt.
- Use the playground areas for running and play. Remain outside the RED LINED areas when playing. ALWAYS walk inside the RED LINED areas—the courtyard, hallways and inside school buildings.

Students may play in the following areas:

- The playground blacktop.
- The grass.
- The sand/bark area.
- The play structures.

Students will NOT play in the following areas:

- In or around the bathrooms or portable classrooms.
- In the wooded areas.
- On the hillsides.
- In the courtyard or in the hallways and at the drinking fountain.

Students will NOT play in a way that is UNSAFE. Students will NOT:

- Hit, push or kick other students.
- Throw sand, wood chips, rocks, any plants or sticks.
- Use profanity or use derogatory names.
- Climb or play on top of the high playground apparatus, the ball wall or backstop.
- Use ropes, sweaters or other clothes to swing or hang from the bars.
- Climb on the basketball poles.
- Play body-tackle games.
- Swing on tetherballs.

Students will always keep the playground safe:

- FREEZE when the bell rings. Walk to your classrooms lines. Return all balls/jump ropes.
- Use all equipment and play structures safely and appropriately.
- Share play areas-basketball courts, kickball areas.
- Ask an adult to retrieve a ball that is out of bounds-- in the street, on the hillside or off the playground.

- Use good sportsmanship in all playground game

### CAFETERIA EXPECTATIONS

In the cafeteria:

- Walk at all times.
- Sit at assigned tables.
- Keep hands and feet to yourselves.
- Always use an inside, QUIET voice when speaking.
- Keep the noise level down. Do NOT shout or yell.

While eating:

- Use good manners and respect others.
- Talk only to students at your table.
- Use your cafeteria tray or lunch box as a placemat (Do not put food directly on the table).
- Stay seated until excused by an adult.
- Do not give food away or ask friends for food.
- Raise your hand for help.

When excused

- Pick up trash from the table, floor and your immediate area.
- Wait until your table is excused.
- Deposit trash in trash cans and put recycle material in the recycle bin.

### SCHOOLWIDE EXPECTATIONS

- Riding bicycles, skateboards, scooters, or using skates is prohibited on the school grounds.
- After school, students are to leave campus promptly.
- Electronic devices such as Game Boys, Walkmans, iPods are not allowed at school.
- Cell phones are to be kept in backpacks and turned off. The use of cell phones on school premises during the school is not allowed. School telephones may be used in emergencies.
- Students are not allowed to sell or trade items at school, (e.g. Pokeman Cards).
- Toys and playground equipment are not to be brought to school unless they are for a planned classroom purpose, such as “Show and Tell”.
- Respect our grounds: walk on paths; never walk through any garden areas.
- Students may not climb on or jump off of retaining walls at any time.
- Pets/animals are not allowed on campus, unless there are special circumstances.
- If a child brings a snack to school, healthy snacks are encouraged. Gum/candy/sweet treats are discouraged.
- **Weapons of any kind, even toy replicas, tobacco and alcohol are not allowed at school. Possession of a weapon is an automatic expulsion offense.**

## EXPECTATIONS FOR CLOTHING

- Students are to wear appropriate clothing respectful of our educational environment and in correspondence with school safety at all times.
- T-shirts and sweatshirts printed with disrespectful slogans or art work, demeaning language or violent images are not allowed (other as determined by the principal).
- Flip-flops are a safety hazard and are not to be worn. Sandals with buckles or ties, a heel and heel straps may be worn.
- No halter tops, spaghetti straps or tank tops.
- Shorts and shirts showing tummies/midriffs are not allowed.
- Heely wheels on shoes are prohibited on the school site.

## FIELD TRIPS

- Field trips are often a part of Marshall's instructional program. School rules for safe behavior and good manners apply on field trips.
- Repeated infractions of school rules may result in exclusion from field trips or school activities.

## **SCHOOLWIDE DISCIPLINE PLAN**

### **STUDENTS WILL RESPECT ALL ADULTS. THEY WILL BE EXPECTED TO ADHERE TO THE CODE OF CONDUCT AND TO ALL SCHOOL RULES AT ALL TIMES.**

#### **In the classroom:**

Every student is expected to follow the classroom discipline system set up by his or her teacher. Each teacher will provide parents and the principal with a classroom discipline program which will be reviewed in class.

- The behavior program will be implemented by the classroom teacher.
- Phone calls or personal meetings with the parents and principal may be initiated by the teacher or principal for chronic behavior issues.
- Consequences for inappropriate classroom behavior may include:
  - Time-out inside or outside the classroom
  - Suspension of school activities—recess, assembly, field trips, cafeteria privileges.
  - Conference with the principal and parent phone call home
- The student will be immediately removed from the classroom for an in-house suspension for serious incidents of defiance and classroom disruption, or behavior that is threatening the safety of other students, A student's return to class will be determined by the principal and teacher. The principal and/or teacher will make parent contact by phone or personal conference.
- Students will be suspended from school in cases of severe defiance, disrespect or dangerous behavior. The principal, with input from the

teacher, will determine if this action is necessary. A mandatory suspension conference between the principal and parents will be scheduled.

---Teachers or the principal will submit a record of the behavior offense for parent signature using the Referral Form.

**Outside the classroom, the larger Marshall community:**

- Students will be respectful to any adult and each other. Students will be held accountable for any disrespect, disobedience, defiance of school personnel or infraction of school rules in communal areas—the playground, the multipurpose room, the office and other community areas.
- Disrespect or defiance of adults or violation of school rules at Marshall School will result in discipline actions. Disciplinary actions include:
  - Immediate removal from the playground or cafeteria to the office or to a designated area on the playground during recess or lunch play.
  - Principal conference with student and/or parents.
  - A record of the behavior signed by parents on the Referral Form.
  - Suspension from school activities and possible at-home suspension.

**Review of decisions:**

- Questions regarding behavior consequences may be addressed to the teacher, if the action was initiated in the classroom. Please set up a meeting with teacher to review the behavior and consequence.
- Questions regarding suspension must be addressed to the principal for review. Please contact the principal to arrange a meeting.

**Reports to law enforcement agencies:**

- The appropriate law enforcement agency will be contacted for severe inappropriate behavior which requires law enforcement notification. The Associate Superintendent will also be notified of this behavior issue.

**BEHAVIOR SUCCESS PLAN**

- A student will be placed on a Behavior Success Plan if inappropriate behavior is a chronic issue in the classroom or in the Marshall community.
- The plan will detail appropriate behaviors, inappropriate behaviors and progressive intervention and discipline steps—these steps may ultimately lead to a home suspension. (See a sample Behavior Success Plan at the back of this document). The principal and teacher will determine if at-home suspension is an appropriate action.
- Parents, teacher, student and principal will meet together to discuss the plan.

**SUSPENSION FROM SCHOOL**

- Education Code 48915 and 48900 details the suspension of students from the classroom and the school site for extreme inappropriate behavior.
- Severe and extreme inappropriate behavior, including defiance and disrespect of authority, will result in a student’s suspension.
- Parents are required to conference with the principal when a student is suspended.