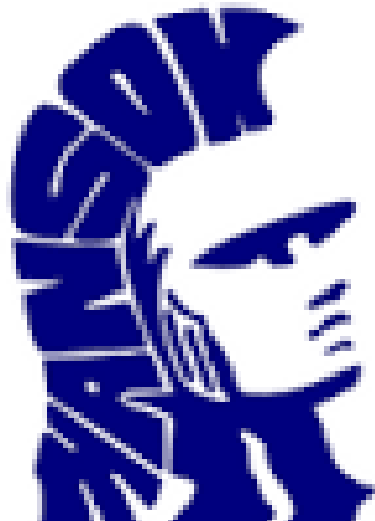


**Manson Middle School
Handbook
2020-2021**



Manson Middle School

The Mission of the Manson School District is Continuous Student Learning.

Student Handbook

2020-2021

Middle School Faculty and Staff

Administration

Mrs. Voni Walker, Superintendent	687-3140
Dr. Heather Ireland, Principal	687-9585
Mrs. Kamie Kronbauer, Assistant Principal	687-9585
Mr. Eric Sivertson, District Operations Manager, Athletic Director	687-3140

Faculty

Ms. Katie Plummer.....	Math
Mr. Steve Nygreen	Math
Ms. Lauren Johnson	Math
Mr. Jim Broome	Counselor
Mr. Kevin Amsden.....	Shop
Mr. Matt Brown.....	Music
Mr. Joey Johanson.....	Special Education
Mr. Brenden Harthun.....	Language Arts, Social Studies
Ms. Anita Johanson.....	Science
Ms. Annette Quarre.....	Language Arts, Social Studies
Ms. Sarah Wiggum	P.E
Ms. Samantha Lovelace.....	Science
Mr. Phil Thomas.....	Art
Ms. Heather Teague.....	Language Arts
Ms. Lori Way.....	Information Technology
Mr. Phil Fournier.....	ESL

Staff

Ms. Hayli Thompson.	Registrar/Transportation Secretary
Mrs. Robin Hansen.....	Head Cook
Mrs. Kelly Gosvener.....	Assistant Cook
Mrs. Michelle Medved	Administrative Secretary
Mr. Josh Little	Administrative Secretary
Mrs. Angel Gosvener.....	Para-Educator
Mrs. Janet Jones	Food Services/ASB Secretary
Mr. Aaron Kollmeyer.....	Computer Tech
Mr. Gabby Lopez.....	Attendance Clerk, Food Service
.....	Librarian
Ms. Rosie Rodriguez.....	Para-Educator/Home Liaison
Mr. Stan Lindert	Head Custodian
Ms. Kari Petersen.....	Gear-Up Coordinator
Mrs. Trista Walters.....	Para-Educator

Manson Middle School

1000 Totem Pole Road

Manson, Washington 98831

(509) 687-9585 FAX (509) 687-6109

Course Information

Class Work/Homework

All class work is due at the end of grading periods. Work handed in after this date may 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 or tests in advance of the day absent.

Family Activity Night

Wednesday night is family activity night. The staff 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 on Wednesday evenings.

Honor Roll and Grading Practices (pending review)

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

Scholastic Honor Roll	4.00
High Honor Roll	3.70-3.99
Honor Roll	3.40-3.69
Honorable Mention	3.00-3.39

The Honor Roll will be calculated, posted and released to the press each semester.

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

A	4.00	(in selected college level classes only 4.2)					
A-	3.70	B+	3.30	B	3.00	B-	2.70
C+	2.30	C	2.00	C-	1.70		
F	(below 68%)	0.00					

House Period

Friday are designated for House Activities, Team Building, and Academic Youth Development. A grade of Pass/Fail will be issued for this class.

Grades

Teachers will be available on an individual basis in their respective classrooms before and after school each day. Students receiving an F grade should meet with their teacher. Students not attending AFTERS or continuing to fail courses may be required to attend lunch and/or Saturday study sessions. It is wise to call and make an appointment to insure teacher availability. Grades are updated weekly and available online. A copy of the students' 5 week, quarter, 15 week and semester grades will be sent home by mail.

Schedule Changes

Appropriate course changes will only be made during the week prior to each trimester. If a student desires to change his/her schedule the teacher, registrar and principal (final approval) must be contacted to discuss the validity of the transfer. This is the student's responsibility.

Trimester Tests

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

Trimester end dates: **First Trimester** – November 20, 2020 **Second Trimester** – March 5, 2021
Third Trimester – June 11, 2021

Student Feedback

Students may expect quiz and test results returned within 48 hours and projects and papers graded within five (5) school days.

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.

General School Information

ASB Membership (Associated Student Body Cards)

A student body card costs \$30.00 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. Students will sit with their House Advisors in designated sections.

Classroom Earthquake Drills

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. 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 rear of the building to the far side of the football field clear of dangers from overhead.

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.

Closed Campus (Manson Administration Policy 3124)

A student may not leave the school campus anytime during the school day unless excused by the main school office and parental permission has been obtained.

Commons Area

The commons area will be available before school and at lunchtime to eat, to gather with friends or study. 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.

Counseling Services

The counseling at Manson Secondary School is a student-centered. The main function is to provide personal and academic counseling and related student services including college and career 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 principal. These problems interrelate to make up the whole picture of school life. Parent/guardian participation is encouraged.

Gymnasiums & Weight Room

The facilities at Manson High 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 street shoes). Students wishing to use the weight room outside of school hours must be properly supervised and must complete safety guidelines and participation forms.

Home School Policy (Manson Administration Policy 3114)

Home school students are welcome to attend programs offered by Manson High School. A student can take as many classes as they wish.

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.** 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 must have a pass and leave their cell phone (if they have one) with the teacher. Drinks, purchasing drinks or snacks, socializing, 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.

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. **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 \$6.00. 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 purposes of these searches are to assure that Manson Middle School is a safe and secure drug and weapon free environment.

Lost & Found

A lost and found area is maintained in the commons. Students are encouraged to check this location 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. **Unpaid meal accounts need to be paid promptly.**

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.

Lunch periods for high school and middle school students are at different times. Students use cafeteria, gym or outside athletic field as weather permits. Classrooms and hallways are off limits during this time.

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.

Beverage Machines – Other Food or Drinks

Beverages will be available for purchase before and after school.

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 Middle School bulletin. All other announcements, community events, job openings, 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.

Student Fees (Manson Administration Policy 3520)

ASB Card	\$30.00
Athletic Fee	\$10.00 per season (paid before first athletic practice)
Annual (Optional)	\$TBD
Breakfast/Lunch	\$1.50/\$2.60
Band Uniform	\$10.00 (dry cleaning fee charged to each student in class at the end of the school year)
Padlocks	\$6.00

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 and transcripts may be withheld. A student may make restitution through a voluntary work program.

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. In addition, guests will not be permitted on days that their home school district is in session.

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

Attendance Information

(Manson Administration Policy 3000)

Attendance

Attendance violations include truancy, leaving class without permission, excessive tardiness, unexcused absence, off-limits area and loitering. Consequences range from After-School-Detention to Out-of-School Suspension.

Absences

Students who reach three (3) unexcused absences in a 30-day period or between 2 and 5 unexcused absences in a school year will conference with parent/guardian and student for the purpose of identifying barriers to the student's regular attendance, and the supports and resources that may be made available to the family, and the steps to be taken so that the student is able to eliminate or reduce his/her absenteeism. They may be referred for a parent/Administrative conference with the Community Truancy Board. 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 will be assigned.

A student who chooses to skip class will be subject to disciplinary action.

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

Excused: illness, medical appointments (if not possible before or after school) family emergencies, religious observances, court attendance, school sponsored activities, and **pre-arranged, approved (by principal) absences** ("needed at home" "family" "out of town" "travel" "vacation" "shopping" "hair appointments" "prom rental" and "personal" etc. are not accepted as excused when Not pre-arranged unless there is further explanation)

Upon returning to school following an absence, students must clear their absence by either a note or phone call by a parent and/or guardian stating the time and reason for the absence. Failure to clear this absence may result in a Community Truancy Board hearing and/o with the juvenile courts.

UNEXCUSED: are any absences that do not qualify as excused, regardless of parent notification. If you are more than 10 minutes unexcused tardy (late) you will be considered unexcused absent. A student is considered unexcused when he/she misses all or part of a class period without teacher or office permission or fails to report to where he/she is directed.

A student whose absences are unexcused may not be allowed to make up work for the days missed. (illegal)
Unexcused absences will result in disciplinary action.

Students missing their bus must make every effort to get to school by their own means. A missed bus, missed ride, or car problems is not a valid excuse for an absence or tardy. Transportation to and from school is a student's responsibility. (is this true?)

Compulsory Attendance

In accordance with the state's mandatory "BECCA" attendance laws and District attendance policies, if a student is absent without legitimate excuse for one third of the student's educational program day on five (5) or more occasions in a calendar month and/or ten (10) in a year, the School District may file a petition with the juvenile court seeking the court's jurisdiction over the student's attendance in school. Any parent found to have violated the law may be fined up to \$25.00 per day of unexcused absence and the student will be ordered to attend school. A student who fails to comply with a court order to attend school may be found in contempt of court and may be placed in juvenile detention or receive alternative sentencing from the court.

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. Planned absences must be completed at least one day prior to the absence, not the morning of the absence. 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. Students tardy to school due to illness are likewise ineligible to participate.

Tardy Policy

Students tardy to first period may be assigned their lunch in detention. 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.

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

Behavior/Consequences/Student Conduct Code

(Manson Administration Policy 3241)

All students enrolled in Manson Middle School are governed by the rules and regulations as outlined in this handbook or any other official publication of Manson School District No. 19.

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.

Citizenship

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 indecent or obscene act or expression is prohibited. Consequences for such actions will be applied on an individual basis.
3. 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 3:20 p.m. Students should prearrange to be picked up by their parent/guardian at the end of the activity.

The following behaviors or violations of school policy may result in disciplinary consequences. It is the wish, of administration, that students will refrain from inappropriate behavior; however, administrators also understand that people make mistakes. Accepting responsibility for your mistakes will increase the likelihood that the behavior will not be repeated, and likely, lessen the consequences.

ARSON

Intentionally setting a fire.

ASSAULT

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way, as could reasonably cause physical injury to any person. Assault may constitute a crime and legal authorities may be notified.

ATTENDANCE VIOLATIONS

Includes:

1. Physically leaving school grounds
2. Student use of restricted areas (Beyond the football field, behind buildings, parking lot, etc.)
3. Out of class without permission
4. On campus after school hours, unsupervised
5. Truancy: absent without permission of the school for any portion of the school period or day

Blackmail, Extortion, Coercion

Obtaining money, property or favor by violence or threat of violence or injury performed against persons or forcing another to perform any act against his will by force or threat of force.

Criminal acts as defined by law not otherwise covered in this list of offenses

The District reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county or local law.

Dangerous weapons or materials-possession of, handling or transmission of

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 reasonably 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.

Defacing, misuse or destruction of property

Any intentional damage, defacing, misuse or destruction of school property will not be tolerated. Restitution and appropriate consequences will be assigned.

Defiance of school authority

Refusal to obey rules and/or the reasonable directions or requests of any school employee or volunteer working for the school. Refusal to identify self, unsafe, or inappropriate behavior or activity. Included in this guideline are the following:

After School

1. Students on school grounds during events and activities are expected to be inside the building. During “Afters” program you will be expected to be in the library or classroom at ALL times or under the direct supervision of the teacher. Dress and rules of behavior during “Afters” are identical to those required during the normal school day.
2. 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.

Drugs/narcotics/alcohol or similar substances or imitation controlled substances or over-the-counter medications intended to modify mood/behavior

1. Possession or Use (minimum 20 days suspension)
2. Sale or Distribution (minimum 20 days suspension)
3. Possession of drug paraphernalia (minimum 20 days suspension)

Note: Sanctions may be reduced (minimum 10 days served) if assessment requirements are met.

Recent anecdotal reports from school districts suggest an increase in marijuana possession and consumption among young people, especially after the passage of Initiative 502, which legalizes small quantities of the drug for people age 21 and older. Below is a statement from State Superintendent Randy Dorn on what the law means to public schools.

The passage of 1-502 changes nothing in public schools in Washington State. Certain drugs, including marijuana, continue to be illegal on school property and to anyone younger than 21 years old.

To receive federal funds, districts must abide by the Safe and Drug-Free Schools and Communities Act and must have a Drug and Tobacco-Free Workplace and a similar student policy in place. Each district’s policy has a number of common requirements about marijuana and other drugs, such as not allowing any student to: possess, distribute, manufacture or be under the influence.

Any student in violation of district policy, will be disciplined according to local district policy and local law enforcement as required. Fines can also be doubled if the arrest occurs within 1,000 feet of a school facility.

Electronic devices

Cell phones may be used in class only if specified by the teacher for educational purposes. Failure to follow these guidelines will result in the temporary loss of the electronic device and other disciplinary actions may be taken.

Consequences: **Step 1: Confiscate device: student pick up.**
 Step 2: Confiscate device; have parent come in for conference to pick up device.
 Step 3: Loss of privilege for a determined time with parent conference

False alarms

For example, pulling a fire alarm or calling 9-1-1 without cause. False alarms to school personnel of dangerous or threatening behaviors or actions in an attempt to disrupt the educational process or discredit any person or individuals. No student shall pull a fire alarm.

Forgery/Cheating/Plagiarism

The attempt to mislead, avoid detection or gain materially through deceitful means.

Gang Activity

Any dress, graffiti, styles, signs, or other gang affiliated activity is prohibited.

Harassment, Intimidation, or Bullying - (Manson Administration Policy 3207)

A student shall not physically harm another student or damage the student's property, or have the effect of substantially interfering with a student's education, or is so severely 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.

Bullying means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

Intimidating any person, acting singly or in concert with others, by threat of force or violence against any administrator, teacher, classified employee, or student of Manson Secondary who is in the peaceful discharge or conduct of his or her duties or studies; such action is strictly prohibited and will result in disciplinary action. A person shall not communicate to any other person any actions he/she shall take to punish or harm another person.

Hazing

"Hazing" includes any method of initiation into a school, program, club, team, or other school-related activity that causes, or is likely to cause, bodily danger, physical harm, or serious mental or emotional harm. The term "hazing" does not include school-authorized athletic events, contests, competitions or other activities that have express administrative approval.

Inappropriate Dress-(Manson Administration Policy 3224)

Prohibited conduct includes the use of obscene, sexual, drug, or alcohol-related messages.

The wearing, carrying, or displaying of 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 is strictly prohibited.

Students in violation of appropriate dress will be required to

- 1st – 3rd offense – required change of clothing
- Further offenses – student will be sent home for dress code violation, and documented as insubordinate. Repeated violation of this section will lead to disciplinary action, up to and including suspension.

1. Students are not to wear hoods, or hats 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 8:25 a.m. and 3:15 p.m. Hat day, where hats may be worn, will be every Friday (except during assemblies). (Hats worn in classrooms on hat day is left to teacher discretion.)
3. Shirts and shoes are required at all times.
4. Clothing with obscene or unacceptable words or graphics is prohibited. In situations when the actual wording is acceptable but the meaning implied is questionable, the faculty member or the principal will set the standards.
5. Shorts, skirts and dresses more than six (6) inches above the knee are distracting to the learning environment and are not allowed. Jeans with holes are inappropriate for school. Short shorts, running shorts, see-through mesh shirts, or shirts that expose the midriff are not appropriate attire. Spandex worn underneath garments is allowed; worn alone is prohibited. Sleeveless shirt straps need to be at least 2" wide. Specific restricted clothing, attire and styles including the following items will not be allowed in school: sunglasses; muscle shirts; halter tops; revealing styles; spaghetti strap tops; bandannas worn or displayed in any fashion; sagging pants, belts with excess belt material hanging from the waist or buckle; any clothing which exposes the undergarments, pocket chains, and chain wallets or chain belts. Other inappropriate attire may be subject to inclusion on this list. Gang related tattoos, marks, or hair shavings must be removed for school attendance. Certain piercings may be deemed unsafe for school and, therefore, not allowed. Pants/shirts need to be completely zipped up.

Misuse of Technology

For example: abusive, or objectionable language, or pornographic images; excessive printing, using the network in ways that disrupt school operations and procedures and/or violate federal, state, or local laws.

Theft

This includes stealing any item that does not belong to you.

Tobacco/Lighters/ Matches

The use or possession of tobacco or chewing tobacco as well as matches and lighters is prohibited.

Threat/Intimidation/Harassment/Sexual harassment/Verbal abuse

Any behavior which creates a hostile environment and interferes with a student's emotional, social and/or academic success. No one should be subjected to harassment at school for any reason. Therefore, it is the policy of the Board of Directors that all students will deal with all persons in ways which convey respect and consideration for individuals regardless of race, marital status, national origin, creed, religion, gender, sexual orientation, age or disability. Harassment in the form of name-calling, taunting, gestures, intimidation, conduct, jokes, pictures and slurs are prohibited. Such conduct referencing or directed at an individual or group that demeans that person/group on the basis of race, ethnicity, religion, gender, sexual orientation, creed, age, disability or other extraneous factors is prohibited and shall be grounds for disciplinary action.

Harassment will not be tolerated anywhere on school District property to include any District facilities; at District sponsored events and activities; on school District provided transportation, or at school bus stops; and will result in disciplinary action that may include suspension or expulsion.

Harassment that is criminal will be reported to law enforcement. Students can be personally and criminally held liable for violent harassing behavior under state and federal laws.

To file complaints related to harassment or to seek counsel and assistance in resolving matters of this nature contact the school principal, dean of students, or school counselor.

Racial harassment can include:

Name calling or slurs, taunting, teasing or intimidation, gestures, jokes, pictures or symbols, graffiti, threats, vandalism, physical violence.

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school or work environment. This can include:

Sexually suggestive looks or gestures, sexual jokes, pictures or teasing, pressure for dates or sex, sexually demeaning comments, deliberate touching, cornering or pinching, attempts to kiss or fondle, threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances.

Threat, Intimidation, Sexual harassment or Verbal abuse by student to staff member

Vulgar, Profane or Inappropriate Conduct, Language or Materials: Including sexual and/or racial slurs/harassment is strictly prohibited

Bus Rules and Regulations

These rules and regulations apply to all public school buses operating in the State of Washington. The rules and regulations that are summarized here; they are fully explained in district policy 6605P & WAC392-145-016.

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.
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 or she will be seated at all times.
5. Outside of ordinary conversation, classroom conduct must be obeyed. Classroom conduct means students will:
 - a. Sit properly in their seats;
 - b. Keep their hands to themselves
 - c. Refrain from throwing objects;
 - 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. Eating on the bus is not allowed during regular bus routes.
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 and should leave home early enough to arrive at the bus stop before the bus is due.

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 or from the bus-loading zone, where practicable, must walk on the left-hand side facing the on-coming traffic.
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.

Bus Conduct

Proper student control on buses is essential for the safety and well-being of all bus riders

All children attending the Manson public schools and meeting the eligibility requirements 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.

Behavior Consequences Defined

(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 or counseling.
3. After school detention, lunch detention, Friday School, or Saturday School, 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 ten (10) days or less. Long term is more than ten (10) days.
7. Expulsion.
8. Referral to legal system.

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

APPEAL PROCESS FOR LONG TERM SUSPENSION OR EXPULSION

1. 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

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 district's errors involved with the decision.

Detention

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

Short term suspension (Up to 10 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 ten (10) consecutive calendar days, a conference shall first be conducted with the student.

Long term suspension/expulsion (over ten (10) consecutive 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

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.

Long term suspension of students with disabilities

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

1. Determine whether the student's misconduct has a causal relationship to the student's disability;
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.

Expulsion

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 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

***Athletics/Activities/Program* (under review)**

GENERAL INFORMATION & CODE OF CONDUCT AND BEHAVIOR
for all school sponsored activities and events:

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.

Individual bus drivers, who are ultimately responsible for the condition of the bus, have authority with regard to food and drink on the bus. Coaches and advisors should coordinate this with each driver and explain procedures to the group on each ride. Generally: No glass products, no messy foods, closable/sealable lids only on drinks. Spills are the individual's responsibility. 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. See the "Travel" section for further information.

ASB athletic & activities honor code:

Under revision for the 2018-2019 school year. Honor Code will be provided at the time of participation in any sport or activity. All elected ASB, class or club officers are subject to the 2018-2019 Honor Code. The new Honor Code is also available in the on-line version of the student handbook.

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.

Attendance

Attendance in class is paramount to learning; the middle school minimizes class absences by thoughtful contest scheduling as much as possible; this reduction of lost class time will necessitate compromises with start time of contests and Saturday play. Similarly, student athletes must realize that academic achievement takes priority over athletics. If involvement in athletics appears to be interfering with student attendance; repeated absences and tardies the day after a game, practice and play will be limited; missing part or more of a day due to an illness will preclude practice and play that day in a game. Any athlete who is absent the day following a contest, without prior approval, must have a doctor's note in order to participate in practice. If the number of absences by a student involved in any school sponsored activity reaches 22 in any semester for whatever reason, serious academic ramifications may occur as this would translate to almost 25% absentee rate. The student will therefore not be allowed to continue playing in any away games (or depart early for a home game) that would require him or her to miss additional classes. This may be appealed to a board consisting of the AD, Dean of Students, affected teachers and the Principal.

Fees

Students must have a current ASB card, pay a \$10.00 athletic fee per sport and 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 or 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 student handbook. Dress standards apply before and after the game.

Eligibility Requirements

A student must maintain a 2.0 GPA and have no failing grades or an incompletes as indicated by the current posted study table list to be eligible for any extra-curricular activity, field trip, etc. A student can make-up a grade and become eligible at any time. It is the student's responsibility to notify the principal or athletic director when the grade has been changed with a printed Skyward grade report. A student failing a class or having an incomplete at the end of a semester will be ineligible for a five 5 week period as established in the WIAA Manual. After the five (5) 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 at the end of a quarter will 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 counselor that he/she is passing. A student must continue to attend practices during their ineligibility but cannot dress for games/activities or travel to games with the team/group.

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.

Open Gym:

When funds, staff and volunteers are available the secondary school will host "Open Gym" on a not-to-interfere basis with seasonal sports. Activities could include: basketball, volleyball, weight lifting, dodge ball, etc., dependent upon the qualifications of the supervisors. Middle school and high school students from the school

are able to attend. Note: Coaches are not allowed to play with or coach team members or prospective team members out-of-season.)

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 3:30 in the afternoon for any extra-curricular activity. If you need 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 Study Table will be allowed to begin practice after the class is over at 4:30 p.m. Arriving late to school due to some illness earlier in the day will preclude a student's participation in practice or a contest. Missing practices or games for authorized reasons may still result in reduced playing time. Missing practices or games for unauthorized reasons will result in additional disciplinary measures.

School Colors/Insignia

Royal blue, white and silver are our school colors. We are the Manson "Spartans".

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 Code of Conduct and Behavior.

Travel – School Sponsored Activities

Transportation to and from school sponsored activities will be provided by the Manson School District. Students will be released from class 10 minutes prior to bus departure (15 minutes for football) to gather books and uniforms, etc.

All students must travel to and from these activities in transportation provided for this purpose. Any exception to this rule other than a personal request by the parent/guardian to transport a student home after a school activity must be approved by a school administrator. A request by the parent to transport their child home after an event 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 or 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.

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.

2020-2021 ASB Officers/Senators/Representatives

ASB Officers: President: TBD Vice President: TBD
Treasurer: TBD Secretary: TBD

President Pro Tempore: TBD

ASB Senators:

6th Grade Representatives: TBD

Clubs/Organizations

ASB

Membership in Student Council is by election in the spring of the previous school year. Student council, minutes, and activities are posted in the Middle School HUB. All students are encouraged to participate in the student council activities that occur during the year. Student council meets as needed.



Manson Middle School Handbook 2020-2021 Sign off Form

Please sign and return to school when we return “face to face” instruction

I have read the Manson Middle School Student Handbook. I have carefully read the sections about Attendance, Truancy, Student Dress, Harassment, Intimidation and Bullying, and Internet Use. By signing below, I agree to comply with all of its rules, regulations and responsibilities.

Student Print Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____