



Marston Middle School

STUDENT HANDBOOK

3799 CLAIREMONT DRIVE

SAN DIEGO, CALIFORNIA 92117

TELEPHONE: (858) 273-2030 FAX: (858) 272-3460

WWW.SANDIEGOUNIFIED.ORG/MARSTON

This Agenda belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student No. _____

2019-2020

CLASS SCHEDULE

	Course Title	Room #	Teacher
Period 1: Advisory			
Period 2			
Period 3			
Period 4			
LUNCH			
Period 5			
Period 6			
Period 7			

MARSTON MODE

We believe that all students have the right to learn and all teachers have the right to teach.

Be responsible for your actions.

Follow directions the first time they are given.

Be in your seat ready to work when the tardy bell rings.

Bring a graffiti-free, three-ring notebook with dividers and writing utensils daily.

Use polite language.

Follow the Marston dress code.

VISION STATEMENT

The mission of Marston Middle School is to educate all students in an integrated setting to become responsible, literate, thinking, and contributing members of a technological society. Because we believe that all students can learn, we work cooperatively to instill confidence and self-esteem in every student. By creating a safe learning environment with an instructional curriculum enhanced by interactive technology and a partnership with parents, each student is valued and respected and has opportunities to succeed academically, socially, and personally.

DISCLAIMER:

Expectations indicated in the student planner are merely an overview and should not be considered exhaustive. The following websites contain additional laws and expectations:

California Education Code: <http://www.cde.ca.gov/re/lr/cl/>

San Diego Unified Policies and Procedures: <https://www.sandiegounified.org/policies-procedures>

Marston Expectations and Policies: <https://www.sandiegounified.org/schools/marston>

BELL SCHEDULES

Regular Day Schedule

8:35 – 8:50 Breakfast
8:55 – 9:30 Period 1: Advisory
9:35 – 10:25 Period 2
10:30 – 11:20 Period 3
11:25 – 12:15 Period 4
12:20 – 12:50 Lunch
12:55 – 1:45 Period 5
1:50 – 2:40 Period 6
2:45 – 3:35 Period 7

Minimum Day Schedule

8:35 – 8:50 Breakfast
8:55 – 9:18 Period 1: Advisory
9:23 – 10:00 Period 2
10:05 – 10:42 Period 3
10:47 – 11:24 Period 4
11:29 – 12:06 Period 5
12:11 – 12:41 Lunch
12:46 – 1:23 Period 6
1:28 – 2:05 Period 7

STUDENT AGENDAS

This student agenda is free to students. Replacements cost \$5.00

Students are expected to:

- Write in your assignments for every class – every day.
- Record the dates of tests.
- Record the dates assignments are due.
- Record the dates special projects are due.
- Have a parent or responsible adult sign your agenda every week.

ATTENDANCE

Students are expected to arrive between 8:30 a.m. and 8:45 a.m. Students arriving before 8:30 a.m. must be in an assigned, pre-arranged class or the Prime Time Program. Students must stay on campus once dropped off at school in the morning. After school, students are expected to arrive at their after-school destination (e.g. Primetime, tutoring, library, sidewalk for pick-up, etc.) by 3:40 p.m. Students without plans to stay after school should be picked up by parents by 3:45 p.m.

Students with six or more tardies throughout the year will be assigned to three days of after school detention to clear tardies. Parents will be notified in advance prior to students staying after school. In addition, Marston offers Saturday Enrichment Program for students to clear one full day of absence originally coded as Illness, Unexcused or Unverified. Additionally, students can clear up to eight tardies when they attend the Saturday Enrichment Program throughout the year.

Parents need to call the attendance office at 858-273-2030 on each day that a student is absent. California Education Code requires the parent to indicate the reason for the absence. Marston uses a message machine for early morning calls. **If a student arrives after the school day has begun, the student should report to the Attendance Office for a pass to class.** Missing the bus, oversleeping, etc., with or without verification is not an excused tardy. Students missing 5 or more consecutive days of school need to complete a *Contract for Independent Study* at least **one week** in advance of the first day of absence. Parents who need to pick up their child for any reason during the school day, should notify the office in the morning on the day of the appointment. Please be advised that pulling a student out of class can take up to 15 minutes, especially if the student is in a physical education class.

RECOGNITION OF POSITIVE CHOICES

Marston students are recognized for positive behavior in various ways including: *Weekly Caught Being Good* drawings, awards assemblies and ice cream for earning exclusively Es and Gs on progress reports.

VISIT THE MARSTON WEBSITE

Go to www.sandiegounified.org/marston and here is what you will find there:

School Calendar, Weekly Bulletin, Links to Grades & Assignments, Tutoring Schedules, Cafeteria Information, School and District News & Announcements, Teacher Websites, Staff email Addresses, Academic Resources and Student Support Services

REPORT A CONCERN

The Marston staff is committed to providing all students with an excellent education in a positive learning environment. While it is often best to share concerns directly to the designated staff member, Marston welcomes anonymous concerns which are routed to the Marston Administration. Submit anonymous concerns by clicking the “Report a Concern” link on the Marston website (far left column).

GPA Scale: Use this scale to calculate GPA:

GPA Scale
A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

How to calculate GPA

1. Assign a point for each grade and add them up:

- English: B.....3 points
- Math: B.....3 points

- Science: C.....2 points
- History.....4 points
- PE: A.....4 points
- Band: B.....3 points

Total: 19

2. Divide by the number of classes (6):

19 divided by 6 = 3.16

NOTE: Marston does not use a weighted system. All courses carry the same weight including Accelerated Math and Honors/Advanced English.



GPA Calculator

Promotion Eligibility Requirements:

- 2.0 GPA on 5th progress report in May
- No more than one F on the 5th progress report in May
- No more than one U on 5th progress report in May
- No suspensions after the 4th progress report in March
- No fighting at any point of the school year
- Completion of four community service hours by May deadline

A – H Requirements for Admission to the University of California (UC) & California State Universities (CSU)

- A. History: 3 years
- B. English: 4 years
- C. Math: 3 years, 4 recommended for UC
- D. Lab Science: 3 years
- E. World Language: 2 years, 3 recommended for UC
- F. Visual & Performing Arts: 1 year
- G. College Preparation Electives: 8 credits
- H. Physical Education: 2 years

These are minimum requirements.

Students should seek to surpass the recommended number of courses

Marston Middle School Grading Policies

ACADEMIC GRADES

At Marston Middle School, students' academic grades are a reflection of course standards mastery, effort and growth.

Each Marston teacher creates a syllabus that contains an overview of the course-specific standards and grading policies. Teachers communicate the assignments, indicate how the assignments are scored and regularly post the scores on Powerschool. Unless otherwise stated in the syllabus, the academic grade completely resets at the semester. Six-week progress reports (P1, P2, P3 and P4) are merely updates. Progress report errors will be updated in Powerschool but will likely not result a retroactive progress report grade change.

California Education Code 49066(a)

When grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, shall be final.

SDUSD Administrative Procedure 4705 Progress Reporting for Grades 7-12

Link: https://www.sandiegounified.org/sites/default/files_link/district/files/dept/superintendent/pp4705.pdf

CITIZENSHIP GRADES

At Marston Middle School, students' citizenship grades are a reflection of students' participation, behavior and attendance.

SDUSD definition of citizenship grades:

Reflections of the teacher's impression of the general behavior, attitudes, values, and habits of an individual student in the school community. These marks are indices of the student's ability to participate effectively in a democratic society. They measure personal qualities, not academic performance, and therefore should not be equated with the academic scale.

Marston teachers calculate citizenship grades by matching their observations over 6-weeks to the Marston Citizenship Grading Rubric. Parents and students interested in knowing citizenship grades between progress reports should contact the teacher directly.

At Marston Middle School, the default citizenship grade for all students is an "S." As described in the citizenship grade rubric, "above and beyond" contributions are needed to earn a "G" or an "E." Citizenship grades on each progress report (P1, P2, P3 and P4) reflect only the student behavior observed within that specific grading period. The semester (S1 and S2) citizenship grades reflect the student's citizenship over the entire semester.

Link to Marston's Citizenship Grading Rubric: <https://www.sandiegounified.org/schools/marston/citizenship-grades>

SDUSD Administrative Procedure 4710: Citizenship Grading and Evaluation and Academic Honesty:

https://www.sandiegounified.org/sites/default/files_link/district/files/procedures/pp4710.pdf

Rubric for citizenship grades

1. An Excellent (E) Student has outstanding classroom behaviors:
 - a. Always cooperates; works efficiently in any situation, whether in group activities or independently.
 - b. Completes work on time.
 - c. Promotes the welfare of the class. The class is better because this student is in it.
 - d. Uses time and material effectively.
 - e. Assumes responsibility for completing own work.
 - f. Is always courteous and trustworthy.
 - h. Takes correction in good spirit.
 - i. Has excellent attendance - no tardiness, no truancy, and absence due to illness only.
 - j. Is seated when the bell rings.
 - k. Waits for the teacher, not the bell, to dismiss class.
 - m. Cares for school property.
 - o. Has the necessary tools or equipment in readiness for each class.

2. A Good (G) student:
 - a. Is always courteous.
 - b. Completes work on time.
 - c. Contributes to a positive atmosphere in the class.
 - d. Meets all or most of the requirements of the class.
 - e. Makes occasional contributions to class discussions.
 - f. Is on time to class daily and absences are excused.
 - g. Cooperates toward group activities.
 - h. Has the necessary tools or equipment in readiness for class.

3. A Satisfactory (S) student:
 - a. Is generally cooperative with teacher and peers.
 - b. Completes work on time.
 - c. Is courteous in most situations.
 - d. Is on time to class.
 - e. Attends school regularly (absences are excused).
 - f. Shows self-control and self-discipline, accepts corrections in the right spirit.
 - g. May deviate from the above standards sometimes but conforms when directed by the teacher.
 - h. Needs more encouragement than a "G" student and has to be reminded of his/her responsibilities.

4. A student who Needs (N) to Improve:
 - a. Sometimes hinders the progress of the class.
 - b. Is discourteous and undependable at times.
 - c. Is irregular in attendance, has unexcused absences, and occasionally comes tardy to class.
 - d. Frequently needs supervision, lacks self-discipline.
 - e. Is often talkative and inattentive.

5. An Unsatisfactory (U) student:
 - a. Exhibits behavior patterns which do not fit in our school; causes class disruptions.
 - b. Is often rude, belligerent, or uncooperative with others.
 - c. Needs constant supervision, lacks self-control, and self-discipline.
 - d. Is not trustworthy.
 - e. Misuses or destroys school property or that of other students.
 - f. Is habitually tardy.
 - g. Is truant.
 - h. Consistently refuses to accept correction from adults.
 - i. Has been insolent and/or defiant.
 - j. Has received more than one referral to office and yet continues to create a disturbance in class.

Intervention & Exploration Advisory Program

In an effort to ensure that all Marston students receive the level of needed support to meet standards in English, Math, Science, and History, we operate an advisory program to provide *intervention* and *exploration* within the school day.

- Key Learning Targets are published for each core class (English, Math, Science & History).
- Students know what is expected and what will be assessed.
- Assessment will show mastery or the need for intervention (more time and support).
- Students control their participation in exploration activities based on completion of assignments and mastery of the Key Learning Targets.

INTERVENTION

Intervention classes are an opportunity to revisit subject matter and ensure proficiency in the core subjects. Using common assessments and professional judgment, teachers will determine which students are in need of intervention. In the three week intervention cycle, students will revisit the *Key Learning Targets* for the previous three weeks and complete assignments that will help them to improve grades and test scores.

STUDY HALL

Study Hall is an opportunity for students who did not complete a sufficient amount of homework or class work assignments in the previous three week cycle. Teachers have agreed to accept assignments that are completed during this class for full or partial credit, even though the assignment is late. Study hall students that catch up on their missing work will become eligible for exploration courses at the next cycle change or potentially earlier.

EXPLORATION CLASSES

There are no academic grades for these classes, just lots of fun while learning! The classes fall into the following categories:

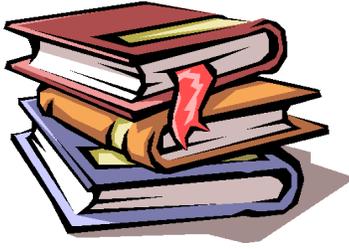
- Sports & Physical Activities
- Visual & Performing Arts
- Leadership
- Home Arts, Crafts, Hobbies & Games
- Science & Technology
- Language & Literature

Exploration courses are offered based on student interest and teacher availability. Visit the Marston website for current exploration offerings. Students submit their preferred exploration courses at the beginning of each semester.

Success Advisory

Success Advisory is a yearlong advisory in which consistent academic support is provided to select students. Students are nominated by their teacher for this specialized advisory. Students will also be required to abide by a contract outlining advisory expectations.

***NOTE:** The Marston staff uses the aforementioned criteria to best place students in advisory classes. Concerns about placement in advisory classes should be directed to the Site Tech and Administration.*

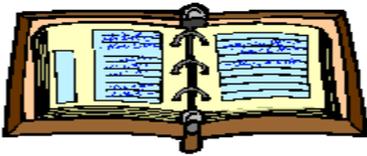


LIBRARY

Procedures: A student must have a pass to come to the library during class time. The pass should originate with the classroom teacher. Students must also have a pass if they come at lunch. That pass must be obtained from a staff member on the lunch court after the student is finished eating. Passes are not required before or after school.

Behavior: The library is a wonderful place for pleasure reading, studying, research, and reference work. Students who are disruptive will be asked to leave. Eating or drinking in the library is not allowed.

Circulation: In order to check out a book, students must have an ID card or binder with the proper name printed on it. Present the book you want to check out and your identification at the Circulation Desk where the book will be stamped with the due date. Students may check out up to five books at one time. Books may be renewed for an additional two weeks. Return books any time that the library is open. Please make every attempt to return the book on time or to have it renewed. Lost books must be paid for promptly and in full. If the book is found, the money will be reimbursed (keep the receipt). Eighth graders owing library fines will not be allowed to attend end-of-the-year 8th grade activities.



Organization in Middle School

Staying organized is an important part of a successful school experience. A 3 ring binder devoted just to schoolwork will go a long way to help you with that.

Marston encourages all students to have a 3 ring binder brought to school every day. This will help students keep their class materials organized. It should include:

1. Your first and last name written on the front cover.
2. An assignment calendars (or student agenda). It should be filled out daily.
3. Pencils, pens, erasers (in a pouch) and paper.
4. Subject dividers.

Parents are also encouraged to check students binders and backpacks each night to ensure it is organized and class assignments are being completed.

NETWORK USE GUIDELINES

(Reference District Procedure 4580)

Students will have access to:

- Electronic mail (e-mail) communication with people all over the world.
- Information and news from a variety of sources including libraries and research institutions.
- Public domain and shareware software of all types.
- Discussion groups on a wide variety of topics.

Responsibilities. San Diego Unified School District has taken reasonable precautions to restrict access to “harmful matter” and to materials that do not support approved educational objectives. However, on a public network it is impossible to control all materials. “Harmful matter” means matter that, taken as a whole by the average person applying contemporary statewide standards, describes in a patently offensive way material which lacks serious literary, artistic, political, or scientific value for minors (Penal Code, Section 313). The teacher/staff will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their students. San Diego City Schools takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user’s risk.

Prohibited Use. Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, the distribution of:

- a) Any information which violates or infringes upon the rights of any other person.
- b) Any defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- c) Advertisements, solicitations, commercial ventures, or political lobbying.
- d) Any information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime.
- e) Any material that violates copyright laws (District Administrative Procedure 7038).
- f) Any vandalism, unauthorized access, “hacking,” or tampering with hardware or software, including introducing “viruses” or pirated software, is strictly prohibited (Penal Code, Section 502).

Warning: Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced: Education Code, district procedures, and school site discipline/network use policy.

Privileges. The use of district networks and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, teachers, and/or staff may request the site system administrator or district security administrator to deny, revoke, or suspend specific user access.

Security. Security on any computer system is a high priority. Anyone aware of a security problem on district networks should notify the San Diego Unified Educational Technology Department. Problems should not be demonstrated to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to district networks and the Internet.

Vandalism. Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses.

ACCEPTABLE STUDENT BEHAVIOR

Marston has many policies, but there are only 4 main rules for everyone (students, staff, visitors and parents).

The 4 rules are:

- Be Safe
- Be Respectful
- Be Responsible
- Work Together

The 5 Levels of Movement are:

- 0 Standing
- 1 Zombie
- 2 Purposeful
- 3 Power Walk
- 4 Running

The Levels of Conversation are:

- 0 Silence
- 1 Whispering
- 2 Conversation
- 3 Presentation
- 4 Outdoor

In the hallways, we:

- Use Level 2 Movement
- Level 2 Conversation Voice
- Give Friendly Greetings
 - Use Eye Contact and Smile
- Be mindful of others,
 - especially those with physical disabilities

Breakfast & Lunch:

- Wait in lines. No cutting in lines.
- Voice volume should be conversational.
- Throw all trash away, recycle when necessary.
- Keep hands, feet, and objects to yourself.
- Clean up spills or messes.
- Use appropriate and respectful language.
- Be friendly to adults and peers.

DRESS CODE

Students should dress neatly and appropriately for school. When any of the following rules are broken parents may be called to bring a change of clothing and/or students will be required to wear loaner clothing provided by the school.

- No Spaghetti straps
- No midriff
- No low-cut shirts
- No sagging
- No drug, alcohol, tobacco and/or gang clothing (head gear included)
- No slippers and flip flops
- No PJs unless it is Spirit Week
- Hats, Caps, Beanie/Hood may be taken off in the classroom. This is up to the discretion of each teacher.

DISCIPLINE CODE

The following Discipline Code has been made in an effort to ensure that all students are safe and have the best learning experience possible.

HARMFUL /DANGEROUS BEHAVIOR

WEAPONS, EXPLOSIVES, CHEMICALS: Students may not possess a weapon on campus. This includes but is not limited to Airsoft guns, replica weapons and items that could be used as a weapon. The possession or lighting of fireworks, including poppers, is illegal.

SEXUAL HARASSMENT: Students must not tease or bother other students in a sexual manner.

FIGHTING: Students must not cause, attempt to cause, or threaten to cause physical injury to anyone.

TOBACCO, ALCOHOL, DRUGS: The sale, furnishing, possession, use, or being under the influence of any of these substances is against state law. Sale or distribution of controlled substances or alcohol will result in recommendation for expulsion. Marston participates in the *SDUSD Drug Prevention and Awareness Program* which includes unannounced visits from a police officer and a trained drug-detection dog. The dog sniffs objects on campus including student backpacks for drugs.

DRUG PARAPHERNALIA: Students must not possess, offer, arrange, or negotiate to sell drug paraphernalia.

VANDALISM: Anyone who maliciously damages or defaces school or personal property is required by law to pay for damages.

STEALING: Students must not steal or attempt to steal school or private property.

OBSCENITY: Offensive printed materials, language, or habitual profanity is forbidden.

EXTORTION: Any student involved in obtaining money or other possessions of value through the use of intimidation or violence is breaking the law.

HATE VIOLENCE: Students must not cause, attempt to cause, threaten to cause, or participate in violence based on a person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.

TRESPASSING ON SCHOOL GROUNDS:

Students are not allowed to be on the campus of any other school without the specific permission of that school's principal.

INTIMIDATION: Students must not harass, threaten, bully or intimidate other students.

UNACCEPTABLE BEHAVIOR

DEFIANCE AND DISRUPTION: Students must always follow the directions from any staff member, including visiting teachers, first time they are asked to do so. Students must not be defiant, disrespectful, or behave in a way that disrupts school activities.

ELECTRONIC DEVICES OR TOYS: Marston is not responsible for lost, damaged, or stolen items. Devices must be off and out of sight from 8:50 a.m. to 3:35 p.m. Electronic devices (e.g. cell phones, iPods®, Bluetooth® speakers, etc.) used during the school day will be confiscated and will only be made available for parent pick-up, during normal office hours.

DRESS CODE: Students should dress neatly and appropriately for school. When any of the dress code rules are broken parents may be called to bring a change of clothing and/or students will be required to wear loaner clothing provided by the school.

SKATEBOARDS, SKATES, SCOOTERS, OR BICYCLES: Students are not permitted to bring skateboards, skates, scooters, or bicycles on campus. Students that ride bicycles to school must wear a helmet and lock the bike in the bike rack.

TARDINESS: Students are expected to be in their seats ready to work when the bell rings.

RUNNING: Running is not allowed, except as directed by physical education teachers. Students are expected to walk on sidewalks, not grass areas.

COUPLES: Inappropriate behavior, such as kissing, passionate embraces and intimate touching are not allowed. Holding hands is okay. Hugs should last no longer than 3 seconds.

TRUANCY: Students must be in class every day, every period.

GAMBLING: Gambling is not allowed.

PLAY FIGHTING: All types of physical aggression are prohibited, even if the contact is among friends or some consider it “play.” Any type of physical aggression can result in injury and sends the wrong message to others on campus.

POSSESSION OF MARKERS: Students may not have markers, white out, paint pens, Sharpies, and permanent ink pens at school.

SELLING ON CAMPUS: Only approved organizations (PTSA, cafeteria, and official school clubs) are permitted to sell items on campus.

GUM: Gum chewing or possession is not allowed.

PROFANITY: The use of offensive words or profanity is not permitted

MATCHES AND LIGHTERS: Students are not permitted to have matches or lighters at school.

GLASS CONTAINERS: Glass containers are not permitted on campus.

GROOMING: Brushing hair, applying makeup and other forms of grooming are not permitted during class time.

CAKES, CUPCAKES: These items may only be brought to school with the permission of a staff member and must be stored with the person giving permission. Students may not carry them around. When they are eaten it must be under the supervision a staff member.

CONSEQUENCES

Students may be subject to any of the following disciplinary actions (prior incidents of misconduct may result in more severe consequences). Verbal or written warning; Parent/guardian phone call/conference; Campus clean-up; Parent shadowing of the student.

MANDATORY SKILL BUILDING CLASSES: Students may be assigned a mandatory class, or series or classes, designed to improve character, leadership, teamwork, goal-setting, problem-solving and decision making. These classes are held during advisory and after-school. (e.g. PRYDE, Say San Diego, Project AWARE, Why Try, Allied Action, etc.).

DETENTION: Students may be assigned detention for a specified period of time. Students are expected to be quiet and cooperative during the time they are in detention. Saturday School

IN-SCHOOL SUSPENSION: Students are suspended from a class (or classes) and assigned to the in-school suspension room for a specified period of time. Strict rules of discipline are enforced while schoolwork is completed. Failure to follow rules may result in further disciplinary action.

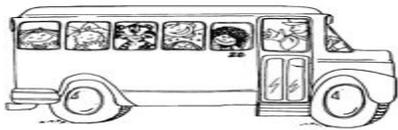
SUSPENSION: Suspension requires that the student remain home under adult supervision for a specified number of days as determined by the district guidelines for suspension. Students who are suspended may not attend any school-sponsored activities.

EXPULSION: Expulsion results in the student's removal from the San Diego Unified School District. The Legal Office of the school district will make suggestions for alternate educational opportunities.

REFERRAL TO OTHER AGENCIES: Students may be referred to appropriate outside agencies or to law enforcement personnel.

ARREST: Students may be arrested and prosecuted.

BUS RIDING RULES



Busing for VEEP students to Marston Middle School is a privilege and NOT a right. The bus rules and regulations have been designed to provide for the safest possible transportation for our students. **Any violation of these rules will result in appropriate consequences.**

1. *All bus riders will be issued a ZPass. Students are to carry their ZPass with them at all times. Students may not share their ZPass with another person at any time. Students without a ZPass on Tuesday, Wednesday, or Thursday, will be required to take the late bus home (at 4:35 pm). Students without a ZPass on Monday and Friday will have to call parents to be picked up at school.*
2. Students are to arrive at the bus stop 10 minutes prior to the scheduled pick up time.
3. Students are to respect all directions and requests from the bus driver.
4. The bus driver can assign any combination of student seating for ANY reason.
5. Students are to remain properly seated at all times in their seat, facing forward and their feet out of the aisles and on the floor.
6. Students may not throw any objects inside the bus or out the window at any time.
7. Students are not to distract the bus driver, other drivers or pedestrians by flashing hand signals, shouting or yelling.
8. Cell phones may only be used on buses with the driver's permission. No photos are allowed of students on the bus.
9. Opening and closing windows is completely up to the driver. Regardless of temperature, students must ask the driver's permission. The driver's decision is final.
10. No students will touch any of the controls of the bus in the driver's area or in the emergency door areas.
11. **All rules and regulations at Marston Middle School also apply to riding the bus.**

BUS SUSPENSIONS

It is the responsibility of the parent or guardian to provide transportation to school if the student is denied transportation for any reason.

PHYSICAL AGGRESSION, DEFIANCE, AND VANDALISM are major offenses and will result in an immediate bus suspension. The repair of vandalized property will be billed directly to the family of students responsible for the damage. If a student notices vandalism, it is his/her responsibility to notify the bus driver immediately.

- 1st Referral: Student is counseled, parents will be contacted. Three (3) days of campus beautification is assigned.
- 2nd Referral: Three days of detention is assigned. Parents will be contacted.
- 3rd Referral: Student is suspended from the bus a minimum of three days. Parents will be contacted.
- 4th Referral: Student is suspended from the bus a minimum of five days. Parents will be contacted.
- 5th Referral: Student is suspended from the bus for the remainder of the semester, or no less than one month. Parents will be contacted.

NOTICE OF STUDENT NON-DISCRIMINATION

The San Diego Unified School District is committed to equal opportunity for all individuals in education. District activities shall be free from discrimination based on sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability or any other unlawful consideration. The district shall promote programs which ensure that discriminatory practices are eliminated in all district activities and will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs.

Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

STUDENT SEXUAL HARASSMENT POLICY

The San Diego Unified School District is committed to being free of sexual harassment. This means that the district prohibits harassment by someone from or in the educational setting. Sexual harassment can be such actions as unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

The district prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

The district further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

Students should report any sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately. This includes suspension or possible expulsion. Employees who violate this policy shall be disciplined according to school personnel procedures (AP 7110)

The district believes it can resolve issues of harassment and discrimination at the school site. If not, students or parent/guardians may contact:

Title IX Coordinator, Eugene Brucker Education Center,
4100 Normal Street, Room 2214,
San Diego, CA 92103

For questions or additional information, please call (619) 725-7085.

TO FILE A DISCRIMINATION OR SEXUAL HARASSMENT COMPLAINT

1. **Filing a complaint:** A complaint may be filed by a student or parent/guardian by obtaining a copy of the Uniform Complaint Form, Administrative Procedure 1700 from the school or the district's Legal Office. Remedies available outside of the district are listed in this procedure. The complaint should be filed with the Legal Office, Room 2148.

2. **Investigation:** San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment allegations and provide a written report within sixty (60) days of when the complaint is filed.

3. **Action:** If the district determines that its policies prohibiting sexual harassment or discrimination have been violated, disciplinary action, up to and including expulsion will be taken.

The person filing the complaint may also pursue action in civil court. Complaints may be kept confidential.

The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

BULLYING IS PROHIBITED AT MARSTON

If someone is being a bully, it means they need our help to be a better person. Do not ignore it. That won't help anybody and it will most likely happen again. The adults can help!

If you observe or experience bullying or harassment of any kind:

Tell the bully to stop. You deserve a school that is free from this kind of behavior.

Report it to an adult. Tell a trusted adult (teacher, counselor, administrator, or parent). If it happens to someone you know, encourage that person to report it – go with them for support. Report it yourself if the other person won't. Don't be a victim.

Possible Consequences: School is about learning, and we are going to do everything we can to help the bully learn to make better choices. This help may be through learning how to apologize, counseling, talking with parents, using a behavior log, participating in a special character-building course or disciplinary action through the school or arrest by School Police.

You have the right to have a school that is free of bullying behavior!

It is your civic responsibility to do something about bullying when you see it happening.

If you see it, and do nothing, you are part of the problem.

ZERO TOLERANCE POLICY

The Board of Education of the San Diego Unified School District has approved the following Zero Tolerance Policy:

Use, possession, or brandishing of a weapon will result in a recommendation for expulsion. A weapon is defined as, but not limited to, a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, a knife of any size or type, a dirk, dagger, razor, slingshot, any explosives or fireworks. Airsoft guns or items like it are part of this policy. Any object used in a dangerous manner will also be considered a weapon.

Repeated incidents of fighting, violent acts, or causing serious injury to another person will result in a recommendation for expulsion.

Attempting to commit or committing a sexual assault or committing a sexual battery will result in a recommendation for expulsion.

Attempting to commit or committing a sexual assault or committing a sexual battery will result in a recommendation for expulsion.

Our district has a NO ALCOHOL, TOBACCO, or other DRUG POLICY. If you are found to be selling or furnishing a controlled or prohibited substance **you will be recommended for expulsion on your first offense**. For possession or use, expulsion will be recommended on your third offense, except for tobacco offenses. If you are found in possession of tobacco you will be recommended for expulsion on your fourth offense.

In addition to discipline, if you are found to have violated the law you may be arrested and taken to a juvenile detention facility. Expulsion from San Diego Unified School District will result in the loss of your privileges to attend school or extracurricular activities. You may be placed in an alternative school or program.

The Zero Tolerance Policy requires a recommendation for expulsion if the offense occurs on school campus or at a school activity, whether on or off campus. Expulsion may be recommended for an offense that occurs during lunch period, off campus, and during or while going to or from a school-sponsored activity.

The Zero Tolerance Policy is designed to make your school a safe environment and to provide an appropriate learning environment for you and other students. There can be no acceptable reason for violating these rules.

Home & School Compact

Through this Compact, students, parents, teachers, and administrators agree to fulfill our roles and responsibilities in the learning process, and commit to achieve district academic and citizenship standards.

Student Commitments

- q I will attend school daily, on time, prepared and ready to work and learn.
- q I will understand what I am expected to learn, complete all assignments to the best of my ability, and get help when I need it.
- q I will follow school rules and cooperate with adults and other students
- q I will respect the rights of others to learn and create a positive learning environment using courtesy and good citizenship.
- q I will follow teacher instructions and not be disruptive in class.
- q I will not use profanity or make derogatory statements.
- q I will respect the property of the school, the community, and others.
- q I will spend time reading (including reading for fun), studying, and completing homework, every day.
- q I will discuss and share pertinent information related to school with my parents.
- q I will self-monitor my electronic entertainment.

Parent/Guardian Commitments

- q I will ensure my child attends school daily, on time, prepared, and ready to work and learn.
- q I will call the school when my child is absent.
- q I will hold high expectations for my child and regularly monitor my child's progress.
- q I will review daily homework and sign the assignment calendar.
- q I will know and support school/classroom rules, and the site discipline and attendance plan.
- q I will advocate for my child by understanding student/parent rights and responsibilities.
- q I will participate in decisions, as appropriate, related to the education of my child.
- q I will plan family vacations for times when school is not in session.
- q I will contact teachers/counselors about concerns or problems in a timely manner.
- q I will attend a minimum of one parent-teacher conference a year.
- q I will be available to teachers and will return teacher calls in a timely manner.
- q I will participate and/or volunteer in classroom/school activities and encourage my child to do the same.
- q I will provide a regular time, quiet place, and supervision for homework completion.
- q I will read to my child or ensure that my child reads daily just for pleasure.
- q I will limit my child's electronic entertainment time and encourage positive uses of out-of-school time.

Home & School Compact (continued)

Teacher Commitments

- q I will set high expectations for students learning and use a variety of teaching strategies to motivate and encourage my students.
- q I will provide a syllabus of course requirements.
- q I will provide an enriching academic program based on standards.
- q I will give students timely feedback on their work.
- q I will provide a safe atmosphere for learning consistent with our site discipline plan.
- q I will seek out additional resources to meet student's special academic needs.
- q I will advocate for students non-academic needs.
- q I will help create a welcoming environment for students, families, and community members.
- q I will provide opportunities for parents to volunteer, observe, and participate in classroom activities.
- q I will actively participate in site decision making.
- q I will communicate with parents any concerns or problems in a timely manner.
- q I will schedule parent-teacher conferences; return parent calls, and be reasonably available to parents.
- q I will suggest ways that parents can support learning at home.

Principal Commitments

- q I will work to ensure a positive learning climate at school, and hold high expectations for student achievement.
- q I will provide instructional leadership to inspire and encourage staff to learn and practice a variety of effective teaching strategies.
- q I will ensure that a high quality curriculum that addresses student needs and enables students to meet or exceed district standards is in place at our school.
- q I will effectively utilize site and community resources to improve student achievement.
- q I will provide regular and direct communication regarding school and learning issues to students, families, and the community.
- q I will foster a safe and positive learning environment with consistent application of the site discipline plan.
- q I will create a welcoming environment for students, families, and community members.
- q I will ensure that everybody has the opportunity to be involved and represented.
- q I will provide staff, parents, and community with ways to participate in planning, reviewing, and implementing the Site Plan for Student Achievement.
- q I will provide equitable opportunities for parents to receive appropriate training to support student learning and strengthen parent involvement.