

Mansfield School District

K-12 Student Handbook



We have
KERNEL PRIDE!

2022-2023

Superintendent: Mr. Bruce Todd

Principal: Ms. Lisa Guzman

Secretary: Mrs. Tammy Freels

Office Phone: (509) 683-1012

M I S S I O N

The mission of Mansfield School District, in partnership with our students, parents and community members, is to develop individuals able to compete successfully in a changing world.

V I S I O N

Growing leaders through...

Agri-CULTURE

Cultivating

Unique

Leadership skills

Through

Understanding

Real-life

Experiences

MANSFIELD SCHOOL EDUCATIONAL TEAM

School Board

Brad Murison, Dusty Wittig, Tara Tupling, Cory Moore and Cassidy Tupling.

Administration

Bruce Todd.....Superintendent
Lisa GuzmanK-12 Principal
Lisa GuzmanSpecial Education Director/ 504/ADA Coordinator Lisa Guzman
Tammy Freels.....District Secretary/Student Records
Kimberly Pease.....Business Manager
Tricia SimaAccounts Payable Clerk
Mitchell Darlington.....Athletic Director
Ric Bayless12th Grade Advisor
Lisa Guzman..... ASB Advisor

Elementary

Stacy Lillquist.....Pre-School/Kindergarten
Mikia Schmidt.....1/2 Grade
Jesse Freels.....3/4 Grade
Kelly Gilpin.....5/6 Grade

Elementary & Jr/Sr High

Mitchell DarlingtonPhysical Education/ Health
Howard Picard.....Music / Spanish
Lisa GuzmanSpecial Services
Les Lamkin.....ELL

Jr/Sr High School

Jamey Jo SteeleAgriculture/ Shop/Academic Counselor
Les LamkinEnglish/Language Arts/Music
Luke Hall.....History/Social Sciences/ GEAR UP
Laura WommackScience
Ric BaylessMath/Graduation Specialist

Community Support

Brenda WebsterSchool Nurse

Support Staff

Cameron Kamphaus.....Maintenance Supervisor
Bo RobertsMaintenance
Patty HansonCustodian/Transportation Supervisor/Bus Driver
Thera MooreLibrarian/ Para-educator
Dawn EricsonPara-Educator
Renee Bayless.....Para-educator/Preschool
Tiffany Fletcher.....Para-educator/Spec. Ed
Taya BackusPara-educator

Kitchen Staff

Sheri Matthiesen.....Head Cook
Terri Flick.....Assistant Cook

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Nondiscrimination Notice

Mansfield School District provides equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression, gender identity, marital status, disability or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

Mansfield School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or bilingual education, contact school office.

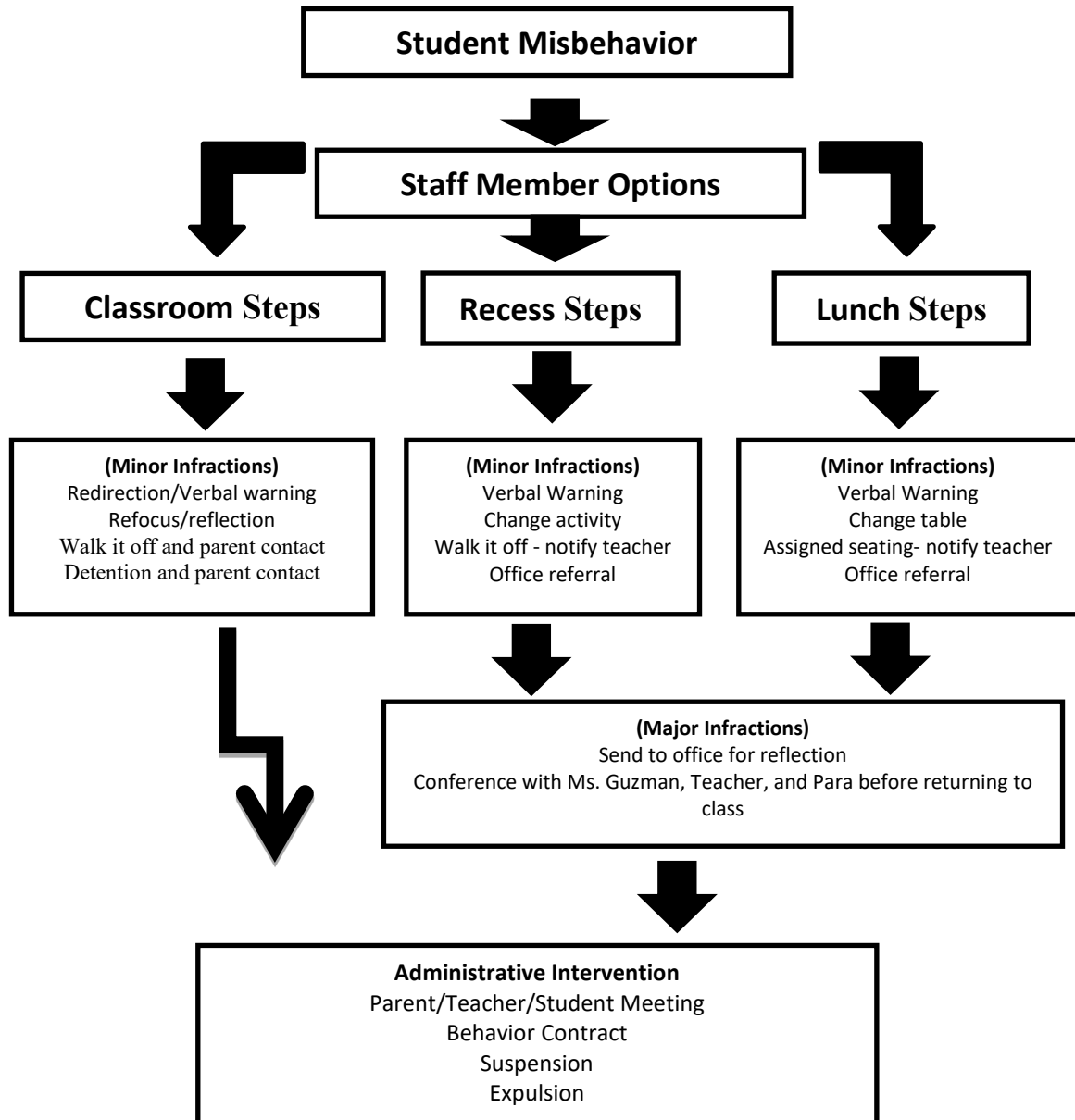
The following employees have been designated to handle questions and complaints of alleged discrimination:
Civil Rights Compliance Coordinator/ Title IX Coordinator Bruce Todd & 504/ADA Coordinator Lisa Guzman

ELEMENTARY SPECIFICS

ELEMENTARY DAILY SCHEDULE

School opens: 7:30
Breakfast served: 7:30
Classes begin: 8:00
P-6 Lunch 11:00-11:30
Elementary specialist rotation (PE, Library, Music): 12:22 to 1:17 (M-F)
Dismissal: 2:40

Mansfield Elementary Discipline



GRADING PROCEDURES

Final grades are issued at the end of each trimester. Grades are available and updated in Skyward weekly. Progress reports will not be sent home a week prior to or after the official trimester end. Report cards will be sent home at the end of each trimester. Please see the office for help with Skyward and passwords.

ELEMENTARY GRADING SCALE

4- Applies learning in new ways/ takes learning to a new level

3- Proficient Understanding / Meets grade level expectations

2- Developing/ below grade level

1- Beginning

0- No Evidence

LOCKERS

Every year, each student is issued a locker. Students are expected to keep belongings in their own lockers. No stickers are allowed on the locker surface as removal is often extremely difficult. Report any locker problems to the office. Students are not allowed to use personal locks. **The lockers are the property of the school district. School authorities have the right and obligation to check lockers for the safety, welfare, and protection of students on school property. Lockers should be kept neat and clean.**

OUTDOOR RECESS

Recess will be held outdoors. Please make sure children are dressed appropriately for outdoor play during all seasons and for all types of weather. Supervising staff and administration will work together using best health and safety practices for extreme weather conditions. If unsafe conditions exist, recess may be shifted indoors. For students who are unable to go out to recess due to illness or other medical issues, Mansfield staff members ask you to write a note for your child to stay inside during recess only when medically necessary. If students have a medical issue that prevents them from participating in recess, please make a request to the teacher in writing.

Students bringing toys from home assume full responsibility for loss or damage incurred at school. Students bringing skateboards or roller skates must wear proper safety gear: helmet, knee & elbow pads.

PE/RECESS SHOES

PE and recess will be held in the gym or outside, depending on the activity and the teacher. Gym shoes are needed anytime the gym is used. These shoes need to be used for the gym only and should be kept at school to be available when needed. Please select shoes with non-marking soles only for gym use.



MOVING?

We would like to make transitions between schools as smooth as possible. If you are planning on a move and your child will no longer be attending Mansfield Elementary, please contact the school in advance. This allows your child's teacher and class time to prepare your child's belongings and set aside a special time to say goodbye. Your child will need to go through the appropriate check-out procedures, including library fines, lunch account and transcript/ progress reporting details.

FIELD TRIPS

Good behavior is prerequisite for attending field trips. Teachers may decide to exclude students based on classroom behavior. Field trips are often graded. Those who stay behind will have alternate assignments. *Science Camp: Students with office referrals are at risk of not attending camp.*

LEAVING EARLY

Attendance in school is important for kids. If you must take your child early, please sign student out at the office. Please notify your child's teacher in advance of pre-arranged absences. Those other than parents wishing to sign out a student from class must have written parental/guardian consent. Failure to sign a student out of school will result in an unexcused absence. Attendance procedures apply.

BUSSES



As a courtesy to our bus drivers, please inform them when not riding the bus. Students riding home on a bus that is not regularly their bus need to provide a note to the school with a parent signature. Students are expected to board their bus in a timely manner and are expected to follow all rules while riding the bus. Buses arrive at 7:30 a.m. and the school building opens to accept all students at 7:30 a.m.

BUS RULES	DISCIPLINE STEPS
<ol style="list-style-type: none"> 1. Do not distract the driver 2. Remain seated at all times; keep hands inside the bus 3. No eating or drinking on the bus 	<ol style="list-style-type: none"> 1. Warning 2. Assigned Seat 3. Office Referral

Reminder: Riding the bus is a privilege. Please reinforce these expectations and consequences with your child. Failure to follow bus rules will result in a bus suspension and may result in a school suspension.

AFTER SCHOOL ACTIVITIES

Elementary Sports

We have had AAU basketball (winter), available in the past for our elementary students. Availability of these or other sports programs depends solely on community volunteers who are willing and able to coach our teams. If you are able or willing to help out with sports activities for our elementary students, please contact the office- we would love to keep our teams going! Check with Mr. Darlington, or our Athletic Director for information regarding sports that are offered.

Elementary Clubs

High school and community volunteers make clubs happen! Clubs may include 4-H, Cheer, Dance, Gymnastics, Drama, Crafting, Homework Center, Art, poetry, writing, reading, math, science, technology and more! If you would like to volunteer to lead a club or if you have ideas for another club you would like to lead, please contact the office or speak with a teacher in the elementary.

Junior High Sports Teams Eligibility

Depending on numbers and athletic regulations of specific sports, 5th graders may try out for junior high sports teams. **Students managing or participating in Junior High sports teams must maintain grades of 3s or better in class.** The grades that are turned in by individual teachers each Monday are the grades that will be used to determine student eligibility. Any student ineligible for a total of 4 weeks with in any given season will be dismissed from the team. Any corrections or adjustments to the grade that is turned in are strictly the decision of the individual teacher. Students need to complete a physical given by a medical doctor to participate in sport activities.

Beginning Entrance Age

A child entering Preschool must be four years of age on or before August 31.
A child entering Kindergarten must be five years of age on or before August 31.
For Preschool and Kinder students proof of immunization must be provided before a child can be registered. A child entering first grade must be six on or before August 31

SECONDARY SPECIFICS

Secondary Schedule

Periods	1 st	2 nd	3 rd	4 th	LUNCH	5 th	6 th Block
Normal	8:00-8:55	8:58-9:53	9:56-10:51	10:54-11:49	11:49-12:19	12:22-1:17	1:20-2:40
½ Day	8:00-8:35	8:38-9:13	9:16-9:51	9:54-10:29	5 th 10:32-11:07	6 th 11:10-12:00	Lunch 12:00-12:30
2 Hr LS	10:00-10:35	10:38-11:13	11:16-11:51	Lunch: 11:51-12:21	4 th : 12:24-12:59	1:02-1:37	1:40-2:40
Advisory	Every Tuesday 2:20-2:40 with your advisor.						

*LS=Late Start

Academics

GRADUATION REQUIREMENTS Policy 2410 & 2410P

Subject	Number of Credits	Additional Information
English	4	
Math	3	Algebra 1 or Integrated Math 1 Geometry or Integrated Math 2 A 3 rd credit of math
Science	3	At least two lab A 3 rd credit of science
Social Studies	3	1.0 U.S. History and Government .5 Contemporary World History, Geography, and Problems .5 credits of Civics 1.0 credits of Social Studies Elective (may include .5 credits of a second semester of Contemporary World History or the equivalent)
Arts	2	Performing or visual arts 1 credit may be a Personalized Pathway Requirements**
World Language	2	Both credits may be a Personalized Pathway Requirements**
Health & Fitness	2	.5 credits of Health 1.5 credits of Fitness Up to 1 credit can be waived through athletic participation/completion
CTE	2	1 required by State Board of Education 1 required by school district
Electives	2	
Personal Finance/Senior Presentation	1	Additional school district requirement
Computers	1	Additional school district requirement

Students are required to earn a minimum of 26 credits to graduate from Mansfield School District. If a student does not fulfill graduation credit requirements, they will not be allowed to walk through graduation. Only students who fulfill graduation requirements will be allowed to participate in graduation ceremonies.

GRADING PROCEDURES

Final grades are issued at the end of each semester. Teachers will identify in their individual policies the criteria used for determining grades. Tardiness, attendance, and participation can be used to determine grades in part or in whole for each course. Grading policies for each course will be discussed and posted in the classroom. Students will have 2 weeks to make up incompletes. After 2 weeks, incompletes are change to F's.

GRADING SCALE

93 – 100	A	4.0
90 – 92	A-	3.7
88 – 89	B+	3.3
83 – 87	B	3.0
80 – 82	B-	2.7
78 – 79	C+	2.3
73 – 77	C	2.0
70 – 72	C-	1.7
68 – 69	D+	1.3
60 – 67	D	1.0
Below 60	F	0.0

PROGRESS REPORTS

The staff of Mansfield School feels it is important to keep open lines of communication with parents regarding student grades. In addition to semester report cards, progress reports will be given to students on a weekly basis.

HONOR ROLL REQUIREMENTS *Policy 2410*

1. Students must be enrolled in at least 5 classes in a 6 period day or 3 classes in a 4 period block schedule in which letter grades (A-F) are given.
2. Students must earn at least a 3.0 GPA for grading period.
3. Honor roll will be listed in the local newspaper at the end of each semester.
4. No distinction of program modification will be made when reporting honor roll information to the media.
5. Grades earned in the Running Start Program or College in the Classroom will be considered.

HONORS AND AWARDS *Policy 2410*

The valedictorian shall be the senior student having maintained the highest cumulative grade point average from the date of entrance into the high school program until the second semester of their senior year. To be Valedictorian, the student must have **at least a 3.5 cumulative GPA** and the Salutatorian must have the second highest grade point average, and maintained **at least a 3.0 cumulative GPA**. Both the Valedictorian and the Salutatorian must meet the honor roll requirements for a minimum of 3 semesters during their Junior and Senior years. Mansfield students in the foreign exchange program and on-campus running start students are eligible as candidates for Valedictorian and/or Salutatorian. Foreign Exchange students from other countries and full time off-campus running start are ineligible. Any unusual circumstances must be approved by the Mansfield Board of Directors.

RUNNING START/ COLLEGE IN THE HIGH SCHOOL

Junior and Senior level students may take college classes taught on the Mansfield campus through Wenatchee Valley College (WVC) or Central Washington University (CWU) which count for high school and college credit, or attend WVCC Running Start for credit. College courses which are substituted for required courses at Mansfield School District must be approved in advance. Students may be required to pass an entrance examination or have pre-requisite coursework prior to being considered. Fees may be associated with receiving college credit in some instances.

VOCATIONAL CLASS OFFERINGS

Vocational courses are regularly available in the following areas:

Equine Science Intro to Ag Animal Science Ag Shop

ACADEMIC REVIEW/ CLASS FAILURE

Failing a class is a serious concern at Mansfield and marks a need for intervention by parents, teachers, and staff. The GEAR UP program offers afterschool tutoring to support student learning. If a student continues to have unsatisfactory progress steps will be taken to help the student improve. First, contact will be made by a classroom teacher by phone or letter. Secondly, a letter of concern will be sent home to parents from the Principal. If there is no marked improvement then a conference including the student, parents, teachers and Principal will be scheduled. The reason for the failing grades will be determined, a corrective plan will be developed, and expectations for the student will be made explicit in an academic agreement. The educational team will keep in close contact with parents.

EXTRACURRICULAR/ CO-CURRICULAR ACTIVITIES

EXTRA/CO-CURRICULAR PROGRAMS

Students are encouraged to get involved in extra/co-curricular offerings. Research shows that students involved in programs outside the school day perform better in school. The following extra/co-curricular programs are a sample of offerings at Mansfield School:

ASB	FFA	Football	Baseball
Cheerleading	Volleyball	Softball	Track
Basketball	Student-Developed Clubs		

ASB Policy 3510

The Associated Student Body is comprised of Mansfield School students. Student government is formulated through the Associated Student Body. Officers are voted upon each year and include the president, vice president, secretary, activities coordinator, and community relations.

An ASB card is optional for students who choose to participate on any athletic team or co-curricular club. The card entitles the student admission to all home athletic contests and reduced admission to away contests and other home events such as dances, plays, etc. ASB cards must be shown prior to admittance to any school sponsored event. ASB cards are available for students in K-7 grades for \$5.00, 5th-7th grade athletes for \$15 and 8th-12th grade athletes for \$25.

DANCES

School dances are for the social enjoyment of the students and their guest. All fast dancing must be face to face (no grinding). Students will be warned. If this kind of dancing continues, parents will be called and the student will be asked to leave the dance. All school rules will be enforced at school activities.

Dance Attendance, Guest and Sign-Out Procedures

1. High School dances are held for 7th – 12th grade students only.
2. Students must be 9th – 12th grade to attend prom.
3. If a high school student wishes to bring a guest to a dance, that guest must be registered in the office and approved by the principal no less than 1 week prior to the dance.
4. No persons over 20 years old will be permitted as a guest to any high school dance.
5. The guest must accompany the student when entering the dance.
6. No students or guests will be permitted to leave and re-enter a dance. Once a student has left the dance they shall not be permitted to re-enter for the remainder of the evening.
7. All persons leaving a dance must sign out with the chaperones prior to leaving.
8. Students in discipline action at our school or another school will not be permitted to attend dances.

ATTENDANCE

ATTENDANCE Policy 3121, 3122 & 3122P

Goal

We believe that school attendance is not just a school issue but a community issue. The extent of a student's success is determined by a couple of things. First, it is our responsibility to keep accurate attendance records. Second, it is the parent's responsibility to call or write a note within 24 hours of the student's absence to excuse the absence. Finally, if we share this responsibility, **students will improve their academic achievement** and be able to establish meaningful relationships as part of a professional learning community with their peers and staff at MHS.

Student absences & tardiness are recorded by class period and are classified in the following ways: (Please keep in mind that a parent or student can ask for an attendance report print out).

Unexcused Absence

The student is late 10 or more minutes to class or is absent in one or more classes in any one day and fails to have a parent or guardian call or provide a written note for the absence within two school days 24 hours of the student's absence. The Student may be assigned a 2-hour detention for having unexcused absences. This is to recuperate some of the lost learning time. The school is not responsible for contacting parents/guardians when phone numbers have been changed or disconnected without notice to the school or if false information has been given. On school reports unexcused absences are identified as "W" or "U": "W" is reported by regular classroom teacher. "U" is reported by the office.

Truancy Petition Process

When a student has an unexcused absence the district shall:

- a. Notify the parent or guardian in writing or by telephone after one unexcused absence in any month.
- b. Request a conference with the parent or guardian and child to analyze the causes of the student's absences after two unexcused absences in any month (a regularly scheduled teacher-parent conference held within thirty days may substitute).
- c. Take steps to eliminate or reduce the student's absences, including: adjusting the school program, school, course assignment; providing more individualized or remedial instruction; offering enrollment in alternative schools or programs; or assisting in obtaining supplementary services.
- d. After 3-5 unexcused absences in a month, or 7-10 in a school year, the district shall file a truancy petition to the Douglas County Court.
- e. BECCA Bill laws apply-The district may file on as little as two unexcused absences in a month and seven in a school year.

Tardy

The student arrives to class less than 10 minutes late. Tardies fall under the Level 1 Discipline Steps. On school reports tardies are identified as "T" or "L": "L" is reported by regular classroom teacher. "T" is reported by the office.

Excused Absence

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher. Pre-arranged absence forms are to be filled out and approved by the principal prior to the absence.

- A. **Participation in school-approved activity.** To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. **Absence due to illness, health condition, family emergency or religious purposes.** When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) shall notify the school office of their absences with a signed note of explanation. Students fourteen years old or older who are absent from school due to testing or treatment for a sexually transmitted disease shall notify the school of their absence with a signed note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion. A parent may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student shall be allowed one makeup day for each day of absence.

- C. **Absence for parental-approved activities.** This category of absence shall be counted as excused for purposes agreed to by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent-approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course. A student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.
- D. **Absence resulting from disciplinary actions —suspension/expulsion.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on suspension/expulsion shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.
- E. **Extended illness or health condition.** If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty. The district may request a doctor's note in the case of extended illness absences.
- F. **Habitual absences frequently excused by parents or guardians may result in a BECCA filing with the County Truancy Court, depending on the situation/circumstances of the absences.**

ATTENDANCE FREQUENTLY ASKED QUESTIONS (FAQ):

- **What kind of information should I include in a parent excuse?**
Important information in a parent excuse should include:

1) The student's name	2) The reason for the absence(s)
3) The date the excuse was written	4) Date(s) of the absence
5) Parent/ guardian signature	
- **Isn't any parent excuse good enough for my child to receive an excused absence?**
No, only those excuses that are in accordance with state law listed above (A-E) in the excused absence section are acceptable.
- **Can the reason I give for excusing my child be questioned?**
Yes. Honesty is the best policy. Even when oral or written verification is received, school officials have the discretion to investigate the circumstances surrounding absences.
- **If I have any questions regarding my child's absences, what can I do?**
Please call the school office and ask for the attendance secretary. If you have any further questions, please ask to be referred to the Principal.

SIGN-INS AND SIGN-OUTS

Parent permission is required for students to sign out of school. Students may be allowed to sign themselves out of school, with parent permission, for medical appointments and special circumstances. In order for a student to sign-out, he or she must present a hand written note from his or her parent or guardian, and/or the parent or guardian must contact the school to make a verbal request for their student to sign-out at a designated time. Administration office authorization is also required. If a student attempts to take advantage of this policy, he or she will forfeit this opportunity. Failure to sign-out will result in an unexcused absence.

CLOSED CAMPUS Policy 3242

Mansfield School District is a closed campus for all grades. Students shall remain on school grounds from time of arrival until close of school unless officially excused. Students in grades 9-12 have the opportunity to leave campus at lunch time if there is a release of liability form signed by a parent/ guardian on file in the district office. Phone calling by a parent for release will not be permitted. Students with lunch time campus liability forms on file in the office agree to follow the parking and check in/out expectations. Attendance and tardiness will be carefully monitored. Loss of the off campus privilege may be revoked if abused.

DISTRICT EXPECTATIONS & PROCEDURES

FOOD SERVICES

Student Prices:

Breakfast \$1.35

Elementary lunch PK-6 \$2.50

Jr/Sr High School lunch \$2.65

Adult Prices:

Breakfast.....\$3.10

Lunch.....\$4.55

FIRE DRILL, LOCK DOWN & OTHER EMERGENCY PROCEDURES

Students will practice drills for emergency procedures. All staff members are trained in the comprehensive safety plan used.

DISTRICT CERTIFIES DRUG FREE ENVIRONMENT *Policy 2121 & 5201*

The Mansfield School District has anti-drug programs in place and has established age appropriate and developmentally based drug and alcohol education and prevention programs for all students. The education programs are designed to teach a student that using illicit drugs and alcohol are wrong and harmful and addresses the legal, social, and health consequences of such abuse. The district also has in place standards and policies that prohibit possession, use, and distribution of illicit drugs and alcohol by students and employees on school grounds. Appropriate policies that describe disciplinary action and sanctions are in place and will be imposed on those who violate the standards. Students, parents, and employees are aware of these expectations and sanctions which are consistent with local, state, and federal law. The District must conduct a biennial review of its programs if they are needed and ensure that disciplinary sanctions are consistently enforced. Therefore, with these programs, policies, and assurances, the District certifies with the Washington State Department of Education and the U.S. Department of Education in Washington, D.C., that it maintains a drug free environment for students and employees. This certification is in keeping with the final regulations for the Drug Free Schools and Communities Act of 1989 as published in the Federal Register, August 16, 1990.

USE OF TOBACCO PRODUCTS PROHIBITED *Policy 4215*

Current school laws of the State of Washington and Mansfield School District policy prohibit the use of tobacco in any form on school district property. The Board of Directors and your school staff realize that this will be an inconvenience for some patrons. Thank you for your cooperation and understanding.

LOCKERS *Policy 3230*

Upon entrance, each student is issued a locker. Students are expected to keep belongings in their own lockers. Report any locker problems to the office. Students are not allowed to use personal locks. Students are responsible to keep their lockers and the area in front of it clean and free of rubbish. The lockers are the property of the school district. School authorities have the right and obligation to check lockers for the safety, welfare, and protection of students on school property.

CELL PHONES & PERSONAL LISTENING DEVICES: *Policy 3245*

Cell phones and electronic devices are NOT allowed during class time at school but they may only be used before school, at lunch, or after school. OR, if a teacher feels it is necessary for an educational purpose. If a student is using his/her cell phone during class time, which also includes passing periods, the following actions will take place: 1st offense. Device is taken by staff member and turned into the office. The phone may be retrieved at the end of the day from the office. An electronic referral will be entered into the school data system. 2nd offense. Device is taken by staff member and turned into the office. The parent or guardian must come and get the device, and an electronic referral is written. 3rd offense. Device is taken by staff member and turned into the office. The device will remain in the office for 5 days (or a parent or guardian may come and retrieve the device, but the student is not allowed to have ANY electronic device on campus for 5 school days.

4th offense. The device is taken and a parent or guardian may come and retrieve the device. The student is no longer allowed to have any electronics on campus for the remainder of the school year. In all situations, an electronic referral will be written by the staff member who confiscated the device. Every staff member has a phone in their room that students can use in case of emergency.

STUDENT TELEPHONE USAGE

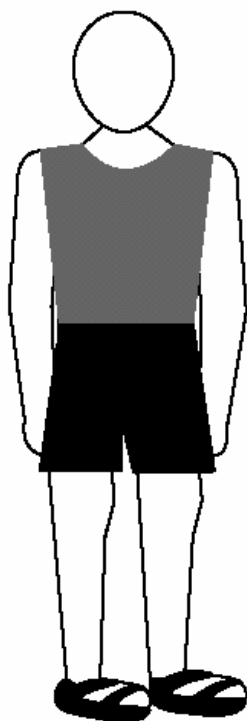
In case of emergencies, a student may use the school telephone by obtaining permission. Students should make all social plans at home before or after school hours where parental/ guardian permission can be readily obtained. Phone messages will be taken by the office and delivered to students at appropriate times. **Except for emergencies, students will not be called out of class for phone calls. Students will not be allowed to use the phone in the office for anything but emergency use.**

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, personal listening devices, cell-phones, cameras, or other valuables to school. The school is not responsible for loss of personal property.

DRESS CODE Policy 3224

The Mansfield School strives to present an atmosphere where all students feel safe, show pride in themselves and others. Dress and grooming are rightfully the responsibility of the individual and his/her parents. To be appropriate for school, dress and grooming must be clean, neat and safe. It should not constitute a safety or health hazard nor should it hamper the educational process. Students who come to school in inappropriate dress will be given an opportunity to correct the situation by changing their clothing if possible. If the student is uncooperative, the matter will be handled under our discipline code. Our goal is to prepare students for work and career, which includes modeling and expecting appropriate dress during the school day.



- Shoes must be worn at all times. Slippers do not qualify as shoes.
- Skirts and shorts should reach at least the fingertips in length.
- Tops should be long enough to be able to tuck into pants or skirts with no midriff showing and should demonstrate an appropriate neckline.
- Undergarments should not show, with the exception of bra straps if wearing a tank top
- Clothing with inappropriate language or pictures (including the advertising or promoting of substance use) is not appropriate
- Sheer clothing is not acceptable unless worn over an otherwise acceptable garment
- Halter tops, swimwear, or pajamas are not appropriate
- Clothing that is offensive to others based on community norms is not allowed
- No gang attire or gang related clothing will be allowed

*If in doubt, do not wear it!

Students who are in violation of dress code will be asked by staff to change into appropriate clothing and issued a warning. Parents may be contacted to bring a change of clothes to their child. Repeated offenses will result in office discipline referral.

The shaded portion of this figure represents the front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.

Please Note: Some classes may have a need for special dress requirements and clothing for extra/co-curricular activities may be deemed appropriate for that activity even though it does not meet the above standards (i.e. formal dance clothing, game uniforms, etc.).

PHYSICAL EDUCATION CLOTHING

To provide the maximum learning time in physical education classes, all students (grade 7 through 12) are required to wear standard PE clothing. This includes a tee-shirt, mid-thigh length athletic shorts and non-marking gym shoes that must be worn by all students in order to participate in PE.

PE/RECESS

PE and recess will be held in the gym or outside, depending on the activity and the teacher. Gym shoes are needed anytime the gym is used. These shoes need to be used for the gym only and should be kept at school to be available when needed. Please select shoes with non-marking soles only for gym use.

MOTOR VEHICLES *Policy 3243*

Pupils driving motor vehicles to or from school shall abide by such rules of vehicle use during the school day as may be prescribed by the District Board of Directors. Students of Mansfield School District may use motor vehicles as a mode of transportation to and from school. During school hours, the student must obtain permission to go or drive his or her vehicle. Students taking classes off the school premises who find it necessary to drive must obtain permission slips from the office and have their parents sign them.

GUESTS AT SCHOOL

Guests will be allowed to attend school with current Mansfield students with Superintendent/Principal's permission. Students requesting a student guest must get a form from the office and complete it at least 2 days prior to the visitation. The guest form must be signed by all teachers then turned in to the Principal for final approval. If any teacher denies a guest in their classroom, the Principal may choose to allow the guest to visit another room during that class period. Guests will not be permitted to attend during any testing week.

GUIDELINES FOR CHILDREN WITH LIFE-THREATENING CONDITIONS

Prior to attendance at school, each child with a life-threatening health condition shall present a medication or treatments order addressing the condition. A life threatening health condition means a condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and nursing plan are not in place. Following submission of the medication or treatment order, a nursing plan shall be developed. Students who have a life-threatening health condition and no medication or treatment order presented to the school shall be excluded from school, to the extent that the district can do so consistent with federal requirements for students with disabilities under Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Please contact the Special Services office at the school if you have any questions or would like further clarification.

STUDENT INSURANCE

The school district USIP insurance covers students during the school year while on school property, engaging in school-sponsored activities and coming directly to school and going directly home from school (Excluded: transportation in 2 or 3-wheel motorized vehicles or snowmobiles). There is additional student accident insurance for involvement in sport activities available to families upon request. Information packets are available in the school office.

PUBLIC DISCLOSURE OF STUDENT INFORMATION & DIRECTORY INFORMATION *Policy 3231*

Information related to individual students (personal, academic, health, discipline, and other) shall be treated in a confidential and professional manner. Information regarding students may be available for disclosure upon parent/ guardian consent. The District newsletter publishes pictures of students in conjunction with activities throughout the school year. If you do not want your child's name or picture to appear on the school website or in school newsletters, please inform your child's teacher and the office. Additionally, if you prefer that directory information about your child (such as name, photograph and achievements) not appear in the media, please contact the school office.

SPECIAL EDUCATION PARTICIPATION

Those interested in attending a meeting and/or reviewing the IDEA application and related surveys and reports

may call the school 509/683-1012 for specific information.

HOMELESS ASSISTANCE

Students who become homeless may receive assistance to remain at school and receive other support/assistance. Please contact the school’s Homeless Liaison Bruce Todd at 509/683-1012. The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence."

VOLUNTEERS- COMMUNITY CONNECTIONS

Volunteers expand educational opportunities for young people, provide assistance to teachers and staff, enrich the curriculum, and involve all portions of the community in the educational process.

Volunteers are anyone who is friendly, reliable, flexible, and enjoys young people and is willing to spend time working cooperatively with school staff. We are looking for volunteers who recognize that well-educated young people are our greatest natural resource and feel obligated as a citizen to support and help the schools in their effort to educate.

We have two types of volunteer opportunities at Mansfield School District. Please refer to the table below to consider your role as volunteer and associated requirements. Thank you for considering volunteering at Mansfield! We truly appreciate the service of our volunteers.

“Guests”	“Partners”
Guest volunteer opportunities may include but are not limited to: classroom helper, library helper, room parent, field trip helper, etc.	Partner volunteers are more active in the school and may be a student mentor, chaperone longer field trips, one-on-one reader leader, etc.
Guests are volunteers that are in direct sight of the teacher or other school district employee. A release for a background check through the Washington Access to Criminal History “WATCH” online program is required. There is no fee.	Partners are volunteers that may not always be in direct sight of a teacher or other district employee. Partners are required to go through a fingerprinting process which has an attached fee.

Please check with the district office for next steps in becoming a guest or partner of the Mansfield School District.

Visitors to the School

Parent/guardians are welcome to visit the school any time. In our continuing effort to provide the safest conditions for our students, we require that upon entering the school all visitors; including parents, report directly to the elementary office to sign in. There, visitors and parents will sign in and receive a visitor’s badge. The badge will be worn while the visitor or parent is in the school or attending a field trip and returned to the office prior to leaving. At that time, we will ask that the visitor sign out in the office. If a parent wishes to observe the classroom, 24-hour prior notification to the child’s teacher is a courtesy we require. Upon arrival, visitors should first report to the school office and receive their visitor’s badge before going to the classroom.

DISCIPLINE & HIB POLICY

General Information Policy 3241 & 3241

Washington State Law (RCW 28A.600.010) requires schools to make reasonable rules regarding student conduct to ensure a safe and orderly school (RCW 28A.600.040). These laws require students to comply with these rules and grant a district the authority (WAC 392-400-230) to suspend and expel students. Based on this foundation, administrators establish school rules and expectations focused on maintaining a safe, orderly, and civil learning environment.

Student misconduct is organized into two categories – unsafe behavior and disruptive misconduct.

Consequences are assigned in a progressively more severe manner. If misbehavior continues, a student may be removed from the school site and educational services through the suspension or expulsion process.

Misconduct is reviewed in total, meaning all behavior to date for the school year. Unsafe misbehavior may be considered over multiple years depending on the misconduct.

Jurisdiction of a school district extends to all school operated activities both on and off campus, when in transit to and from school and on field trips, and under certain circumstances may extend to off-campus activities including incidents that are initiated on campus or connected with the school. Students may also lose school privileges as a result of off-campus activities that have the potential to threaten the safe and orderly operation of a school. The school's jurisdiction shall be broader for those students involved in athletics and extra-curricular activities, which may include all activities of the student, which reflect poorly on the extra-curricular program.

DISCIPLINE DEFINITIONS

Detention: Detention is a form of general discipline/in-school consequence. Detention is ½ hour before or after school with the teacher who assigned the detention. It may be assigned for misbehavior or an attendance issue. Students will receive 24 hour notification. In some cases, when a parent can be contacted and arrangements made, a detention assignment may be made with less than 24 hour notice.

Short Term Suspension: A short-term suspension is a removal from school, all school activities and all school facilities for 1-10 days. All class work and assignments are available to students during short-term suspension. An informal appeal process to the Principal is available to students and parents. It must be made known to school officials within three (3) school days and may come as a letter or simply a phone call.

In House Suspension: An in house suspension is a form of short-term suspension, removal from one or more classes for a specified amount of time, normally 1-5 days.

Long Term Suspension: A long-term suspension is a removal from school, all school activities and facilities for 11-90 days. Sometimes a long-term suspension will be for the remainder of a semester (a semester is 90 days). All class work and assignments may be available to students during long-term suspension. A formal appeal process is available. A parent or student must notify the superintendent's office in writing of the intent to appeal within three (3) days of suspension.

Expulsion: A removal from school activities and facilities for an indefinite period of time. Class work and assignments are not available to the student. A formal appeal process requires written notification to the superintendent's office within three (3) days of the expulsion.

Emergency Expulsion: An emergency expulsion requires the immediate removal from school, school activities, and facilities for purposes of student safety and to investigate the circumstances. Class work and assignments are not available to the student. Notification of the emergency expulsion will be made to parents in person or by certified mail. There is a formal appeal process that requires written notification delivered to the superintendent's office within three (3) days of the emergency expulsion. An emergency expulsion may be converted to a suspension or an expulsion as part of the appeal process.

Parent Notification

Parents shall be notified in the instance of a student losing academic privileges in the form of a suspension or expulsion, prior to the action being initiated. Notification may be completed by telephone, a conference at the school, or a visit to the parent's home or work site. The written disciplinary notice shall be hand delivered, sent

regular mail, or emailed and shall include notification of due process rights to grieve or appeal the assigned discipline.

Discipline Records are only available to employees directly involved with a specific student and to the parents of that student. Misbehavior with continuing safety and disruption concerns shall have records that carry forward from one school year to the next as well as influence subsequent consequences. Discipline records are not part of a student's final transcript and only rarely are sent to a new school if a student moves.

THE CHART ON PAGE 15 SUMMARIZES DISCIPLINE

PROHIBITION OF HARASSMENT AND BULLYING Policy 3207

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

"Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW9A.36.080 (3). (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. Other distinguishing characteristics' can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by the other district policies or building, classroom, or program rules.

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

The attached Bullying Behavior Chart and No-Bullying Infraction Consequences are provided as guidelines and do not supersede Board Policy 3207. Levels denote increase in severity of consequences.

***THE CHART ON PAGE 16 SUMMARIZES BULLYING, INTIMIDATION AND* HARRASSMENT BEHAVIORS**

CLASSROOM MANAGEMENT, DISCIPLINE, AND CORRECTIVE ACTIONS

STUDENT HANDBOOK EDITION of Policy 3241P

Schools are obligated to provide a safe environment for students and employees. Students who are unsafe or disruptive shall be progressively disciplined consistent with State laws. Discipline will vary depending on the student's age, prior offenses, and any contributing disabilities. Parents always will have a right to appeal discipline consistent per District policy and State law. Consequences for misconduct may include the following administrative actions.

W = Warning

D = General discipline/in-school consequence

ST = Short-term Suspension for 1 -10 days

LT = Long-term Suspension for 11 -90 days

EE = Emergency Expulsion for 10 days during investigation

E = Expulsion from all public schools for one year

LE = Law Enforcement referral

	Common Range of Consequences	
	K – 6 th Grades	7 th – 12 th Grades
1. Alcohol & Drugs (Use or Possession)	W, ST, LE	LT, E, LE
2. Cheating on Schoolwork	W, D, ST	W, D, ST, LT
3. Dishonesty	W, D, ST	W, D, ST, LT
4. Dress Code Violations	W, D, ST	W, D, ST
5. Gang Activities	W, D, ST, E, LE	W, ST, E, LE
6. Harassment, Intimidation, & Bullying	W, ST, E, LE	W, ST, LT, E, LE
7. Lewd/Lascivious/Indecent Activities	W, ST, E, LE	W, ST, LT, E, LE
8. Non-compliance/Insubordination	W, D, ST, LE	W, D, ST, LT, E, LE
9. Physical Aggression & Fighting	W, ST, E, LE	W, D, ST, LT, E, LE
10. Rude & Offensive Language	W, D, ST	W, D, ST
11. Tardiness and Truancy	W, D, ST, LE	W, D, ST, LE
12. Theft	W, D, ST, LE	W, D, ST, LT, E, LE
13. Vandalism & Property Damage	W, ST, E, LE	W, ST, LT, E, LE
14. Weapon (Use or Possession)	ST, E, LE	ST, LT, E, LE

Discipline actions are not included on a student's final graduation transcript. However, violent and dangerous misconduct is included with a student's transfer records from grade to grade prior to graduation.

Appeals: A parent/guardian may appeal assigned discipline consistent with State due process laws. All appeals progress from dean of students, principal, superintendent, then to the Board of Directors.

Appeal timelines are:

W/D = 3 days to appeal verbally or in writing to assigning administrator.

ST, LT, E = 3 days to appeal in writing to assigning administrator.

EE = 10 days to appeal in writing to assigning administrator.

Detailed information on misconduct, consequences, and appeal process are included in the District's Procedure 3241P. Please see your building administrator if you have additional questions.

BULLYING, INTIMIDATION AND HARASSMENT CHART

	PHYSICAL <i>Harm to another's body or property</i>		EMOTIONAL <i>Harm to another's self-esteem</i>		SOCIAL <i>Harm to another's group acceptance</i>	
	Verbal	Non-Verbal	Verbal	Non-Verbal	Verbal	Non-Verbal
L E V E L 1	<ul style="list-style-type: none"> • Taunting • Expressing physical superiority 	<ul style="list-style-type: none"> • Making threatening gestures • Defacing property • Pushing/Shoving • Taking small items from others 	<ul style="list-style-type: none"> • Insulting remarks • Calling names • Teasing about possession, clothes 	<ul style="list-style-type: none"> • Insulting gestures 	<ul style="list-style-type: none"> • Starting/Spreading rumors • Teasing publicly about clothes, looks, etc... 	<ul style="list-style-type: none"> • Playing mean tricks
L E V E L 2	<ul style="list-style-type: none"> • Threatening physical harm • Blaming victim 	<ul style="list-style-type: none"> • Damaging property • Stealing • Initiating fights • Scratching • Tripping/causing a fall • Assaulting 	<ul style="list-style-type: none"> • Insulting family • Harassing with phone calls • Insulting intelligence, athletic ability, etc. 	<ul style="list-style-type: none"> • Defacing school work • Falsifying school work • Defacing personal property 	<ul style="list-style-type: none"> • Insulting race, gender • Increasing gossip or rumors • Undermining other relationships 	<ul style="list-style-type: none"> • Making someone look foolish • Excluding from the group
L E V E L 3	<ul style="list-style-type: none"> • Making repeated and/or graphic threats • Practicing extortion • Making threats to secure silence 	<ul style="list-style-type: none"> • Destroying property • Setting fires • Biting • Making repeated violent threats • Assaulting with a weapon 	<ul style="list-style-type: none"> • Frightening with phone calls • Challenging in public 	<ul style="list-style-type: none"> • Ostracizing • Destroying personal property or clothing 	<ul style="list-style-type: none"> • Threatening total group exclusion 	<ul style="list-style-type: none"> • Arranging public humiliation • Total group rejection/ostacizing

NOTIFICATIONS

POLICIES AND PROCEDURES

Parents and other members of the public have the right to request policies and procedures and any required evaluations, plans, and reports relating to the Special Education Part B program. Requests may be sent in writing to the Superintendent at Mansfield School District, PO Box 188, Mansfield, WA 98830-0188. District Board policies can be found on the school website at www.mansfield.wednet.edu, under the District Info tab.

CHILD FIND NOTIFICATION

Students in need of specialized education may be brought to the attention of the school district by parents or child care providers, educational staff, community agencies or other concerned individuals. Parents who wish to make their child (birth to 21) a "Focus of Concern" for special education may call the School District and ask for the special education director.

IDEA- SPECIAL EDUCATION - Individuals with Disabilities Education Act

Procedural safeguards are posted on the district website under the "Special Services" tab in both English and Spanish. Copies can also be provided to you upon request. Please contact the school office at 509-683-1012.

SCHOOL LUNCH PROGRAM

Mansfield School District participates in the National School Lunch Program, and the School Breakfast Program which provides free and reduced priced meals for qualified students. Please contact the school for an application form to participate in these programs at 09-683-1012. Forms can also be found on the district website at www.mansfield.wednet.edu under the "Forms" tab.

DRUG/ WEAPON FREE SCHOOL POLICY Policy 4210

Mansfield School District maintains all facilities in compliance with the state drug-free and weapon free facilities. No alcohol, tobacco consumption, or weaponry is allowed on District property, except for:

1. Persons engaged in military, law enforcement or District security activities.
2. Persons involved in a school authorized convention, showing, demonstration, and lecture or firearm safety course.
3. Persons competing in school authorized firearm or air gun competitions.
4. Any federal, state or local law enforcement officer.
5. Persons, over 18 who are not enrolled as students, with concealed weapons permit that are picking up or dropping off students.
6. Persons, over 18 not enrolled as students conducting legitimate business at the school and lawful possession of a firearm or other dangerous weapon, if the weapon is secured in a vehicle or is concealed from view in a locked, unattended vehicle.
7. Persons bringing dangerous weapons other than firearms if they are lawfully possessed and are to be used in a school authorized martial arts class; and
8. Persons over 18, or between 14-18 years of age with written parental permission, who possess personal protection spray devices to be used only in self-defense as defined by the state law. RCW 28A.600.420

SNOW DAYS

Snow days in Mansfield are very rare, but have occurred. Information regarding closures and late starts can be heard through the school's website: mansfield.wednet.edu, the Mansfield automated messaging service, KOZI Radio Lake Chelan, KOMW Radio Omak, and KPQ Radio, and also through TV stations KREM 2 and KING 5. If there is a late start, bus riders will be contacted by the school office for pick up times.

HOMESCHOOLING

In compliance with state law, parents providing home-based instruction to their children must file a statement with their local school district to that effect by September 11, or within two weeks of the beginning of any public school quarter or semester. Parents living in our district can file the statement with the Administration Office weekdays between 8:00 a.m. and 3:00 p.m., @ 491 Rd. 14 N.E., Mansfield, WA 98830.

PESTICIDE NOTIFICATION *Policy 6895 & 6895P*

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, 'Notice: Pesticide Application.' This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two or in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application. . Following the application of a pesticide to school grounds, notice shall be posted at the location of the application and at each primary point of entry to the grounds. It shall include the heading, "Notice: Pesticide Application," and shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide. These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

In compliance with federal legislation, the Mansfield School District has contract with the accredited personnel to complete AHERA inspections and management plans for all district buildings. The inspection discovered some friable and, or, no-friable Asbestos Containing Building Materials (ACBM) in the district building. Friable ACBM has been removed, encapsulated, encased, or otherwise protected in accordance with federal AHERA and state WISHA laws. Non-friable ACBM are being regulated in accordance with all federal and state laws. All friable and non-friable ACBM discovered during the inspections are recorded in the AHERA management plan along with the approved response actions for each. Copies of the AHERA inspection report and management plan for the school district are available for public review at the Administration Office during regular business hours. The school office also has available a copy of their respective building report. All questions regarding asbestos in the school district should be directed to the Superintendent, or Maintenance Supervisor.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), affords parents of students 18 years and under ("eligible students") certain rights with respect to the student's education records.

They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District

receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or Eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Mansfield School District to amend a record they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them to their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's information contained in the student's education records, except to the extent that FERPA authorizes disclosure with consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student servicing on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

*State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a "public records" request within five business days. RCW 42.17.320. For further information regarding FERPA or for other questions related to special needs students, please call the District Secretary or Superintendent at 509/683-1012.

ADA NOTICE

To be in compliance with the American with Disabilities Act, the District wishes to announce the following: Individuals with disabilities who may need a modification to participate in programs and/or meetings held in the district should contact the school office (509/683-1012) no later than three (3) days prior to the program/meeting arrangements so the modification can be made.

SEXUAL HARASSMENT *Policy 5010 & 5010P*

The district is committed to a positive and productive education and working environment from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities. Sexual harassment may include, but is not limited to sexual name calling, making fun of someone's gender, note writing, making sexually inappropriate comments, actions, and gestures, unwanted touching and indecent exposure. Sexual Inquiries regarding compliance and/or grievance procedures may be directed to any school staff member or to the district's Title IX Officer Title IX Coordinator Bruce Todd, Superintendent. Phone: 509-683-1012. For a copy of your district's Sexual Harassment policy and procedure, visit the school website at www.mansfield.wednet.edu under the District Info tab, School Board Policies, or contact your school or district office.

NONDISCRIMINATION- Complaint procedure *Policy 3210 & 3210P (Full policies can be found on district website)*

Students, and/or parents, staff or other individuals acting on behalf of students of the district are eligible to participate in this complaint procedure. A complaint shall mean a charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. A respondent shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

Level One

Request a meeting with the respondent alleged to be directly responsible for the violation and/or person with the immediate supervisor who is related to the complaint. These persons shall make reasonable efforts to meet with any student, or student representative, and the Title IX officer to discuss the issues that the student, or student representative, may wish to bring to their attention. Such a meeting shall be at the option of the complainant. If unable to resolve this issue at this meeting, the complainant may submit a written complaint to the Title IX officer.

Level Two

If unable to resolve this issue at this meeting, the complainant may submit a written complaint to the Title IX officer. The complaint must be signed by the complaining party and set forth the specific acts, conditions, or circumstances alleged to be in violation. The officer shall investigate the allegations set forth within 30 calendar days of the filing of the charge. The officer shall provide the superintendent with a full written report of the complaint and the results of the investigation. The superintendent shall respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint. The superintendent shall state that the district either:

- A. Denies the allegations contained in the written complaint received by the district; or
 - B. Shall implement reasonable measures to eliminate any such act, condition or circumstance.
- Such corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party.

Level Three

If a complainant remains aggrieved as a result of the action or inaction of the superintendent in resolving a complaint, the complainant may appeal to the board of the district by filing a written notice of appeal with the secretary of the board by the 10th calendar day following:

- A. The date upon which the complainant received the superintendent's response, or
- B. The expiration of the 30-calendar day response period stated in Level Two; whichever occurs first.

The board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. The board shall render a written decision by the 10th calendar day following the termination of the hearing and shall provide a copy to the complainant.

Level Four

In the event a complainant remains aggrieved with the decision of the board, the complainant may appeal the decision to any federal or state agency empowered with the authority to resolve such complaint.

Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, shall be retained in the office of the Title IX compliance officer for a period of 5 years.

Mansfield School District

Technology Use Policy

The Mansfield School District provides computer and network services to its students and employees. These services and hardware used to implement these services are the legal property and responsibility of the Mansfield School District. The following policies and procedures will apply to all technology users of the Mansfield School District. Violation definition and enforcement of said policy and procedures will be contained at the end of this document.

Section 1 - Technology Usage

- 1.1 Mansfield School District technology users must respect all aspects of the computer systems.
- 1.2 Installation or implementation of any form of computer virus is strictly prohibited. Violators will be subject to criminal prosecution at the state or federal level.
- 1.3 Access to pornographic, gambling, hate, or related web sites is strictly prohibited. Access may be monitored and reported to state or federal law enforcement.
- 1.4 Users must ensure that their usage of Mansfield School District technology complies with all local, state, and federal laws.
- 1.5 Users of any Mansfield School District technology system must respect any abide by all policies, laws, and regulations governing the Mansfield School District, the Internet, and software and hardware usage.

Section 2 – Network Resources

- 2.1 Under no circumstance will a user modify current configuration of any school owned device (computer, database, printer or networking equipment).
- 2.2 Users are prohibited from installing, modifying, or deleting any software, tools, or applications on Mansfield School District computer and/or network equipment.
- 2.3 Excessive storage of data on Mansfield School District systems is strictly prohibited. Mansfield School District reserves the right to permanently delete any unauthorized material including video, movies, and music (.wav or MP3 file format).

Section 3 – Passwords

- 3.1 All users are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords. The purpose of this section is to define a standard for the creation of suitable passwords, the protection of those passwords, and the frequency of change. Password cracking may be performed on a periodic/random basis. If a password is cracked during one of these scans, the user will be required to change it.

General

- All user-level passwords (e.g., email, web, desktop computer, etc.) should be changed every year.
- Passwords must not be inserted into email messages or other forms of electronic communication.
- All user-level and system-level passwords must conform to the guidelines described below.

Valid passwords should meet the following characteristics:

- Should contain both upper and lower case characters.
- Should contain digits and special characters (e.g., \$, &, @) as well as letters.
- Should be at least five alphanumeric characters long.
- Should not be based on personal information, names of family, etc.

- 3.2 Users should try to create passwords that can be easily remembered.
- 3.3 It is a violation of the Mansfield School District technology policy to write, post, and/or distribute your password in any form. Post-It type notes on your monitor, under your keyboard, mouse pad, or in a desk is strictly prohibited. Violators may face disciplinary actions established in this policy and will be forced to change their password.

Section 4 - E-mail Usage

- 4.1 E-mail will be used for the sole purpose of conducting the day-to-day business of the organization.
- 4.2 Mansfield School District mail accounts are not to be used for illegal, personal, financial, or any other purpose that violates the Mansfield School District Technology Policy or state and federal laws.

- 4.3 Any email account established by the Mansfield School District on the Mansfield School District network is the legal property of the Mansfield School District. All mail sent or received through an account is property of the Mansfield School District.
- 4.4 The Mansfield School District reserves the right to periodically inspect, monitor, or discontinue email transactions without the consent or notice of the user.
- 4.5 Each user must properly identify their self on each and every email sent through their mail account and they must accept accountability for any mail messages they send through their account. Users will not be held accountable for unauthorized (spoofed) email sent by name of their account.
- 4.6 Junk mail and chain letters are not allowed to be sent using Mansfield School District mail systems.

Section 5 - Internet Usage

- 5.1 Internet access will be used for the sole purpose of conducting the day-to-day business of the organization.
- 5.2 Users will not initiate any downloads which are not directly connected to the form, fit or function of their daily routine. Downloads will only be directed to an isolated and secure repository on the network, were these downloads will be scanned prior to release for use by authorized network personnel.
- 5.3 The viewing of any material over the Internet deemed “inappropriate” or “illegal” can and will be subject to disciplinary action and referral to local, state, and/or federal law enforcement agencies.

Section 6 - External Storage Devices and Laptop Computers

6.1 The use of personal removable storage media (floppy disk, jump drive, zip drive, or CD drive) is allowed under the approval of school district personnel.

- 6.2 Personal laptop computers are prohibited from being used on the Mansfield School District network without the prior approval of network administration. Only school district laptops will be allowed on the Mansfield School District network.
- 6.3 All approved media devices and laptops must be scanned prior to being connected to the network by authorized personnel.

Section 7 - School Data

- 7.1 All school and student data will be classified as public, private or confidential.
- 7.2 Public data is considered any data that is suitable for public distribution and will contain no information that describes or defines internal operation information.
- 7.3 Private data is considered to contain information that is meant for or used by employees and/or parents/guardians of the school district.
- 7.4 Confidential data is considered any information and process that describes or defines the internal operation of the school. This would include company finances, employee payroll and/or personal information, student lists and/or data, and internal operation processes or procedures.

Section 8 – Violation Enforcement

- 8.1 Any violation of the above-mentioned policies and/or procedures is grounds for immediate disciplinary action.
- 8.2 Disciplinary action will include the following steps:
 - 1. All violations will be documented on a disciplinary action form. This form will include the users name, date of violation, form of violation and disciplinary action take.
 - 2. The action taken after violation documentation may include documentation of the violation, suspension, termination, and/or referral to state and federal law enforcement if a crime was committed.
- 8.3 In the event that technology owned by the Mansfield School District is wrongfully and/or purposely damaged or destroyed, the user responsible for such damage will be required to reimburse the school district the sum of the cost for replacement.

Section 9 – Technology Policy

- 9.1 The Mansfield School District reserves the right to modify or change this document as it deems necessary.
- 9.2 If changes occur, this document will be presented to all users of the Mansfield School District Technology for review. Acknowledgement of the changes will be required.
- 9.3 Acceptance of this document is a prerequisite to the use of school district technology.

TECHNOLOGY USE AGREEMENT

I have read the 2019-2020 Technology Use regulations and provisions. I understand it is my responsibility to the follow rules and I understand the consequences if I do not follow them. **PLEASE RETURN THIS SIGNED ORIGINAL TO THE SCHOOL PRIOR TO BEGINNING USE OF SCHOOL COMPUTERS.**

Printed Name of Parent or Guardian _____
Date

Signature of Parent of Guardian _____
Date

Printed Student Name _____
Date

Signature of Student _____
Date

HANDBOOK VERIFICATION

I have read the 2019-2020 Mansfield Handbook. I understand it is my responsibility to the follow rules and I understand the consequences if I do not follow them. The school is not responsible for contacting parents/guardians when phone numbers have been changed or disconnected without notice to the school or if false information has been given. Please keep contact information current.

Printed Name of Parent or Guardian _____
Date

Signature of Parent of Guardian _____
Date

Printed Student Name _____
Date

Signature of Student _____
Date