

WELCOME!

Welcome to Manhattan Middle School of Arts and Academics. This handbook has been prepared to provide you with information about our school policies and procedures.

Students and parents are responsible for reviewing and knowing the behavior expectations, dress code, and all other expectations outlined in both this student handbook and the BVSD “Students’ and Parents’ Rights and Responsibilities Handbook” published by the district and available on the district website at www.bvsd.k12.co.us.

MISSION STATEMENT

Manhattan Middle School of Arts and Academics challenges students to achieve their academic, creative, and physical potential in order to become responsible, contributing citizens.

Our vision is to provide our diverse community of learners with a strong academic and arts foundation in a safe and stimulating learning environment. Our curriculum recognizes the interdependence of the arts, sciences, humanities, and technology in an ever-changing world. We challenge our students to be responsible for their academic progress while becoming respectful and caring members of the community.

ACADEMICS

Manhattan Middle School of Arts and Academics operates on a semester schedule. Each semester is eighteen weeks long; there are two semesters in the school year. Final grades are issued at the end of each semester. In-progress grade reports are issued after nine weeks in each semester.

REPORTS TO PARENTS

Final semester report cards are mailed to parents after eighteen and thirty-six weeks of school. Quarter “in-progress” grade reports are given to students after nine and twenty-seven weeks. Mid-quarter progress reports may be sent home when students are achieving at a level below their academic ability.

HOMEWORK

Homework is a regular expectation at Manhattan. Although homework may not be assigned in every subject every day, students may assume an average of 45-90 minutes per night. At the middle level the role of parents looks like periodic consulting rather than constant supervising.

TEXTBOOKS AND MATERIALS

Students are issued most texts and study materials at no charge. Please maintain all materials in good condition; charges may be assessed for loss or damage. The purchase of supplementary study materials may be recommended in some courses. Fees may also be charged for materials or supplies used for student projects. Scholarships are also available.

SCHOOL SERVICES

COUNSELING

Counselors are available to assist students with both social/emotional and academic needs. Counselors meet with groups of students, conduct classroom and other small group activities and consult with teachers and parents. Counselors assist students in many areas, including learning effective study skills, resolving conflicts with peers, family or teachers, understanding themselves and others, making educational plans, scheduling, understanding test scores, and exploring career options.

INTERVENTION SPECIALIST

The Intervention Specialist is a counselor from the Mental Health Center of Boulder County and the Health Department whose "home base" is Manhattan Middle School. His/her job is to help students, and sometimes a student's family, deal with some of the problems or concerns they might be having. The intervention specialist can help with difficulties that involve: getting school work done, getting along with others, making new friends, relationship problems, family problems, worries and concerns, trouble obeying laws and rules, drugs/alcohol, sexuality, anger management, depression, and others. The intervention specialist may meet with students either informally or at the request of a teacher, school counselor, or the student him/herself. Other times the intervention specialist may counsel families or students on an ongoing basis. The intervention specialist also leads student support groups, provides prevention activities and crisis assessment and intervention, and provides consultation to parents and teachers.

HEALTH ROOM

The health room is available to students who are ill or injured, or have a health concern requiring immediate attention. Students need a pass from a teacher to come to the clinic except in the case of an emergency.

It is **important** that correct information is on the student's emergency card in case it becomes necessary to contact the parent/guardian.

If a student needs to take medication of any kind, including non-prescription products such as aspirin, the following three items are required, per board policy:

1. A signed copy of the "Parent's Request for Giving Medicine at School and Release Agreement", which is available from the doctor or the school;
2. A doctor's written order for the medication to be given;
3. Medication with the pharmacy label, including student's name and designated

dosage, or original packaging for over the counter medications.

SCHOOL ACTIVITIES

ORGANIZATIONS

A variety of organizations and activities are available to students. These may include: Principal's Advisory Council, WEB, Jazz Band, orchestra performances, choir, theatrical plays, Arts Festivals, sports, Science Fair, National History Day, talent show, and year book.

SPORTS

Manhattan students are encouraged to participate in the Boulder Valley School District athletics program. The dates for each season are available in the office.

An **athletic physical**, signed athletic code and insurance waiver are **required** in order to participate in interscholastic sports. **Please begin this process early; physicals are good for 365 days.** In addition, a participation fee is charged per district rates. Scholarships are available for those needing financial assistance.

STUDENT RESPONSIBILITIES

Our vision statement speaks of our "challenge to students to be responsible for their academic progress while becoming respectful and caring members of the community." As such, students are expected to meet the standards for conduct at Manhattan Middle School that have been established to encourage students to take pride in themselves and their behavior at all times. Three basic values for student conduct are:

RESPECT: I will respect the dignity and worth of everyone, including myself. I will respect everyone's property.

RESPONSIBILITY: I will accept responsibility for my actions, and I will hold others accountable for their actions.

SAFETY: I will act in a manner that does not endanger myself or others.

BULLYPROOFING

There is no tolerance for bullying at Manhattan Middle School!

Here at Manhattan Middle School we continue to implement the “Bully-Proofing” curriculum approach. This is a systematic, comprehensive program which focuses on climate change, teaching of skills and strategies to avoid victimization, and developing and maintaining a caring majority.

The main focus is climate change:

- Design is to create a positive, pro-social school climate.
- There is a commitment to broad cultural change.
- Positive change is continuous and gradual over time.

Bullyproofing teaches skills and strategies to avoid victimization:

- There is a common school wide vocabulary related to bullying and intervention.
- *A goal is for students to take a stand for self and others.*
- The community must take care of each other.
- There is always an emphasis on problem solving and community building.

Emphasis is on developing a caring majority:

- A goal is to shift power away from the bullies to the silent majority members.
- Focus is on empowering and mobilizing the silent majority to become the caring majority.
- *The caring majority is the foundation of the caring school environment.*

DRESS CODE

Students are expected to dress in a manner that:

1. is not disruptive or distracting to the learning environment;
2. does not indicate affiliation with or admiration of negative social influences such as gangs, cults, substance abuse, or sexual degradation.

Therefore, the school **will not** allow:

1. Hats, caps, bandanas, or visors to be worn in the building.
2. Clothing, jewelry, wallet chains, emblems, symbols, signs or other items which may be considered gang, sexual or drug related, or with unauthorized logos or slogans for substances illegal for minors (beer, cigarettes, drugs, etc.) or inappropriate language.
3. Bare midriff tops or tops which expose undergarments, skin or any other immodest or revealing clothing. Straps on tops must be at least the width of an inch.
4. Bare feet. Shoes must be worn at all times.
5. Sunglasses worn in the classroom.

Students who are not dressed appropriately will be asked to change.

ELECTRONIC EQUIPMENT

Cell phones are allowed for before and after school and emergency use only and must be turned off during the school day.

Headphones or other electronic devices are not allowed in school, unless for educational purposes in a specific class.

ATTENDANCE

Students are expected to be in attendance every day school is in session. We understand however, there are times when students must be away from school.

Excused absences include:

1. Temporary illness or injury.
2. Extended absences due to physical, mental or emotional disabilities.

3. Absences which occur when the student is in the custody of a court or law enforcement authority.
4. Emergency, serious illness or death in the family.
5. Medical and dental appointments which cannot be scheduled outside the regular school day.
6. Extremely inclement weather.
7. Absence directly related to the primary handicapping condition of an identified handicapped student.
8. Religious observances.
9. An absence resulting from participation in a work-study program under the supervision of a public school.

When you are absent, your parent/guardian must call the school by 10:00 a.m. to explain the reason.

Manhattan Middle School complies with Colorado State attendance laws.

Permission to leave during the day requires a note or phone call from a parent. A pass for early release from class will be sent to the student. Upon the student's return to school s/he must obtain an admit slip from the office. **Any student who leaves the building without checking with the office will be considered unexcused.**

Makeup work arrangements are the responsibility of the **student**. Students must make arrangements with each of his/her teachers **within two days of the return to school** to make up his/her work.

Extended absence homework may be picked up after the **third consecutive day** of a student's absence. The parent/guardian may call the office to request homework assignments.

Pre-arranged absences should be made by a parent note or phone call to the office as far in advance as possible.

Tardies are considered unexcused absences and are subject to consequences for time and work missed. If a student is late to school, s/he should report to the office for a pass to go to class.

SCHOOL GUIDELINES

HALL/GYM LOCKERS

Students are assigned a hall locker and a gym locker; students must provide a lock for each. Lockers are school property, are subject to periodic inspection and may be searched if there is reason to believe they contain illegal items or school property. **THE SCHOOL CANNOT BE RESPONSIBLE FOR ITEMS OF VALUE THAT ARE TAKEN FROM A LOCKER.** Students are responsible for maintaining the condition of their lockers. Any student who damages or vandalizes their own or another student's locker may lose the privilege of using a locker for part or all of the school year.

SCHOOL CAMPUS DURING NON-SCHOOL HOURS

Supervision of students begins 10 minutes before first period and ends 10 minutes after seventh period. **All students are required to be off campus by 3:55pm unless under the direct supervision of a teacher.** Please communicate clearly and specifically in your family regarding after school plans. **Detention:** Students may be assigned after-school detention as a disciplinary consequence by a staff member. With 24-hour notification, students need to arrange alternate transportation in order to serve detention time.

VISITORS

All visitors, including parents, must check in and out through the front office and are required to wear a visitor pass at all times.

DISTRICT STUDENT CONDUCT POLICY

(not comprehensive, see actual district policy for further detail)

While on school grounds, in district facilities, in school vehicles, or at school-sponsored activities, students shall comply with all policies and regulations pertaining to student conduct. Specifically:

- Student conduct shall at all times reflect consideration for the rights and privileges of others. Cooperation with all members of the school community is required.
- Students shall respect the authority of school staff and officials.
- Diligence in study and achievement commensurate with ability is expected of all students.
- Students are expected to be prompt and regular in attendance and are responsible for work missed due to absences or tardiness whether excused or unexcused. Violations of Colorado law, district or school rules of conduct will result in disciplinary action, which may include suspension or expulsion.

Grounds for Suspension and Expulsion

Students may be suspended or expelled for the following behaviors while in school buildings, on school grounds, in school vehicles or at school-sponsored activities. (In some circumstances authorized by law a student may be suspended or expelled for behavior off school property):

- Serious violations, as determined by the principal, including but not limited to fighting, initiating or participating in bomb scares or false alarms; improper sexual contact; the unauthorized use, possession, exchange or sale of alcohol or controlled substances; and being under the influence of alcohol or controlled substances.
- Carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district for which expulsion is mandatory.

- The sale of a drug or controlled substance for which expulsion is mandatory.
- Continued willful disobedience or open and persistent defiance of proper authority, including but not limited to repeated violations of school district policy and repeated instances of misconduct, no single occurrence of which might otherwise constitute a ground for suspension or expulsion.
- Willful destruction or defacing of school property.
- Behavior on or off school property which is detrimental to the welfare or safety of the student, other students, or of school personnel, including behavior which creates a threat of physical harm to the student or other students.
- Being declared a habitually disruptive student, for which expulsion is mandatory. A habitually disruptive student is one who has been suspended for behavior three times during the course of the school year for causing a material or substantial disruption in the classroom, on school grounds, on school vehicles or at school activities or events because of behavior that was initiated, willful and overt on the part of the student.
- Repeated interference with the school's ability to provide educational opportunities to other students.
- Assault upon, disorderly conduct toward, harassment of, making knowingly false allegations of child abuse against, and any criminal offense against a teacher or school employee or damage to property of a teacher or school employee which occurs on school premises.
- Use or possession of any tobacco product.
- Unauthorized absence from school for all or any portion of the school day.
- Stealing or attempting to steal property belonging to the school district or to a private individual.
- Vandalism, damage or destruction of property belonging to the school district or to a private individual.
- Sexual harassment of students or staff.

- Violation of rules concerning proper use of district computers and/or concerning Internet access.
- Trespassing onto district property or remaining on district property after being requested to leave by an authorized school official.
- Gang-related activity.
- Violation of any school or district policy or regulation governing student conduct.
- Suspension is viewed as a very serious step in the discipline and intervention process. A school principal or designee may suspend a student for up to five school days for grounds 6-20 listed above and may suspend a student for up to 10 school days for grounds 1-5 listed above. The superintendent or designee may extend the suspension if necessary, according to district policy JGD/JGE.
- All doors will be locked. Students needing to use the restroom must ask permission.
- Students must have a pass in order to see a teacher or go to the library during lunch.
- Students may NOT go their lockers during lunch. Be prepared for lunch with coats, money and food.
- When students leave the courtyard to go to the back field they may not stop along the way. The dumpster and bike rack areas are off limits.
- No snowballs are allowed.
- No bullying, harassment, teasing, or foul language will be tolerated.
- Physical contact and unsafe playing behaviors are not allowed.
- Students may play on the field and basketball court.

LUNCH PERIOD

Please remember the following lunchtime rules:

- Food may be eaten in the cafeteria or the courtyard only. Students are expected to clean up after themselves.
- Courtyard and cafeteria are for quiet visiting and eating only. No yelling or physical activity is allowed in these areas.

Students may purchase the regular school hot lunch by bringing cash or purchasing a lunch ticket from the lunch cashier. In addition, the school kitchen operates a snack line on a daily basis. Snack items cannot be purchased with a lunch ticket and must be bought with cash. Free and reduced lunch is available.

Appropriate Use of Technology Resources

Boulder Valley School District

(modified and not comprehensive)

The Boulder Valley School District (BVSD) offers access to an array of technology resources, including the Internet. This access offers vast, diverse, and unique resources and is provided to students and school personnel to promote educational excellence in the Boulder Valley Schools. The purpose of this document is to inform parents, guardians and students of the availability of the technology resources as well as the rules governing its use and to obtain express parental or guardian permission for an individual student to use the Internet while at school. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the technology, especially the Internet. Parents are expected to discuss with their children the school and district technology rules as well as their own expectations for their student's Internet use.

THE INTERNET

The Internet is an electronic highway connecting thousands of computers all over the world that gives students and teachers access to a variety of rich, educational resources. The World Wide Web includes some information specifically designed for children and youth, up-to-the-minute scientific information, and other information that is traditionally difficult to obtain in the school.

The educational value of appropriate information on the Internet is substantial. Because the Internet is composed of information provided by institutions and people all over the world it does include material that is not of educational value in the context of the school setting. There is information that may be judged as inaccurate, abusive, profane, sexually oriented or illegal. BVSD does not condone or permit the use of this material and does use a commercial filtering tool to protect students from adult material on the Internet, to the extent possible. Parents and guardians must be aware that these technological tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired, but not always possible. Students are expected to use the resources in a manner consistent with the rules below and will be held responsible for their intentional use. If a student accidentally accesses inappropriate material she or he should back out of that information at once and notify supervising adult.

PROPER & ACCEPTABLE USE OF ALL TECHNOLOGY RESOURCES

The use of the school and district technology resources, including the Internet, must be used in support of education and academic research and consistent with the educational objectives of BVSD

Activities that are permitted and encouraged:

- School work;
- Original creation and presentation of academic work;
- Research on topics being studied in school;
- Research on opportunities related to community service, employment or further education.

Activities that are not permitted:

- Plagiarism or representing the work of others as one's own (any text quoted from another source or any idea that is another person's idea must be cited properly in the assignment);
- Searching, viewing or retrieving materials from the Internet that are not related to school work, community service, employment or further education (thus, searching or viewing sexually explicit, profane, violence promoting or illegal materials is not permitted);
- Intentional transmission of viruses or other destructive computer files;
- Copying, saving or redistributing copyrighted material (students should assume that all material is copyrighted unless explicitly noted);
- Subscription to any online services or ordering of any goods or services;
- Online sharing of any student's name, home address, phone number or other personal information;
- Playing games and using interactive World Wide Web sites such as chats, MUDs and MOOs unless specifically assigned by a teacher;
- Any activity that violates a school rule or a local, state or federal law.

*If a student has any questions about whether a specific activity is permitted, he or she should ask an adult.

BOULDER VALLEY SCHOOL DISTRICT NON-DISCRIMINATION POLICY

The Boulder Valley School District does not discriminate against anyone in the school system on the basis of race, age, marital status, creed, color, sex, disability or national origin. The Boulder School District will not tolerate discrimination, harassment, or violence against anyone, including students and staff members, regardless of race, ethnicity, gender, sexual orientation, age, disability or religion.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1982. Questions, complaints, or requests for additional information regarding the District's nondiscrimination policies may be forwarded to the following:

Titles VII and IX, ADA, Section 504: Office of Legal Counsel, Voice (303) 245-5903; Facsimile (303) 245- 5906. Complaints may also be filed: Office for Civil Rights, U.S. Dept. of Education, Region VIII, Federal Ofc. Bldg., 1244 N. Speer Blvd., Ste. 310, Denver, CO 80204, (303) 844-5695."

REPORT FORM FOR DISCRIMINATION, HARASSMENT, OR VIOLENCE

Boulder Valley School District

The Boulder Valley School District will not tolerate discrimination, harassment, or violence against anyone, including students and staff members, based on race, ethnicity, gender, sexual orientation, age, disability, or religion.

The principal/department head is responsible for investigating reports of discrimination, harassment, or violence. To report an incident against you or someone else, please fill out this form and give it to the principal/department head.

Your name: _____ Today's date: _____

Date of the incident: _____

What happened (please be specific): _____

Who witnessed this incident: _____

What do you think should happen: _____

This report will be kept confidential by the principal, allowing information to be made available only to persons having a legitimate educational interest in the record or the proceedings.