

Mann Middle School



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www.d11.org/mann*

Home of the Mighty Lancers



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MANN OFFICE STAFF (2020-2021)

| <u>ADMINISTRATORS</u> | | | <u>COUNSELORS</u> | | |
|-----------------------|---------------------|--------------|-------------------|---------------|--------------|
| Ms. Leah Segura | Principal | 719-328-2302 | Mr. Greg Jones | Counselor | 719-328-2308 |
| Mr. Sean DePaula | Assistant Principal | 719-328-2303 | Ms. Lana Schymos | Counselor | 719-328-2307 |
| Mr. Donnell Potter | Assistant Principal | 719-328-2304 | Ms. Kim Stone | Counselor | 719-328-2344 |
| | | | | Social Worker | 719-328-7246 |

| <u>FRONT OFFICE SUPPORT STAFF</u> | | | <u>COUNSELING SUPPORT STAFF</u> | | |
|-----------------------------------|---|--------------|---------------------------------|---|--------------|
| Mrs. Taravella | Administrative Assistant | 719-328-3210 | Mrs. Lipscomb | Registrar/Data Processor | 719-328-2312 |
| Mrs. Wheelles | AP/Business Secretary | 719-328-3211 | Ms. Gaffney | Volunteer Co./ Fundraising/ Visitor Check In/ Athletics Paperwork | 719-328-2306 |
| Mrs. Rodriguez | Receptionist/ Attendance/Visitor check-in | 719-328-2335 | Mrs. Shields | Community Liaison | 719-328-2314 |

SCHOOL HOURS

8:40 a.m. - 3:45 p.m. Note:Students should not arrive to school before 8:20 a.m. as there is NO SUPERVISION for students before that time. FREE Grab and Go Breakfast is served in the cafeteria to ALL students every morning.

ALL STUDENTS MUST BE OFF CAMPUS BY 4:00 P.M. unless student is involved in an after school club, activity or event for your students' safety, as there is NO SUPERVISION after that time.

Phones are answered from 8:15 a.m. to 4:30 p.m. Please follow the message prompts.

GENERAL INFORMATION

ATTENDANCE

LEAVE ATTENDANCE MESSAGES AT 328-2313.

District 11 Board Policies: [JEA](#), [JH](#), [JHB](#)

Every child between the ages of 6 and 17 years old shall attend school for at least 1056 hours each school year (C.R.S. 22-33-104) Truancy is considered habitual when a student misses 4 days in a 30-day span or 10 days in a school year We will be in contact regarding absences the following ways:

1. After 2 Unexcused Absences-Parents will be contacted by phone, intervention plan will be developed between parent, student and staff
2. After 5 Absences-Parents will be contacted by phone and letter, Attendance Plan/Contract including completion of School Refusal Assessment will need to be completed
3. After 8 Absences- Parent will be contacted by phone and letter, high level Intervention Plan (Tier III) implemented
4. After 10 unexcused absences total or 4 unexcused absences in a month - Request Student Review Board (SRB) with the district/pursuing attendance court

EXCUSED ABSENCE – temporary illness, participation in a school-approved activity, or weather-related closure/late start

Your parent/guardian must call the school to excuse your absence. If no call is received within 24 hours, the absence becomes a truancy (unexcused absence). It is your responsibility to ask for make-up work that was missed during the absence. Contact your teachers directly. Email addresses are available on our web page and in the Q through Parent Connection.

UNEXCUSED ABSENCE – If your absence is unexcused, you may turn in late work with a possible grade reduction. Please check with your teachers regarding their policies. These absences will affect after school participation in athletic events/practices.

TRUANCIES – Students who are truant (skip school) will be expected to make up their class work and will be considered “unexcused”. These truancies will affect after school participation in athletic events/practices.

TARDIES – If you are not seated in your assigned seat at the start of class, you are considered tardy. Teachers will give consequences for being tardy. If a student is tardy repeatedly, he/she will be referred to the office to visit with an administrator. Tardiness over 10 minutes is considered an unexcused absence

BACKPACKS

For safety reasons, all backpacks and purses are to be left in student lockers throughout the school day – including during lunch.

BICYCLES

Bicycles may be parked and locked up in the bike rack. We recommend that students use a lock to secure their bikes. The school is not responsible for damage to or theft of bicycles or parts. For safety reasons, you may not ride bikes on school grounds. Bike riders are expected to walk their bikes onto and off the campus and to and from the bike rack.

BREAKFAST & LUNCH

Mann serves FREE Grab and Go Breakfast to every student each school day in the cafeteria. You may bring your own lunch or buy lunch in the cafeteria. Hot lunch costs: Students \$2.80 and Adults \$3.90 (specials, pizza, burgers, etc.) Lunches may be purchased in advance for a week or month, etc. Free and reduced-price lunches are available for those who qualify. Application forms for free and reduced-price meals are available online at <https://www.d11.org/Page/2052> *New free/reduced meal applications must be filled out at the beginning of each school year.* It is REQUIRED that you have your ID to purchase food in the cafeteria. Online lunch accounts can be created from the [district website following this link](#)..

GRAB AND GO BREAKFAST

- Grab breakfast as soon as you enter the building.
- If student arrives before 8:35 eat breakfast in the cafeteria.
- Students must be in the Grab and Go line before the 8:35 bell.
- All students must be in class by the 8:40 bell and done with breakfast by the end of announcements.

CELL PHONES/ELECTRONIC MEDIA DEVICES

Mann is a NO PHONE ZONE. Personal Electronic Media Devices (cell phones and other electronic devices) should not be seen, heard, or used during the school day from the moment a student enters the building until the last bell. All personal devices should be off and kept in student's lockers during the school day. Students are personally responsible for the security of their personal devices. Mann Middle School assumes no responsibility for such devices. Reports of theft or loss will be handled using the school's usual procedures for lost and stolen items. Neither Mann Middle School nor School District 11 is responsible for the loss or theft of any Personal Devices brought to school. Students who have phones on them will be subject to Mann Middle School Progressive Discipline.

COUNSELING

Each student has a counselor assigned according to grade level. Counselors can help you be successful in school. Counselors work with students in classrooms, in small groups, or individually. If you need to see a counselor use the QR Codes posted around the school or sign up directly in the counseling offices. To go to the counseling offices, check in with your teacher first and get a pass to counseling. CONFLICT RESOLUTION is handled by the Counseling Office.

EXTRACURRICULAR AND SCHOOL SPONSORED ACTIVITIES

Policy JK, JK-R

School District 11 believes that school sponsored events and extracurricular activities are a privilege and students who participate in these must follow all applicable laws, District 11 Board policies, and school-based behavior guidelines. District policy continues to make the denial or forfeiture of extracurricular activities and participation in school sponsored events a possible consequence for inappropriate behavior. Any student who commits a discipline infraction may lose the right to participate in school-sponsored events or extracurricular activities for up to one year. Furthermore, any student who is suspended or expelled from school will forfeit their right to participate in extracurricular or school-sponsored events throughout the suspension or expulsion period, including year-end commencement exercises.

There are three athletic seasons with a total of six sports. Each athlete must have a current physical/yellow card and emergency blue card on file before the season begins in order to try out or participate. To compete, each athlete must have a current physical, emergency blue card, pay the sports fee, and must meet the school eligibility requirements.

ATHLETIC ELIGIBILITY

Attendance:

- All student athletes must be present 4 of the 7 periods the day of an event or athletic practice that evening.
- If a student athlete has an unexcused absence, they may be ineligible for one game. This applies to class periods and/or the entire day.

Discipline:

- If a student is suspended the day of an event, they may not participate in that event. If they are suspended on Friday they may not participate in the weekend events.

Grades:

- If a student athlete has one F they will be ineligible for the next competition. Parents/guardians can monitor their student's grades through the Parent Connect portal.

SPORTSMANSHIP

Students, parents and guests are expected to display appropriate behavior while attending any sport associated with Mann Middle School. All school rules and expectations apply at sporting activities. The following are expected by all who attend a Mann athletic event.

- Middle School Sports are a learning experience which encourages participation by all players in a positive atmosphere.
- Your actions, words, or behavior should not have a negative impact on players, coaches, officials or fellow spectators.
- Clean up any trash in the athletic area
- Concerns about an event should be brought to the attention of an administrator on duty
- Concerns can also be addressed with the coaches or Athletic Director the following day.

Student athletes and spectators must follow all applicable laws, D11 policies, and school-based behavioral expectations. Students who attend or participate in before school or after hour school-sponsored activities fall under the jurisdiction of the school and its designated supervisors and staff.

TEAM SPORTS

District 11 athletic fees are as follows: \$50.00 per sport; \$33.00 if a student is on reduced price lunch; and \$17.00 if a student is on free lunch. For more information, [click here](#). A physical examination is required for participation in any sport and must be completed

and turned into the counseling office before you are permitted to try out or join any team sport. You must have a current physical on file to try out for any sport/team! Note: Physicals remain valid for one calendar year.

INTRAMURAL ACTIVITIES AND CLUBS (before and after school)

Below is a list of examples of Intramurals, Clubs and Sports that have been offered in the past. Information for upcoming Intramurals, Clubs, and Sports are part of our morning announcements

| | | |
|----------------------------|-----------------------------|-----------------------------|
| Arts and Crafts | Football (Aug.-Oct.) | Math Meets Science Olympiad |
| Boys Basketball (Jan-Mar.) | Gamers Club | Soccer |
| Boys Track (Mar.-May) | Gay-Straight Alliance | Softball |
| Chess Club | Girls Basketball (Oct-Dec.) | Science club |
| Computer Club | Girls Volleyball (Mar.-May) | Student Council |
| Creating Writing | Girls Track (Aug-Oct) | Ultimate Frisbee |
| Dance | Golf | Wrestling (Sept.- Nov.) |
| Drama Club | Honor Society | |

FOOD AND DRINK

Food and drink are allowed only in the cafeteria during lunch unless special permission has been given. Food and drink are not allowed inside the building except for “*Grab and Go Breakfast*” during Period 1. Lunches must be kept in a lunch bag/box and placed in your locker. Teachers may also sponsor and supervise lunch/snacks in the classroom.

GRADES

Grades are issued at the end of each quarter (9 weeks) to reflect your academic performance (mastery). You will be given your report card, and you are expected to take it home to show your parents. These grades are kept in your school file and are sent to the high school. A progress report is sent home in the middle of each quarter to communicate how you are progressing. These progress report grades are not final grades. Students who have good grades are recognized during grade level assemblies each quarter. You may also use the “Q” portal to follow the progress of your student throughout the year. If a student has an “F” in a class that student will not be permitted to participate in school wide after school activities, i.e. athletic events and dances

HOMEWORK

School District 11 policy indicates that no more than four hours a week of homework may be given for 6th and 7th grade students and no more than six hours a week for 8th grade students. You are required to use Schoology for assignments and projects. 6th Graders may also keep track of assignments in the student paper planner.

IDENTIFICATION CARDS (I.D.)

You will be given an ID card and a lanyard when you register. You are expected to wear your ID so it is visible on your person at all times. IDs are used for checking out library books, riding the bus, purchasing lunch, for admission to school events and identifying you as belonging with the Mann student body. Your ID needs to be worn at all times. If you lose your ID, a picture replacement may be purchased. Replacement Costs: Full Price Lunch: \$5.00; Reduced Price Lunch: \$3.00; Free Lunch: \$2.00, or use 15 Lancer Cards. District 11 requires all students to have an ID for the safety and security of everyone in the school. You may also access your personal ID through your student “Q” on your phones

ILLNESS

If you are sick, get a pass from your teacher and report to the front office. Staying in the restroom when you are sick is not allowed. You may lie down for up to ten minutes in the infirmary. Front office staff may send you back to class if you are not running a fever, or you may be permitted to contact your parent/guardian. Office staff must talk with a parent to get permission to let you go home, and you must sign out in the front office. *Students may not call home from a classroom or use their cell phone to call or text parents when they do not feel well.*

LIBRARY PROCEDURES

General Rules:

1. You are allowed to check out two items at a time.
2. If you have an overdue book, you may not check out another until the overdue item is returned.
3. A pass is needed in order make use of the media center during school hours (except when the whole class is escorted by their teacher).
4. No food or drink is allowed in the library.
5. Copies on the computer or photocopier are 5¢ per black and white copy and 10¢ per color copy.

LOCKERS

Lockers are the property of the school and District 11. You are assigned a locker for your use, but having a locker is a privilege. Keep it clean and neat. Do not leave food or drinks in your locker for long periods of time.

Note: School lockers are subject to search by school officials.

DO NOT GIVE YOUR LOCKER COMBINATION TO ANYONE, NOT EVEN YOUR BEST FRIEND! There is a \$2.00 charge to change your locker combination. A second change costs \$4.00. If you have a problem with your locker not working properly, get a pass from your teacher and come to the front office for assistance. *STUDENTS ARE NOT ALLOWED TO SHARE LOCKERS*

Band, Orchestra, and PE Lockers: Students in these electives will have the opportunity to use lockers. **STUDENTS ARE RESPONSIBLE FOR PROVIDING THEIR OWN LOCKS FOR THESE LOCKERS.** Locker numbers and combinations must be given to the teacher.

LOST AND FOUND

If you lose something, report it to your teacher immediately and check with the front office. Larger lost and found items may be located in the cafeteria closet. You will need permission to access this area. You should not bring valuable items or large amounts of money to school.

MASKS

To start the 2020-2021 school year, all students will be required to wear masks whenever they are at school. Masks fall under our dress code policy and should be appropriate for school. Bandanas cannot be used as a mask. Any mask that violates the dress code (i.e. contain advertisements, symbols, words, slogans, patches, or pictures that are sexually suggestive; gang-related; drug-related; tobacco or alcohol related; obscene, profane, promote hate or are deemed disruptive to the learning environment) will be treated as a dress code violation.

MEDICATION

If you have prescription or over the counter medications that must be taken during school hours, the medication should be checked-in at the office. Medication must be in the original bottle with the prescription information and the doctor's name on it or in the original over the counter packaging. A permission form must be signed by your parent/guardian and your doctor (with the doctor's orders listed) so that school officials are authorized to dispense medication. Colorado State Law prohibits school officials from dispensing pain relievers, cold medicine, cough drops etc.

REMOTE LEARNING STUDENT EXPECTATIONS:

Attendance - Attendance is taken for each class period daily and the truancy laws will be enforced. If your student must miss a class due to illness or an emergency, they will be required to view the missed lesson in Schoology and complete all assignments associated with that lesson. Students are strongly encouraged to attend the live sessions to receive the most out of their distance learning experience.

Grading - Grades will be recorded into Q the same as in-person learning. Grades are based on a traditional grading scale. Assignments will be clearly posted with due dates on the teacher's Schoology page. It is the responsibility of the student to keep track of, complete, and turn in assignment by the due date. The late work policy applies to all assignments during remote learning.

Behavior - Behavior during remote learning should follow all Lancer PRIDE expectations. Virtual lessons should be treated as if students are in-person, and students are expected to contribute positively to the learning environment. Students who are not meeting behavior expectations during instruction may be removed from the lesson and required to conference with the teacher and an administrator prior to the next class period.

Participation - Students are expected to actively participate during all classes. Cameras must be turned on to ensure students are actively engaged in learning. Students will receive direct instruction, receive support through guided practice, ask and answer questions, and demonstrate learning through formative assessment.

Preparedness - It is each student's responsibility to prepare for learning each day. Chromebooks must be fully charged at the start of each day, and students must have all of their required materials ready for the class they are engaged in. Mental preparedness includes adequate sleep.

SCHEDULE CHANGES

Students schedules are built at registration or the year before based on teacher recommendation, availability and student preference. Schedules are typically not changed once they are set. Please contact the counseling office if you have any questions or concerns about your schedule.

SCHOOL SUPPLIES

Textbooks are loaned to you by the school. You are expected to have textbooks covered at all times. If books are damaged or lost, you are required to pay for their repair or their replacement. These unpaid fees will follow you to your next school. You are expected to

bring all necessary supplies required by the teacher to each class every day. You are also required to use Schoology as an online planner to keep track of all assignments.

STUDENT DRESS AND ACCESSORIES (BOARD POLICY JICA)

Students must use good judgment in their choice of clothes for school. Students' choice of clothing should not interfere with or be disruptive to the educational environment. Clothing must cover private parts, including undergarments. Clothing or adornments deemed inappropriate by school officials will not be permitted. The following clothing and adornments are examples that are not appropriate during regular school hours:

- Shorts with an inseam less than 4" or skirts shorter than mid-thigh
- muscle shirts as outer wear
- sleeveless jerseys/muscle shirts (unless worn with t-shirt underneath)
- cut-off t-shirts or half-shirts
- fishnet tops (unless worn over a t-shirt)
- halters, midriffs and see-through tops worn as outerwear
- sunglasses (on head or covering eyes)
- hats or hoods while in the building
- Blankets worn to replace coats
- sagging (ill-fitting) or backless clothes
- Outfits that bare or expose private parts (e.g. stomach, buttocks, breasts, etc.).
- Clothes, paraphernalia, jewelry, or body adornment that contain advertisements, symbols, words, slogans, patches, or pictures that are sexually suggestive; gang-related (e.g. apparel, bands on ankles, eyebrow lines); drug-related (e.g. marijuana signs or drawings); tobacco or alcohol related; obscene, profane, promote hate or are deemed disruptive to the learning environment

Note 1: The above student dress and adornment information serve as EXAMPLES, not an exhaustive list. *The Mann MS administration reserves the right to revise the dress code expectations as necessary.*

Note 2: While piercings and/or hair color and hair shavings/etchings/designs are not specifically prohibited, these accessories and adornments may not be disruptive to the educational environment or pose a safety concern to self or others.

Note 3: Parents/guardians of students requiring accommodation for religious beliefs, disability, or other good cause should contact the school administration.

SNOW DAYS

If school is closed or on a 2-hour late start (10:40 am reporting time) because of bad weather conditions, it will be announced on all radio and television stations. If you do not hear about School District 11 on the radio or television, school will start at the regular time (8:40 am). If weather conditions cause school to be closed early, it will be announced on the radio and television. Students will be sent home two hours early. You should have already made a plan with your parents about what to do when there is an early dismissal.

TELEPHONE USE

Students are able to use the telephone in the front office to make phone calls home, if needed. Students must have the permission of a staff member to use any phone in the building. .

VISITORS

Parent/guardians are welcome to visit Mann MS. All visitors must check-in at the Attendance/Reception office. Students from other schools are not allowed to visit unless they have their parent/guardian with them or have prearranged a "shadowing opportunity" through the Community Liaison. their parent/guardian with them or have prearranged a "shadowing opportunity" through the Community Liaison.

WALKING TO AND FROM SCHOOL

Students are expected to obey all crossing guards, traffic signals and signs and use the crosswalks. Do not walk in the street. Please be courteous and respectful of the property of our neighbors

STUDENT BEHAVIOR, RULES AND DISCIPLINE

Our philosophy is that discipline is a tool that is used to teach students to become responsible for their own behavior. Since our students live in a society in which citizens are expected to obey laws and abide by commonly accepted standards of behavior, we must teach them to be self-disciplined. Also, in order to educate students to become productive citizens as adults, we must create a safe, non-threatening and orderly school environment that enables teachers to teach and students to learn. We expect students to "behave themselves" in such a way so as to facilitate a learning environment for themselves and others, respect each other and school district employees, and obey student behavior policies.

A current and complete copy of the District student discipline policies and procedures can be accessed on the D-11 website. It is the responsibility of both you (the student) and your parents to read, be familiar with, and adhere to the expectations. The discipline information contained in this student handbook serves as examples, not an exhaustive list or comprehensive explanation. www.d11.org/boe/policies

AFTER SCHOOL EXPECTATIONS

- After school, students are to leave campus by 4:00 pm unless in a supervised activity. Mann Middle School cannot provide general supervision after 4:00pm. Please make sure that ride arrangements are made prior to the end of the school day.
- If students are in a supervised activity, it is expected that they stay with that staff member the entire duration of the activity and be picked up no later than 15 minutes after the activity has ended (sporting activities, music performances, dances, etc.). Staff Members will stay until all students are picked up.
- Students who are participating in activities that begin later in the evening must be with a supervising adult or go home after school and return at the start of the activity.
- Student who are loitering on campus may face disciplinary consequences.

BEHAVIOR DEFINITIONS

District 11 Board Policy: [JK](#), [JK-R](#)

"Classroom behavior" infractions are those behaviors that are inappropriate for school and will be addressed by classroom teachers. Appropriate disciplinary response, including prevention and intervention shall take place. Repeated classroom behavior infractions may be referred to the Principal (or his/her designee(s)) for further disciplinary action.

"Minor" discipline infractions are those behaviors that disrupt the learning environment and are to be addressed by the Principal (or his/her designee(s)). Minor discipline infractions are those behaviors that do not present a material and substantial disruption to the school and/or do not harm the safety or welfare of pupils and/or staff. Appropriate disciplinary action, including prevention and intervention strategies, detention, and/or school based alternatives, may take place. Further disciplinary action for repeated minor discipline infractions, including suspension by the school Principal (or his/her designee(s)), shall be optional.

"Material and substantial" discipline infractions are those behaviors that will be addressed by the building Principal (or his/her designee(s)). "Material and substantial" means any disciplinary infraction that creates a substantial disruption to the school day and/or threatens the welfare and/or safety of other pupils or school personnel. Behaviors that are material and substantial are presumed to be initiated, willful, and overt on the part of the student. Material and substantial behavior infractions are grounds for suspension by the Principal (or his/her designee) in accordance with C.R.S. 22-33-106. Further disciplinary action, including expulsion by the Superintendent (or his/her designee(s)) shall be optional.

BUS BEHAVIOR

Riding the school bus is a privilege, not a right. You must have your student ID card with you every day to ride the bus.

Inappropriate student behavior may cause you to lose your privilege to be transported by bus. Be at your bus stop 10 minutes before the pickup time. Ride only the bus you are assigned to ride. Obey all District 11 student behavior bus rules.

YOU MUST HAVE WRITTEN PERMISSION FROM PARENTS AND A SIGNED FORM FROM THE OFFICE BEFORE RIDING A DIFFERENT BUS OR GETTING OFF AT A DIFFERENT STOP! NO EXCEPTIONS!

BULLYING

District 11 Board Policy: [JICDE](#)

No form of bullying will be tolerated at Mann Middle School. This includes cyber bullying (e.g. texting, Facebook, any social media, etc.). Any bullying that occurs on or off school property that directly impacts the safe learning environment at Mann MS is subject to disciplinary action.

Bullying may be defined as an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is :

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - Causes another person substantial physical harm as defined in law or visible bodily harm as defined in law;
 - has the effect of substantially interfering with a student's education;
 - is so severe, persistent, or pervasive that it creates and intimidating or threatening educational environment;
 - or has the effect of substantially disrupting the orderly operation of the school.

Possible disciplinary actions include warning/counseling, notification of parents, mediation and other disciplinary action taken as appropriate per D11 guidelines

CLASSROOM EXPECTATIONS

Remember PRIDE:

PREPARED

RESPECTFUL

INVOLVED

DETERMEINED

EXCELLENCE

| We will be... | Classroom | Hallways | Cafeteria |
|--------------------------|--|--|--|
| <u>P</u>REPARED | <ul style="list-style-type: none"> Bring ALL Materials Wear ID Charge iPad Label Papers Correctly Turn In ALL School Work | <ul style="list-style-type: none"> Bring ALL Materials Wear ID Backpacks/Jackets in Locker Technology FREE | <ul style="list-style-type: none"> Wear ID Bring Lunch/Jackets NO iPads |
| <u>R</u>ESPECTFUL | <ul style="list-style-type: none"> Be ON TIME Listen Respect Differences Respect Others' Space/Belongings | <ul style="list-style-type: none"> Be ON TIME Listen Respect Differences Respect Others' Space/Belongings Voice Level 1-2 | <ul style="list-style-type: none"> Be ON TIME Respect Differences Respect Others' Space/Belongings |
| <u>I</u>NVOLVED | <ul style="list-style-type: none"> Participate Maintain a Clean and Safe Environment Work Well with Others Self-Advocate | <ul style="list-style-type: none"> Keep To The Right Maintain Clean and Safe Environment Work With Others | <ul style="list-style-type: none"> Participate Select Line Quickly Clean Up After Yourself Work Well With Others |
| <u>D</u>ETERMINED | <ul style="list-style-type: none"> Keep Trying FINISH THE TASK Encourage Others | <ul style="list-style-type: none"> Walk With Purpose Use Time Effectively | <ul style="list-style-type: none"> Use Time Effectively Voice Level 1-2 |
| <u>E</u>XCELLENT | <ul style="list-style-type: none"> Rise to the Challenge Strive To Do Your Best Appropriate Language | <ul style="list-style-type: none"> Rise To The Challenge Strive To Do Your Best Appropriate Language | <ul style="list-style-type: none"> Strive To Do Your Best Appropriate Language |

COURTYARD CONDUCT

- Stay within the main courtyard and in plain sight.
- No open food or drinks outside.
- No eating or drinking in the courtyard.
- No running, throwing items, touching games, horseplay, etc.
- Keep off the tables, trees and out of the bushes.

DISCIPLINARY INFRACTIONS

District 11 Board Policy: [JK](#), [JK-R](#)

| | |
|--|--|
| Disobedience, Defiance, and/or Repeated Interference | Continued willful disobedience or the open and persistent defiance of proper authority; repeated interference with a school's ability to provide educational opportunities or a safe environment to other students. |
| Detrimental Behavior | Behavior on or off school grounds that is detrimental to the welfare or safety of other pupils or of school personnel, including behavior that creates a threat of physical harm to the child or other children. |
| Destruction Of School Property | The willful destruction or defacing of school property. |
| Tobacco | The unlawful possession or use of tobacco or nicotine delivery devices on school property or at school sponsored events. |
| Dangerous Weapons | The carrying, bringing or possessing of a dangerous weapon, as defined by Colorado Revised Statute 22-33-102, or a firearm, on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity. |

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| Fighting, Disorderly Conduct and/or 3 rd Degree Assault | Physical contact between two or more students that does not result in serious injury or hospitalization; The commission of an act by a student that would be third degree assault, if committed by an adult; when a person knowingly or recklessly causes bodily injury to another person. |
| Drugs (Non-Marijuana) | The possession, purchase, use, distribution or sale of any amount of a controlled substance on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity. |
| Marijuana | The possession, purchase, sale, distribution or use of marijuana or drug paraphernalia on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity. |
| Alcohol | The possession, purchase, use, or distribution of substances that contain any amount of alcohol on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity. |
| Felony Assault | The commission of an act by a student that would be first or second degree assault, if committed by an adult; when one, with intent to cause serious bodily injury to another person, causes serious bodily injury to any person by means of a deadly weapon, or with intent to cause bodily injury to another person, causes such injury to any person by means of a deadly weapon. |
| Robbery | The commission of an act that would be robbery if committed by an adult on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity. |
| Felony | The commission of an act that would be a felony if committed by an adult on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity. |
| Sexual Violence | The commission of a physical sexual act perpetrated against a person's will or where a person is incapable of giving consent on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity. |
| Other Violations of the Code of Conduct | Behavior that violates applicable Board of Education policies related to discipline, conduct, and attendance. |

DISCIPLINARY CONSEQUENCES

District 11 Board Policy: [JK](#), [JK-R](#)

Teachers use appropriate and timely responses to address classroom behavior. These responses included, but are not limited to:

- Parent/Guardian contact
- Verbal Warning
- Academic consequences for cheating and/or plagiarism
- Classroom Behavior Plan
- Peer Mediation
- Restorative practices
- Referral to school administration
- Referral to a student personnel services provider: i.e., counselor, school social worker, school psychologist
- Detention: before and/or after school, recess detention, lunch detention; skills center; study hall; time-out; improvement center
- Confiscation of items or contraband

School and District administration, as well as civil authorities where applicable, may use a variety of responses for minor and material and substantial behavior. These responses include but are not limited to:

- Administrator/parent/guardian/student conference
- School based alternatives
- Discipline and/or attendance plans
- Loss of extracurricular activities and/or exclusion from ceremonies, activities, and/or commencement exercises
- Compensation/Restitution for damages
- Classroom removal
- In school suspension
- Out of school suspension
- Referral to law enforcement
- Expulsion
- School placement
- School related arrest

FIGHTING

Fighting is not permitted at Mann Middle School. The City Code of Colorado Springs (9-2-101) states:

- A. It shall be unlawful for any person to intentionally, knowingly or recklessly fight or brawl with another.
- B. It shall be unlawful for any person to permit any of the above acts ... upon any premises under his ... control when it is within his power to prevent such action.
- C. For purposes of this section, it is not a defense that a person charged under this section was not the instigator or the initiator of the fight (Ord. 86-35).

Because of line B above, the consequence for fighting is a mandatory suspension and possible charges filed with the Colorado Springs Police Department (CSPD) if injuries occur. Students are expected to seek assistance to avoid fighting and report instigators to the administration.

HALLWAY BEHAVIOR

The purpose for passing period is to move from one classroom to another, to get any supplies you need out of your locker, and to quickly use the restroom or get a drink of water. This is not the time to stand around and talk. Be courteous and use good manners in the hallway (e.g. no running, no pushing, no shoving, no littering, no profanity, etc.) Voice Level One is required in the hallways at all times.

INCIDENT REPORTING

If you have an incident to report involving yourself and/or others, please fill out an Incident Report form in the front office. The administration will respond to it as soon as possible. If you feel you need to handle the problem, you may:

- Set up a time to meet with someone who can assist you (e.g. principals or counselors).
- Ask for help in a calm way when feeling frustrated.
- Wait patiently if help isn't immediately available.
- Take responsibility for your own actions.

LUNCH BEHAVIOR

HAVE YOUR ID OUT AND READY

- Get to the cafeteria as soon as possible; do not loiter in the halls.
- You should have your picture ID, lunch or money, and your coat before going to lunch.
- Have your ID out and ready! If you do not have your ID at lunch, you must wait to go in until those with ID's have gone through the line first
- Voice levels at 1-2 while in the cafeteria.
- You are not allowed to cut in line or pass money to others in line.
- Have ID ready to swipe when approaching the cashier.
- Once seated, students must raise their hand to get up for any reason (bathroom, trash, napkin, utensils, condiments)
- Students will all remain in the cafeteria for the first 15 minutes of lunch.
- Students will be excused (raise your hand) to go outside individually; please do not leave if you have not been excused.
- Food and drinks are allowed only in the cafeteria. Food and drinks will not be taken out to the basketball court or the track/field areas.
- The cafeteria must be cleaned up for the next grade level lunch period.
- All students are responsible to help keep the cafeteria clean. You may be asked to pick up litter in your surrounding area, even if it is not your trash. Please clean-up after yourself.
- Make sure you are prepared for the weather before going outside. Stay within the boundaries of the yellow lines until the bell rings to return to class.
- District 11 and Mann MS have a closed campus policy. This means you may not leave school grounds at lunchtime unless you are with a parent or guardian and have signed out in the front office.
- You are not allowed to go into other buildings without permission from a supervisor after going to lunch. You may only use the restrooms near the cafeteria.

RACIAL or SEXUAL HARASSMENT

Race-related or sexual harassment is considered a form of discrimination. It is a violation of [District 11 Board Policy JBB](#) for any student to harass another student or staff through behavior or communication that is considered a racial slur or of a sexual nature. Students will be disciplined for harassment. Sexual harassment includes physical, verbal, written, and other forms of online communication (e.g. texting, Facebook, any social media, etc.). Some cases of sexual harassment may be referred to local law enforcement.

STUDENT RESPONSIBILITIES FOR BEHAVIOR ON SCHOOL GROUNDS AND AT SCHOOL-RELATED ACTIVITIES:

1. Follow directions of all staff. Do not talk back, ignore, or argue with adults. With reference to substitute/guest teachers, any student sent to the office for misbehavior with substitutes/guest teachers **MAY BE SENT HOME!**
2. Treat adults and other students with respect and courtesy. Physical harassment, verbal harassment, and threats are not tolerated.
3. Behave in a way that doesn't interfere with anyone's education or safety, including your own.
4. Respect the property of others. This includes school and community property.

5. Use appropriate, polite language. Speak in a normal volume. Do not make loud noises. Follow Mann's voice level policy as posted throughout the school.
6. Do not leave class without teacher permission. You must have a pass to be in the halls at any time other than passing periods. Failure to adhere to this policy will result in disciplinary action.
7. Do not leave school grounds unless parent permission has been received by an office staff member and you have signed out in the front office. Failure to adhere to this policy will result in disciplinary action.
8. PDA - Public display of affection (e.g. hugging, kissing, etc.) is not appropriate at school and is not allowed. Failure to adhere to this policy will result in disciplinary action.
9. Violations of the Student Behavior Expectations on school grounds or at school-related activities may result in exclusion from any and all future events. Additional disciplinary action may be taken.

ZERO TOLERANCE FOR WEAPONS, DRUGS, AND ALCOHOL

District 11 Board Policy: [JICI](#), [JICH](#), [JICH-R](#)

Any student found to be in possession of an illegal/dangerous weapon or weapon look-alike (e.g. guns, knives, martial arts equipment, clubs, canes, etc.) or controlled substances or anything represented as such (e.g. tobacco, alcohol, prescription drugs, illegal drugs, marijuana or vapor cigarettes, any liquid nicotine products etc.) will be suspended from school with a possible referral to the District 11 Office of Student Discipline Services for a due process hearing. Such violations may include involvement of local law enforcement.