

Manson High School

The Mission of the Manson School District is Continuous Student Learning
Student Handbook
2018-2019
High School Staff

Administration

Mr. Shawn Thurman, High School Principal	687-9585
Mr. Eric Sivertson, District Operations Manager/Athletic Director	687-3140

Faculty

Mr. Kevin Amsden	CTE/Shop/Leadership
Mr. Matt Brown	Music
Mr. Phil Fournier	Language Arts/Theatre
Ms. Natalie Gilsoul	Science
Mr. Erik Helleson	Science
Mr. Joey Johanson	Special Education/JAG
Mrs. Jennifer Koth	Language Arts/Leadership
Mrs. Kami Kronbauer	Math
Mrs. Katie Plummer	Math
Mrs. Ellen Picton	CTE
Ms. Aubrey Plew	Counselor
Mr. Kevin Sanford	Social Studies/CTE
Ms. Susan Sears	CTE/JAG
Mr. Brad Soliday	Social Studies
Ms. Kate Sorenson	Math
Mrs. Heather Teague	Language Arts/Spanish
Mr. Phil Thomas	Art
Ms. Lori Way	Technology
Mrs. Sarah Wiggum	Physical Education

Support Staff

Mrs. Robin Hanson.	Head Cook
Mrs. Josefina Cortes	Assistant Cook
Mrs. Kristin Gorle	Administrative Secretary
Mrs. Angel Gosvener	Para-Educator
Ms. Adelina Grageda	Post-Secondary Coordinator
Mr. Santiago Grageda	Custodian
Mr. Alejandro Grajeda	Custodian
Mrs. Janet Jones	Food Service/ASB Secretary
Mr. Aaron Kollmeyer	Computer Tech
Mrs. Christy Libbey	Registrar
Mr. Stan Lindert	Head Custodian
Mr. Gabby Lopez	Attendance Clerk/Food Service
Ms. Karoline Martin	Librarian/Athletic Secretary
Mrs. Kari Petersen	Gear Up Coordinator
Mrs. Jane Pratt	Center Para-Educator
Ms. Rosie Rodriguez	Para Educator/Home Visitor
Mrs. Trista Walters	Para-Educator

Manson High School

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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 trimesters. A gold pin will be awarded to the deserving students at a general assembly held at the end of first trimester. Gold bars will be awarded for additional times students earn a letter.

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.

Challenging Foreign Language and Other Courses

Students may challenge Spanish I or II by taking the STAMP exam.

Competency Based Credits: The District recognizes that successful completion of a specified unit of study can be measured in multiple ways. We encourage the development of non-time based measures that place an emphasis on student centered learning and allow students flexibility in meeting course requirements.

At the high school level students may earn a credit on a given unit of study by demonstrating competency. Competency based credit is awarded solely on the basis of meeting preset levels of proficiency on a set of standards. Appropriate rigorous standards will be applied to all courses for which competency based credits are earned including directed study courses.

The superintendent is directed to develop procedures for awarding competency based credits to students based on demonstrated proficiency across a range of high school courses.

Class Work/Homework

Assignments should be completed by the assigned due date. Students with excused absences will be allowed an additional two days to complete work for each day of the excused absence. In most cases late work will not be accepted. Students, who believe they have legitimate reasons for turning work in late, should discuss such reasons with their teacher.

College in the High School (Central WA University, University of Washington, Wenatchee Valley College, Advanced Placement)

The primary objective of the 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. WAC180-51-050 establishes equivalencies for college credit and high school credit, specifying that five quarter or three semester hours of college and university course work designated at the 100 level or above by the college or university shall equal one high school credit. By state rule, only juniors and seniors are allowed to earn college credits.

Advanced Placements Courses: By taking an AP course and scoring successfully on the related AP Exam, students can save on college expenses. Currently more than 90 percent of colleges and universities across the country offer college credit, advanced placement, or both, for qualifying AP Exam scores. The colleges and universities determine if college credit will be awarded. High school credit equals .5 credits per semester.

Equivalency Credit for PE

The Manson School District, in compliance with Washington law, allows for the waiver of 1 credit of Physical Education. It is the intent of Manson High School to allow for PE waivers for directed athletics, as required by Washington State Law. The District intends to do so with a high standard for what constitutes equivalent athletic activity. District PE classes provide rigorous activity and fitness knowledge. A student will be allowed to waive up to one credit of physical education for directed athletics. In order to waive one credit of physical education for directed athletics, high school student athletes (including those on dance and cheer teams), must meet all of the designated, minimum criteria.

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.

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 all early days will be waived. 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 two academic school years while attending MHS fulltime (students attending Running Start or independent on-line schools are not eligible for these honors). These students should also have taken the following courses during their high school academic career.

4.0 credits English

2.0 credits Foreign Language

3.0 credits Math (Algebra I & II, Geometry, Advanced Math, Trigonometry, Calculus, Pre-Calculus)

3.0 credits Social Studies

3.0 credits Science (Physical Science, Biology, Chemistry, Physics)

- For the purpose of determining Valedictorian and Salutatorian status all college in the high school and AP courses will be weighted.

Graduation Requirements

The board shall award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by the district. The board will establish graduation requirements which, as a minimum, satisfy those established by the State Board of Education.

<u>Subject</u>	<u>Class of 2019 & Beyond</u>
English	4
Mathematics	3
Science/Health (including 1 lab credit)	3
Social Studies	3
Health and Fitness	2
World Language	2

Arts	2
Occupational Education	2
Electives	5
Total Credit Requirements	26

In addition to the minimum credit requirements, to earn a diploma each student must:

1. Pass the reading and writing portions of the statewide assessments or a state-approved alternative;
2. Complete math requirements: students must pass one end-of-course assessment (either Algebra 1 or Geometry) or state approved alternative;
3. Complete science requirements: Students in the class of 2015 and beyond must pass the biology end-of-course assessments or a state-approved alternative;
4. Complete Washington State History and government course (grades 7-12);
5. Complete Leadership Class: Internship – Service (Community, school projects) – Post Secondary readiness;
6. Complete a High School and Beyond Plan: Within the first year of high school enrollment, each student shall develop a plan for satisfying the state and district's high school graduation requirements and for their first year after high school completion. The plan should be developed in collaboration with the student, parent and district staff. The plan should include how the student will satisfy the district's academic credit requirements, preparation for successfully completing the Washington Assessment of Student Learning, a description of the student's culminating project and the student's goals for the year following graduation. Each student plan should be reviewed annually at the beginning of the school year to assess student progress, to adjust the plan, and to advise the student on steps necessary for successful completion of the plan.

Students must complete mathematics courses in one of the following progressive sequences:

1. Algebra I, Geometry, and Algebra II

In lieu of a third credit of mathematics, students may choose an alternative mathematics course, if the parent/guardian agrees that the third credit mathematics elective is supportive of the student's education and career goals. Before approval of the elective third mathematics credit a meeting will be held with the student, the parent/guardian and the school staff to discuss the student's High School and Beyond Plan and the mathematics requirements for post-secondary and career choices.

Foreign Exchange Students of Senior Status

Foreign Exchange Students of Senior Status, in their home school district, who attend Manson High School, participate in senior course work, including completion of the Leadership/Career Choices class and Senior Presentation may participate in the graduation ceremony and walk with the graduating class. This would not include receiving a diploma from Manson School District. All other Foreign Exchange students would enroll as juniors and participate as such during their time at Manson High School.

Honor Roll and Grading Practices (pending review)

Students are encouraged to pursue academic excellence and will be recognized for their performance. The Manson High 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 trimester.

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
C+	2.30	C	2.00	C-	1.70
F	(below 68%) 0.00				
B-	2.70				

Progress Reports –Weekly

Progress reports will be completed each week for all students. Students receiving an F grade will be listed on this report. These students will be notified to attend study sessions with their teachers during after school. Students not attending Study Table or continuing to fail courses may be required to attend assigned study sessions

Teachers will be available on an individual basis in their respective classrooms before and after school each day. 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' midterm and trimester 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 at Wenatchee Valley College as part of their high school program. Running Start students are not eligible for the honor of Valedictorian or Salutatorian.

Schedule Changes

Appropriate course changes will only be made during the first week of each trimester. 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.

Post Secondary College & Career Ready Portfolios (Manson Administration Policy 2171)

A portfolio is required of all students who wish to graduate from Manson High School. All Running Start students, Skills Center students and regular Manson High School students must complete all requirements of the portfolio in order to receive a diploma from Manson High School.

End-of-Course Exams

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 21, 2018 **Second Trimester**– March 8, 2019
Third Trimester – June 12, 2019

Skill Center

The Wenatchee Valley Technical 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).

Student Feedback

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

Teacher's Aide & Tutors

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

Tutors: Juniors and seniors desiring to register as a Tutor may do so for one period only with the approval of the supervising teacher, Academic Dean and Principal.

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 Approved Signs & Posters

Members of clubs or other school organizations wishing to display posters must first have them approved by the principal and initialed 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 be taped on the wood molding or within designated areas and 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 with ASB sticker 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 with ASB sticker 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 grade level and class Advisors in designated sections.

Class & Club Service Auctions

1. Auctions should be held on a day other than Monday.
2. Money is due at the time 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.
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 the guidelines as established for Harassment/Verbal Abuse/Bullying.

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. 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 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 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 operation. 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 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.** 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. 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 partial 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 High 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. **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.

Lunch periods 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.

Beverage Machines – Candy, Gum and Other Food or Drinks

Beverages are allowed in classrooms by teacher discretion. Beverages are not to be consumed in hallways.

Gum is not allowed in the classroom. Other food and drink must be consumed outside. Other food and drink should not be brought into the halls or classrooms without previous arrangements of a teacher.

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 Vehicles

Students are prohibited from driving school vehicles for any reason.

Student Fees (Manson Administration Policy 3520)

ASB Card	\$30.00
Athletic Fee	\$10.00 per season (paid before first athletic practice)
Annual (Optional)	\$35 w/ASB \$40 w/o ASB
Breakfast/Lunch	\$1.50/\$2.40
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.

Student Parking Lot & Location

Students may drive automobiles or motorbikes to and from school. 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.

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. Proof of proper student license, vehicle registration and insurance is required.

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. 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.
3. All vehicles must remain parked from 8:25 a.m. until 3:15 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.
4. 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.**
5. All speed limits will be observed. The speed limit in the parking lot is five (5) MPH.

6. 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.
7. 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.
8. The privilege of parking a car on school property may be revoked.
9. Students shall not park in the staff parking area or behind the school.

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

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 more than four (4) absences in a quarter may be referred for a parent/Administrative conference. 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 the appropriate level of discipline.

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.

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.

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.

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. Sixth (6th), Seventh (7th) and eighth (8th) graders must be signed in and out by their parent/guardian. Ninth (9th) through twelfth (12th) graders may sign in or out with a parental note or phone call.
5. Respect the closed campus policy. During lunch, seniors only are permitted to leave campus. All seniors must have a note on file, signed each quarter by a parent/guardian, in order to leave campus. No cars are to be used during school hours unless the student has parental permission (call or note).

Tardy Policy

Students tardy to first period may spend 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. Parents may excuse the tardy for reasons listed above but the detention must be served.

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.

- ❖ Unexcused absences may result in disciplinary action.

Behavior/Consequences/Student Conduct Code

All students enrolled at Manson High 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.

CONDUCT & 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 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 w/o permission
4. Loitering on campus after school hours
5. Truancy: absent w/o 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.

BUS OFFENSES: See Bus Regulations

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. Includes the refusal to identify self, unsafe, or inappropriate behavior or activity, etc.

DISRUPTIVE BEHAVIOR

For example: minor property damage not covered elsewhere in these rules, excessive talking, throwing objects, arguing with teacher, not coming prepared for class, insults, gambling, tardiness, verbal abuse, gang related behavior, profanity or gestures not directed toward students or staff, Public Displays of Affection, inappropriate or unsafe behavior at school sponsored events i.e. dances, events, after school time, etc.

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.
3. Manson students will not sit in the visitor’s section of the gym during home contests.

Dances

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.
3. Normal dance hours are from 8:00 p.m. to 11:00. 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 without prior approval.
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) staff and two (2) parents. 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.
8. School facilities will be cleaned up immediately following the dance.

DRIVING/PARKING OFFENSES

Defined as the inappropriate use of an automobile on school property. For example: speeding, reckless driving, congregating around or in car, improper parking, etc.

Note: Loss of driving and/or parking privileges may be a sanction.

Parking in student lots is a privilege and requires each vehicle to be registered with the school and to appropriately display the approved parking decal. Unregistered vehicles, vehicles inappropriately or illegally parked, or vehicles creating a safety hazard will receive a parking violation notice and may be subject to impounding/ towing at owners expense.

A search of a motor vehicle may be made based on reasonable suspicion when related to a possible school violation. Adjacent city streets are considered an extension of the school parking lot and campus and are therefore subject to the *Search and Seizure Policy* when related to a possible school violation as stated in this handbook.

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 45 days suspension)
2. Sale or Distribution (minimum 45 days)
3. Possession of drug paraphernalia (minimum 45 days)

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: posses, distribute, manufacture or be under the influence.

Any student caught 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 (Including iPod, Cell phones, etc.)

No CD, MP3, IPOD or other portable music devices are allowed during the school day with the exception of breakfast and lunch. Electronic communication devices such as cellular telephones are viewed as a disruption to the educational process. 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; therefore, cell phones may not be used during class time unless 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: call parent, return at the end of the day.**
 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. Erroneous reports to school personnel of dangerous or threatening behaviors or actions in an attempt to disrupt the educational process or discredit any person or individuals.

FIGHTING

Mutual contact

FIGHT PROMOTION

Encouraging a fight by words or conduct

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, STALKING, OR BULLYING

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 High School 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

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, 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 8:25 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 (thongs, boxers, etc.); 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 or condoned 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

BUS DISCIPLINE

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 (1 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) 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 casual 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 to maintain credit.

Athletics/Activities/Program

ASB ATHLETIC/ACTIVITIES HONOR CODE

The Manson School District ASB Athletic/Activities Honor Code shall govern all participating students, on and off campus, during the time they are participating in any athletic or ASB sponsored program as identified and created from time to time at the Manson School District.

The purpose of Manson's athletic/activities program is to add to our student's mental, physical, social, and emotional well-being. It is a positive step in preparing and enriching our students in becoming productive young adults. Participation in athletics/activities at Manson School District is a privilege and not a right. In the exercise of this privilege, all students shall comply with the Manson School District ASB Athletic/Activities Honor Code beginning with:

- The first day of participation of the athletic season, or
- The first day of participation in the ASB activity/club or
- The first day of being elected to any office of the ASB and ending with the last day of school.

Prior to participating in ASB sponsored programs and/or the first practice of an athletic season, the student and his or her parent/guardian shall acknowledge receipt of, and agree to abide by, this Honor Code by signing and returning the consent form.

A coach or advisor may also distribute separate rules and guidelines, which shall govern students who participate in a particular sport or activity.

The Manson School District ASB Athletic/Activities Honor Code shall serve as a supplement to the Manson School District Student Conduct Policies.

A participant/athlete with a drug and/or alcohol problem may voluntarily come forward to request assistance from school officials without violating this honor code (provided they are not doing so to preempt a pending administrative or law enforcement investigation). The participant/athlete will remain eligible if he/she:

- Meets with the school counselor and completes a drug and alcohol evaluation with a licensed drug and alcohol agency and be in compliance with all recommendations.

Once a participant/athlete has been properly evaluated and appropriate recommendations set forth, the participant/athlete must cooperate with the recommendations to participate in ASB activities. If the participant/athlete does not follow the recommendations, he/she will be dismissed from the current team/activity and will not be permitted to participate in any future Manson School District athletics or activities until the participant/athlete comes into compliance.

Consequences for involvement with alcohol, drugs, controlled substances, and/or criminal misdemeanors/felonies:

These consequences have been developed in order to discourage our participants and athletes from using harmful drugs and alcohol and to foster good health and welfare of all of our participants and athletes.

1. No participant/athlete shall use, possess, or distribute alcohol, drugs, steroids, controlled substances, look-alikes, or possess drug related paraphernalia on or off school property.

The commission of any offence, whether on or off school property, shall result in:

- An immediate suspension from participation
- A referral to school administration
- When appropriate, a referral to law enforcement

First Offense: Automatic suspension from all ASB activities for the remainder of the season.

Prior to resumption of athletic or ASB participation/competition/contests:

- An assessment will be completed by a qualified drug and alcohol counselor
- The student will follow all recommendations from the evaluation.
- If the student and/or parent/guardian refuse to complete an assessment or follow its recommendations the student will be suspended from all participation for the remainder

of the school year or up to one (1) calendar year until an agreement is reached to comply with the requirement of this provision.

Second Offense: Automatic suspension from all ASB activities for one (1) calendar year from the time of the infraction.

Prior to resumption of athletic or ASB participation/competition/contests the student must complete an assessment and meet all expectations as stated above.

Third Offense: A third offense will result in the student being ineligible for all ASB activities for the remainder of his/her time in the Manson school system.

2. Any participant/athlete who has been formally charged as an adult or juvenile with a crime committed on or off school property which constitutes a misdemeanor or felony related to the use, possession, or distribution of alcohol, drugs, controlled substances, look-alikes, and drug paraphernalia, may be suspended from participation by school administration pending the outcome of the legal proceedings.

3. Upon conviction or a plea of guilty or a plea of no contest, the participant/athlete will be:

- Dismissed from the team for the remainder of the season
- Ineligible to participate in any extracurricular activity for a period up to 90 calendar days
- Referred to a school counselor
- Referred to a licensed drug and alcohol treatment agency in order to complete an assessment
 - Compliance with assessment results shall be required in order to regain eligibility

4. Upon acquittal or dismissal of the charges, the participant/athlete may be reinstated as a member of the team in good standing provided the participant/athlete has not violated Section 1.

5. Any participant/athlete who has been formally charged as an adult or juvenile with a crime committed on or off school property which constitutes a misdemeanor or felony may be suspended from participation by school administration pending the outcome of the legal proceedings.

6. Upon conviction or a plea of guilty or a plea of no contest, the participant/athlete will be:

- Dismissed from the team for the remainder of the season
- Ineligible to participate in any extracurricular activity for a period up to 90 calendar days
- Referred to the school counselor

7. Upon acquittal or dismissal of the charges, the participant/athlete may be reinstated as a member of the team in good standing.

8. No participant/athlete shall be placed at a peer function where drugs, alcohol, or controlled substances are present. Any student violating this rule will be subject to the following disciplinary action:

First Offense: Automatic suspension from all ASB activities for two (2) weeks. The student may continue to attend practices. Prior to resumption of athletic or ASB participation/competition/contests, parent(s), student, and school administration shall conference to determine whether it is appropriate for the student to complete a drug and alcohol assessment. If it is determined that the student would benefit from such an assessment then the following conditions will apply:

- The assessment will be completed by a qualified drug and alcohol counselor.
- The student will follow all recommendations from the evaluation.

- If the student and/or parent/guardian refuse to follow all recommendations made from the evaluation, then the student will be suspended from participation until an agreement is reached to comply with the requirement of this provision.

Second Offense: A second offense will result in suspension from all ASB activities for the remainder of the season. The student must complete the requirements of the provisions as outlined above to be reinstated.

Third Offense: A third offense will result in the student being ineligible for all ASB activities for (1) calendar year.

9. Students dismissed from any team/activity forfeit all privileges of receiving awards, attending awards banquets/programs, and participating in any other activities involving the team/activity.

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:

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 Honor Code. The 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 high 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; eg, 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 becomes excessive, the student may not be allowed to continue to play in away games that would require him/her to miss additional classes. This may be appealed to a board consisting of the AD, Dean of Students, affected teachers and the Principal.

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 prior to 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.

- ❖ Any unexcused absences will be subject to disciplinary actions. If the detention is not served, students may **not** attend any school sponsored activity or WIAA event or practices.

Fees

Students must have a current ASB card (with ASB sticker), pay a \$10.00 athletic fee per season 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

(See Athletic Packet)

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 member's 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 "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 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 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.

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.

2018-19 Class/Club Officers

A.S.B. President: Oliver Ellingson **Vice President:** Victor Calderon **Secretary:** Sarah Simmons
Treasurer: Megan Clausen **Assistant Treasurer:** Zoe Thomas **Media Specialist:** Cole Beazley and Jose Pascasio **Assistant Media Specialist:** TBD in the fall

Seniors – Class of 2019

President –
Vice President –
Secretary –
Treasurer –

Juniors – Class of 2020

President –
Vice President –
Secretary –
Treasurer –

Sophomores – Class of 2021

President –
Vice President –
Secretary –
Treasurer –

Freshmen – Class of 2022

President –
Vice President –
Secretary –
Treasurer –

FBLA: **President:** TBD

FFA: **President:** Blake Cochran **Vice President:** Payton Stevens **Secretary:** Bryce La Mar
Treasurer: Henry Armstrong **Sentinel:** Cole Cochran **Reporter:** Bryanna Harris

Honor Society:

Officers: TBD

T.A.B. (Teens Against Bullying): **President:** TBD

Clubs/Organizations

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 first Monday of each month or as needed. A class meeting to discuss matters of the council will be scheduled during the following Primetime. Come and see what your student government does for you.

Cheerleaders

Cheerleaders play an important role in building school spirit and enthusiasm in our student body. Cheerleaders are selected by tryouts in the spring of each year. The entire high school student body is eligible to tryout. There can be up to six (6) cheerleaders and (2) yell leaders for each fall and winter sports season.

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 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, raises money, travels to near-by towns for social events, and enters a variety of competitions.

International Club

This club (originally started as the Hispanic Club) is open to all students, but focuses mainly on different 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.

Local Association of Student Councils

L.A.S.C. representatives meet with other representatives from our area to discuss ways to increase cooperation within the schools. It is a group who is working to make interschool relationships better. If you are looking for friends and travel think about running as an L.A.S.C. representative.

National Honor Society

The National Honor Society gives special recognition of high achieving 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.

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.