

Manson Secondary Student Handbook

2007-08

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***Manson School District Administration,
Secondary Faculty and Staff***

Administration

Mr. Matt Charlton, Manson School District Superintendent	687-3140
Mr. Mike Degman, Special Services Director/School Psychologist	687-3140
Mr. Scott Renick, Business Manager	687-3140
Mr. Don Vanderholm, Manson Secondary Principal	687-9585
Mrs. Cheryl Koenig, State and Federal Programs Director	687-3140
Mrs. Joan Pauly, Manson Elementary Principal	687-9502
Mr. Mark Perkins, Dean of Students & Athletic Director	687-9585

Faculty

Mr. Tom Alexander.....	PE, Weights, MS Math/Science
Mr. Kevin Amsden.....	Ag Mechanics, Leadership, Weights
Mrs. Sompheng Batch... ..	Digital Design/Annual, Business Math, Career Choices
Mrs. Kelly Bell.....	Math, Science
Mrs. Susi Bennett.....	PE, Science
Mr. Matt Brown.....	Music, Math
Mr. Ian Crossland.....	MS Soc St/Lang Arts, HS Lang Arts
Ms. Gillie Guthrie.....	MS Math/Science
Mrs. Sandra Jones.....	Center
Mrs. Jennifer Koth.....	HS Lang Arts
Mrs. Kami Kronbauer.....	Math
Mr. Dean Morehead.....	Spanish, HS Lang Arts
Mrs. Sue Neff.....	MS Soc St/Lang Arts, HS Lang Arts
Mr. Ken Nelson.....	ESL/Acad Assist, MS HS Math/Science
Mr. Chas Pauly.....	MS HS Math/Science
Mr. Ron Pinkerton.....	School-To-Work Counselor, PE
Mr. Brad Soliday.....	US History, CWP, Soc St
Mrs. Heather Teague.....	MS Soc St/Lang Arts, ESL/Acad Assist
Mr. Phil Thomas.....	Photo, Art, Lang Arts

Staff

Mrs. Rebecca Busey.....Intervention/Prevention Counselor
Mr. Larry Castor.....Food Service Supervisor
Mrs. Linda Clark.....Cook
Mrs. Julie English.....Para-Educator
Mr. Chris Hill.....Para-Educator
Mrs. Molly Hoots.....Cook
Mrs. Karen Jeffries.....Center Para-Educator
Mrs. Christy Libbey.....Technology Assistant, Librarian
Mr. Gabby Lopez.....Attendance Clerk
Mrs. Karoline Martin.....Librarian Assistant, ASB & Athletic Clerk
Mrs. Phyllis McKenna..... ASB Central Secretary, Leadership
Mrs. Michelle Medved.....Read Right
Mrs. Krisy Nelson.....Secretary
Mrs. Sue Odorizzi.....Center Para-Educator
Mrs. Maria Palomo.....Food Clerk
Mr. Johnny Rigg.....Off-Campus Center Para-Educator
Mrs. Rosie Rodriguez.....Custodian
Mr. Daniel Santillan.....Center Para-Educator
Mrs. Tera Silva.....Century 21 Site Facilitator
Mr. Harold Simmons.....Head Custodian & Grounds
Mr. Mike Simmons.....Resource Officer
Mrs. Patty Strancener.....Gear Up Coordinator
Mrs. Kim Williams.....Read Right
TBA.....Nurse

Manson School District Office

P.O. Box A * 312 Quetilquasoon
Manson, Washington 98831
(509) 687-3140 FAX (509) 687-9877
Website – www.manson.org.com

Manson Elementary School

P.O. Box A * 950 North Totem Pole Road
Manson, Washington 98831
(509) 687-9502 FAX (509) 687-9537

Manson Secondary School

P.O. Box A * 1000 North Totem Pole Road
Manson, Washington 98831
(509) 687-9585 FAX (509) 687-6109



*Course
Information*

COURSE INFORMATION

Academic Letter

In 1989/90, the Student Council voted to allow high school students to achieve an academic letter award. Similar to earning a letter in sports, students receive a letter for high academic achievement. In order to earn the letter, students must achieve a 3.7 or higher GPA for two (2) consecutive semesters. A gold pin will be awarded to the deserving students at a general assembly held at the beginning of the school year and at the end of first semester. Gold bars will be awarded for additional times students earn a letter.

Alternative Educational Program

Students who are about to become or are a teen parent, or have a serious illness and who choose to attend Manson Secondary School, may be required to produce a physician's statement as to the condition of his/her health relative to his/her continued presence in the regular school program. If the statement indicates that the student's health and physical well being mandates his/her withdrawal from regular school attendance a Student Assistance Team (SAT) meeting will be held to determine an "alternative educational program". This team will consist of the building principal, learning support director, counselor, dean of students and two (2) staff members directly related to the student's course schedule. An alternative educational program could include home-based instruction, tutorial and correspondence courses or any other appropriate program.

Alternative Learning Experience (Manson Administration Policy 2255)

The Manson Board of Directors may allow graduation credits for alternative learning experiences to be substituted for elective or required credits. A maximum of two (2) credits may be allowed toward graduation requirements for this alternative learning experiences conducted on site or off site. A student proposal shall be submitted to the secondary principal for consideration prior to the experience. A form may be obtained in the principal's office or from the dean of students. Potential examples of such proposals may include but are not limited to:

- *independent study directed by staff*
- *accredited correspondence courses*
- *extra-curricular programs (drama, etc.)*
- *summer schooling in other public school districts*
- *international travel (to be structured and approved in advance)*
- *college coursework and advance placement work*

Alternative learning experience credits and athletic equivalency credits shall not collectively exceed two (2) credits.

Assembly Attendance

All students will attend assemblies scheduled for their grade level. Students will go to their Prime Time advisory and then proceed to the assembly unless otherwise directed.

Attendance Requirements

In order to successfully complete the requirements for graduation, students are expected to attend classes on a regular basis. A complete description of the attendance requirements is outlined in the Attendance Information section (page 19).

- 1. All students must be in attendance for eight (8) full semesters in grades 9-12.*
- 2. All regularly enrolled students must be registered for a full school day.*
- 3. Students missing classes for reasons other than illness or emergencies are encouraged to make arrangements with their teacher in advance of such absences. This encourages continuity of the learning progress and allows students the opportunity to stay caught up with their class work.*
- 4. The administration may remove students from courses for disciplinary or attendance reasons. Manson Secondary School has a very specific attendance policy in this handbook. Students and parent/guardians are responsible for understanding the attendance policy.*

Challenging Foreign Language

Students may challenge Spanish I by taking the cumulative exam. If they receive at least a 90% on the exam, they will be given credit for the first year. Students who earn at least a B in Spanish I both semesters, may challenge the Spanish II course by taking the final exam. If they receive at least an 80% on the exam, they will be given credit for the second year. You may only challenge one course.

Class Work/Homework

All class work is due at the end of the nine (9) weeks and/or semester grading periods. Seniors must have completed all work for the four (4), nine (9) week grading period on the last day of attendance. Work handed in after this date will not count for a grade. The policy for illnesses will apply.

Each student is responsible for making up all missed work regardless of the reason for the absence. For each day of absence due to illness or a family

emergency, one (1) school day will be allowed to complete make-up work.

Students are responsible

for the completion of assignments and for taking tests on the day following the absence if advised of the assignments (Planned Absence form, see page 84) or tests in advance of the day absent.

College in the High School (Cornerstone)

The primary objective of Central Washington University's Cornerstone (College in the High School) program is to offer high school students challenging university freshman courses on the high school campus, utilizing qualified high school instructors as adjunct professors. Its secondary objective is to link the university and participating schools through: inservice training for high school instructors; a continuing forum for communication between educators from other school and university settings; and research and evaluation toward improving instruction and the Cornerstone Program.

All courses offered through Cornerstone are regular offerings in the university. University faculty and Cornerstone administrators monitor the program and evaluate instructors to ensure that accreditation standards are met. University courses offered through Cornerstone are taught by carefully selected high school faculty who receive orientation instruction and collaborative assistance from university faculty. Participating high school faculty must satisfy the university's academic eligibility standards for teaching any course.

*Students must have passed the 10th grade WASL and/or the college placement test with principal/counselor approval before enrollment is granted. The student will test at the 10th grade level on the STAR and MAPS test prior to final approval. At the end of the course the MAPS test shall indicate if the student has improved in their academic score. The student must show growth or perform at grade level on the MAPS testing in order for the school to pay half of the credit cost. The district will pay half the cost of tuition for Cornerstone courses for students earning a C or better. **A contract (see page 85) will be signed stating if the student receives less than a C in the course the parents/guardians must reimburse the district for the cost of the course. A contract will be signed during the first week of school.***

Equivalency Credit for PE

Equivalency credit(s) for physical education can be earned through successful full-season participation in a regular high school athletic activity. This option shall be approved by the secondary principal and shall include written recommendations from the supervising coach(es) as to the granting of credit(s)

and grade. Application for this equivalency credit(s) shall be made on a district-approved form, which shall be available in the dean of students's office. Specific authority for this equivalency credit is granted under RCW 28.A.05.040, 050 and WAC 180-51-085.

Evening Studies

Evening studies may be taken for a study skill credit. Seventy (70) hours will equal one-half (1/2) credit. The instructor will monitor and sign-off each evening the student was actively engaged in curriculum related activities. Activities such as

reading e-mail, leisure magazine reading or visiting with friends will not be counted. Students may not leave without permission and have the time count. It is the student's responsibility to act in a mature fashion to receive this credit opportunity.

Family Activity Night

Wednesday night is family activity night. The faculty will avoid assigning homework on Wednesday to be completed for Thursday. Students need to keep in mind that assignments made prior to Wednesday may still be due on Thursday. The school will try to avoid scheduling events or meetings after 7:00 p.m. on Wednesday evening.

Four Minute Passing Time

Passing time between each class period is four (4) minutes. This should be sufficient time to move between classes with a stop at your locker or a restroom break. Plan ahead - don't spend too much time talking to your friends and be on time.

Graduation Activities

High school graduation shall be held approximately one (1) week before the close of school. The school will plan no "skip days" or other social activities. If a skip day occurs the principal shall have the right to recommend to the superintendent any school sponsored senior activities prior to graduation may be cancelled and the five (5) early release days be waived. Any student who has an unexcused absence will come back to school and do community service, two (2) hours for every hour unexcused. The student will serve community service before the diploma is issued. Students who exceed the twelve (12) absences in the semester will need to submit a paper documenting how absences may affect employability of a person.

Class money shall pay for flowers, hall picture, graduation speaker and any other graduation expenses. Class money shall not be used for after graduation activities.

The school district will pay for graduation programs, the diplomas and honor cords.

Graduation Honors

The titles of Valedictorian and Salutatorian will be reserved for those students who have been a member of the student body for at least four (4) semesters. These students should also have taken the following courses during their high school academic career.

- 8 semesters English*
- 4 semesters Foreign Language*
- 6 semesters Math (Algebra I & II, Geometry, Advanced Math, Trigonometry, Calculus)*
- 6 semesters Social Studies*
- 6 semesters Science (Physical Science, Biology, Chemistry, Physics)*

Graduation Requirements (Manson Administration Policy 2410)

A total of 23 credits (grades 9-12) shall be required for graduation from Manson High School. Included in the 23 credits shall be:

<i>English (1/2 in Speech)</i>	<i>4</i>	<i>Fine Arts (Drama, Music, Art)</i>	<i>1</i>
<i>Math</i>	<i>2</i>	<i>Physical Education</i>	
<i>2</i>			
<i>Science (1 credit must be in a lab science Biology, Chemistry, Physics)</i>			<i>2</i>
<i>Social Studies</i>			
<i>Washington State History</i>			<i>1/2</i>
<i>(May be completed in the 7th grade, & it does earn high school credit, & another 1/2 credit of electives must be taken.)</i>			
<i>U.S. History</i>			<i>1</i>
<i>Contemporary World Problems</i>			<i>1</i>
<i>Vocational Education (Leadership/Psychology taken during the senior year)</i>			<i>1</i>
<i>Electives</i>	<i>8 1/2</i>	<i>Completion of School-to-Work Portfolio And Senior Presentation</i>	

Honor Roll and Grading Practices

Students are encouraged to pursue academic excellence and will be recognized for their performance. The Manson Secondary School Honor Roll will consist of the following categories:

<i>Scholastic Honor Roll</i>	<i>4.00</i>
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<i>High Honor Roll</i>	<i>3.70-3.99</i>
<i>Honor Roll</i>	<i>3.40-3.69</i>
<i>Honorable Mention</i>	<i>3.00-3.39</i>

The Honor Roll will be calculated, posted and released to the press each quarter grading period.

Teachers will provide students and parent/guardians a course syllabus the first week of class. This syllabus will outline the course expectations, discipline procedures in the class and grading guidelines.

**Today is the Tomorrow
you worried about Yesterday...
And now you know why!**

In calculating your G.P.A., grades are given the following point values:

<i>A+ in a college level class only</i>	<i>4.2</i>	<i>A</i>	<i>4.00</i>	<i>A-</i>	<i>3.70</i>
<i>B+</i>	<i>3.30</i>	<i>B</i>	<i>3.00</i>	<i>B-</i>	<i>2.70</i>
<i>C+</i>	<i>2.30</i>	<i>C</i>	<i>2.00</i>	<i>C-</i>	<i>1.70</i>
<i>D+</i>	<i>1.30</i>	<i>D</i>	<i>1.00</i>	<i>F</i>	<i>0.00</i>

Prime Time

A twenty (20) minute reading period will be scheduled for three (3) days each week. Students will be asked to remain in the classroom during this time. A letter grade will be issued for this class. A quarter credit will be earned each semester for satisfactory completion of the class.

Progress Reports – Tri-Weekly

Progress reports will be filled out for all students. Students receiving a D or F grade will be listed on this report. These students will be notified and requested to attend study sessions with their teachers.

At this time, teachers will notify parent/guardians in writing when students drop lower than a C average in their class. A copy of that notification will be given to the principal.

Teachers will be available on an individual basis in their respective classrooms from 8:00-8:20 a.m. or 3:00-3:20 p.m. each day. It is wise to call and make an appointment to insure teacher availability.

Grade checks will occur at every three (3) week intervals. Teachers will notify the dean of students of actual grades of all their students at that time. A copy of the students' 6 week, quarter, 15 week and semester grades will be sent home by mail.

Running Start

Running Start, a program created by the legislature, provides an opportunity for juniors and seniors in high school to enroll in college courses at Wenatchee Valley College. The purpose of the program is to provide academically qualified juniors

and seniors an opportunity to take college courses as part of their high school program. Any student who attends Running Start must keep up to date on the requirements of the School-To-Work portfolio and senior activities. The Running Start student must attend the graduation practice on Friday prior to graduation in order to participate in the ceremony. If the student is unable to practice their diploma will be mailed or may be picked up the Monday after graduation.

Students may enroll simultaneously in high school and college classes or solely in college classes and will receive high school credit toward graduation for all classes completed with a passing grade.

Classes taken at the college as part of the Running Start Program are limited to "college level courses" (numbered 100 or above). Students are eligible for the equivalent of two (2) years of high school. The college classes offered are tuition-free. Books, supplies, lab fees, and transportation are the responsibility of the student. Completed classes receive both high school and college credit. One (1), five (5) credit class at the college earns one (1) high school credit. Graduation requirements are established by each high school and students must consult the course transfer guide or with their high school dean of students.

Credits from the college are transferable to all other Washington State public colleges and universities, according to the guidelines of the receiving institution. Credit transfers to Washington State private colleges and out of state colleges can not be guaranteed. Parent/guardians are encouraged to check those colleges for their transfer policies. Wenatchee Valley College advisors may be able to provide you with further information.

The combined enrollment of an eligible student in a high school and the college shall not concurrently exceed one (1) full-time equivalent student. An eligible

student must elect to enroll in high school for less than full-time in order to concurrently enroll in a community college.

All Running Start students are required to take the college placement test. To be eligible for Running Start, students must place into English 101 to take any non-math course. To take a math or math-related course, students must place into Math 105.

Schedule Changes

Changes in a schedule will only be considered if the change will allow for normal progress toward graduation and continued progress toward career goals. The request must also be feasible. If a student desires to change his/her schedule the dean of students and principal must be contacted to discuss the validity of the transfer and parent/guardians must give their approval.

School-to-Work Portfolios (Manson Administration Policy 2171)

A school-to-work portfolio is required of all students who wish to graduate from Manson Secondary School. All Running Start students, Skills Center students and regular Manson Secondary School students must complete all requirements of the portfolio in order to receive a diploma from Manson Secondary School. Students must document themselves as a learner, planner, employee and citizen in a formal presentation prior to graduation. It is the student's responsibility to keep in contact with the School-to-Work counselor and dean of students during the year and meet all deadlines prior to graduation.

Semester Tests

Students are encouraged not to miss classes during testing weeks at the end of each semester. If such an absence is necessary a request should be made in writing and submitted to the dean of students for prior approval.

<i>Quarter end dates & parent conferences will be:</i>	<i>Parent Conferences – October 17 & 18, 2007</i>
	<i>First Quarter – November 2, 2007</i>
	<i>Second Quarter – January 25, 2008</i>
	<i>Parent Conferences – March 26 & 27, 2008</i>
	<i>Third Quarter – March 21, 2008</i>
	<i>Fourth Quarter – June 12, 2008</i>

Skill Center

The North Central Washington Skills Center programs are an extension of your high school at an off-campus site. Classes are offered twice a day and credits

earned apply to your graduation (540 hours = 3 credits). At the skills center, high school juniors and seniors receive advanced technical training for those looking for great career based opportunities or a jump-start on their college to provide seamless transition of credits toward college programs.

Student Feedback

Students may expect quiz and test results returned within 48 hours and projects and papers graded within five (5) school days. If situations arise that this is not possible, the teacher will mail a letter home with a written copy given to the building principal stating the reason for the delay and when to expect the results to be returned.

Effective school research indicates immediate feedback increases student achievement and success. The Manson secondary staff will make every attempt to ensure the success of our students by giving immediate feedback.

Teacher's Aide

Juniors and seniors may only register for one (1) period of teacher aide class per quarter. Teacher availability for an aide or the needs of other teachers or departments may preclude selection of a particular teacher/period.

Withdrawal from School

A student planning to withdraw from school must secure a withdrawal slip from the main office. A parent/guardian must verify all requests. All books and school equipment must be checked in and fines paid before leaving. A copy of the withdrawal sheet will be issued to the student. A transcript of credits earned and other information will be sent directly to the new school upon their request.

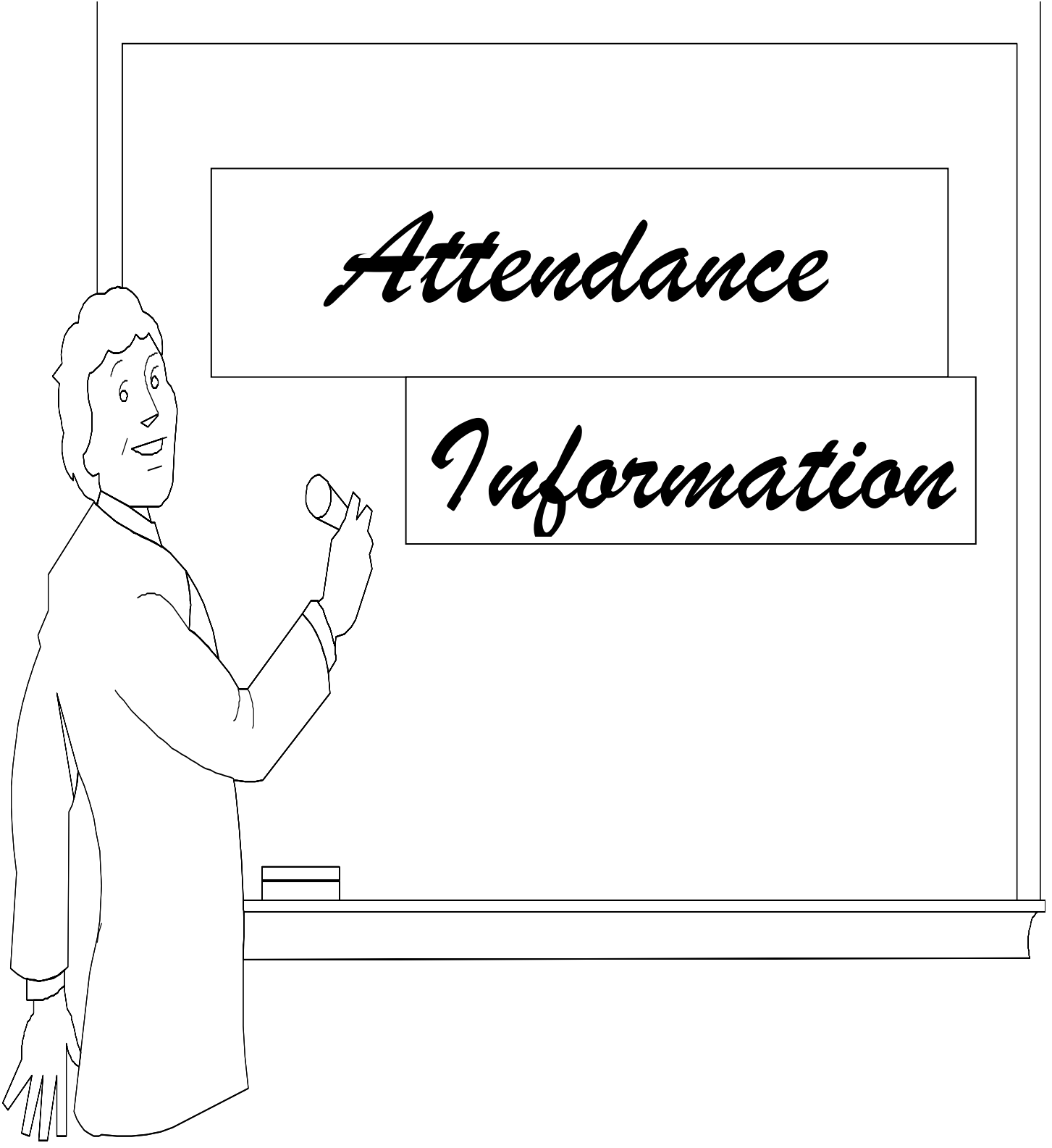
WITHDRAWAL PRIOR TO GRADUATION (Manson Administration Policy 3123)

Students age 16 or older identified by themselves or staff as potential dropouts shall become a focus of attention in the following manner:

- 1. Each student and his/her counselor shall meet for the purpose of discussing the reason for desiring to withdraw from school and the student's plans for the future, including the educational, counseling and related services which are available within the school and/or community.*
- 2. The counselor and the student's teachers shall meet to discuss the student's present status and to identify program modifications and/or options that will meet the student's present and future needs.*

3. *The student, parent, counselor and principal shall review all pertinent information and the options that are available to the student and his/her parents.*

Reasonable efforts shall be made to persuade the student to remain in school and complete requirements for a diploma. If unsuccessful at that, staff shall attempt to find placement in an appropriate alternative educational setting. Failing that, the principal shall determine if there is sufficient ground to excuse the student from continued compulsory attendance. If there is, the principal shall recommend to the superintendent that the student be excused from further school attendance. No student under the age of 18 will be permitted to withdraw unless he or she is lawfully and regularly employed and either a parent agrees that the student should not be required to attend school or the student has been emancipated in accordance with Chapter 13.64 RCW.



Attendance

Information

ATTENDANCE INFORMATION (Manson Administration Policy 3000)

Absences

It is extremely important that students and parent/guardians realize that the absence score (number of days gone) and the absences encompassed by it are not to be considered as authorized days for absences and should be used with a great deal of discretion. Students who reach more than four (4) absences in a quarter may be referred to the Student Assistance Team for a staffing.

When a student evidences repeated unexcused absences, a conference shall be held between the parent/guardian, student and principal. At such a conference the principal, student and parent/guardian shall consider: adjusting the student's program; providing more individualized instruction; preparing the student for employment with specific vocational experience; assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence or, imposing other corrective actions that are deemed to be appropriate.

If the above action fails to correct the attendance problem, the student shall be declared a habitual absentee. The principal shall interview the student and his/her family and prescribe corrective action, which may include in-house suspension for the current semester, referral to juvenile court or denial of credit for the semester.

Any student who presents false evidence, with or without the consent of his/her parent/guardian, in order to wrongfully qualify for an excused absence shall be subject to the same corrective action that would have occurred had the false excuse not been used and additional penalties for the falsehood.

A student who chooses to skip class will be assigned community service on the school site. The amount of time will be double the time of the absence. Parent/guardians will be notified.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment.

Students may be excused by parent/guardians for the following reasons:

1. Personal illness and doctor/dentist appointments;
2. Serious personal or family problems; or
3. Any reason that the parent/guardian and student feel warrant the student's absence from class including: funerals, court appearances, college visitations, wedding, etc.

Students who exceed absences and fail to meet the agreed upon corrective program may:

1. Lose credit for that class that semester as described in each teacher's course outline. Bell work and participation points may affect the student's grades.
2. Have an "NC - No Credit" recorded on their transcript for that class.

EXCUSES

1. *Parent/guardians are expected to call the secondary school (687-9585) on the day of the absence and inform the office of the nature of the absence. This call eliminates the need for a written note the day of the student's return.*
2. *Parent/guardians should pre-arrange absences for their students whenever possible; such absences will be scored according to the definition section of the policy.*
3. *The office must document chronic medical problems resulting in a visit to a health professional's office.*
4. *Parent/guardian verification will be required to obtain an excused absence on the attendance records.*
5. *Students who cannot verify the nature of their absence with a parent/guardian contact or note will be considered truant.*
6. *Students have **three (3) school days** in which to provide documentation for excused absence. Absences not cleared within that time will be considered truant.*
7. *All students who are truant for class will be required to stay after school for "Afters" to make up work for the class missed or be assigned to the intervention 8th period. An assignment will be given and all class work missed will be expected to be completed prior to the student returning to class or going to practice. The "Afters" program will be held from 3:00-4:00 p.m., Monday through Thursday in the library.*
8. *Students tardy to first period will spend their lunch in the "take a break" room. They may buy a school prepared lunch or bring their own lunch. They will serve this detention on the same day they come late to school. Parents may*

*excuse the absence but the tardy/late must be made up in order to reenter the class the next day. If the lunch detention is not served, students may **not** attend any school sponsored activity or WIAA event or practices.*

NOTIFICATION

- 1. Student absence lists are posted daily in classrooms (see daily bulletin). It is a student's responsibility to check these lists and notify the attendance clerk of errors.*
- 2. Absence information regarding each student will be mailed to the parent/guardian at the end of each nine (9) week grading period.*
- 3. Students and parent/guardians will be notified by mail when a student's absence score reaches four (4) points and a phone call will be made at eight (8) points at which time a student and/or parent conference will be requested.*
- 4. Bell work, work given at the beginning of class, will be given the first five (5) minutes of each class. These points can only be made up with teacher permission; after a planned absence has been given to the teacher prior to the absence.*

Attendance Policy

The faculty and staff at Manson Secondary School believe that we are responsible for providing our students with the best possible education. Our educational program is diverse and challenging enough to assure our graduates the necessary skills and knowledge to continue in whatever further education or vocation they choose. It is, however, a futile effort to efficiently educate students unless they attend class regularly and benefit from the teaching skills of our faculty. Therefore, it is the responsibility of the student to attend all scheduled classes and to keep absences to an absolute minimum. Accountability for absences lies with the student and his/her parents/guardians. The student is responsible for contacting the teacher to make up his/her work.

- Step #1 – When a student has accrued four (4) excused or unexcused absences (WITH THE EXCEPTION OF SCHOOL APPROVED FIELD TRIPS) for a particular class, a notification letter will be sent home by the attendance clerk. At that time, the student will have a conference with the teacher, attendance clerk and dean of students regarding his/her absences. Notification will be added to the student's current attendance file.*
- Step #2 – At eight (8) excused or unexcused absences (WITH THE EXCEPTION OF SCHOOL APPROVED FIELD TRIPS) a second notification letter will be sent home notifying parent/guardians that a plan of intervention must be developed. A second student conference*

- with the teacher, attendance clerk and dean of students will be held and notification will be added to the student's current attendance file.*
- *Step #3 – At ten (10) excused or unexcused absences, the student and parent/guardians will be requested to attend a conference with the principal, teacher, attendance clerk and dean of students. A performance contract may be implemented as designated by the committee. The performance contract will then be reviewed by the attendance committee at the end of the semester. Failure to follow the intervention plan and/or performance contract may result in a NC (no credit) for the course.*
 - *Step #4 – The student and parent/guardians who do not meet the intervention plan and/or performance contract may appear before the attendance committee to appeal their decision to give the student NC. At that time the attendance committee decision is final. Students may follow due process within ten (10) days of written notification of loss of credit.*

Attendance Procedures

Students are informed of the attendance policy in the fall of each school year, both in their student handbook and in student registration sessions. Parent/guardians are informed by the handbook and at the principal's information meeting.

Codes

The following codes are used on attendance printouts. On the first line of each printout, AE represents absence excused and AU represents absence unexcused or undocumented for each period for the school day. On the second line the following codes represent reasons of absence.

(NC) Non-Countable-DOES NOT COUNT TOWARD THE LIMIT OF TEN (10) PER CLASS.

(NL) Late – excused.

(NM) Medical – an absence based on illness which prohibited the student from attending school must be documented by a health professional. This does NOT include regularly scheduled doctor appointments. If a student is confined to home or hospital for an extended period, the school may arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there is a major requirement of a particular course, which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Students with a chronic health condition, which interrupts regular attendance, may qualify for placement in an alternative educational program. The student and his/her parent/guardian shall apply to the principal or counselor and a limited program shall be written following the advice and recommendations of the student's medical advisor. The principal shall approve the recommended limited program. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent/guardian's request.

(NV) Family Extended Absences – The school should be notified at least two (2) weeks in advance of an extended absence of more than ten (10) days. This category of absence shall be counted as excused for the purposed length of time agreed upon by the principal and the parent/guardian. Prior approval is mandatory if credit is to be given. An absence may not be approved if it causes a serious adverse effect to the student's educational progress. In participation style classes (such as shop or a lab science) the student may not be able to achieve the objectives of the unit of instruction as a result of prolonged absence from class. In such a case, a parent/guardian approved absence would have an adverse effect on the student's educational progress, which would ultimately be reflected in the grade for such a course. A parent/guardian, student, teacher contract will be required prior to the absence so a plan can be developed for credit to be maintained in each course. (An "Afters" program will be required upon return if homework is not completed. This will be set up with individual classes so credit can be made up.)

(FT) Field Trip – Absence incurred as a result of an official Manson Secondary School academic or curricular activity. To be excused this staff member must authorize absence and the affected teacher(s) must be notified prior to the absence unless it is clearly impossible to do so. (No "Afters" required.)

(NF) Extra-Curricular Activity – Absences incurred as a result of an official Manson Secondary School extra-curricular activity. (No "Afters" required.)

Countable - COUNTS TOWARD THE LIMIT OF TEN (10) ABSENCES PER CLASS. **When possible, the parent/guardian is expected to notify the school office on the morning of the absence and/or send a signed note of explanation with the student upon his/her return to school. A parent/guardian may request that a student be excused from attending school in observance of a**

religious holiday. Each unexcused absence shall be followed by a warning letter or telephone call to the parent/guardian of the student.

(CP)=Countable, Parent Permission – Student is not in attendance due to a scheduled appointment (doctor, orthodontist, court, hair cut, etc.). Parent/guardian verification needed. Student is not at school due to illness. Parent/guardian verification needed. (No “Afters” assigned unless parent/guardian does not excuse.)

(CJ)=Countable, Juvenile Detention – Student is unable to attend class due to court required detention. (No “Afters” required.)

(CL)=Countable, Late – Student arrives in class after the time for the class to begin without a written reason (more than 5 minutes). (Lunch detention same day as late required.)

(CS)=Countable, Suspension – Student suspended from class as a result of disciplinary action. As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade. (“Afters” required.)

(CU)=Countable, Undocumented (Unexcused) – No parent/guardian verification of student’s absence. (“Afters” required.)

(CB)=Countable Behavior Reason, (CE)=Countable Emergency Expelled, (IL)=Countable Illness, (CM)=Countable Medical, (FA)=Countable Family Absence, (AP)=Countable Doctor appointment

The individual instructors will handle tardies. The teacher shall present a tardy plan to his/her class at the beginning of the school year.

Compulsory Attendance Law

The 1992 Legislature enacted Chapter 205, Laws of 1992 which, among other things, amended the compulsory school attendance law (Chapter 28A.225 RCW) and imposed additional reporting requirements on the schools.

Specifically the new law requires each school to:

1. Inform students and parent/guardians about the compulsory attendance law each year.

2. Inform a juvenile's parent/guardian in writing or by phone if the juvenile has one (1) unexcused absence within any month during the school year.
3. Schedule a conference with the parent/guardian and juvenile after each instance of two (2) unexcused absences within any month during the current school year. If regularly scheduled parent-teacher conferences take place within 30 days of the second unexcused absence, the district may schedule the required conferences on the parent-teacher conference days.

Each school may take one (1) of the following actions after five (5) or more unexcused absences during the school year:

1. Attendance officer may petition the juvenile court to assume jurisdiction for the purpose of alleging a violation of the compulsory attendance law by the parent/guardian.
2. A petition alleging a violation of the compulsory attendance law by a child may be filed with the juvenile court by the child's parent/guardian or the school attendance officer at the parent/guardian's request.
3. Authorize the court to "order the child be punished" by detention or alternatives to detention such as community service hours or participation in dropout prevention programs or referral to a community truancy board if available.

New Students

Students transferring to Manson Secondary School after school has been in progress will be covered by the attendance policy for the time remaining in the semester.

Planned Absences

Students absent on the day of an activity or practice are not eligible to participate unless they have completed a planned absence form (see page 84). Planned absences must be completed at least one day prior to the absence, not the morning of the absence. Completed forms must be submitted to the attendance clerk for approval.

Responsibilities

STUDENT RESPONSIBILITIES

1. *Attend class regularly, be on time and be prepared.*
2. *Have parent/guardian call or write excuses for all absences.*

3. *Use absences with great discretion and stay informed of the absence score in each class.*
4. *Sign in and out of school in the office when entering late or leaving early. Seventh (7th) and eighth (8th) graders must be signed in and out by their parent/guardian.*
5. *Respect the closed campus policy. During lunch, students are permitted to leave as pedestrians. All students must have a note on file, signed each quarter by a parent/guardian, in order to leave as a pedestrian. Seventh (7th) and eighth (8th) students may not walk off campus at any time unless accompanied by a parent/guardian or older sibling with parent/guardian permission. No cars are to be used during school hours unless the student has parental permission (call or note).*

TEACHER RESPONSIBILITIES

1. *Maintain accurate attendance records hourly. These records will be available for student referral.*
2. *Inform students upon request as to the number of absences they have accumulated. This will be done outside of class time.*
3. *Review extenuating circumstances as submitted. Attend performance contract meetings.*

ATTENDANCE CLERK RESPONSIBILITIES

1. *Maintain a computer file of the student's attendance record.*
2. *Notify the student and parent/guardian when a student's absence score reaches four (4) points, eight (8) points and ten (10) points.*
3. *Review extenuating circumstances as submitted. Schedule performance contract meetings. Invite principal and/or dean of students to attend this conference.*
4. *Gather classroom information on student for performance contract meetings.*
5. *Attend performance contract meetings.*

PARENT/GUARDIAN RESPONSIBILITIES

1. *See that the student attends school regularly and timely.*
2. *Notify the principal's office by telephone (687-9585) when the student is going to be absent or make sure that the student brings a note upon his/her return.*
3. *Attend any conferences or meetings as requested.*
4. *Work with the school in promoting good attendance habits and in solving any attendance difficulties.*

5. *Pre-arrange any early dismissal by a note or phone call.*

Right of Appeal

Students removed from class due to violation of the attendance policy have the right to appeal this action to the principal of Manson Secondary School. If it is desirable, the parent/guardian or student may make further appeal to the superintendent of Manson School District and then further to the Manson School District Board of Directors.

Students Aged Twenty-One or Older (Manson Administration Policy 3110)

A student aged 21 or older may enroll in school in the district under the following conditions:

- 1. There is available space in the school and program which the student shall attend;*
- 2. Tuition is prepaid;*
- 3. The student provides his/her own transportation;*
- 4. The student resides in the State of Washington; and*
- 5. In the judgment of the superintendent, no adult education program is available at reasonable costs and the district's program is appropriate to the needs of the student.*

Tardy Policy

Students who are tardy or late for school (first class of the day) will spend lunch in the "take a break" (TAB) room. Students will report to the TAB room directly, taking a book to read or homework to do. Students will be given a written assignment if legitimate work is not brought to the room. No cell phones, CD players, drawing or writing notes are allowed. Any disruption or insubordination will result in the rest of the day spent in in-house suspension.

Students who come late to school for any reason will report for the supervised lunch time. Parent notes will excuse the absence but the time must be spent in the TAB room to make-up the missed instructional time.

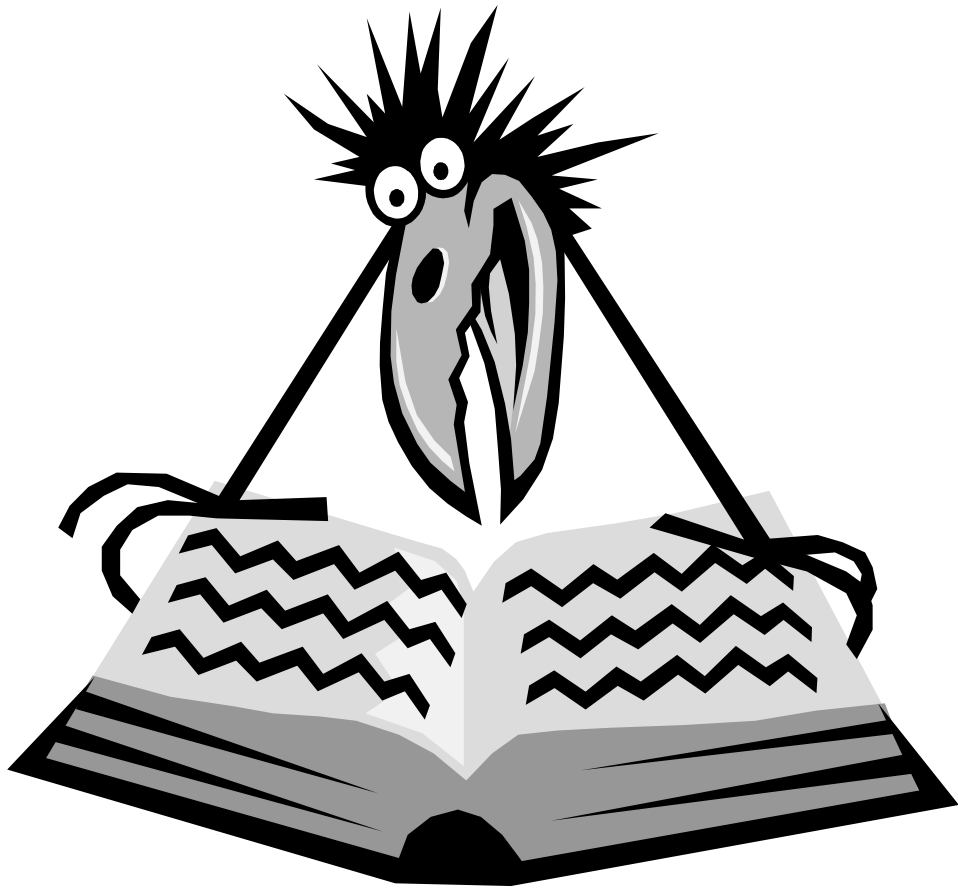
Students who are late to class during the school day will follow the individual teachers' tardy plan. Teachers' may have their progressive plan include the TAB room.

Unexcused Absences

Unexcused absences include absences and tardiness for which no valid excuse note is provided to the school. This type of absence is also defined as truant. Assignments and/or activities not completed because of such absence or tardiness cannot be made up by the student. Students who have unexcused absences will face the disciplinary consequences outlined below. Students who have unexcused absences and then forge an excuse note have committed two (2) serious violations and will receive more stringent consequences. Students who continue to be truant may be referred to the Chelan County Prosecuting Attorney for legal action.

- *1st Unexcused – Notification of parents; 1 hours after school detention*
- *2nd Unexcused – Notification of parents; 2 hours after school detention*
- *3rd Unexcused – Notification of parents, dean of students, principal and attendance clerk; 4 hours after school detention*
- *4th Unexcused – Notification of parents requesting they attend a conference with their student, dean of students, principal and attendance clerk to complete a performance contract (see page 84)*
- *5th Unexcused – Notification of parents, in-house suspension with reentry conference with parents*
- *6th Unexcused – Notification of parents and truancy petition filled with the Chelan County Courts*

General School



Information

GENERAL SCHOOL INFORMATION

Annual Pictures

Each year students have the opportunity to have their pictures taken for the annual at no cost. Students may also purchase school pictures on a pre-pay basis. The scheduled date for school pictures is September 6, 2007.

ASB Approved Signs & Posters

Members of clubs or other school organizations wishing to display posters must first have them approved by the advisor and initialed on the back side indicating approval has been granted. Campaign posters during ASB or class/club elections are limited to ten (10) 8½" X 11" posters, and one (1) large poster per candidate. Those who display such posters are responsible for removing them and all tape after the event. Posters should not be placed on painted walls. Anyone seeking to pass out printed handbills must first secure approval from the principal.

ASB Membership (Associated Student Body Cards)

A student body card costs \$27.00 and is required for those holding a school office, participating in interscholastic sports or academic teams and participation in clubs receiving ASB funds. Card holders receive free admission to home athletic events as well as reduced admission at away games, home activities such as dances and a reduced annual cost. ASB cards must be presented by the card holder to receive free or reduced admission to any school-sponsored event.

Assembly Procedures

- 1. Go to Prime Time class.*
- 2. Advisor will take roll and listen for the bell to ring for dismissal to the assembly.*
- 3. Sit with your Prime Time class and advisor.*

CD Players, Cell Phones and Electronic Devices

No CD, MP3, IPOD or other portable music devices are allowed during the school day.

Electronic communication devices such as cellular telephones are viewed as a disruption to the educational process. Cell phones may not be used while in the school building (see page 54 Cell Phone Expectations). Failure to follow these

guidelines will result in the loss of the electronic device and other disciplinary actions may be taken.

Class & Club Service Auctions

1. *Auctions should be held on a day other than Monday.*
2. Money is due at the end of the auction. The money will be collected at the auction site. No pay – no service.
3. The service begins at the close of the auction or at the beginning of the designated day and ends at the school day closure.
4. The service should not make the student late for class.
5. The service must not be immoral or degrading.
6. Dress must be in good taste and the student must be able to function in a normal classroom environment (no diapers).
7. The principal must approve the auctioneer(s).
8. Questions regarding activities should be addressed to the principal.
9. Serious infractions will result in the forfeiture of the service fee and the loss of service hours.
10. Students who are to be sold must state prior to the sale services what they will not be willing to do. (Religious exceptions, cross-dressing, etc.)
11. Students must follow same guidelines as established for Harassment/Verbal Abuse/Bullying (page 56).

Classroom Earthquake Drills

Following the teacher's signal, students will:

1. *Immediately drop and cover under desks or tables, along an inside wall or other protected place, or stand in the doorway. Turn away from windows. Students should hold on to and/or move with their "shelters." Desks and tables may travel during strong ground shaking.*
2. *Remain in the shelter position until instructed to move. The duration of ground shaking may vary from seconds to several minutes.*
3. *Listen for instructions. The quake will produce loud noises. In order to know what to do, students will want to listen quietly.*

General safety rules during an earthquake:

1. IF INSIDE, stay inside. Move away from windows and overhead objects that may fall. Take immediate cover under desks, tables, etc. Students should "drop and cover" their heads and necks with their hands. Students should make sure their heads and faces are protected from flying glass and other debris by "taking shelter," e.g. table, desk, covering arms, facing inside wall, or moving to an inside corner.

2. IN HALLWAYS AND STAIRWAYS where no cover is available, “drop and cover” along inside walls.
3. IN LIBRARIES immediately move away from windows and bookshelves, “drop and cover” under tables or chairs.
4. IN LABORATORIES, if possible, extinguish Bunsen burners. Try to move away from hazardous chemicals that may spill.
5. IF OUTDOORS, move away from buildings and overhead objects such as power lines. Crouch low to the ground and protect the head and neck.

When ground shaking stops, follow your school evacuation procedures. Move cautiously to the front of the building clear of dangers from overhead.

Closed Campus (Manson Administration Policy 3124)

Manson Secondary School has a closed campus, except during lunch when students are permitted to leave as pedestrians. **A student may not leave the school campus anytime during the school day unless excused by the school office and has parental permission.** All high school students who choose to leave as a pedestrian must have a signed note on file from the parent/guardian giving the student permission to walk off campus. This note is good for one quarter. Permission to leave campus in a car is done daily. Middle school students may not walk off campus.

Commons Area

The commons area will be available before school and at lunchtime to eat, to get with friends, or study. Tables will be down for student use before the start of school each morning and will be available for use during the entire lunch period. Student food and drink is allowed **only** in the commons area inside the school. DO NOT TAKE FOOD OR DRINK into halls or entrances. Special permission will be given to class or club activities holding working lunch meetings. There are three (3) classrooms available for lunch meetings – the Art classroom, the Leadership classroom and the Biology classroom. You need to make prior arrangements with the teachers to use these classrooms. All food trays need to be taken back to the commons to be dumped and not left in the classrooms.

Counseling Services

The counseling at Manson Secondary School is a student-centered operation. The main function is to provide personal and academic counseling and related student services including vocational planning and assistance for future educational endeavors.

The personal problems students may encounter as well as the academic problems are of concern to the counselor and dean of students. These problems interrelate to make up the whole picture of school life. Parent/guardian participation is encouraged.

Dance & After School Activity Rules

1. If absent during the school day a planned absence must have been submitted in order for a student to attend school functions after school hours.
2. *Dance attendance is limited to Manson students and guests who have obtained a guest pass from the principal in advance. If other schools are invited to attend a Manson Secondary ASB dance, those students must present a valid ASB card and sign in with their chaperone at the main entrance.*
3. Normal dance hours are from 8:00 p.m. to midnight. The principal must approve any exceptions to this.
4. The door will be closed one (1) hour after the dance starts, and no one shall be admitted after that time.
5. Once a student has entered an activity, he/she may not leave and return again.
6. Each activity must be chaperoned by a minimum of two (2) teachers and two (2) parents. The chaperones must include at least one Spanish speaking, one male and one female. Additional chaperones are required for larger dances.
7. Dances must be approved and scheduled by the student council and principal at least two (2) weeks in advance. Proper arrangements for set-up are required prior to the event.
8. School facilities will be cleaned up immediately following the dance.
9. Activity forms must be completed and turned in two (2) weeks prior to the activity to the principal or athletic director.
10. Dances are only allowed during the school year. No school-sponsored activities will be allowed once school is dismissed.

Fire Drills

Fire drill procedures are posted in each classroom. It is the responsibility of the student to be familiar with emergency procedures for the classrooms they are assigned. Procedures will be covered in each class period the first day of school.

Grades - Incomplete/No Credit/Failing Grade

I – An incomplete is to be given to a student at the end of a grading period if the student is in attendance on a daily basis or has an extended absence less than

four (4) weeks in duration. The student will have two (2) weeks to makeup his/her assignments or make arrangements to extend the time period. If no work is turned in the teacher will assign the proper grade after the two (2) week period.

NC – A no credit grade is to be given to a student that is gone on an extended absence, i.e. four (4) weeks or longer trip at the end of a grading period. If a student brings back their work or makeup work assigned by the teacher upon returning to school the NC can be changed. If no work is returned the NC will stay on the transcript and the student will receive no credit for that time period. A quarter credit could be received if a student was in attendance the quarter before or after the extended absence.

F – We feel no student at Manson Secondary School should receive a failing grade. Before an “F” is given a teacher must try several interventions and make parental notifications on a regular basis, all of which must be documented, i.e. progress reports, phone calls, conferences, etc. However, if a student has not made a good effort to complete their assignments and prepare for tests a teacher can assign a failing grade.

FACULTY PROCEDURES FOR TURNING IN INCOMPLETES AND NO CREDIT GRADES - A list of NC's and I's will be given to each faculty member at the end of a grading period. The list should be returned to the dean of students

with all grade changes made at the end of the two (2) week makeup period. If a faculty member feels circumstances warrants more time, they must notify the office and make sure the dean of students gets the grade change at the new designated time.

Gymnasiums & Weight Room

The facilities at Manson Secondary School are provided primarily for the use of Manson students. In order to use the facilities students are required to have teacher supervision while students are in attendance and to be dressed in appropriate gym clothing (no black-soled shoes).

Off-season weightlifters are required to have proof of insurance and a current physical on file in the school office. During the sports season, physicals and athletic forms must be on file before participation is allowed.

Home School Policy (Manson Administration Policy 3114)

Home school students are welcome to attend programs offered by Manson Secondary School. A student can take as many classes as they wish or attend on a full time basis.

When a home schooled student enters grades 9-12, documentation must be available to receive high school credits. For example, a student registering as a tenth (10th) grade student must show evidence of completing enough credits to receive a tenth (10th) grade status. This documentation can include transcripts from accredited institutions, correspondence course completion documentation or other documentation

showing completion of at least 150 hours of study for each 1.00 credit of high school.

If accurate and complete documentation is not available, a home school student will be registered as a ninth (9th) grade student.

Internet (Manson Administration Policy 2022)

All use of the system must be in support of education and research and consistent with the mission of the district. The district reserves the right to prioritize uses and access to the system. Any use of the system must conform to state and federal law. Using the system for commercial purposes is prohibited. Hardware and software may not be destroyed, modified or abused in any way. Malicious use of the system to harass other users will not be allowed; specifically hate mail, harassment, discriminatory remarks or other antisocial behaviors are prohibited. The use of the system to access, store or distribute obscene or pornographic materials is not allowed. **These guidelines along with other suggestions for personal security and general use are printed in the contract (see page 86) students and parent/guardians must sign before students will be allowed access to the system.** The district will monitor all computer use.

Leaving Class

No student should be out of class for any reason without teacher permission and a hall pass. Permission should be for limited reasons and only one (1) student at a time. When a student leaves class he/she should sign in and out denoting the time leaving and re-entering class. Forgetting materials, bathroom breaks, drinks, use of the telephone or cell phones, etc. are NOT reasons to be out of class. Take care of your personal business before class, before or after school or during lunch, but not during class time.

Library

Books may be checked out from the library for two (2) weeks and may be renewed if necessary. If a student wishes to come to the library during class time, he/she must have the permission of his/her teacher and there must be a staff member supervising in the library. Students may use the library from 8:00 a.m. to 3:30 p.m. The library may be available during “Afters” 3:00-4:15 p.m. Monday through Thursday.

Lockers

HALL LOCKERS

Students are assigned an individual locker with a combination lock. Since friendships can change, it is strongly recommended that students do not share their combination with others. Lockers are to be kept locked at all times. Valuables should not be left in lockers. **The school assumes no responsibility for items left in lockers.** Please keep all personal items in your lockers so halls may stay unobstructed. Lockers meet custodial inspections prior to each school year. Damage done to the locker during the year is the responsibility of the student assigned to the locker. Fines will be assessed. If a locker does not work properly the student should contact the office to report the need for repair.

PE LOCKERS

Students enrolled in physical education classes will be assigned a locker. A combination padlock may be purchased in the office for \$5.00. The student can receive a full refund at the end of the year if the padlock is in good working order and if this is their last year at school (moving or a senior). The information listed for the hall lockers also applies to this area. All items of clothing should be stored in a LOCKED locker. The school assumes no responsibility for items lost or left out. Valuables such as jewelry, wallets, purses, etc., should be given to the physical education teacher for secured storage in the PE office. Lockers should be emptied weekly and soiled clothing taken home. Health and sanitary issues make this a mandatory procedure. Please see your PE teacher if there is a problem or you need additional information.

Locker Searches (Manson Administration Policy 3230)

No student may use a locker, desk or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Any student's locker, desk or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker shall be conducted according to board policy governing personal searches.

All student lockers may be searched at any time without prior notice with reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to policy governing personal searches. RCW 28A.67.300 through 300 WAC 180-40-215

Canine searches will be held periodically. The search will be random and will check classrooms, lockers and parking lots. Students whose belongings are triggered will be subject to search. The purpose of these searches are to assure that Manson Secondary School is a safe and secure drug and weapon free environment.

Lost & Found

A lost and found area is maintained in the commons, office and in the PE locker rooms. Students are encouraged to check these locations if they have lost items. Students reporting lost items should do so in the main office. All items not claimed are donated to local charities.

Lunch Program

School breakfasts and lunches are served daily for a nominal fee in the cafeteria. Breakfast/lunch deposits may be given to the school secretary before school in the main office. **No student will be allowed to charge breakfast, lunch or ala carte items. State and Federal law prohibit charging.**

Lunch Time Regulations

All lunches are to be consumed on campus whether purchased at school or brought to school. Simple rules of courteous behavior which make the lunchroom pleasant include: observing good dining habits at the table; leaving the table and surrounding area clean and orderly; putting trash in the proper containers; and refraining from line cutting. Students may NOT EAT IN THE

ENTRANCES TO THE BUILDING (carpeted or concrete). Housekeeping, emergency exits and health standards prohibit this.

Early lunch release for students will be a privilege if:

- ✓ Attendance clearance – no unexcused tardies, unexcused absences or excessive absences (6 or more) are documented on record.
- ✓ All homework and class assignments complete and portfolio is up to date. Student has no D's or F's on grade check or end of quarter grades. The student will lose the privilege until next scheduled grade check.
- ✓ All tests, quizzes, projects, presentations, or other graded material is complete and turned in to teacher.
- ✓ No discipline referrals for ongoing problems in any class.

Lunch time for high school and middle school students are at different times. In order for classes to be undisturbed students should **not use hallways** but are free to use the gym, athletic field as weather permits and commons area. The gym and/or athletic field will be supervised for student use. The weight room is closed during lunchtime.

Medication at School (Manson Administration Policy 3416)

According to Washington Law, the school district shall not be liable for damages as a result of the administration of medication. The following rules are provided for parent/guardians' information:

1. Requests for medication must be in written form and must be current and unexpired.
2. The request must be from a parent or legal guardian.
3. A request for the administration of medication must be on file in written form from a doctor or dentist and must be current and unexpired.
4. The request must state that there is a valid health reason for giving medication while a student is under the care of school officials.
5. If medication is required for more than 15 days, written, current and unexpired instructions must be on file from the physician or dentist.
6. The medication must be labeled and in its original container, and a record of its administration must be kept.
7. If the administration of medication is terminated, oral or written notice must be provided in advance by the parent/guardian of the date of discontinuance.
8. Parent/guardians will be notified when discontinuance of medication occurs.

Musical Instruments

Individually owned band instruments left in the music room are kept there at the students' own risk. The school assumes no responsibility for loss. Musical

instruments owned by the school may be rented for a fee of \$90.00 per year. A contract will be issued and a partial payment will be required before the instrument will be issued to the student. This fee will be used for instrument repair and upkeep. Special arrangements may be made if the fee is a problem by contacting the principal.

Band students will be required to pay a \$8.50 dry cleaning fee annually for the band uniforms. Choir members will also be required to pay a \$8.50 dry cleaning fee. This fee will be collected at the end of the school year.

Pop, Juice & Water Machine – Candy & Gum

Pop will be available for purchase before and after school. Pop may be purchased during lunchtime after all students have been served. Pop may not be purchased during class time or during class change. Pop is allowed only in the commons area. Do not put open pop cans in your locker. No pop or juice is allowed in any classroom or library! If you have pop, it will be taken from you and it will not be returned! Water is allowed in the classroom. It must be carried in a clear (see-through) capped bottle (no cups).

If you have candy, it will be taken from you and it will not be returned! Gum is allowed in the classroom at the discretion of the teacher.

Problem Solving

A problem-solving meeting will be held once a semester or as needed during the school year. The ASB officers, class presidents, principal, dean of students and two staff (selected at the first faculty meeting of the school year) will attend the meetings. The goal will be to build understanding, communication and to work out any problems that may come up each school year.

Protection of Pupil Rights Amendment (Manson Administration Policy 3232) *Parent and Student Rights in Administration of Surveys, Analysis or Evaluation Right to Inspect*

Parents, upon request, shall have the opportunity to inspect the following;

- 1. Surveys created by a third party before the survey is administered or distributed by a school to students;*
- 2. Instructional material used as part of the educational curriculum; and*
- 3. Any survey document used to collect information from students.*

Notice

At the beginning of each school year the district shall provide the emancipated student or parent notification in writing of the district policy and the specific or

approximate dates of any student survey, analysis or evaluation scheduled during the school year.

Opt-Out

The notification shall include provisions to opt a student out of participating in:

- 1. Any protected information survey, regardless of funding;*
- 2. Activities involving collection, disclosure or use of personal information obtained from students for marketing or selling to others; or*
- 3. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school and not necessary to protect the immediate health and safety of a student.*

Safety Rules for Laboratories & Shop

The following safety rules are to be observed by students in all laboratory or shop classes:

- 1. All students will wear safety glasses or appropriate face shields and ear protection, as required.*
- 2. All students are to become familiar with fire escape routes, the use of fire-extinguishing equipment and the location of fire alarms.*
- 3. Students are to wear protective clothing appropriate to the task being accomplished or as required in the class (such as coveralls).*
- 4. "Horseplay" will not be tolerated.*
- 5. All injuries, regardless of how small, are to be reported to the instructor immediately.*
- 6. Students are to keep their working areas clean and free from debris.*
- 7. Students are to remain in designated work areas. Shop equipment shall only be moved with approval of the instructor.*
- 8. Students violating safety procedures, found damaging equipment or leaving the shop areas without permission will be removed from the class and receive a loss of credit.*
- 9. Instructors may impose additional regulations.*

Safety Glasses

Washington State Law requires that every student working in an area where cutting, grinding, sawing, etc., of any material or working with potentially hazardous chemicals must have safety glasses on at all times. Students may purchase safety glasses from the office.

Safety glasses must also be worn during all chemistry labs and other labs as directed. Each student will be responsible for the glasses.

Scholarships

It is the responsibility of the student to apply for college scholarships and other financial aids. Scholarship deadlines and availability will be posted on the Manson web site and in the Career Awareness and Leadership classrooms.

School Accident/Athletic Insurance

Students are not automatically covered by medical or accident insurance. Parents who wish to purchase group insurance coverage can select school-time coverage, 24-hour coverage, football and dental coverage. Each plan offers a high, medium or low benefits option which allows parents to tailor the coverage to their specific needs.

School Bulletin

Only school sponsored events and activities will be printed in the daily secondary bulletin. All other announcements, community events, job openings, etc. need to be approved in the office and then posted on the bulletin boards in the lunch room or in the middle school commons. Approval of these items will be based on minimum standards. No inappropriate language or graphics. The posting of these items does not indicate school endorsement of the events. Please make sure you check daily for upcoming non-school related events.

School Maintenance

We are very proud of Manson Secondary School. In order to maintain the school halls and classrooms, as well as the outer grounds, littering is prohibited. Please throw all litter in trash containers. Bus your own lunch tables and help keep your school litter free.

School Vehicles

Students are prohibited from driving school vehicles for any reason.

Snowballs, Water Balloons, Laser Pointers, Squirt Guns, etc.

Snowballs, water balloons, laser pointers, squirt guns and other similar items are disruptive to the educational process and can be dangerous. They have no place on school grounds unless they are used as part of a supervised activity. Disciplinary action will be taken against students who possess or use these disruptive devices.

Student Fees (Manson Administration Policy 3520)

ASB Card \$27.00 Athletic Fee \$10.00 (paid before first athletic practice)
Annual (optional) before Oct. 1 - \$40.00 with ASB/\$45.00 without ASB
after Oct. 1 - \$45.00 with ASB/\$50.00 without ASB

<i>Breakfast/Lunch</i>	<i>\$1.20/\$1.95</i>
Photography Class Fee	\$35.00 (paid before supplies are given to students)
Band Instrumental Rental Fee	\$90.00
	(paid or contract signed before instrument given to student)
<i>Band & Choir Uniform</i>	<i>\$8.50</i>
	(dry cleaning fee charged to each student in class at the end of the school year)
<i>Parking Fee</i>	<i>\$5.00</i>
P.E. Uniforms	\$13.00

Student Fines or Damage Charges

Fines or damage charges may be levied for lost or damaged textbooks, library books or equipment. In the event the student does not make proper restitution, grades, transcripts and/or diplomas will be withheld. A student may make restitution through a voluntary work program.

A charge for lost or damaged materials or equipment may be appealed to the superintendent. The superintendent’s decision may be appealed to the school board of directors. Care shall be exercised by advising students and their parent/guardians, in writing, regarding the nature of the damages, how restitution may be made, and how a student or his/her parent/guardians may request a hearing. A parent/student has the right to appeal the charges.

All fees shall be deposited with the business office on a regular basis. The respective department shall be credited by the amount of the deposit. Except for charges for lost or damaged materials or equipment, arrangements can be made for the waiver or reduction of fees for students whose families, by reason of their low income, would have difficulty paying the full fee.

Student Parking Lot & Location

Students may drive automobiles or motorbikes to and from school. Automobiles and motorbikes must be registered and a parking fee of \$5.00 paid in the school office. They may not be driven during the school day without the consent of the parent/guardian and principal. Students may not transport another student during the school day unless all the students’ parents/guardians have granted consent.

The student parking lot is located across the street from the secondary building. All students must park in this lot. Students park their cars at their own risk. The school is not responsible for damage done in the parking lot.

Parking Lot Rules

A student may use the school parking lot subject to the following conditions:

- 1. A student must register the car in the school office. The student must possess a valid Washington driver's license and show evidence that there is liability and property damage insurance coverage on the vehicle. The student acknowledges that he/she will assume full responsibility for any comprehensive or collision claims that may occur while on school property.*
- 2. Students agree to participate in a parking orientation at the beginning of the year.*
- 3. Cars and motorbikes are to be parked in an orderly pattern as designated. Do not park on the edge of the driveway by the bus garage or on the street.*
- 4. All vehicles must remain parked from 8:30 a.m. until 3:00 p.m. This means that they will not be driven during the day unless it has been authorized by the principal and parental permission is granted.*
- 5. Students may not occupy a vehicle (without permission) during the school day. **Students may not go to the parking lot at any time during the day without permission from a staff member.***
- 6. All speed limits will be observed. The speed limit in the parking lot is five (5) MPH.*
- 7. In terms of student conduct rules, "possession" of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon shall also extend to a student's vehicle.*
- 8. Any violations of these rules will result in driving privileges being revoked or the student being required to lock the car and deposit keys in the office at the beginning of the school day.*
- 9. Students and staff will monitor the parking lot and a \$2.00 fine levied for violations of the rules.*
- 10. The privilege of parking a car on school property may be revoked.*
- 11. Students shall not park in the staff parking area or by the dumpsters.*

Parking Ticket Information

<i>Taking up more than one space</i>	<i>\$1.00</i>	<i>Blocking other cars in</i>
	<i>\$1.00</i>	
<i>Parking in driveway area</i>	<i>\$1.00</i>	<i>Parking in designated staff area</i>
	<i>\$2.00</i>	
<i>Blocking field/fire entrance</i>	<i>\$2.00</i>	

Parking tickets/fines need to be taken care of in the school office within five (5) school days. Tickets will be accumulated by semesters.

1st Ticket Pay appropriate fine

2nd Ticket Pay fine and verbal warning

3rd Ticket Pay fine and parking privileges suspended for the remainder of the semester (or minimum of 3 weeks)

Courteous and defensive driving is required at all times. This includes the parking

lot area and streets bordering the high school and elementary building. The following will occur for rude or dangerous driving:

1st Offense Verbal warning

2nd Offense Verbal warning and pay \$2.00 fine

3rd Offense Pay \$2.00 fine and parking privileges suspended for the remainder of the semester (or minimum of 3 weeks)

**Please note: Severe violations may result in immediate permanent suspension of the student driving privileges.*

Parking fines and driving offenses are accumulated together per semester. All money received from parking and driving fines will be deposited in the ASB Parking Lot account.

Student Store Supplies

The school office has a few miscellaneous class supplies and services available for student purchase.

Examples are -

3.5 disks

safety glasses

batteries

band supplies

photocopying

poster board

PE uniforms

Telephone

*In 1997-98, students voted to have a pay phone installed. Calls made by students other than calls requested by staff members must be at the student's expense. Students will be allowed to use the pay phone before and after school, lunchtime and in-between classes. The student pay phone is located by the office. **Phone calls are expected to be brief, no more than two (2) minutes.***

*Students are not permitted use of the office phone behind the counter without permission. **However, students who are ill will be allowed to call home from the office.***

Visitors/Guests

All visitors are to sign in at the office when they arrive. Student guests must obtain a guest pass prior to the day of the visit or event. Guests of students are not permitted during the first and last weeks of school or during test weeks.

Visitors – Manson Administration Policy #4200 – *The following guidelines are established to permit visitors to observe the educational program with minimal disruption:*

- A. All visitors must register at the office upon their arrival at school.*
- B. Visitors whose purpose is to influence or solicit students shall not be permitted on the school grounds unless the visit furthers the educational program of the district. Military recruiters will be provided the same opportunities to meet with students as higher education and employer representatives.*
- C. If the visitor wishes to observe a classroom, the time shall be arranged after the principal has conferred with the teacher.*
- D. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be asked to confer with the teacher before or after the observation to enhance understanding of the activities.*
- E. The principal may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal may withdraw approval. In either case, the principal shall give reasons for the action.*
- F. If a dispute arises regarding limitations upon or withholding of approval for visits:*
 - 1. The visitor shall first discuss the matter with the principal;*
 - 2. If it is not satisfactorily resolved, the visitor may request a meeting with the superintendent.*

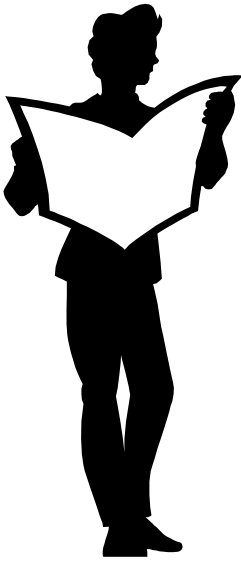
The latter shall promptly meet with the visitor, investigate the dispute and render a decision, which shall be final, subject only to the citizen's right to raise an issue at a regular session of the board.

Disruption At School Activities – The following guidelines are suggested as basic security measures to prevent/reduce disruptive activities in the school:

- A. All visitors are required to check into the office upon entering a school building. All entrances must be posted;*
- B. Staff members are responsible for monitoring hallways and playgrounds. Unfamiliar persons are to be directed to the office;*
- C. A visitor's badge with the current date should be worn conspicuously;*
- D. Written guidelines pertaining to rights of non-custodial parents should be readily accessible to direct staff about what to do if a non-custodial parent shows up demanding to:*
 - 1. Meet with the teacher of his/her child*
 - 2. Visit with his/her child; or*

3. Remove his/her child from the school premises.

E. If a visitor is under the influence of alcohol or drugs, is committing a disruptive act or invites another person to do so, the staff member shall exercise the right to order the visitor off school premises. If the visitor fails to comply, the staff member shall contact the school office, which may, in turn, report the disturbance to a law enforcement officer.



Behavior & Student Conduct Code



BEHAVIOR & STUDENT CONDUCT CODE

All students enrolled at Manson Secondary School are governed by the rules and regulations as outlined in this handbook or any other official publication of Manson School District No. 19. All students are responsible as citizens to observe the laws of the United States, the State of Washington and Chelan County. While in the school, students shall respect the rights of others.

Students, who involve themselves in criminal acts on school property, or off school property at school activities and whose acts have a detrimental effect upon the maintenance and operation of the schools or the district, are subject to disciplinary action by the school and prosecution under the law.

School activities are defined as any activity sponsored by Manson School District or Washington Interscholastic Athletic Association (WIAA). These include activities both in Manson or another town. School rules and consequences apply to activities, which occur in close proximity to the school day, and within close proximity to school grounds.

The penalties listed in this handbook are minimum penalties. Coaches, activity sponsors, or administrators may impose additional consequences.

Academic Honesty

Students can expect no credit for work that is not their own. Those found cheating on a test, or helping others cheat, will face serious consequences. These may include failure on the test or even more severe consequences as established by the teacher. Plagiarism, the use of material produced by someone else without acknowledging its source, is a serious academic violation. Students who submit plagiarized work will receive no credit for the assignment. The second offense during the school year of cheating or plagiarism could result in failure of the course and five (5) days suspension. Parent/guardians will be notified whenever their student falsifies, alters, or destroys a school record or any communication between home and school.

Alcoholic/Illegal Drugs

The Manson School District supports programs related to tobacco, alcohol, and other drugs, for prevention, intervention, and aftercare education. Response to problems in this area can be accomplished through cooperation and collaboration with public and private agencies and families.

In the interest of students' health and well-being, and in accordance with the

policies of District No. 19, students will not knowingly possess, use, transmit, distribute, sell, be under the influence of, or show evidence of having used any alcoholic beverages, drugs or narcotics not taken at the direction of a physician or dentist or other substances intended to alter mood:

- ✓ *On the school grounds during and immediately before or after school hours.*
- ✓ *On the school grounds at any other time when the school or school grounds are being used for any school activity, function, or event.*
- ✓ *Off the school grounds at a school activity, function or event.*

The Manson School District contracts with a private outside company to provide contraband canine services periodically checking for policy compliance of non-use/possession of alcohol/drugs/tobacco/weapons on school district property.

DISCIPLINARY GUIDELINES

The following intervention/disciplinary guidelines are intended to provide consistency, while permitting flexibility as circumstances warrant. Should a student fail to comply with an intervention alternative once it is presented, the student may be suspended from classes. School staff will intervene if a student is identified as potentially being substance involved, and their intervention may include the following:

First Offense:

Possessing and/or using marijuana, alcohol, and/or other substances intended to alter mood, not taken at the direction of a physician, will be grounds for requiring parent/guardian contact and one or more of the following:

- ✓ *Referral for assessment and/or other services*
- ✓ *Referral to district security and/or law enforcement agency*
- ✓ *Referral to in-building drug/alcohol team for recommendations*
- ✓ *Contraction with the student*
- ✓ *Suspension (5 days)*
- ✓ *Use of consequences as outlined in building progressive discipline procedures*
- ✓ *Students found selling illegal drugs or “look alike” drugs will be suspended out-of-school for ten (10) days and recommended for expulsion for the remainder of the school year. Charges will be filed.*

Second Offense:

- ✓ *Extension of alternatives for first offense*
- ✓ *Short-term suspension*
- ✓ *Long-term suspension*
- ✓ *Expulsion*

Behavior at Events, Activities & Night Program

In order to make sure the events and activities at our school are safe and enjoyable, the following procedures have been instituted. If you disregard these procedures you will be warned once and then be sent home from the activities.

1. Students on school grounds during events and activities are expected to be inside the building. We cannot provide security and supervision outside. During evening studies program you will be expected to be in the classroom at ALL times or under the direct supervision of the teacher. Dress and rules of behavior during evening studies are identical to those required during the normal school day.
2. Students will be admitted into the building only once during the event or evening studies program. If they leave the building it is expected that they leave school property and go home.
3. The hallways are off limits other than to and from restrooms and concession areas. During evening studies program the commons, gym, and hallways are off limits unless under the direct supervision of the teacher.
4. Manson students will not sit on the visitor's side of the gym. No students will sit behind the home or opposing teams. It is distracting to the teams and we have had complaints from the opposing spectators. Remember these events are to be enjoyable for everyone.
5. Parent/guardians are expected to supervise their children. Students who misbehave will be asked to sit with their parent/guardians for the remainder of the evening.

Bus Behavior Rules & Regulations

These rules and regulations were prepared by the State Superintendent of Public Instruction with the advice of the Chief of the Washington State Patrol and of the Director of Highways of the State of Washington and apply to all public school buses operating in the State of Washington.

1. The driver is in full charge of the bus and students. The students must obey the driver promptly and willingly.
2. Students shall ride their regularly assigned bus at all times, unless the school authorities have granted permission to use another bus.. School authorities should verify with the driver's availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus.
3. Unless by permission of school authorities, no student shall be permitted to leave the bus except at his/her regular stop.

4. Students may be assigned a seat in which he will be seated at all times unless permission to change is given by the school principal and/or driver.
5. Outside of ordinary conversation, classroom conduct must be obeyed. Classroom conduct means students will:
 - a. Sit properly in their seats;
 - b. Refrain from throwing objects;
 - c. Keep their hands to themselves; and
 - d. Be courteous to their fellow passengers.
6. Students are to assist in keeping the bus clean by keeping their waste paper off the floor. Students must also refrain from throwing refuse out of the windows. To help keep the bus clean, eating on the bus is not allowed.
7. Matches and lighters are not allowed on the school bus.
8. Windows on the school bus will remain closed unless students are given permission to open them from the school bus driver.
9. Head, hands and arms are to remain within the school bus, whether the bus is in motion or standing still.
10. Students must not have anything in their possession that may cause injury to another; such as sticks, breakable containers, straps or pins extending from their clothing and any type of firearms. No type of animal is permitted on the bus.
11. Students must see that his/her books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
12. Limit conversation with the school bus driver.
13. Students shall not sit in the driver's seat or to the immediate left or right of the driver.
14. Students are to remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
15. Students must leave the bus in an orderly manner. They must not cross any roadway until given consent by the school bus driver. When boarding or leaving the bus, students should be in view of the driver at all times.
16. Students must cross the highway only in front of the school bus and never behind it.
17. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop before the bus is due. Students are not to run errands between the bus stop and their home.
18. Students at the bus loading area should exercise self-discipline. Students should refrain from pushing and shoving other students.
19. Students, who have to walk some distance along the highway to the bus-loading zone, where practicable, must walk on the left-hand side facing the

on-coming traffic. This will also apply to students leaving the bus-loading zone in the evening.

20. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
21. Manson School District will be reimbursed for damage to school buses by students.
22. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
23. Students shall not use tobacco, alcohol, drugs or controlled substances on a bus.
24. Students shall not use profanity, obscene language or obscene gestures on a bus.
25. Students shall respect the rights and safety of others on the bus.
26. When a teacher, coach or other certificated staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in their charge. However, the bus driver shall have final authority and responsibility.

NOTE: VIOLATION OF ANY OF THE ABOVE RULES OF SCHOOL BUS DISCIPLINE OF MANSON SCHOOL DISTRICT POLICY NO 6605 MAY RESULT IN A SUSPENSION OF A STUDENT'S BUS RIDING PRIVILEGES.

Bus Conduct

Proper student control on buses is essential for the safety and well being of all bus riders. Unruly riders will not be tolerated and shall be dealt with in a manner that places some responsibility on the student and parent/guardians as well as the school. It is the responsibility of the rider to become familiar with all school bus policies and procedures.

Bus Discipline

All children attending the Manson public schools and meeting the eligibility requirements for bus transportation prescribed by the district are entitled to use the transportation facilities of the district. Any misconduct by a student, which in the opinion of the bus driver is detrimental to the safety and welfare of any other student or to the safe operation of the school bus, will be sufficient cause for discipline action and/or suspension of bus riding entitlement. If in the driver's judgment, suspension is in order, the procedures related to suspension, as indicated below shall be followed.

Building administrators may impose discipline and/or suspension of bus riding entitlement whenever a citation is issued. The administrator of his/her action regarding the imposition of additional discipline will notify parents or guardians. The rules for students riding school buses as published by the Superintendent of Public Instruction, other student rules approved by the Manson School District Board of Directors and the bus driver's own expectations shall be made available to each student in the Manson School District at the beginning of each school year and upon enrollment.

Warning and Suspension Notices – Procedures

1. *When there has been an infraction of the rules or misconduct by a student, the bus driver shall follow informal discipline procedures such as: assigning the student to a different seat, individual conferences or other appropriate action. The bus driver will document actions taken at that time.*
2. First Citation: When there has been an infraction of rules or misconduct by a student which does not endanger the safety or welfare of other students or the safe operation of the bus, the following procedure will apply:

The bus driver will complete a warning citation. The original copy will be signed by the parent/guardian and returned to the school principal. The principal will sign the control copy and return it to the transportation supervisor. A letter will also be sent from the transportation office to the student's parent/guardian indicating the violation, which occurred. A copy of the Board Policy and a copy of "Rules for Students Riding School Buses" will also be included in this letter. Parent/guardians will be notified by the principal of his/her action regarding the imposition of additional discipline.
3. Second Citation: A three (3) day suspension of bus riding privileges will occur. A phone call will be made from the transportation department to the student's parent/guardian informing them of the impending suspension. Suspension shall occur after the parent/guardian has knowledge of the beginning and the ending date of the suspension. The bus driver and the principal will also receive notice of the beginning and ending date of suspension.
4. Third Citation: A five (5) day suspension from bus riding privileges will occur. A phone call will be made from the transportation department to the student's parent/guardian informing them of the impending suspension. Suspension shall occur after the parent/guardian has knowledge of the beginning and ending date of the suspension. The bus driver and the principal will also receive notice of the beginning and ending date of the suspension.

5. Fourth Citation: Suspension of riding privileges for the balance of the school year will occur. The transportation department will make a phone call to the parent/guardian informing them of the violation and establishing a parent conference with the supervisor of transportation, the bus driver and other appropriate people.
6. The following infractions may result in suspension on the first offense: fighting on the bus; refusal to identify self when asked by driver; using profanity; refusal to obey the driver; throwing objects while on the bus; use of alcohol, drugs, or tobacco while on the bus; direct defiance; and/or disrespect to the bus driver.

Suspension of Bus Riding Entitlement/Procedures:

When suspension is warranted in accordance with district policy, the following procedures will be followed:

1. Suspension may begin the day after the misconduct occurred. In other words, the student transported to school must be returned to his regular stop.
2. The bus driver will prepare a report of the incident in four (4) copies listing the misconduct, student's name, time, date, bus route and other appropriate information.
3. The bus driver will present the original copy of this report to the student to give to his/her parent/guardian. The remaining copies will be given to the supervisor of transportation.
4. The parent/guardian of the student being issued a citation shall be made aware of the offense, the district rules, and if necessary, the beginning and ending dates of the suspension.
5. Parent/guardian must be notified by the principal of his/her action regarding the imposition of additional discipline.

Appeal Procedure:

1. *If an appeal of a proposed long term suspension over five (5) days is received within three (3) school business days after receipt of the notice of suspension, the superintendent (or designee) shall meet with the parent/guardian and/or student and appropriate school district personnel to review the proposed suspension. A written response shall be provided to the parent/guardian.*
2. If an appeal of the superintendent's (or designee's) decision is received within three (3) school business days after receipt of the district response, the superintendent shall schedule a hearing with the board of directors. The board of director's decision shall be final.

Cell Phone Expectations

With the popularity and growing use of cell phones comes the responsibility for students to follow the expectations as outlined by Manson Secondary. The expectations are clear and simple, students with cell phones need to turn them off and put them away for the day as they enter the building. Once they exit the building, students can take out their cell phones and turn their phones on for use.

Whether it is before the regular school day starts, during the school day, or after school including after school activities in the gym, if students are in the building, their cell phones are put away and not turned on for use.

While cell phones are a great way for students to communicate with their parents and peers, they have also become disruptive to the educational process with all of the capabilities of text messaging, games, and the ability to call anyone, anywhere, at any time. Students that choose not to be responsible and follow the cell phone expectations will have their phone held in the office for one full day and if the problem persists, students will be disciplined and parents contacted.

Defiance of School Authority

Refusal to obey reasonable directions or requests of any staff member, including volunteers, para-educators, substitutes, secretaries, custodians, food service workers, bus drivers, etc., could result in out of school suspension and will be recorded on student disciplinary record as insubordination

Dress & General Appearance (Manson Administration Policy 3224)

Students are expected to maintain a well-groomed appearance. Preserving a beneficial learning environment and assuring the safety and well being of all students are primary concerns of the board of directors. For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of obscene, sexual, drug, or alcohol-related messages or gang-related apparel (hanging belts and chains, 13, 05, bandanas, etc.).

The principal shall establish procedures providing guidance to students and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Such procedures shall ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which

intimidate or affect the attendance of another student shall be dealt with and the parent/guardian will be notified.

Students in violation of appropriate dress will be required to

- 1st offense – call parent/guardian to bring a change of attire to school;
 - 2nd offense – sweat shirt and pants will be provided for student to wear for the remainder of the day; and
 - 3rd offense – student will be sent home for dress code violation, and documented as insubordination. Repeated violation of this section will lead to disciplinary action, up to and including suspension.
1. Students are not to wear hoods, caps, or hairnets in the building. No trench coats may be worn during the school day or at extra-curricular functions.
 2. Hats may not be worn between 8:30 a.m. and 3:00 p.m. Hat day, where hats may be worn, will be every Friday (except during assemblies).
 3. Shirts and shoes are required at all times.
 4. Short shorts, running shorts, see-through mesh shirts, or **shirts that expose the midriff** are not appropriate attire. No spandex.
 5. Jeans with holes and undergarments showing are inappropriate for school.
 6. Clothing with obscene or unacceptable words or graphics is prohibited. In situations when the actual wording is not unacceptable but the meaning implied is questionable, the faculty member or the principal will set the standards.
 7. Shorts, skirts and dresses more than six (6) inches above the knee are distracting to the learning environment and are not allowed.
 8. Sleeveless shirt straps need to be three (3) finger widths wide (at least 2” wide).
 9. Specific restricted clothing, attire and styles including the following items will not be allowed in school: sunglasses; muscle shirts; halter tops; revealing styles; sundresses or other beach/party wear; pajama bottoms; spaghetti strap tops; bandannas worn or displayed in any fashion; sagging pants, or excessively baggy clothing (sag and bag styles); belts with excess belt material hanging from the waist or buckle; excessively torn, tattered or ripped clothing; any clothing which exposes the undergarments (thongs, boxers, etc.); shoes which are unlaced or untied; pocket chains, chain wallets or chain belts; altered hats or clothing; or any clothing colors or styles that appear on groups of students and that may lead to intimidation or may make students feel threatened or uncomfortable may be subject to inclusion on this list. Gang related tattoos must be removed for school attendance.
 10. Pants/shirts need to be completely zipped up and lace-ups are inappropriate.
 11. Flip-flops may be worn before October 31 and after spring break. Slippers are inappropriate for school.

12. No skin should show between shirt bottoms and pants or skirt tops.

Dress for P.E. Classes – P.E. Uniforms

Student recommendations resulted in the requirement of P.E. uniforms beginning the 2003-2004 school year. A student committee chose royal blue shorts and gray t-shirts for 7th, 8th, and 9th grade required P.E. courses. The uniforms may be purchased for \$13.00 at the school office. Students may opt to bring their own uniform but it must be royal blue shorts and a gray t-shirt. All students must provide their own tennis shoes. Proper footwear is required for safety reasons. Students will not be allowed to participate without proper footwear

Students not having the appropriate clothing will be required to participate in the clothes they have at school and no credit will be given for that day of class. Forgetting is not an excuse. Students will walk the entire P.E. period if they don't have their P.E. uniform.

Students will not be allowed to sit and watch from the sidelines without a written doctor excuse. Alternative PE learning activities will be required. The alternative activity may be a written assignment due at the end of the day or week per the instructor's direction, or they may be assigned community service clean up. Any jewelry deemed dangerous by the instructor will be taped or removed as directed; e.g. eyebrow rings, loop earrings, and tongue studs.

Fighting

Any student involved in the act of fighting will be suspended out-of-school for the remainder of the day and the parent/guardian will be notified. If the fight occurs at the end of the school day the students involved in the fight will be suspended out-of-school for the next school day. School rules are in effect if the fight is in close proximity to school grounds and school hours or the actions leading up to the fight were initiated on school grounds.

Fire Alarms/Fire Extinguishers

Washington State Law prohibits tampering with or the malicious pulling or setting off of fire alarms or fire extinguishers. Students will receive an immediate three (3) day suspension and charges will be filed.

Gambling

Participating in games of chance for the purpose of exchanging money is not allowed. No poker games or other gambling will be allowed on school grounds.

Harassment/Verbal Abuse/Bullying (Manson Administration Policy 3207)

Student's comments or actions, which intimidate or injure another person, are inappropriate. Sexual or mental assaults in any form (inappropriate comments, looks, jokes or improper touching) will not be tolerated. Non-verbal communication can also be considered sexual harassment. Tone of voice, facial gestures, body language, and hand/arm gestures can all be forms of sexual harassment and will be dealt with as such. Students will be referred to counseling, possible suspension, and possible referral to the sheriff. Teachers will document and report all offenses to the principal. Any subsequent offenses could result in long-term suspension.

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

Manson Administration Policy #3207 – The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including, but not limited to, one shown to be motivated by any characteristics in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of

harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The Superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of Procedure 6590, Sexual Harassment.

NOTIFICATION OF THREATS OF VIOLENCE OR HARM Manson Administration Policy #4314 – Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations and the circumstances.

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.

Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons or visitors.

The district will address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plans.

Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to relevant district discipline policies will be referred to appropriate community agencies including law enforcement and mental health services. District staff shall work with in-district and community-based professionals and services in all relevant disciplines to address threats of violence or harm, those threatened and those making the threats. Necessary information about the person making the threat shall be communicated by the principal to teachers and staff, including security personnel.

State law provides the district, school district directors and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline policies and may be referred for prosecution.

The Superintendent is directed to develop and implement procedures consistent with this policy.

SEXUAL HARASSMENT Manson Administration Policy #5013 – The Manson School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and other involved in school district activities.

Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

The district will take proper, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement officials and suspected

child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent, using existing formal and informal procedures, shall investigate and resolve complaints. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing individuals to the formal complaint process.

At a minimum, sexual harassment recognition and prevention and the element of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each students, staff, volunteer, and parent handbook.

The superintendent shall make an annual review to assess the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the review. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

Lip Lockers & Crowbar Couples (Public Display of Affection –PDA)

Huggin', Squeezin', Kissin', and Pattin' are romantic overtures often demonstrated on the theater screen, television and in our imaginations. Public display of these gestures can be degrading and tasteless. The school building and grounds are not the proper setting for physical demonstrations of affection.

Kissing and other forms of inappropriate physical contact are not acceptable on school grounds or at school-sponsored activities. These behaviors are discouraged; our office Polaroid takes fine shots to be used in parent conferences. Show a little class in public!!

Students recommended the following consequences for PDA.

- | | |
|----------------------|---|
| 1 st Time | Warning by person seeing the PDA with a note given to the principal |
| 2 nd Time | Principal will contact parent/guardian and share the concern |
| 3 rd Time | Students involved will not be allowed to spend free time together during school hours (hallways, lunch, breaks, etc.) |

Manners

1. Students are to address faculty members and other school personnel by the appropriate title: Mr., Mrs., Miss, Ms. or Coach.
2. Students shall be polite and courteous at all times. The use of foul language or the lack of consideration for the property of others will not be tolerated. Any lewd, indecent or obscene act or expression is prohibited. Consequences for such actions will be applied on an individual basis.
3. Students shall not intentionally cause a substantial and material disruption of any school operations.
4. Students shall not intentionally or with gross carelessness damage school or private property.
5. Students shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person.
6. Students shall be expected to leave the school campus at the official close of the school day unless permission to do otherwise has been granted. Students must be under direct supervision of a staff person after 3:00 p.m. Students should prearrange to be picked up by their parent/guardian at the end of the activity.
7. Behavior that is indecent or obscene (mooning, exposing oneself, sexual misconduct, etc.); use of obscenity or profanity whether oral, written, gestures, or on computer networks; and use of obscenity or profanity directed at school authority may result in written research assignments, possible suspension and/or expulsion and/or referral to counseling.

Substitute Staff

Substitute staff fill a vital role in the operation of the school. It is vital that they be treated with the same respect and courtesy as regular staff. Students are asked to do

whatever possible to assist substitutes. Students who fail to deal respectfully with substitutes will be dealt in accordance with the school's progressive discipline policy.

Tobacco Products

Tobacco products **anywhere on school grounds or at any school-sponsored activity is prohibited.**

1st Offense Three (3) day suspension. Student will be required to participate in a Tobacco Alternative to Suspension/Cessation intervention program. Each additional offense could result in an additional day of out-of-school suspension.

2nd Offense Four (4) day suspension and continue intervention program.

3rd Offense Five (5) day suspension and continue intervention program.

Weapons Policy Manson Administration Policy #3241

The Manson School District has a "Zero Tolerance" policy regarding the use or possession of weapons or dangerous instruments in schools. District policy prohibits the possession, handling or transmitting of any object that can reasonable be considered a weapon. This policy is in effect on all school grounds before, during, and after school hours. It also includes off the school grounds at any school activity, function or event, or while en-route between home and school. A violation of this policy will result in a one-year mandatory expulsion and authorities and parents/guardians will be notified. The superintendent may modify expulsion on a case-by-case basis.



*Behavior
Consequences*

BEHAVIOR CONSEQUENCES *(Manson Administration Policy 3241)*

The following consequences may be used as corrective action against students for violations of the Behavior and Student Conduct Code.

1. A teacher or school administrator will talk to the student and reach an agreement regarding how the student should behave.
2. Formal conference.
3. After school detention or lunch time detention, either in work-study sessions or doing community service for the school.
4. Parent/guardian shadow provides alternative to suspension. The parent/guardian is required to come to school and attend all classes and free time to observe the student.
5. In-school suspension.
6. Out-of-school suspension – short term is five (5) days or less. Long term is more than five (5) days.
7. Expulsion.

Appeal Process for Long Term Suspension or Expulsion

If a long-term suspension or expulsion is imposed, the parent/guardian and student shall have the right to appeal the hearing officer's decision. The board of directors shall schedule and hold a meeting to informally review the matter within ten (10) school business days from receipt of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent/guardian and/or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the board of directors deems reasonable. Prior to adjournment, the board of directors shall agree to one of the following procedures:

1. Study the hearing record or other materials submitted and record its findings within ten (10) school business days;
2. Schedule and hold a special meeting to hear further arguments on the case and record its findings within 16 school business days; or
3. Hear and try the case de novo before the board of directors within ten (10) school business days.

Any decision by the board of directors to impose or to affirm, reverse or modify the imposition of suspension or expulsion upon a student shall be made only by:

1. Those board members who have heard or read the evidence;

2. Those board members who have not acted as a witness in the matter;
and
3. A majority vote at a meeting at which a quorum of the board is present.

Within 30 days of receipt of the board of director's final decision, any parent/guardian and student desiring to appeal any action upon the part of the board regarding the suspension or expulsion may serve a notice of appeal upon the board chairman and file such notice with the superior court clerk of the county. Such notice shall also set forth in a clear and concise manner the errors complained of.

Detention

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours for not more than 60 minutes on any given day.

Preceding the assignment of such corrective action, the staff member shall inform the student of the nature of the offense charged and of the specific conduct, which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member.

Detention shall not begin until the parent/guardian has been notified for the purpose of informing them of the basis and reason for the detention and to permit them to make arrangements for the necessary transportation of the student when he/she has been detained after school hours for corrective action.

Students detained for corrective action shall be under the direct supervision of the staff member or another member of the professional staff. Constructive use of time could include community service – working at various tasks at the school or doing assignments given by the staff members.

Due Process – Long Term Suspension/Expulsion (over ten (10) days)

The principal may impose a long-term suspension or expulsion only after a fair hearing is made available to the affected student and parent/guardian. Written notice of the hearing shall be delivered to the parent/guardian and student by certified mail or in person. The notice shall be in the parent/guardian's primary language and shall supply:

1. The alleged misconduct and the school rules alleged to have been violated;
2. The recommended corrective action or punishment;
3. The right to a hearing;

4. The notice that if a written request for a hearing is not received by the staff member named in the notice within three (3) school business days after the notice is received, the hearing shall be waived and the recommended corrective action or punishment shall take effect; and
5. The date by which the request for a hearing must be received.

If a hearing is requested, the superintendent shall schedule the matter for a hearing within three (3) school business days of such request. The parent/guardian and student and the district or representative shall be permitted to inspect in advance of such hearing any affidavits or exhibits which are to be submitted at the hearing. The parent/guardian and student shall have the opportunity to be represented by counsel, to explain the alleged misconduct and to present affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses.

The hearing shall be conducted before a hearing officer appointed by the superintendent. Such hearing officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. The hearing officer shall state in writing the findings as to the facts, conclusions and disposition to be made. The decision shall be provided to the parent/guardian and student or counsel.

If the hearing officer imposes a long-term suspension or expulsion, the parent/guardian and student shall have three (3) school business days after receiving the hearing decision to appeal that decision to the board of directors. If an appeal is not taken, the corrective action or punishment decided upon shall take effect at the end of this three (3) day period. If an appeal is made to the board of directors, the imposition of the corrective action or punishment may be stayed until such appeal is decided.

Due Process – Short Term Suspension (1 to 5 days)

In the event the punishment of a student is to include the denial of right of school attendance from any single class or activity or any full schedule of classes or activities for more than one (1) class period or activity up to five (5) consecutive calendar days, a conference shall first be conducted with the student as follows:

1. An oral or written notice of the charges shall be provided to the student;
2. An oral or written explanation of the evidence in support of the charges shall be provided to the student;

3. An oral or written explanation of the suspension which may be imposed shall be provided to the student; and
4. The student shall be provided the opportunity to present his/her explanation.

In the event such denial of the right of attendance is to exceed one (1) day the parent/guardian of the student shall be notified of the reason for the student's suspension and the duration of the suspension orally or by letter deposited in the United States mail as soon as reasonably possible. Any student, parent/guardian aggrieved by the short-term suspension may use the same informal grievance procedure available to protest disciplinary action of any school employee (see page 6).

Any student subject to a short-term suspension shall be provided the opportunity upon return to make up assignments and tests if:

1. Such assignments or tests have a substantial effect upon the student's semester grade or grades; or
2. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

Emergency Expulsion

A student may be excluded from school prior to a hearing without other forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, staff or administrators or is a substantial disruption to the educational process of the district. Such emergency expulsion shall continue until the principal reinstates the student or until a fair hearing is held and a final determination reached. The hearing officer may continue the emergency expulsion if he/she finds that the student continues to present an immediate and continuing danger to himself/herself, other students, staff or administrators or continues to cause a substantial disruption to the educational process of the district.

The control or use of weapons or the use of, or selling of, drugs on school district property or at school district activities may constitute grounds for immediate long-term suspension or expulsion.

The provision governing notice and hearing of regular long-term suspension or expulsion shall apply except:

1. Written notice of the emergency expulsion shall be sent by certified letter deposited in the United States mail within 24 hours of the expulsion or by hand delivery to the student's parent/guardian within 24 hours of the expulsion and documenting delivery by obtaining his/her signature acknowledging receipt or the written certification of the person making the delivery;

2. The parent/guardian and student shall have ten (10) school business days after receipt of the notice during which to request a hearing. A schedule of “school business days” potentially applicable to the exercise of such hearing right should be included with the notice; and
3. The hearing officer shall render the decision within one (1) school business day after the conclusion of the hearing.

Emergency Removal

A student may be removed immediately from a class or subject by a teacher or administrator without other forms of corrective action and sent to the principal or a designated school official, without first attempting corrective action, provided that the teacher or administrator has good and sufficient reason to believe that the student’s presence poses an immediate and continuing danger to a student, other students or staff or an immediate and continuing threat of substantial disruption of the class, subject or educational process of the student’s school. The removal shall continue only until:

1. The danger or threat ceases; or
2. The principal acts to impose discipline, impose a short-term or long-term suspension or expulsion or to impose an emergency expulsion.

The principal shall meet with the student as soon as reasonably possible following the student’s removal and take or initiate appropriate corrective action or punishment. In no case shall the student’s opportunity for such meeting be delayed beyond commencement of the next school day. The teacher or administrator who removed the student shall be notified of the action which has been taken or initiated.

In-School Suspension

Our goal is to bring about a positive learning climate in the school. The need of order in the school and classroom is basic to learning. Rules are established to preserve the integrity of classroom and school in order to accomplish this need. Students who are in violation of school rules not only deprive themselves of the opportunity to learn but they interfere with the progress of others.

The district, therefore, has created an in-school suspension program, which temporarily removes the student from the regular environment but permits the student to maintain his/her educational progress. During in-school suspension the student will spend their school day in the in-school suspension room under the supervision of a staff member and may not participate in school activities. Although they will be counted as absent from class, they will be allowed to make up work for credit during the time of the suspension. Students in in-

school detention may not participate in any activity for the remainder of the school day. They may not attend any school sponsored function scheduled on that day or evening (concert, dance, extra-curricular event).

Long Term Suspension of a Handicapped Student

Prior to imposing a long-term suspension or expulsion due to the misconduct of a handicapped student, the principal shall call a meeting of selected staff to:

1. Determine whether the student's misconduct has a casual relationship to the student's handicap;
2. Determine whether the student's misconduct is the result of an inappropriate placement; and
3. Consider the sanction or action to be taken and whether the sanction will deny the student a free and appropriate public education.

Staff involved in this meeting shall be familiar with the individual student's file; assessment data and the IEP that has been developed accordingly; and placement options that are available to the student.

If the misconduct is not related to the handicap; is not the result of an inappropriate placement and will not result in denial of a free and appropriate public education (FAPE), then written notice of the proposed action shall be sent to the parent/guardian. This notice shall be sent by certified mail and include:

1. Date, time, place and participants at the meeting;
2. Information and/or data used in reaching the decision;
3. The decision regarding the casual relationship of the handicap to the misconduct, the appropriateness of the placement, and the corrective action or punishment to be imposed;
4. The right to a due process hearing regarding the casual relationship of the handicapping condition and the misconduct; and
5. The right to a due process hearing regarding the imposition of a corrective action or punishment.

If no request for a hearing is received within 30 school business days after the notice is received, the hearing shall be waived and the action shall take effect. If the proposed school action is challenged as a substantial change in placement through a request for a hearing, special education policies and procedures shall be applicable. WAC 180-40-265, WAC 180-40-270, WAC 180-40-280, WAC 180-40-285

Out-of-School Suspension/Expulsion

The nature and circumstances of the student conduct violation must reasonably warrant a suspension or expulsion. As a general rule no student shall be suspended for short or long term unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature. However, a student may be suspended for exceptional misconduct, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school. The superintendent, following consultation with a representative ad hoc citizens' committee, shall recommend for board of director's approval, the nature and extent of the corrective actions and/or punishments which may be imposed as a consequence of prescribed misconduct. (The Manson Superintendent will appoint the ad hoc citizens' committee.) An administrator and/or hearing officer may grant an exception when warranted by extenuating circumstances.

The student is not allowed to be in the school building, on school grounds, or in the area of the school during the time of out-of-school suspension and may not participate in school activities. The student will be counted as absent from class. The student will be required to make up missed work. A performance contract may be necessary to maintain credit.

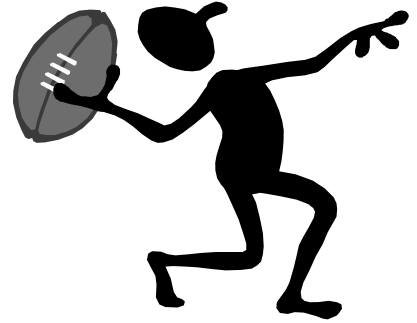
IT SHOULD BE NOTED THAT ABSENCE FROM CLASS DUE TO DISCIPLINE REASONS IS NOT CONSIDERED AN EXTENUATING CIRCUMSTANCE REGARDING THE ATTENDANCE POLICY.

Suspension/Expulsion

The Washington Administrative Code WAC 180-40-225 sets standards in regard to suspension and expulsion. In accordance with this, the Manson School District would consider the following behaviors grounds for suspension/expulsion:

1. Willful destruction and defacing of school property.
2. Any behavior which is clearly detrimental to the education, welfare, and safety of students or employees of the school district. Threats of any type will be treated as a serious matter. Joking is no excuse.
3. Possession or control of a gun, knife or other dangerous weapon.
4. Sale of drugs.
5. Assaults on school personnel (physical or verbal).
6. Criminal acts against school personnel.

7. Hand signs, group fights or fights related to gang affiliation.
8. Continuous use of profanity.
9. Possession of laser lights, squirt guns or look-alike weapons of any kind are not permitted. Students may not make any type of item that can be used as a weapon in class. Possession of these items could result in suspension/expulsion.



Athletic/Activities Programs



ATHLETIC/ACTIVITIES PROGRAMS
GENERAL INFORMATION &
CODE OF CONDUCT AND BEHAVIOR
(All School Sponsored Events and Activities)

Bus Travel

Students are expected to behave appropriately while being transported by the school district. Safety is the primary concern. Activity advisors/coaches are responsible for student behavior while they are traveling on the bus.

If a student does not conduct himself/herself in an appropriate and safe manner, then one (1) week forfeiture from the team will be the consequence of the first offense. Forfeiture from the team for the duration of the season will be the consequence on the second offense.

Students are expected to keep buses clean. Students will make sure trash and debris have been removed from inside their bus when they disembark.

Destruction of school property such as: damage to seats, windows or paint is prohibited. Students will be in violation of the Code of Conduct and Behavior.

Co-Curricular – Drug/Alcohol/Tobacco Policy (All school sponsored Athletics/Activities/Events)

The Manson School District knows the use of drugs, alcohol and tobacco is not appropriate by our students at any time. The use of these materials is unlawful, wrong and harmful. We will actively pursue drug free schools through the implementation of a Student Assistance Program that provides referrals, prevention, intervention and aftercare for students who use these substances.

The student use or possession of any illegal drug, alcohol or tobacco is strictly prohibited. Any player who is placed at a peer function, and knows that drugs, or alcohol is present will be considered in violation of this rule. Any student violating this rule will be subject to the following disciplinary action. Any violation occurring the last days of school will carry discipline action (i.e. suspension) into the next school year.

First Offense:

1. Automatic suspension from all ASB activities for two (2) weeks. This includes: athletic events, dances, concerts, drama productions, FFA contests, field trips, etc.
2. The student will continue to be a member of the team or activity and attend practices as required by the activity coordinator or coach.
3. A qualified drug and alcohol counselor will do an intervention evaluation.
4. The student will receive counseling as long as the drug and alcohol counselor deems necessary.
5. If the student and/or parent/guardian refuse to cooperate with the referral, evaluation or counseling, the student will be suspended until an agreement is reached to comply with the requirement of this policy.

Second Offense:

1. The student will be eliminated from participating in all co-curricular activities for one (1) year from the date of suspension.
2. The student must maintain the requirement of the policy outlined in items 2-5 above to be reinstated.

Third Offense:

1. The student will be eliminated from all activities for the remainder of his/her time in the Manson school system.
2. The student will be encouraged to maintain the requirements of the policy outlined in items 2-5 above. Although no reinstatement can take place the student should make use of the available assistance provided in this policy.

APPEAL PROCESS

In an appeal of the consequences of the co-curricular drug/alcohol tobacco policy, the parent/guardian and student shall have a right to appeal before a hearing board. The hearing board will be made up of the principal, two (2) student elected representatives, coach of the sport, advisor of the activity, athletic advisor and ASB advisor.

NOTE: In conjunction with the penalties imposed in this policy each student will be subject to all other disciplinary procedures covered in the student handbook concerning the abuse of drugs, alcohol or tobacco.

Code of Conduct & Behavior

It is a privilege for students to represent Manson Secondary School as participants in the athletic/activities program. Students are encouraged to take advantage of the many opportunities available for them. High standards of performance and personal character are the expectation. Students must have a current ASB card, pay the athletic fee for the school year, complete a sports packet to participate in extracurricular athletic activities and have a current physical from a physician. The sports packet forms must be completed before the first athletic practice and the fees must be paid by the first contest of each season - fall, winter and spring.

Dress

Students wishing to participate in high school activities shall wear proper attire for the occasion. Standards will be set by the coach/advisor and should generally reflect the modesty standards included in the behavior section.

Eligibility Requirements

A student must maintain a 2.0 GPA and have no failing grades or incompletes as indicated by the current posted D and F list to be eligible for any extra-curricular activity, field trip, etc. At any time a student can makeup a grade and become eligible. It is the student's responsibility to notify the dean of students when the grade has been changed with a note signed by the instructor. A student failing a class or having an incomplete at the end of a semester will be ineligible for a two (2) week period. After the two (2) week period the student will be eligible if they have a 2.0 GPA and no F's or incompletes.

A student transferring to a different class because of a failing grade at the end of a quarter or semester will still be ineligible for a two (2) week period. At the end of the two (2) week period a student must get written verification to the dean of students that he/she is passing. A student must continue to attend practices during their ineligibility but can not dress for games or travel to games with the team.

If an activity or field trip is a curriculum requirement and a student has a failing grade or incomplete in another class, that teacher and the student need to meet with the dean of students to make further accommodations.

Equipment

It is the student's responsibility to return all school issued equipment to the proper activity sponsor upon completion of a contest, season or quitting of an

activity. Any loss or undue damage of equipment by a student has to be paid to the school before issuing other equipment for that activity or before entering another activity.

Facility Use

At no time may a student use the gymnasium equipment or facilities without supervision by a coach or certified personnel.

Manners

Students shall be polite and courteous at all times. This includes both on and off “the court.” Unacceptable or rude behavior, the use of foul language or the lack of consideration for the property of others will not be tolerated. Consequences for such actions will be applied on an individual basis.

Notice of Violation

A violation of the Code of Conduct and Behavior shall be reported to the principal, the head coach activity advisor or chaperone of the sport involved. The accuser must be willing to be identified and testify before the accused.

Overnight Trips

Students are expected to behave appropriately at all times. Students from Manson Secondary School will not be in one another’s room unless specifically allowed to do so by the activity advisor/coach. All students will abide by the established curfew.

Failure to make curfew or failure to follow the activity advisor/coach’s directions while on a trip will result in violation of the Code of Conduct and Behavior.

Participation in Activity/Practice

Students must be present in all classes to be eligible for practices or games that day. Students absent on the day of an activity are ineligible to participate or practice that day and must also adhere to attendance regulations included in the student handbook. Excused absences are allowed provided the student brings a note from a parent or guardian that serves as a record of the absence.

Practice officially starts at 3:20 in the afternoon for any extra-curricular activity. This allows students to check with teachers if problems or assignments need to be discussed. If you need this time to work with a teacher, please discuss the matter with your coach/advisor prior to the practice. Students are responsible for being informed and following all additional rules and

regulations. Students who are participating in “Afters” will be allowed to begin practice after the class is over at 4:00 p.m.

School Colors/Insignia

Royal blue, white and silver are our school colors. We are the Manson “Trojans”.

Stealing

Any student found taking items or having items in their possession that have been taken from our school or another school, restaurant, motel/hotel, store, shop or place of business is in violation of the Behavior and Student Conduct Code.

Travel – School Sponsored Activities

Transportation to and from school sponsored activities will be provided by the Manson School District.

All students must travel to and from these activities in transportation provided for this purpose. The only exception to this rule is a personal request by the parent/guardian to transport a student home after a school activity. This request must be made in person by the parent/guardian to the coach after the activity has been completed. The parent/guardian must sign in writing that they are transporting their child after the activity.

Each team member will remain with the group and under the supervision of the activity staff while attending away activities. Due to liability issues students are not allowed to ride home with parent/guardian of friends. The student’s parent/guardian must be present to sign each student out. If a student is under the care of a person other than their parent/guardian, a letter stating this prior to the activity should be preauthorized by the building principal. The principal will notify the coach of this situation. No exceptions will be made.

ATHLETIC/ACTIVITIES PROGRAMS VIOLATIONS AND CONSEQUENCES

Violations & Consequences

Consequences of violations of the Code of Conduct and Behavior include forfeiture of student participation or recognition. The word “season” is used to determine the timeline for that forfeiture.

2007-2008 Class/Club Officers

High School A.S.B.

President – Laura Cross
Vice President – Gabe Castro
Secretary – Sierra Ellsworth
Assistant Secretary – Whitney England
Treasurer – Whitney Pittman
Historian – Keisha Neff

Advisor – Mrs. Koth

Middle School A.S.B.

President – Angelica Suarez
Vice President – Vanessa Magana
Secretary – Stephanie Quiroz
Treasurer – Liliana Morales
8th Grade Representatives – Donnie Webb
7th Grade Representatives – TBD

Advisor – Mrs. Bennett

Seniors – Class of 2008

President – Aubrey Plew
Vice President – Jose Garcia
Secretary – Betty Garcia
Treasurer – Rosie Peterson
Advisors – Mr. Brown & Mrs. Teague
Nelson

Juniors – Class of 2009

President – Arlan Paloalto
Vice President – Vetta Maynard
Secretary – Selene Rocha
Treasurer – Rose Averbeck
Advisors – Mrs. Jeffries. & Mr.

Sophomores – Class of 2010

President – Marlene Gonzales
Vice President – Eva Escoto
Secretary – Monica Sanchez
Treasurer – Rochelle Anderson
Advisors – Mrs. Neff & Mrs. Odorizzi

Freshmen – Class of 2011

President – Susana Lopez
Vice President – Yanira Vargas
Secretary – Hailey Ellsworth
Treasurer – Stellan Giffin
Advisors –

Annual/Publications

Editor – Aubrey Plew
Advisor – Mrs. Batch

FFA

President – Brian McClellan
Vice President – Kelsey Harding
Secretary – Ashley McKenna
Treasurer – Whitney England
Sentinel – Katie Barnes
Reporter – Jon Martin
Martinez
Photographer – Whitney Pittman
Advisor – Mr. Amsden

FBLA

President – Rosie Peterson
Vice President – Virginia Guzman
Secretary – Laura Cross
Treasurer – Gabe Castor
Recorder – Mary Vanderholm
Advisor – Mrs. Batch

Music – Band Council

President –
Vice President –
Secretary –
Treasurer –
PR Representatives –
Drum Major – Jon Martin

National Honor Society

President –
Vice President –
Secretary –
Treasurer –
Advisor – Mrs. Kronbauer

International Club

President – Tomas Martinez
Vice President – Karla Pineda
Secretary/Treasurer – Veronica

Advisor – Mr. Nelson

Knowledge Bowl

Advisor – Mrs. Bell

Math Team

Advisor – Mrs. Kronbauer

Music – Choir Council

President –
Vice President –
Secretary –
Treasurer –

Advisor – Mr. Brown

Together - We do make a difference!

Clubs/Organizations

Annual/Publications

The publication staff creates the yearly annual. You may join the publication staff by permission from the principal, advisor and counselor. Members of the publication staff will also be responsible for sports programs and the school paper. They will be learning many skills of desktop publishing. A camera-ready annual is their goal.

ASB – Student Council

Membership in Student Council is by election in the spring of the previous school year. However, all students are encouraged to participate in the student council activities that occur during the year. Student council meets the third Wednesday of each month. A class meeting to discuss matters of the council will be scheduled shortly thereafter. Come and see what your student government does for you.

Drama

Drama offers the opportunity for participation in dramatic productions. Tryouts are announced for each production. The entire student body is eligible to participate. Students of all grade levels can excel in this area.

Future Farmers of America (FFA)

FFA is a national organization, which provides leadership and service opportunities for students interested in agricultural related careers. All students who are currently or have been enrolled in Vocational Agricultural classes are eligible for membership. FFA actively supports the fair and pumpkin weigh off, raises money, travels to near-by towns for social events, and enters a variety of competitions.

Future Business Leaders of America (FBLA)

FBLA is an exciting and fun organization to join. You can learn about different business situations. You can learn many skills, and compete at regional, state and national conferences. FBLA is a 60 year old organization that has helped many people reach their goals to further their education and become professional business people.

International Club

This club is open to all students and focuses on ethnic cultures represented in our school.

Knowledge Bowl

This club offers interschool academic competition open to 9-12 graders. Knowledge Bowl competitors test their knowledge against other A and B schools in the area. If you are seeking a challenge join Knowledge Bowl.

National Honor Society

The National Honor Society gives special recognition to superior students. All junior and senior students who have a cumulative 3.5 grade point average are eligible for membership. Students are chosen on the basis of scholarship, service, leadership and character. Possible candidates go through a selection process that includes an informational form, writing exercise and committee review. This is completed at the end of the first semester each year.