

# MAJESTIC WAY SCHOOL

## STUDENT CODE OF CONDUCT

### **CODE OF CONDUCT**

The development and maintenance of a positive learning environment is recognized as a shared responsibility of students, staff and parents. Student conduct rules are established to maintain a positive learning environment and protect the rights of all children.

It is the goal of Majestic Way School to have each student develop self-discipline and good citizenship. To this end, teachers will frequently review school rules with students. We ask that parents talk with their children about the behavior expectations of a good citizen.

### **DISCIPLINE PROCEDURES**

The staff at Majestic Way School is dedicated to providing the best possible educational program for students. We strive to provide for each student a safe, orderly environment that will promote learning.

The goal of these discipline procedures is to develop and support self-discipline in students. Self-discipline is necessary to participate effectively in a democratic society. Children want to learn and make the best progress in a safe, orderly environment. In addition to school-wide rules, each classroom develops its own.

We prefer to work with discipline from a positive perspective. That is one of the reasons for Majestic Way's awards programs. Student recognition assemblies are conducted each month. Many teachers implement classroom incentives for positive behavior.

Parents/guardians are asked to reinforce discipline procedures with their children by reviewing and discussing this Code of Conduct. Family support is critical to the effectiveness of our discipline program. Through the cooperative efforts of students, families and staff, the environment of Majestic Way will be safe, orderly and conducive to optimum educational achievement.

### **Student behavioral expectations**

Majestic Way is a BEST school. We ask the following three questions if we don't know what to do.

1. Make Majestic Way a safe place.

*Question: Is it safe?*

Examples of unsafe conduct are fighting, throwing things and games such as tackle football and keep-away.

2. Show courtesy to others at all times.

*Question: Is it respectful?*

People should be treated with respect and kindness. Therefore, booing, inappropriate language or gestures, name calling, or insulting, disrespectful behavior, including references to ethnicity, gender and personal differences will not be tolerated.

3. Be responsible for keeping Majestic Way the best school in Berryessa.

*Question: Is it responsible?*

- A. People have the right to attend a clean and safe school. Making messes (especially in restrooms), vandalism, littering, stealing and misusing property is not allowed.
- B. Students have the right to learn. Disruptive behavior is not permitted.

## **GENERAL RULES**

### **1. Classroom Rules**

As established by the individual teacher and reviewed with the students.

### **2. Courtesy and Respect**

Students are expected to treat all adults and their peers with courtesy and respect, and to promptly follow any direction given by an adult. Students will refrain from writing, speaking or gesturing any communication that would reflect disrespect toward any adult or fellow student.

### **3. Throwing Dangerous Objects**

The throwing of a dangerous object (rock, dirt clod, stick, etc.) is not permitted. Students breaking this rule will be referred to the office. On the first offense, the teacher will alert the parents to the incident. For any of the following offenses of this rule, other disciplinary consequences may be considered, including suspension.

### **4. Fighting**

Fighting is not permitted at school nor on the student's way to or from school. Students involved in fights will be referred to the office. When it can be determined that a student started or willingly took part in a fight, that student will be subject to in-house suspension or suspension from school. We expect our students to resolve their disagreements without pushing, kicking, biting or hitting, even when angry. "Play fighting" is also unacceptable.

5. **Racial Name Calling**

Racial and ethnically derogatory name-calling is not allowed on the Majestic Way School Campus. When a name-calling incident occurs, students will be referred to the administrator. Parents will be contacted and informed of the incident. The student may not return to class until the parent has been contacted. Students will face disciplinary consequences, which could include suspension.

6. **Vandalism**

Vandalism is a serious offense against our school and community. Parents will be held responsible for replacing items damaged or stolen by their children or for repairing damaged property. In addition, students will face disciplinary consequences.

7. **Bullying**

Bullying in any form, whether physical, verbal, written or via computer (cyber bullying) is not acceptable and is not permitted. Students will face disciplinary consequences.

8. **Leaving School Grounds**

Once a student has arrived on school grounds, he/she is not permitted to leave the grounds unless given permission by the office. Parents, who wish to pick up their child during the school day, must provide the office with proper identification and sign out their child. The office staff will contact the teacher, and the student will then be permitted to leave the campus with their parent/guardian. **Only adults identified on the student's emergency card are permitted to check the student out of school. If the student is being picked up during school hours by an adult other than the parent, the office must receive permission from that student's parent first.**

9. **Verbal / Physical Abuse and Sexual Harassment**

Students are not to abuse or harass one another, whether verbally, physically, or sexually. Students will face disciplinary consequences.

10. **Profanity / Obscene Gestures / Pornographic Materials**

Profanity, obscene gestures or any type of pornographic materials are not allowed on campus. Students will face disciplinary consequences.

11. **Threats**

Students are not to make any physical gestures or written or verbal statements that can be construed as a threat of physical harm to any student or adult. Students will face disciplinary consequences.

## 12. **Smoke / Drug Free Campus**

To ensure the health and safety of Majestic Way students and staff, the campus is a smoke and drug free zone. Students are not to bring any tobacco items or drugs to school. This includes carrying medications. Medications need to be registered in the office with proper physician directions and paperwork. Students will have medications confiscated and parents will be contacted.

## 13. **Promptness**

Students are expected to return to the classroom from recess and lunch break promptly.

## 14. **Zero Tolerance for Weapons / Dangerous Objects**

Majestic Way has a zero tolerance for any types of weapons at school. Students are not to bring any type of weapon or toy weapon to school. **This includes plastic toy guns.** Students in possession of weapons will have weapons confiscated and appropriate disciplinary consequences will occur.

## 15. **Video Games / Toys / Radios**

Toys of any kind that do not contribute to the educational process are not to be brought to school, except for a classroom sharing activity or spirit day activity. When this rule is broken, the item will be taken away and held in the office until claimed by a parent / guardian. Specific items may be permitted on field trips as designated by the teacher. Trading cards and such are also not allowed at Majestic Way. Students are not allowed to trade, sell or buy cards or any other items with other students. No passing of money is allowed.

## 16. **Roller Blades/Skates/Skateboards**

Roller blades, skates, or skateboards are not to be brought to school. No heeies are allowed at school. When this rule is broken, the item will be taken away and held in the office until claimed by a parent.

## 17. **Bicycles**

- a. Permission for a student to ride a bicycle to school must be signed by the parent and approved by the principal. Only responsible 2<sup>nd</sup> through 5<sup>th</sup> grade students will be allowed to ride a bike to school.
- b. Permission slips are available in the school office.
- c. Bicycles must be licensed and locked. A license may be obtained at any fire or police station.
- d. **A helmet is required for all children under the age of 18. Citations will be issued for bicyclists not wearing a helmet.**
- e. Students must walk their bikes on school grounds and on all sidewalks.
- f. The Berryessa Union School District has a “park at your own risk” policy for all bicycles brought to school. The District assumes no responsibility for lost

or damaged bicycles. All bicycles must be locked in the bike cage; we recommend the key type of lock. The bike cage will be open before school and locked shortly after the school day begins. The cage is unlocked at the end of the school day. Students who choose to leave their bikes in the unlocked cage after school do so at their own risk.

### **18. Gum Chewing**

Gum chewing is not allowed at Majestic Way.

### **19. Cell phones**

Cell phones are not to be used on campus, but can be kept in a backpack. If seen, they will be taken away and the parent /guardian must pick up the phone in the office.

### **DRESS CODE**

Our primary focus is to provide all students with a safe and positive environment that helps each student to achieve the maximum of his / her abilities. It is not our purpose to dictate specific dress, but rather to ensure that our students are dressed in such a way as to contribute to their success and help generate a positive learning environment throughout our school.

Berryessa Union School District Board Policy 5132 states that... “The development of attitudes and behavior patterns in dress and grooming should be part of each student’s total educational experience”. In general, students are not to be attired in clothing that compromises safety or modesty or is disruptive to the educational process. In order to assist parents in planning for their student's school apparel, the following guidelines are presented.

### **MAJESTIC WAY’S DRESS CODE INCLUDES:**

- ❖ The primary standards for student dress and grooming are to be neat and clean while at school and to conform to the Majestic Way Dress Code.
- ❖ Student’s appearance and attire should be conducive to learning and teaching. Inappropriate clothing or clothing which displays inappropriate messages or pictures may result in parent contact.

### **Students are prohibited from wearing the following:**

#### **Any clothing apparel which may include, but is not limited to:**

- Clothing considered unsafe, dangerous, or a health hazard
- Clothing that contains offensive or obscene symbols, slogans, or words degrading any gender, cultural, religious, or ethnic values
- Clothing that contains language or symbols oriented toward violence, vandalism, sex, drugs, alcohol, or tobacco, including tobacco logos

#### **Any attire or grooming disruptive to the instructional process which may include,**

**but is not limited to:**

- Bare midriffs
- Halter tops, tube tops, backless dresses, fish-net tops, tank tops with large scoop armholes (A – Shirts)
- Short shorts or short (mini) skirts (guideline: mid-thigh length)
- Extreme hair color that is disruptive to classroom instruction
- Shoes that are not appropriate for school activities – slippers, flip flops, clogs or mules (shoes must have back support), heelies
- Make-up

**Gang-related apparel which may include, but is not limited to:**

- Baggy pants, or pants worn below the waist (limit of one size larger than normal)
- Wallet chains, untied or dangling belts
- Any combination of clothing which law enforcement agencies currently consider gang related (these may change)

**If a student is wearing clothing that is not in compliance with dress code regulations, the following steps may be taken:**

- the student's teacher will review the dress code with him/her, and have the student correct the problem (when possible)
- the teacher will contact the parents
- the student will be referred to the principal for repeat violations
- the student will be referred to the principal for any gang related apparel

Ongoing referrals will be considered willful defiance of district and school policy, and suspension or other consequences will be applied.

**PLAYGROUND GUIDELINES & RULES**

1. Restrooms are to be used for their intended purpose only. Loitering or playing in the restrooms is not permitted.
2. Except when using the restrooms, students are to remain on the playground at all times.
3. Students may not leave the play area to retrieve balls or other play equipment without the immediate permission of the yard duty teacher or noon duty supervisor.
4. Fences, gates, softball backstops, and building structures are not to be used for climbing. This includes the slanted cement wall and the berm (plant areas) that surround Majestic Way School.
5. Students are expected to stay out of any mud or water puddles which are on the playground as a result of rainy weather or leaking water hoses and sprinklers.

**Playground Rules**

**Universal Rules:** Exclusion and name-calling will not be tolerated. Standard game rules will be followed.

- Eat snacks on benches, not while playing; no eating after the bell rings
- No running on any equipment – Play tag on the lawn or black top

- No standing or sitting on the top bars of playground equipment
- No jumping off equipment
- Slide ***down*** the slide, ***one*** person at a time
- Do not hang from the slide or other equipment
- Do not climb or walk on tables. No sitting on table tops.
- Swing straight out, not side to side, with bottom on swing seat
- Do not stand in front of swings
- No pushing swingers
- One person sitting and swinging per swing
- To wait for a swing, stand near balance beam; count to one hundred for next turn
- Leave trees, flowers, bushes alone; don't pull on branches or leaves of trees.
- Leave sticks and tanbark on the ground
- Stay off sloped dirt planted area (berm)
- On the monkey bars, go one direction only, from platform, then drop and start again
- Don't litter!
- No pulling on clothes or persons
- Limits for the green lawn area are the drains and the end of the blacktop near Portable 6
- No Bar Tag
- Do not play on ramps of portable classrooms
- Children may bring rubber playground balls only---other types of equipment may be provided by the classroom teacher
- Balls are to be kicked on the grass only
- No Tackling or Wrestling moves

Restrooms: The only reason for being in restrooms is to go to the bathroom and wash up.

Ball Wall: Only one game of handball per wall.

Bars: There is to be hand-to-hand movement in one direction only.

Balls: Balls are to be kicked on grass only. They must not be thrown against the building. Baseballs are not allowed.

Bats: Bats are to be used with the supervision of the classroom teacher.

### **LUNCH AREA**

1. Students will come to the cafeteria, escorted in a line by their teacher, to pick up hot lunches. Students receiving hot lunches will be served in alphabetical order.
2. In the lunch area, students will sit at assigned tables.
3. All students must remain in the lunch area for at least 10 minutes. Dismissal from the lunch area will begin after that 10-minute period.
4. In order to be dismissed from the lunch area, students must raise their hands. A noon

duty supervisor will dismiss the student when all garbage has been picked up from the surrounding floor and tabletop.

**5. Board Policy requires that all cafeteria food must be consumed in the lunch area to ensure food safety.**

6. Students are to walk directly to the playground after dismissal from the lunch area.

7. While in the lunch area, students will use quiet voices, and once seated, must remain seated until dismissed. Wandering around the lunch area is not permitted.

8. The following behaviors will not be permitted in the lunch area.

- Loud talking, yelling or whistling
- Throwing any object
- Walking about changing seats or leaving without permission
- Popping bags
- Food fights

### **CONSEQUENCES**

1. Children will be benched during recess and lunch recess. If there are restroom offenses, the area will be cleaned. Teachers will be notified of poor behavior.

2. A school service is to be determined by the classroom teacher or principal and an essay about the rule that has been broken (yard, cafeteria, library, classroom).

3. A discipline referral may be sent home and a meeting with the principal may be required.

4. A parent conference with the teacher may be held.

5. A parent conference with the principal may be held.

6. Suspension (1-5 days) may occur at any step. Suspendable offenses include: drugs, fighting, and extremely disruptive behavior, possession of weapons, sexual harassment, and willful, consistent disregard of school rules.

### **SUSPENSION/EXPULSION**

State Law (Education Code 48901 and 48903) and School Board Policy (No. 513 1) give the teacher the authority to suspend a student from the classroom and the principal the authority to suspend a student from school.

According to the California Education Code and Board Policy Section 48900, a pupil shall not be suspended from school or recommended for expulsion unless the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has:

a.(1) Caused, attempted to cause, or threatened to cause physical injury to another person.

a.(2) Willfully used force or violence upon the person of another, except in self-defense.

b. Possessed, sold, or otherwise brandish 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 in 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, alcoholic beverage, or an intoxicant of any



- kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, 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, 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 prescription products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
  - l) Knowingly received stolen school property or private property.
  - m) Possessed, sold, or otherwise furnished an imitation firearm. An imitation firearm is defined as a replica that is so substantially similar in physical properties as to lead a reasonable person to conclude that the replica is a firearm.
  - n) Committed or attempted to commit a sexual assault or committed a sexual battery.
  - 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.

***Additional offenses for students in grades 4 – 12***

- 48900 (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.
- 48900.2** Committed sexual harassment
- 48900.3** Caused, attempted to cause, threatened to cause, or participated in an act of hate violence
- 48900.4** Engaged in harassment, threats, or intimidation that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment
- 48900.7** Made terrorist threats against school officials or school property, or both **48915 (a)**
- (1) Causing serious physical injury to another person, except in self defense
  - (2) Possessing any knife, explosive, or other dangerous object

- (3) Unlawfully possessing any controlled substance (previously for sale only)
- (4) Robbery or extortion
- (5) Assault or battery upon any school employee

- 48915 (c)**
- (1) Possessing, selling or otherwise furnishing a firearm
  - (2) Brandishing a knife at another person
  - (3) Unlawfully selling a controlled substance
  - (4) Committing or attempting to commit a sexual assault or committing a sexual battery

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances:

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

### **ZERO TOLERANCE FOR WEAPONS IN THE SCHOOL ENVIRONMENT**

Students are not allowed to have weapons at school or at any school sponsored events. The Board of Trustees believes that all students have the right to be educated in a safe learning environment, free from the threat of violence and the fear of intimidation. Berryessa Union School District is a participant in the Santa Clara County Zero Tolerance Project, which provides for prevention programs and for intervention procedures. The procedures for intervention include:

- Implementation of the suspension/expulsion process when appropriate.
- A requirement that the appropriate law enforcement agency be contacted so that an offending student may be removed immediately from the school campus or the school-sponsored event.
- A requirement that the offending student and the parent(s) take part in programs such as Safer Alternatives and Violence Education, a weapons prevention program by the Juvenile Justice System.
- A requirement that all further disciplinary actions be taken in accordance with District policy and Education Code.

To ensure a safe environment on school campuses, the District has adopted a Zero Tolerance for Weapons policy (5134), which prohibits any and all injurious objects and weapons on school grounds or at any school-sponsored event. This includes switchblades, dirks, daggers, saps, firearms or ammunition, blackjacks, billy clubs, sand clubs, metal knuckles, sandbags, nanchakus, or any other object, which may be used as a dangerous weapon. The District policy and guidelines are available in the Majestic Way office.

## **DISTRICT POLICIES AND PROCEDURES RELATED TO DISCIPLINE**

All district policies and procedures related to student discipline are available upon request.

### **SEXUAL HARASSMENT POLICY**

It is the district's policy to provide a working and learning environment free from all unlawful discrimination. Sexual harassment is a form of illegal sex discrimination. The district prohibits sexual harassment.

Any district student who harasses another student through sex-based conduct or communication violates this policy.

The district will promptly investigate all sexual harassment complaints and will take remedial action reasonably calculated to end the harassment. If a student engages in sexual harassment, remedial action may include discipline, up to and including expulsion.

#### **Sexual Harassment Defined**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, that may have a negative impact upon the individual's academic performance, or may create an intimidating, hostile, or offensive educational environment. (Other conditions are noted in Board Policy 5133.) Even if the conduct or language is not sexual in nature, harassment based on the victim's gender may create a sexually discriminatory learning environment.

#### **Majestic Way Procedures**

Any student who believes that he or she is a sexual harassment victim or who knows of conduct that may constitute sexual harassment should report the alleged acts to a teacher, counselor, principal, or designated District Compliance Officer. The report may be verbal or written. The principal shall immediately notify the District Compliance Officer of any verbal or written reports, and immediately forward a copy of a written report.

### **RACIAL/ETHNIC AND OTHER DEMEANING NAME CALLING**

Name-calling is prohibited by District Policy 5131.2. Name-calling is the most prevalent and one of the most psychologically damaging of negative incidents between and among people. Name-calling or any other form of derogatory personal abuse will not be condoned in the Berryessa Union School District. In the event that incidents of this nature occur, the staff is directed to take appropriate action as prescribed in the Administrative Guidelines. Students should be aware of the consequences that will result when any student engages in the use of name-calling or any other form of derogatory personal abuse, whether directed toward children or adults.

While the Board of Trustees is concerned with all forms of name calling or any other form of

derogatory personal abuse, it is particularly concerned with name calling or any form of derogatory personal abuse related to race, ethnicity, religion, gender, or handicapping conditions.

### **Majestic Way Policy**

Racially and ethnically derogatory name-calling will not be tolerated. When a name calling incident has occurred, the following procedure will be implemented:

1. The children involved in the incident will be referred to their individual teachers for counseling.
  
2. The parents of the children involved will be contacted. This may be done by the classroom teacher or principal. The teacher or principal will consider the nature of the incident and decide whether or not a face-to-face contact is required or whether a phone call or a letter will be sufficient. This contact may range from a simple explanation of the fact that racial name calling will not be tolerated, to a conference involving parents, to suspension.
  
3. Every possible constructive and positive effort will be made to alter the behavior of any pupil who engages in derogatory name-calling. However, continued name-calling will constitute willful disobedience of school rules and may result in further suspension if discussion, counseling and parent involvement with the problem do not modify the pupil's behavior.
  
4. Teachers handling any incidents of racially or ethnically derogatory name calling will prepare a brief written explanation of the incident and give it to the principal. A complete record of name calling incidents will be maintained at the school, per District Policy.

### **PENAL/EDUCATION CODE ENFORCEMENT**

District employees enforce the California Penal Code, California Education Code, and all District policies.

# MAJESTIC WAY SCHOOL STUDENT CODE OF CONDUCT

**Parents / Guardians and Student:**

*Please sign and return this page as verification that both parent/guardian and child have gone to the Majestic Way website, and have read and understand the Majestic Way School's **Student Code of Conduct**. If you do not have access to a computer hard copies are available in the office.*

**Teacher** \_\_\_\_\_

## PARENT / GUARDIAN

I have read Majestic Way School's **Student Code of Conduct** and understand my role and responsibilities as a parent at this school, and have reviewed this handbook with my child. I will work in conjunction with the school to ensure student safety by observing these guidelines, and will review these rules from time to time with my child.

\_\_\_\_\_  
Parent / Guardian Signature

Date

## STUDENT:

I have read Majestic Way School's **Student Code of Conduct** and understand my responsibilities as a student at this school. I understand that following these rules will make my school a safe place for all students. I will follow the school rules and understand that when I have broken a rule there will be a consequence for my behavior.

\_\_\_\_\_  
Student Signature (Parents sign both for children under 9 yrs old)

Date