

**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.

CODE OF BEHAVIOR

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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 REPOSIBILITIES

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.

Scope of 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.

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. *Sexual Misconduct*

A student shall not engage in 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.

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 Schools District. In addition to this policy, individual schools have rules, regulations and procedures specific to their building.