

Mansfield School District K-12 Student/Parent Handbook



We have Kernel Pride!

2026-2027

Superintendent: Mr. Bruce Todd

Principal: Ms. Lisa Guzman

Office Phone: (509) 683-1012

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Our Mission

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.

Our Vision

Growing leaders through...

Agri- CULTURE

Cultivating

Unique

Leadership skills

Through

Understanding

Real-life

Experiences

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, 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.

MANSFIELD SCHOOL EDUCATIONAL TEAM

Administration

Mr. Bruce Todd	Superintendent	b todd@m ansfield.wednet.edu
Ms. Lisa Guzman	Principal / 504 Coordinator / Title IX Coordinator	lguzman@m ansfield.wednet.edu

School Board

Mr. Cory Moore	School Board Member	c moore@m ansfield.wednet.edu
Mr. Brad Murison	School Board Member	b murison@m ansfield.wednet.edu
Mrs. Tara Tupling	School Board Member	ttupling@m ansfield.wednet.edu
Cassidy Tupling	School Board Member	c tupling@m ansfield.wednet.edu
Mr. Dusty Wittig	School Board Member	d wittig@m ansfield.wednet.edu

Office Staff

Mrs. Kimberly Pease	Business Manager/ HR	kpease@m ansfield.wednet.edu
Mrs. Tammy Freels	District Secretary	t freels@m ansfield.wednet.edu
Mrs. Tricia Sima	Accounts Payable	tsima@m ansfield.wednet.edu
Ms. Casey Bilyeu	School Nurse	cbilyeu@m ansfield.wednet.edu

Custodial/ Maintenance Staff

Ms. Patty Hanson	Custodian/ Transportation Secretary	p hanson@m ansfield.wednet.edu
Shawn McCabe	Maintenance	smccabe@m ansfield.wednet.edu

Food Service Staff

Mrs. Sheri Matthiesen	Head Cook	sasmussen@m ansfield.wednet.edu
Terri Flick	Assistant Cook	tflick@m ansfield.wednet.edu

Elementary Teachers

Mrs. Stacy Lillquist	Preschool & Kindergarten Teacher	slillquist@m ansfield.wednet.edu
Mrs. Mikia Schmidt	1st & 2nd Grade Teacher	mschmidt@m ansfield.wednet.edu
Mr. Jesse Freels	3rd & 4th Grade Teacher	jfreels@m ansfield.wednet.edu
Mrs. Kelly Gilpin	5th & 6th Grades Teacher	kgilpin@m ansfield.wednet.edu

Junior High / High School Teachers / Specialists

Mr. Richard Bayless	Mathematics Teacher / 7 th grade Advisor	rbayless@m ansfield.wednet.edu
Mr. Mitchell Darlington	PE Teacher / Athletic Director	mdarlington@m ansfield.wednet.edu
Mrs. Marina Darlington	Art & Spanish / 10 th Grade Advisor / ELL	mdarlington@m ansfield.wednet.edu
Mr. Luke Hall	History & Social Studies / 8 th Grade Advisor	lhall@m ansfield.wednet.edu
Mr. Les Lamkin	English / College in HS/ 11 th Grade Advisor	llamkin@m ansfield.wednet.edu
Ms. Jamey Jo Steele	FFA/ Shop/ Ag Teacher/ 12 th Grade Advisor	jsteele@m ansfield.wednet.edu
Mrs. Laura Wommack	Science Teacher / 9 th Grade Advisor	lwommack@m ansfield.wednet.edu
Mr. Sam Buckingham	Choir / Music Teacher	sbuckingham@m ansfield.wednet.edu

Paraprofessionals

Ms. Taya Pate	Paraprofessional	tpate@m ansfield.wednet.edu
	Preschool Paraprofessional	
Ms. Dawn Ericson	Paraprofessional	daericson@m ansfield.wednet.edu
Mrs. Shanae Steele	Paraprofessional	ssteele@m ansfield.wednet.edu
Mrs. Thera Moore	Paraprofessional	thmoore@m ansfield.wednet.edu

Special Education

Jolee Lobe	Assistant Director of Special Education	jolee.lobe@esd112.org
Genavieve Sherwood	Special Education Teacher	gs herwood@m ansfield.wednet.edu
Celeste Garcia	Paraprofessional	cgarci a@m ansfield.wednet.edu

Bus Drivers

Patty Hanson	Transportation Secretary / Bus Driver	p hanson@m ansfield.wednet.edu
	Route Bus Driver	
Rachel Wittig	Route Bus Driver	

AUGUST 2026						
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Color Legend

	Staff PD- Non-Student Days
	Non-School Days
	First and Last School Days
	Semester Start
	Pre-School
	½ Day Early Release PTC
	HS Graduation
	½ Day Early Release

Mansfield School District #207
PO Box 188, 491 Rd 14 NE
Mansfield, WA 98830
Phone: (509) 683-1012

SIGNIFICANT DATES

Aug. 24-25	Staff PD
Sept. 1	First Day of School
Sept. 4	Friday School
Sept. 1-4	Kindergarten ½ Days
Sept. 7	Labor Day
Sept. 11	Friday School
Sept. 15	Pre-School Begins
Sept. 18	Staff PD
Oct. 2	Staff PD
Nov. 6	Staff PD
Nov. 11	Veterans Day
Nov. 13	Friday School
Nov. 23-24	Parent Teacher Conferences
Nov. 25	½ Day Early Release
Nov. 26-27	Thanksgiving Break
Dec. 4	Staff PD
Dec. 18 – Jan. 4	Christmas Break
Jan. 4	Staff PD
Jan. 8	Friday School
Jan. 18	Martin Luther King Jr. Day
Jan. 22	Friday School
Jan. 25	2nd Semester Starts
Feb. 5	Staff PD
Feb. 15	President's Day
Feb. 19	Friday School
Mar. 4-5	Mid-Winter Break
Mar. 12	Staff PD
Mar. 31 – Apr. 1	Parent Teacher Conferences
Apr. 5-9	Spring Break
Apr. 16	Staff PD
May 7	Staff PD
May 27	Last Day of Pre-school
May 31	Memorial Day
June 4	Staff PD
June 5	Graduation @ 1:00pm
June 11	Last Day of School Release @ 10:45am

Other Information

Breakfast Service @ 7:30am
Classes Begin JH/HS @ 7:45am and Elementary @ 8:00am
Classes End @ 3:30pm
Busses Leave @ 3:40pm
Sept. 1-4 Kindergarten ½ Days
Nov. 23-24 Release @ 12:30pm- Parent Teacher Conferences
Nov. 25 Release @ 12:30pm
Mar. 31 - Apr. 1 Release @ 12:30pm- Parent Teacher Conferences

JANUARY 2027						
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Addresses / Phone Numbers

Mailing Address:
Mansfield School District
PO Box 188
Mansfield, WA 98830

Physical Address:
491 Rd 14 NE
Mansfield, WA 98830

Phone: (509) 683-1012
Fax: (509) 683-683-1281

School Hours

4 Day School Week

School doors open: 7:15am
Breakfast served from:
7:30 - 8:00am

Elementary School

Grades Pre-K – 6th

Regular Hours

Class Begins: 8:00am

School Dismissal: 3:30pm

Secondary School

Grades 7th – 12th

Regular Hours

Class Begins: 7:45am

School Dismissal: 3:30pm

Homework Help

K-12 / Tues.-Thurs. 3:30-4:00pm

Early Release

All classes out at 12:30 p.m.

Late Start Due to Weather

All classes start at 10:00 a.m.

GENERAL INFORMATION & REMINDERS

Communications

Strong communication is a key to student success! Below is a list of communications tools we utilize regularly.

- **MSD Website** serves as a convenient, accessible source for District information and updates. Visit us at www.mansfield.wednet.edu
 - **Staff Directory** includes email addresses for all staff
 - **Skyward Family Access System:** All District families have access to online information about their child(ren) via this system. Sign up only once for your family. As any younger students enroll, they are automatically linked to your account. Families can see contact information, lunch accounts, attendance records, and immunization records. Families have access to all of the above, plus can track assignments and grades. All families can update their preferences for contact by updating the “Skylert” tab within the Skyward system.
- **Mass Notification Phone and Email System:** The Principal and District Secretary may use this system to communicate with families. Please provide current contact information, including an email address, to the school. Better communication allows us to provide you with information you need to help your student succeed!
- **School Newsletters:** The Kernel Journal is published quarterly. This newsletter will provide upcoming events, sports updates, ASB news, Booster Club announcements, classroom projects, etc. Newsletters are sent home with students and they are also on our website and Facebook page.
- **Facebook:** We use FB to provide brief updates, post important information and share information from our combined sports programs with Waterville Schools.

Parent-Teacher Conferences

Parent –teacher conferences serve as an important opportunity for meaningful discussion, sharing information, and building strong partnership between families and teachers. During a conference we will share academic progress and growth based on classroom observations, testing data, assessments, portfolios, and assignments. It is also an opportunity to go over the student’s strengths, needs, behaviors, and learning styles.

Please see the District calendar for conference dates. However, families should address student concerns as they arise. When there is a concern, please contact your student’s teacher to schedule a time to meet.

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 School, 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.

Custody/Protection Orders Policy 3126 & 3126P

In cases involving court-ordered custody or restrictions to access to children, parents/guardians must provide the school office with legal paperwork showing the current restrictions. For more information, please see **Policy 3126, Section 3000-Students**, in our school board policies section on our school website.

School Closures/Late Start

Changes in bus schedules, school closures or early dismissals due to severe weather will be broadcasted to all families in the district using the mass notification system. Emergency messages will also be posted to the District website, school website, and Facebook, 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.

ELEMENTARY Pre-K-6th

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.

Elementary Schedule

School Opens	Breakfast Served	Class Begins	Lunch	Specialists Rotation (Art / PE)	Specialist Rotation (Art/PE)	Dismissal
7:15am	7:30am	8:00am	11:05-11:35am	11:38-12:34pm	12:37-1:33pm	3:30pm
Pre-K is dismissed at 12:34pm						

Grading Procedures

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

Elementary Grading Scale

96-100 / 4 - High Proficiency

78-95 / 3 - Proficient Understanding / Meets grade level expectations

60-77 / 2 - Approaching Standard

20-59 / 1 - Emerging Skills

0-19 / 0 - Pre-Emerging

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. Elementary 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.

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.*

Bus / Transportation

As a courtesy to our bus drivers, please inform them when your child is 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.

BUS RULES

1. Do not distract the driver
2. Always Remain seated; keep hands inside the bus.
3. No eating or drinking on the bus
4. **General school rules apply**

DISCIPLINE STEPS

1. Warning
2. Assigned Seat
3. Office Referral
5. **Principal will address the issue**

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 / Extra-Curricular Activities

Homework Support

Tuesday, Wednesday, Thursday from 3:30-4:00pm

Elementary Sports

AAU or Mansfield Youth Sports have been 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, 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.

Junior High Sports Teams Eligibility

Depending on numbers and athletic regulations of specific sports, 6th 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.

JUNIOR HIGH / HIGH SCHOOL

Secondary Schedule

Schedule	Advisory	1 st	2 nd	3 rd	4 th	LUNCH	5 th	6 th	7 th
Normal	7:45-8:12	8:15-9:10	9:13-10:08	10:11-11:06	11:09-12:04	12:04-12:36	12:39-1:34	1:37-2:32	2:35-3:30
Schedule	1 st	2 nd	3 rd	6 th	4 th	LUNCH	5 th	7 th	Assembly
Assembly	7:45-8:37	8:40-9:32	9:35-10:27	10:30-11:22	11:25-12:17	12:17-12:57	12:50-1:42	1:45-2:37	2:37-3:30
Schedule	Advisory	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	Lunch
½ Day E/R	None	7:45-8:19	8:22-8:56	8:59-9:33	9:36-10:10	10:13-10:47	10:50-11:24	11:27-12:01	12:01-12:30

Graduation Requirements Policy 2410 & 2410P

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.

Number of Credits Required for Graduation Class of 2019 and Beyond

Subject	# Of Credits	Additional Information
English	4	
Math	3	1.0 credit Algebra 1 or Integrated Math 1 1.0 credit Geometry or Integrated Math 2 1.0 credit of Math course
Science	3	2.0 credits of Science Lab 1.0 credit of Science
Social Studies	3	1.0 U.S. History and Government 0.5 credit of Contemporary World History, Geography, and Problems 0.5 credit of Civics 1.0 credit of Social Studies Elective (may include 0.5 credits of a second semester of Contemporary World History or the equivalent)
Arts	2	1.0 credit of Performing or Visual Arts 1.0 credit may be a Personalized Pathway Requirement**
World Language	2	2.0 credits may be a Personalized Pathway Requirement**
Health & Fitness	2	0.5 credits of Health 1.5 credits of Fitness Up to 1 credit can be waived through athletic participation/completion
CTE	2	1.0 credit required by State Board of Education 1.0 credit required by school district, Elective
Electives	4	4.0 credits required by state (CTE & Personal Finance)
Personal Finance/Senior Presentation	1	1.0 credit of an additional school district requirement, Elective
Total Credits Needed to Graduate	26	

Community Service Hours Policy 2414P

Districts may implement other incentive programs to be required for graduation, at Mansfield high school students are required complete a total of 40 hours of community service prior to graduation. All community service must be authentically verifiable and take place outside of school hours. Students will turn in a written log with the signature of the services within a week of the service.

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

Grading Procedure

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.

Honor Roll Requirements Policy 2410

1. Students must be enrolled in at least 6 classes in a 7-period day in which letter grades (A-F) are given.
2. Students must earn at least a 3.0 GPA for grading period.
3. Honor roll may 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.

Vocational CTE Courses / College in the Classroom Courses

Vocational CTE Courses

- Business Communication/Yearbook
- Applied Geometry
- Civics
- A.I.
- Physics
- Principals of Drone Technology
- Engineering Design 1
- Personal Finance (12th)
- Intro to Agriculture
- Intro to Animal Science (7th grade)
- Intro to Animal Science (8th grade)
- Animal Science
- Ag Shop 1
- Ag Shop 2

College in the Classroom

- English 101 Basic Composition (11th)
- English 203 Resource Writing (11th)
- English 102 Humanities (12th)
- English 201 Advanced Composition (12th)

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.

Vocational CTE Courses / College in the Classroom

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. College courses which are substituted for required courses at Mansfield School District must be approved in advance. Students are 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.

We are proud to include a variety of Career and Technical Education (CTE) courses this year! These courses offer practical skills and knowledge for specific career fields. They allow students to explore career paths, gain hands-on experience, and potentially earn industry-recognized certifications or dual credits. CTE programs aim to prepare student for both college and careers, helping them develop valuable skills sought after by employers

ACADEMICS

Academic Review / Class Failure

Failing a class is a serious concern at Mansfield and marks a need for intervention by parents, teachers, and staff.

Elementary: If a student is not turning in assignments and demonstrating unsatisfactory progress, steps will be taken to help the student improve. The teacher will keep in close contact with parents.

Middle /High School: This year, we will be continuing the ICU program. Through the resources afforded us by Title and LAP grants, we are able to provide immediate interventions such as: before & after school support and lunch homework support.

Students will be required to attend a support option when assignments are missing or not completed with quality. Parents will be notified when this is needed. If a student continues to have unsatisfactory progress steps will be taken to help the student improve. 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 determined in an academic agreement. The ICU team will keep in close contact with parents.

EXTRA-CURRICULAR / CO-CURRICULAR ACTIVITIES

Extra/Co-Curricular Programs

Extra-Curricular Programs:

High School

- Football (Fall)
- Volleyball (Fall)
- Boys Basketball (Winter)
- Girls Basketball (Winter)
- Baseball (Spring)
- Softball (Spring)
- Track/Field (Spring)
- Cheerleading (Fall/Winter)

Junior High

- Football (Fall)
- Boys Basketball (Early Winter)
- Girls Basketball (Fall)
- Volleyball (Late Winter)
- Cheerleading (Fall/Early Winter)
- Baseball (Spring)
- Softball (Spring)
- Track/Field (Spring)

Co-Curricular Programs:

- Associated Student Body (ASB)
- Future Farmers of America (FFA)
- Science Club
- Knowledge Bowl
- Student-Developed Clubs

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.

You will find the Mansfield/Waterville School Districts Student Athletic/Activities Policy at the end of this handbook.

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 needed 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. Families that qualify for the Free & Reduced Lunch Program, please contact the office for a reduced rate of the ASB card. ASB cards can be purchased at the school office.

ASB Card Prices

K – 5 th Grade	\$5.00
6 th – 8 th Grade	\$15.00
9 th – 12 th Grade	\$25.00

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

- High School dances are held for 7th – 12th grade students only.
- Students must be 9th – 12th grade to attend prom.
- 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.
- No persons over 20 years old will be permitted as a guest to any high school dance.
- The guest must accompany the student when entering the dance.
- 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.
- All persons leaving a dance must sign out with the chaperones prior to leaving.
- Students in discipline action at our school or another school will not be permitted to attend dances.

ATTENDANCE

Attendance Expectations 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

An unexcused absence is when a 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 after school detention or lunch 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 by telephone when an absence was not called in by the family.
- b. Request a conference with the parent or guardian and child to analyze the causes of the student's absences after several unexcused absences throughout the school year. (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. However, **3 tardies in a week will result in lunch or after school detention.** In skyward, school reports tardies are as "T" or "L": "L" is reported by regular classroom teacher. "T" is reported by the office.

Excused Absence

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, for absences of 3 days or more, prior to the absence. The following are valid excuses for absences and tardiness.

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.

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.

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.

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.

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.

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:

- Student's name
- Date the excuse was written
- Reason for the absence(s)
- Date(s) of the absence(s)
- 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.

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 for absences that will be for 3 or more days. 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.

Sign in/Sign out

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.

DISTRICT EXPECTATIONS & PROCEDURES

Breakfast/Lunch Meal Prices

Adult Prices:

Breakfast.....\$3.20

Lunch.....\$5.14

Student Prices:

Breakfast - No Cost

Elementary Lunch - No Cost

Secondary Lunch – No Cost

Additional milk/juice...0.40

Milk or juice without meal...0.40

Food Services

The Mansfield School District Food Service Department serves both breakfast and lunches that meet the USDA nutrition standards, and we are committed to providing quality meals each day.

Our school district has been approved serve all students free meals again during the 2025-26 school year. Parents will still need to complete the Child Nutrition Eligibility & Education Benefit Application so that the school district can continued to provide free meals.

Special Dietary Accommodations

Students who need special dietary accommodations due to food allergies or lactose intolerance, parents will need to complete a Special Dietary Accommodations form and approved by their medical provider to receive an alternative dairy product (e.g. lactose-free milk, soy milk, etc.).

Food Allergies

Any food allergies severe or otherwise, must be reported to the school nurse or designated school personnel immediately. School needs to know about a student's food allergies to implement preventative measures, such as

avoiding allergens in the classroom or cafeteria, and ensuring proper food substitutions are provided. An individual care plan for the student with food allergies, which may include dietary restrictions, medication protocols and emergency procedures will be written up by the school nurse and all staff will be given a copy.

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 dismissal of school unless officially excused. Students in grades 11-12 have the opportunity to leave campus at lunch time if there is a release of liability form (Consent to leave campus at lunch) 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. If student is on the ICU list (missing assignment list), they will need to take care of those assignments first before they are permitted leave campus for lunch. Attendance and tardiness will be carefully monitored. Loss of the off-campus privilege may be revoked if abused.

Emergency Preparedness

The school district has prepared an emergency procedures plan to assist students and staff in the event of a natural disaster or any other unforeseen emergency. Students will practice drills for fire, lockdown, and other emergency procedures. All staff 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, Nicotine Products, and Devices Prohibited Policy 4215

Current school laws of the State of Washington and Mansfield School District policy prohibit the use of tobacco, nicotine, & delivery devices 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 for keeping 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.

Lost, Damaged, or Destroyed Materials/Books

Lost, Damaged, or Destroyed Materials/Books Students will be charged for books/Chromebook or other materials they have lost or damaged. Cost will vary according to the original price and current condition. Students are also responsible for lost or damaged library books, band instruments/books, borrowed gym clothes, locker, and property damage.

Cell Phones & Personal Listening Devices Policy 3245

Cell phones and electronic devices are NOT allowed at school. If a student brings a phone to school the device(s) will need to stay in their locker for the entire day. If a student is using his/her cell phone during the school day, 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. Please see policy 3245 for further information.

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 encouraged to not bring valuable items to school. The school is not responsible for damaged, missing or stolen items. If these items or any other personal belongings are causing a disruption to the learning environment, they will be confiscated and held in the office until after school. Repeat offenses or dangerous items will require the parent to pick up the item from school and there may be additional consequences.

DRESS CODE!

- Shoes must be worn at all times. Slippers do not qualify as shoes.
- Skirts and shorts must be no shorter than mid-thigh both front and back.
- 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.
- 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 allowed.
- Clothing that is offensive to others based on community norms is not allowed.
- No gang attire or gang related clothing will be allowed.

This infographic is a simple reference chart to communicate what is and is not acceptable in the Mansfield School. This list does not include all of the details listed in the Student Handbook. If you have any questions, please reach out to the principal.



DO's



DONT'S



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

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.

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. **Attire must be in-line with school dress code; volleyball shorts are not acceptable for PE.**

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.).

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.

Visitors to the School

Parent/guardians are welcome to visit the school at 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.

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 social media 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 social media, 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.

Child Find Notifications

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.

Special Education / Individuals with Disabilities Education Act

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.

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.

McKinney-Vento/Homeless Act

If you are currently in transition or in a temporary living arrangement (living in a motel, shelter, with another family, or in a camper/trailer) due to financial hardship or similar reason, you may qualify for support services under the McKinney-Vento Act. To learn more contact the school at (509) 683-1012.

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.

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.

What is a Volunteer Guest?

- Guest volunteer opportunities may include but are not limited to: classroom helper, library helper, room parent, field trip helper, 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.

What is a Volunteer Partner?

1. Partner volunteers are more active in the school and may be a student mentor, chaperone longer field trips, one-on-one reader leader, etc.
2. 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.

HARASSMENT, INTIMIDATION & BULLYING (HIB)

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

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

What is HIB?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

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

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([link to form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Lisa Guzman, lguzman@mansfield.wednet.edu) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

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

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

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

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

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

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

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

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

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

Our School Stands Against Discrimination

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

What is discriminatory harassment?

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

To review the district's [Nondiscrimination Policy \[3210\]](#) and [Procedure \[3210P\]](#), visit [\[https://www.mansfield.wednet.edu/\]](https://www.mansfield.wednet.edu/).

What is sexual harassment?

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

Talk to your parents/guardian or teacher for examples of sexual harassment.

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

To review the district's [Sexual Harassment Policy \[3205\]](#) and [Procedure \[3205P\]](#), visit <https://www.mansfield.wednet.edu/>.

What should my school do about discriminatory and sexual harassment?

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

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

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Ms. Lisa Guzman, Principal

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Ms. Lisa Guzman, Principal

Contact Information:

Ms. Lisa Guzman
Principal
491 Rd 14 NE, P.O. Box 188
Mansfield, WA 98830
509.683.1012
lguzman@mansfield.wednet.edu

Concerns about disability discrimination:

Section 504 Coordinator: Ms. Lisa Guzman, Principal

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

What happens after I file a discrimination complaint?

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

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

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

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

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

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

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

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

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

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

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

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

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

Contact Information:

Ms. Lisa Guzman
Principal
491 Rd 14 NE, P.O. Box 188
Mansfield, WA 98830
החשבון 2017

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides

informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

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

U.S. Department of Education, Office for Civil Rights (OCR)

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

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	• Taunting • Expressing physical superiority	• Making threatening gestures • Defacing property • Pushing/Shoving • Taking small items from others	• Insulting remarks • Calling names • Teasing about possession, clothes	• Insulting gestures	• Starting/Spreading rumors • Teasing publicly about clothes, looks, etc...	• Playing mean tricks
L E V E L 2	• Threatening physical harm • Blaming victim	• Damaging property • Stealing • Initiating fights • Scratching • Tripping/causing a fall • Assaulting	• Insulting family • Harassing with phone calls • Insulting intelligence, athletic ability, etc.	• Defacing school work • Falsifying school work • Defacing personal property	• Insulting race, gender • Increasing gossip or rumors • Undermining other relationships	• Making someone look foolish • Excluding from the group
L E V E L 3	• Making repeated and/or graphic threats • Practicing extortion • Making threats to secure silence	• Destroying property • Setting fires • Biting • Making repeated violent threats • Assaulting with a weapon	• Frightening with phone calls • Challenging in public	• Ostracizing • Destroying personal property or clothing	• Threatening total group exclusion	• Arranging public humiliation • Total group rejection/ostacizing

DISCIPLINE 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.

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

EE = Emergency Expulsion for 10 days during investigation

D = General discipline/in-school consequence

E = Expulsion from all public schools for one year

ST = Short-term Suspension for 1 -10 days

Law Enforcement referral

LT = Long-term Suspension for 11 -90 days

LE =

Offense	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	D, 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	D, ST, E, LE	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	D, ST, E, LE	D, ST, LT, E, LE
14. Weapon (Use or Possession)	E, LE	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 324 IP.

Please see your building administrator if you have additional questions

ELEMENTARY DISCIPLINARY EXAMPLES AND RESPONSE

Behavior Expectations & Discipline Procedures

At Mansfield we strive to maintain a positive and productive environment during the school day, on district properties, and at school sponsored events. We are aware that infractions of school district policies may occur. The administration reserves the right to bypass the progressive steps of the discipline levels below when appropriate and address other issues as needed in the event that the health, safety and welfare of students and staff may be at risk. The school may apply federal and state statutes as situations warrant. Disciplinary action will result in parent/guardian notification. Students with disabilities are subject to the same rules of conduct and corrective action procedures as other students. Students with an IEP or 504 plan may fall under an individualized disciplinary process.

DISCIPLINARY LEVEL EXAMPLES & POSSIBLE ACTIONS

LEVEL 1: THE FOLLOWING BEHAVIORS WILL RESULT IN REFOCUS/ REFLECTION TIME

- interrupting the flow of class (silly, goofy, or off topic comments)
- not using appropriate manners
- being unkind to others
- choosing not to work in class
- not following directions

FOLLOWING BEHAVIORS WILL RESULT IN CLASSROOM DISCIPLINARY ACTION

- *Recurring offenses (L1)*
- using classroom materials inappropriately or unsafely
- using excessively bad manners
- disruptive behaviors that impede others' ability to learn
- calling names/ being disrespectful to others
- taking someone's property without permission

FOLLOWING BEHAVIORS WILL RESULT IN AN OFFICE REFERRAL

- *Recurring level 1 or 2 offenses despite previous actions taken*
- ruining or damaging someone else's property
- cheating on an assignment or test

L1 ACTIONS

Verbal Warning,
Refocus/Reflection
Problem Solving Discussion

L2 ACTIONS

Parent phone call or
Letter from teacher AND
Walk if off activity.
Sitting Out
Detention

L1 ACTIONS

Parent phone call or letter from
Principal AND
Isolation
Parent Meeting
Behavior Contract
Suspension, or
Expulsion

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.

Drug / Weapon Free School Policy 4210

Mansfield School District maintains all facilities in compliance with the state drug-free and weapon free facilities. No alcohol, tobacco consumption, chew (tobacco, nicotine, &/or addictive products), vapes and vapor products, 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

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.

Confidentiality / Family Education Rights and Privacy Act (FERPA) Policy 3231P

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The school must have written permission from the legal guardian in order to release educational records, including student discipline records. Due to FERPA, the school cannot give information regarding other students' discipline to students or their families, even if the students are involved in the same incident. For more information please read Policy 3231P on our website.

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.

Students and Telecommunication Devices

Students in possession of telecommunications devices, including, but not limited to, pagers, beepers and cellular phones, while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

- A. All students are encouraged to leave cell phones and other telecommunication devices at home. Otherwise, all telecommunication devices are to be locked in the student's locker.
- B. Devices will not be allowed in classrooms, hallways, commons, the gym, restrooms, pockets, or notebooks.
 - 1. The best way to contact students during the school day is to call the school office for any type of message or change to a pick-up/departure routine. There is a student phone in the office to use upon request.
- C. This policy will be in effect from the time students get to school in the morning until the end of the school day.
- D. If a student is seen using a telecommunication device without proper authorization, the device will be confiscated, placed in a secure area, and returned to the student at the end of the regular school day. Repeated violations will result in further disciplinary action as per Procedure 3245.
 - 1. Authorization for use of a telecommunication device would be granted in situations such as an IEP/504 accommodation.
- E. Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others.
- F. Students will not send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events, or on school buses, or school vehicles provided by the district.
- G. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian.
- H. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation for which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement.
- I. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft, or destruction of devices brought onto school property or to school sponsored events.
- J. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.
- K. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

Cross References:

4310 - District Relationships with Law Enforcement and other Government Agencies
3241 - Classroom Management, Discipline and Corrective Action
3207 - Prohibition of Harassment, Intimidation and Bullying
2022 - Electronic Resources

Adoption Date: **05.23.2011**

Mansfield School District

Classification: **Priority**

Revised/Reviewed Dates: **3.26.18, 3.1.21, 5.27.25**

Procedure - Students and Telecommunication Devices

Definitions:

- A. **Sexting** means sending, forwarding, displaying, retaining, storing, or posting sexually explicit, lewd, indecent or pornographic photographs, images, or messages by or on a cell phone, computer, or other electronic means during school hours or school activities on or off campus; while on school district property, during any recess, lunch, or leave periods on or off school district property; or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individuals, the governance, climate, or efficient operation of the school; or the educational process or experience.
- B. **Disrupting the Learning Environment** means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act or statement initiated, occurring, transmitted or received by a student at school that a reasonable person under the circumstance should know will have the effect of:
 - 1. Insulting, mocking, or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
 - 2. Creating an intimidating, threatening, hostile or abusive educational environment for a student or group of students through substantially severe, persistent, or pervasive behavior.
- C. **Third parties** include, but are not limited to, coaches, school volunteers, parents or guardians, school visitors, service contractors, or others engaged in district business or activities that are not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

Reporting Violations:

Any student, employee, parent or guardian, or third party who has knowledge of conduct in violation of this policy or any student who feels he/she has been a victim of sexting, menacing, retaliation or reprisal in violation of this policy will immediately report the concerns to:

- A. The building principal or his/her designee;
- B. A teacher who will be responsible for notifying the building principal or designee immediately if the matter cannot be adequately addressed by the teacher, or warrants administrative intervention;
- C. A counselor, who is responsible for notifying the building principal or designee immediately if the matter cannot be addressed by the counselor or is sufficiently serious to warrant administrative intervention; or
- D. The superintendent of schools or designee.

Investigating:

The principal or designee will be responsible for timely investigating a complaint made under this policy. The investigation, witness statements, and evidence will be documented along with the outcome of the investigation.

In the course of the investigation, administrative staff will not send, receive, or unnecessarily view or transmit sexting photographs or any other inappropriate images on either the district's or their personal electronic devices. The examination or viewing of the evidence/information will be limited to the extent necessary to determine that misconduct occurred.

Parent or Guardian Notification:

Parents or guardians of all students identified in the report will be notified of the investigation and informed of their students' involvement in the incident.

Discipline:

A school district may administer discipline for students whose behavior violates this policy. Law enforcement may also be notified when conduct may violate criminal laws.

The district will make reasonable attempts to assist students and/or parents or guardians to resolve concerns and issues prior to the use of the formal criminal complaint process. Assistance may include consultation, counseling, education, mediation, and/or other opportunities for problem-solving.

When administering discipline, the administrator will take into consideration the context of the events, all relevant circumstances, and the parties' prior behavior, the nature of the behavior and its potential harm and the emotional and/or physical harm resulting from the reported party's actions.

Discipline below relates to having or utilizing a cell phone during the school day as described in Policy 3241. Additional discipline may apply if additional violations are disclosed as outlined in Policy 3241P.

First offense:

- A. The student's phone or electronic device will be confiscated, taken to the office, and returned at the end of the school day.
- B. Parents or guardians will be notified by the teacher.
- C. The teacher will fill out a form indicating defiance of district policy, that will be given to the office along with the phone or electronic device.
- D. The student will receive a lunch detention for the violation.

Second offense:

- A. The student's phone or electronic device will be confiscated, taken to the office, and returned only to the parent or guardian.
- B. Parents of guardians will be notified by the office.
- C. The teacher will fill out a form indicating defiance of district policy, that will be given to the office; the second offense will be converted to Failure to Cooperate.
- D. The student will receive an after-school detention for the violation.

Third offense:

- A. The student's phone or electronic device will be confiscated, taken to the office, and returned only to the parent or guardian.
- B. Parents or guardians will be notified by the office.
- C. The teacher will fill out a form indicating defiance of district policy, that will be given to the office; the third offense will be converted to a level 3 – Other III violation.
- D. The student will receive In-School Suspension (ISS) up to 3 days.
- E. The student will be required to check-in/check-out their phones and other electronic devices at the office daily before and after school. This will remain in effect until the end of the school year or until a predetermined time as set by the administration.
- F. If participating in a sport or extracurricular activity, the student may practice, but will be ineligible to participate in the next extracurricular event from when they are in ISS.

Fourth offense:

- A. The student's cell phone or electronic device will be confiscated, taken to the office, and returned only to the parent or guardian.
- B. Parents or guardians will be notified by the office.
- C. The teacher will fill out a form indicating defiance of district policy, that will be given to the office; the fourth offense will be converted to a level 4 – Other IV violation.
- D. The student will be ineligible to compete in all extracurricular activities.

Adoption Date: **7.16.19**

Mansfield School District

Classification:

Revised/Reviewed Dates: **1.12.21, 5.27.25**

POWER OF ICU

What is ICU? ICU stands for Intensive Care Unit, just like in a hospital. ICU is an academic support system for students and communication tool for teachers and parents and is built around a school-wide electronic database that tracks missing assignments. All students completing all assignments is the foundation of this program. Students learn quickly if they have one missing or poor quality assignment, their grade is sick and needs attention.

Students with missing or poor quality assignments have their names placed on an ICU list that can be viewed by all staff members. Students are asked by a variety of staff members: "Who do you owe?" "What do you need?" "How can I help?" Staff members reteach content material and provide student with extra assistance to complete their work: before school, during lunch, and after school, etc. Names are removed from the ICU list when assignments are completed and quality work has been done.

It is crucial that parents, teachers, administrators are all on the same page and convey the message that **"All students will complete all assignments and do quality work."**

If your child's name is placed on the ICU List:

- You will receive a text/or an email message.
- Your child will be given an opportunity to complete the assignment on his/her own.
- If the work remains unfinished, additional arrangements may become necessary for your child to complete the assignment (e.g. before school, during lunch, or after school, etc.)

We look forward to helping your child master the content they need to be prepared for in future academic endeavors.

MANSFIELD SCHOOL DISTRICT

TECHNOLOGY USE AGREEMENT 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 and 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.

GOOGLE WORKSPACE FOR EDUCATION

NOTICE TO PARENTS/GUARDIANS

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business
- Jamboard
- Keep
- Migrate
- Sites
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “**Additional Services**,” including but not limited to YouTube and Google Maps. A list of additional services is available at <https://support.google.com/a/answer/181865>.

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student’s Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third-party services.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html. You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Mansfield School District may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student’s settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student’s apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student’s location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](https://policies.google.com/privacy) at <https://policies.google.com/privacy>.

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](https://cloud.google.com/terms/data-processing-addendum) for more information at <https://cloud.google.com/terms/data-processing-addendum>.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](https://policies.google.com/privacy) for more details at <https://policies.google.com/privacy>.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](https://policies.google.com/privacy)

(<https://policies.google.com/privacy>) the [Google Cloud Privacy Notice](https://cloud.google.com/terms/data-processing-addendum) (<https://cloud.google.com/terms/data-processing-addendum>) and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting the school's main office. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact the Mansfield School District. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).

Mansfield/Waterville School Districts

STUDENT ATHLETIC/ACTIVITY

The opportunity to participate in athletics and/or any other extracurricular program offered by Mansfield or Waterville Jr/Sr High Schools (MHS or WHS) is a privilege granted to all MHS or WHS registered students. Participants in these voluntary programs will conform to specific conduct and GPA's established by the MHS/WHS student athletic/activity code. Those who participate in MHS/WHS activities are not only a member of a team, club, or class, but also are representatives of their student body, family and community. Therefore, it is necessary and desirable that high standards be maintained in academics, citizenship, sportsmanship, loyalty, student conduct, both in and outside the school's activities. Lowering standards by an individual, team, club, or class, defeats the purpose and value of any MHS/WHS activity. Students involved in activities shall abide by all rules and regulations established by the coaches, advisors, school administration, MHS/WHS activity code, and the W.I.A.A. (Washington Interscholastic Activities Association). Provision is made for a MHS OR WHS student who has allegedly violated one or more of the MHS/WHS student activity code standards to appeal the disciplinary action against him or her. School sponsored events shall include those that are monitored by Mansfield or Waterville School District Staff in the capacity of coach or advisor, include a team or group representing Mansfield or Waterville School, involve district approved or provided transportation and/or are financed through school district ASB funds. Students are not permitted to participate in any activity without supervision. Violations of the code shall be cumulative. Junior High violations will not carry over into high school; however, students will be considered high school students immediately following 8th grade promotion ceremonies. ***Students are required to comply with this policy seven days a week, 24 hours a day, 365 days a year when enrolled at Mansfield or Waterville School District or participating in Mansfield/Waterville athletics or activities.***

SECTION I: RULES & CONSEQUENCES

Extra-curricular activities are defined as those which require absences from school and/or transportation provided by the school. Curriculum based activities tied to specific class are not considered extracurricular activities.

1. I will meet the criteria necessary to meet the eligibility requirements of the Mansfield or Waterville School District as well as the regulations of the WIAA as outlined in the WIAA handbook (www.wiaa.com).

- Participants in violation will not participate in Mansfield/Waterville HS or MS Athletics and Activities.

2. I will comply with all school rules, team rules and conduct myself in an appropriate, orderly manner, both on and off the school grounds, so as to bring credit to my team, school, community, family, and myself. These items include, but are not limited to use of appropriate, acceptable speech (no profanity); modeling only the kind of behavior that is consistent with unquestionable good sportsmanship – **including in my use of social media.**

- An administrator and/or coach and/or advisor will administer appropriate discipline including athletic/extracurricular discipline, athletic/extracurricular suspension, and or expulsion from the team or group based on severity and number of offenses.

3. I am responsible for proper care of equipment and facilities.

- If equipment or facilities are damaged, I will be held responsible to pay for the damage or replacement of the equipment and/or repair of the facilities.

4. I agree to report all injuries promptly to the coach and/or advisor.

5. Students must be in school the full day (not including tardies), have a pre-arranged absence (arranged at least one day prior), or return with a doctor's or other medical professional's note, if they are to participate in either practice or contests or activities.

- Student absences from school that do not meet the above criteria will result in suspension from participation the day of the absence or upon knowledge of the absence.

Principal and/or athletic director can override this rule based on emergencies and/or extenuating circumstances. The Principal reserves the right to make the final decisions regarding the eligibility of the students. Along with the rules of Mansfield or Waterville High School, the rules as established by the Washington Interscholastic Activities Association are in effect.

6. Suspended athletes will not be allowed to stay overnight with their team in a possible scenario.

7. The athlete must have passed all credited subjects of work in the semester immediately preceding the one in which the sport is held.

- The suspension period for previous semester ineligibility for high school athletes shall be through the last Saturday of September in the fall and/or the first five weeks of the second semester.

- The suspension period for previous semester ineligibility for middle level athletes shall be the first three weeks of the succeeding semester.

8. Students may not be failing any classes during each week of the season to remain eligible for competition. Any student ineligible for a total of 4 weeks within any given season may be dismissed from the team. At the start of a new semester, all students that meet Mansfield/Waterville School District standards will be determined eligible for the first three (3) weeks regardless of grades. Athletic eligibility will be computed using student's accumulative semester grade posted each Tuesday by their teachers. I recognize and am willing to accept it as my responsibility to actively cooperate with teachers whose classes I miss because of activities so as to prepare and complete my assignments in advance or as required by the teachers.

- The period of ineligibility begins on Tuesday morning and ends the following Tuesday morning.
- Athlete participation in practice during probation/ineligibility will be determined by the coach and/or parent.
Principal and/or athletic director can override this rule based on emergencies and/or extenuating circumstances. The Principal reserves the right to make the final decisions regarding the eligibility of the students. Along with the rules of Mansfield or Waterville High School, the rules as established by the Washington Interscholastic Activities Association are in effect.
- * Academic eligibility for the students with special needs will be evaluated by an Academic Review Board on a case by case basis. The review board may include the Principals, Athletic Directors, Teachers, Coach, and the student's case manager. The Parent(s) of the student will be invited to attend the meeting, but attendance is not mandatory.

9. I understand I can only participate in one WIAA sport or activity per season. Seasons are defined as fall, winter, and spring. Participation in high school cheer and a simultaneous sport will no longer be allowed.

10. I understand that playing time, squad designation, and strategy is at the discretion of the coach. These items will not be up for discussion or be a cause for a meeting. Athletes are encouraged to ask their coach for guidance on how they can improve.

11. I agree not to use, consume, possess, transmit, and/or sell tobacco, a vaping device, alcohol and/or marijuana; AND I agree not to post on social media concerning the same. I agree not to use any vaping device. I will not commit any criminal infractions.

The following are the only reasons why an investigation of a violation will be started:

- A confession by an athlete.
- A citation by the police.
- A signed letter by an adult in the community.
- A signed letter by a Mansfield/Waterville faculty member.
- A signed letter by other Mansfield/Waterville students.
- Physical evidence.
- Reasonable suspicion by a trained or experienced adult.

Violation of the athletic code for use of or association with the above substances will result in the following consequences:

- 1st violation: The student athlete will be required to receive district-approved counseling. Counseling recommendations will be forwarded to the athlete's parent/guardian. In addition, the athlete will be suspended from 30% of the sports competition schedule if the athlete confesses at the time he/she is confronted by administrative staff or 50% of the schedule if a full-scale investigation must be started. If the suspension cannot be fully carried out during the season the infraction occurred, the suspension will be carried over into the next sport season. If he/she does not seek counseling within the period of the suspension, he/she will become ineligible for 100% of the sports season. Carry over will occur.
- 2nd violation: The student athlete will be suspended for 70% of the sports competition schedule if the athlete confesses at the time he/she is confronted or 100% of the schedule if a full-scale investigation must be started. Carry over will occur.
- Thereafter, any violation will be a suspension for 3 consecutive seasons.

I understand that a student is in violation if they are present (whether participating or not) where said drugs are being consumed or kept illegally. If students choose not to cooperate with any investigation, a determination will be made without the student's input.

12. I will not use, consume, possess, transmit, or sell legend drugs (drugs obtained through prescription-RCW69.41.020-050) and/or controlled substances (RCW 69.50).

The above listed reasons will be used to initiate investigation of a violation.

- 1st violation: The student athlete will be required to receive district-approved counseling. Counseling recommendations will be forwarded to the athlete's parent/guardian. In addition, the athlete will be suspended for the greater length of either the remainder of the season OR 50% of the competition schedule. The suspension may be carried over into the next sport season.

- 2nd violation: a student athlete who again violates any provision of RCW69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation
- 3rd violation: a student athlete who violates for a third time RCW69.41.020 through 69.41.050 or of RCW 69.50 shall be permanently ineligible for interscholastic competition.

I understand that a student is in violation if they are present (whether participating or not) where said drugs are being consumed or kept illegally. If students choose not to cooperate with any investigation, a determination will be made without the student's input.

SECTION II: PROCEDURE & APPEALS

PROCEDURE:

1. If the athletic director imposes athletic suspension or expulsion, the student athlete will be orally notified of the action taken. Promptly thereafter, written notice will be sent by mail to the student athlete's parent/guardian containing the following information:
 - The action taken (suspension, expulsion, etc.)
 - The reason for the disciplinary action.
 - The right to a hearing with the athletic director.

A copy of the suspension/expulsion notice will be sent to both building principals.
2. *The exclusion from competition or activity will be enforced during the appeal process. Students must attend and participate in hearings in order for the appeal to be considered.*
3. Procedural errors shall not in and of themselves constitute a reason to suspend athletic discipline.

APPEALS:

- Step 1 A request by the student for a hearing shall be made in writing (with extenuating circumstances explained) to both Athletic Directors (ADs); Principals in the absence of an AD within three (3) school/business days of the notification of an infraction. Within five (5) school/business days a hearing will be held and a decision will be communicated in writing to the student and parent/guardian.
- Step 2 If the student and/or parent/guardian is not satisfied with the AD's decision, a written request for hearing shall be made within three (3) school/business days to the principals/deans of students. (If the administrator has been involved in student interviews and helped make the decision to impose athletic discipline, this step may be skipped.) All written appeal requests must include the basis of the appeal in order to move forward. Within five (5) school/business days of the receipt of the written request, a hearing will be held and a decision will be communicated in writing to the student and parent/guardian.
- Step 3 If the student and/or parent/guardian is not satisfied by the decision from step 2, a written request for an Eligibility Board hearing shall be made within three (3) school/business days to the superintendents. The student and/or parent/guardian is then entitled to have the right to present this appeal to the Eligibility Board. The hearing will be held within ten (10) school/business days of receipt of request. The board will notify the parent and student of its response to the grievance/appeal within ten (10) school/business days after the date when the grievance/appeal was presented.

The Eligibility Board will consist of:

 - Waterville Superintendent
 - Mansfield Superintendent
 - Waterville School Board Member
 - Mansfield School Board Member
 - Waterville Certified Staff Member
 - Mansfield Certified Staff Member

Adoption Date: **11.4.19**

Mansfield School District

Revised/Reviewed Dates: **12.1.20**

STUDENT/ PARENT ACKNOWLEDGEMENT FORM

☐ We have read the 2025-2026 Mansfield Handbook. We understand the rights and responsibilities pertaining to students and parents and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the subject.

☐ I have reviewed the **Power of ICU** information (*JH/HS students*)

Text me at this cell phone number: _____

Email me at this address: _____

☐ I have read the **Technology Agreement Policy** regulations and provisions. I understand it is my responsibility to follow the rules and I understand the consequences if I do not follow them.

☐ I give permission for MSD to create/maintain a **Google Workspace for Education** account for my child and for Google to collect, use and disclose information about my child **only** for purposes described in the notice.

☐ I understand that **cellphones are NOT permitted** for use and must be kept in their locker the entire school day.

☐ I have read the **Mansfield/Waterville Student Athletic & Activities Policy** and agree to comply with this policy seven days a week, 24 hours a day, 365 days a year when enrolled at Mansfield or Waterville School District or participating in Mansfield/Waterville athletics or activities.

☐ I have read the dress code policy.

☐ I understand the attendance expectations.

Parent/Guardian Printed Name & Signature

Date

Student Printed Name & Signature

Date



FERPA Opt-Out Form

MANSFIELD SCHOOL DISTRICT

PO Box 188, 491 Rd 14 NE

Mansfield, WA 98830

(P) 509-683-1012

(F) 509-683-1281

Student Name: _____

Please read carefully and complete this form by checking the appropriate boxes you DO NOT want the student directory or parent/guardian contact information released for the purposes described below. Please use one form for each child in your household.

Student Directory Information for School Publications, Images and News Media

Mansfield School is proud of our students, staff and many successful programs. From time to time, students may be identified, photographed and/or videotaped for: school yearbooks, school newsletters, videos, webpages, social media, or by local news media.

☐ ***I DO NOT want my student's name, information or image released for the purposes described above.***

Student Directory Information for the U.S. Military (High School Only)

Federal law requires high schools to release home contact information for all high school students to military recruiters unless parents/guardians deny the release of this information.

☐ ***I DO NOT want my student's name or information released for the purposes described above***

Student Directory Information for Contracted Vendors Supporting Senior Activities (High School Only)

Directory information may be shared with vendors contracted by the high schools to support senior activities, such as: caps, gowns, rings, senior photos, senior spree, etc.

☐ ***I DO NOT want my student's name or information released for the purposes described above***

Student Directory or Parent/Guardian Contact Information for All Purposes

You may also request that your student directory and parent/guardian contact information (address, phone number and email) be kept confidential and not be published or shared for any purpose.

☐ ***I DO NOT want my parent/guardian or student's contact information (address, phone number and email) released for any purposes.***

☐ ***I give permission for the Mansfield School District to release information for ALL of the above purposes.***

Parent/Guardian Signature: _____ Date: _____