

# Manhattan Beach Middle School



---

Rose Ahrens, Principal  
[rahrens@mbusd.org](mailto:rahrens@mbusd.org)

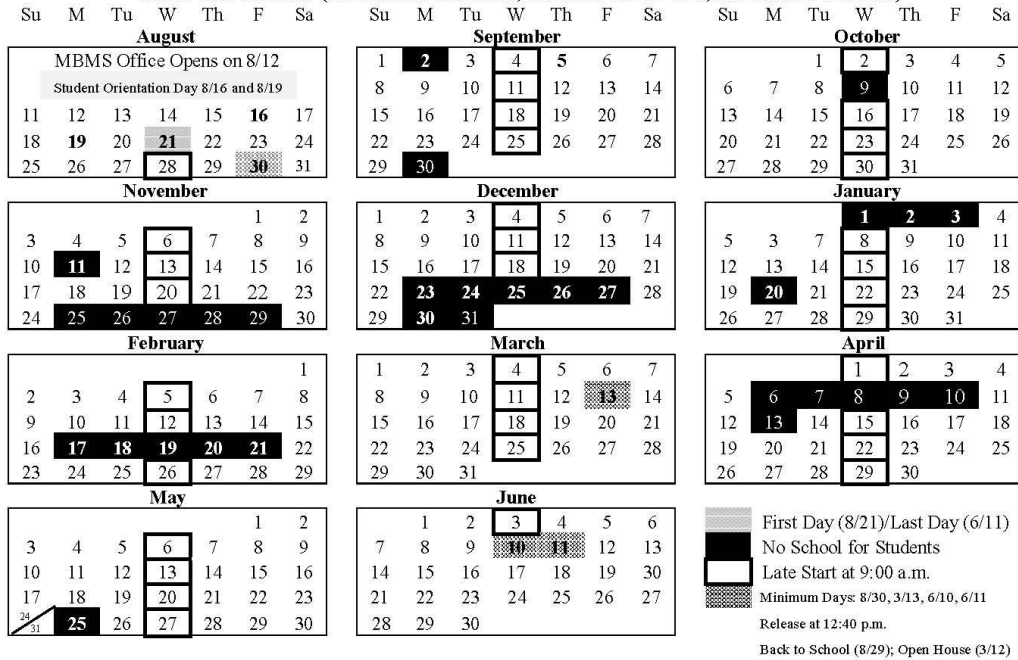
1501 North Redondo Avenue  
Manhattan Beach, CA 90266  
Telephone: 310-545-4878      Fax: 310-303-3829

**Please keep this calendar handy!!!**

**MBMS Quick Reference 2019-2020**

**Refer to the Student Handbook for detailed information. Check the calendar at [www.mbmswaves.com](http://www.mbmswaves.com)**

**School Year Calendar (Trimester 1: 8/21-11/22, Trimester 2: 12/2-3/13, Trimester 3: 3/16-6/11)**



**How to contact the staff:**

Office Phone: (310) 545-4878, option 1

FAX: (310) 303-3829

E-mail: *first initial & last name (lower case, no spaces)*@mbusd.org (for example: rahrens@mbusd.org)

Web Address: [www.mbusd.org](http://www.mbusd.org) (go to Our Schools, Manhattan Beach Middle School)

Street Address: 1501 N Redondo Avenue, Manhattan Beach, CA 90266

**ATTENDANCE:**

**Reporting an absence:** Go to [www.mbmswaves.com](http://www.mbmswaves.com) and click on "Report an Absence" at the top of the page. You will receive an automated phone message on each day the student is absent without notification to the office. If you are planning on being absent for 5 days or more, please inform the school at least 2 weeks in advance so an **independent study** can be arranged.

**Arriving late to school:** The student must sign in at the office, either accompanied by a parent or with a note from a parent. The note should state the student's name, date and reason for late arrival.

**Off Grounds Request (to pick up a student during the school day):** The student must meet an adult in the office, sign out and receive an Off Grounds Pass. The student should leave class in time to be in the office at the time requested. A note stating the student's full name, time of pick up, and reason, should be delivered to the office before school. If someone other than a parent will pick up the student, his/her full name must be on the note and photo identification will be required. If a note was not sent with the student, the parent should call the office prior to coming to the school so that the student can be notified.

**Returning from Off Grounds:** The student must bring the yellow copy of the Off Grounds Request to the office and sign back in when returning to school.

**INFORMATION:**

**Requesting homework:** The student should check E-Backpack or contact study buddies to get the homework for an absence of one or two days. For an absence of three days or more, contact the office by 9:00 a.m. to request homework. Pick up the assignments in the office after 3:30 p.m.

**Food Service (Debit Account):** Parents can make deposits and check food account use online at [www.myschoolbucks.com](http://www.myschoolbucks.com). The student may deposit cash or a check, payable to MBUSD Food Services, at window one of the cafeteria between 7:00 and 8:00 a.m. Note the student's full name and ID number on the memo line of the check. Food Service payments are not accepted in the school front office.

# MBMS Student Handbook: A to Almost Z

## **ABSENCES**

Parents/Guardians are requested to call the office or report an absence online the morning of their student's absence (310-545-4878 ext. 3004).

- To report an absence by phone, call the Attendance Office at (310) 545-4878. At the prompt, select option seven. The school's voice mail system is available to record calls at any time. The parent reporting the absence should leave his/her name, the student's full name, grade, date or dates of absence, reason for absence.
- To report an absence online go to mbmswaves.com and click on the "Report an Absence" link at the top of the home page.
- If the office was not called, a written note signed by the parent/guardian which includes the student's first and last name, grade level, reason for absence and dates of the absence must be presented to the office before school upon the student's return to school.
- If a student is absent for any reason, parents have 3 school days to verify the absence through the Attendance Office.
- Excused absences include illness, medical, dental, legal appointments, bereavement or religious holidays.
- If an absence is verified (reported) by the parent but the reason for the absence is not categorized as excused per state policy, the absence will be considered unexcused and therefore, truant. Examples of **unexcused absences** include but are not limited to vacation days, personal reasons, and sporting events. The state of California will excuse these types of absences if they are more than five consecutive days and arrangements are made in advance with the school for an independent study agreement.
  - See section on "Independent Study."

## **UNEXCUSED ABSENCES/TRUANCY**

- The only excusable reasons for a student to be out of school is for an illness, medical appointment or bereavement. Missing school for almost any other reason in middle school is considered an unexcused absence. ***This includes family events, vacations, and day trips.***
- It is not mandatory for the teacher to offer make-ups for missed tests or work for students who have unexcused absences. If an absence is unexcused, the teacher has the discretion regarding if any missed tests or classwork will be available to the student. Teachers will explain and post their individual policy in class and in their syllabus at the start of the year.
- If a child will miss five (5) or more days of school, that student may apply for Independent Study (MBUSD Board Policy 6158). Independent Study provides alternative work from classes to be completed during the days away from school. These assignments will be accepted upon the return of the student to school, and the absences will not count as unexcused. MBMS prefers that Independent Study requests be made at least two weeks in advance.
  
- Any student who has three (3) or more unexcused or unverified absences is considered truant (California Education Code 48260.5), and will be referred to the School Attendance Review Team (SART), consisting of school site personnel. The SART response for unexcused or unverified absences for any reason will be:

3 unexcused absences:	Warning letter is sent home.
4 unexcused absences:	Student meets with the counselor to work on an attendance plan.
5 unexcused absences:	Family is referred to the SART team to develop attendance interventions.
6 unexcused absences:	Family is referred to the District Attendance Review Team (DART) to develop additional attendance interventions
7 unexcused absences:	Family is referred to the county School Attendance Review Board.

### **CHRONIC ABSENTEEISM**

- Typically, students do not miss more than six (6) days per year for illness or bereavement. Any student who has missed more than 10% of the school year at any time in the year is considered chronically absent (Education Code 60901(c)(1)), and will be referred to the School Attendance Response Team (SART), consisting of school site personnel.
- The SART response for absences for any reason will be:
  - **4 absences for any reason:** Warning letter
  - **8 absences for any reason:** Family is referred to the SART team to develop an attendance plan. Doctors notes will be required for any illness going forward. Days missed without a doctor's note will be considered unexcused.
  - **12 absences for any reason:** Family is referred to the DART team to develop additional attendance interventions.
  - **13 or more absences for any reason:** Family is referred to the county School Attendance Review Board, consisting of district attorney, site employees, South Bay SARB members.

### **ACADEMIC HONESTY**

MBMS Students must rely on their own talents and abilities to complete academic work at a level in which they take pride. Any attempt to shortcut this process undermines the learning process, destroys student integrity, and weakens the trust essential to a positive student/teacher relationship.

- Examples of academic dishonesty include and are not limited to: directly copying answers during a test, keeping a cheat sheet or visible notes, sharing information about a test once they have already seen it, photographing a test or portion of a test, and plagiarizing.
- There are times when students are assigned to groups. Students are encouraged to plan together, to divide topics, and to assist each other in understanding the assignment; however, most often each individual student is expected to do his/her own part in writing or illustrating a project. When in doubt, ask the teacher.
- Students must be careful when working with tutors and parents that products are their own. While students may discuss a concept or idea with a peer or adult, students must write the assignments in their own words to demonstrate understanding. If assignments are typed, the students must do the typing. If adults help with ideas for projects, the students themselves must complete all of the written work and illustrations on their projects.
- Students must accept responsibility for the integrity of their work. They should not let their own work leave their possession because they cannot then be responsible for what happens to it.

**When work is copied, both the person who copied and the person who gave the work will be held responsible.**

Consequences for Violation(s) of the Academic Honesty Policy at MBMS:

Category One

Cheating Offenses:

1. Stealing a test or other related material
2. Altering a teacher's grade book or other records
3. Repeated offenses in category two will be considered a category one offense

Consequences for Category One may include any or all of the following:

1. Zero credit on any stolen test
2. Unsatisfactory mark (U) in citizenship
3. Offense recorded in the student's discipline file
4. Suspension for up to five days
5. Appropriate legal action

Category Two

Cheating offenses may include but will not be limited to the following:

1. Copying someone else's work
2. Allowing someone else to copy your work
3. Submitting work on which the student has received substantial assistance from another person (including parents, tutors, siblings, or other students)
4. Cheating on a quiz, test, exam, or assignment
5. Plagiarizing
6. Giving or receiving information regarding a test, quiz, or exam
7. Forgery

Consequences for Category Two may include any or all of the following:

1. A zero recorded for the assignment
2. Needs improvement (N) or Unsatisfactory (U) mark in citizenship for that trimester at the discretion of the teacher based on the severity of the incident
3. Offense recorded in student's discipline file
4. Saturday school - See section on "Saturday School Program."

## **ACTIVITIES**

MBMS students may participate in many activities and clubs, as well as an after-school sports league (see Intramural Sports). Clubs typically meet during lunch or after school and are led by a teacher advisor. Students can learn more about clubs through daily announcements and posters throughout the school.

## **BACKPACKS**

Since lockers are not available, students will need to carry lunches, notebooks, jackets, and other personal items in their backpacks. To help alleviate the problem of heavy backpacks, a home set of textbooks are provided for each student. Students are encouraged to carry only necessary items in their backpacks. Periodically cleaning out the backpack will keep it from becoming cumbersome. Valuables should not be kept in backpacks.

## **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.

## **BELL SCHEDULE**

	<u>Regular Days</u>		<u>Late Start</u>		<u>Minimum Days</u>	
	<u>Start</u>	<u>End</u>	<u>Start</u>	<u>End</u>	<u>Start</u>	<u>End</u>
<b>Period Zero</b>	7:10	8:05	No Zero	Period	7:10	8:05
<b>Homeroom</b>	8:10	8:15	9:00	9:05	8:10	8:15
<b>Period One</b>	8:15	8:59	9:05	9:44	8:15	8:45
<b>Period Two</b>	9:04	9:48	9:49	10:28	8:50	9:20
<b>Period Three</b>	9:53	10:37	10:33	11:12	9:25	9:56
<b>Nutrition</b>	10:37	10:52	11:12	11:27	9:56	10:16
<b>Period Four</b>	10:57	11:41	11:32	12:11	10:21	10:52
<b>Period Five</b>	11:46	12:30	12:16	12:55	10:57	11:28
<b>Lunch for 6th</b>	12:30	1:05	12:55	1:30	XXX	XXX
<b>Reading for 7th/8th</b>	12:30	12:45	XXX	XXX	XXX	XXX
<b>Lunch for 7th/8th</b>	12:45	1:20	12:55	1:30	XXX	XXX
<b>Reading for 6th</b>	1:10	1:25	XXX	XXX	XXX	XXX
<b>Period Six</b>	1:25	2:10	1:35	2:15	11:33	12:04
<b>Period Seven</b>	2:15	3:00	2:20	3:00	12:09	12:40

- o There are no after school clubs/sports on minimum days.
- o There is no zero period on Wednesdays.

## **BICYCLES, SKATEBOARDS, IN-LINE SKATES, ROLLER BLADES, AND SCOOTERS**

For everyone's safety, bicycles are to be walked on the school grounds, including the parking lot, at all times. Bikes are to be locked in the bike rack area only. California State law requires that every student riding a bicycle wear a safety helmet. Skateboards, bicycles, in-line skates, and scooters are not to be ridden on the MBMS campus or parking lot at any time.

### **Consequences for breaking these rules are serious.**

- Repeated offenses require confiscation until a parent and student conference with the principal, assistant principal, or student advisor is held.
- See Consequence Matrix
- This policy also includes evening events such as school dances, celebrations, concerts, etc., and weekends.
- Should skateboards or any of the above mentioned items be ridden on campus, they will be confiscated, and parents will be notified. Repeat offenders will be assigned Saturday school.

## **BULLETIN**

Homeroom, which takes place at the beginning of first period, meets from 8:10 - 8:15 a.m. each day. A news bulletin is read or broadcast in homeroom each day which informs students about school activities. Students are encouraged to listen attentively as the bulletin is read so they will not miss out on important information. Students are responsible for knowing activities and opportunities that are coming up. Separate notification is not sent to parents, however, a copy of the daily bulletin is placed in the office window each morning and posted on [www.mbmswaves.com](http://www.mbmswaves.com).

## **CELEBRATIONS**

MBMS wants each student to feel equally special, so group lunches, balloons and/or flowers are not allowed at school. In addition, balloons and/or flowers can be a distraction to the educational program and the learning environment. Balloons and flowers will be held in the main office until the end of the day. Group lunch deliveries will not be allowed.

## **CELL PHONES / ELECTRONIC DEVICES**

Students must have an "Agreement for Use of Personal Electronic Signaling Devices" signed by a parent and on file in the school office to carry a cell phone on campus.

- Students may carry a cell phone at school but it must remain off from the first bell in the morning until the final bell, unless directed by a staff member.
- iPads/Chromebooks are to be used for educational purposes only while at school. Use between classes, at lunch or nutrition is restricted to academic purposes in specified areas.
- Students will lose their privilege to carry personal electronic devices if they photograph, video, or record a staff member or other student without permission. A parent meeting will be held and serious consequences will be implemented.
- Students not following these guidelines will have their privilege to carry an electronic device on campus revoked and the device impounded.
- See Consequence Matrix and Discipline regarding infractions on technology usage.

## **CIVILITY POLICY**

Members of the Manhattan Beach Unified School District staff will treat parents and other members of the public with respect and expect the same in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds. This policy promotes mutual respect, civility, and orderly conduct among district employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to the children of this district, as well as the community, the Manhattan Beach Unified School District encourages positive communication and discourages volatile, hostile, or aggressive actions. The district seeks public cooperation with this endeavor.

### **Disruptions**

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or school district property promptly by the superintendent, principal, or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the

remarks are directed will calmly and politely admonish the speaker to communicate civilly. This includes email and voicemail messages. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that his/her participation in the meeting, conference, or telephone conversation is terminated and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly.

3. When an individual is directed to leave, as described above, the superintendent, principal, or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7 if he/she reenters any district facility within thirty days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the superintendent, principal, or designee may notify law enforcement officials. (cf. 5131.4 Campus Disturbance) (cf. 9323 Meeting Conduct)

### **Safety and Security**

1. The superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.
2. When violence is directed against an employee or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an incident report.
3. An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian.

### **Documentation**

1. When staff determines that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence.
2. Following any violation of the provisions of this policy, the employee will immediately notify his/her supervisor and provide a report of the incident on the attached form.

## **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.

### **INCENTIVE TICKETS**

MBMS tickets are incentives that students may earn from their teachers and administration when following the code of conduct. Students should write their name on the back of the ticket and then place the ticket in ticket boxes which can be found in the library, front office, and social science classes. Individual incentives and group incentives for grade levels and the entire school can be earned by turning in tickets. Students may win prizes such as sports gear, movie passes, gift cards, etc. MBMS tickets are not transferable to other students.



## Code of Conduct

	<b>Model integrity</b>	<b>Be respectful</b>	<b>Make good decisions</b>	<b>Solve the problem</b>
<b>School-wide</b>	<ul style="list-style-type: none"> <li>- Come to school dressed to learn</li> <li>- Use digital devices only as requested by teacher</li> <li>- Remember to bring everything you'll need for the day</li> </ul>	<ul style="list-style-type: none"> <li>- Arrive to class on time</li> <li>- Treat classmates as you would like to be treated</li> <li>- Use social media in positive ways</li> </ul>	<ul style="list-style-type: none"> <li>- Keep technology turned off and put away in common areas, including library</li> <li>- Stay on the ground level during nutrition and lunch</li> <li>- Only be in rooms where there is an adult present</li> </ul>	<ul style="list-style-type: none"> <li>- Have money in your account for lunch or remember to bring it</li> <li>- Place your instrument by the front door at home before you go to bed</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>- Use materials appropriately</li> <li>- Follow the honesty policy</li> <li>- Do your own work</li> <li>- Do your personal best</li> </ul>	<ul style="list-style-type: none"> <li>- Use polite language</li> <li>- Raise hand to speak</li> <li>- Keep hands to self</li> <li>- Listen to teacher</li> <li>- Remove hats/hoods</li> </ul>	<ul style="list-style-type: none"> <li>- Be prepared with materials</li> <li>- Always bring a book to read</li> <li>- Be on time</li> <li>- Focus on learning</li> <li>- only leave class with a call slip or pass after signing out</li> <li>- Clean up after self</li> </ul>	<ul style="list-style-type: none"> <li>- Get make-up work online</li> <li>- Take action to improve grades</li> <li>- Ask for help</li> </ul>
<b>Common Areas (quads, blacktop)</b>	<ul style="list-style-type: none"> <li>- Keep hands and feet to yourself</li> <li>- Use equipment appropriately</li> <li>- Pick up extra trash</li> <li>- Use kind language</li> </ul>	<ul style="list-style-type: none"> <li>- Follow adult direction</li> <li>- Use polite language</li> <li>- Keep campus clean</li> <li>- Keep technology in your backpack</li> </ul>	<ul style="list-style-type: none"> <li>- Stay within boundaries</li> <li>- walk at all times</li> <li>- Play ball in designated areas</li> <li>- Carry a pass when out of class</li> </ul>	<ul style="list-style-type: none"> <li>- Play fairly</li> <li>- Put trash in trash cans</li> <li>- Report problems to adults</li> <li>- Put recyclables in recycle bins</li> </ul>
<b>Hallways and Stairs</b>	<ul style="list-style-type: none"> <li>- Keep hands to self</li> <li>- Help others</li> </ul>	<ul style="list-style-type: none"> <li>- Use quiet voices and respectful language</li> <li>- Walk to the right</li> <li>- Walk up and down the stairs safely</li> </ul>	<ul style="list-style-type: none"> <li>- Keep hallway/stairs clean</li> <li>- Carry materials for next class</li> <li>- Have a pass when out of class</li> </ul>	<ul style="list-style-type: none"> <li>- Walk directly to your next class</li> <li>- Inform an adult of any problems</li> </ul>
<b>Lunch Norms</b>	<ul style="list-style-type: none"> <li>- Walk to lunch line</li> <li>- Pick up after yourself</li> <li>- Wait your turn</li> <li>- Stay in designated areas</li> <li>- Take only what you pay for</li> </ul>	<ul style="list-style-type: none"> <li>- Use please and thank you</li> <li>- Be polite to lunch staff and volunteers</li> <li>- Keep noise level low</li> <li>- Sort your recycling</li> </ul>	<ul style="list-style-type: none"> <li>- Handle food properly</li> <li>- Finish eating before you head to the blacktop</li> <li>- Only use your own ID card to buy lunch for yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Throw away your trash using the recycling barrels</li> <li>- Pack your food in reusable containers</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>- Treat books and computers with care</li> <li>- Use only approved websites</li> </ul>	<ul style="list-style-type: none"> <li>- Follow adult directions</li> <li>- Whisper</li> <li>- Use the library during nutrition and lunch for homework only</li> </ul>	<ul style="list-style-type: none"> <li>- Check out books</li> <li>- Return materials on time</li> <li>- Print only what is needed</li> </ul>	<ul style="list-style-type: none"> <li>- Ask for help</li> <li>- Inform teacher or librarian if computer is not working</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>- Wait patiently</li> <li>- Ask for permission to use student phone</li> </ul>	<ul style="list-style-type: none"> <li>- Follow adult direction</li> <li>- State your purpose politely</li> <li>- Use quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>- Carry a pass when out of class</li> <li>- Return to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>- Be honest</li> <li>- Ask for help</li> <li>- Come to office to pick up items at nutrition and lunch periods only</li> </ul>
<b>PE and Locker rooms</b>	<ul style="list-style-type: none"> <li>- Use your own locker</li> <li>- Dress out in your PE clothes daily</li> <li>- Patiently wait on the PE blacktop for teacher</li> </ul>	<ul style="list-style-type: none"> <li>- Follow directions</li> <li>- keep your hands and feet to yourself</li> <li>- Respect differences of others</li> </ul>	<ul style="list-style-type: none"> <li>- Sit down on assigned squad number</li> <li>- Wait until teacher dismissal</li> <li>- Throw out food before entering PE facilities</li> </ul>	<ul style="list-style-type: none"> <li>- Ask for help</li> <li>- Play fairly</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>- Use bathrooms appropriately</li> <li>- Wash up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Respect privacy of others</li> <li>- Keep walls clean</li> <li>- Respect our custodian</li> </ul>	<ul style="list-style-type: none"> <li>- Throw away trash in trash cans</li> <li>- Carry bathroom pass</li> </ul>	<ul style="list-style-type: none"> <li>- Inform an adult of vandalism or other bathroom issues</li> </ul>

## **CONFERENCES**

Parents and teachers may arrange conferences at any time during the school year. MBMS teachers have a planning period during the school day during which they can meet with parents to discuss a student's academic, behavioral, and/or social progress. Parents may contact a teacher via e-mail to arrange a conference. Parents are strongly encouraged to arrange a conference with a teacher of any class in which their child receives a progress report in order to develop an improvement plan. This step should take place before contacting counselors or administration. For safety purposes, parents are required to check in at the main office to pick up a visitor's badge before your scheduled appointment.

## **CONSEQUENCE MATRIX**

MBMS staff monitor student behavior and employ consequences such as verbal warnings, phone calls to parents, after-school detention, and office referrals. Below is the consequence matrix for student behavior. Changes to the consequence matrix may be made during the school year. If that happens, a copy of the new matrix will be sent to parents via email.

**Please see the following page for the Consequence Matrix.**

## *Consequence Matrix*

<b>Behavior</b>	<b>1st Infraction</b>	<b>2nd Infraction</b>	<b>3rd Infraction</b>	<b>4th or more</b>
<b>Being in unsupervised areas</b>	Infraction slip sent home for signature	Same + 15 minute detention	Same + 30 minute detention	Same + Saturday School
<b>Dress Code</b>	Clothes changed to loaner clothes and infraction slip sent home	Same + 15 minute detention	Same + 30 minute detention	Same + Saturday School
<b>Electronics/Toys</b>	Infraction slip sent home for signature	Same + device to office until end of the day	Parent Pick Up + 15 minute detention	Range from 30 minute detention to Saturday School
<b>Gum/Food in Class</b>	Infraction slip sent home for signature	Same + 15 minute detention	Same + 30 minute detention	Same + Saturday School
<b>Inappropriate Language</b>	Infraction slip sent home for signature	Same + 15 minute detention	Same + 30 minute detention	Same + Saturday School
<b>Littering</b>	Infraction slip sent home for signature	Same + 15 minute detention	Same + 30 minute detention	Same + Saturday School
<b>PE Infractions:</b> Failure to lock locker, non-suit, or backpack not on the number	Infraction slip sent home for signature	Same + 15 minute detention	Same + 30 minute detention	Same + Saturday School
<b>Riding on campus (bikes, skateboards, scooters, etc.)</b>	Infraction slip sent home for signature	Same + 15 minute detention	Same + 30 minute detention	Same + Saturday School
<b>Tardy to class:</b> Students are expected to arrive to school and to every class on time. Tardy arrivals are marked. Data is pulled every two weeks.	Three or more tardies in a two week period = 15 minute detention. Five or more in a two week period = 30 minute detention	Second time student is pulled for tardy infraction, detention increases to 30 minutes for 3 or more tardies or 45 minutes for 5 or more tardies	Third time a student is pulled for a tardy infraction, detention increases to 2x30 minute detention. Counselor is notified, SART process may be initiated.	8 tardies per trimester or fourth time a student is pulled for a tardy infraction, detention increases to Saturday School. Counselor continues to work with family, SART process continues.
<b>Defiance/Disrespect</b>	Infraction slip sent home for signature	Same + 15 minute detention	Same + 30 minute detention	Same + Saturday School
<b>Major Disciplinary Actions:</b> including but not limited to: selling items on campus, abusive language, bullying, vandalism, possession of illegal substances, sexual harassment, defiance/disrespect - majors	Meet with administrator; consequences discretion of administrator	Parent/Admin Meeting; consequences discretion of administrator	Parent/Admin Meeting; consequences discretion of administrator	Parent/Admin Meeting; consequences discretion of administrator  8th Grade students with attendance or discipline issues may lose the privilege of participating in the MBMS Promotion and/or dance.

## **COUNSELING SERVICES**

Adolescence is an important time when students require social and emotional guidance. In order to provide for these affective needs, a student advisor (counselor) is assigned to each grade level. The student advisor will remain with the same group of students throughout their three years at MBMS in order to facilitate a strong bond between student and advisor. Parents will also have the opportunity to know this advisor well during their children's three years. Student advisors assist the students in successfully managing home, school, and social issues. The counseling department team works with students, school staff, parents and the community to promote academic achievement, address personal concerns and plan for the future. Counseling services are confidential and available to assist students in a variety of ways: academic, personal, and social and emotional wellness. In addition to grade level counselors, MBMS has wellness counselors and provides school-based counseling services through Beach Cities Health District as needed.

Sixth Grade Advisor:	Christina Robertson, <a href="mailto:crobertson@mbusd.org">crobertson@mbusd.org</a> , x3006
Seventh Grade Advisor:	Jennifer Grant-Rucker, <a href="mailto:jgrant@mbusd.org">jgrant@mbusd.org</a> , x3007
Eighth Grade Advisor:	Jeff Amaral, <a href="mailto:jamaral@mbusd.org">jamaral@mbusd.org</a> , x3008

## **DISCIPLINE**

MBMS staff monitor student behavior and employ consequences such as verbal warnings, phone calls to parents, after-school detention, and office referrals.

### **DETENTION**

Teachers monitor student behavior and assign consequences such as warnings, phone calls, detentions, referrals, etc. Any staff member (teachers, administrators, student advisors, campus supervisors, and office personnel) may assign detention. Detention must be served the following school day after it is assigned. With the exclusion of zero period and Surf PE students, all detentions are served before school.

- For students with a regular seven period day, detentions will be served in the mornings on Mondays, Tuesdays, Thursdays, and Fridays at 7:30am for a 30 minute detention and 7:45 for a 15 minute detention. Morning detentions are in Room 201.
- For students enrolled in zero period or Surf PE only, detentions will be served after school on Tuesdays or Thursdays beginning at 3:05 p.m. in Room 118 on Tuesdays and Room 218 on Thursdays.

Detention is held in a classroom under adult supervision. Students are expected to arrive on time, enter the room quietly, and sit silently during the detention. Students arriving late to detention are not admitted and receive no credit for serving.

### **The process for serving detention is as follows:**

- There is no detention on Late Start days. You must serve the detention the following day.
- The student is responsible for completing a detention report form, obtaining a parent signature on the form, and returning the form to the detention supervisor as a "ticket" into the detention room. After serving the detention, the student is to return the form (signed by both the parent and the detention supervisor) to the staff member who assigned the detention.
- Students will complete a reflection form while serving the detention.

### **Consequences for Accumulating Detentions:**

- 180 minutes of detention: Saturday school is assigned.

### **Consequences for Not Completing Detentions:**

Detention must be served the next school day after it is assigned or as specified on form.

- If detention is not served on the first day, an *additional* fifteen minutes is assigned. The total time is to be served the following day.
- If detention is not served on the second day, the student will be given an office referral by the assigning staff member.
- If a student accumulates 60 minutes of unserved detention, they may be assigned a Saturday school.

### **SUSPENSION**

A pupil may not be suspended from school or recommended for expulsion unless the superintendent, the principal of the school, or his/her designee determines that the pupil has committed an act as defined pursuant to one or more of subdivisions Education Code 48900 (a) to (u), inclusive:

- A. (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self-defense.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stolen or attempted to steal school property or private property.
- H. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, e-cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined

in Section 243.4 of the Penal Code.

- O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following: (1) While on school grounds. (2) While going to or coming from school. (3) During the lunch period whether on or off the campus. (4) During, or while going to or coming from, a school sponsored activity.
- R. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- S. As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- T. A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- U. It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

### **MBUSD Board Policy on Smoking, Tobacco-Use, E-Cigarettes:**

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. (Education Code [48900](#), [48901](#))

(cf. [3513.3](#) - Tobacco-Free Schools)

(cf. [5131](#) - Conduct)

(cf. [5144](#) - Discipline)

(cf. [5144.1](#) - Suspension and Expulsion/Due Process)

(cf. [5144.2](#) - Suspension and Expulsion/Due Process (Students with Disabilities))

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code [22950.5](#); Education Code [48901](#))

Tobacco products include: (Business and Professions Code [22950.5](#); Education Code [48901](#))

1. A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff

2. An electronic device that delivers nicotine or other vaporized liquids to the person

inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah

3. Any component, part, or accessory of a tobacco product, whether or not sold separately

#### Education Code 48900.1.

1. The governing board of each school district shall adopt a policy authorizing teachers to provide that the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, attend a portion of a school day in his or her child's or ward's classroom. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended.
2. The policy shall be adopted pursuant to the procedures set forth in Sections 35291 and 35291.5. Parents and guardians shall be notified of this policy prior to its implementation. A teacher shall apply any policy adopted pursuant to this section uniformly to all pupils within the classroom. The adopted policy shall include the procedures that the district will follow to accomplish the following: (1) Ensure that parents or guardians who attend school for the purposes of this section meet with the school administrator or his or her designee after completing the classroom visitation and before leaving the school site. (2) Contact parents or guardians who do not respond to the request to attend school pursuant to this section.
3. If a teacher imposes the procedure pursuant to subdivision (a), the principal shall send a written notice to the parent or guardian stating that attendance by the parent or guardian is pursuant to law. This section shall apply only to a parent or guardian who is actually living with the pupil.
4. A parent or guardian who has received a written notice pursuant to subdivision (c) shall attend class as specified in the written notice. The notice may specify that the parent's or guardian's attendance be on the day in which the pupil is scheduled to return to class, or within a reasonable period of time thereafter, as established by the policy of the board adopted pursuant to subdivision (a).

#### Education Code 48900.2.

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

#### Education Code 48900.3.

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

#### Education Code 48900.4.

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is

enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

The following are conditions affecting a student under suspension from school:

- The student is in complete custody and jurisdiction of his/her parents or legal guardian during the entire period of suspension.
- The student is not to loiter on or about any school grounds at any time, or attend any school activities no matter where such activities may be taking place.

### EXPULSION

Expulsion is an action taken by the Board of Trustees for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is usually used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when a student's presence causes a danger to him/herself or others. (Education Code 48915)

If the Board of Trustees is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the superintendent or designee may, in writing, extend the suspension until such time as the Board of Trustees has made a decision. (Education Code 48911 (g))

Whether the expulsion hearing is conducted in closed or public session by the Board of Trustees, a hearing officer, or administrative panel, the action to expel must be taken by the Board of Trustees at a public meeting. If the Board of Trustees conducts the hearing and reaches a decision not to expel, this decision shall be final, and the student shall be reinstated immediately.

Upon ordering the expulsion, the Board of Trustees shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for an act listed under the mandatory provisions of Education Code 48915, this date shall be one year from the date the expulsion occurred, except that the Board of Trustees may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall not be later than the last day of the semester following the date in which the expulsion occurred. (Education Code 48916)



**STUDENT SUSPENSION AND EXPULSION/DUE PROCESS**

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

*(cf. 5131 - Conduct)(cf. 5131.1 - Bus Conduct)(cf. 5131.2 - Bullying)*The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

**MBUSD REVISED BOARD POLICY****BP 5144.1 (b)**Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

*(cf. 1020 - Youth Services)(cf. 5138 - Conflict Resolution/Peer Mediation)*  
*(cf. 5144 - Discipline)(cf. 6142.4 - Service Learning/Community Service Classes)*  
*(cf. 6164.2 - Guidance/Counseling Services)(cf. 6164.5 - Student Success Teams)*

- A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.
- No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)
- Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

*(cf. 5113 - Absences and Excuses)(cf. 5113.1 - Chronic Absence and Truancy)*

On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension

classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code [48900.5](#))

Authority to Expel

A student may be expelled only by the Board. (Education Code [48918\(j\)](#))

**MBUSD REVISED BOARD POLICY**

**BP 5144.1 (c)**

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code [48915](#))

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (*cf. [5131.7](#) - Weapons and Dangerous Instruments*)
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code [11053-11058](#)
5. Committing or attempting to commit a sexual assault as defined in Penal Code [261](#), [266c](#), [286](#), [288](#), [288a](#), or 289, or committing a sexual battery as defined in Penal Code [243.4](#)
6. Possessing an explosive as defined in 18 USC [921](#)

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code [48915\(b\)](#) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code [48917](#))

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

#### Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and/or law. (Education Code 48911, 48915, 48915.5, 48918)

*(cf. 5119 - Students Expelled from Other Districts)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))*

### **DRESS for SUCCESS**

There appears to be a definite relationship among good dress habits, good work habits, and proper school behavior. Recognizing the relationship between personal dress and personal attitude, MBMS staff members encourage students to dress in a manner that demonstrates pride both in themselves and in their school. The following guidelines apply to all regular school activities:

1. Shoes appropriate for school activities must be worn at all times. Footwear standards are maintained for the prevention of accidents and injury. Shoes with high heels, backless shoes, open toe shoes, skate shoes, and roller shoes are not permitted on campus.
2. Clothing and jewelry shall be safe and free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic, or religious prejudice or the use of drugs or alcohol.
3. Hats, bandanas, or non-religious head coverings of any type may not be worn indoors on the MBMS campus. Students are allowed to wear a hat for sun protection during nutrition, lunch and P.E.
4. Hair shall be clean and neatly groomed and not disruptive to the educational process. Students may not spray their hair with any coloring that would drip when wet.
5. No student shall wear any article of clothing, jewelry, or accessory which, in the opinion of the school administration, poses a threat to the physical well being and safety of the student or others (for example spiked collars, chains on wallets, unsafe shoes, or bare feet).
6. No clothing or any article of clothing (including, but not limited to gloves, bandanas, hats, shoes, shoestrings, wristbands, jewelry, or manner of wearing clothing) related to a group or gang that may provoke others to act violently or to be intimidated by fear of violence, shall be worn on campus or at any school activity. Gang-related clothing may vary and may change from year to year. Consequently, the principal, or his/her designee, shall have the authority to identify and disallow such gang attire.

The principal and staff may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or special school activities. See "Consequence Matrix."

### **DROPPING OFF AND PICKING UP STUDENTS**

In the interest of student safety, students should be dropped off and picked up in the school parking lot or on a nearby residential street with access to the school crossing guards.

- Students who are dropped off or picked up on Redondo Avenue or Manhattan Beach Boulevard must use the crosswalk when crossing the street.
- Students walking and riding bicycles to and from school will be assisted by a crossing guard at the following intersections:
  - Manhattan Beach Boulevard at Meadows Avenue

- o Manhattan Beach Boulevard at Peck Avenue
- o Redondo Avenue at 15th Street
- o Manhattan Beach Boulevard at Redondo Avenue.

Adult supervisors assist with the flow of traffic in and out of the drop off lane each morning.

- There are two lanes in the drop off area. The right is for dropping off; the left is for driving through.
- Please obey the requests of the campus supervisors and treat them with courtesy and respect.
- **Parents dropping off students may not drive through or park in the staff section of the parking lot.**

### **ELEVATOR USE**

Elevators are available to students who are unable to access the stairs. Students requiring the use of an elevator should report to the health office with a doctor's note before school. The health assistant will approve use of the elevator and assist students in making arrangements to meet an adult who will assist them in using the elevator. Keys to the elevator will not be given to a student.

### **EMERGENCY INFORMATION**

Parents must notify the school office in writing immediately of any change in address, phone number, employment, or emergency information. It is critical that more than one adult be listed on the emergency card at separate daytime phone numbers. Students will be released only to adults who are listed on the emergency card.

### **EXPLORATORIES**

Yearlong music electives for all students include cadet band, concert band, and symphonic band; cadet strings, string orchestra, and chamber orchestra; beginning chorus, and ocean wave. Music students take part in scheduled performances that are held throughout the school year and also participate in musical festivals throughout the area. Seventh and eighth grade students may apply for special year-long elective options.

### **FIGHTING**

Fighting or promoting fighting either on or off campus (before or after school, on the way to or from school) is not tolerated. Rough horseplay or play fighting will be treated as seriously as "real" fights. See "Discipline" for possible consequences for fighting.

### **FIRE & DISASTER DRILLS**

As required by law, fire/disaster drills are practiced on a regular basis. In the event of a fire drill or an actual fire, students are to line up in a single-file line and exit the classroom/building in a quiet and orderly manner by following the exit routes posted in each classroom.

Teachers will lead their class and walk to a designated place away from the building. Once they have arrived at the designated area, students will line up by classroom, and the classroom teacher will take roll.

In the event of a disaster, all personnel and students will be evacuated to the P.E. field. For safety reasons, students are not to leave school grounds without the proper release procedures. Emergency card information is particularly important in an emergency situation. Families are encouraged to develop an emergency plan to assist in communication in times of disaster.

### **FOOD, CANDY, AND GUM**

Eating any type of food or candy during class or in the hallways, restrooms, library, or locker rooms is prohibited. Students are not allowed to eat upstairs during either nutrition or lunch. Gum is not

allowed on the MBMS campus. See “Consequence Matrix.”

## **FOOD DELIVERIES**

See section on “Lunch.”

## **GENDER EQUITY**

MBMS students, parents, and staff are treated equally regardless of gender or sexual orientation. Staff members have been trained to ensure that all students have equal access to educational and extracurricular opportunities at Manhattan Beach Middle School.

## **GRADING SCALE**

The following grading scale applies to all assignments, quizzes, and tests at MBMS:

GRADING SCALE	
A = 100-93	C = 76-73
A- = 92-90	C- = 72-70
B+ = 89-87	D+ = 69-67
B = 86-83	D = 66-63
B- = 82-80	D- = 62-60
C+ = 79-77	F = BELOW 60

<u>Grade</u>	<u>GPA Points</u>		<u>Grade</u>	<u>GPA Points</u>
A	4		C	2.0
A-	3.7		C-	1.7
B+	3.3		D+	1.3
B	3.0		D	1.0
B-	2.7		D-	.7
C+	2.3		F	O

## **Citizenship Grade**

O	Outstanding	Consistently follows school and class rules
S	Satisfactory	Usually follows school and class rules
N	Needs Improvement	Inconsistently follows school and class rules.
U	Unsatisfactory	Seldom follows school and class rules.

## **Honor Roll**

MBMS recognizes the achievements of students who earn a grade point average of 3.5 or higher on the first and second trimester report cards. A ceremony for all academic honor roll members and their parents will be held in the spring after the second trimester concludes. Students who have earned a place on the first and/or second trimester academic honor roll will be sent an invitation with the details. Students who are honored will receive an honor roll certificate during the ceremony.

## **HALL PASSES**

Students are allowed in the halls only with a hall pass or specific written permission from the teacher. It is the responsibility of the student to obtain these passes. See “Consequence Matrix”.

## **HEALTH AND MAIN OFFICE VISITS**

Students are not allowed to come to the health office or main office without a pass from their teacher, except during nutrition or lunch. Students are not to come to the office between class periods. They should report to their next class and obtain written permission from the teacher before going to the health or main office.

If the nurse or health aide feels that the student should go home, the nurse or health aide will

contact the parent. Students are not to call their parent before being seen by the health office personnel.

## **HEALTH SERVICES**

Medication, both prescription and nonprescription, cannot be administered by school personnel without the appropriate form signed by both the physician and the parent. This form will be kept on file in the health office.

- The physician must include the name of the medication, strength, scheduled dosage and expiration date.
- Medication must be in the original container and brought by the parent to the health office where it will be kept in a locked cabinet.
- This policy applies to both short-term and long-term medications, over the counter or prescription medications.
- Students may not carry medication with them. Any medications being carried by a student will be confiscated for parent pick up.
  - If your child requires medication to sustain life, (e.g., seizure medication) even if it is not normally taken at school, please pick up a form in the health office to be completed and signed by your child's physician.
  - Bring the completed form along with a three-day supply of the medication to the health office to be used in case of emergency.

If a student sustains an injury that requires wearing a brace or cast, crutches, other orthopedic appliances, or a wheelchair, they must provide the health office with a physician's note indicating any restrictions and/or instructions for care that may apply while at school (e.g., physical education excuse).

### **Policy for Sending Student Home**

It is often difficult to know whether children are too sick to attend school. For their well-being, as well as that of their classmates, students should stay home and will be sent home if they display one or more of the following symptoms:

- vomiting or diarrhea
- fever measured at 100°F or above
- severe cold symptoms that include constant cough and/or excessive nasal drainage
- flu symptoms accompanied by fever, body aches, headache or sore throat
- A child diagnosed with strep throat or conjunctivitis (pinkeye) may return to school after twenty-four hours of physician prescribed medication.

## **HOMEWORK POLICY**

Homework is an integral part of the educational process. In addition to reinforcing specific subjects in the classroom curriculum, it can be used to develop quality study habits, encourage growth of individual students to their full potential, exercise communication skills, responsibility, and to provide each individual student an opportunity to develop independent judgment and to logically connect or challenge facts and ideas. Emphasis should be placed on the quality of the experience and address the academic standards rather than the quantity of work. The amount of time for homework will reflect the ever-changing demands on the students and the learning community, but should not exceed the district maximum of 20 minutes per class or 140 minutes total per night. Homework assignments will be monitored by the teacher to provide appropriate feedback.

### **Parent Involvement**

We encourage parents to be part of their children's educational program. The following suggestions are offered as ways to show support for student learning at home.

- Monitor assignments by referring to Aeries, teacher website, or agenda on a daily basis.
- Provide students with a quiet, well-lit study area away from family, activities and

screens.

- Make family rules about homework and be consistent about enforcing them.
- Help with homework briefly, if needed, but don't do the work for students. If anything more than brief help is needed, write a note explaining the problem to the teacher and attach it to the homework.

**Homework Make-Up Policy:**

- ***In the event of an EXCUSED absence of one or two days of school:***
  - Students should utilize their homework partners. (Students should have identified two reliable students in each of their classes whose names and phone numbers they placed in their contacts)
  - Students may also use their teacher's online postings to learn about homework and on-going assignments.
  - Students are allowed one extra day for any missed assignments per day of absence.
- ***For EXCUSED absence of three or more days:***
  - Homework can be requested from the office after a student has been absent three or more days.
  - Assignments will be ready in the office by 3:00 p.m. the following day.
  - Upon the student's return to school, the student should also get further instructions from his/her teachers.
- ***For EXCUSED absences known ahead of time for three or more days:***
  - Students who know that they may be out of school for three or more days may request work ahead of time from their teacher.
  - At least one week's notice is requested in writing to allow time for each classroom teacher to compile the work.
  - The student typically has a day for each school day missed to make-up missing assignments.
  - For special projects (i.e., term papers, book reports), the deadline may not be extended or the teacher may deduct points for late work (please consult the classroom teacher).

- o In addition, some classroom assignments cannot be duplicated (i.e., science laboratory experiments, world language listening activities, class discussions, etc.) and depending on teacher discretion, students may or may not be able to make that up.
- o It is the school policy not to accept late work after the allowed make-up period of time due to excused absences except at the discretion of the individual teacher.
- **For excused absences of five or more days:**
  - o See section on “Independent Study.”
- **Homework and tests for UNEXCUSED absences**, suspensions, or trancies are at teacher discretion, and may not be given extra time or given ahead of time.

## **IDENTIFICATION CARD**

Students are required to carry their MBMS I.D. card at school. Students take their picture for I.D. cards during fall pictures, and receive their I.D. cards after the first few weeks of school. The first card is free of charge. Replacement cards are \$15.00 each and may be ordered through the school office. I.D. cards are required to enter social events and to check out library materials. They may also be used as a debit card to purchase breakfast, nutrition, and/or lunch. Students are not allowed to deface or write on their I.D. cards.

## **IMMUNIZATIONS AND SCREENINGS**

The following health screenings are conducted during the school year at no cost to parents: vision and hearing (eighth grade) and scoliosis (seventh grade girls and eighth grade boys). The vision and hearing screenings will be held in the fall. All screenings are mandatory by law unless they violate the religious beliefs of the family. Parents may submit a written statement to the school health assistant requesting to excuse a student from a health screening.

Parents of students must submit evidence of immunizations against polio, rubeola (measles), diphtheria, tetanus, pertussis (whooping cough), mumps, and rubella (German measles). Students who have had measles are exempt from measles immunization requirements.

In order to attend classes on the first day of school, *seventh grade students* MUST have proof that a second MMR (measles, mumps, rubella) has been administered and the hepatitis B series has been initiated.

## **INDEPENDENT STUDY**

Parents may request an Independent Study Contract for a planned absence of five days or more. Independent Study is not provided for absences less than five days and may not exceed 20 days.

- Parents must contact the MBMS Attendance Clerk (link sends e-mail) (310-545-4878 select option #7) at least one week in advance for official approval and collection of assignments.
- Students will have three school days after their return to turn in all assignments.
- If a student will be absent five days or more and a request for an independent study was not submitted, teachers are not required to provide the student's assignments before the absence.
- If a student on independent study does not fulfill the contract, his/her grade will be affected.
- Students must be prepared to make-up all missed exams on the day they return.
- As it is important to attend school on a daily basis, parents are encouraged to make travel plans on school holidays and weekends only.



## **INTRAMURAL AFTER SCHOOL SPORTS**

Eligible students may participate in after-school sports during the year. There are three sports seasons:

- |         |  |
|---------|--|
| Fall:   | Girls Volleyball, Boys Football, Cross Country   |
| Winter: | Girls and Boys Basketball, Girls and Boys Soccer |
| Spring: | Boys Volleyball, Girls Softball, Track           |

During each season, practices are held twice a week and games are played once a week. MBMS students play other South Bay schools. Students must maintain at least a 2.0 grade point average and earn satisfactory citizenship and work habits grades to be eligible to participate. **Saturday School, suspensions, excessive attendance/tardies will result in removal from the team.**

## **LEAVING SCHOOL EARLY (OFF GROUNDS REQUEST)**

Permission to leave school early may be obtained with a written request from a parent or guardian to the office before the first bell rings with the following information: full name of the student, reason for the off-grounds request, time the student needs to leave campus, name of the person picking up the student, and whether or not the student intends to return to school that same day.

- The student will be issued an Off Grounds Pass with the departure time indicated.
- At the designated departure time, the student should show the pass to his/her teacher.
- Before leaving, the student will report to the office to meet his/her parent.
- Please bring a note before school to avoid unnecessary classroom interruptions.
- For safety reasons, texts or calls from a parent will not be accepted as permission to leave early.
- If a note was not brought before school, a parent or guardian will need to come to the MBMS front office to inform MBMS staff they are there to pick up a student.
- The adult picking up the student may be required to show identification and must sign the off-grounds request.
- Students will not be allowed to leave class except through these processes.

## **LEAVING SCHOOL AT THE END OF THE DAY**

Students must leave school 15 minutes after dismissal time 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 school library to wait for their ride. The library will close at 4pm and students must be picked up by 4pm.

## **LIBRARY**

The library is usually open from 7:30 a.m. to 4:00 pm on Monday, Tuesday, Thursday, and Friday. On Wednesdays, the library is open from 9am to 4pm.

The library is an excellent resource for research and leisure reading. Students are encouraged to use the library regularly. Students may check library materials out for a period of several weeks. The MBMS library has an extensive reference section for use in the library only. Fines are not charged for overdue items, but students may not check out additional materials until overdue materials are returned. Students will receive overdue notices in their homerooms.

The library is open at lunch for educational purposes only. There is a cap on the number of students allowed in the library. Students will receive a use pass while they are in the library to reduce overcrowding. Use of electronic devices only for educational purposes are permitted. Food, beverages, candy, and gum are not allowed in the library.

A library pass must be filled out and initialed by a teacher before a student is allowed to visit the library during a class period. MBMS classroom behavior rules apply in the library.

## LOST AND FOUND

Items left in classrooms or on the school grounds may be turned in to the lost and found area. Students and parents may claim lost articles before or after school. Valuable items such as wallets, glasses, jewelry, and keys will be kept in the main office. Unclaimed items will be donated to a charity periodically.

## LUNCH AND NUTRITION

Lunch is a thirty-five minute period of time. A variety of healthy and nutritious items are sold daily. Prices and vendors are subject to change.

After students have finished their lunches, they may have access to the basketball courts, volleyball courts, and athletic fields. With the exception of water, no food or drinks are allowed on the blacktop or athletic fields. Backpacks will be left in a designated area before entering the blacktop.

Nutrition is a fifteen-minute period designed to allow students a chance to take a break and eat a snack. Students may either bring a snack from home or purchase one during nutrition. No students are allowed in the P.E. area during nutrition.

Cash or student identification cards can be used with the food services (debit card) system to purchase food. Students participating in the food services debit card program will give their identification card to a cafeteria staff member to be scanned. A machine will automatically debit the student's account. *It is important that students not share their cards and/or student I.D. number with any other students.* Students are warned when their accounts are running low.

To add money to a student's account, parents may go to the district website or make deposits in the form of a check payable to MBUSD Food Services and delivered to the MBMS cafeteria. Please make sure to note the student's first and last name and student identification number (found on I.D. card) on the memo portion of the check. For questions regarding student accounts, please call (310) 545-4878, extension 3129.

Information on eligibility for free or reduced lunch is available on the district website.

A balance in the student account at the end of the school year may be used in the next school year. Remaining balances for eighth grade students will automatically be transferred to the high school at the end of the school year.

- No funds are available for borrowing lunch money.
- Food and drinks are to be consumed in the lower level plaza and lunch shelter areas only. All garbage and trash must be placed in the cans provided.
- No food is allowed in hallways, upstairs, on the blacktop, or in the P. E. area.
- Parents may want to have students pack a non-perishable snack or have a \$3.00 emergency fund in their backpacks just in case a lunch is forgotten at home or the student's debit account runs low.

## FOOD DELIVERIES

Food/beverage deliveries by local eateries and delivery services are **not** permitted for students. Any food delivered from an outside source will be confiscated and disposed of.

Parents may deliver food for their own child only. Group lunches, treats, or desserts are not permitted due to the safety implications for unknown allergies as well as the social problems this causes. If a parent delivers a forgotten lunch, it should be clearly marked with the student's name. The lunch will be placed on an unmonitored table, near the front office. The school is not responsible for lost or stolen lunches.

## **PERMIT AGREEMENTS**

Students who do not live in Manhattan Beach are required to obtain an interdistrict permit and maintain acceptable standards of behavior and academic performance. Students living in cities outside of Manhattan Beach may be granted permits to attend MBUSD schools if space is available and the students meet the district's permit requirements. A student's interdistrict attendance permit may be revoked at any time if academic performance, attendance, and/or behavior are unsatisfactory as determined by the District. An interdistrict attendance permit may also be revoked at any time for the student's failure to comply with any additional requirements/conditions set forth in the Interdistrict Attendance Agreement. A student's interdistrict attendance permit may be non-renewed or revoked by the District at any time if material information provided on the application form, or provided in support of an application, is discovered to be false or misleading. These interdistrict permits must be renewed every year.

## **PHYSICAL EDUCATION**

Boys and girls are expected to dress for and participate in physical education class each day. The MBMS Physical Education department requires each student to wear a gray T-shirt and navy blue shorts. A uniform with the MBMS logo on both the T-shirt and shorts is available. Supportive tennis shoes and socks must also be worn; platform tennis shoes may not be worn. Students may wear sweatpants and a sweatshirt in cold weather as long as the attire was not worn to school. During the swim unit, a one-piece bathing suit and towel are required. The student's name must be written with permanent marker on the outside of all pieces of P.E. clothing. Showers are optional.

The optional MBMS T-shirt (\$11.00), navy blue shorts (\$14.00), and sweatshirt (\$20.00) may be purchased in the main office (checks only, made payable to the MBMS PTA).

Students are issued a locker and a combination lock to store street clothes and personal belongings during the P.E. period. Students must replace any lost locks at a cost of \$10.00. Personal locks are not allowed. Each student is responsible for maintaining his/her assigned lock. Because of the amount of time needed to investigate a locker room theft, failure to keep the lock in place and locked will result in a warning the first time and detention for any occurrence thereafter.

Any student who misses P.E. because of an absence or written excuse is still responsible for the work missed. Students with a note excusing them from P.E. must present the note to their P.E. teacher before the class begins. They must also turn the note into the health office. A parent may write a P.E. excuse note for no more than three consecutive days. To request an extension of this excuse, a doctor's note must be submitted to the health office.

## **SATURDAY SCHOOL PROGRAM**

Saturday school is a program designed as an alternative form of consequences. Under the supervision of a teacher, students participate in a program that is both beneficial to themselves and their school. Saturday school may be used as an alternative to suspension. Students are assigned Saturday school for committing offenses including, but not limited to suspendable offenses, fighting, truancy, or accumulating an excessive amount of detention time, or repeated infractions on the consequence matrix. The schedule may include the following:

- Two hours of silent study. Students must bring books to study, assignments to complete, and/or books to read. Students will also complete a restorative practice assignment specifically relating to the incident.
- Two hours of school service. School service will consist of tasks such as cleaning, gardening, removing gum, removing litter from campus, organizing a classroom, etc.
- Saturday school begins promptly at 8:00 a.m. and ends at 12:00 p.m.
- Students who are late will not be admitted. Front gate will lock at 8:03a.m.

- Students who are absent from an assigned Saturday school will be assigned an in-school suspension the following Monday, in addition to the original Saturday school, which will be made up at the next scheduled Saturday school.

### **SCHEDULE OF CLASSES** See “Bell Schedule.”

### **SCHOOL RESOURCE OFFICER**

In partnership with the Manhattan Beach Police Department, MBMS has a School Resource Officer available to support students and the MBMS community. The goal of the SRO program is to provide safe learning environments in our schools and valuable resources to our MBMS community. Included in this program are assemblies and groups for students on specific issues, such as bike safety or drug awareness, as well as occasional visits by the detection dog that is trained to use its senses to detect substances such as explosives, illegal drugs, alcohol and tobacco. These preventative interventions ensure our campus is safe for all students and our community at large. Note: Beginning January 1, 2018, Senate Bill 395 (Welfare & Institutions Code section 625.6) prohibits peace officers from conducting custodial interrogations of a youth who is age 15 or younger until after the youth has actually consulted with legal counsel. Thus, it is no longer sufficient for a peace officer to merely advise the minor of his or her right to have counsel present or appointed.

### **SELLING MERCHANDISE OR FOOD ON CAMPUS**

See “Consequence Matrix.”

### **SEXUAL HARASSMENT**

The MBMS staff is committed to keeping the school free from sexual harassment. Sexual harassment can consist of unwelcome sexual advances; request for sexual behaviors; verbal, visual, or physical conduct of a sexual nature made by a student or adult in the educational setting. Students who violate the school’s policy on sexual harassment will be disciplined appropriately (see section on “Discipline”). Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

Students or adults should report any sexual harassment to the school principal, assistant principal, a student advisor, or a teacher. When at all possible it is beneficial to resolve a sexual harassment issue at the school site; however, if further action is needed to resolve the harassment, adults/students may contact the superintendent at the district office.

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. For additional information, please refer to the district Board policies (BP 0410, BP 4119).

### **SPECIAL EDUCATION**

Special education services offered at Manhattan Beach Middle School include the Resource Specialist Program (RSP), academic skills and basic skills. The Individualized Educational Plan (IEP) team is responsible for recommending appropriate placement in the least restrictive environment. The IEP team also recommends appropriate accommodations and modifications for students. All students with disabilities have access to the standards based curriculum via accommodations, goals/objectives, and/or modifications.

### **STUDENT STUDY TEAM (SST)**

Students who are experiencing significant difficulty in their schoolwork and/or behavior may be

referred to the school's Student Study Team. This group may be comprised of various school personnel, the student's parent(s), and the student. The Student Study Team develops a plan that includes recommendations and directives to enable the student to become successful. Student Study Team referrals may be initiated by teachers, student advisors, or parents.

## **SUSPENSION/EXPULSION**

See section on "Discipline."

## **TARDY**

Students are considered tardy if not in their assigned seat and ready to perform the tasks of the class by the time the tardy bell rings. The only excused tardies are for illness and medical appointments. Adult emergencies are not legally excused tardies. Excessive tardies may affect a student's citizenship grade.

- Students who are tardy to school (later than 8:10 a.m.) must report directly to the office.
- Tardies will be tracked for each student and detention consequences given for repeated tardy arrivals to class. (See "Consequence Matrix")
- Students who are tardy in excess of thirty minutes more than three school days in one school year are considered truant. See section on "Truancy."
- An excessive number of tardies may result in a referral to the Student Attendance Review Team (SART) or School Attendance Review Board (SARB).

## **TEACHER AND OFFICE ASSISTANTS**

Eighth grade students, serving as teacher assistants (TAs), help teachers during one class period daily as their elective class for the entire school year. These students must be responsible, organized, and dependable with a minimum 2.5 GPA. Seventh grade students applying to be teacher assistants for eighth grade year may not have an unsatisfactory (U) in citizenship during the entire seventh grade year. Teacher assistants are selected by an application process in the spring for the next school year. When out of the classroom, all TAs are required to wear ID badges. This grade will not factor into the student's GPA.

## **TECHNOLOGY USE**

Technological tools and computer networks are to be used in a responsible, efficient, ethical, and legal manner by students in the Manhattan Beach Unified School District classrooms. Failure to adhere to the district's policy and guidelines as outlined in the "technology use agreement" will result in revocation of the user's access privileges and may result in disciplinary/legal action. A signed "Technology Use Agreement" must be on file before technology privileges are granted.

### **Prohibited Use:**

- Unauthorized use or distribution of copyrighted material
- Use of threatening or obscene material
- Use for commercial activities
- Use for product advertisement or political lobbying
- Use of home computer products at school
- Vandalism, which is defined as using any malicious attempt to harm or destroy technological hardware, networks, Internet access, documents, or programs, is prohibited. This includes, but is not limited to, creating or uploading/downloading inappropriate programs, viruses, or information.
- Harassment, which is defined as annoying other users or interfering in other users' work, is prohibited. This includes, but is not limited to, the sending of

unwanted mail, improper telephone usage, and inappropriate electronic materials.

### **Expectations:**

- Minimum competency must be demonstrated to use technologies.
- Be polite and do not use vulgar or other offensive language.
- Use caution when revealing personal information. Electronic communications are not guaranteed to be private.
- Do not intentionally disrupt the network of other users.
- Abide by accepted rules of network etiquette.

### **Security Precautions: If a student/user identifies a security problem, notify an instructor immediately.**

- Using another user's ID, log-in, account, e-mail, web address, or phone code is prohibited.
- Tampering with settings, moving, reconfiguring, or deliberately damaging/defacing any technology equipment is prohibited.
- Creating, demonstrating, or identifying a security problem to other students is prohibited.
- Revealing your account/password or allowing another person to use your account is prohibited.

Any user violating these provisions, applicable state and federal laws, or classroom, school, and district rules is subject to loss of privileges and disciplinary options, including criminal prosecution. School and district administrators will make the final determinations on any technology violations and their decisions will be final.

See "Consequence Matrix" and "Discipline" section.

## **TELEPHONE USE**

The office telephone may be used by students in case of an emergency only. Forgotten homework, school supplies, gym clothes, and arrangements for after school activities are not considered emergencies.

## **TEXTBOOKS**

Students will receive one set of textbooks to be kept at home for completing homework and for studying. A separate classroom set of textbooks will be stored in each classroom and handed out to students for class use. This system will alleviate the need for students to carry textbooks in their backpacks to and from school as well as during the school day. Students will be charged for any lost or damaged textbooks.

Because of the prohibitive cost of textbooks, the school is unable to provide a second set of textbooks to students who split time between two homes. Parents interested in purchasing a second set of textbooks are encouraged to contact the publisher of each book directly. The homework club and MBMS library maintain a set of classroom texts from all subjects for student use.

## **TOYS**

Toys are not appropriate at school. See "Consequence Matrix."

## **TRUANCY**

Students who are truant for one or more classes may be assigned Saturday school. Truancy will

also affect citizenship grades. Three or more unexcused absences are classified as a truancy. Habitual truancy, absence, or tardiness may result in a referral to the Los Angeles County Student Attendance Review Board (SARB). When a problem persists, SARB may take legal action with the District Attorney's Office. See section on "Absences."

## **UNIFORM COMPLAINT POLICY**

### **Complaints**

The following guidelines shall prescribe the manner in which complaints are handled:

1. A "complaint" shall be defined as an alleged misapplication of the district's policies, regulations, rules, or procedures. Procedures for the resolution of employee complaints provide a route of appeal through administrative channels and to the Board, if necessary. If the complaint is related to discrimination, the district's procedure for complaints concerning discrimination should be used.
2. If a complaint involves sexual harassment, the initial complaint should be made directly to the offending employee's immediate supervisor. An employee is not required to resolve sexual harassment complaints with the offending person. If the offending employee is the complainant's immediate supervisor, the complaint should then be directed to the director of human resources.
3. So as not to interfere with school schedules, meetings related to a complaint shall be held before or after the complainant's regular working hours.
4. All matters related to a complaint shall be kept confidential. Only those individuals directly involved in resolving the complaint shall be informed of the complaint.
5. All documents, communications, and records dealing with the complaint shall be placed in a district complaint file. No such material shall be placed in an employee's personnel file.
6. No reprisals shall be taken against any participant in a complaint procedure by reason of such participation.
7. Time limits specified in these procedures may be reduced or extended in any specific instance by written mutual agreement of the parties involved. If specified or adjusted time limits expire, the complaint may proceed to the next step.
8. Any complaint not taken to the next step within prescribed time limits shall be considered settled on the basis of the answer given at the preceding step.

### **Informal Complaints**

Complainants are encouraged to resolve complaints informally. Formal complaint procedures shall not be initiated unless informal efforts to resolve the complaint have been exhausted, and the complainant has provided a written description of such efforts.

### **Formal Complaint Procedure - Step One**

If a complaint has not been satisfactorily resolved by informal procedures, the complainant may file a written complaint with the immediate supervisor or principal within sixty days of the act or event which is the subject of the complaint. Within five working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint. The immediate supervisor or principal shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.

### **Formal Complaint Procedure - Step Two**

If a complaint has not been satisfactorily resolved at step one, the complainant may file the written complaint with the superintendent or designee within five working days of receiving the answer at step one. All information presented at step one shall be included with the complaint, and the immediate supervisor or principal shall submit to the superintendent or designee a report describing attempts to resolve the complaint at step one. Within five working days of receiving the complaint, the superintendent or designee shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint. The superintendent or designee shall present all

concerned parties with a written answer to the complaint within ten working days after the meeting.

### Formal Complaint Procedure - Step Three

If a complaint has not been satisfactorily resolved at step two, the complainant may file a written appeal to the Governing Board within five working days of receiving the answer at step two. All information presented at steps one and two shall be included with the appeal, and the superintendent or designee shall submit to the Board a report describing attempts to resolve the complaint at step two. An appeal hearing shall be held at the next regularly scheduled Board meeting that falls at least twelve days after the appeal is filed. This hearing shall be held in closed session if the complaint relates to matters properly addressed in closed session.

### **VISITORS ON CAMPUS**

Visitors/volunteers are welcome on the MBMS campus. In order to guarantee the safety of all adults and students on campus, all visitors (including parents) must report to the office via the main entrance near the flagpoles to sign in, present a photo ID, and obtain a visitor's badge.

This badge must be worn at all times while on campus. Before leaving, visitors must report to the MBMS office to sign out, return the badge, and exit using the same route as described above.

Parents who wish to meet with a teacher are required to make an appointment with that teacher at least twenty-four hours in advance. Students who are not enrolled at MBMS may not be on campus during school hours (unless accompanied by an adult for a school function or purpose). Students who are not enrolled at MBMS may not attend dances and celebrations.

### **WEBSITES**

The MBMS website is an excellent means of obtaining information regarding school events and announcements. The Daily Bulletin is posted on the website. The MBMS web address is [www.mbmswaves.com](http://www.mbmswaves.com). The district's web address is [www.mbusd.org](http://www.mbusd.org).



Directions: Please sign this page after reviewing the handbook together as a family (parent and child). Return signed sheet to your homeroom teacher.

I have read the MBMS Student Handbook.  
I understand and agree to abide by the  
information, rules, regulations, policies, and  
procedures contained in my 2019-2020  
MBMS Student Handbook.

---

Student name (print)

---

Student signature and date

---

Parent name (print)

---

Parent signature and date



---