

STUDENT HANDBOOK

3799 CLAIREMONT DRIVE

SAN DIEGO, CALIFORNIA 92117

TELEPHONE: (858) 810-7500 FAX: (858) 272-3460

<https://www.marston.sandiegounified.org/>

This Agenda belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student No. _____

2022-2023

CLASS SCHEDULE

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



Marston Middle School

MARSTON MODE

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

Be responsible for your actions.

Follow directions the first time they are given.

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

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

Use polite language.

Follow the Marston dress code.

VISION STATEMENT

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

2022-2023 BELL SCHEDULE

	Regular Day		Minimum Day
Period 1: Advisory	8:00 - 8:35	Period 1: Advisory	8:00 - 8:23
Period 2	8:40 - 9:30	Period 2	8:28 - 9:05
Period 3	9:35 - 10:25	Period 3	9:10 - 9:47
Period 4	10:30 - 11:20	Period 4	9:52 - 10:29
LUNCH	11:25 - 11:55	Period 5	10:35 - 11:11
Period 5	12:00 - 12:50	LUNCH	11:16 - 11:46
Period 6	12:55 - 1:45	Period 6	11:51 - 12:28
Period 7	1:50 - 2:40	Period 7	12:33 - 1:10

Gate Schedule - Regular Day - open at 7:45 am and close at 2:45 pm

Gate Schedule - Minimum Day - open at 7:45 am and closes 1:20 pm

Gate 2 opens at 7:30 am

ATTENDANCE

Students should arrive 10 to 20 minutes before the first bell rings. Students arriving 25 minutes before the bell must be in an assigned, pre-arranged class or the Prime Time Program. Students must stay on campus once dropped off at school in the morning. Each morning, all gates are locked shortly after the start of the first period. Students arriving after the gates are locked must enter through the Main Office. After school, students are expected to arrive at their after-school destination (e.g. Primetime, tutoring, library, sidewalk for pick-up, etc.) within 5 minutes of the dismissal bell. Students without plans to stay after school should be picked up by parents within 5 minutes of the dismissal bell. Students should not wait for rides at the intersection of Clairemont Dr. and Ute. St. as it is often overcrowded and unsafe for loading. Gates are locked approximately 5 minutes after the dismissal bell; any remaining students would then have to exit through the Main Office.

Parents need to call the attendance office at 858-810-7500 on each day that a student is absent. California Education Code requires the parent to indicate the reason for the absence. Marston uses a message machine for early morning calls. **If a student arrives after the school day has begun, the student should report to the Attendance clerk for a pass to class.** Missing the bus, oversleeping, etc., with or without verification is not an excuse. Students missing 5 or more consecutive days of school may submit a *Contract for Independent Study*, at least **one week** in advance of the first day of absence, please contact the attendance clerk for more information.. Parents who need to pick up their child for any reason during the school day, should notify the office in the morning on the day of the appointment. Please be advised that pulling a student out of class can take up to 15 minutes, especially if the student is in a physical education class.

Students with excessive tardies during the school year will be assigned to multiple after-school detentions and/or Saturday School to clear tardies. Parents will be notified in advance prior to students staying after school. In addition, Marston plans to offer Saturday Enrichment Program for students to clear one full day of absence originally coded as Illness, Unexcused or Unverified. Additionally, students can clear up to eight tardies when they attend the Saturday Enrichment Program throughout the year. The aforementioned practices were current at the time of printing; Marston Administration reserves the right to make changes they feel are necessary.

RECOGNITION OF POSITIVE CHOICES

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

Use of Face Masks

At the time of this publication, face masks are optional on campus indoors for students and staff. Marston follows district guidelines for face coverings based on current health and safety protocols.

Marston Middle School Grading Policies

ACADEMIC GRADES

Per SDUSD AR 5121, “Academic Grades shall be based solely on students’ current levels of mastery of the Board-adopted standards and shall not be influenced by behavior or non-academic measures.”

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

California Education Code 49066(a)

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

Letter Grade	Definition	Unweighted Secondary G.P.A. (NOTE: SDUSD middle schools do not use weighted grades)
A	Exceeding content-area standards	4
B	Meeting content-area standards	3
C	Approaching content-area standards	2
D	Beginning progress towards content-area standards	1
F	Little to no progress towards meeting content-area standards	0

CITIZENSHIP GRADES

Per SDUSD AR 5121, “Citizenship marks shall not be influenced by academic marks and reflect the student’s general behavior, punctuality, effort, and work habits within the school community. These marks are indications of the student’s ability to participate effectively in a democratic society...”

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

At Marston Middle School, the default citizenship grade for all students is an “M.” As described in the citizenship grade rubric, “consistently exceeding expectations” are needed to earn an “E.” Citizenship grades on each progress report (P1, P2, P3 and P4) reflect only the student behavior observed within that specific grading period. The semester (S1 and S2) citizenship grades reflect the student’s citizenship over the entire semester.

Mark	Explanation	Grading Scale
Exceeds (E)	Consistently exceeds expectations in work completion, preparation, and participation, and actively contributes to the learning experiences of their peers.	4
Meets (M)	Consistently meets expectations: completes work on time, prepared to learn, participates regularly, shows respect for others, and contributes to building a positive community	3
Inconsistent (I)	Inconsistently meets expectations: occasionally completes work on time, not always prepared to learn, participates irregularly, and rarely works well with others.	2
Unsatisfactory (U)	Does not meet expectations: work is habitually late, not prepared to learn, does not participate, and does not work well with others	1

GPA Scale: Use this scale to calculate GPA:

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

How to calculate GPA

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

English: B.....3 points

Math: B.....3 points

Science: C.....2 points

History.....4 points

PE: A.....4 points

Band: B.....3 points

Total: 19

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

$19 \text{ divided by } 6 = 3.16$

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



GPA Calculator

Here is the link to the entire Board Policy on Grading - AR 5121

[https://go.boarddocs.com/ca/sandi/Board.nsf/files/BU8VCX802896/\\$file/AR%205121%20Grades-Evaluation%20of%20Student%20Achievement%20-%20Revised%20Clean.pdf](https://go.boarddocs.com/ca/sandi/Board.nsf/files/BU8VCX802896/$file/AR%205121%20Grades-Evaluation%20of%20Student%20Achievement%20-%20Revised%20Clean.pdf)

Eligibility for 8th Grade Promotion Ceremony and Other 8th Grade Activities

Eligibility criteria for the promotion ceremony, as well as all other 8th grade activities:

- A minimum G.P.A. of 2.0 on the P4 progress report in May
- No more than one F on the the P4 progress report in May
- No more than one U on the P4 progress report in May
- No fighting at any time during the current school year
- No suspensions after the P3 progress report in March
- Fully complete the 8th Grade Project

Intervention & Exploration Advisory Program

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

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

INTERVENTION

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

STUDY HALL

In study hall, students complete assignments that they previously did not complete for additional points toward their grade(s). When study hall students catch up on their missing work, they will become eligible for exploration courses at the next 3-week cycle change or potentially earlier.

EXPLORATION CLASSES

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

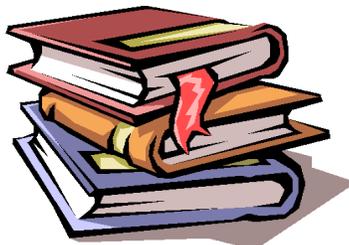
- Sports & Physical Activities
- Visual & Performing Arts
- Leadership
- Home Arts, Crafts, Hobbies & Games
- Science & Technology
- Language & Literature

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

Success Advisory

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

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

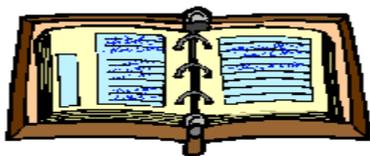


LIBRARY

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

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

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



Organization in Middle School

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

BINDER: Marston encourages all students to have binder brought to school every day. This will help students keep their class materials organized.

It should include:

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

STUDENT AGENDAS: This student agenda is free to students. Using the agenda will help students stay organized, focused and remember assignments and deadlines. Replacements cost \$5.00 (subject to availability)

Students are expected to:

- Record assignments for every class – every day.
- Record the dates of tests.
- Record the dates assignments are due.
- Record the dates special projects are due.

Parents are also encouraged to check their student's binder and backpack each night to ensure it is organized and class assignments are being completed.

Monitoring Homework and Grades

Power School: check grades online

- Sign up to receive PowerSchool Parent Portal access on our website under the "Academics" tab. <https://marston.sandiegounified.org/>
- You will need to be on a computer to set up your account. Once your account is set up, you will be able to access PowerSchool from a smartphone with internet.

Contact Your Student's Teachers:

- Go to https://marston.sandiegounified.org/educational_support/staff/marston_faculty and click on the name of the teacher. Then click on their email address.

Other Helpful Tips

- Limit use of electronics to 30 minutes each night, after homework is complete.
- Check Google Classroom or Canvas. Ask to see completed assignments.
- Require 30 minutes or more of reading each night.
- If your child is struggling, email the teacher or schedule a conference as soon as possible.
- Ensure your child attends school regularly.

Summary of Behavioral Expectations

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

These expectations apply to students, staff, parents and visitors

Responsibility to be Informed

Students are responsible for the content in their Grade Level Google Classrooms and The Mariner Report (weekly school newscast). Students who are not enrolled in their Grade Level Google Classroom should contact their counselor for access. Episodes of The Mariner Report are on the Youtube Channel *Marston Middle Media*.

NETWORK USE GUIDELINES

(Reference District Procedure 4580)

Students will have access to:

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

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

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

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

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

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

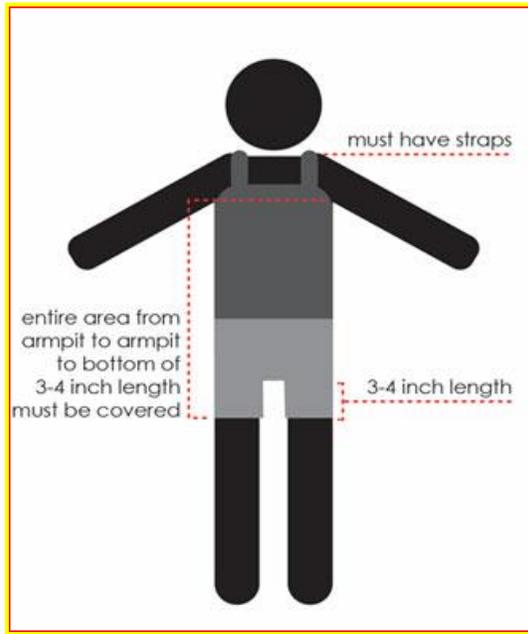
Security. Security on any computer system is a high priority. Anyone aware of a security problem on district networks should notify the San Diego Unified Educational Technology Department. Problems should not be demonstrated to other users. Any user identified as a security risk or having a history of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

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

ACCEPTABLE STUDENT BEHAVIOR

DRESS CODE

- Students should dress neatly and appropriately for school. Marston administration will address violations by notifying parents, asking parents to bring replacement clothing and/or students wearing clothing provided by the school.
- Clothes must cover:



- Undergarments should not be exposed
- Prohibited items:
 - Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, gang affiliation, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances, pornography, nudity, or sexual act, vulgar, discriminatory, or obscene language or images, hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
 - slippers and flip flops
- Hats, caps, beanies and hoods are prohibited in some classrooms. Each teacher determines this policy for their classroom.
- Marston Administration reserves the right to revise the dress code policy in order to ensure the safety and comfort of all students, staff and visitors.

DISCIPLINE CODE

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

SDUSD Restorative Response Matrix Level 1

Defining the Behavior - A Level 1 behavior is one which requires low level interventions that can be provided by the classroom teacher or support staff member. Behaviors are typically-addressed at the time that they occur, and do not require documentation in PowerSchool. Classroom documentation and parent/guardian communication by a certificated staff member involved in the event is recommended.

Student Behavior Incident	Supportive Practices and Response
<ul style="list-style-type: none"> ● Academic dishonesty ● Disruption ● Inappropriate cell phone use ● Inappropriate use of technology ● Lack of understanding of physical boundaries ● Lying ● Minor conflict ● Minor interruptions/distractions ● Misuse of school property or equipment ● Not following classroom agreements/procedures ● Not having classroom materials ● Off task behavior ● Tardiness ● Use of profanity, not directed at individual 	<ul style="list-style-type: none"> ● Check in/Checkout ● Correction techniques: <ul style="list-style-type: none"> ○ Prompt ○ Redirect ○ Reteach ○ Provide choice ● Mindfulness strategies or MindUp curriculum ● Peer mentors ● Restorative conferencing ● Role-play ● Seat change ● Student and parent/guardian interviews ● Social Stories ● Teaching of self-regulation strategies: <ul style="list-style-type: none"> ○ Breathing ○ Individual reflective time ○ Journaling ○ Peer support ○ Problem solving strategies ○ Speaking to an adult ○ Taking a break ○ Thinking of alternative solutions ● Use of affective statements by educator and/or student ● When-then strategies

SDUSD Restorative Response Matrix Level 2

Defining the Behavior - A Level 2 behavior is one which requires more intensive interventions than a Level 1 Behavior, and which may or may not require administrator involvement. Formal documentation should be utilized through site referral procedures and parent/guardian communication is required to ensure students receive the support needed to understand and correct behavior. The reporting staff member may:

- 1) Request a correction that involves other staff members OR
- 2) Request administrative input on the incident OR
- 3) Notify the administrator and/or have a record of the situation

Student Behavior Incident	Supportive Practices and Response
<ul style="list-style-type: none"> ● Attempted to cause property damage[^] ● Caused minor injury, except in self-defense[^] ● Caused or attempted to cause damage to school property or private property[^] ● Committed an obscene act or engaged in habitual profanity or vulgarity[^] ● Committed sexual harassment (1st offense)*[^] ● Engaged in an act of bullying (1st offense)[^] ● Habitual disruption ● Habitual inappropriate use of technology ● Harassed, threatened or intimidated peers[^] ● Harassed, intimidated, or threatened pupil or district personnel[^] ● Knowingly received stolen school property or private property[^] ● Possessed or used tobacco, or products containing tobacco or nicotine (1st & 2nd offense)[^] ● Stolen or attempted to steal school or private property[^] ● Under the influence of a controlled substance or an alcoholic beverage, or an intoxicant of any kind (1st offense)[^] <p>[^]Requires administrator involvement and [NS] incident code in PowerSchool *Must be addressed through the District's Title IX process</p>	<ul style="list-style-type: none"> ● Any lower-level interventions from Level 1 ● After school counseling or support group ● Classroom suspension - 1 to 2 days <ul style="list-style-type: none"> ○ Administrator-assigned intervention ● Change in schedule/class ● Create a safety plan ● Daily report card on behavior ● Loss of privilege ● Mini-course/training (e.g., conflict resolution, anger management) ● Modification of IEP, if applicable <ul style="list-style-type: none"> ○ Create a behavior intervention plan (BIP) ● No contact agreement ● Parent/guardian outreach ● Participation in mentoring program ● Peer mediation ● Referral to after-school program ● Referral to community-based services ● Referral to school-based health/mental health clinics ● Referral to support staff (e.g. counselor, psychologist, nurse) ● Saturday school program ● Self-charting of behaviors ● Short-term behavioral progress reports ● Social skills training ● Student/teacher/parent or guardian conference ● Substance-use intervention group or module ● Teacher/student Conference ● Written apology

SDUSD Restorative Response Matrix Level 3

Defining the Behavior - A Level 3 Behavior is one which requires immediate administrative involvement and incident log in PowerSchool. Level 3 Behaviors violate municipal codes and/or laws, are severe, or pose a threat to the physical safety of the individual student and/or others. Written formal documentation describing interventions initiated, conducted or attempted, and parent/guardian communication is required.

Student Behavior Incident	Supportive Practices and Response
<ul style="list-style-type: none"> ● Aids or abets infliction or attempted infliction of physical injury ● Assault/battery on a school employee[^] ● Caused, attempted to cause, threatened or participated in an act of, hate violence ● Caused, attempted to cause, or threatened to cause physical injury to another person, except in self-defense (non-deadly force) ● Caused major property damage ● Committed or attempted to commit robbery or extortion[^] ● Committed sexual harassment (2nd or continuing offense)* ● Engaged in, or attempted to engage in, hazing ● Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding ● Made terroristic threats against school officials or school property, or both ● Possessed/sold/furnished a knife/dangerous object [^] ● Possessed an imitation firearm ● Possessed or used tobacco, or products containing tobacco or nicotine (3rd offense) Under the influence of a controlled substance or an alcoholic beverage, or an intoxicant of any kind ● Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished an imitation of it ● Unlawfully possessed or unlawfully offered, vapes, arranged, or negotiated to sell drug paraphernalia ● Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma ● Willfully caused serious injury, except in cases of demonstrated self-defense (no-lethal force) 	<ul style="list-style-type: none"> ● Any lower-level interventions from Level 1 or 2 ● Community service ● Functional behavioral assessment, if applicable ● Implementation of restorative conferencing with student champion ● In-school counseling ● Increase access to mentor ● Re-entry practices ● Substance-use intervention group <p>When Level 3 behaviors occur and alternative-to-suspension programs or other lower level interventions have been utilized, an out-of-school suspension can be assigned:</p> <ul style="list-style-type: none"> ● Out-of-School Suspension—1 to 3 days <p>[^]Indicted Level 3 behaviors can be recommended for permissive expulsion or change of placement as defined in Section 3 [*]Must be addressed through the District’s Title IX process</p>

**SDUSD Restorative Response Matrix
Level 4**

Defining the Behavior - A Level 4 Behavior is one which requires immediate intervention and administrative involvement with written documentation of interventions previously in place. Level 4 Behaviors require a mandatory recommendation for expulsion. Formal documentation in PowerSchool and parent/guardian communication is required. A staff member observing or being informed of a level 4 incident will notify administration immediately to start a process that compiles all interventions provided to the student and initiates investigation.

Student Behavior Incident	Supportive Practices and Response
<ul style="list-style-type: none"> ○ Committed or attempted to commit a sexual assault* ○ Possessed/sold/furnished a firearm ○ Possessed/sold/furnished an explosive ○ Brandished a knife to another person ○ Unlawful possession or sale a controlled substance <p>*Should also be reported to the District’s Title IX office</p>	<ul style="list-style-type: none"> ○ Conference with student, parent and administrator to explain options for student ○ Intervention program ○ Outside counseling and services ○ Recommendation to alternative educational placement ○ Referral to School Police supports <p>When students have been provided with information on the expulsion process, supports available, and information on alternative instructional options, the following shall take place:</p> <ul style="list-style-type: none"> ○ Mandatory 5-day suspension and ○ Recommendation for expulsion

OTHER UNACCEPTABLE BEHAVIORS:

SKATEBOARDS, BICYCLES & SCOOTERS: Students that ride bicycles, skateboards and scooters to school must wear a helmet and lock the bike/skateboard/scooter in the bike rack or other designated area. Students are not permitted to ride their bicycles, skateboards and/or scooters onto campus.

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

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

COUPLES: Inappropriate behavior, such as kissing, passionate embraces and intimate touching are not allowed. Holding hands is permitted. Hugs are limited to 3 seconds.

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

GAMBLING: Gambling is not allowed.

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

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

SELLING ON CAMPUS: Selling is not permitted on campus unless it is through an ASB-approved club and all district procedures are followed.

GUM: Gum is not permitted on campus

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

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

GLASS CONTAINERS: Glass containers are not permitted on campus

GROOMING: Brushing hair, applying makeup and other forms of grooming are not permitted during class time. All types of aerosol sprays are prohibited.

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

ELECTRONIC DEVICES: Cell phones and wireless headphones (or any other personal electronic devices) are to be powered off and out of sight from 7:55 a.m. to 2:40 p.m. daily. Wired headphones may be used inside the classroom only with teacher permission. Items in violation will be confiscated. First offense; students may collect items after school. After the first offense; items will need to be picked up by the student's parent/guardian during office hours.

CONSEQUENCES

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

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

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

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

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

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

ARREST: Students may be arrested and prosecuted.

NOTICE OF STUDENT NON-DISCRIMINATION

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

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

STUDENT SEXUAL HARASSMENT POLICY

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

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

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

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

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

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

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

TO FILE A DISCRIMINATION OR SEXUAL HARASSMENT COMPLAINT

- 1. Filing a complaint:** A complaint may be filed by a student or parent/guardian by obtaining a copy of the Uniform Complaint Form. Administrative Procedure 1700 from the school or the district's Legal Office. Remedies available outside of the district are listed in this procedure. The complaint should be filed with the Legal Office, Room 2148.
 - 2. Investigation:** San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment allegations and provide a written report within sixty (60) days of when the complaint is filed.
 - 3. Action:** If the district determines that its policies prohibiting sexual harassment or discrimination have been violated, disciplinary action, up to and including expulsion will be taken. The person filing the complaint may also pursue action in civil court. Complaints may be kept confidential.
- The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

BULLYING IS PROHIBITED AT MARSTON

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

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

Tell the bully to stop. You deserve a school that is free from this kind of behavior. Be an ally and help them by checking in with the victim, get the target out of the situation and make sure they are okay.

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

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

***You have the right to have a school that is free of bullying behavior!
It is your civic responsibility to do something about bullying when you see it happening. If you see it, and do nothing, you are part of the problem.***

REPORTING INCIDENTS

The Marston staff is committed to providing all students with an excellent education in a positive learning environment. Students and parents are encouraged to report concerning

DISCLAIMER:

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

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

San Diego Unified Policies and Procedures: https://sandiegounified.org/about/policies_procedures

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