



Manassas Park Middle School
8202 Euclid Ave., Manassas Park, VA 20111
2019-2020
Student Handbook

Principal: Mr. Matthew Sieloff
Telephone: (703) 361-1510
Fax: (703) 331-3538
Website: www.mpark.net
School Hours: 7:25 a.m. – 2:15 p.m.

PRINCIPAL'S MESSAGE

Dear Students, Parents, and Guardians,

Welcome to Manassas Park Middle School! On behalf of the entire faculty and staff, we are excited for the opportunity to work with your child for the upcoming school year. I look forward to supporting each student in another year of academic growth. The entire staff believes that the education of a child is a team effort, and everyone is an important part of the team.

We are proud of each of our students and the talents they possess, and we hope that everyone will work hard to utilize their abilities in the best way possible. We sincerely hope that each student will have a positive experience during the 2019-2020 school year. Our goal is to work together to continue a tradition of excellence built through relationships between students, teacher, families, and administration.

Our staff understands that each middle school student faces new and exciting challenges both academically and socially. To help each student progress during the year, we have outlined our expectations in this student handbook. Handbooks have been placed on every student's computer desktop as a shortcut for them to access at any time throughout the school year.

Should you ever have a concern and need assistance or advice, our teachers and staff will always be available and eager to help you. We are proud that you and your child are part of our Cougar team. We wish you a successful and enjoyable school year.

Sincerely,

Matt Sieloff
Principal
matt.sieloff@mpark.net

VISION Expectations of Excellence

MISSION

To cultivate and inspire our diverse school community to achieve academic excellence and make positive connections to the global society.

BELIEFS

Manassas Park City Schools believes that all students will achieve their personal best and strive for excellence when we:

- provide a high quality, engaging, and challenging instructional program that prepares
- students for life beyond high school.
- build and maintain a sense of community through diversity and equality.
- ensure that students feel safe and respected.
- optimize the use of technology in classroom curricula.
- create and maintain programs to address real-world concerns.
- help develop critical and creative thinking skills through collaboration and
- communication.

Manassas Park Middle School Parent Guide: Preparing for the middle school transition

When School Starts

- Use the supply list to purchase school supplies.
- Establish a quiet place with good light for homework and studying. The study area should be free from distractions.

Time Management

- Please recognize that wise time management is a skill that students learn through the combined efforts of parents and teachers.
- Develop a specific time to do homework and study.
- Establish a calendar to break large projects into a number of small tasks that can be completed during one work/study session.
- Develop a routine to study for big tests over two or three days. This will eliminate waiting until the night before to “cram” for a test.
- Help establish a morning “routine” or checklist to be certain all materials (laptop, binder, homework, school supplies, etc.) are ready to go for the school day.

The First Quarter

- Anticipate that the first quarter of middle school is an important period of adjustment for students and parents.
- Regularly monitor PowerSchool Parent Portal to keep up on grades and attendance.
- Reinforce a consistent homework schedule.
- Review for tests and quizzes with your child.

Opening, Closing & Early Dismissal Times for the 2019-2020 School Year			
Regular Opening & Closing Times for Schools			
Manassas Park High	7:25 am – 2:15 pm		
Manassas Park Middle	7:25 am – 2:15 pm		
Manassas Park Elem.	8:10 am – 3:10 pm		
Cougar Elem.	8:10 am – 3:10 pm		
Early Dismissal on Last Day of School		After-School Activity Bus Schedules	
Manassas Park High	10:30 am	Manassas Park High	Monday-Friday 4:30 pm
Manassas Middle School	10:30 am	Manassas Park Middle	Monday-Friday 4:30 pm
Manassas Park Elem.	1:10 pm		
Cougar Elem.	1:10 pm		

Manassas Park City Schools School Calendar for 2019-2020

Aug. 22	MPMS Open House 4pm to 7pm
Aug. 27	First day of school
Aug. 30-Sept. 2	Holiday – Labor Day
Oct. 14	Holiday – Columbus Day
Oct. 15	Teacher Professional Development Day – No School
Nov. 1	End of Grading Period
Nov. 5	No School/Student Holiday – Parent Teacher Conferences (MPMS 2:30pm to 6pm)
Nov. 11	Holiday – Veteran’s Day
Nov. 27 - 29	No School – Fall Break
Dec. 23-31	No School – Winter Break
Jan. 1-3	No School – Winter Break
Jan. 20	Holiday – Dr. Martin Luther King, Jr’s Birthday
Jan. 24	End of Grading Period/Early Dismissal for Grades 6-12
Jan. 27	No School – Teacher Workday
Feb. 17	Holiday – President’s Day
March 26	End of grading period
March 27	No School/Student Holiday – Parent Teacher Conferences
April 6-13	Spring Break-No School
May 25	Holiday – Memorial Day
June 6	MPHS Graduation
June 12	Last Day of School/Early Dismissal/End of grading period
June 15	Teacher Workday

This calendar consists of 180 instructional days. The schedule exceeds minimum state requirements in total instructional minutes.

Regular Bell Schedule (Monday and Friday during PRIDE block weeks)
ANNOUNCEMENTS WILL DISMISS STUDENTS

6 th Grade		7 th Grade		8 th Grade	
7:05-7:25	Homeroom/Breakfast	7:05-7:25	Homeroom/Breakfast	7:05-7:25	Homeroom/Breakfast
7:25-8:58	BK 1	7:25-8:58	BK 1	7:25-8:58	BK 1
9:02-10:35	BK 2	9:02-10:35	BK 2 (Elective A/B)	9:02-10:35	BK 2
10:39-12:37	BK 3 (Elective A/B including lunch)	10:35-12:37	BK 3 including Lunch	10:35-12:37	BK 3 including Lunch
12:41-2:15	BK 4	12:41-2:15	BK 4	12:41-2:15	BK 4 (Elective A/B)

PRIDE Bell Schedule (Tuesday, Wednesday, and Thursday during PRIDE block weeks)
ANNOUNCEMENTS WILL DISMISS STUDENTS

6 th Grade		7 th Grade		8 th Grade	
7:05-7:25	Homeroom/Breakfast	7:05-7:25	Homeroom/Breakfast	7:05-7:25	Homeroom/Breakfast
7:25-8:49	BK 1	7:25-8:49	BK 1	7:25-8:49	BK 1
8:53-9:23	PRIDE Block	8:53-9:23	PRIDE Block	8:53-9:23	PRIDE Block
9:27-10:51	BK 2	9:27-10:51	BK 2 (Elective A/B)	9:27-10:51	BK 2
10:55-12:46	BK 3 (Elective A/B including lunch)	10:55-12:46	BK 3 including Lunch	10:55-12:46	BK 3 including Lunch
12:50-2:15	BK 4	12:50-2:15	BK 4	12:50-2:15	BK 4 (Elective A/B)

Report Cards

Report cards will be available electronically (via PowerSchool) at the end of the quarter. An individual student report card may be requested from school counseling office at any time. If you would like a report card mailed home, please contact the Principal.

THE MIDDLE SCHOOL PROGRAM

The middle school program is designed to help students in the sixth, seventh, and eighth grades make a positive transition to high school. The curriculum provides students the opportunity to strengthen and to advance their academic skills.

6th and 7th grade

Math 6/7 and Language Arts 6/7 are subjects taught for full blocks every day for the full school year. Science and History will meet each day for a full block for a semester, with one course being given in the fall and the other being given in the spring. All electives will be offered as half-block, full year courses on alternating day schedule. All sixth and seventh graders will take physical education as part of their schedule.

8th grade

In the eighth grade, students will take Math and Language Arts 8 every day for a full block for the full school year. Eighth graders will take either Science 8 or Civics 8 for a full block for a semester, with one course being given in the fall and the other being given in the spring. Students in the eighth grade will have the option to take Spanish I, Algebra I or Geometry for high school credit.

Middle School Credit Bearing Courses

In any high school credit-bearing course taken in middle school, parents may request that grades be expunged from the student's transcript and that the student not earn high school credit for the course. Parents requesting this option must submit a letter to the middle school principal no later than June 30th of each year.

Elective Courses

Elective course selections include Band, Choir, General Music, Guitar, Art, Keyboarding, Family and Consumer Science, Spanish, STEM, Computer Solutions, and Physical Education. **Each elective course will meet on an alternating A/B schedule for 90-minutes on a quarterly, semester, or full year basis block depending on the elective.** All 8th Grade Choir Students are required to participate in the Virginia Choral Directors Association District IV Assessment and are required to participate in the MPMS Choir attire **RENTAL** program.

- 8th Grade Men's Choir students - \$10.00 (Includes school-issued black dress shirt and gold tie)
- 8th Grade Women's Choir students - \$20.00 (Includes school-issued black choir dress)

Physical Education

All students are expected to dress out and participate in Physical Education. There is a standard uniform for Physical Education class at MPMS. The cost of the PE uniform is \$20.00. The purchase price for each piece is \$10 for the shirt and \$10 for the shorts. PE pants (optional) cost \$20. Previously purchased uniforms from MPMS will be acceptable.

Non-Dress Policy

Students are expected to dress out and have appropriate shoes every day that they have Physical Education. If students are not prepared for class a rental uniform will be provided at no cost. Abuse of rental privileges will result in parental contact and may result in an alternate placement.

Refusal to dress out

Students will be sent to an alternate placement with an attempt to contact a parent. Written excuses from a parent or doctor are necessary to excuse a student from PE. Students must complete a written assignment in order to receive credit for class.

Promotion/Retention Guidelines

In order to be promoted to the next grade level, a committee consisting of teachers, the school counselors, and the administration will review each student’s progress for the year. As a general guide, students that fail 2 or more classes will be considered for summer school and/or possible retention. Students that miss 20 or more days of school may also be considered for summer school and/or possible retention (per school board policy).

Grading Scale	
Numeric Scale	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

Manassas Park Middle School Quarter Tests/Exams

In preparation for SOL Tests, Manassas Park Middle School has developed tests/exams to monitor student progress prior to the state assessments. Each middle school student will be tested every nine weeks on information in each separate subject. Nine weeks tests are 20% of a student grade for each subject. Each of the various test scores will be used to determine progress for each subject area in preparation for the SOL Assessments given at each grade.

For a Single Quarter Elective Course	
Assignments, Tests, Quizzes, etc.	85%
End of Course Assessment(s)	+ 15%
Totaled for Final Grade	= 100%

For a Semester Course (Social Studies, Science, PE)	
Q1 or Q3 Assignments, Tests, Quizzes, etc.	42.5%
Q2 or Q4 Assignments, Tests, Quizzes, etc.	+ 42.5%
End of Course Assessment(s)	+ 15%
Totaled for Final Grade	= 100%

For a Full Year Course (English Language Arts, Math, Band, Choir, ESOL, Spanish I)	
Q1 Assignments, Tests, Quizzes, etc.	42.5%
Q2 Assignments, Tests, Quizzes, etc.	+ 42.5%
End of Semester Assessment(s)	+ 15%
Totaled for Semester 1 Grade	= 100%
Q3 Assignments, Tests, Quizzes, etc.	42.5%
Q4 Assignments, Tests, Quizzes, etc.	+ 42.5%
End of Course Assessment(s)	+ 15%
Totaled for Semester 2 Grade	= 100%
Final Grade = Average of Semester 1 and Semester 2 Grades	

Honor Code

The students at Manassas Park Middle are on an honor code system. Each student is expected to try his or her best and to do his or her own work. A review by the teacher and administration will occur should any misbehavior such as cheating, stealing, or forgery occur, including the assignment of appropriate consequences.

Honor Roll

MPMS has established a tradition for excellence in academic performance. The honor roll is a published list of students who achieve high grades during reporting periods throughout the school year. There are two levels of honor roll achievement:

Superintendent’s List – All A’s or a 4.0 grade point average

Principal’s Honor Roll – 3.5 to 3.99 grade point average

Honor roll ceremonies will be held after the 1st, 2nd, and 3rd quarters.

Parent Conferences

Parent conferences will be held on November 5th and March 27th. It is our hope that parents take this opportunity to talk with teachers concerning their child's progress in school. Parents are also urged to contact teachers throughout the school year when any other concerns or questions arise. A parent conference may be scheduled at any time throughout the year by contacting the counseling office.

General School Information

Attendance:

Regular attendance at Manassas Park Middle School is the first step in being a successful student. Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law.

Parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Absences are excused for the following reasons:

- Personal Illness
- Medical/Dental appointment
- Death in Family
- Religious, Faith, commemorative observances
- Family Emergency
- Parent judgement (weather, and other special instances) thinking Solar Eclipse
- College Visitation
- Court appearance
- Pre-Approved or arranged trips

A student in good standing with a record of regular attendance may be granted up to five (5) days excused absence for the purpose of visiting with the parent or legal guardian who has been called to active duty, is on leave from this duty, or has immediately returned from deployment to a combat zone or combat support posting. The conditions under which absences are excused are:

- The absence is pre-approved by the principal;
- The student is in good standing
- The student has a prior record of good attendance;
- Missed work is complete and turned in within the time period designated by the school; and
- The absences is not during standardized testing dates

Absence policy:

Students have the responsibility to attend all scheduled classes and other assigned activities unless excused by the principal. Students should never leave the school building or grounds prior to dismissal without permission. Students who violate this rule are subject to consequences.

Excessive tardies to school or absences are not acceptable.

Absences:

- In an effort to work with parents, Manassas Park Middle School would greatly appreciate a phone call, written note, or email letting us know if your child will not be attending school for the day. A parent/guardian should call the school at (703) 361-1510 before 9:00 a.m. to inform the office of the absence. Voice mail is in operation daily after 4:00 p.m. and before 7:00 a.m.
- Students should ask all teachers for missed assignments and check Canvas for assignments while absent. Assignments that are not made up may be reflected in the student's grade. The teacher will determine the reasonable amount of time for completion of make-up work.
- When a student misses three or more consecutive days of school due to illness, a parent or guardian may call the office to request class assignments. Parents may pick up assignments 24 hours after requested.

Arrival time:

Students are to arrive at school **no earlier than 7:05 a.m. unless they are dropped off by the early bus runs**. The school day begins at 7:25 a.m. Students arriving after 7:25 a.m. should report to the office to receive a pass to admit them to class.

Delayed Opening:

Two-hour delay – When school opens on a two-hour delay, students are to arrive no earlier than 9:05 a.m.

Tardies to school are excusable for the following circumstances

- Illness of the student
- Student has a doctor/dentist appointment

A note from the parent or a professional note from the doctor/dentist will be required to verify the above.

Unexcused Tardies:

Missed bus, overslept, traffic, stopped to eat breakfast, sick (without excuse), etc.

Excessive Tardies to School May Result in Consequences such as an After School Detention

Early dismissal:

When a student is to be dismissed before the end of the school day, a written note from the parent/guardian is necessary. The note should be brought to the office prior to the start of school on the day of the early dismissal. Parents must report to the main office to meet the student and sign the early dismissal register. Identification will be requested. Extenuating circumstances requiring a student to leave without a parent reporting to the main office will require a note or a phone call from the parent and approval by an administrator. Should a student become ill at school, the student will be sent to the health clinic. If parental contact is necessary and the student must go home, the parent must come into the school and sign the early dismissal register.

Tardies to class (during the school day):

It is imperative for students to arrive to class on time and be seated before the last bell rings, so learning can begin on time. In each quarter, the following consequences will be implemented per class:

- 1st time late to class-Warning
- 2nd time late to class-Parent notified
- 3rd time late to class-Extended detention
- 4th time late to class-Extended detention
- 5th time late to class-Referral

CODE OF STUDENT CONDUCT

A copy of the Manassas Park City Schools Standards of Student Conduct (File: JFC-R) can be found on the mpark.net website in the "Policy" section. The standards of student conduct are designed to define the basic rules and major expectations of all students of Manassas Park City Schools. Students are subject to corrective action for any misconduct that occurs:

- In school or on school property
- On a school vehicle
- While participating in or attending any school sponsored activity or trip
- On the way to and from school
- Off school property, when the acts lead to an adjudication of delinquency or a conviction for an offense listed in 16.1-305.1 of the Code of Virginia.

School Board Rules and Regulations for Student Conduct

The policies established by the Manassas Park City School Board provides for the following: The principal, other administrative personnel, and teachers are authorized by the School Board of Manassas Park City Schools to take disciplinary action in connection with ensuring appropriate student behavior.

School Board Policy provides that any student or parent who believes a student is being improperly denied participation in an educational function or being subjected to an illegal school rule must first attempt to solve the problem by working with the building principal or his/her designee and if unsuccessful, may initiate a hearing by filing a written charge with the Superintendent of Schools.

Student Discipline Philosophy

It is the belief of the staff of Manassas Park Middle School that all students have the right to be educated in an atmosphere that is conducive to teaching and learning. Everyone in the educational process has the right to expect a safe, orderly learning environment. It is our goal that with the establishment of reasonable expectations and consequences, there will be a productive school climate.

Roles and Responsibilities

School staff, students and parents must all work cooperatively to ensure a school environment that is conducive to teaching and learning. Each has responsibilities that, if carried through, will contribute in reaching this goal.

It is the responsibility of all staff members to:

- Contribute to a positive school climate by treating everyone with courtesy.
- Provide appropriate supervision to help prevent student misconduct.
- Model expected behaviors at all times.
- Teach and help students practice strategies to solve problems in a positive and productive manner.
- Assist students, when necessary, to prevent problems.

It is the responsibility of each student to:

- Contribute to a positive school climate by treating everyone with courtesy.
- Demonstrate positive behavior that recognizes and respects the rights of others.
- Know and accept the consequences of any violation of the school policy.
- Comply with all staff members.
- Immediately tell an adult in the school if he or she becomes aware of something, which may pose a threat to the emotional or physical well-being of those in school.
- Take initiative and responsibility for their education and actions.

It is the responsibility of each parent to:

- Teach respect and compliance with classroom, school, and community rules.
- Discuss with their child the school's rules and consequences.
- Teach and help their child practice strategies to solve problems in a positive and productive manner.
- Participate in proactive two-way communication with the school. Parents are strongly encouraged to first contact teachers when questions arise.

- Bring to the attention of school personnel any problems affecting, or potentially affecting, their child or other children in the school.
- Participate in problem-solving meetings with school staff members if their child is displaying disruptive and/or harmful behaviors.

Manassas Park Middle School Discipline Plan

The purpose for this plan is to define the policies, procedures, and consequences for infractions in order to create a safe and orderly learning environment for all students. The plan will be communicated in the following manner:

- Students, parents, and staff will be made aware and have access to this plan via the school website.
- Students and parents will be asked to indicate they have read the plan via Infosnap.
- Students will be given an oral presentation of the plan by school staff.
- The plan will be taught to all students during the first two weeks of school and appropriate, expected behaviors will be modeled in the classrooms.

Staff will handle student misconduct as quickly and efficiently as circumstances allow. Misconduct that requires an office referral will be followed up with a telephone call or a conference with the parent. A copy of the referral will also be sent home to the parent for a signature.

Repeated Infractions

A parent conference with the Superintendent/designee or recommendation for alternative school is an option if a student has received repeated referrals/infractions.

Due Process

When an incident of misconduct has occurred, the following steps will be taken:

- The staff member will give the student an opportunity to explain his or her side of the problem if deemed necessary.
- The staff member will determine if the misconduct warrants an office referral or can be handled in some other appropriate way.
- If a referral is written, the staff member will include all relevant facts and deliver the referral to the office, speaking with an administrator when possible.
- The administrator will give the child the opportunity to explain his or her side.
- The appropriate consequence will be assigned.

If the administrator deems it to be necessary, other students or staff or staff members will also be interviewed for additional information or confirmation of the facts on the referral.

Appeals

If it is felt that a child's rights have been denied or there are questions about the incident, a parent or guardian may call it to the attention of the staff member. The parent or guardian may appeal a school decision to the building administrator, then to the Deputy Superintendent to review the actions.

Definitions of Consequences for Discipline Violations

Staff members may impose appropriate minor consequences (withholding rewards, loss of privileges, assignment of tasks, calling the parent, etc.) for the violation of classroom and school rules. The following consequences may be imposed only by an administrator or designee:

- **TIME OUT** – The student is removed from the regular class and is expected to complete work assigned by teachers. The student may be sent for time out to another classroom or another assigned area with supervision.
- **LUNCH DETENTION** – The student is excluded from the regular lunch block and will eat lunch in another assigned area with supervision.
- **EXTENDED AFTER-SCHOOL DETENTION** - The student is required to stay after school under staff supervision from 2:25 – 4:30 p.m. and is expected to complete work assigned by his or her teacher(s). Parents will be notified in advance and students may ride the activity bus home.

Possible Consequences Imposed by an Administrator Following an Office Referral:

- **LUNCH DETENTION** – The student is excluded from the regular lunch block and will eat lunch in another assigned area with supervision.
- **EXTENDED AFTER-SCHOOL DETENTION** - The student is required to stay after school under staff supervision from 2:25 – 4:30 p.m. and is expected to complete work assigned by his or her teacher(s). Parents will be notified in advance and students may ride the activity bus home.
- **COMMUNITY SERVICE** – The student is required to stay after school under staff supervision from 2:25 – 4:30 p.m. and is expected to complete a community service project. The community service project may include picking up trash outside, collecting trash inside the building, gardening, or any service project deemed appropriate. Parents will be notified in advance.
- **IN-SCHOOL SUSPENSION** - The student reports to the main office at the start of the school day, then is escorted to the In-School Suspension room for the duration of the school day. Students will be provided missing work and may also complete community service.
- **OUT-OF-SCHOOL SUSPENSION** – The student is not allowed to return to school and is prohibited from being on any school grounds for a specific period of time. It is expected that the student will complete all work missed while out of school.

REFERRAL TO LAW ENFORCEMENT OFFICIALS

The student is suspended from school and referred to law enforcement officials. The student may face criminal charges in addition to school consequences imposed by the building administrator, superintendent, and/or the School Board.

INFRACTIONS

Staff members will use their discretion in deciding whether or not it is necessary to refer a student to the office for inappropriate behavior. Serious infractions will be immediately referred to the administration.

LEVEL 1

(Continual or severe infractions may result in a referral to an administrator.)

The following infractions are some examples of behaviors that interrupt instructional time or the safe operation of a school bus will be addressed initially by the classroom teacher or bus driver. There may be a phone call to the parent.

- Persistent disruptive talking
- Writing and passing notes (including electronic messaging during class)
- Getting out of seat and walking across the classroom without permission
- Attempting to get attention with inappropriate behavior
- Yelling
- Honor code violation
- Non-compliance with dress code
- Throwing objects without harmful intent
- Horseplay
- Talking back in class
- Substitute disruption
- Disrespect to another person
- Inappropriate computer or internet use
- Inappropriate language or gestures
- Inappropriate displays of affection
- Inciting or participating in a verbal confrontation
- Leaving class without permission
- Not in assigned area
- Cell phone use when not given permission

LEVEL 2

The following infractions will result in an immediate referral or investigation. The administrator will determine consequences with the severity of the infraction(s).

- Skipping school/class
- Leaving school grounds without permission
- Throwing objects with harm intended
- Verbal harassment or intimidation of another student
- Verbal, electronic, or physical threat towards other students or staff
- Bullying
- Inciting or participating in a physical confrontation
- Vandalism of school property
- Vandalism of another student or teacher's property
- Skipping administrator's consequences
- Repeated Level 1 infractions
- Theft of property
- Gambling

LEVEL 3

The following infractions are cause for immediate administrative action. The consequences are defined for each infraction as determined by the Manassas Park City School Board Code of Conduct (File: JFC). In all cases, the following steps may be taken:

- Parent notification with date and particulars of incident
 - Parent conference
 - Possible Out-of-School Suspension (Length will be determined by the infraction)
 - Possible criminal penalties depending on the infraction
-
- Alcohol or Drugs – (Use/Possession/Distribution) – The use, possession, or distribution of alcohol or drugs is a violation of law.
 - Bomb Threat/False Alarm – Such acts may be considered criminal offenses.
 - Gang Activity – A gang is defined as any group of two or more persons whose purpose includes: commission of illegal acts, participation in activities that threaten the safety of persons or property, disruption of school activities, or creation of an atmosphere of fear and intimidation. Gang activity is defined in the School Board policy (File: JFCE) and includes such things as wearing of clothing or

- other items that indicates affiliation with a gang membership. Included also are bullying, harassment, intimidation, degradation and other activities which are likely to cause bodily or mental harm to others.
- Fighting (Physical Assault) – Fighting is an encounter between two or more students who engage in physical contact. Physical violence in the school is a serious threat to the learning environment, fighting will not be tolerated. If your student engages in fighting, school officials will investigate the incident and discipline will be based on each student’s role before and during the fight.
- Physically Assaulting School Employee - This includes hitting, kicking, spitting on, and throwing an object or any or any other manner of physically assaulting an adult at school.
- Possession or Use of a Weapon, Look-Alike Weapon, or other Dangerous Articles - Students shall not have in their possession any type of unauthorized firearm or any other article which may be used as a weapon, regardless of whether it is commonly accepted as such. This regulation incorporates School Board Policy: JFCD.
- Sexual Harassment – A student shall not sexually harass any student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. Sexual harassment includes any unwelcome sexual advances, request for sexual favors, and other inappropriate verbal, nonverbal, or physical conduct of a sexual nature that creates an intimidation, hostile, or offensive environment.
- Stealing/Destruction of Another’s Property – Stealing is knowingly taking the property of another person without the person’s permission. The value of the property will be taken into consideration when determining the consequence.
- Threat toward School Employee (Assault) – This includes spoken, written, or gestured threats toward a school employee or his or her family or property. Such actions will be addressed according to the severity of the behavior
- Trespassing/Unauthorized Entry – Trespassing is the wrongful entry on school property after being given a verbal or written warning to leave or not be on school property. If a student is suspended out-of-school, he or she may not enter school property at any time during the suspension.
- Vandalism – Vandalism is the willful destruction of school property. In addition to the consequences on page 9, the student may also be required to clean, repair, or replace the item.

OTHER SAFETY RULES

Electronic Devices/Other Distractions

Since students are provided with a laptop computer for instructional use, cell phones will not be permitted to be used during class, but may be used in the hallway or during lunch. MPMS is not responsible for missing devices.

Dress Code: (School Board Policy JFC-R)

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes.

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior. Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home.

Transportation (Bus)

The School Board provides transportation to and from school for all students with the school bus system.

Bus Rules

- Be at the bus stop on time.
- The bus must maintain schedule without waiting.
- Please wait at the bus stop closest to your home.
- Always obey driver’s instructions.
- Be seated immediately.
- Remain in your seat while the bus is moving and until you reach your destination.
- Sit in an upright position at all times.
- Share seats equally.
- Be courteous and cooperative.
- Respect school property.
- Keep all aisles clear.
- Do not tamper with the bus equipment
- Demonstrate appropriate conduct.
- Middle school students should sit in the front half of the bus.

- Please refrain from smoking, using profanity, playing with matches, throwing trash, handling glass objects, yelling or screaming, engaging in horseplay and fighting.
- The driver is required to report all violations.

Walking or Bike Riding

With the implementation of the Safe Routes to Schools grant and sidewalk, students will be permitted to walk or bike to and from school. Students are expected to be on time for the start of the school day and remain in class until dismissal. We discourage students that live west of route 28 from walking or biking to school. It is highly recommended that they take school assigned transportation.

Students Riding in Cars

Students are not permitted to leave school in cars unless permission has been granted from the office. Without written documentation, the student will ride the transportation provided by the school. Students are not allowed to take Uber and/or Lyft unless there is written documentation from the parent.

Cafeteria

MPMS implements a grab and go breakfast, meaning students will eat breakfast in their homeroom. All students are required to eat their lunch in the school cafeteria. Students are permitted to bring a packed lunch. Students are not allowed to order food for delivery during school hours. Outside food is discouraged from being dropped off; it often causes a disruption to the school day. If food is dropped off for a student, MPMS reserves the right to ask that the child eat it in the office. No energy drinks will be permitted in the MPMS building at any time.

Cafeteria Rules

- All students will remain in the lunchroom the entire period.
- Restroom needs should be taken care of in the lunchroom area.
- Students will wait in the serving line in an orderly manner.
- A reasonable noise level is acceptable.
- Make your seating choice and remain there for the entire lunch block.
- Students will be released to put garbage in the waste containers and lunch trays in the window.
- All food and drink will be eaten inside the cafeteria.
- Students serving lunch detention are only allowed to purchase a regular lunch. No extras are allowed. (Ice cream, chips)

Safe and Healthy School

School Nurse

Our school nurse is committed to a safe and healthy school environment that facilitates learning.

Accidents and Illness

Any student who becomes ill or is injured at school will be brought to the school nurse for appropriate care. Parents or guardians of any student who becomes seriously ill or is involved in an accident while at school will be notified immediately and, if necessary, the student will be transported to a hospital emergency room as the individual case may require with an administrator or designee until arrival or a parent or guardian. In order to prevent delay in an emergency, please notify the school office immediately if you have a change of address or telephone number. We must have an emergency contact person for each child enrolled in school.

Medication

All medications should be brought to school by a parent or guardian. This includes over-the-counter medications (Tylenol, cough syrup, etc.) as well as prescription medications. A medication card must be filled out by the parent or guardian in order for medication to be given. Any student found to possess over-the-counter or prescription medication may be subject to disciplinary action according to school division policy on illegal substances.

School Visitation

In order for parents to have a better understanding of their child in the school setting, all parents are encouraged to visit the school often to become involved in the learning experiences of their children and to talk with their teachers. So that valuable instructional time is not interrupted, we ask that you make prior arrangements at the office before stopping in to visit your children and/or their teachers. The office and/or school counseling department will be happy to set up appointments with teachers if they are in class and cannot accept a telephone call. Teachers desire and are encouraged to give their full attention to their students during class time, so it will be greatly appreciated if parents make advance arrangements for conferences and visits. Students are not permitted to bring relatives or friends to school to visit. A parent must accompany any children visiting the school. All visitors must check in and show identification in the office upon entering the building.

Emergency Situations

Fire Drill Procedures

Safety drills are held in accordance with state law. The signal for the fire drill will be heard throughout the building. To ensure a safe environment, any student not following the appropriate drill procedures will be subject to disciplinary action.

- Students should file out of the room in a silent, orderly manner to the designated exit.
- Students will listen to the directions given by their teacher.
- While outside, students should stand in a straight and silent line facing away from the building.
- The teacher will take attendance.
- Re-admission to the building will be given with an all-clear signal.

There are exit procedures posted in each individual classroom.

Crisis Situations

-Students and staff will follow A.L.I.C.E. procedures. Both students and staff will have the opportunity to practice the elements of A.L.I.C.E. throughout the school year.

Tornado Drill

- The administration will alert the staff and students (announcement) of the impending tornado drill.
- Evacuate classrooms.
- Move students *quickly* and *quietly* to the designated area. The students should face the wall on their knees and elbows touching the floor. Hands should cover their face and head to protect them.
- Administrators will alert staff and students with an announcement that the tornado drill has ended.

KEYS TO SUCCESS

After-School Activities

Students may remain in the building for an activity or work under the supervision of a teacher. Activity buses are provided Monday through Friday departing the middle school at 4:30 p.m. Permission prior to staying after school is required.

Books and Supplies

Payment will be required for all lost or damaged textbooks. Textbooks must be returned when the course is over or obligations will follow you through graduation.

Each student is expected to bring the appropriate materials for each class. Parents/guardians are responsible for supplying materials and supplies, as necessary, for their child.

All students and parents will be given Canvas and PowerSchool accounts.

Students will receive their school-issued laptop during August laptop deployment. Laptops will be collected each June. Students are responsible for any damages/fines to these laptops.

Change of Address or Telephone Numbers

Please notify the main office in writing if an address, phone number, or parent's work phone number changes during the course of the school year.

Hall Passes

Students may be in the hallways during class time with a signed hall pass. Students must sign out before leaving the classroom.

Hallway Behavior

- In all areas of the school, students will be orderly, polite, and reasonably quiet.
- Students will walk on the right hand side of all hallways
- Students will have the responsibility of keeping the hallways clean.

Lockers

All beginning of the year paperwork must be turned in to the homeroom teacher in order to be issued a locker. Any abuse, failure to keep the locker clean, or storage of inappropriate items may cause loss of locker privileges. Lockers and desks are the property of Manassas Park City Schools and are subject to search and inspection by school officials and law enforcement at any time.

PE Lockers/Locks

Each student will be assigned a PE locker. It is the responsibility of the student to lock his/her PE locker and include any valuables. The school will not be held responsible for lost items.

Money

Students should bring to school only the amount of money needed for that school day. Students are responsible for their own money. Unless related to a school function or activity, there is to be no buying or selling items at school. MPMS is not and cannot be responsible for lost or stolen money. Money will not be loaned by the staff, and should not be borrowed from other students.

Phones

The main office school phone is for student use; however students must get permission from a staff member to use the school phone. Cell phones are not permitted in classrooms during the school day. Students may use their phone during lunch and in between classes during class changes. In cases of emergency (illness, etc.), an emergency call may be placed for a student. Messages will be delivered to the student in case of an emergency. MPMS will not be responsible for lost or stolen cell phones, iPod's, or other electronic devices and accessories.

Pledge of Allegiance and Minute of Silence

As we begin each school day, students stand for the Pledge of Allegiance followed by the observance of a Minute of Silence as mandated by the Commonwealth of Virginia. Students should be in classrooms for this morning activity but those at their lockers or in the hallway should stop what they are doing, recite the pledge and remain silent before proceeding to class.

Safeguarding your Property

The school has done everything possible to provide students with facilities to safeguard their property. However, students must take precautions in order to protect their property. We recommend the following:

- Do not give out the combination to your hall and/or PE locker.
- Do not leave any articles in a classroom or hallway.
- Do not bring valuables to school, including electronic devices, cell phones, etc.
- Please report lost or stolen items to your teacher immediately.
- All found articles should be turned in to the office. This includes money, textbooks, laptops, clothing, etc.

Things to Know

- If skateboards are brought to school, they should remain in the front office.
- Riding the bus is a privilege that you can lose for inappropriate behavior.
- Your behavior at an assembly must be appropriate and courteous.
- Pulling the fire alarm is not a joke. It is a violation of the law.
- You have the right to attend school without being harassed or bullied. Report any violation to your teacher, a school counselor, or an administrator. Safe Schools is also available to make a report.
- Emergency drills are for your protection. Please take them seriously and be prepared if we ever have an emergency at MPMS.
- Misbehavior during an emergency drill is a poor choice and will be handled by the administration.
- You cannot have any type of energy drinks in the MPMS building at any time.
- You have the expectation to attend school without being using or exposed to profanity.
- You cannot sell things at school. Fundraisers are to be sold at home to your family and friends.
- Arrangements for bus passes must be made prior to homeroom. Requests to use the phone to spend the afternoon at a friend's house will be denied unless there is an emergency.
- Vandalism is costly. You will be responsible for replacement or repair of school property and/or property of others that you destroy or damage in any manner, this includes bus property.
- Making good choices is part of growing up. The more mature you are the better choices you make.
- Integrity is a sign of leadership. If you make a poor choice, admit it and learn from it.

Manassas Park Middle School Athletic Program

As a member of the Prince William County Middle Schools Central Region, Manassas Park Middle School is pleased to offer the following organized sports teams for the 2018-2019 school year.

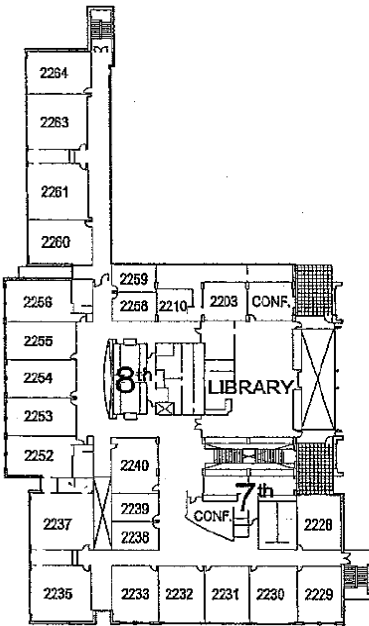
Season 1 Boys Soccer, Girls Track, Football, Volleyball, and Sideline Cheer

Season 2 Cheerleading and Girls Basketball

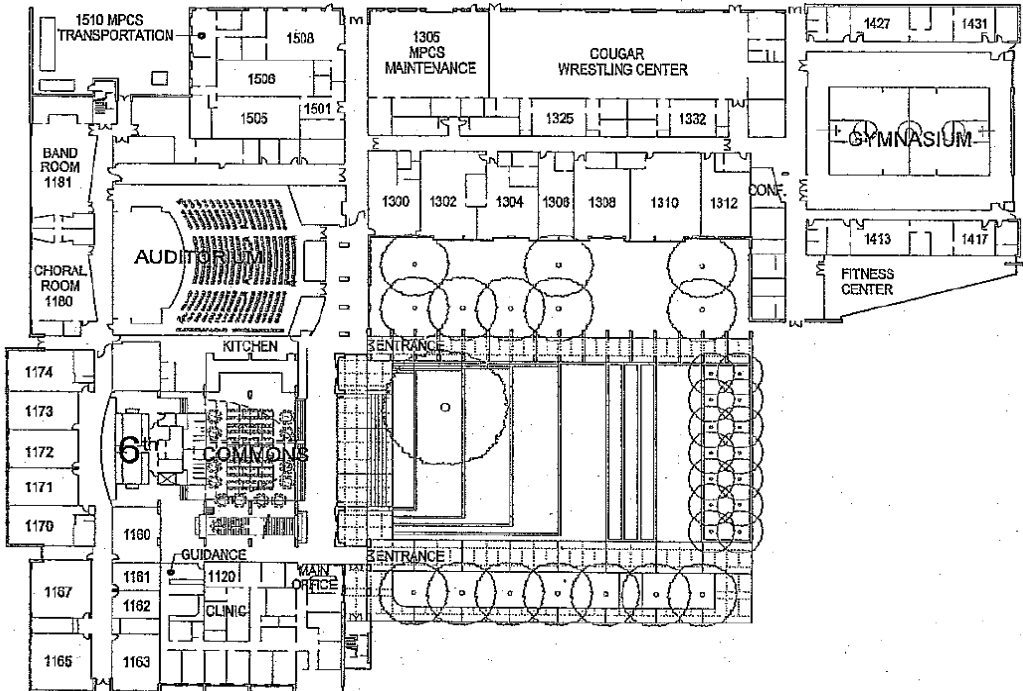
Season 3 Cheerleading, Boys Basketball, and Wrestling

Season 4 Baseball, Girls Soccer, Softball, and Boys Track

To be a participant in any of the sport programs, you must provide Manassas Park Middle School with a current sports physical prior to the start of a season. Physical forms may be obtained through the Main Office or the Activities Directors. Student athletes must also participate in one concussion training with their parent or guardian prior to trying out. Eighth grade students are eligible to try out for high school JV teams. Additional information is available in the Athletic Handbook that students can pick up from the Main Office or Activities Director. If you have any questions regarding the athletic program, please call Susan Webb or Darnell Greene.



SECOND FLOOR



GROUND FLOOR