

Manchester Middle School Student Handbook

2025–2026 School Year

WELCOME

The Manchester Middle School faculty would like to express a sincere **"Hello"** to our incoming sixth-grade students and a **"Welcome Back"** to our returning seventh and eighth graders.

All students who have attended school in this building have been very proud of their school and have taken good care of it. It is expected that you, as a student, will do the same during your attendance.

Throughout your life it is important to **set goals and plan for the future**. This notebook was purchased through the Drug-Free grant to help you plan for your success this school year. We hope that it helps you **gain academic achievement and enjoy the opportunities provided at Manchester Middle School**.

Please utilize **Progress Book** through www.panthercountry.org to ensure you are keeping up on your grades this school year. **Google Classroom** is used within the classroom to turn in assignments. This is a tool that is used throughout the building and is a helpful way to stay informed.

Have a great school year!

PURPOSE OF HANDBOOK

The purpose of this handbook is to provide information about Manchester Middle School for both **students and parents**. It serves as a guide to school rules, regulations, policies, programs, and services.

Not all questions can be answered in this brief handbook. Students are urged to ask **teachers, counselors, and administrators** questions that are not answered on these pages.

VISITOR'S PASS

- Parents are encouraged to visit our school at any time. Arrangements for a visit can be made at the office by calling or stopping in person.
 - State law requires that **all visitors come to the office** for permission to visit.
 - Students from other schools are **not permitted to visit or attend school** without permission of the principal.
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BEFORE AND AFTER SCHOOL REGULATIONS

- Students arriving before **7:25 a.m.** must wait in the cafeteria until the first bus arrives so that supervision is adequate.
 - No students are permitted to remain in the building after school unless supervised by a faculty member.
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ATTENDANCE PROCEDURES

- Attendance is taken each morning at the **beginning of homeroom**.
- Students must ask a parent to **call the school office by 9:00 a.m.** on any day they will be absent.
- Students are considered **tardy** if they arrive in the homeroom after **7:40 a.m.**

All absences from school must be reported by a parent or adult. If no phone call is received, parents will be called to verify the absence. After three such verification calls disciplinary action may result.

Attendance Review:

- Parents will be contacted on or before the **seventh day of absence**.

- Upon the **tenth day of absence**, the student's attendance record will be reviewed by the principal and, if necessary, referred to the **Summit County Truancy Officer**.
- Medically excused days are **not included** in the ten-day count.

If there is a concern regarding a student's attendance, the parent will be contacted on or before the seventh day of absence and then notified by mail that upon the tenth day of absence the student's attendance record will be reviewed. When a student has accumulated ten days of absences, the principal will review the attendance record and will refer any attendance problems or concerns to the Summit County Truancy Officer for review. Medically excused days are not included in the ten days.

LATE ARRIVALS

- All students arriving after the school day begins must report to the **office**.
- Upon the **fourth non-excused late arrival**, disciplinary action will be taken in the form of **detentions**.
- Students will be informed of their total late arrivals through conferences with the **principal or counselor**.

All students who arrive at school after the school day has begun shall report to the office. Upon the fourth non-excused late arrival, disciplinary action will be taken. The disciplinary action will be in the form of detentions. Students will be kept informed of their total late arrivals through conferences with either the principal or the counselor.

EARLY DISMISSALS

- Students leaving before the end of the day must **check out in the office**.
- A note or phone call is required if early or partial dismissal is anticipated.
- Even leaving five minutes early **excludes students from perfect attendance**.

All students who leave school prior to the end of day must check out in the office. Students should inform the office with a note or phone call if they know they will require early or partial dismissal. Leaving even five minutes early excludes a student from achieving perfect attendance.

ATTENDANCE STANDARDS FOR MANCHESTER LOCAL SCHOOLS

Standard	Days Missed
Excellent	0 days
Good	4 days
Satisfactory	5–6 days
Needs Improvement	7–9 days
Poor	9+ days

Physician's excuse excluded.

COUNSELOR

The school counselor is an integral part of the **educational experience**, providing:

- Individual counseling
- Group work
- Guidance in decision-making and problem-solving
- Classroom guidance

- Resolving concerns and problems

The school counselor is an inherent part of the total educational experience of the student. The major portion of psychological and pupil guidance services involves working with the individual to help him develop to the fullest. This includes examining decisions that have been made or are about to be made, determining courses of action, classroom guidance, and resolving concerns and problems.

Both individual counseling and group work will be utilized to achieve the goals of the program.

DRESS CODE

Students are expected to be **neat and clean**. Dress must not interfere with the learning process.

Shirts/Tops:

- Straps must be **≥3 inches**; otherwise, a cover-up or cardigan is required.
- Shoulders and undergarments must be covered.

Pants/Shorts/Skirts:

- No sagging pants.
- No Holes in Pants or Shorts. Holes are permitted in jeans **only with leggings underneath**.
- Skirts and shorts must be **no more than four inches above the back of the knee**.

Outerwear:

- Sweatshirts or hoodies may be worn indoors.
- Jackets are **not permitted**.
- Students should keep an **extra sweatshirt in lockers** for unexpected chilly days.

Hair:

- No bold or unnatural hair colors/highlights.

Students are expected to be dressed neat and clean. Skirts and shorts are to be no more than four inches above the back of your knee. No shirts that have straps smaller than 3 inches are to be worn without a cover-up, cardigan or shirt covering up your shoulders and undergarment straps. No sagging pants. Holes are permitted in jeans if they have leggings underneath. If it is cool in the building a sweatshirt or hoodie can be worn, but NO jackets. Students should keep an extra sweatshirt in their locker for unexpected chilly days. No bold color hair/highlights in hair that is not of a natural hue will be allowed. Dress must not interfere with the learning process. A separate copy of this dress code is given to every student and will be implemented.

LOCKERS

- Assigned to each student; **property of the school**.
- Subject to search if considered a danger or to contain illegal items.
- Students are responsible for locker contents.
- **Locks optional**; school not responsible for stolen items.

Individual lockers will be assigned to each student. These lockers are the property of the school and are subject to search if, in the opinion of an administrator, the locker may contain illegal objects or items which may constitute a danger to the health and safety of the student body. Students are responsible for items in the locker, and the school cannot accept the responsibility for any items that might be missing from the locker. Locks are optional, but the school is not responsible for stolen items.

CELLPHONE USAGE

- Phones must remain **off and in lockers** unless instructed otherwise.
- Office phone available for emergencies.
- Violations:
 - 1st offense: Warning
 - 2nd offense: 1 day in-school suspension
 - 3rd offense: 2 days in-school suspension

No cell phones are allowed to be used during the school day. If they are caught with their cell phones out during the day for their first offense they will receive a warning. They will receive 1 day of in-school suspension for their 2nd offense and 2 days of in-school suspension for their 3rd offense. They are to remain off and in lockers at all times, unless otherwise instructed. There is a phone located in the office for students to use in case of emergencies

BUS SAFETY

Bus Stop:

- Arrive early and behave properly.
- Ride only your assigned bus.

On Bus:

- Remain seated; behave as in the classroom.

Arrival/Departure:

- Leave the bus promptly and proceed to your building.
- Only a specific amount of time is allotted for loading vehicles.

Do's and Don'ts:

- No pushing or shoving.
- No eating or animals on the bus.
- Cross **at least ten feet in front** of the bus.

A SPECIAL MESSAGE TO PARENTS OF STUDENT BUS RIDERS

Safety is our prime objective while transporting your children. Our aim is to get students to and from school each day via a comfortable, cheerful, and convenient ride, but above all a SAFE ride.

Transporting over 1500 students twice each day is a monumental task; we ask for complete cooperation from drivers, parents, and pupils. We are fortunate in Manchester to have excellent facilities and sufficient buses. We have shown continual improvement each school year. We submit to you the following instructions for students and solicit your assistance in helping us to reach our goal.

BUS STOP - Be there early and with good behavior. RIDE ONLY YOUR ASSIGNED BUS.

ON BUS - We request that all children conduct themselves in the same manner which is expected in the classroom. EACH STUDENT MUST BE SEATED WHILE THE BUS IS MOVING.

ARRIVAL - Leave the bus promptly and carefully; go to your building immediately.

BUS DRIVER - The bus driver is in charge of the school bus and all passengers. He or she is the "teacher" while the students are riding on the bus. THE BUS DRIVER REPORTS INFRACTIONS.

DISCIPLINE - We have procedures to insure discipline on the buses. Infractions may result in suspension from riding. It pleases us very much NOT to initiate these procedures.

DISMISSAL FROM SCHOOL - When leaving the school building, go directly to your bus in an orderly manner. Only a specific amount of time is allotted for loading vehicles.

GENERAL INFORMATION - Learn your bus number, its approximate parking place, and the BUS DRIVER'S NAME.

DO'S AND DON'TS - Be at the bus stop on time and don't shove or push. Do not damage the bus in any way. Don't carry large packages on the bus. Remember, no eating on a school bus. No animals allowed. Pay close attention to instructions from the driver. DON'T STAND ON A MOVING BUS. Cross in front of the bus by at least ten (10) feet and don't touch the outer parts of the vehicle.

BE A GOOD CITIZEN - The driver is responsible for your SAFETY - you are responsible to help him/her.

Questions: Contact **Director of Pupil Transportation**.

HOMWORK

- Varies by teacher; reinforces classroom concepts.
- Assigned work may require extra time at home.
- Teachers list homework on **Progress Book and Google Classroom**.
- Students should use an **assignment notebook**.

The amount of homework will vary from teacher to teacher. Homework must generally be characterized as the practice of concepts taught in the classroom so as to make these concepts natural to the student. Time is allocated during the school day for homework, but students may need additional time to complete assignments. The Middle School staff believes communication between home and school is very important and essential for student growth. Each teacher has e-mail capabilities and lists homework on Progress Book/Google Classroom, which can be accessed from the District website www.panthercountry.org. Each student has an assignment notebook where parents can check daily assignments or write notes to teachers.

TEXTBOOKS

- Property of the Board of Education; loaned to students.
- Students are responsible for **loss or damage**.

Textbooks are the property of the Board of Education and are loaned to students. They become the student's personal responsibility. Students will be charged for any loss or damage to books which occur while in their use.

STUDENT ACTIVITIES

Clubs

Club	Advisor	Grades	Meetings
Youth to Youth	Mrs. Daniels	6–8	Monthly until 3:15pm
Art Club	Mrs. Knisely	6–8	Monthly after school
Pep Club	N/A	6–8	Monthly after school
Power of the Pen	Mrs. Mihajlovic	7–8	Weekly
School Play	Mrs. Ilg	6–8	After school
Ski Club	Mrs. Daniels	All	Jan–Feb, after school
Arnold Service	Mrs. Varner	6–8	Ongoing projects
Builder’s Club	Mrs. Flanagan	6–8	Monthly

Youth to Youth

Advisor: Mrs. Daniels

Club is an organization that promotes and educates on the dangers of drug/alcohol abuse and use. Our goal is to encourage others to live a drug-free lifestyle and to make healthy choices. Peer pressure, decision- making and self esteem issues are just a few of the topics. Students in 6th-8th are encouraged to join. We meet once a month until 3:15pm.

Art Club

Advisor: Mrs. Knisely

Art Club is open to all 6th thru 8th grade students. Art Club holds monthly meetings after school from 2:40pm-3:15pm. Art Club sponsors contests for the young artist. The contests usually revolve around the holidays. For example, at Halloween we decorate pumpkins. We participate in community services and at the end of the year we celebrate our hard work with an ice cream party!

Pep Club

Advisor: N/A

The purpose of Pep Club is to spread school spirit. Pep Club meetings occur one day a month after school. Students create signs to decorate school hallways. Pep Club traditionally runs a fundraiser during the year to raise money for uniforms or supplies needed for the Cheer Squad. In the past it has been Carnation Sales, Pop Sales, etc.

Power of the Pen

Advisor: Mrs. Mihajlovic

Power of the Pen is an interscholastic writing program offered to all seventh and eighth graders. At weekly meetings the students practice creative writing and the elements of good writing in preparation for the three yearly tournaments. Members are encouraged to take pride in their work and develop a love for language. Meetings are weekly.

School Play

Advisor: Mrs. Ilg

The school play is generally presented in the Spring each year. Tryouts will be at the beginning of December. All grades are encouraged to try out. Practices are held after school.

Ski Club

Advisor: Mrs. Daniels

Ski Club is an after school club that begins at 3:00pm. The bus takes us to Brandywine Ski Resort. Ski Club begins in January on Wednesdays. The students take lessons the first five nights. The cost ranges from \$110-\$160. The bus returns to the school around 9:00pm.

Arnold Service

Advisor: Mrs. Varner

Arnold Service is a club that stresses community service and service to our school. We are involved in many projects as a group and also individually. A few of our projects include collecting hats and gloves for kids in need, baking dog biscuits for animals at the Human Society and tutoring for Nolley. We track our members' hours of service and they are recognized and rewarded at the end of the year.

Builder's Club:

Advisor: Mrs. Flanagan

The goal of Builder's Club is to promote a global organization of volunteers dedicated to changing the world. Builder's club meets monthly and tries to promote a sense of community within our school walls. The members take part in monthly activities that focus on friendships, giving thanks, volunteering and making a difference.

Extra-Curricular Activities

Listed below are activities available to Manchester Middle School students who meet eligibility requirements. You should be alert during the school year for announcements of meetings for these activities.

Activity Who Can Participate When Held

Extra-Curricular Activities

Activity	Grades	Season
Football	7–8 Boys	Sept–Oct
Volleyball	7–8 Girls	Sept–Oct
Basketball	7–8 Boys & Girls	Nov–Mar
Wrestling	7–8 Boys	Nov–Jan
Ski Club	All	Dec–Feb
Cheerleading	7–8 Girls	Fall/Winter
Cross Country	7–8 Boys & Girls	Sept–Oct

DISCIPLINE

- True discipline comes from **within the individual**.
- Lunch detentions may be given for **poor conduct or missing work**.
- True discipline is that which comes from within the individual. Since discipline is necessary in the society in which we live, it must be maintained in the school.

DAC (Disciplinary Action Class) may be assigned for repeated violations.

True discipline is that which comes from within the individual. Since discipline is necessary in the society in which we live, it must be maintained in the school.

DETENTION

Lunch detentions may be given for work not done or poor conduct. After three (3) detentions, parents will be called by a staff member. If a student accumulates six detentions in one grading period, the student may be assigned to D.A.C. (disciplinary action class). Lunchtime is also used at times for students to serve detentions and complete missing class work.

LOST AND FOUND

Lost and found items will be in the hall by the school store. The school secretary will hold all jewelry and valuable items until they are claimed with proper identification. Clothing items will only be kept for one week and then donated to charity.

Emergency Drills

- Fire

Manchester Middle School is responsible for having an adequate plan to evacuate the building in case of fire. This plan will be thoroughly discussed with students, and drills will be planned throughout the year.

- Tornado

Tornadoes are regarded as the most serious kind of storm. A plan to protect all students during this kind of storm has been devised to assure as much protection as the building can provide. This plan will be explained to all students each year and drills will be planned. A weather alert radio is in operation every day and the office will maintain a weather watch.

- Lockdown

We will be conducting an annual Lockdown drill. The purpose of this drill is to practice moving the teachers and students to a secure area.

STUDENT VACATION & MAKE-UP WORK

- Vacations during school are **not encouraged during the school year**.
- Notify teachers **1 week in advance** using a **vacation form**.
- Make-up work assigned **before or after vacation** must be completed within **5 school days**.

Student vacations are not encouraged during the school year. Class work, discussion, and student interaction that takes place in the classroom can never be made up. However, with vacation policies in business and industry continually changing, it sometimes becomes unavoidable that families take their vacations during the year.

At Manchester Middle School each teacher requires notification of a student's intention to go on vacation. This notification should be in writing from a parent at least one week prior to departure. A vacation form should be picked up in the office. Work that can be made up will be assigned before and after the student's vacation. Work assigned before the student leaves is due upon the student's return. Work given upon the return of the student is due within five school days. This timeline will also hold for extended illnesses.

PARENT-TEACHER CONFERENCES

- Fall and Spring scheduled conferences.
- Additional conferences by **appointment**.

The parent-teacher conference is one of the most effective tools the classroom teacher can use to win the confidence and cooperation of parents and obtain more complete knowledge about the student. It is also the best way for parents to learn what the school expects of the student, how the student is progressing in school, and what they can do to help him progress better. Fall and spring conferences will be a scheduled event. A conference can also be arranged at any time during the school year by calling the school office or emailing his/her teacher(s).

SCHOOL CLOSING

- Severe weather/emergency notifications via **Manchester emergency all-call** or wkyc.com.

In cases of severe weather or emergencies, school closings will be communicated through the Manchester emergency all call or you can sign up for notifications on wkyc.com to be sent to your cell phone.

SCHOOL CALENDAR

A calendar of school events is distributed monthly. The calendar and other events are also posted on the building website at www.panthercountry.org.

TESTING PROGRAM

- Ohio State Tests: **English, Math, Science** (April)

The Ohio Department of Education requires academic testing for all middle school students. The Ohio State test will be administered to all students in the areas of English, Math and Science in April.

BAND/CHOIR

- Grade 6: Required all year.
- Grades 7–8: Optional; withdrawal after first week = **F**.

All students in grade 6 are required to take Band or Choir (all year). Band and choir are optional classes for the students in grades 7 & 8. Students in grades 7 & 8 have until the end of the first week of school to withdraw from band and/or choir. A withdrawal after that time will result in an F for the rest of the year.

CAFETERIA RULES

In order to keep the cafeteria clean, orderly, and attractive, the following rules will be observed:

1. All food and milk lines will be single file.
 2. Each student must deposit trash in the trash cans.
 3. All food will be eaten at a table in the cafeteria.
 4. Push all chairs back to the tables when done.
 5. Never push or run.
 6. In the event that rules are not followed, certain privileges may be denied in the cafeteria
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WITHDRAWAL & TRANSFERS

The procedure for withdrawal or transfer is as follows:

1. Notify the office of your intent to withdraw or transfer at least one week before the actual date.
 2. Obtain a withdrawal form from the office.
 3. Follow instructions of the school secretary.
 4. Have each teacher check off the form provided.
 5. Return the completed form to the office and receive a transfer slip at that time.
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REPORT CARDS

Grade	Percent	Description
A	90–100	Outstanding
B	80–89	Above Average
C	70–79	Average
D	60–69	Below Average
F	0–59	Failing
I	N/A	Incomplete

Report cards are issued to students every 9 weeks during the school year. Interims are distributed to all students half-way through each grading period. Grades are reported by letters indicating the type of work done for the grading period.

Student progress may be monitored by using Progress Book. You may check with the office if you are unfamiliar with the program. Students ID's and passwords are valid K-12.

PROMOTION/RETENTION

- Fail 1 core: promotion
- Fail 2 cores: promotion with tutoring/summer school
- Fail 3+ cores: retention

A student who fails one (1) core class will be promoted to the next grade. Students who fail two (2) core classes may be assigned to the next grade with the condition that they successfully complete tutoring and/or summer school. If a student fails three (3) or more core classes, they will be retained.

MANCHESTER LOCAL SCHOOL DISTRICT

MANCHESTER MIDDLE SCHOOL CODE OF STUDENT CONDUCT

(This code complies with ORC 3313.661)

MANCHESTER LOCAL SCHOOL DISTRICT CODE OF STUDENT CONDUCT

The Board of Education of the Manchester Local School District has zero tolerance for student conduct that is violent, disruptive, and/or inappropriate, including, but not limited to, truancy. Violation by a student of any one of the following rules of conduct will result in disciplinary action(s), which may include oral warning, written warning, detention, parental contact, rearrangement of schedule, referral to legal authorities, emergency removal, suspension, and/or expulsion.

EXPULSION - (Generally, the student is removed from school for up to eighty (80) school days, which may result in loss of credit for such time.)

SUSPENSION - (The student is removed from school for up to ten (10) school days.)

The items in the code are inclusive for all students while on school property, or while under school authority, on school buses or during a school activity, function, or event whether on

property owned, rented, or maintained by the Manchester Board of Education or property owned, rented, or maintained by another party.

This code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians or media clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

School suspension, also known as DAC (Disciplinary Action Class), may be assigned to students who violate rules in the student handbook. All school work is to be done in DAC, and students are monitored by teachers.

Grounds for disciplinary action(s) shall include, but not be limited to:

1. ASSAULT, ASSAULT AND BATTERY or threat thereof to any school personnel, student, visitor, or any other person.
2. FALSE ALARM, including fire or bomb threats.
3. Use, possession, concealment, or transmitting of ALCOHOLIC BEVERAGES on school property (including buses), or at any school sponsored activity.
4. Illegal use, possession, concealment or transmitting of any NARCOTIC, DRUG, OR OTHER MIND-ALTERING SUBSTANCE, CAFFEINE, OR SUBSTANCE PURPORTING TO BE ANY OF THE ABOVE, on school property (including buses), or at any school sponsored activity.
5. DISRUPTION OF SCHOOL by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of same to incite others toward acts of disruption.
6. ARSON OR ATTEMPTED ARSON to any building or property belonging to the Board of Education.
7. POSSESSION, USE, OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS capable of inflicting bodily injury.
8. POSSESSION, CONCEALMENT, USE, TRANSMISSION, OR THREATENED USE OF WEAPONS, or any object which might be considered a dangerous weapon or instrument of violence.

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons.

The definition of firearms shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921.), which includes any explosive, incendiary or

poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle, or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle, or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsions shall extend,

as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis.

Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student, where the incident is a manifestation of the student's disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

Students are also prohibited from bringing knives to school property, in a school vehicle, or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle, or to any school-sponsored activity, the Superintendent shall expel the student from school, subject to the same conditions stated above.

9. DAMAGE, DESTRUCTION, AND/OR DEFACEMENT, of school property or private property or school premises.

10. USE, SMOKING OR POSSESSION OF TOBACCO.

SPECIAL NOTE: When a student violates this rule by using or smoking tobacco for the third time in a school year, that student shall automatically be suspended for 10 days with a recommendation that the student be expelled. However, the third violation in a school year is not the only violation for which discipline may be imposed. In addition, possession of tobacco is also subject to discipline, although not to automatic suspension for 10 days with a recommendation that the student be expelled.

11. PROFANE, INDECENT, OR OBSCENE LANGUAGE: written or verbal language directed toward or used in the presence of school personnel, students, visitors, or any other person. This shall include use of obscene gestures, pictures, and signs.

12. INSUBORDINATION - refusing to comply with direction of school personnel.

13. TRUANCY from school; including study hall, class, or any other assignee activity for part or all of a day, without school authorization.

14. TARDINESS to class or school.

15. THEFT of school property or equipment, of personal property of any school personnel, or of another student or visitor or any other person, including property at any school sponsored activities.
 16. FIGHTING among two or more students.
 17. The act of EXTORTION from any person.
 18. GAMBLING for money or valuables.
 19. THE ACT OF FALSELY REPORTING INCIDENTS, making accusations, or giving testimony to school personnel which may affect the welfare of others.
 20. FALSIFYING in writing the name of another person, times, dates, grades addresses, or other data on school forms or correspondence directed to the school.
 21. VIOLATIONS of any school rules or accepted standards of school behavior.
 22. Participation in a STUDENT STRIKE OR STUDENT WALK-OUT.
 23. It should be noted that other possible student conduct, PERSISTENT DISOBEDIENCE, OR GROSS MISCONDUCT may also serve as grounds for discipline.
 24. IMPROPER OR UNAUTHORIZED USE OR ABUSE OF SCHOOL PROPERTY. This includes, but is not limited to, the use of school computer equipment or software for non-school purposes.
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SUBSTITUTE TEACHERS

- Show respect; behavior reflects on the school.

Substitute teachers are an important visitor to our building. Please help them in every way possible so that their stay with us is a pleasant one. Your behavior and consideration will reflect directly upon the entire school; the image we create should therefore be the BEST. All substitutes have tough jobs. Our job is to make them want to return to M.M.S.

MANCHESTER LOCAL SCHOOLS DRUG-FREE PROGRAM

- **Youth to Youth:** Drug/alcohol education
- **D.A.R.E.:** Resistance education
- **S.A.D.D.:** Promotes abstinence and leadership

Youth to Youth- Prevent and Neutralize Drug Abuse. The middle school program provides training regarding chemical abuse, school leadership, and an opportunity for community service.

D.A.R.E. - Drug Abuse Resistance Education. Through the New Franklin Police Department, this program is offered to fifth-grade students. The goal of the program is to teach students to say no to drugs and to learn how to resist negative peer pressure.

S.A.D.D. - Students Against Driving Drunk. This high school organization promotes abstinence, leadership within the school, and service to the general community.

PROTECTIVE FACTORS FOR ALCOHOL AND OTHER DRUG PROBLEMS IN ADOLESCENCE:

A home-school-community partnership can protect students, reduce risk, and increase resistance to drugs by employing the following measures.

Protective Factors:

1. Clear norms and standards of behavior in the home, school, and community;
2. Skills to resist social influences, solve problems, and make decisions; and
3. Bonding to family, school, and community, which can be promoted by:
 - Active participation in group activities;
 - Learning skills for working with others; and
 - Recognition for skillful individual and group performance.

Principles Prevention:

1. Focus on reducing risk factors.
2. Intervene early - before behavior stabilizes.
3. Target high-risk persons and high-risk communities, but avoid "labeling" students and setting up negative expectations for behavior.
4. Employ a variety of initiatives in a comprehensive, multi component prevention effort.

Source: J. David Hawkins & Richard F. Catalano, University of Washington – National Commission on Drug-Free Schools

All of the staff, faculty, and administrative personnel at Manchester Middle School sincerely hope that this handbook is informative and helpful to each parent and student.

Should problems arise during the school year, you are certainly welcome to visit or call the school office. Your interest in, and support of, your school.