



**MISSION MONTESSORI ACADEMY  
& MIDDLE YEARS PROGRAM**

**STUDENT CODE OF STUDENT CONDUCT**

Mission Montessori at St. Anthony  
Kindergarten

Mission Montessori at St. Apkar  
Kindergarten

Mission Montessori Academy  
Elementary Years Program  
Grades 1<sup>st</sup>-5<sup>th</sup>

Mission Montessori Academy  
Middle Years Program  
Grades 6<sup>th</sup> – 8<sup>th</sup>

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# MISSION MONTESSORI ACADEMY & MIDDLE YEARS PROGRAM

## CODE OF STUDENT CONDUCT

Dear Parents/Guardians and Students,

Mission Montessori Academy has updated its Code of Student Conduct to provide students, parents and staff with a clear outline of behavior expectations. These expectations, along with the school's goals, will help us continue to provide the best possible educational climate for the students, faculty, and staff.

It is the mission of our school, faculty and the parents of our community to follow Dr. Montessori's objective to instill in the children the "joy of obedience" and the "inner discipline" needed to become successful and peaceful members of our greater society.

Mission Montessori Academy and Mission Montessori Academy's Middle Years Program follows the MUSTANG CODE of creating a global citizen. The code teaches students how to be **compassionate**, work in a **community**, demonstrate **kindness**, show **respect**, be **courageous**, honor **citizenship** and think with **integrity**. Lessons are given by the teachers and students support each other by following the MUSTANG CODE.

Teachers have been trained in every class with strategies for turning incidents into wonderful opportunities for teaching. The faculty places great importance on the development of the "social child" as well as the academic. It is unfortunate when incidents happen, but it is also fortunate that we have a caring and skilled staff who take the opportunity to turn these incidents into teaching moments.

We would hope that all parents and students will make a concerted effort to limit conversations regarding incidents that may happen between other students on our campus, and join in our positive support for all.

Please take the time to read the attached Code of Student Conduct carefully, as you and your students are responsible for knowing its contents. The Parent/Student Agreement located at the end of this packet must be signed and returned to school. This form will be filed in your student's permanent school record.

We are looking forward to a wonderful and exciting new school year.

Respectfully yours,



Ms. Joslyn Maik, M. Ed  
Head of Schools  
Mission Montessori on the Desert  
Mission Montessori Academy  
Mission Montessori Academy Middle Years Program

# MISSION MONTESSORI ACADEMY & MIDDLE YEARS PROGRAM CODE OF STUDENT CONDUCT

## Parent/Guardian/Student Signature Page

Please read this page carefully, sign/initial where indicated. This page must be returned to your child's classroom teacher, and will be placed in your student's permanent file.

1. I/We have read a copy of the Mission Montessori Code of Student Conduct  
\_\_\_\_\_ (Parent/Guardian/Student Initial)
2. I/We have read the MMA/MYP Code of Student Behavior and understand behavioral expectations of all students at MMA/MYP, and the consequences that may arise from not upholding them.  
\_\_\_\_\_ (Parent/Guardian/Student Initial)

### SIGNATURE'S

STUDENT'S \_\_\_\_\_ DATE \_\_\_\_\_

TEACHER \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE SIGN:

PARENT/GUARDIAN: \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN: \_\_\_\_\_ DATE \_\_\_\_\_

# MISSION MONTESSORI ACADEMY & MIDDLE YEARS PROGRAM GENERAL BEHAVIOR EXPECTATIONS

Students are expected to conduct themselves in a manner that is consistent with the vision, goals, and beliefs of Mission Montessori Academy, "MMA/MYP". Accordingly, students are prohibited from engaging in behavior

- (1) that obstructs, disrupts, or interferes with any educational, administrative, disciplinary or other activity sponsored or approved by MMA/MYP.
- (2) that endangers or threatens the safety of any person or
- (3) that inflicts or threatens to inflict damage on property of MMA/MYP, MMA/MYP faculty, students or others.

Students who fail to abide by these general behavioral expectations will be subject to appropriate discipline.

Behaviors listed in the Mission Montessori Academy's and Middle Years Program Behavior Rubric may result in one or more of the following consequences:

- *The student may be isolated from other students.*
- *The student's parents will be informed by means of a telephone call and/or incident report sent home, of inappropriate behavior.*
- *Parents, student, teacher and director will meet to discuss student's behavior and to design a behavior plan to change that behavior.*
- *Parents may be required to make use of counseling/intervention for their student.*
- *The student may be removed from the aggrieved teacher's class and reassigned to another classroom.*
- *The student will make restitution for damages, if appropriate.*
- *The student may be required to sit aside at lunch or recess, or do community service.*
- *The student may be assigned in-school suspension.*
- *The student may be suspended from school premises and activities.*
- *For repeated or serious violations, the student may be recommended for expulsion.*
- *Administration may involve police. Legal action may be taken.*

## DEFINITION OF CONSEQUENCES

**PARENT COMMUNATION:** A communication slip that goes home, which will be considered a reminder to the student and a “heads-up” to the parent or guardian that a minor behavior change is needed. The parent is expected to talk this over with the child then send a signed copy back to school.

**INCIDENT REPORT:** Report documenting the details of an incident involving a student’s breach of the MMA Code of Behavior and the follow up action. This report is filled out by the adult(s) witnessing the behavior and sent home on the day of the event. Names of the other students are not by law allowed to be included in the report. A follow-up call to the parent/guardian will be made by the teacher and/or director on the day of the incident. If the incident resulted in injury to another child and incident report will be sent home to inform that child’s family, as well.

**INSIDE LUNCH OR RECESS CONSEQUENCE:** Student will be required to eat and/or have alternate recess inside the classroom with the classroom teacher or director. The faculty is aware that recess is an important element in a child’s day, and additional opportunities for exercise on that day may be considered.

**COMMUNITY SERVICE:** Student will be given specific duties in and around the school campus, during free time, before or after school, which might include picking up trash, emptying recycle bins, sweeping or raking, or assisting younger children with their work.

**BEHAVIOR PLAN:** An action plan for behavior improvement which identifies the behavior that needs to be changed and the goals that, when reached, will identify a successful change. This generally involves the student, teacher, director and parents, and includes follow-up meetings.

**IN-HOUSE SUSPENSION:** Students assigned to in-house suspension will spend their school day in a designated study area outside of the student’s classroom. Parents will be notified if such an assignment is warranted. The student will complete assignments made by the regular classroom teacher. The extent of in-house suspension will not exceed 3 days.

**OUT-OF-SCHOOL SUSPENSION:** This form of suspension will result in a temporary exclusion from classes and school. Parents will be notified and asked to meet with the Director and faculty, if this is warranted. Students assigned to out-of-school suspension must complete all work assigned by the teachers and must return the completed work to the teacher on the day they return. Before returning to school, the student and parent(s) will be required to meet with the Director, again, to discuss a behavior modification plan, the Code of Conduct and to sign a re-admission contract. Students who are suspended are not allowed to be on school property for the duration of the suspension. Notice of these suspensions become a part of a student’s educational record. Suspension may be assigned for not more than nine school days. \*H.B. 2123 notes special circumstances for students in grades K-4.

**EXPULSION:** Expulsion is the permanent withdrawal of the privilege of attending school at MMA unless the Governing Board reinstates the privilege of attending school. Expulsion is an extremely serious sanction that may be imposed only by the Governing Board. Formal expulsion and appeal procedure is available upon request. \*H.B. 2123 notes special circumstances for students in grades K-4.

## CLASSROOM/PLAYGROUND BEHAVIOR RUBRIC

Consistent with the general behavior expectations, the following specified behaviors are prohibited on MMA/MYP PROPERTY OR DURING AN MMA/MYP ACTIVITY. This includes school buses and school- sponsored activities. Final disciplinary decisions will be made by the administration taking into consideration the age of the student, past incidents, the nature of the incident, and special needs that students may have.

BEHAVIOR	FIRST TIME	SECOND TIME	THIRD TIME
<p><b>LEVEL ONE</b></p> <p>Chewing gum, inappropriate or off task behavior that could include loud talking or laughter, swearing or inappropriate language, not following safety rules on playground or in the classroom. Habitual tardiness, disregard for school uniforms, and homework not turned in on time.</p>	<p>Verbal reminder warning</p>	<p>Written warning - parent communication form goes home</p>	<p><u>Third incident:</u> Student/teacher class parents, Second parent communication goes home, and/or 1 inside lunch/recess</p> <p><u>Additional incident:</u> Student calls parent, Incident report written</p> <p>3 inside lunch/recess</p> <p>Behavior plan developed with student, teacher, parent and director.</p>
<p><b>LEVEL TWO</b></p> <p>Breach of cyber rules and policies, cheating or plagiarizing on class work or tests, bullying or teasing of another classmate, harassment with or without sexual undertones, rudeness or disrespect of staff or to the adult in charge, swearing or inappropriate language, continued disruptive behavior in class, carelessness with one's body or an object in one's control leading to minor injury of another student, repetitive non-compliance with a procedure, repetitive off task behavior, leaving a class or campus without permission.</p>	<p>Faculty and/or student calls parent(s) Incident report written and 2-3 inside lunch/recess or appropriate consequence</p> <p>*depending on severity, consequences could be considered from second or third time.</p> <p>* School activities such as fieldtrips may be restricted.</p>	<p>1-3 days in-school suspension until behavior plan is developed with student, teacher, parent, and director.</p> <p>Plan monitored to check for progress.</p> <p>*School activities such as fieldtrips may be restricted.</p>	<p>3-9 days in or out-of school suspension.</p> <p>Student may re-enter school after meeting with parent during which a behavior plan contract is developed and signed by the student and parents.</p>

<p><b>LEVEL THREE</b></p> <p>Aggressive behavior: Unnecessary roughness during sports activity, hitting, grabbing, inappropriate physical contact, kicking, pinching, slapping, interfering with another's belongings, obscene gestures or threatening looks, purposely throwing an object, putting self or others at risk, repetitive disruption of class, leaving campus without permission, continued teasing, bullying, blatant disrespect of staff or adult in charge, aggressive swearing or aggressive inappropriate language, possession or solicitation of weapons, prescription drugs, drugs of any type, or any illegal substances.</p>	<p>Student shall be isolated from other students.</p> <p>Parents called for an immediate meeting with the directors.</p> <p>Police could be called. 1-9 days in or out-of school suspension. Student may re-enter school after meeting with parent and administration and a behavior plan contract is developed and signed by the student and parents.</p> <p>School activities such as fieldtrips, may be restricted for this student.</p> <p>Out-of school suspension reports go into the student's academic file.</p>	<p>Student will go before the School Board for formal disciplinary hearing and possible expulsion.</p>	
<p><b>LEVEL FOUR</b></p> <p>Any action or illegal behavior that could result in harming self or others (re: tobacco, alcohol, fire arms, drugs.)</p> <p>Severe hitting, threats of violence, severe harassment/bullying.</p> <p>Leaving campus without permission.</p>	<p>Student isolated from other students until meeting with parents, teacher and director.</p> <p>Legal authorities may be called in.</p> <p>Student may be suspended from school for a period not to exceed 9 days, or given the severity of the incident and past history of other incidents, the student will go directly before the School Board for formal disciplinary action and possible expulsion.</p>		

Behavior rubrics will be implemented according to Federal IDEA regulations. In certain circumstances or situations, the Director may impose consequences that deviate from the Behavior Rubric.

*In every instance, if an adult has not witnessed the offense and there is questions of which student(s) is(are) at fault, both or all students will be considered involved in the incident and will be assigned a consequence equivalent to the behavior rubric on the preceding page.*

*If the offense is severe enough, as determined by the administration, the student may be immediately suspended from school, sent before the board for expulsion hearing, and authorities called.*