

# *Mann Middle School* STUDENT GUIDELINES



THIS REFERENCE GUIDE PROVIDES A SUMMARY OF KEY EXPECTATIONS FOR OUR SCHOOL AND ALIGNS WITH DISTRICT POLICIES WHERE APPLICABLE. IT SERVES AS A RESOURCE TO HELP FOSTER A SAFE, RESPECTFUL, AND POSITIVE LEARNING ENVIRONMENT FOR ALL STUDENTS. THIS HANDBOOK SUPPORTS RESPONSIBLE DECISION-MAKING AND PROMOTES FAIRNESS. IT IS A GENERAL GUIDE AND NOT AN EXHAUSTIVE LIST OF ALL SCHOOL POLICIES, PROCEDURES, AND PRACTICES.

## **Arrival and Dismissal**

Students should not arrive at school prior to 8:20 a.m. and must exit campus by 4:00 p.m. There is NO REGULARLY SCHEDULED SCHOOL SUPERVISION OUTSIDE OF THESE TIMES. Students may be on campus outside of these times if they are involved in supervised after-school clubs, activities, or other events.

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

### **AFTER SCHOOL EXPECTATIONS**

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

## **ABS (Academic & Behavioral Success) Center**

Our Academic and Behavioral Success room is another discipline tool we may use for those not adhering to classroom expectations. Students may be removed from their regular classroom and escorted to the ABS room where they will be expected to do their work in a quiet environment. A member of the administrative team will have a conversation with the student to determine how long the student may need to stay in the ABS room and/or if other consequences may be pursued.

## ATTENDANCE

District 11 Board Policies: JH, JH-R-1, JHB

Parents and Guardians may leave attendance messages at **719-328-2313**.

C.R.S. 22-33-104 states: (1) (a) ...every child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen years, except as provided by this section, shall attend public school for at least the following number of hours during each school year: (I) **One thousand fifty-six hours if a secondary school pupil**; (II) Nine hundred sixty-eight hours if an elementary school pupil in a grade other than kindergarten; (III) Nine hundred hours if a full-day kindergarten pupil; or (IV) Four hundred fifty hours if a half-day kindergarten pupil.

Truancy is defined as an unexcused absence. The truancy rate is calculated by dividing the total number of student days marked as unexcused absences by the total number of possible student attendance days.

According to CCR 301-78, the determination of habitual truancy is based on the calendar month (e.g., January, September). **A student is considered habitually truant if they meet any of the following criteria:**

- **Accumulate four unexcused absences in a single calendar month,**
- **Accumulate ten unexcused absences over the course of a school year without having four or more in a single month,**
- **Or meet both of the above criteria.**

Once a student is identified as habitually truant according to the state definition, the school may initiate judicial proceedings to compel the student's attendance through the 4th Judicial Truancy Court.

A student is considered chronically absent if they are absent for 10% or more of the days they are enrolled during the school year. Absences are counted regardless of reason and include all types—unexcused, excused, suspensions, or other causes (e.g., illness, caring for a family member, etc.). A student is marked absent if they are not physically present on school grounds and are not participating in instructional activities at an approved off-site location.

## **ATTENDANCE CONTINUED**

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

Parents and/or guardians must contact the school to excuse absences. If no call is received within 24 hours, the absence becomes a truancy (unexcused absence). It is the student's responsibility to ask for make-up work that was missed during the absence. Contact teachers directly. Email addresses are available on the Mann web page and within the Power School System.

**UNEXCUSED ABSENCE** – If an absence is unexcused, students may turn in late work with a possible grade reduction. Students should check with teachers regarding specific classroom policies. These absences will affect after school participation in athletic events/practices.

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

**TARDIES** – Students who are not in their classrooms at the start of class are considered tardy. Teachers will give consequences for being tardy. Students who are repeatedly tardy will be referred to the office to visit with an administrator. Tardiness over 10 minutes is considered an unexcused absence.

## **BACKPACKS**

Backpacks, purses, and other bags are not allowed during the school day (including lunch periods) in order to help maintain a safe, secure, and distraction-free learning environment. Limiting bags in the classroom reduces tripping hazards, helps prevent the concealment of prohibited items, and ensures that emergency evacuation routes remain clear. This policy supports a safer and more organized space where all students can focus on learning.

## **BICYCLES, SKATEBOARDS and ANY WHEELED TRANSPORTATION**

Bicycles, Skateboards and ANY Wheeled Transportation may be parked and locked up in the bike rack. It is recommend that students use a lock to secure their bike or wheeled transportation. The school is not responsible for damage to or theft of bicycles, skateboards, wheeled transportation of any kind, or their parts. Students are not allowed to ride motorized transportation, including, but not limited to, electric bikes, skateboards, and scooters, on campus. These items are not permitted for use by students on school grounds for safety reasons.

For safety reasons, students may not ride non-motorized bikes, skateboards, or other wheeled transportation on school grounds. Students are expected to walk their wheeled transportation onto and off of the campus and to and from the bike rack. Students must carry skateboards to their lockers prior to class and leave them in their lockers for the duration of the school day. “Heelys,” or shoes with wheels, are NOT allowed on campus for safety reasons.

## **BEHAVIOR DEFINTIONS**

District 11 Board Policy: JK, JK-R

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

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

## **BEHAVIOR DEFINITIONS CONTINUED**

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

## **BREAKFAST AND LUNCH**

Mann serves FREE breakfast and free lunch to every student each school day in the cafeteria. Students are required to have their school-issued ID cards for breakfast and lunch. Breakfast begins at 8:20 a.m. All food should be consumed in the Cafeteria. Students may also bring a lunch, if preferred.

## **BULLYING**

District 11 Board Policy: JICDE

No form of bullying will be tolerated at Mann Middle School. This includes cyber bullying through texts or social media. Any bullying that occurs on or off school property that directly impacts the safe learning environment at Mann MS is subject to disciplinary action.

Bullying may occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system.

## **BULLYING CONTINUED**

Bullying is any written or verbal expression, physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or against whom federal and state laws prohibit discrimination.

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

## **BUS CONDUCT**

Riding the school bus is a privilege, not a right. Students must have school-issued student ID cards with them each day to ride the bus. Inappropriate student behavior may result in a loss of the privilege to be transported by bus. Students should arrive at the designated bus stop 10 minutes before pickup time and should ride only the assigned bus. All Colorado Springs District 11 student behavior bus rules apply.

Students must have **written permission from parents and/or guardians and a signed permission form in order to ride a different bus or depart from a different stop.**

## **CAFETERIA CONDUCT**

- Report directly to the Cafeteria; avoid loitering in the halls or restrooms.
- Bring the school-issued card and a coat, if desired. .
- Have ID out and ready. Students without IDs will enter the Cafeteria last.
- Maintain a voice level of 1-2 while in the cafeteria.
- Refrain from cutting the line or passing food while in the line.
- Students may choose their seats, but are then expected to remain in their seat until lunch is complete.
- Students may self-release to the field once their eating space is clean (no food, drink, or trash remaining)
- Students may be sent back to the cafeteria if their space is not clean.
- Food and drinks are allowed only in the cafeteria and should not be brought to the track and field areas.

## CAFETERIA CONDUCT CONTINUED

- All students are responsible for helping keep the cafeteria clean and should help clean up after eating.
- Students will need to be prepared for the weather before going outside as lunch recess will occur outside throughout the school year.
- Designated areas for lunch recess include the track, football field, and basketball court; accessing areas outside of these boundaries will require a pass (e.g. teacher's classroom, library, courtyard)
- District 11 and Mann MS have a closed campus policy. Students may not leave the school grounds at lunchtime unless they are accompanied by a parent or guardian and signed out at the front office.
- Restrooms near the cafeteria are available by permission.

## CELL PHONES AND OTHER PERSONAL TECHNOLOGY DEVICES

The use of personal technology devices (PTDs) during academic periods is prohibited. In addition, the use of PTDs in sensitive areas like locker rooms or bathrooms, is also strictly prohibited. Personal technology devices (cell phones and other electronic devices) should not be seen, heard, or used from the point where the student enters the building until the last bell. All personal devices should be turned off and secured in the student's Yondr Pouch during the school day. Students are personally responsible for the security of their personal devices. Mann Middle School assumes no responsibility for such devices and is not responsible for the loss or theft of personal technology devices. Reports of theft or loss will be addressed using the school's procedures for lost and stolen items. Students who are in possession of personal technology devices outside of Yondr Pouches will be subject to D11 district procedures and Mann Middle School progressive discipline.

## COUNSELING

Each student has a counselor assigned according to grade level or by last name. Counselors provide academic guidance/scheduling, social emotional support, and conflict resolution. They work with students in classrooms, small groups, or on an individual basis. Students should use the link provided on the school website or speak with a teacher in order to request a counseling center visit. Counselors will create an E-Hall pass for students as availability permits. Students may **not** report to the counseling center during passing periods or without a pass.

## **COURTYARD CONDUCT**

- Stay in designated areas as determined by grade level.
- Open food or drink containers and eating are prohibited.
- Refrain from running, throwing items, touching games, horseplay, etc.
- Remain off of tables, trees, bushes, and flower beds.

## **DISCIPLINARY CONSEQUENCES**

District 11 Board Policy: JK, JK-R

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

- Parent/Guardian contact
- Verbal Warning
- Academic consequences for cheating and/or plagiarism
- Classroom Behavior Plan
- Peer Mediation
- Restorative practices
- Referral to school administration
- Referral to a student personnel services provider (i.e., counselor, school social worker, school psychologist)
- Detention: before and/or after school, lunch recess
- Reflection sheet
- Confiscation of items or contraband
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School and District administration, as well as civil authorities where applicable, may use a variety of responses for minor and material and substantial behavior. These responses include but are not limited to:

- Administrator/parent/guardian/student conference
- School based alternatives
- Discipline and/or attendance plans
- Loss of extracurricular activities and/or exclusion from ceremonies, activities, and/or commencement exercises
- Compensation/restitution for damages

## DISCIPLINARY CONSEQUENCES CONTINUED

- Classroom removal
- In school suspension
- Out of school suspension
- Referral to law enforcement
- Expulsion
- School placement
- School related arrest

## DISCIPLINARY INFRACTIONS (OFFICE MANAGED)

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

## DISCIPLINARY INFRACTIONS (OFFICE MANAGED) CONTINUED

Fighting, Disorderly Conduct and/or 3rd Degree Assault	Physical contact between two or more students that does not result in serious injury or hospitalization; The commission of an act by a student that would be third degree assault, if committed by an adult; when a person knowingly or recklessly causes bodily injury to another person.
Drugs (Non-Marijuana)	The possession, purchase, use, distribution or sale of any amount of a controlled substance on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity.
Marijuana	The possession, purchase, sale, distribution or use of marijuana or drug paraphernalia on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity.
Alcohol	The possession, purchase, use, or distribution of substances that contain any amount of alcohol on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity.
Felony Assault	The commission of an act by a student that would be first or second degree assault, if committed by an adult; when one, with intent to cause serious bodily injury to another person, causes serious bodily injury to any person by means of a deadly weapon, or with intent to cause bodily injury to another person, causes such injury to any person by means of a deadly weapon.
Robbery	The commission of an act that would be robbery if committed by an adult on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity.

## DISCIPLINARY INFRACTIONS (OFFICE MANAGED) CONTINUED

Felony	The commission of an act that would be a felony if committed by an adult on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity.
Sexual Violence	The commission of a physical sexual act perpetrated against a person's will or where a person is incapable of giving consent on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity.
Other Violations of the Code of Conduct	Behavior that violates applicable Board of Education policies related to discipline, conduct, and attendance.

## EXTRACURRICULAR AND SCHOOL SPONSORED ACTIVITIES

District 11 Board Policy: JK, JK-R

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

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

## EXTRACURRICULAR AND SCHOOL SPONSORED ACTIVITIES CONTINUED

### ATHLETIC ELIGIBILITY

#### Attendance:

- All student athletes must be present in 4 of the 6 periods on the day of an event or athletic practice that evening.
- If a student athlete has an unexcused absence, they may be ineligible for one game. This applies to class periods and/or the entire day.

#### Discipline:

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

#### Grades:

- If a student athlete has one F or two D's, they will be ineligible for the following week's competition.
- Parents/guardians can monitor students' grades through PowerSchool.

### TEAM SPORTS

District 11 does not have athletic fees. A physical examination is required for participation in any sport and must be completed and turned into the business assistant before trying out for or participating in team sports. Physicals remain valid for one calendar year.

### SPORTSMANSHIP

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

- Middle School Sports are a learning experience which encourages participation by all players in a positive atmosphere.
- Actions, words, or behavior should not have a negative impact on players, coaches, officials, or fellow spectators.
- Trash in the athletic area and viewing area should be picked up.
- Urgent concerns regarding an athletic event should be brought to the attention of an administrator on duty.
- Less pressing concerns regarding athletics should be brought to the attention of the coaches or the Athletic Director following the completion of the athletic event.

## **EXTRACURRICULAR AND SCHOOL SPONSORED ACTIVITIES CONTINUED**

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

### **FIGHTING**

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

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

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

### **FOOD AND DRINK**

Food and drink are allowed only in the cafeteria during lunch unless special permission has been given by the supervising adult. Food and drink are not allowed inside the building except for “*Grab and Go Breakfast*” during Period 1. Lunches must be kept in a lunch bag/box and placed in lockers. Teachers may also sponsor and supervise lunch in the classroom. Personal bottles of water (water only) may be kept in the classroom. Water is the only drink permitted in classrooms and hallways.

**GRADES** Grades are issued at the end of each quarter (9 weeks) to reflect academic performance (mastery). Grades can be accessed in PowerSchool. Progress report grades are not final grades. Students who have good grades may be recognized during assemblies each quarter. PowerSchool should be used to follow student progress throughout the year.

## **HALLWAY CONDUCT**

The purpose of the passing period is to move from one classroom to another, to access supplies from lockers, and to quickly use the restroom or get a drink of water. This is not the time to stand around and talk. Courteous behavior and the use of good manners in the hallway (e.g. no running, no pushing, no shoving, no littering, no profanity, no jumping, etc.) are the expectation. Voice Level One is required in the hallways at all times.

## **HANDBOOK AND PLANNER**

Students at Mann Middle School will receive a Student Handbook and Planner. These resources are intended to help students:

1. Develop organizational skills.
2. Increase student achievement.
3. Complete daily assignments and homework.
4. Understand school and district procedures and expectations.

The contents of this handbook are to serve as guidelines for school and district policies. For full details and more in-depth information, please refer to the complete policies referenced on the Colorado Springs District 11 website.

Students are expected to bring their planners to every class, every day and to record the homework assignments provided by the teachers. Students will carry planners between home and school daily. Parents are encouraged to review the student planners regularly. Replacement costs for planners are \$5.00.

## **HOMEWORK**

Students can expect up to four hours per week of homework for 6th and 7th grade students and up to six hours per week for 8th grade students. Schoology is the learning management system for assignments and projects. Students may also keep track of assignments in the student paper planner.

## IDENTIFICATION CARDS (I.D.)

District 11 Board Policy: JRE

At the beginning of each school year, students will receive a school-issued ID card and a lanyard. All students of the District that have been issued an identification card must have such in their possession at all times while in a District-owned building when utilizing District-provided transportation or attending a District-sponsored activity or event. Under these conditions, inability or refusal to produce a District-issued identification card upon request by a District staff member, District Security Officer, County, City, or State authority may result in disciplinary action. Abuse or misuse including but not limited to unapproved reproduction or duplication of, using someone else's, or soliciting their own card, may also result in disciplinary action. The replacement cost for a student ID is \$3.00. **District 11 requires all students to maintain an ID for the safety and security of everyone in the school.**

## INCIDENT REPORTING

Students may report an incident involving themselves and/or others. Incidents should be reported to teachers and/or counselors, who may request that students speak to a member of the administrative team. Administrators may request that students complete an incident report. Below are examples of strategies for addressing problems:

### 1. Use "I" Statements

- What it is: A way to express feelings without blaming others.
- Example: "I feel frustrated when I'm not heard in group work."
- Why it works: Encourages clear, respectful communication and prevents arguments.

### 2. Pause and Take a Breath

- What it is: Stop and take a few deep breaths before reacting.
- Why it works: Helps calm emotions and allows for clearer thinking.

### 3. Break the Problem Into Smaller Steps

- What it is: Tackle one piece of the problem at a time.
- Example: If a project feels overwhelming, list what needs to be done first, then next.
- Why it works: Makes big problems feel more manageable.

## **INCIDENT REPORTING CONTINUED**

### **4. Think About Possible Outcomes**

- What it is: Ask “What might happen if I do this?”
- Why it works: Encourages students to consider consequences before acting.

### **5. Talk to a Trusted Adult**

- What it is: Ask a teacher, counselor, or parent for help or advice.
- Why it works: Adults can offer support and help students see other solutions.

### **6. Use a Journal or Problem-Solving Sheet**

- What it is: Write down the problem, feelings, and possible solutions.
- Why it works: Helps organize thoughts and reflect before reacting.

### **7. Walk Away and Cool Off**

- What it is: If a situation is heated, take a break before addressing it.
- Why it works: Prevents saying or doing things in the heat of the moment.

### **8. Use the "Stop-Think-Act" Strategy**

- Step 1: Stop – Notice the problem and pause.
- Step 2: Think – Consider your options and the best choice.
- Step 3: Act – Try the solution that seems best.
- Why it works: Simple and easy-to-remember problem-solving process.

## **ILLNESS**

When students are feeling unwell, they should get a pass from their teacher and report to the Health Office or Front Entrance Office. For safety reasons, sick students should not remain alone in the restroom. Students may rest for up to ten minutes in the Health Office. Staff may send students back to class if they are not running a fever, or they may be permitted to contact a parent or guardian. Staff must speak with a parent or guardian in order to verify permission for students to go home and students must sign out in the Front Entrance Office. Students should not call home from a classroom or use a person cell phone to call or text parents when they do not feel well.

## **INTRAMURAL ACTIVITIES AND CLUBS (BEFORE AND AFTER SCHOOL)**

Below is a sample list of intramurals, clubs and sports that have been offered in the past. Information pertaining to upcoming opportunities is provided through daily announcement, weekly newsletters, and the school website.

- Arts and Crafts
- Archery
- Boys' Basketball
- Boys' Soccer
- Boys' Track
- Chess Club
- Computer Club
- Cross Country (
- Football
- Gamers' Club
- Girls' Basketball
- Girls' Soccer
- Girls' Softball
- Girls' Volleyball
- Girls' Track
- Golf
- Wrestling
- Softball
- Science Club
- Track and Field
- Strings' Club
- Dungeons and Dragons Club
- Bike Repair Club
- World Cultures Club
- National Junior Honor Society
- Kindness/Anti-Bully Club
- Disc Jockey Club
- Yearbook Club
- Battle of the Books Club
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## **LIBRARY PROCEDURES**

### General Rules:

- 1.Students may check out two items at a time.
- 2.Books may not be checked out until overdue items are returned.
- 3.A pass is required to access the Media Center during school hours, except when the whole class is escorted by a teacher.
- 4.No food or drink is allowed in the library.
- 5.Copies on the computer or photocopier are 5¢ per black and white copy and 10¢ per color copy.

## **LOCKERS**

Lockers are the property of the Mann Middle School and District 11. Students are assigned a locker for use, but having a locker is a privilege. It should be kept clean and neat. Food and drinks should not be kept in lockers for long periods of time. School lockers are subject to searches by school officials and training exercises by K9 detection dogs. **STUDENTS SHOULD NOT GIVE LOCKER COMBINATIONS TO ANYONE. STUDENTS ARE NOT ALLOWED TO SHARE LOCKERS.** Students who are found to be sharing lockers may face disciplinary actions or have their locker privileges revoked. The Front Entrance Office or the Counseling Center can assist with locker difficulties. Students in these band, orchestra, and physical education electives will have the opportunity to use lockers. **STUDENTS ARE RESPONSIBLE FOR PROVIDING THEIR OWN LOCKS FOR THESE LOCKERS.** Locker numbers and combinations must be given to the teacher. Failure to provide the numbers and combination may result in the lock being removed. These lockers are also subject to searches and are the property of Mann Middle School and District 11.

## **LOST AND FOUND**

Students should report lost items to teachers immediately and check with the Front Entrance Office. Larger lost and found items may be located in the Cafeteria closet. Students should not bring valuable items or large amounts of money to school.

## **MEDICATION**

In accordance with Colorado State Law, any prescription or over-the-counter medication that must be administered during school hours must be checked in at the health office. All medications must be provided in their original containers. Prescription medications must include the pharmacy label with the prescribing physician's name and dosage instructions, while over-the-counter medications must remain in their original packaging.

A completed permission form, signed by both a parent or guardian and the prescribing physician (including the doctor's specific orders), is required before any school personnel may administer medication. School staff are not permitted to dispense medications such as pain relievers, cold medicine, or cough drops without proper documentation.

## **PRIDE EXPECTATIONS**

At our school, we follow the PRIDE expectations to create a positive and supportive learning environment. PRIDE stands for Prepared, Respectful, Industrious, Determined, and Engaged. Students are expected to come to class ready to learn, treat others with kindness, work hard, persevere through challenges, and actively participate in their education. By demonstrating PRIDE in all areas of school life—classrooms, hallways, the cafeteria, and beyond—students help build a community where everyone can succeed.