CODE OF CONDUCT

Students have the right to learn, and teachers have the right to teach. In order for us to work together on this goal, the following is a general outline for student citizenship expectations in the classroom and on campus.

PBIS (Positive Behavior Intervention and Supports) WAVE TICKETS
MBMS WAVE tickets are incentives that students may earn from their teachers and administration when following the code of conduct. Individual incentives and classroom incentives can be earned by turning in tickets. Students may win prizes such as site events, sports gear, movie passes, gift cards, extra privileges, etc. MBMS WAVE tickets are not transferable to other students. Students should keep track of their tickets individually.

Behavior To and From School
The school's expectations and consequences apply not only to students when they are on campus, but also on the trip to and from school. This includes going to, during, or coming from a school-sponsored activity such as a school field trip. It is important the students travel to and from school in a safe and courteous manner. Students are not to trespass on private property on the way to school or home.

Leaving School at the End of the Day
Students should be picked up and leave school campus within 15 minutes upon completion of their final class unless they are participating in an approved after school activity. Any student on school grounds or in front of the school later than 15 minutes after the final bell will be asked to report to the front office to wait for their ride.

Manhattan Beach Middle School

Code of Conduct

	Model integrity	**Be** respectful	**M**ake good decisions	**S**olve the problem
School-wide	- Come to school dressed to learn - Use digital devices only as requested by teacher - Remember to bring everything you'll need for the day - Bring your Chromebook charged.	- Arrive to class on time (with all supplies) - Treat classmates as you would like to be treated	- Keep personal technology turned off and put away while on campus - Stay on the ground level during nutrition and lunch - Only be in rooms where there is an adult present	- Have money in your account for snacks, if needed - Place your backpack & all school supplies by the front door at home before you go to bed
Classroom	- Use materials appropriately - Follow the honesty policy - Do your own work - Do your personal best	- Use polite and respectful language - Raise hand to speak - Keep hands, feet, and body to yourself - Listen to teacher - Remove hats/hoods at the request of staff members	- Be prepared with materials - Always bring a book to read - Be on time - Focus on learning - Only leave class with a call slip or pass after signing out - Clean up after yourself	- Get make-up work online - Take action to improve grades - Check Google Classroom regularly - Ask for help by asking a friend in the same class - Email teacher with questions
Common Areas **(quads, blacktop)**	- Keep hands, feet, and body to yourself - Use equipment appropriately - Pick up extra trash - Use kind, polite, and respectful language	- Follow adult direction - Use kind, polite, and respectful language - Keep campus clean - Keep technology in your backpack	- Stay within boundaries - Walk at all times - Play ball in designated areas - Carry a pass when out of class	- Play fairly - Put trash in trash cans - Report problems to adults - Put recyclables in recycle bins
Hallways and Stairs	- Keep hands, feet, and body to yourself - Help others	- Use quiet voices and respectful language - Walk to the right - Walk up and down the stairs safely	- Keep hallway/stairs clean - Carry materials for next class - Have a pass when out of class	- Walk directly to your next class - Inform an adult of any problems
Lunch Norms	- Walk to lunch line - Pick up after yourself - Wait your turn (don't take cuts) - Stay in designated areas	- Use please and thank you -Be polite to lunch staff and volunteers -Keep noise level low -Sort your recycling	- Handle food properly - Finish eating before you head to the blacktop - Only use your own ID card	- Throw away your trash using the recycling barrels - Pack your food in reusable containers
Library	- Treat books and computers with care - Use only approved websites - Keep hands, feet, and body to yourself	- Treat Librarian with respect - Follow adult directions - Speak at an appropriate volume - Use the library during nutrition and lunch for homework only	- Check out books - Return materials on time - Print only what is needed	- Ask for help - Inform teacher or librarian if computer is not working
Office	- Wait patiently - Ask for permission to use student phone	- Follow adult direction - State your purpose politely - Use quiet voice	- Carry a pass when out of class - Return to class quickly	- Be honest - Ask for help - Come to office to pick up items at nutrition and lunch periods only
PE	- Patiently wait on the PE blacktop for teacher	- Follow directions - Keep hands, feet, and body to yourself - Respect differences of others	- Sit down on assigned squad number - Wait in assigned blacktop area until the bell rings - Throw out food before entering PE facilities	- Ask for help - Play fairly
Bathrooms	- Use bathrooms appropriately - Wash up after yourself - Limit time in bathroom and return to class ASAP	- Respect privacy of others - Keep walls clean - Respect our custodian	- Throw away trash in trash cans - Carry bathroom pass - Leave personal devices in the classroom	- Inform an adult of vandalism or other bathroom issues

Manhattan Beach Middle School

Discipline Matrix

Behavior	1st Offense	2nd Offense	3rd Offense	4th or more
Dress and Grooming Standards	Clothes changed to loaner clothes Parent/guardian contact	Same as previous 15 minute detention	Same as previous 30 minute detention	Same as previous Saturday School
Use of Unauthorized Electronics at School (including cell phones, smart watches, headphones/AirPods, personal devices, etc)	Classroom Consequence Device held in the office until the end of the day. Student pick up of the device Parent/guardian contact	Device held in the office until the end of the day. Parent pick up of the device	Device held in the office until the end of the day. Parent pick up of the device 15 minute detention	Range from 30 minute detention to Saturday School Parent/Guardian Conference Loss of privilege to have devices at school
Truancy (Ditching)	Classroom Consequence and/or 30 minute detention (period truancy) Saturday School (full-day truancy) Parent/guardian contact	Saturday School (period truancy) Referral to administration	Same as previous Intervention referral	Same as previous
Gum / Food / Candy in Class	Classroom Consequence Parent/guardian contact	Same as previous Referral to administration 15 minute detention	Same as previous 30 minute detention	Same as previous Saturday School
Inappropriate Language	Classroom Consequence Parent/guardian contact	Same as previous Referral to administration 15 minute detention	Same as previous Intervention referral 30 minute detention	Same as previous Saturday School
Littering	Staff Warning Parent/guardian contact	Same as previous Referral to administration 15 minute detention	Same as previous 30 minute detention	Same as previous Saturday School
PE Infractions: Failure to lock locker, non-suits, tardies, gum, inappropriate language, etc.	Classroom Consequence Staff Warning	Same as previous Referral to administration 15 minute detention (three non suits, three tardies, third time leaving locker unlocked)	Same as previous 30 minute detention	Same as previous Saturday School
Riding on campus and/or not wearing a helmet (bikes, skateboards, scooters, etc.)	Staff Consequence Parent/guardian contact	Same as previous Referral to administration 15 minute detention	Same as previous 30 minute detention	Same as previous Saturday School
Tardy to class: Students are expected to	Three or more tardies in a single class period = 15 minute	Six or more tardies in a single class period = 30	Nine or more tardies in a single class period =	Ten tardies per trimester, detention

arrive on time to school and every class. They must be in the classroom and seated in order to be considered on time. Data is pulled every two weeks.	detention. Teacher assigns student detention. Parent/guardian contact	minute detention. Teacher assigns student detention. Referral to Attendance Administration.	2x 30 minute detention. Teacher assigns student detention. Counselor is notified, SART process may be initiated to include Administration.	increases to Saturday School. Counselor continues to work with the family, SART process continues.
Not Following Directions / Disruptive Behavior	Classroom Consequence Parent/guardian contact	Same as previous Referral to administration Parent conference 15 minute detention	Same as previous Intervention referral 30 minute detention	Same as previous Saturday School
Unsupervised / Off Limits Areas (without a Hall Pass)	Classroom Consequence Parent/guardian contact	Same as previous Referral to administration Parent conference 15 minute detention	Same as previous Intervention referral 30 minute detention	Same as previous Saturday School
Violation of Academic Honesty Policy BP 5131.9 (including Forgery)	Zero credit on the assignment, test or quiz Parent Contact Offense recorded in the student's discipline file	Same as previous Referral to administration Needs improvement (N) or unsatisfactory (U) in citizenship for the trimester	Same as previous Appropriate legal action	
Violation of Digital Citizenship Expectations and MBUSD Acceptable Use of Technology Agreement BP 6163.4	Meet with administrator; consequences at the discretion of administrator, following CA Ed Code	Parent/Admin Meeting; consequences at the discretion of administrator, following CA Ed Code	Parent/Admin Meeting; consequences at the discretion of administrator, following CA Ed Code	Parent/Admin Meeting; consequences at the discretion of administrator.
Major Disciplinary Actions: including but not limited to: violations of acceptable use polices, selling dangerous/ unauthorized items on campus, abusive language, bullying, vandalism, possession of illegal substances, sexual harassment, fighting, or throwing food or other items	Meet with administrator; consequences at the discretion of administrator, following CA Ed Code Possible loss of field trips and/or activities for all grades. 8th Grade students with attendance or discipline issues may lose the privilege of participating in the MBMS Promotion and/or dance.	Parent/Admin Meeting; consequences at the discretion of administrator, following CA Ed Code	Parent/Admin Meeting; consequences at the discretion of administrator, following CA Ed Code	Parent/Admin Meeting; consequences at the discretion of administrator
Mandatory Suspension and Recommendation for Expulsion	Students will be automatically suspended and recommended for expulsion for violations of Ed Code 48915, including possessing, 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 battery, or possession of an explosive			

Manhattan Beach
Unified School District

Manhattan Beach Unified School District
Behavior Intervention and
Discipline Matrix Notification
Acknowledgement Form

Acknowledgement. By signing below, Parent/Guardian acknowledges that Parent/Guardian has read and understands the Behavior Intervention and Discipline Matrix in full, that Parent/Guardian has been given the opportunity to ask questions regarding all aspects of the Behavior Intervention and Discipline Matrix, and that Parent/Guardian understands and voluntarily agrees to its terms.

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Print Name of Child Grade Level

_____

Print Name of Parent/Guardian

_____ _____

Parent/Guardian Signature (Required) Date

ALL MCHS and MBMS students must bring this signed form to August registration.
ALL Preschool and Elementary students must return this signed form to their teachers on the first day of school.