



Marshfield High School Behavior Policy and Procedures

Levels of Discipline

The types of disciplinary violations determine who will handle the behaviors and what types of consequences will be rendered for the actions. Level One behaviors are addressed by the staff on site. Level Two behaviors are generally classroom violations and consequences and actions taken will be determined by the classroom teacher based on their classroom behavior procedures and policies. These actions will vary from teacher to teacher. Level Three behaviors will be handled by the Dean's Office and consequences will be determined after an investigation has been conducted.

Level One

- Handled at the place of the violation
- Running in the building
- Littering
- Inappropriate Language
- Dress Code
- Minor disruptions

Level Two

- Behaviors handled by the teacher/document occurrences
- Disrespect/disruptive
- Cheating
- Noncompliant/failure to follow classroom rules
- Inappropriate Language
- Chronic Dress Code Violations

- Electronic Devices
- Tardies

Level Three

- Behaviors directed to the Dean's Office
- Chronic level 2 behaviors
- Insubordination
- Theft
- Physical Aggression/fighting
- Harassment/Bullying
- Weapon Possession
- Drug Possession
- Property Damage/Vandalism

Restorative Practices

The goal of restorative practices is to provide students the opportunity to make amends for mistakes they make in and out of the classroom through learning experiences.

Video Surveillance

Marshfield has video surveillance cameras that provide school officials and law enforcement footage of the campus exteriors and inside the building. Video captured on these cameras may be used as evidence for infractions of school policy and/or criminal law violations. Examples include vandalism, theft, or any other violation of school policy. The school administration and law enforcement can access these cameras 24-hours a day.

VIDEO SURVEILLANCE RECORDING - BOARD POLICY JHFB

Behavioral Plan of Assistance

When students have demonstrated continual issues with meeting the school's and/or classroom's behavioral expectations or have committed a serious offense, a meeting with staff, parents, and administration will take place to set clear goals, expectations, incentives, and consequences for that particular student. Student progress will be monitored weekly and the behavior team will meet throughout the year as the student meets or fails to meet these collaboratively determined goals.

Potential Incidents Leading to a Behavioral Plan of Assistance

- Inability to follow classroom rules or meet classroom expectations in one or multiple classrooms.
- Multiple issues with defiance towards staff
- Drug/alcohol offense
- Instigating a fight, involvement in more than one physical altercation, or multiple threats of violence
- Bullying/harassment of students/staff
- Vandalism
- Continual skipping/tardy incidents
- Multiple issues with inappropriate language
- Multiple dress code violations

Tardy Procedure

Objective: To promote a responsible, respectful, and effective learning environment.

Students are considered tardy if they are not inside the classroom and ready to learn when the bell stops ringing. Teachers will record all tardies in Synergy. If students are more than 10 minutes late to class and does not have a pass, a referral will be generated for class cutting. It is the student's responsibility to obtain a pass to excuse tardies when a valid reason exists.

Incentives:

1. Students who demonstrate monthly perfect attendance will be invited to a gathering to acknowledge their responsibility.
2. See Recognition/Incentive Options Page

Consequences:

1. The first three tardies will be managed by the classroom teacher and consequences will be determined based on classroom policy. Once the student has reached the third tardy, the teacher will make parent contact in addition to assigning a teacher-managed action.
2. On the fourth offense, the student will be referred to the assistant principal for counseling and a behavior contract. Possible consequences include detention, Friday School, or ISS.
3. If the tardies become habitual, there will be a meeting with the assistant principal, student, and parents/guardians to discuss an alternative behavior plan and, possibly, more severe consequences.

Procedure for Skipping/Class Cutting

Objective: To promote a responsible, respectful, and effective learning environment.

At Marshfield High School, attendance is a key factor in a student's academic success and we will be promoting and acknowledging students who reach attendance goals throughout the school year. Unauthorized absences will be tracked and monitored by our staff. Students who fail to attend class without permission or authorized excuses will be deemed as skipping class, whether on or off campus. Students who leave class without permission or fail to show up to class within the 10-minute tardy window will be referred to the office as "cutting class."

Incentives:

1. See Recognition/Incentive Options Page in The Pirate Code
2. Students who demonstrate quarterly perfect attendance will receive an incentive for their efforts.
3. Students with regular attendance experience higher grades due to more time in class and work completed.

Consequences:

1. The first offense will result in a full lunch detention and the parents will be contacted.
2. The second offense will result in a Friday School.
3. The third offense will result in one day ISS and a Behavioral Plan of

Assistance will be established.

4. Excessive skipping will result in multiple days of ISS or OSS, a citation, suspension from athletics/activities, loss of parking privileges, and/or driver's license suspension.

Unexcused Absent Procedure

Objective: To promote a responsible, respectful, and effective learning environment.

An absence will be documented as unexcused if the parent/guardian does not provide a written note or call the attendance office within 3 school days of the absence. The attendance office must recognize the excuse as valid. Reasons such as personal illness, illness to immediate family, death in family, school-sponsored events, family emergencies, medical appointments, dental appointments, etc. are considered excused. Shopping (haircuts, prom fittings), hunting/fishing, vacations, visiting, etc. are considered unexcused. If a student is absent, the parent/guardian will receive an automated call at either 9:25 am or 3:05 pm. You are encouraged to contact the attendance office immediately following the message. All attendance procedures are in accordance with district policies, JE, JEA, and JEA-AR.

Incentives:

1. See Recognition/Incentive Options Page in The Pirate Code
2. Students who demonstrate quarterly perfect attendance will receive an incentive for their efforts.
3. Students with regular attendance experience higher grades due to more time in class and work completed.

Consequences:

1. Students who accrue more than three ½-day or five random unexcused

absences in a week will be assigned Friday School the following week.

2. If unexcused absences become habitual, a meeting will be scheduled with the assistant principal, counselor, attendance advocate, student, and parents/guardians to discuss a behavior contract and other possible solutions.
3. Excessive absences could result in a citation, suspension from athletics/activities, loss of parking privileges, driver's license suspension, and the possibility of being withdrawn from school.

Procedures for Electronic Devices

Objective: To promote a professional, respectful, and effective learning environment.

All personal electronic devices are to be turned off and stowed away prior to entering the classroom and will not be used in class during instructional time (unless authorized by teachers for instructional purposes). Students who refuse to relinquish cell phones upon the teacher's first request will receive disciplinary consequences for insubordination. All procedures are in accordance with district policy JFCEB.

Incentives:

1. See Recognition/Incentive Options Page in The Pirate Code

Consequences:

1. On the first two offenses, the teacher will determine the consequences and document the incidents.
2. Failure to relinquish the phone when requested by the teacher will result in the student being sent to the Dean's office.
3. On the third offense, the device will be sent to the assistant principal's office and the student can retrieve it at the conclusion of the school day.
4. On the fourth offense, students could receive detention, ISS, or OSS and might be asked to no longer bring any electronic devices on the campus. If

a student reaches the fourth offense their parent/guardian will be required to retrieve the device from the assistant principal.

5. The school takes no responsibility for the loss or damage of such devices and will not investigate loss or theft.

Procedures for Hallway Behaviors

Objective: To promote a safe, respectful, and effective learning environment.

Students will use appropriate language and voice volume when walking in the hallway and move between classes in a timely manner. Excessive playfulness and running are not acceptable and will not be tolerated. Individuals must be aware of their surrounding at all times and seek to resolve conflict peacefully. All members of the school community are expected to keep campus hallways and common areas clean.

Incentives:

1. See Recognition/Incentive Options Page in The Pirate Code

Consequences:

1. On site warning/consequence by staff member observing the violation.
2. Reoccurring violations or an unwillingness to correct the behavior will result in detention and parent/guardian notification.
3. Chronic and insubordinate behaviors will result in a referral, a meeting with the assistant principal and parent/guardians, and further disciplinary

procedures such as Friday School, ISS, and OSS.

Dress Code Procedures

Objective: To promote a professional and respectful learning environment and readiness for the world of work.

Clothing must cover the body with no undergarments exposed. Unacceptable clothing that creates a distraction in the learning environment may include, but is not limited to the following:

- a)
- b) Extreme exposed skin
- c) Shorter than mid-thigh shirts or skirts
- d) Exposed underwear

Clothing decorated or marked with illustrations, words or phrases that have sexual innuendos, are vulgar or obscene, ridicule a particular person or group, or

promote behavior violating school conduct standards, or disrupt the learning environment are prohibited.

Certain clothing, hats, and other adornments worn for the purpose of identifying gang membership or gang support are prohibited.

Clothing and any other adornment (i.e. buttons, necklaces, etc.) displaying drug, tobacco products, alcohol symbols, or paraphernalia are prohibited.

Parents and students are responsible for clothing choices. Your dress should not interfere with the learning process. All procedures are in accordance with district policy JFCA.

Incentives:

1. See Recognition/Incentive Options Page in The Pirate Code

Consequences:

1. Student will be given the initial option of changing or altering their attire by turning the article of clothing inside-out, covering with a sweatshirt or outwear clothing, or using P.E. clothing. The student will be counseled by the staff member who noticed the infraction.
2. If the student is unable to change or alter their attire, they may call home to ask the parent/guardians to supply a change of clothing. The parent must bring the clothing to the attendance office.
3. If the student is unable to contact parents/guardians, then the assistant principal will provide a t-shirt or sweatpants for the student to wear the remainder of the school day. The student is expected to return the clothing at the end of the school day.
4. Students who violate the dress code three or more times will be referred to the Dean's office and receive the possible consequences of detention, Friday School, ISS, OSS, and/or behavioral plan of assistance.

Procedures for Academic Integrity

Objective: To promote a professional, respectful, and mutually trustful learning environment.

We highly value academic integrity and do not permit any forms of dishonesty or deception that unfairly, improperly, or illegally enhance the credit on an individual assignment or a course grade. Academic integrity violations commonly occur (intentionally or unintentionally) in the following categories.

1. Plagiarism – the theft of someone else’s ideas, words, or other work. Plagiarism includes an exact copying of another’s work or rewording, paraphrasing, partial quotation, or summarization of another’s work without properly acknowledging the creator of the original work. Examples include, but are not limited to the following:
 - a. Downloading information from the Internet/other source and submitting it as one’s own.

Marshfield High School Behavior - 1



- a. Submitting as one's own work that which is copied or translated from another source.

- a.
2. **Cheating** – the deliberate or attempted use of unauthorized materials, information, technology, study aides, or unauthorized group on assignments, projects, tests, or other academic exercises during or outside class. Examples include, but are not limited to the following:
 - a.
 - b. Providing access to materials or information so that credit may be dishonestly claimed by others.
 - c. Creating and distributing copies of one’s own work so that credit may be dishonestly claimed by others.
 - d. Giving or receiving unauthorized assistance on an assessment.
 - e. Falsifying or altering grade related documents, programs, or information.

Incentives:

1. See Recognition/Incentive Options Page in The Pirate Code

Consequences:

1. For the first occurrence, the student will receive a warning referral, parents will be contacted, and a zero (without the opportunity to make up credit) on all assignments/assessments related to the Academic Integrity violation.
2. For any additional occurrences, the student will receive disciplinary consequences (ISS/OSS), parent will be contacted, suspension from sports/other school related activities, and a zero on all assignments related to the Academic Integrity violation. Additionally, the student will receive a failing grade in the class for the current semester.

Procedures for Bullying/Harassment

Objective: To promote a safe and healthy school environment

A student shall not intimidate or harass another student through words or actions for any reason including race, gender, religion, and sexual preference. Such behaviors include, but are not limited to direct physical contact, such as shoving or hitting; verbal assaults such as teasing or name-calling; social isolation or manipulation; and cyberbullying.

Reports of Bullying/Harassment offenses may be submitted in the following manner:

- Complete Bullying/Harassment Complaint Form hard copy and submit to the Dean's Office

Marshfield High School Behavior - 1

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- Complete Bullying/Harassment Complaint Form electronic form and submit in the following link: [https://forms.office.com/62126121121111](#)

Marshfield High School shall act to investigate all complaints of harassment and to discipline or take appropriate action against any member of the school community who is found to have violated another's right to feel welcomed and safe while at school in accordance with district policy JFCF.

Incentives:

1. See Recognition/Incentive Options Page in The Pirate Code

Consequences:

1. Students who engage in harassment will be placed on a Behavioral Plan of Assistance and, possibly, a safety plan.
2. Any student who engages in harassment or retaliates against another person because of a harassment report or participation in an investigation is subject to immediate discipline, up to and including suspension and expulsion.

Procedures for Drugs/Alcohol

Objective: To promote a safe and healthy school environment

Marshfield High School will not tolerate the use of, possession of, or association with illegal drugs/drug paraphernalia including alcohol and marijuana while at school or school activities. All procedures are in accordance with district policy JFCI.

This policy includes but is not limited to the following examples:

- Possession/use of any type of illegal drugs/controlled substances.
- Possession/use of alcohol (not legal for students).
- Possession/use of marijuana (not legal for students).
- Possession/use of pharmaceutical drugs prescribed to someone else.

Marshfield High School Behavior - 1

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- Possession/use of unlabeled containers of pharmaceutical drugs prescribed to you.

- Possession/use of Over-the-Counter drugs of any kind.*

*Note: All prescription medicines and OTC drugs that require administration during the school hours must be authorized by a family doctor. A majority of these medications need to be presented to the school nurse for locked storage, and taken under the direction of the school nurse/designee. Inhalers would be an example of a prescription drug that does not need to be presented to the nurse and taken in his/her presence.

Incentives:

1. See Recognition/Incentive Options Page in The Pirate Code

Consequences:

1. Student may be suspended for up to five days, placed on a Behavioral Plan of Assistance, suspended from athletics/activities, and possible citation by Coos Bay Police Department.
2. Student must attend a drug awareness class provided by ADAPT on campus during the school hours.
3. On the second offense, the student will be suspended for up to ten days, possible citation by Coos Bay Police Department, removed from athletics/activities, and may be recommended for expulsion.
4. Students distributing drugs/alcohol on campus will be recommended for expulsion and a possible citation by Coos Bay Police Department.

Procedures for Tobacco

Objective: To promote a safe and healthy school environment

Marshfield High School will not tolerate the use of, possession of, or association with tobacco or tobacco products at school or school-sponsored activities.

Tobacco products include, cigarettes, cigars, chewing tobacco, loose-leaf tobacco, and e-cigarettes. All procedures are in accordance with district policy JFCG-AR.

Incentives:

1. See Recognition/Incentive Options Page in The Pirate Code

Consequences:

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- athletics/activities.
2. 2nd offense – student will be placed on a Behavioral Plan of Assistance, two days of OSS, possible citation by Coos Bay Police Department, removal from athletics/activities.
 3. Any additional offenses will result in a parent conference, possible citation by Coos Bay Police Department, referral to ADAPT program outside of school.

Procedures for Conflicts/Fighting

Objective: To promote a safe, healthy school, and an effective learning environment

What to Do to Avoid a Fight

- Let administrator, counselor, teacher, School Resource Officer (SRO) or other campus staff know you are feeling unsafe, threatened, or harassed. These feelings may interfere with your ability to concentrate on schoolwork, so it is important that the problem be addressed quickly.
- Avoid listening to and spreading gossip. The only thing that comes from

Marshfield High School Behavior - 1

gossip is hurt feelings and anger.

- Adopt the attitude, “if I did not hear it with my own ears, it is not worth

- being hurt or angry about.”
- Don't confront another student in front of others or when angry; the other person may react defensively, unsure of what you might do. If you are not able to forget about or ignore what the other student is doing that makes you angry, ask for help from a teacher or staff member.
 - Make an appointment with your counselor or assistant principal. He/she can give you additional suggestions, meet with the other student, or arrange a meeting for the students involved in order to solve the problem in a safe and non-confrontational manner.

Definitions Associated with Fighting

- Breaking Up or Preventing a Fight – characterized by seeking help from the nearest adult, encouraging the students to walk away, and surrounding a friend and moving him/her away from the argument.
- Defending One's Self – characterized by putting hands up to block or prevent a hit, putting hands out to keep the other student at a distance, repeating over and over the desire to NOT fight, calling for help, turning away, and walking away.
- Threatening or Initiating Fights – will be treated the same as fighting. The following behaviors communicate a willingness to fight:
 - Remaining engaged in an argument when the other party is avoiding the situation.
 - Stepping threateningly towards another student.
 - Clenching fists
 - Throwing down items being held (i.e. backpacks, books, etc.)
 - Removing outer garments such as a jacket.
 - Threats via text message.
 - Posts on social networking sites or any electronic means.

Incentives:

1. See Recognition/Incentive Options Page in The Pirate Code

Consequences:

- **Fighting** – defined as mutual combat, contributing to, or perpetuating
 - 1st offense- up to 5-days suspension and placed on a Behavioral Plan of Assistance
 - 2nd offense- up to 10-days suspension, placed on a safety plan and may be recommended for expulsion
 - 3rd offense- 10-days suspension and recommendation for expulsion
- **Unilateral Assault of Another Person/Serious Bodily Harm**
 - 1st offense- up to 10-days suspension and may be recommended for expulsion. Possible citation by Coos Bay Police Department.
- **Threats or Initiating a Fight**
 - 1st offense- up to 5-days suspension and placed on a Behavioral Plan of Assistance
 - 2nd offense- up to 10-days suspension, placed on a safety plan and may be recommended for expulsion
 - 3rd offense- 10-days suspension and recommendation for expulsion
 - Threats towards staff will be result in a suspension up to 10 days and expulsion may be recommended.
- **Encouraging a Fight or Video-Recording a Fight**
 - 1st offense- up to 2-days suspension
 - 2nd offense- up to 5-days suspension
 - 3rd offense- up to 10-days suspension and may be recommended for expulsion.

Procedures for Vandalism/Theft

Marshfield High School Behavior - 1

Objective: To promote a responsible, respectful, and effective learning environment.

Marshfield High School staff and students take a lot of pride in the facilities and resources we have available. Therefore, the care and use of these facilities and resources carrying a high level of expectation. Any misuse outside the parameters of the assigned usage for the facilities or resources that results in damage will be deemed as vandalism.

Incentives:

1. See Recognition/Incentive Options Page in The Pirate Code

Consequences:

1. Based on the value and egregious behavior demonstrated by the student, each offense could result in up to a 10-days suspension, may be recommended for expulsion, restitution for damages and possible citation by Coos Bay Police Department.
2. If the student is unable to make immediate reparations, then the fines will be added to their student account.

Procedures for Weapons

Marshfield High School Behavior - 1

Objective: To promote a responsible, respectful, and effective learning environment.

Weapons of any kind, real or replica, are prohibited from the Marshfield High School campus or during school-sponsored activities. The type of weapon and the nature of the student's behavior will be taken into consideration when assigning consequences. Any weapon in the possession of a student is subject to seizure by staff or forfeiture to the Coos Bay Police Department. All procedures are in accordance with district policy JFCJ.

Incentives:

1. See Recognition/Incentive Options Page in The Pirate Code

Consequences:

1. Knives

- a. Less than 3 ½" Blade – parent contact and possible detention or Friday School for the 1st offense. Future offenses will result in ISS or OSS and a safety plan.
- b. More than 3 ½" Blade – parent contact and possible ISS or OSS. Future offenses will result in up to 10-days suspension and recommendation for expulsion.

2. Firearms

- a. 1st offense – up to 10-days suspension, possible citation by Coos Bay Police Department, and recommendation for expulsion.

3. Dangerous Weapon

- a. Includes brass knuckles, numchucks, straight razors, poisons, noxious or irritating gases, etc.
- b. 1st offense – up to 5-days suspension, safety plan, and possible citation by Coos Bay Police Department.
- c. 2nd offense – up to 10-days suspension, possible citation by Coos Bay Police Department, and recommendation for expulsion.

Marshfield High School Behavior - 1

4. Deadly Weapon

- a. Any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury.
- b. 1st offense – up to 10-days suspension, possible citation by Coos Bay

- b. 1st offense – up to 10-days suspension, possible citation by Coos Bay Police Department, and recommendation for expulsion.

5. Fireworks

- a. 1st offense – up to 5-days suspension, safety plan, and possible citation by Coos Bay Police Department.
- b. 2nd offense – up to 10-days suspension, possible citation by Coos Bay Police Department, and recommendation for expulsion.

6. Using any Weapon in a Menacing Manner

- a. 1st offense – up to 10-days suspension, possible citation by Coos Bay Police Department, and recommendation for expulsion.

7. Replica Weapon

- a. 1st offense – parent contact and possible detention or Friday School.
- b. 2nd offense – parent conference, ISS or OSS, and a safety plan.
- c. 3rd offense – up to 10-days suspension and possible recommendation for expulsion.