

Manson Middle School Handbook 2024-2025



Manson Middle School

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Manson Middle School

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

The vision of Manson Middle School: Explore, Discover, Become

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General School Information

This resources is open to modification as policies and procedures are revised.

Athletics/ASB

A student body card may be purchased at the main office (\$0 for Free and Reduced Lunch Program participants) 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.

Manson Middle School participates in the Washington Middle School Interscholastic Athletic Association and abides by the rules of the organization. Manson MS competes with the other middle schools in the area in seventh and eighth grade sports. Intramural programs may be offered during the school year for 6th grade students.

7th & 8th Grade

Fall Season: Cross Country, Football, Soccer and Volleyball

Winter 1 Season: Boys' Basketball

Winter 2 Season: Girls' Basketball & Wrestling (8th)

Spring Season: Girls' Softball (8th), Boys' Baseball (8th), & Track

Eligibility for Athletic Activities

If you plan to participate in a sport, you will need to

- Register on Final Forms
- Pay associated fees either online or in the main office
- Have a doctor fill out physical form and turn in a copy to the office
- Have proof of accident/health insurance

Athletics Academic Eligibility

A student is eligible to play sports, and or, participate in activities at Manson MS if the student all of their classes for the previous grading period. If the student does not meet the grade requirement, he/she will be placed on three weeks of probation. During this time, the athlete may attend practices, but may not participate in competitions. If, at the end of the probation period, the student is passing the minimum number of classes, he/she may be reinstated for competition. The Athletic Director will check eligibility once per week. Only the director can disqualify or reinstate a student to participate.

Athletics Behavior Eligibility

All athletes must comply with the Manson School District participation agreement that the athlete and his/her parents/guardian sign before the sports season begins. In addition, if a student is suspended from school, an athlete may not practice, attend, or play in a competition while suspended. Individual sport coaches may have additional eligibility standards for his/her athletes. These standards are defined by the coaches at the beginning of each sport season.

Attendance - Please click [here](#) to review Manson School District Policy 3122 regarding attendance

Studies have shown a direct correlation between attendance and academic achievement. The Washington State Legislature also recognized the importance of attendance by passing laws requiring regular attendance. It is important that parents, students and school staff work together to maximize student attendance.

When your child is absent, please call the school attendance line at 509-687-9585 or message our attendance clerk via TalkingPoints. If a parent does not call to excuse their child by the end of the school day, the absence is recorded as an unexcused absence. This unexcused absence can be changed once a parent calls, or sends a note, to verify the absence. Students who have chronic absences for illness may be required to provide documentation from a doctor to excuse absences.

According to state law, it is the obligation of each parent to ensure that every child under his/her care and supervision receives adequate education and training, including regular attendance at school. For further details regarding admissions and attendance, click [here](#).

Excused Absences

Per Manson School District policy 3122, the following is a list of excused absences:

- **Physical or mental health condition** must be verified by parent/guardian. In the case of extended and excessive illness, the building administration will require documentation from a doctor.
- **Pre-arranged activities** such as vacation requests, require building administration pre-approval to be excused.
- **Court/judicial proceedings, court-ordered activities or jury duty** require documentation from the court.
- **School approved activities** such as field trips or athletic events.
- **Emergency situations or student safety concerns** require building administration approval to be excused.
- **Absences resulting from disciplinary actions** such as suspension from school.
- **Absences related to homeless or foster care status, migrant status and/or state recognized search and rescue activities** require documentation.

Appointments during the day

If you need to pick up your child early from school for an appointment, please sign your child out from school on the clipboard at the main office.

Pre-arranged Absences

To be excused, pre-arranged absence requests must be submitted for approval at least two days prior to the absence. If you know in advance that your child will be missing one full day of school or more, please write a note with the dates your child will be out of school. With the approval of the absence, your child will be required to meet with their teacher to create a plan to make-up the work missed in the child's absence.

Make-Up Work Due to Absence(s)

Students are responsible for getting make-up schoolwork and completing it in a timely manner. Make-up work will be required for all excused and unexcused absences with the understanding that certain classroom experiences cannot be recreated (i.e. discussions, group work, etc.) Please check their Skyward Gradebook for missing assignments. Generally, students will be given one day to make-up schoolwork for every day absent. A plan for completion of the make-up work for extended absences may be arranged with individual teachers. Students should expect to work with teachers before or after school to get caught up on missing schoolwork.

Attendance Flowchart - Please click [here](#) to access the attendance flowchart document.

Unexcused Absences

- First and second unexcused absence - parent is notified via phone, Talking Points message or letter.
- Three (3) unexcused absences in a month – community engagement board meeting is scheduled with parent and student to review attendance record, address barriers to regular attendance and create an attendance contract.

- Seven to Fifteen (7-15) unexcused absences in a school year – a truancy petition is filed with Chelan County Juvenile Court. Parent receives notification from attendance clerk via Talking Points and Certified Mail.

Excused Absences

- Five (5) excused absences within a month – parent is contacted and a conference is scheduled with student and parent. Documentation for any future absences is required.
- Ten (10) cumulative excused absences in a school year - parent is contacted and a conference is scheduled with student and parent. Documentation for any future absences is required.

**If parent does not attend the attendance conference, they will be notified of the steps the district will be taking to assist in reducing the student's absences.*

Truancy

Students who are out of class without permission or who do not report to their assigned location at the appropriate time may be considered truant and subject to consequences. Students who are 10 or more minutes late to a class may be considered truant and subject to consequences, including an unexcused absence.

Tardy Policy (less than ten minutes late to class)

Students are expected to be in class on time. If a student demonstrates a pattern of being tardy, consequences will be assigned:

- 3 tardies = lunch detention & parent contacted
- 6 tardies = lunch detention & parent contacted
- 9 tardies = lunch detention & parent meeting (student behavior contract developed)
- 12+ tardies = additional consequences could be assigned

Behavior Expectations

The staff strives to collaborate with parents to help students find success in academics and behavior. We appreciate parent support and cooperation. The staff stresses self-responsibility on the part of the students. We strive to be fair and calmly work through any issues that may arise. We encourage students to behave in a manner that is conducive to teaching and learning.

As student behavior occurs, staff will address each behavior individually and work collaboratively with students to determine positive solutions. If at any time a student's behavior presents a safety risk or if a staff member is unable to solve the problem independently, staff can notify the office for assistance. By working calmly and collaboratively with students and families, staff can ensure students understand each behavior that occurred and how it adversely impacted his/her learning or the learning of others. In addition, staff assist students in identifying choices to ensure future success. We will support all students in taking responsibility for their own behavior as well as their own academic success.

Extra support is available if a student develops a pattern of negative behavior or continually fails to complete assigned work or appears to be unhappy in school. Students are referred to the school counselor or building administration to determine a plan for success. Parents will be notified and we will work collaboratively to help students find success.

Breakfast and Lunch

Breakfast and lunch are available each day for all students at not cost to families. Free or reduced lunch applications are available in the main office. All students need to use their ASB card for breakfast and lunch.

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.

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. Bus Rules and Regulations are in accordance with WAC392-145-016 and District Policy 6605 and [6605P](#).

Calendar

The school calendar is posted on our school website at this [link](#). The district monthly calendar with events is available [here](#).

Trimester dates:

Trimester 1	August 29, 2024-November 27, 2024
Trimester 2	December 2, 2024-March 6, 2025
Trimester 3	March 10, 2025-June 13, 2025

Cell Phones (Telecommunication Device Policy: including earbuds and other personal devices) [Policy 3245](#)

All students are issued a school computer, therefore during instructional time, cell phones, air pods, and smart watches are not to be used. This means as soon as a student enters a learning space (i.e. classroom, gym), cell phones and air pods remain in backpacks and on silent mode. Students may use their phones before/after school, during lunch, and during passing time. District policy 3245 states that “devices shall be turned on and operated only before and after the regular school day and during the student’s lunch break.”

Cell phones, earbuds and other electronic devices should be out of sight when entering a classroom. Students who bring their own devices to school must always be in compliance with District Policy 3245 (Students and Telecommunication Devices), Policy 3200 (Student Responsibilities) and Policy 3207 (Harassment, Intimidation, Bullying and Cyber-Bullying). Students shall not send, share, view or possess pictures, text messages, e-mails, or other material of sexually explicit nature in electronic or any other form of cell phone or other electronic device, while the student is on school grounds, at a school sponsored event, or on school buses or vehicles provided by the district. Use of cell phones are allowed during passing periods, before school, after school and during lunches if used appropriately, but should be turned to silent. Phone calls and texting are not allowed in classrooms unless directed by the teacher. Cell phones shall not be displayed or observed in testing areas, locker rooms, bathrooms, or anywhere a student has a reasonable expectation of privacy.

Cell Phone/Air Pod/Smart Watch progressive discipline

1 st offense	Student picks up in office at end of the day, discipline offense entered
2 nd offense	Student picks up in office at end of the day, discipline offense entered
3 rd offense	Parent picks up, discipline offense entered

Ongoing offence consequences are a joint agreement with principal and parent/guardian. If there is an emergency and you need to get a hold of your child during class time, please call the office at 509-687-9585.

Computer & Network Privileges

Manson MS/HS provides a school-issued laptop and a school provided email for students. Insurance for the laptop is available through the technology office. Students and parent/guardian must sign an annual Acceptable Use Policy prior to a laptop being issued. 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. For more detailed information you may refer to the [Digital Citizenship and Media Literacy](#) policy and the [Electronic Information Systems](#) policy and procedures.

Counselors and Community in Schools

The school counseling team at Manson Middle School is committed to partnering with students and parents to provide supports and services that enhance the academic, social and emotional growth of each student.

From time to time, students need additional support to reach their fullest academic potential. Please click [here](#) to view the Lake Chelan Community Resources brochure. Our counseling team also has access to the most updated local wraparound resources available for students and families, including community mental health resources. We encourage students and parents to reach out to our counseling team to schedule an appointment to learn about resources and supports available to support student learning and wellbeing.

Deliveries and Messages to Students

Balloons and flowers delivered to students at school will not be delivered directly to the student. The student will collect the items from the office after school. Balloons are not allowed on buses for safety reasons.

Since access to student electronic devices is not allowed during the school day, please call the office if you need to get a message to your child. Please notify the office and they will deliver the message to your child. This policy minimizes disruptions to the educational process.

Discipline

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. Manson School District acknowledges that conduct and behavior is closely associated to learning. Students are expected to follow the rules of [student conduct](#).

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 with respect and dignity.
2. Students are expected to follow the reasonable request of district personnel as defined in policy/procedure [3240](#).

3. 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.
4. 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.

Behavior 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 mistakes will increase the likelihood that the behavior will not be repeated, and likely, lessen the consequences. The student discipline policy 3241 can be found [here](#).

As authorized by chapter 28A.600 RCW, procedure [3240P](#) sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and the rules promulgated by the Washington Office of Superintendent of Public Instruction.

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

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

Behavior Consequences Defined ([3240P](#))

At Manson Middle School we believe that most behavior choices are an opportunity to learn self-management and self-regulation. Other forms of discipline, including positive behavioral strategies are considered prior to suspension, unless the student's presence/behavior posed an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process. Examples of positive behavior strategies include de-escalation, verbal warning, positive reinforcement, redirection, mentoring, parent contact, time-out, lunch/after school detention, social/emotional strategies.

Appeal process for long term suspension or expulsion

If a long-term suspension or expulsion is imposed, the parent/guardian and student shall have the right to appeal the hearing officer's decision. The board of directors shall schedule and hold a meeting to informally review the matter within ten (10) school business days from receipt of such appeal

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

Detection Canines

Pursuant to Manson School District Policy [3230](#), a trained dog may be used to sniff the air in and around school grounds for prohibited items. The specific areas sniffed may be lockers, unoccupied classrooms, unattended desks, bags, items, and vehicles that are on district property or at a district-sponsored event. A dog's alert constitutes reasonable suspicion to search. If the dog alerts on a particular item or place, the person(s) bringing the item onto district property, or responsible for that place or item, will be called to the scene as outlined in district policy to witness the search by school official(s). All searches shall be made in compliance with district policy and applicable law. Discovery of a prohibited substance or item may result in referral to law enforcement and/or disciplinary action in keeping with district policy for students. Detection canines may be used in the building for training or for random searches throughout the school year with no prior notice to students or parents.

Dress Code (Policy 3224P)

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the board of directors. Students' choices in matters of dress should be made in consultation with their parents. Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A. A health or safety hazard shall be presented by the student's dress or appearance including possible membership in a gang or hate groups;

B. Damage to school property shall result from the student's dress; or

C. A material and substantial disruption of the educational process will result from the students' dress or appearance.

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

A. Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives.

B. Create a health or other hazard to the student's safety or to the safety of others.

C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or

D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or one's person.

If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent, if reasonably possible, and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

Manson Secondary School looks upon appropriate dress as a key component of the educational process and preparation for future success. Therefore, Manson Secondary School dress code follows accepted business casual attire that includes all security and safety factors to assure a healthy learning environment. Any articles of clothing that include color, slogans, symbols and numbers that relate to violence, prohibited substances, offenses against creed or gender, or articles of immodesty are not to be worn at Manson Secondary School.

Students who willingly choose to dress inappropriately will be asked to change. If the student does not have appropriate clothes, they may be provided with clothing from the school. Otherwise, arrangements must be made for students to go home or for parents to bring clothes to school. Continued violations of school dress policies will result in disciplinary action. Items may be confiscated for evidentiary purposes.

Notice: The appropriateness of the student dress code is determined by Manson Secondary School administrators and is subject to change based upon new trends and information.

The following articles of clothing are NOT PERMITTED and may not be worn or brought to campus or to any school-sponsored event:

- Clothing with sexual references or innuendos, offensive language or statement, double meanings or gang-related apparel.
- Clothing with drug/alcohol/tobacco logos or any clothing that implies drug or alcohol use.
- Clothing that demonstrates hate group association/affiliation and/or uses hate speech targeting any protected class
- Shorts and dresses/skirts should be long enough so that movement does not expose underwear or butt cheeks.
- Undergarments should not be visible
- Halter tops, spaghetti straps, see-through tops, or tops that expose cleavage/breast or midriff.
- Shirts that expose the underarm/sports bra
- Overcoats, trench coats, dusters.
- Sunglasses worn in the building.
- Hoods are not to be worn on head.

- Any other article of clothing that is either inappropriate, disrupts the education process, or has the potential of disrupting the educational process. Articles of clothing that fall into this category can, and in some cases, will be determined by school authorities.

Emergency Information

The school should be notified immediately of changes to address, telephone number, and emergency numbers so we may call the parent/guardian in case of an emergency. Please update emergency contact information with the office. We can only release a student from school to someone listed as an Emergency Contact. This information is needed in case of student illness or any other emergency.

Emergency Procedures

Drills are conducted throughout the school year so students and staff are familiar with emergency procedures. Students will be taught and are expected to know and follow emergency procedures. Students are also expected to respond appropriately, as supervised by adult staff members. These are serious procedures which help us prepare in the event of a real emergency. Students unable to behave accordingly will be subject to school consequences.

During any emergency situation, safety and security are of utmost importance to us. In order to assist us with maintaining accountability and safety, please do not come to the school during an area disaster alert or event. Students will not be released during critical lockdowns. Listen to the local radio stations for school closure or evacuation instructions. Information on where to pick up your child will be available through local news stations and social media. We will also use our website and the district website to keep families updated with information.

Food and Drink

Food and drink are allowed in the cafeteria. Food and drink (other than water) are not allowed in the hallways, common areas, or classrooms. Food and drink may be allowed in a classroom with teacher permission.

Grading

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.

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. It is wise to call and make an appointment to insure teacher availability. Please direct any questions to the classroom teacher. The Skyward Gradebook is updated weekly and available online. Report cards will be sent home at the end of each grading period.

Student Feedback

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

Honor Roll and Grading Practices

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

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
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

Health Room

Manson School District has a full-time nurse available to assist students, families and staff throughout the school day. The school nurse is located in the elementary building and is available to assist with health care plans and student health needs.

Health Room Procedures:

1. Students who are injured or need to access medications will visit the health room. If the student is seriously impacted, the office will be called for assistance to ensure the student is brought to the health room safely.
2. Students who are ill will visit the health room. If the student is seriously impacted, the office will be called for assistance to ensure the student is brought to the health room safely.
3. The school nurse will evaluate the student's condition and decide if the student should be treated and sent back to class, sent home or remain in the health room for a short period and then return to class.
4. If the student is to be sent home, the parent (or the parent's designee) will be contacted before allowing the student to leave campus.

Immunizations

We are required to enforce the State of Washington laws governing immunization standards for students in grades K through 12. The purpose of these laws is to protect students from disease. We require immunization records if you are new to this state. If you are transferring from within the State of Washington, we can accept the immunization records from your previous school. These records must be on an official Washington State immunization form. Students out of compliance may lose the privilege of attending school until immunizations are up to date.

Medication at School [Procedure 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.

HIB

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB

(https://www.manson.org/cms/lib/WA01919432/Centricity/Domain/76/HIB_IncidentReporting_Form.pdf) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report. If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer that supports prevention and response to HIB. HIB Compliance Officer: Kayla Helleeson, khelleeson@manson.org, 509-687-9585

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation. Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s webpage or the district’s HIB Policy [3207] and Procedure [3207P].

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities. To review the district’s Nondiscrimination Policy visit www.manson.org.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district’s Sexual Harassment Policy #6590 and Procedure #6590, visit www.manson.org.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns. For concerns about discrimination or harassment, contact the District Office at 509-687-3140 or any building clerical staff. These staff members will direct you to the program specific coordinator.

Concerns about discrimination:

Civil Rights Coordinator: Kamie Kronbauer, kkronbauer@manson.org, 509-687-9585

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Eric Sivertson, esivertson@manson.org, 509-687-3140

Concerns about disability discrimination:

Section 504 Coordinator: Ben Riippi, briippi@manson.org, 509-687-9502

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Heather Ireland, hireland@manson.org, 509-687-9585

To submit a **written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response. When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to fully resolve your complaint.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us • Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us • Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO) The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR) The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov • Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity • Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy #3211 and Procedure

#3211P, visit www.manson.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Heather Ireland at 509-687-9585 or hireland@manson.org

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Library

The library is available for middle and high school students to check out books. Fines are charged for lost or damaged materials, barcodes, and/or spine labels. Manson Schools partners with our local library for additional book, magazine, and library media checkout. Visit: <https://www.ncwlibraries.org/locations/manson-public-library/> or call at 509-687-3420.

Lockers

Lockers are available to middle school students as they demonstrate respectful and responsible behaviors. Lockers are a privilege that could be lost by violating student conduct expectations. Lockers and desks are the property of the district and are subject to searches pursuant to [policy 3230](#).

Lost and Found

The school is not responsible for lost or stolen items. Please leave valuables at home. Please check with your teacher, the main office or the cafeteria if you are missing an item. All items left unclaimed will be donated to charity at the end of each trimester.

Nondiscrimination, Sexual Harassment and Gender Inclusive Schools

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination [policy 3210](#). The district recognizes the importance of an inclusive approach toward transgender students [policy 3211](#). The district is committed to a safe and civil educational environment that is free from harassment, intimidation or bullying (HIB) [policy 3207](#). The HIB incident form can be found [here](#).

Pictures

All students will have their pictures taken without charge for school records, ID/ASB card and the yearbook. Students may choose to purchase pictures directly through the photographer. For the picture day schedule, please refer to our [district calendar](#) on our website.

Schedules

School hours are Monday 9:30am-3:15pm; Tuesday-Friday 8:30am-3:15pm

The doors will be open to students at 8:00 am. All students not participating in supervised after school activities must leave campus after school by 3:30 each day.

Office Hours are from 7:45am – 4:00pm daily. Parents needing to access students during the day can call the main office at 509-687-9585. If students need to leave during school hours, parents/guardians must contact the main office and sign their child out.

Parents needing to meet with school staff and administration must schedule a meeting with the staff member our front office.

MS Bell Schedule

Monday			Tuesday – Friday		
Late Start			Strong Time	8:30-8:55	25 min
1 st Period	9:30 – 10:30	60 min	1 st Period	9:00-10:05	65 min
2 nd Period	10:34-11:34	60 min	2 nd Period	10:10-11:15	65 min
3 rd Period	11:38-12:38	60 min	3 rd Period	11:20-12:25	65 min
LUNCH	12:38-1:08	30 min	LUNCH	12:25-12:55	30 min
4 th Period	1:12-2:12	60 min	4 th Period	1:00-2:05	65 min
5 th Period	2:16-3:15	60 min	5 th Period	2:10-3:15	65 min

Half Day Schedule

MS Class Per	Middle School		HS Class Per	High School
1 st /5 th	8:30-9:35		1 st /5 th	8:30-9:35
2 nd /4 th	9:40-10:45		2 nd /4 th	9:40-10:45
3 rd /3 rd	10:50-11:30		Lunch	10:45-11:10
Lunch	11:30-11:55		3 rd /3 rd	11:15-11:55

2 Hour Delay Late Start Schedule

	Middle School			High School
1	10:30 – 11:20		1	10:30 – 11:20
2	11:23-12:13		2	11:23-12:13
3	12:16-1:06		LUNCH	12:13-12:43
LUNCH	1:06 – 1:36		3	12:46 – 1:36
4	1:39 – 2:29		4	1:39 – 2:29
5	2:32 – 3:15		5	2:32 – 3:15

Schedule Changes

Appropriate course changes will not be made beyond the second day of each new trimester. If a student desires to change his/her schedule the teacher, academic counselor and principal (final approval) must be contacted to discuss the validity of the transfer. This is the student's responsibility.

School Delays and Closures

In case of severe weather or other emergencies, the District Office may declare a delay or school closure. Announcements are made on local radio stations, district social media, district website, and through communication platforms (Bright Arrow and TalkingPoints).

Student Fees & Fines [District Policy 3250](#)

Contact the main office for current fees (i.e. ASB card, athletic fees). Fines or damage charges may be levied for lost or damaged textbooks, library books or equipment. A student may make restitution through a voluntary work program.

Visitors/Guests

All visitors are to sign in at the main 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 supporting a safe and orderly learning environment are welcome as outlined in [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

Volunteers

On an annual basis, all volunteers will need to complete the Volunteer Application which includes a Washington State Patrol Identification Background Search (RCW 43.43.830 through 43.43.845). All parents who have been asked to volunteer and/or chaperone a field trip will need to complete the Volunteer Application in advance. The application can be accessed online at this [link](#).

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. Official transcripts are available/sent pending all fines with Manson School District are paid.

Manson Middle School Handbook 2024-2025 Sign off Form

Please sign and return to school by Friday, **September 20, 2024**

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 rules, regulations and responsibilities outlined in this handbook and Board Policies.

Student Print Name: _____

Grade: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

☐ Please check this box if you would like a printed copy of the student handbook.