

Mansfield Campus Grades 7-12

2017 – 2018

Campus Student/Parent Handbook



124 N. Linden Rd.
Mansfield, OH 44906

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www.tygerpride.com

Superintendent Brian Garverick

We are an Equal Opportunity Employer

Administrative Staff

Middle School

Principal	Rob McQuate
Assistant Principal	Ronnie Brown
Administrative Assistant	Marsha Luckie
Counselor	Tammy Dietsch
Counselor	Kathi Gorbett

High School

Principal	Jose Hernandez	
Assistant Principal	Fuzzie Davis	Sophomore Academy
Assistant Principal	Scott Musser	Career Tech
Assistant Principal	Andrew Schiefer	Freshman Academy
Alternative School		
Counselors	Andrea Hirst	Freshman
	Stephanie Chandler	Sophomore
	TBA	Junior
	Kayla Loughery	Senior
Administrative Assistant	Becky Cashell	
Administrative Support	Margo Owens, Brenda Kohli, Lorie Rollins, Louise Yochheim	

Mansfield City Schools

Board of Education

Ms. Renda Cline-President

Mr. Chris Elswick

Mrs. Judy Forney

Mrs. Sheryl Weber

Mr. Gary Feagin

Mansfield Middle

7th-8th grade

124 N. Linden Road

419-525-6307

Robert McQuate, Principal

Ronnie Brown, Assistant Principal

Marsha Luckie, Secretary

Mansfield Senior High

9th-12th grade

124 N. Linden Road

419-525-6369

Jose Hernandez, Principal

Dr. Scott Musser, Assistant Principal/Career Tech Director

Fuzzie Davis, Assistant Principal/ Sophomore Academy

Andrew Schiefer, Assistant Principal/ Freshman Academy

Becky Cashell, Secretary

Raemelton/District Administration

856 W. Cook Road

419-525-6400

Mr. Brian Garverick, Superintendent

Mr. Mark Manley, Assistant Superintendent

Mrs. Cathy Troyer, Assistant to the Superintendent

MANSFIELD CITY SCHOOLS’ DISTRICT MISSION

All students will be well educated and academically prepared for personal success in life, for their chosen careers, for life-long learning, and for contributing positively to their local, national, and global communities.

ˆ Adopted July 2017.

Notice of Nondiscrimination

Mansfield City Schools District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Co-Compliance Officers:

Mr. Mark Manley, Assistant Superintendent

manley.mark@mansfieldschools.org

Ms. Andrea Moyer, Principal

moyer.andrea@mansfieldschools.org

856 West Cook Road, Mansfield, Ohio 44907, 419-525-6400

Mansfield Middle and High School Campus

LETTER FROM THE PRINCIPALS

Dear Students, Parents and Guardians,

It is with great pride and anticipation that we, the faculty and staff of Mansfield Middle and High School, welcome you to the 2017 – 2018 school year.

We are proud to be able to serve you this school year as we all strive to build upon our academic achievements, and work diligently together toward future academic excellence.

There are many academic and extracurricular activities available to you here at our campus. Choose to be involved, be active and positive in your school community, help each other along the way, and build your own legacy as a TY-Tyger here at Mansfield!

We are excited that you are here, and that you are now a part of the Mansfield Tygers' School Family. We look forward to being able to serve you throughout this school year, and offer you our best wishes for your success while you are here with us and in the future.

Let's go TY-Tygers!

Robert T. McQuate

Principal, Mansfield Middle School

Jose Hernandez

Principal, Mansfield Senior High School

WELCOME

Welcome to Mansfield Campus 7-12

This handbook is prepared for the student and parent/guardian so there is a clear understanding of the policies and procedures that we will be following for this school year. However, it is impossible to cover every aspect of these procedures in this handbook. From time to time, various situations will need to be addressed on an individual basis. As a parent/guardian, if there are any questions or concerns, do not hesitate to call the middle school at 419-525-6307 or the high school 419-525-6369.

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ATTENDANCE

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school, prepare for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absences inducing but not limited to:

- Notifying the parent or guardian of a student's absence;
- Developing and implementing an absence intervention plan on a case-by-case basis, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; or
- Referral for truancy if applicable.

Ohio law requires that if a student is absent with or without legitimate excuse from school 38 or more hours in one school month, or 65 or more school hours in a school year, the following will occur.

- The school's attendance officer will notify the child's parent, guardian or custodian of the child's absences after the date of the absence that triggered the notice requirement.
- If a student's absences surpass the threshold for a habitual truant, the principal or chief administrator of the school or the superintendent of the school district shall assign the student to a district absence intervention team, which will develop an intervention plan for that student. Every effort will be made to include a parent, guardian or custodian as a member of the student's absence intervention team. Notice of the plan developed by the student's absence intervention team will be provided to the student's parent, guardian or custodian.
- At no time will students be expelled or suspended out of school due to excessive absences or truancy.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. Personal illness (a written physician's statement verifying the illness may be required;
- B. Illness in the family necessitating the presence of the child;
- C. Quarantine of the home;
- D. Death in the family;
- E. Necessary work at home due to absence or incapacity of parent(s)/Guardian(s);
- F. Observation or celebration of a bona fide religious holiday;
- G. Such good cause as may be acceptable to the Superintendent;

H. Medically necessary leave for a pregnant student in accordance with Policy 5751.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Regular attendance is essential to a student's success in school. Persistent absenteeism or tardiness creates a genuine hardship for the student and is regarded as a very serious problem. To help improve attendance and decrease truancy, The Court of Common Pleas – Division of Juvenile Court is working with all Richland County schools.

ABSENCE REPORTING PROCEDURES

The parent or guardian must notify the school by 10:00 a.m. on the day of the student's absence, or send a note the day of return. You can also leave messages on the building phone's answering machine, which is in service 24 hours a day. If you cannot call, a note must be sent with the student upon their return to school. The note should include the following information:

1. Date excuse was written
2. Students full name
3. Dates of absence
4. Reason for absence
5. Parent signature
6. Phone number where the parent may be reached

- The parent or guardian must send a doctor's excuse to school after three (3) consecutive days of absence.
- Students arriving late at school or leaving school for a doctor/dentist appointment will need a note from the doctor/dentist to have their tardy or absence excused. Tardy Students must report to office upon arrival to school.
- Any student who leaves their assigned class/school without a pass, due to illness or otherwise, is considered truant.
- When a student becomes ill during the school day, he/she should report to the office or the school nurse.
- After an appointment, students are expected to return to school. If the appointment is early morning, then the student is expected to be in school as soon as he/she can return after the appointment. If the appointment is scheduled in the afternoon, the student is expected to be at school until the time of release for their scheduled appointment.
- Students who have accumulated 60 hours of absence (excused or unexcused) will be required to have a doctor's excuse (must state the date of the doctor visit and the return to school date and be turned in within 24 hours after returning from absence) or be excused by the school nurse for any additional absences within the school year. If your child has a medical condition, please submit a doctor's verification to the school nurse indicating the condition and any special treatment as needed. This information will be placed in your child's student file for future reference throughout the school year.
- When a student is absent, it is the parent's responsibility to report the child absent from school, but it is the

responsibility of the student to secure work from their teachers upon return to school from their absence. For long term absences, it will be necessary for the parent to alert the school and request homework for the number of days the child will be absent from school. Please allow 24 hours for the teachers to collect and organize all requested work for the student.

- Upon return to school, the student must report to the Attendance office in order to secure an absence pass to class from the attendance office. Your child may not be admitted into their 1st period class without the absence pass. Make up work will be given to the student upon presentation of the pass to his/her teacher.

General Guidelines for Keeping Children Home from School Due to Illness:

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his/her resistance is low. The following guidelines represent the more common childhood illnesses and the usual recommendations of the School Nursing Services.

Chickenpox: Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.

Common Cold: Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn.

Fever: If your child's temperature is 100 degrees Fahrenheit or greater she/he should remain home until she/he has been without fever for a full 24 hours. Remember fever is a symptom indicating the presence of an illness.

Flu: Abrupt onset of fever, chills, headache and sore muscles. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.

Head lice: Following lice infestation, please accompany your child to school the morning after receiving treatment. The school nurse or trained staff will check to make sure there are no live bugs and that progress has been made in removing nits.

Impetigo: Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

Pain If your child complains, or behavior indicates, that she/he is experiencing persistent pain, she/he should be evaluated by a physician before your child is sent to school.

Pink eye: Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped.

Skin Rashes: Skin rashes of unknown origin should be evaluated by a physician before your child goes to school.

Strep Throat and Scarlet Fever: Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until she/he is without fever or vomiting for 24 hours.

Vomiting and/or Diarrhea: Your child should remain at home until vomiting, diarrhea or fever has ceased for a full 24 hours. If your child has had any of these symptoms during the night she/he should not be sent to school the following day.

Unacceptable Reasons for Absences:

1. Truancy
2. Missing the bus
3. Trips not approved in advance
4. Shopping, hunting, fishing, attendance at games
5. Birthday or other celebrations
6. Gainful employment
7. Babysitting
8. Not having clean clothing
9. Oversleeping, going to bed late
10. Repeated absences without medical verification
11. Transportation problems
12. Appointments for haircuts/beauty shop
13. Skip days – for example-Senior Skip Day

TARDY TO SCHOOL

Tardy to school includes reporting to school after the morning tardy bell. The morning tardy bell rings at 7:35 for Mansfield Senior High Students and at 7:45 for Mansfield Middle School students. After the tardy bells, students are required to report to the attendance office for an admission slip (pink pass) to get into their first period class.

HOUSE BILL 410

In December 2016, Ohio lawmakers passed House Bill 410 in an effort to decrease the number of students who wind up in the criminal justice system for school-related absences. The bill, which takes effect on April 6, 2017, makes several changes to the law governing student truancy and discipline. Below is a summary of some the more significant changes for school administrators.

TRUANCY

Definitions:

H.B. 410 changes the truancy definition to be based on instructional hours, rather than days of instruction. Under the new definitions, the designation of “chronic truancy” has been eliminated, and the designation of “habitual truant” is defined as any child of compulsory school age who has been absent without legitimate excuse for:

1. The term “Chronic Truant” is removed from the handbook and changed to Habitual Truant.
2. Definition of “habitual truant” changed from days to hours:
 - 12 hours unexcused (warning letter will be sent – old 2 day letter)
 - 30 hours or more consecutive hours (Attendance Intervention meeting will be scheduled w/in 7 days)
 - 36 hours or more hours in one school month without a legitimate excuse (TEP ~ Truancy Education Program – was TAP) will take place @ school.
 - 42 hours in a month or 72 or more hours in one school year– an unofficial hearing will take place at Richland County Juvenile Court.
 - Official charges will be filed at 72 hours or more in one year, 30 consecutive days, or 42 hours in one month. Family members will be charged at the Richland County Juvenile Court.

Students who are absent from school without authorization are considered TRUANT. Students are truant if they:

1. Skip classes
2. Leave school without permission
3. Absent from class without permission
4. They are on medical status without a doctor’s excuse

5. When the student is in an unauthorized area without permission

Truancy may result in the following disciplinary actions (level determined by the principal):

1. After-school detention
2. Parent Conference
3. Assigned to the Alternative Learning Center or ISS (Individual Plan for Attaining Student Success)
4. Assigned Friday or Saturday school.
5. Involvement in the juvenile court truancy process.

District Responsibilities when a Child has Excessive Absences

1. The district will notify the student's parent in writing within seven days of the triggering absence;
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.

District Responsibilities when a child is Habitually Truant

1. Within seven days of the triggering absence, the district will do the following:
 - a. Select members of the absence intervention team;
 - b. Make three meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

Notice:

Schools must provide written notice to parents within seven days of a child's excused absence of 38 or more hours in a month or 65 or more hours in a school year.

FAMILY TRIPS

Family trips which take a student away from their studies for an extended period of time are discouraged since they are viewed as less than desirable for a sound education. End of quarter and end of school year vacations cause many problems for students. Results may include individual subject lowered grades due to final examinations and final grading.

Due to the importance of final exams, no family trips will be approved during the last five student days of the school year (makeup calamity days included.) Families are encouraged to schedule their vacations to occur during summer break.

Excused absences will be granted for vacations only if all of the following criteria are met:

- Any vacation must have prior approval of the principal. A minimum of 24 hours' notice must be given. However, it is asked that requests be made one week in advance.
- At the time of request, a student must have passing grades in all subjects.
- Make-up privileges will be granted with prior administrative approval only. Without prior administrative approval, make-up privileges will be denied and a grade of "0" will be given for each absence.
- Each student is responsible to obtain and complete all make-up work for approved family trips/vacations. Make-up work must be turned in within 5 days upon return to school in order to receive full credit.

- No make-up work will be provided prior to the vacation absences. Granting make-up privileges and/or grading of work beyond 5 days are left solely to the discretion of each teacher.

It is recognized that family trips often enrich regular classroom instruction. It is also understood that employers cannot always grant vacation periods during school holiday schedules. Advance approval of absences due to family trips and vacations must be made through the principal's office. The parent should make the request at least one week in advance of the actual trip. Each student is limited to one approved trip of ten days or less in a given school year. The principal or its designee may approve more than one family trip or extend the trips approved beyond ten days in extraordinary circumstances.

Extended Absences for Reasons Other than Medical

When a student and his parent become aware of an extended absence due to a family trip or for a family emergency, the parent should contact the school and obtain an application for extended absence from the attendance secretary. This form is to be completed by the student and his parent and then taken to every classroom teacher for grade verification. In some cases, the parent may reconsider the impact of the absence on the student's academic progress. The principal will make final approval after a review of the student's attendance record and classroom progress. It is the student's responsibility to obtain and complete all missed school work and/or assignments. Extended absences without prior approval may be considered unexcused.



HOMEWORK

Homework is assigned to expand upon classroom learning. When a student is absent from school, homework previously assigned prior to their absence is due immediately upon return to school. Furthermore, it is the student's responsibility to request all missing assignments/homework from their absence. Students have the same number of days they were absent to make up any missing work.

If the student has an excused absence for more than 3 days, the parent/guardian may request make-up work prior to the student's return to school. Please be advised teachers need approximately 24 hours to prepare missing work.

Parents can have access to the Progress Book to view all homework assignments and quiz work for their child's classes. Please contact the school secretary for assistance in accessing this program.

MID-TERM & PROGRESS REPORTS

Progress reports are issued to all students in the middle of each nine-week grading period. These reports are designed to help parents monitor their child's progress before official grades are assigned about four weeks later. Below is the calendar for mid-term distribution and grade card distribution for the 2017-2018 school year. All mid-term and grade cards are sent home with the students (the final grade card for the school year is mailed.)

First Nine Week Mid-term Reports:	9/22/2017
First Nine Week Grade Cards:	10/20/17
Second Nine Week Mid-term Reports:	11/17/2017
Second Nine Week Grade cards:	1/5/2018
Third Nine Week Mid-term Reports:	2/9/2018
Third Nine Week Grade Cards:	3/16/2018
Fourth Nine Week Mid-term Reports:	4/20/2018
Fourth Nine Week Grade Cards:	5/29/2018

5136 - CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

PERSONAL COMMUNICATION DEVICES

Students may only use personal communication devices (PCDs) before and after school, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), and cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.) and/or other web-enabled devices of any type including headphones or other listening equipment. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Office Phone: A child is permitted to use the office phone with the permission of a teacher or school official. Additionally, any parent messages will be promptly delivered to the child. Please be mindful that non-emergency, personal calls are strongly discouraged.

Cell Phone Usage: In order to maintain a safe and orderly environment, cell phone usage is NOT permitted during school hours. Cell phones must be turned off and out of sight during the school day. Cell phone violations will result in the following action(s):

First offense: Confiscation, parent notified, cell phone returned at the end of the period.

Second Offense: Confiscation, parent notified, cell phone released to student at the end of the day.

Third Offense: Confiscation, parent notified, cell phone may only be released to a parent/ guardian and progressive discipline will be administered.

PARENT SUGGESTIONS FOR COMMUNICATION

- **Please keep your contact information updated to keep yourself better informed**
- Leave only emergency phone messages for your child through the main office and do NOT phone or text your child on their cell. Students are strictly prohibited to have or use in or on school grounds electronic devices. These items will be taken from the student and will result in progressive disciplinary actions.
- Please do not call the school at dismissal attempting to leave a message for your child. Once the bell rings, it is nearly impossible to locate an individual child.
- If you have student concerns, first make contact with the teacher during his/her planning time, or after 2:40 pm. You may then choose to speak with the assistant principal assigned to your child.
- Parents are welcome in school but they are asked to have an appointment scheduled prior to arrival. All visitors must check into the office when they arrive.
- Encourage your child to do his/her best and ask them questions about school activities.

- Set aside a place and a time for your student to study.
- The principal will make a leader Alert Call to you when the progress reports are given to the students. Please ask your student to share this information with you. If you do not receive a mid-term progress report or a grade card, please phone the school.
- Attend parent teacher conferences on specified dates in November and February.
- Notify the school of any custody changes, phone number changes or address changes.

**Additional note: Please be advised that any electronic taping of student or staff activity on school grounds without the consent of the Mansfield Board of Education is illegal. Disciplinary action will be taken, and legal action may be considered.

Refusal to comply with electronic device confiscation will result in immediate progressive disciplinary action.

LOCKERS

A locker with a combination lock will be assigned to each student. Sharing lockers is prohibited. A student is expected to use the locker he/she is assigned. Students should not give their combination to anyone. Always double-check your locker and make sure that it is securely locked. It is recommended by administration that it not necessary to go your locker every period.

Lockers are the property of Mansfield Board of Education and they are subject to search at any time. (ORC 3313.20). School administration reserves the right to search and seize any goods, materials and substance that is deemed illegal or as contraband. The school is not responsible for any losses; however, those losses should be reported to the administration.

BUS TRANSPORTATION

Bus transportation is provided as an added service. Students are reminded that bus drivers are a part of the school support staff of Mansfield City Schools. Any behavioral infraction will be treated the same as a misconduct that occurs during the school day. Repeated acts of misconduct may result in loss of transportation privileges

WITHDRAWAL FROM SCHOOL

The office should be notified prior to a student withdrawal from school. The following information should be sent when a request is made by the new school: IEP's, test data, current grades, shots, and any other pertinent information from the student's cumulative file. Before any records can be transferred, all financial obligations must be completed.

MEAL APPLICATIONS

Free and reduced-price meal applications will be distributed to all students at the beginning of the school year. Additional applications are also available throughout the school year at the school office, cafeteria, or at the Food Service Office in the Board of Education building. The Food Service Office processes all meal applications and is required to verify the income of some. Once the application is processed, the household is notified of the result through a letter given to the student. If income or household size changes or you are new to the district, the household may re-apply/apply at any time during the school year.

Breakfast is served at all schools and is at no charge to any student. All students must pay or pack their lunches until their meal application has been processed.

Students who have been approved for free or reduced-price meals in the Mansfield City Schools in the previous school year will be given a 3 week grace period in which the previous year's meal status (free or reduced-price) will apply. After that time, if a new application has not been processed, the student will have to pay full price for their lunch or pack their lunch.

Meal applications also include a "sharing information" section in part 5. The Food Service Office cannot share information from your meal application without permission from the household. If your child qualifies for free or reduced-price meals, they may also qualify for a uniform voucher (where applicable), or a test fee waiver (where applicable); however, permission must be given to share that information with the school in part 5 of the meal application.

Breakfast Program: Breakfast is available daily from 7:20 – 7:35 a.m.

LUNCH PROGRAM

The lunch period is closed. This means that students are not permitted to leave the building for lunch. Students who do not report to lunch will be considered truant. Students may not bring in fast food lunches or accept deliveries of food during the school day. A written notice from a doctor is needed to alter the lunch menu for special diets. The cost of lunch is: \$3.00; Milk only: \$.50, Reduced Price Lunch: \$.40

OPEN BEVERAGE CONTAINERS

Students are not permitted to carry beverage containers, (i.e. pop cans, water bottles or other beverage containers) in the halls or classrooms; nor are they permitted to eat their lunches in classrooms. All food/drink items must remain in the cafeteria.

VISITORS TO THE SCHOOL

All persons, including parents/guardians, entering the school building other than for a scheduled school activity must report to the main high school office. Any unauthorized presence on school property will constitute trespassing. Any person entering the school without permission will be required to have a meeting with the school resource officer. Students may not bring other students to visit the school.

All visitors must enter the main entrance of the building. A state ID/photo ID is required at check-in for all visitors.

CARE OF TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for the textbooks and library books that are issued to them. Book fine obligations must be met before another book is issued, however a classroom text will be provided for classroom use only. In the event that the lost book is found, the district Treasurer will refund the money. (Please allow 5-6 weeks for processing of the refund).

Lost book:	Full value of the book
Broken Binding:	5.60
Damaged Cover:	5.60
Marks on pages:	.25 per page
Damaged Cover:	Full value of book
Missing pages:	Full value of book
Torn pages:	.25 per page
Marking on edges of book:	\$3.00

FIELD TRIPS

A student must have an updated emergency medical form on file, a signed permission slip, and be properly dressed in school-appropriate dress code in order to participate in school-related field trips.

Students are also reminded that a school field trip is a school activity and is subject to the District Code of Conduct of behavior and other school policies. Participation is subject to Administrative discretion.

HALL PASSES

Any time a student is not in his/her assigned class, they will need to have a pass signed by the authorizing teacher. All hall passes must include the date, time, students name, destination, and teacher's complete signature. The student must use the most direct route when in the hallway on a hall pass.

Any adult staff member may stop and ask for hall pass verification. Students who refuse to identify themselves will be considered insubordinate and subject to disciplinary action.

Students who misuse hall passes may be restricted from future hall pass use.

Hall passes are not to be used during the first ten minutes or the last ten minutes of class.

AFTER SCHOOL ACTIVITIES

Students are expected to leave the building promptly by 2:50 pm daily, unless they are involved in an extra-curricular activity. An adult staff member must supervise all rehearsals, music and/or sports practices and meetings. All social events must be pre-approved by the building principal. Students who are deemed to be "loitering" could face trespassing charges.

ASSEMBLIES

Student behavior during assemblies should be an example of pride, respect, and responsible behavior.

Unacceptable behavior is whistling, unnecessary clapping, excess noise and talking during the program.

Students who misbehave will be removed from the program and not permitted to attend future assemblies. Prior to the assembly, students are to report to their classrooms and wait for notification of release by building administration. Students will not be permitted to leave the assembly for drinks or restroom breaks. These personal needs are to be addressed prior to entering the assembly.

PARTNERSHIPS

Mansfield Middle and High School is teaming up with several community agencies to provide additional support and guidance to our families. The following agencies are available for your resource: Richland County Children's Services, UMADOAP, Family Life Counseling, CACY & POPS, DARE, and the NECIC.

MAINTAINING THE BUILDING

Our community, your parents, and the school district have worked together to provide the students with a qualified staff, building equipment to help prepare students for future success. We are committed to giving you the best education possible with the expectation that you help us maintain our school as a first-rate facility.

1. Keep the hallways, classrooms, and restrooms neat and clean.
2. Do not deface or destroy walls or furniture by writing, carving, breaking, etc. Students will pay for replacement and repairs of all school property damaged by their actions.
3. All food and drinks are restricted to the cafeteria. Pop or other soft drinks are not to be brought to school.

PHYSICAL EDUCATION CLASSES

All students are required by state law to participate in physical education classes. The students are required by our school policy to both dress and participate in all assigned activities. Only a doctor's excuse authorizes non-participation in these classes. Students will need a shirt, shorts/sweats and tennis shoes.

Failure to dress and participate is a violation of school policy and will result in disciplinary action and/or impact their grade. For gym class, students will need a combination lock to secure their clothing and to house their gym clothes when they are not in use.

The school is not responsible for lost or stolen items.

CLASS RANK CLASS OF 2021 AND BEYOND

The Board of Education acknowledges the usefulness of a system of computing grade point averages and class ranking for high school students, both to inform students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success.

The Board authorizes a system of class ranking, by rank points, for students in grades 9 - 12.

Every Course has a weight factor. General Education and Special Education classes are 1.0. College Prep classes are 1.5. Honors, AP, and College Credit Plus classes are 2.0.

Rank and GPA is calculated using Final Grade only with the above stated weight factors. Grades earned through Credit Recovery, Summer School Tutored Credit, Flex Credit or any other on-line courses are issued final grade only, and they will not count toward rank or GPA.

Each letter grade, with + and -, has a numerical value. That numerical value is multiplied by the weight factor. For example, an A has a numerical value of four (4) points. If a student was taking a 1.0 weight factor class, the student would receive four (4) points (4x1.0) for that A for the final grade. If the student was taking a 1.5 weight factor class they would receive six (6) points (4x1.5) for the final grade. If the student was taking a 2.0 weight factor class they would receive eight (8) points (4x2.0) for the final grade.

The grades of students transferring to the high school from a home-based school, non-chartered school, or chartered school will be recognized; however, such students shall have no established class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed four (4) semesters.

No student shall be eligible for graduation honors, such as Valedictorian, etc. unless they have been enrolled for four (4) consecutive semesters prior to the final semester utilized for purposes of determining such honors.

CLASS RANK CLASS 2018-20

The Board of Education acknowledges the usefulness of a system of computing grade point averages and class ranking for high school students, both to inform students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success.

The Board authorizes a system of class ranking, by rank points, for students in grades 9 - 12.

Every Course has a weight factor. General Education and Special Education classes are 1.0. College Prep classes are 1.5. Honors, AP, and College Credit Plus classes are 2.0.

Rank and GPA is figured from four (4) nine (9) weeks and two (2) exam grades. Each exam grade counts as one-half (1/2) of a nine (9) week grade. Final grades do not count for rank or for GPA. Grades earned through Credit Recovery, Summer School Tutored Credit, Flex Credit or any other on-line courses are issued final grade only, and they will not count toward rank or GPA.

Each letter grade, with + and -, has a numerical value. That numerical value is multiplied by the weight factor. For example, an A has a numerical value of four (4) points. If a student was taking a 1.0 weight factor class, the student would receive four (4) points (4x1.0) for that A for the nine (9) weeks. If the student was taking a 1.5 weight factor class they would receive six (6) points (4x1.5) for the nine (9) weeks. If the student was taking a 2.0 weight factor class they would receive eight (8) points (4x2.0) for the nine (9) weeks.

Exam grades are then divided by two (2) for rank points. If the above examples were for exam grades, the points would be 2.3 and 4 respectively.

The grades of students transferring to the high school from a chartered school will be recognized; however, such students shall have no established class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed four (4) semesters.

Students entering the high school from non-chartered or home-based schooling shall have no established grade point average (GPA) or class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed four (4) semesters.

No student shall be eligible for graduation honors, such as Valedictorian, etc. unless they have been enrolled for four (4) consecutive semesters prior to the final semester utilized for purposes of determining such honors.

Graduation Requirement

20 Credits

English	4 Credits
Math	4 Credits (including 1 unit of Algebra 2 or its equivalent)
Science	3 Credits (1 Physical, 1 Life)
Social Studies	3 Credits (Including .5 Credit of World History)
Fine Arts	1 Credit
Personal Finance	.5 Credit
Health	.5 Credit
Physical Education	Pass two classes or use PE Waiver
Electives	5 credits

State Testing Requirements for Graduation

Class of 2018	Class of 2018 and beyond
<p>Ohio's New State Test</p> <p>Algebra I Geometry Physical science Biology American history American government English I English II</p>	<p>Ohio's New State Test</p> <p>Algebra I Geometry Biology American history American government English I English II</p>
<p>Schedule of Tests</p>	<p>Students will take an End of Course (EOC) tests in March-May.</p> <p>Additional Opportunities will occur in December-January, and in June-July</p>
<p>Accumulating Points on State Tests</p>	<p>Students have an opportunity to earn one to five graduation points on each End of Course test. Students have the potential to earn a total of 35 points.</p> <ul style="list-style-type: none"> • Must have a total of 18 Points • English I and II must total at least 4 points • Algebra and Geometry must total at least 4 points • US History, Government and Biology must total 6 points

Mansfield Campus Promotion/Retention Procedures

Grades 7-8

Promotion:

A student must pass three (3) out of four (4) basic skills courses in order to be promoted to the next grade. Basic skills courses are defined as: English Language Arts, Math, Science and Social Studies. Each basic skills course must be passed with a .66 grade point average (GPA) which amounts to 2.64 points in that course.

Points are based on the following scale:

Letter Grade	Point Value
A+	4.00
A	3.90
A-	3.66
B+	3.33
B	3.00
B-	2.66
C+	2.33
C	2.00
C-	1.66
D+	1.33
D	1.00
D-	0.66
F	0.00

Exploratory courses will receive letter grades. These courses include, but are not limited to: Art, Computer, Physical Education, Choir, Band, Orchestra, Foreign Language, Why Try, iTech and Health. Exploratory courses will not be counted toward a students' promotion or retention.

Retention:

Retention is based on student performance in the basic skills courses. A student who fails two (2) or more basic skills courses is required to attend summer school; while attending summer school, a student must achieve passing grades in order to be considered for promotion to the next grade. The cost for summer school is the parent/guardian's responsibility.

Students who fail all four (4) basic skills courses will not be promoted. The final decision of student promotion or retention rests solely with the Principal.

Grade Calculation Examples:				
1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final Grade
A	F	A	F	C-
F	F	F	A+	D
F	F	F	B+	D-
F	F	D-	D	F

SCHEDULE CHANGES

School Counselors will not see students for schedule changes the first few days of school except for: new students to the district, students with scheduling errors and seniors needing to add graduation requirements. The first week will provide students with an opportunity to adjust to their schedule.

Students must fill out a required “Change Request Form” which may be obtained in the School Counselors Office. The completed form must be presented at the time of the scheduled conference.

Parent/guardian’s signature **MUST** be on the change form as well as the teacher’s signature, verifying that the books have been returned or that no book was issued.

All students **MUST** be scheduled for six periods of credit.

Changes are not official until the student receives his/her new schedule.

DROPPING A COURSE

No semester course will be dropped after the fourth week of either semester. No full year courses will be dropped after the fourth week of the first semester.

Dropping a year-long course after the deadline can occur only in limited circumstances. The counselor will arrange a conference involving all or any of the following people as is deemed necessary; student, parent, teacher and/or administrator. If the change requires a schedule rearrangement, the change will not be made. The counselor and administrator will make the final determination as to whether or not the change will be made.

Students are not permitted to voluntarily drop required classes.

ADDING A COURSE

Courses can be added during the second and third weeks of school. A student can add a course in place of a study hall. Schedule rearrangements will not be honored to accommodate adding a course.

CHANGING ONE COURSE FOR ANOTHER

Changing one course for another course depends on; space availability in the class and requests made within the normal schedule change period.

Level Changes (Example: College English 10 to English 10)

No level changes will be made after the first grading period. The teacher, counselor, parents or student can recommend level changes. The counselor will arrange a conference involving all or any of the following people as is deemed necessary: student, parent, teacher and/or administrator. The counselor and administrator will make the final determination as to whether or not the change will be made.

There will be NO schedule changes after September 1, 2017!!

TEACHER CHANGES ARE NOT PERMITTED!

Note: The administration and school counseling staff reserve the right to establish additional rules and procedures.

FEES/OBLIGATIONS

School fees are waived for 2017-2018 except fees for rented musical instruments. Parents are still responsible for outstanding school fees account from previous years.

PARKING PASSES

Parking in the student parking lot requires the purchase of a student parking pass for a fee of \$5.00 per year. Upon receiving the student parking pass, you may park in your appointed space only! Parking in the staff and/or the visitor lots is strictly prohibited. If you lose your permit, you must purchase a replacement pass for \$5.00. Parking at school is a privilege which may be forfeited by continued irresponsibility, grade problems, tardiness, unexcused absences or truancy to class/school. Abuse of school rules may result in loss of parking permit and privileges and/or the removal of your vehicle at your expense.



ATHLETICS AND ELIGIBILITY

Mansfield Campus offers the following athletic programs. Team membership is open to eligible 7-12 students.

Fall: Football, Cross-country, Volleyball, Golf*,
Girls' Tennis*, Soccer*

Winter: Basketball, Bowling*, Swimming, and
Wrestling

Spring: Track, Softball, Baseball, Boys' Tennis*

*High School Only

Eligibility

As members of the Ohio High School Athletic Association, all students must follow the standards set forth by this association.

All incoming 7th grade students are eligible for participation in fall athletics.

Eligibility for participation is based upon grades received each marking period. Exam, Semester and yearly averages have no impact on eligibility.

Grades 7-12: To be eligible, a student-athlete must have received passing grades in a minimum of five of all subjects in which enrolled the immediately preceding grading period. No student is eligible if they have 2 Fs in one grading period.

For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken in the preceding grading period.

Students must be in attendance at school on the day of the athletic event. Students who have been assigned to the ALC/ISS/OSS will NOT be allowed to participate in athletics until they have completed their assignment. Those students who are suspended from school on the day of the athletic event will be denied participation until the suspension is completed.

PERSONAL INJURIES

The laws of the State of Ohio do NOT permit schools to pay medical or hospital bills for students who are injured at school. The State does not hold the school legally responsible for any injuries that may occur.

LIBRARY/MEDIA CENTER

The Library is open to all students throughout the day. Students may come to the library with a class or with prior, written approval of the teacher and librarian. The library has both print and electronic resources to support research activities, as well as books and magazines for recreational reading. Students are expected to behave appropriately while in the library and respect the library materials and equipment. Students are expected to abide by the copyright rules and regulations. Lost or damaged items will be the financial responsibility of the student. Failure to return library materials may result in loss of privileges at school.

INTERNET USAGE

An internet usage policy has been adopted by the Board of Education. Parents and students will both need to read and sign the Internet Acceptable Use Policy before they will be permitted to use the Internet at school. Internet usage is permitted for educational reasons only. Violations of the Acceptable Use Policy will result in suspension of user privileges and disciplinary action will result.

GUIDANCE COUNSELORS

Mansfield Campus has guidance counselors who will serve the students in a variety of ways. The guidance counselor can make referrals to various social agencies, enroll and withdraw students, supervise testing and oversee the academic and personal-social concerns of the students. The guidance counselor's office is located in the middle school or main office. Students who need to see the counselor must first sign up for an appointment. Parents are also encouraged to see the counselor to discuss their student's concerns. We would ask that parents call and schedule an appointment.

In the high school you child is assigned to a guidance counselor by grade level if 9th or 10th grade. The 11th and 12th grade students are divided by the alphabet. Students who need to see a counselor must first sign up for an appointment in the School Counselors Offices Office. Parents are also encouraged to see the counselor to discuss their students concerns. We would ask that parents call and schedule an appointment. **419- 525-6369 (Extension: 61010.)**

MEDICATION

Students who are required to take medication during the school day must bring the medicine to the office for safekeeping. They will need to have filed an updated emergency medical form that clearly states the recommended dose and the time that the student is to take the medication. The office staff will not be permitted to give any medication without proper paperwork from the student's prescribing physician.

Students are not to have pills, cough syrup or any other medication in their possession or in their locker. For a student to take Tylenol at school, parent permission must be secured through the school nurse.

The nurse is available to see students with medical needs. She is not in the building every day. Please keep students with fevers or obvious illness home from school. Students will need to have a pass from their teacher to be seen by the school nurse.

FIRE DRILLS

Fire drills are necessary precautions required by state law and are held periodically throughout the school year. When there is a fire drill, everyone must leave the building and remain outside until it is indicated by bell or another signal that it is all clear to return to class. Upon return to the building, it is expected the students report directly back to the same class.

Students are encouraged to follow the safety procedure that is posted in their classrooms. Since this is a matter of public safety and violations could jeopardize the safety and well-being of other students, students who violate the procedure are subject to disciplinary action.

TORNADO DRILLS

It will become necessary in late spring to practice precautionary measures in the event of a possible tornado. On the appropriate signal, students will be escorted into a designated safe area and continue to tornado procedure. There is a sign in each classroom that designates the safe locations. Again, since this is a matter of public safety and violations could jeopardize the safety and well-being of other students, students who violate the procedure are subject to disciplinary action.

BUILDING SAFETY PLAN

On occasion, as a precautionary measure, our building may need to be evacuated or locked down to ensure the safety of all our students. When a lock down occurs, no one will be allowed to enter or exit our building until it has been deemed safe. If you have any questions about our safety plan, or in a crisis situation need information regarding your child, please contact the building principal or someone at the Board Office (419-525-6400)

SOCIAL ETIQUETTE

Students are expected to remove their hat when they enter the building. All students are expected to adhere to the dress code, and extend common courtesies such as “please” and “Thank you.” All students should give respect as well as receive respect in return.

SUBSTITUTE TEACHERS

Substitute Teachers are to be treated with respect. It is up to you to give our substitute teacher the respect they deserve as a staff member on our campus. Failure to provide your student ID or name to a substitute teacher will result in an ISS assignment.

STUDENT RESPONSIBILITIES

The rules outlined in this handbook are necessary to foster a safe and nurturing environment for all students. These valuable guides will help the student as they move on through the educational process.

1. Every Mansfield Campus student will be issued an ID badge. ID badges must be made available to any staff member upon request. There is a \$5.00 replacement fee for any misplaced or lost ID badges.
2. Be in your assigned classes on time.
3. Be courteous and respectful to all.
4. Be prepared by having all the supplies that you need to get the job done in class.
5. Remember to follow the direction of your teacher.

6. Students are to keep their hands to themselves and not bother other people's property without their permission.
7. Students must attempt to complete all assigned class work and homework assignments. Failure to do so may be considered insubordination.
8. Students are not permitted to write, read or pass notes during the school day.
9. Students must pay attention to their own concerns, and not be involved in the business of others.

GENERAL SUGGESTIONS FOR PARENTS

1. Please keep your contact information current.
2. Leave only emergency phone messages for your child. Please do not call the school at dismissal attempting to leave a message for your child. Once the bell rings, it is impossible to locate an individual child.
3. If you have student concerns, make contact with the school principal, during the teacher's planning time, or after 2:30pm.
4. Parents are welcome in school but they are asked to have an appointment scheduled prior to arrival. All visitors must check into the office when they arrive.
5. Encourage your child to do his/her best and ask them questions.
6. Set aside a place and a time for your child to study.
7. If you do not receive a mid-term progress report or a grade card, please contact the school.
8. Attend parent teacher conferences on specified dates in November and February if you have academic or behavioral concerns.



DISCIPLINARY VIOLATIONS

A violation of any school rule or procedure may result in disciplinary action. The consequences may be detention, Behavior Contracts, Saturday school, In School Suspension, Out of School Suspension, Emergency Removal, Expulsion, Court referral, and/or the Police.

CONSEQUENCES FOR STUDENT VIOLATIONS OF THE STUDENT CODE OF CONDUCT MAY INCLUDE (in any uncertain order as determined by the severity of the incident):

Conferences: Student Parents/Guardians
 Teacher/Guidance counselor
 Administration
 Social agency ex. Probation, Children services
 Combination of any of the above

Detention: Assigned by the teacher/administrator for violations of classroom rules or the Code of Conduct. Students will be given 24 hours' notice of the detention. We will inform the parent of detentions or other consequences in order to form an alliance to improve the behavior and achievement of our students. Students that do not serve detention will be referred to the office and may be given additional detention time, Friday School, or time in the ISS.

Emergency Removal: Assigned by the administration when it is necessary to remove a student immediately from the school setting. The administrator will determine the length of the removal.

Behavior Contracts: An agreement between the student, teacher, administration and possibly the parent that outlines behavioral expectations.

Suspensions: In-school suspension is an assignment in the Alternative Learning Center. Out of school suspensions are assigned by the administrator for Student Code of Conduct violations.

Juvenile Court: Students may be referred to the juvenile court for repeated violations of the Student Code of Conduct and/or frequent suspensions from school. This violation is determined to be unruly, also known as incorrigible behavior. Students may also be referred for attendance issues.

Expulsions: Removal from the school for major school violations of the Code of Conduct. Length of removal could be up to 80 additional days beyond the automatic 10-day suspension.

Alternative School: (In School Suspension) ALC placement is the last option available before an out-of-school suspension. Students are assigned to the ALC because they have violated the Student Code of Conduct. They will continue to keep up with their school work during assignment to the ALC. Students assigned to the ALC lose their privileges to eat in the cafeteria amongst their peers. Students also lose their privileges to attend assemblies, and go to school-sponsored field trips. Student athletes assigned to the ALC are not eligible to participate in the same day athletic event. ALC assignments begin at 8 a.m.--2 p.m.

Misbehavior or tardiness may result in additional time in the ALC or out-of school suspension.

Expulsion: Student may be expelled from school for repeated violations of the Student Code of Conduct. Any student, who assaults or threatens an adult staff member or have in their possession drugs or weapon of any kind, will be referred for expulsion. Students' will be suspended up to 10 days pending the expulsion hearing.

Out of School Suspension: Students are suspended because they were unwilling to follow school policies or they are in clear violation of the Student Code of Conduct. Students that are suspended are not to be on the school property of any school or at the activities of any school until the suspension is complete. This policy includes activities at the high school beyond the normal school day. Trespassing may result in additional days of suspension.

Emergency Removal of a Student: If a student's presence poses a continuing danger to himself, to other persons, to property and/or is involved in an ongoing threat of disruption to the academic process within the classroom or elsewhere on the school premises which includes activities beyond the school day then that student may be removed from school.

Additional information regarding student discipline expectations can be obtained in the Student Code of Conduct.

Positive Behavior Supports Program & Participation Requirements

Positive Behavior Intervention Supports (PBIS) is a school-wide system, used by the Middle School and High School staff, to reward positive behavior within the school.

PBIS Event attendance is based on student behaviors throughout the school building for an entire month. Students are expected to follow the expectations that are given by the faculty here at Mansfield Middle School. These expectations are driven by the High Standards Matrix examples that are posted throughout the building. PBIS Event attendance is a “Three (3) Strikes You’re Out” policy. Detentions (lunch or after school), skipping detentions, office referrals, ALC, and in-school suspensions each are a strike. Any combination of three (3) of these consequences will result in a student attending a detention room instead of a PBIS Event.

(Out-of-school suspensions are an automatic disqualification from that month’s reward)

Administration has the right to change the event, location, date, or time as needed based on school-wide decisions and needs.

In addition to a minimum of two (2) school-wide training dates for our student body, teachers are to review the High Standards Matrix weekly, post PBIS information (matrix, point sheets, events schedule, classroom rules/guidelines, and PAWSitive behavior notices) in the classroom.

The yearlong PBIS Event is for those students who have earned the PBIS Event for seven (7) or more of the nine (9) school months, **including** the month of May.

Positive Behavior Intervention and Support (PBIS) at Mansfield Middle and High School

Mansfield Middle and High School is dedicated to being a place of mutual respect. It is an expectation that all members of the Tyger community- be they teachers, administrators, classified staff, students, parents, or guests- will follow the Mansfield Code, and treat each other as they would wish to be treated themselves. It is expected that everyone on the Mansfield Middle and High School Campus will conduct themselves in such a fashion that everyone will feel safe and free from harassment, both physical and emotional.

Mansfield Middle and High Schools has implemented the Positive Behavior Instruction and Support (PBIS) Program in our school. The main focus of PBIS is to provide a clear system for all expected behaviors on this campus. While many members of our school community have assumptions of what is expected behavior, we cannot assume that everyone’s beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their roles in the educational process.

Our School-wide Recognition and Acknowledgement system benefits ALL students who follow our school-wide expectations. PBIS focuses on positive behavior. Students are taught and acknowledged for following the expectations in all areas of the school. Students must be problem solvers, act responsibly, work hard, and show respect in and out of the classroom.

MHS's Behavioral Plan will apply to students:

- While on the school grounds
- While going to or from school
- During lunch
- During or while going to or from any school-sponsored activities
- During any other event related to school activities or attendances.

Respect and courtesy for persons and property are expected at all times. Where a specific penalty for violating a rule is not listed, the consequences assigned will be in proportion to the severity of the infraction.

PBIS-A General Overview

School-wide Positive Behavior Instruction and Supports (PBIS) is a prevention model. It is based on the premise that all students can benefit from well implemented, evidence-based practices for improving student behavior. School-wide PBIS provides a comprehensive framework that can be used by any school to design their own system of behavioral supports for all students. It also provides informed decision making, based upon data analysis that guides the process of assessing student needs and providing additional levels of behavioral support to students in need.

Schools are discovering that PBIS:

- Helps to create a positive school climate
- Addresses the behavioral needs of all students with proven, easy to implement strategies
- Allows the school to create the "right fit" for them, so that practices are appropriate to the context and sustainable over time
- Results in increased time for instruction and fewer disciplinary incidents
- Is viable and does not have to overwhelm staff given the limited time and resources that schools are experiencing
- Is affordable

Schools that implement PBIS focus on taking a team-based, systematic approach, and teaching appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

1. Behavioral Expectations are Defined
2. Behavioral Expectations are Taught
3. Appropriate Behaviors are Acknowledged
4. Behavior Errors are Corrected Proactively

PBIS STUDENT MATRIX

Students will...	Respectful	Responsible	Safe
Campus-Wide	<ul style="list-style-type: none"> • Follow adult instructions • Use appropriate school language • Be polite and considerate 	<ul style="list-style-type: none"> • Keep food and drink in the commons • Respect school and personal property <p>Cell phones must be turned off and out of sight</p>	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself • Report problems to an adult • Dress in campus-wear
Classroom	<ul style="list-style-type: none"> • Be ready to learn • Participate • Cooperate 	<ul style="list-style-type: none"> • Be in seat before bell • Be prepared with needed materials • Be focused 	<ul style="list-style-type: none"> • Limit unnecessary movement • Use resources as intended
Hallway	<ul style="list-style-type: none"> • Walk quietly • Value displays by only looking at them 	<ul style="list-style-type: none"> • Go directly to your destination • Carry a valid hall pass during class time 	<ul style="list-style-type: none"> • Walk on the right hand side • Keep center of the hallway clear • Heads up and walk forward
Restroom	<ul style="list-style-type: none"> • Properly dispose of trash 	<ul style="list-style-type: none"> • Wash hands • Maintain cleanliness 	<ul style="list-style-type: none"> • Respect privacy • Use the restroom as intended • Get in and Get out
Cafeteria	<ul style="list-style-type: none"> • Say “Please” and “Thank you” • Wait your turn in line 	<ul style="list-style-type: none"> • Clean up your table and area • Return tray and silverware 	<ul style="list-style-type: none"> • Leave all food and drinks in the cafeteria
Assemblies	<ul style="list-style-type: none"> • Sit up straight • Stay quiet • Listen to presenters 	<ul style="list-style-type: none"> • Sit in your assigned area 	<ul style="list-style-type: none"> • Use aisles • Remain seated • Wait for an adult dismissal
Bus	<ul style="list-style-type: none"> • Use inside voices 	<ul style="list-style-type: none"> • Keep bus free of trash 	<ul style="list-style-type: none"> • Follow driver directions • Stay in assigned seat
Library	<ul style="list-style-type: none"> • Enter quietly • Use materials as intended 	<ul style="list-style-type: none"> • Follow the acceptable use policy • Log off computer when finished • Check out materials with librarian 	<ul style="list-style-type: none"> • Push chairs back in place

PBIS ADULT MATRIX

Adults will...	Respectful	Responsible	Safe
Campus-Wide	<ul style="list-style-type: none"> • Treat students and staff with dignity 	<ul style="list-style-type: none"> • Be present, prepared and available to all students 	<ul style="list-style-type: none"> • Maintain a safe and healthy environment for all
Classroom	<ul style="list-style-type: none"> • Model desired behavior 	<ul style="list-style-type: none"> • Engage students in active learning addressing all learners' needs 	<ul style="list-style-type: none"> • Uphold student expectations in all classrooms
Hallway	<ul style="list-style-type: none"> • Model desired behavior 	<ul style="list-style-type: none"> • Be visible and actively monitor 	<ul style="list-style-type: none"> • Be responsive to student behaviors

Bullying and other forms of Aggressive Behavior

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property if the student or employee is at any school sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

For further information and definitions, please see Policy 5517.01 (Bullying and other forms of Aggressive Behavior) of the Mansfield City Schools Board Policy located under Board of Education at www.tygerpride.com.

DRESS CODE

Any form of dress, accessories or grooming that constitutes a threat to health, safety or interferes with the educational process will not be allowed. The following are the specifics that must be observed:

2017-2018 Mansfield City Schools Campus Wear Rubric

All students must report to school on a daily basis attired in compliance with the provisions of this Campus Wear Rubric.

Polos/Sport & Band T's	Sweaters/Sweatshirts	Pants/Shorts	Skirts
Collared, polo style shirts in solid white, solid orange, solid gray, or solid brown or solid black. Long or short sleeve shirts are permitted. Must fit properly, not appear too tight or too loose.	Solid white, solid orange, solid gray or solid brown V-neck, crewneck, cardigan sweaters, or sweater vests are permitted. They must be worn over and/or under a solid white, solid orange, solid gray, solid black, or solid brown polo.	Twill pants/shorts in only solid khaki or black color are permitted (for example Dockers or Dickies). Pants must fit properly, not appear too tight or too loose	Skirt styles in only solid khaki or black color are permitted. Skirts must fit properly, not appear too tight or too loose
No inappropriate visible insignia, labels, logos, or emblems of any kind will be permitted on any Campus Wear clothing with the exception of school-related activity insignias, logos or emblems.	Solid white, solid orange, solid gray, solid black or solid brown (or a combination of these colors) crewneck sweatshirts are permitted.	Pants/shorts must be worn at the waist. The waist is defined as the area between the bottom of the rib cage and top of the hip bone.	Skirts may not be any shorter than 1 student ID length above the knee (about 3.5 inches).
Exposure of a student's chest may be no more than 1 student ID length below the collar bone (about 3.5 inches).	No hoodies are permitted.	All shorts must be fitted and hemmed. Shorts may be no more than one size larger than the waist. Shorts may not be any shorter than 1 student ID length above the knee (about 3.5 inches).	Short skirt back slit will be no more than 4 inches from the bottom hem. Long skirts may have a back slit only to the knee.
T-Shirts related to school sponsored activities may be worn. T-shirts must have a specific connection to our school.	No holes, decorations or embellishments. Only MHS Tyger/Team logos are permitted.	All pants must be fitted and hemmed. Pants may be no more than one size larger than the waist.	All skirts must have a finished hem.
	All sweaters and/or sweatshirts must extend to the top of the pant there is no exposure of the midriff or back.	Sagging will not be tolerated	Skirts must be worn at the waist. The waist is defined as the area between the bottom of the rib cage and the top of the hip bone.
		No corduroy, denim or denim-like pants. No yoga/loungewear pants.	

CLUBS / ATHLETIC EVENT DAYS:

Students are permitted to wear their club/athletic uniform tops on event days ONLY.

Jewelry/Accessories	Shoes/Socks	Athletic and Other Organized Group Wear
Conservative and simple in nature - no excessive or potentially dangerous jewelry.	Students must wear shoes or boots that cover the entire foot.	The following items are not to be worn inside the building from 7:35 a.m. to 2:40 p.m.
Heavy chains, wallets with chains, or heavy metal of any type are not permitted.	Heels are limited to 2 inches in height.	1) Windbreakers of any type.
Chains or adornments of any type may not be attached to clothing.		2) Sport jackets and band jackets, flag core or cheerleading jackets.
Scarves are permitted as an accessory item as long as they are worn as such.	No flip flops, sandals, slippers, crocs.	3) Winter coats or rain gear.
If belts are worn, they must be appropriate and not too large.	Girls may wear skin toned solid pantyhose or tights in solid white, solid tan, or solid brown. (material must be solid)	4) Hoodies
No Bandanas.		These items or any other items that are not Campus Wear must remain in the student's locker. Students may not carry these items with them.
		All school sponsored athletic teams, clubs, or school related activities are permitted to wear Mansfield Schools' team, club, or tech prep issued/approved apparel. This includes pullovers, warm-up tops (no hoodies), and jerseys if permitted by Head Coach, Advisor, or Teacher.
		If a team/club is given permission by their coach and administration to dress up, the students are required to wear dress clothes (no jeans) or campus wear approved clothing.

**Any item not discussed in this rubric is not in compliance.
Decisions of the Administration are final.**

Students will be issued ID badges which must be made available to staff members upon request.

DRESS DOWN/SPIRIT DAYS:

On occasions, students are granted permission to participate in “special dress down” days. When permitted, the following guidelines to participate must be followed:

- Jeans: no frays or holes, no excessively tight fitting pants, no yoga pants, no leggings.
- Shoes: no open toed shoes, no stilettos, no slippers
- Tops: no tank tops, no off- the-shoulder tops, no bare midriffs, and no inappropriate slogans or logos (ie: alcohol or tobacco advertisements.)

Senior High Alma Mater

**SENIOR HIGH, SENIOR HIGH
BY THY SIDE WE STAND AND ALWAYS
PRAISE THY NAME
FOREVER LEND OUR HEARTS AND HANDS
TO HELPING INCREASE THY FAME
THE HONOR OF OLE SENIOR HIGH
BRINGS FORTH OUR LOYALTY
CHEER FOR DEAR OLD SENIOR HIGH
LEAD ON TO VICTORY
CHEER FOR DEAR OLD SENIOR HIGH**



School Fight Song

**T – Y for TYGERS
T-Y FOR TYGERS, T-Y FOR TYGERS
SOMEONE IN THE CROWD IS YELLING
T-Y FOR TYGERS,
1 – 2 – 3 – 4
WHO ARE WE GOING TO YELL FOR
TYGERS, THAT’S WHO!**

MANSFIELD CITY SCHOOLS DISTRICT WIDE CODE OF BEHAVIOR

GRADES K-12

To all students, parents, and staff:

In the Mansfield City Schools our main focus is on success. We are committed to creating and maintaining a positive learning and teaching environment for all our students and staff. With a positive environment, we can help all students be successful in their learning activities. In order to create a positive learning and teaching environment, it is necessary for the school staff and parents to work together and have high expectations for all students. This Code of Behavior was developed in order to establish clear expectations for behavior.

It is important that all parents and staff read and understand this code. It is important that parents explain the code to their children. It is also important for staff and parents to continuously teach our youngsters the importance of good and proper behavior and to set the proper example for behavior. This code along with our other joint efforts will help all students to be successful.

Brian Garverick

Mansfield City School Superintendent



RIGHTS AND RESPONSIBILITIES

There are certain rights that are shared by all who are involved with the Mansfield City Schools. Students, parents, staff members, teachers, and administrators have the right to be treated respectfully by one another. Additionally, all who are involved with the Mansfield City Schools have the right to a safe, orderly environment in which to work, learn, or entrust their child.

STUDENT RIGHTS

As a student, you have the right to courses and extracurricular activities that promote the development of skills and talents that will enable you to become a responsible, valued member of your community. You also have the right to attend school in a safe and orderly environment.

STUDENT REPONSIBILITIES

As a student, you are expected to meet standards of behavior and academic effort that are common to every school in the Mansfield City School District. Students who achieve success meet these expectations by:

Attending school

- Attend school every day unless you are ill or otherwise excused.
- Attend all classes on time.

Preparing for School

- Bring books, paper, and other supplies to class.
- Complete assignments and turn them in on time.
- Complete assignments during excused absences.

Participating in Classes and Activities

- Participate fully in class discussions and activities.
- Ask for help from the teacher when you do not understand something.
- Participate in after-school activities according to the guidelines and requirements of these activities.

Preventing and Resolving Problems

- Work to the best of your ability.
- Follow class and school rules.
- Behave in a safe manner.
- Ask an adult for assistance if there is a problem.

PARENT RIGHTS

As a parent you have the right to be informed of your child's academic progress and behavior and the right to visit your child's school upon request. You are to be immediately informed of serious disciplinary actions concerning your child and may assist your child to meet these expectations by:

Setting high expectations for your child

- Expect your child to achieve in school.
- Set up home rules and expectations that support the school's efforts.

Communicating with your child and the school

- Conference with your child's teacher(s) and find out what is expected of your child.

- Tell your child that you expect him/her to attend school every day, complete schoolwork, cooperate with school staff, follow school rules, and achieve in every class.
- Attend meetings and conferences when the school requests them.
- Follow-up with your child's teacher(s).

Helping your child learn

- Provide a regular place to do homework.
- Assist your child with homework.
- Help your child learn how to organize schoolwork and time.
- Expose your child to learning activities including libraries, museums, etc.
- Ask the school staff for assistance if help is needed.

Encouraging and praising your child

- Tell your child what he/she does both right and wrong.
- Praise/reward your child for his/her effort, improvement, and achievement.

Monitoring your child's education

- Visit/call the school to talk with the staff.
- Review your child's schoolwork.
- Discuss with your child each day what he/she learned.
- Make sure that your child takes proper materials to school each day.

TEACHER RIGHTS

As a teacher, you have the right to work cooperatively with administrators, staff, and parents in their efforts to establish and maintain orderly, productive classrooms where all may learn and achieve. You also have the right to consult parents as well as administrators and support staff to better meet the needs of individual students.

TEACHER RESPONSIBILITIES

As a teacher, you are expected to meet standards of support for students and the school they attend that are common to every school in the Mansfield City School District. You should help students achieve by:

Preparing

- Prepare and deliver daily lessons that are consistent with the guidelines set by the district-wide curricula.
- Provide make-up assignments for students who are absent, upon the student's request (excused absences only).

Creating the learning environment

- Establish and maintain an environment where all may learn.
- Work with students to set forth classroom rules and encourage them to discuss these rules with their parents.
- Enforce classroom rules impartially and consistently.
- Adhere to the District-Wide Code of Behavior.

Evaluating

- Recognize and work with the various learning styles of students.
- Evaluate student performance in a variety of formal and informal ways.

Communicating with parents, staff, and administrators

- Keep parents informed of the academic progress and behavior of their child.
- Seek the assistance of support staff and administrators when necessary or desirable.

STAFF RIGHTS

As a school staff member, you have the right to serve or work in an orderly and productive classroom with all students.

STAFF RESPONSIBILITIES

As a school staff member, you are expected to meet standards of support for students and the school they attend that are common to every school in the Mansfield City School District. You should help all students achieve by:

Creating the learning environment

- Provide a clean, safe learning environment.
- Establish and enforce behaviors that are pertinent to the respective areas in which you meet students and consistent with the guidelines established by the District-wide Code of Behavior and your school's additional rules.
- Be firm and consistent in your enforcement of behavioral rules and provision of assistance.

Providing guidance and support

- Help students who seek your assistance with their personal problems.
- Provide guidance that is consistent with promotion standards and graduation requirements and appropriate to post-graduate plans.
- Communicate with parents about their child's progress, attendance, and/or behavior.
- Provide supplementary resources and material.
- Enrich classroom learning by providing supplemental materials, significant data, and/or necessary equipment.

ADMINISTRATOR RIGHTS

As an administrator, you have the right to be acknowledged as the school leader. You have the right to the support and participation of parents, students, teachers, staff, central office, and community as school decisions are made. You further enjoy the right to a well-trained, self-motivated, professional corps of teachers and staff. In addition, you have the right to an orderly and productive learning environment.

ADMINISTRATOR RESPONSIBILITIES

As an administrator, you are expected to meet standards of support for students, teachers and the school they attend that are common to every school in the Mansfield City School District. You should help students achieve by:

Creating the learning environment

- Ensure adherence to the District-wide Code of Behavior as well as to the standards set by the local school so as to maximize the safety and orderliness for the school.
- Work in collaboration with faculty, staff, and Central Office staff to improve the school.
- Provide Supervision.
- Facilitate the work of teachers and staff, in their various duties, to ensure that appropriate, equitable

student and teacher services are provided.

CODE OF SUSPENSION, EXPULSION, AND REMOVAL GRADES K-12

Section 3313.661 of the Ohio Revised Code provides that, “Each board of education shall adopt a code regarding suspension, expulsion and removal specifying the types of misconduct for which a pupil may be suspended, expelled, or removed and a copy of the code shall be posted in a central location in the school and made available to pupils upon request. Therefore, no pupil shall be suspended, expelled, or removed except in agreement with the code adopted by the board of education of the school district in which the pupil attends school.” Following are definitions of the disciplinary actions that result in the removal of students from school or class.

IN SCHOOL SUSPENSION (ISS)

In agreement with the Code of Behavior and at the discretion of the principal and/or assistant principal, a student may be denied the right to attend regular classes and assigned to an approved alternative classroom setting within the same school. This disciplinary action will not exceed ten (10) consecutive school days. In-school suspensions or alternative disciplinary action may be used instead of out-of-school suspension, except in cases where the offense leading to suspension is listed as a mandatory expulsion offense. A student who has been assigned to in-school suspension or character education will NOT be allowed to participate in athletics or other school activities until he/she is reinstated in the classroom. Reinstatement is considered the first day of class after the completion of the discipline.

SUSPENSION

In agreement with the Code of Behavior and at the discretion of the school principal/designee, a student may be denied the right to attend school classes or functions for a period not to exceed ten (10) consecutive school days. A suspension may be appealed to the principal. A student who has been suspended for a school day or more may not participate in extracurricular activities until he/she is reinstated in the classroom. Reinstatement is considered the first day of class after the completion of the suspension.

EXPULSION

In agreement with the Code of Behavior, at the discretion of the superintendent and upon recommendation by the school principal, a student may be denied the right to attend school classes or functions for a period not to exceed eighty (80) school days. If the balance of the current school year is less than eighty (80) school days, the remainder of the eighty (80) days will be served in the first and, if necessary, the second quarter of the following school year. An expulsion may be appealed to the Board of Education or its designee.

REMOVAL (Emergency Suspension Pending a Hearing)

In agreement with the Code of Behavior and at the discretion of the superintendent, school principal or assistant principal, a student may be removed from curricular or extracurricular activities or from the schools premises without prior notice or hearing if his/her presence poses an immediate danger to persons or property or an outgoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises. If the student is removed under this section, a hearing shall be held within seventy-two (72) hours of the removal.

PERMANENT EXCLUSION

The Board of Education may seek the permanent exclusion of a student sixteen (16) years of age or older who commits any of the following offenses that occur on school grounds or at a school function:

1. Illegal transporting, use or possession of a deadly or dangerous weapon; carrying a concealed weapon;

aggravated trafficking; trafficking in drugs; trafficking involving the possession of a bulk amount of controlled substance or the sale of a controlled substance.

2. Activities resulting in loss of life; felonious or aggravated assault; rape; gross sexual imposition or felonious sexual penetration.

If the Board of Education adopts the superintendent's resolution to permanently exclude a student, the Board will:

1. Forward the written resolution, together with the legal decision, if any, and a copy of the student's entire school record, to the state superintendent.
2. Promptly designate a representative to present the district's case for permanent exclusion to the state superintendent.

Parents have the right to apply to the state superintendent to have their child readmitted to school. If the state superintendent rejects the Board's resolution, then the student shall be readmitted to Mansfield City Schools.

Prohibited Behavior

These acts are prohibited before, during, and after school; on the way to and from school, in school buildings, on school premises, in a school vehicle, at other locations while attending school-sponsored activities, or while engaged in school-related activities if it involves other school students, property or personnel, or if in the discretion of the principal, the student's continued presence in school will disrupt the work or discipline of the educational process or threaten the welfare of the school community. The rules appearing in this Code of Behavior also pertain to behavior on R.C.T. buses and buses/vans, which take students to or from school.

Category I

Suspension and/or Expulsion Recommendation

A student may be suspended or removed for committing; attempting to commit; aiding or encouraging the commission of; conspiring to commit; or participating in any manner, even though unaccomplished, in the commission of any of the offenses designated in this section. A student may be recommended for expulsion for chronic and/or aggravated offenses of Category I behaviors.

1. **Unruly Conduct**

A student shall not be insubordinate nor refuse to comply with the directions of authorized school personnel during any period of time when the student is under the authority of the school. Not obeying the classroom-related instructions or directions of a teacher is unruly conduct.

2. **Disorderly Conduct**

A student shall not harass others nor misbehave in a manner that causes disruption or obstruction to the educational process. If the teacher is prevented from starting an activity or lesson or has to stop what he/she is doing to try to stop disruptive behavior, such behavior is considered disorderly conduct.

3. **Profanity and/or Obscenity Toward Students**

A student will not verbally, electronically or by written word, photographs, or drawings, direct profanity to any other student nor insult any student by obscene gestures.

4. **Sexual Harassment**

A student shall not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that have the effect of causing embarrassment, discomfort, or a reluctance to participate in school activities.

5. Bullying

A student shall not participate in hazing or other degrading or disgraceful acts, or subject other students to pranks or humiliation causing mental or physical harm. *see Mansfield City Schools Bylaws & Policies 5517.01 – Bullying and other forms of aggressive behavior.

6. Smoking

No student shall smoke, use tobacco, or possess any substance containing tobacco in any areas under the control of a school district or at any activity supervised by any school operated by the school district. (Acting as a lookout is considered a violation of this offense.)

7. Defacement of Property

A student shall not willfully cause defacement or damage to property of the school or others. Actions such as writing in school textbooks or library books; writing on desks, lockers or walls; carving into woodwork desks or tables; destroying electronic data and spray-painting surfaces are actions of defacement.

8. Fraud

A student shall not deceive another nor cause another to be deceived by false or misleading information.

9. Forgery

A student shall not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

10. False Identification

A student shall not use another person's identification, electronic identification, nor give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

11. Trespass

A student shall not enter upon the premises of a school other than one to which assigned without authorization from the person in charge, nor shall the student return to the assigned school without permission while under suspension, expulsion, or removal.

12. Gambling

A student shall not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

13. Improper Driving

A student shall not drive his/her vehicle to a vocational/ classroom site from the student's home. A student shall not negligently operate a motor vehicle so as to endanger the property, safety, health and/or welfare of others. Students are only to park in the student designated parking areas.

14. Truancy

A student shall not be absent from school or any portion thereof without school authorization.

15. Gangs

A student shall not participate in gang related activities, appear with or wear gang identification, such as attire, colors or clothing. All gang related items will be confiscated. A student shall not designate boundaries or turf, or participate in hazing, initiation, or recruiting activities.

CATEGORY II

Mandatory Suspension and/or Expulsion Recommendation

A student who commits any of the following offenses must be suspended by the Principal, and an expulsion study is authorized and can be considered for committing; attempting to commit; aiding or assisting the commission of;

conspiring to commit; or participating in any manner, even though unaccomplished, in the commission of any of the offenses designated in this section. A student may be recommended for expulsion for chronic and/or aggravated offenses of Category II behaviors.

1. Fighting

A student shall not physically fight with another person.

2. Profanity, Obscenity, Gross Disrespect toward Staff

A student shall not verbally, electronically or written word, photography or drawings direct profanity to any school personnel or adult volunteer or insult any school personnel/volunteer by obscene gestures.

3. Theft/Possession of Stolen Property

A student shall not, without permission of the owner or custodian of the property, take property or have in his/her possession property which does not belong to him/her.

4. Violent Disorderly Conduct

A student shall not, by use of violence, force, coercion, or threat of violence, cause disruption or obstruction to the educational process.

5. Destruction of Property

A student shall not willfully cause destruction of property or others. Actions that impair the use of something are destructive. Damaging school equipment to the point where repair is necessary, are acts of property destruction.

6. Breaking and Entering

A student shall not enter in a secretive, deceptive, or forceful manner, a school building or any part thereof, which has been closed.

7. Public Display of Affection / Sexual Misconduct

A student shall not engage in conduct beyond handholding, or any conduct which would appear to the ordinary observer to be sexual misconduct, sexual exposure, or masturbation. Included in the sexual misconducts are actions involving minor touching of a sexual nature, with or without the consent of the other party. Such conduct will be judged appropriately at the discretion of the administration.

8. Improper Driving which is intentional/reckless

A student shall not intentionally or recklessly operate a motor vehicle so as to endanger the safety, health, and/or welfare of others or school property.

CATEGORY III

Mandatory Expulsion Recommendation

A limited number of offenses constitute the basis for expelling a student. The school principal, finding a student has committed; attempted to commit; aided or assisted in the commission of; conspired to commit; or participated in any manner, even though unaccomplished, in the commission of any of the following offenses, shall submit a recommendation to the superintendent of schools that the student be expelled from school attendance. The principal shall immediately notify the police when an offense in this category is committed.

1. Alcohol and Drugs

A student shall not possess, use, offer to buy or sell, purport to sell and/or sell a controlled substance, dangerous drug, prescription drug, counterfeit drug, drug paraphernalia, intoxicating substance or alcohol. A student legally in possession of prescribed medication shall not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school and used only in the prescribed manner.

2. Physical Assault

A student shall not physically attack another person.

3. Dangerous Weapons, Instruments, or Objects

A student shall not possess, handle, transmit, conceal or use a firearm, knife, or weapon. (This includes look-a-like weapons.) A student shall not use or possess any objects that could be used as a weapon or in any manner likely to cause injury to another person.

Students are prohibited from bringing a firearm on the school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Board may provide educational services to the student in an alternative setting if available. The superintendent may reduce this requirement on a case-by-case basis in accordance with State law.

Students are prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

4. False Fire Alarm or Bomb Report; Tampering with Fire Alarm System

Unless an emergency exists, a student shall not willfully sound a fire alarm or cause a fire alarm to be sounded, nor shall a student falsely communicate, or cause to be communicated that a bomb is located in a building or on the premises of a building owned by Mansfield City School District. These acts are prohibited regardless of the whereabouts of the student. A student shall not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

5. Sexual Assault

A student shall not sexually attack or abuse another person.

6. Robbery

A student shall not take, nor attempt to take, from another person property by force or threat of force, expressed or implied.

7. Extortion

A student shall not make another person do any act against his/her will by force or threat of force, expressed or implied.

8. Starting a Fire

A student shall not willfully by means of fire cause or attempt to cause harm to property or any person or participate in any activity in the burning of property or any person.

9. Fireworks, Explosions

A student shall not possess, handle, transmit, conceal, or use any explosive device or substance, which can be used as an explosive.

PARENT INFORMATION

The Disciplinary Rights of Parents

As the parent/guardian of a child who the principal finds has committed any of the offenses in Categories I, II or III you have the right to:

1. Be contacted as soon as possible to learn that your child is involved in a possible suspension or expulsion. Reasonable attempts will be made to make a phone contact before the student is sent home.

2. Receive written notice of suspension or expulsion.
3. Request and receive a meeting with the school administrator to discuss the incident.
4. Receive appeal procedure information.
5. Appeal a suspension to district's Hearing Officer when you are not satisfied with the appeal to the principal.
6. Appeal an expulsion by writing to the Superintendent/ Designee with the reason for appealing the expulsion.

In the process of administering the Code of Behavior, all teachers and administrators are instructed in the responsibilities and right of students and parents as outlined in the preceding section.

Due Process Procedure for Suspension

A student facing a suspension, whether in-school or out-of-school, is entitled to the following procedures prior to suspension unless his/her presence in the school poses a danger to people or property or any ongoing threat of disruption on the educational process. After concluding an investigation, the administrator should conduct a hearing with the student during which he/she:

1. Gives the student written notice of the reason(s) for the intended suspension, including all rules violated.
2. Informs the student of the evidence if the student denies the charges.
3. Give the student a reasonable opportunity to tell his/her side of the story.
4. Reviews the evidence to determine if it is sufficient to establish that the student violated the rule(s) for which he/she was charged.
5. Determines what the appropriate disciplinary action should be.
6. Informs the student of the disciplinary action that will be imposed. If suspension is determined to be appropriate, the administrator will provide the student with a written copy of this notice of intent to suspend and mail a copy of the notice to the parent within twenty-four (24) hours of his/her decision to suspend. The notice of suspension must include the following:
 - a. The reason(s) for the suspension.
 - b. Notice of the right to appeal.
7. Notifies a parents or guardian, if possible, to inform him/her of the action taken prior to sending his/her child home.

NOTE: The standards of behavior detailed in this booklet are common to every school in the Mansfield City School district. In addition to this policy, individual schools have rules, regulations and procedures specific to their building.

Revised 8/7/14

Notification of Rights and Designation of Directory Information under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Mansfield City School District ("School") receives a request for access.
Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal, or his/her designee, will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. For a further explanation, see item 5 below.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202 24004

5. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –
 - To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. A school official may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from

education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (§ 99.31(a)(1)).

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2)).
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35).
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4)).
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5)).
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6)).
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7)).
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8)).
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9)).
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10)).
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11)). Specifically, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow the School to include this type of information from your child's education records in certain school publications. Examples include:
 - A playbill, showing your student's role in a drama production;
 - The annual yearbook;
 - Honor roll or other recognition lists;
 - Graduation programs; and
 - Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the School to disclose directory information from your child's education records without your prior written consent, you must notify the Superintendent's office in writing by October 1, 2017.

Attn: Brian Garverick, Superintendent
856 W. Cook Road
Mansfield, OH 44907

The School has designated the following information as directory information:

- Student's name;
- Address;
- Telephone Number;
- Date and place of birth;
- Major field of study;
- Participation in officially recognized activities and sports;
- Height and weight, if a member of an athletic team;
- Dates of attendance;
- Date of graduation;
- Awards received;
- School-assigned e-mail accounts for the limited purpose of facilitating students' registration for access to various online educational services, including mobile application/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this limited purpose and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

**MANSFIELD SENIOR HIGH
2017- 2018 BELL SCHEDULES**



Regular Day

1	7:35-8:27
2	8:31-9:16
3	9:20-10:05
4	10:09-10:54
5	10:58-11:43
6	11:47-12:32
6C	11:47-12:13
6	12:17-1:02
6D	12:36-1:02
7	1:06-1:51
8	1:55-2:40

Tyger Time (2 Hr. delay)

1	9:35-10:05
2	10:09-10:39
3	10:43-11:13
4	11:17-11:47
5	11:51-12:21
6C	12:25-12:55
6D	12:59-1:29
7	1:33-2:03
8	2:07-2:40

Early Release

1	7:35-8:15
2	8:19-8:59
3	9:03-9:40
7	9:44-10:21
4	10:25-11:02
5	11:06-11:43
6	11:47-12:24
6C	11:47-12:13
6	12:17-12:54
6D	12:28-12:54
8	12:58-1:35

Pep Rally

1	7:35-8:15
2	8:19-8:59
3	9:03-9:43
7	9:47-10:27
4	10:31-11:11
5	11:15-11:55
6	11:59-12:39
6C	11:59-12:25
6	12:29-1:09
6D	12:43-1:09
8	1:13-1:53
*	1:57-2:40 (Pep Rally)

Morning Assembly

1	7:35-8:14
2	8:18-8:57
*	9:01-9:51 (Assembly)
3	9:55-10:34
4	10:38-11:17
5	11:21-12:00
6	12:04-12:43
6C	12:04-12:30
6	12:34-1:13
6D	12:47-1:13
7	1:17-1:56
8	2:00-2:40

**MANSFIELD MIDDLE SCHOOL
2017-2018 BELL SCHEDULES**



Regular Day

1	7:35-8:27
2	8:31-9:16
3	9:20-10:05
4	10:09-11:24
4A	10:09-10:35
4B	10:58-11:24
5	11:28-12:13
6	12:17-1:02
7	1:06-1:51
8	1:55-2:40

Tyger Time (2 Hr. Delay)

1	9:35-1-0:05
2	10:09-10:39
3	10:43-11:13
4	11:17-12:21
4A	11:17-11:47
4B	11:51-12:21
5	12:25-12:55
6	12:59-1:29
7	1:33-2:03
8	2:07-2:40

Early Release

1	7:35-8:15
2	8:19-8:59
3	9:03-9:40
7	9:44-10:21
4	10:25-11:32
4A	10:25-10:51
4B	10:55-11:32
5	11:36-12:13
6	12:17-12:54
8	12:58-1:35

Pep Rally

1	7:35-8:15
2	8:19-8:59
3	9:03-9:43
7	9:47-10:27
4	10:31-11:31
4A	10:31-10:57
4B	11:01-11:31
5	11:35 -12:25
6	12:29-1:09
8	1:13-1:53
*	1:57-2:40 (Pep Rally)

Morning Assembly

1	7:35-8:14
2	8:18-8:57
*	9:01-9:51 (Assembly)
3	9:55-10:34
4	10:38-11:47
4A	10:38-11:04
4B	11:08-11:47
5	11:51-12:30
6	12:34-1:13
7	1:17-1:56
8	2:00-2:40

Mansfield Campus 7-12 Events Calendar 2017-2018

DATE	EVENT
8/21/17	First Day of School (freshmen and sophomores only)
9/4/17	Labor Day – no school
9/20/17	Senior Class Meeting, Sophomore Class Meeting
9/27/17	Class Ring and Graduation Orders on bridge
10/4/17	Sports World Assembly
10/6/17	HS School Pictures
10/6/17	MS PBIS Reward for September, Movie in Auditorium period 7-8
10/8/17	Choir Sing Out Renaissance
10/13/17	End of Quarter No School, Staff only
10/18/17	Junior Class college visits via SPARC
10/19/17	Fall Orchestra Concert
10/19/17	Middle School Pictures
10/23/17-11/5/17	OGT Fall Exams
10/24/17	PT Conferences
11/2/17	PT Conferences
11/9/17	Vocal Fall Concert America!
11/10/17	MS PBIS Reward for October – Dress Down all day
11/22/17	No School
11/23-11/24	Thanksgiving Vacation – no school
12/4/17-1/12/18 *	EOC exams (ten consecutive days in this time span)
12/5/17	Class Ring Delivery
12/8/17	MS PBIS Reward for November, Ice Cream Social, Café, prd 7-8
12/14/17	Band/Orchestra Concert
12/15/17	Choir Christmas Cabaret
12/16/17	Choir Christmas Cabaret
12/18,19,20/17	High School Exams
12/20/17	End of Quarter 2, No Students – Staff only
12/21-1/2/18	Winter Break
1/2/18	No Students – Staff only
1/9/18	PT Conferences
1/12/18	MS PBIS Rewards for December, Dress Down all day
1/15/18	MLK Day – no school
1/18/18	PT Conferences
2/3/17	HS Solo & Ensemble
2/9/18	MS PBIS Reward for January, Movie in Auditorium periods 7-8
2/15/18	MS Valentine’s Day Dance 6-8 pm, commons
2/16/18	No School
2/19/18	President’s Day – No school
2/23/18	Graduation Announcement Delivery on bridge
3/8/18	MS PBIS Reward for February, Dress Down all day
3/9/18	End of Quarter 3 No Students – Staff only
3/12/18-3/23/18	OGT Spring Exams
3/16/18	Choir Little Shop of Horrors

3/17/18	Choir Little Shop of Horrors
3/18/18	Choir Little Shop of Horrors
3/22/18	Orchestra Concert
3/26/17-4/27/18 *	ELA (15 consecutive days)
3/27/18	Band Concert
3/30/18-4/8/18	Spring Recess
4/2/18-5/11/18 *	Mathematics, science & social studies w/in 15 consecutive days
4/13/18	MS PBIS Reward for March Ice Cream Social in Café, prd 7-8
4/20/18	Choir Mansfield's Got Talent
5/7/18	Orchestra awards dinner
5/8-5/10/18	Senior Final Exams
5/10/18	Choir Spring Concert Comedy
5/11/18	MS PBIS Reward for April, Movie in Auditorium, periods 7-8
5/17/18	8 th Grade Social 6-8 pm in commons
5/19/18	Graduation
5/21,22,23/18	High School Exams
5/22/18	MS PBIS (yearlong) @ Infield
5/23/18	Last day for students

All scheduled events are subject to change; please check the district website at www.tygerpride.com for updates and/or changes that may occur.

www.tygerpride.com