

**Mansfield Senior High School
7-12 Campus**

2019 – 2020

Campus Student/Parent Handbook



**124 North Linden Road
Mansfield, Ohio 44906**

Phone: 419-525-6369

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www.tygerpride.com

**Superintendent, Mr. Stan Jefferson
9-12 Grade Principal, Ms. Marinise Harris
7-8 Grade Principal, Mr. Jason Douglas**

We are an Equal Opportunity Employer

Administrative Staff

9-12 Principal	Marinise Harris	
Assistant Principal	Robert McQuate	12 th Grade
Assistant Principal	Maureen Scully-Gruber	11 th Grade
Assistant Principal	Amanda Mahon	Freshman Academy
Dean of Students	Kris Beasley	Sophomore Academy
7-8 Principal	Jason Douglas	
Assistant Principal	Jessica Shaffner	7 th Grade
Career Tech Director	Nikia Fletcher	
Counselors	Tammy Deitsch	7 th Grade
	Kalie Godsey	8 th Grade
	Andrea Hirst	Freshman
	Stephanie Chandler	Sophomore
	Allison Larson	Junior
	Kayla Loughery	Senior
Administrative Assistant	Marsha Luckie	7 th & 8 th Grade
Registration	Becky Cashell	
Attendance Officer	Kari Cawrse	
Administrative Support	Margo Owens	
	Lorie Rollins	
	Twyla Devito	
	Rosie Wagner	

Mansfield City Schools

Board of Education

Mrs. Renda Cline, President

Ms. Judy Forney

Mr. Chris Elswick

Mrs. Sheryl Weber

Mr. Gary Feagin

Mansfield 7-12 Campus

7th-12th grade

124 N. Linden Road

419-525-6369

Marinise Harris, Principal

Robert McQuate, Assistant Principal 12th Grade

Maureen Scully Gruber, Assistant Principal 11th Grade

Kris Beasley, Dean of Students Sophomore Academy

Amanda Mahon, Assistant Principal Freshman Academy

Jason Douglas, Principal 7th-8th Grade

Jessica Shaffner, Assistant Principal, 7th Grade

Nikia Fletcher, Career Tech Director

Marsha Luckie, Administrative Assistant 7th & 8th Grade

Margo Owens, Administrative Assistant 9th-12th Grade

Twyla DeVito, Administrative Support 9th-12th Grade

Rosie Wagner, Administrative Support 9th-12th Grade

Becky Cashell, Registrar 7th-12th Grade

Raemelton/District Administration

856 W. Cook Road

419-525-6400

Mr. Stan Jefferson, Superintendent

Mr. Mark Wilcheck, Human Resources Director

Mr. Robert Kuehnle, Treasurer

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.

^ 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 Wilcheck,

Human Resources Director

wilcheck.mark@mansfieldschools.org

Ms. Andrea Moyer,

Director of School Improvement

moyer.andrea@mansfieldschools.org

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



Welcome Back Students and Parents

Dear Parents and Guardians,

We want to introduce ourselves before the upcoming school year that is quickly approaching. We are the administration of the Mansfield Senior High School 7-12 Campus, and we will proudly lead the students and staff during the 2019-2020 school year. We are excited about being in Tyger country. We are honored to be the leadership of this building, and will treat our students, parents, guardians and staff with respect. We want to ensure you that we will do our very best to service the children of Mansfield Sr. High School every day.

On behalf of the staff at Mansfield Sr. High School, we look forward to a productive partnership with you to ensure our students achieve their highest potential. We recognize that in order to be successful in school, our students need support from both home and school. We know that with a strong partnership between students and families and educational staff, success is unlimited.

We strongly encourage you to visit the district website for school expectations, so that you and your child can review them together; www.tygerpride.com. If you have any questions about the expectations, please feel free to contact us, or discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year

We, and the wonderful Mansfield Sr. High School staff, feel privileged to be a part of this school team. We thank you in advance for your support and look forward to meeting with you.

Sincerely,

The Mansfield Senior High School 7-12 Campus Administration:

Marinise Harris 9-12 Principal
Robert McQuate 12th Gr Assistant Principal
Maureen Scully-Gruber 11th Gr Assistant Principal
Amanda Mahon 9th Gr Assistant Principal

Jason Douglas 7-8 Principal
Jessica Shaffner 7th Gr Assistant Principal
Kris Beasley Dean of Students

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 us at 419-525-6307 (7th /8th gr) or 419-525-6369 (9th-12th gr).

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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 7:30 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, from the attendance office, prior to the student's return to school. Please be advised teachers need approximately 24 hours to prepare missing work.

Per Mansfield City Schools Board Policy: A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension.

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 2019-2020 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 Grade Cards:	10/25/2019
Second Nine Week Grade cards:	1/10/2020
Third Nine Week Grade Cards:	3/20/2020
Fourth Nine Week Grade Cards:	6/5/2020

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 the Middle School: Cell phone usage is not permitted in 7th & 8th grade, at any time, for any reason, during the school day. Cell phones should be turned off and out of sight. Cell phone violations will result in the below actions:

Cell Phone Usage in the High School: In order to maintain a safe and orderly environment, cell phone usage is NOT permitted during school hours, except for breakfast and lunch. Cell phones (except during breakfast and lunch) must be turned off and out of sight during the school day. Headphone use with cell phones is permitted only during breakfast and lunch. Students who abuse this privilege, or use their cell phones or PCD during prohibited times, may have these privileges revoked. 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.

Excessive Abuse of the PCD Policy: Students who abuse the PCD policy will be referred to the Hedges Success Program for a minimum of 5 days.

, 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. Students are only permitted to stop at their lockers during designated locker stop times.

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.

BREAKFAST & LUNCH PROGRAM

The Mansfield City School District is participating in a Free Breakfast and Lunch program for the current school year (2019-2020). This alternative is referred to as the Community Eligibility Provision.

All students enrolled at the 7 – 12 Campus may participate in the School Breakfast Program and the National School Lunch Program *at no charge*. Household applications are not required to receive free meals, but applications may be distributed by the school to collect household income data for other programs that require this information.

All students will be served breakfast and lunch at no charge.

Breakfast

Breakfast is available daily from 7:05am – 7:20am for high school students and 7:20am – 7:35am for middle school students. Students must be present during breakfast times to be served breakfast.

Lunch

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.

OPEN BEVERAGE CONTAINERS

Students are not permitted to carry beverage containers, (i.e. pop cans, water bottles, coffee cups 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. Visitors must press the button to the right of the main office door and wait for the secretary to buzz them in. An ID scanner will be used to scan any visitor's ID upon entry to the school. 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.

All visitors will be issued a 'Visitor's Badge' by the main office, prior to being escorted to the school area they need to visit.

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 and students. The following agencies are available resources for you: My Brother's Keeper, Catalyst Life Services, The Center, 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 (4×1.0) for that A for the final grade. If the student was taking a 1.5 weight factor class they would receive six (6) points (4×1.5) for the final grade. If the student was taking a 2.0 weight factor class they would receive eight (8) points (4×2.0) 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 2018-2020

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 onehalf ($1/2$) 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 (4×1.0) 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 (4×1.5) for the nine (9) weeks. If the student was taking a 2.0 weight factor class they would receive eight (8) points (4×2.0) 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	3.5-4 credits

High school testing and graduation requirements for the classes of 2021 and beyond.

State law has introduced new, permanent graduation requirements for the classes of 2021 and beyond. Preliminary guidance and resources now are available at the Ohio Department of Education links below. Students in the classes of 2021 and 2022 have the option to meet the requirements of one of Ohio's [original three pathways](#) to graduation or meet the [new permanent requirements](#) for the classes of 2023 and beyond. Students in the classes of 2023 and beyond must meet the new requirements outlined in this [preliminary guidance document](#), which offers an overview of changes to Ohio's state testing system and high school graduation requirements.

Also available are student handouts for the [classes of 2021 and 2022](#) and the [classes of 2023 and beyond](#). Finally, districts will find an [overview of the graduation requirements and options by class year](#).

Department staff members are working to develop additional guidance, tools and resources to help schools and districts implement the new graduation requirements. Watch for more information in the months to

come. Please see the tygerpride.com website or visit the Ohio Department of Education’s website, www.ode.gov, for more information.

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 7-12 Campus Promotion/Retention for 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, Career Connections 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 12, 2019!!

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 2019-2020 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 registration for a student parking pass. Upon receiving your parking pass, you may park in your assigned, numbered student parking space only. Each student will be assigned a numbered parking space. Parking passes will be issued on a first come, first served basis. Parking in the staff or visitor lot/spaces is strictly prohibited. Students may register for their parking passes in the HS office.

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. 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.

Students are required to walk on the right side of the hallway, and to follow posted locker stop times. Students should move expeditiously through the hallway, toward their next scheduled class, on the right side of the hallway.

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, and be required to wear it with the supplied lanyard at all times while in the school building.
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.



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 procedures and supports are subject to change.

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 “Rule of Three” 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.

MSHS'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
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CampusWide	<input type="checkbox"/> Follow adult instructions <input type="checkbox"/> Use appropriate school language <input type="checkbox"/> 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>	<input type="checkbox"/> Keep hands, feet and objects to yourself Report problems to an adult <input type="checkbox"/> Dress in campus-wear <input type="checkbox"/>
Classroom	<input type="checkbox"/> Be ready to learn <input type="checkbox"/> Participate <input type="checkbox"/> Cooperate	<input type="checkbox"/> Be in seat before bell Be prepared with needed materials Be focused	<input type="checkbox"/> Limit unnecessary movement <input type="checkbox"/> Use resources as intended
Hallway	<input type="checkbox"/> Walk quietly <input type="checkbox"/> Value displays by only looking at them	<input type="checkbox"/> Go directly to your destination <input type="checkbox"/> Carry a valid hall pass during class time	<input type="checkbox"/> Walk on the right hand side <input type="checkbox"/> Keep center of the hallway clear <input type="checkbox"/> Heads up and walk forward
Restroom	<input type="checkbox"/> Properly dispose of trash	<input type="checkbox"/> Wash hands <input type="checkbox"/> Maintain cleanliness	<input type="checkbox"/> Respect privacy Use the restroom as intended <input type="checkbox"/> Get in and Get out
Cafeteria	<input type="checkbox"/> Say “Please” and “Thank you” <input type="checkbox"/> Wait your turn in line	<input type="checkbox"/> Clean up your table and area <input type="checkbox"/> Return tray and silverware	<input type="checkbox"/> Leave all food and drinks in the cafeteria
Assemblies	<input type="checkbox"/> Sit up straight <input type="checkbox"/> Stay quiet <input type="checkbox"/> Listen to presenters	<input type="checkbox"/> Sit in your assigned area	<input type="checkbox"/> Use aisles <input type="checkbox"/> Remain seated Wait for an adult dismissal
Bus	<input type="checkbox"/> Use inside voices	<input type="checkbox"/> Keep bus free of trash	<input type="checkbox"/> Follow driver directions <input type="checkbox"/> Stay in assigned seat
Library	<input type="checkbox"/> Enter quietly <input type="checkbox"/> Use materials as intended	<input type="checkbox"/> Follow the acceptable use policy <input type="checkbox"/> Log off computer when finished <input type="checkbox"/> Check out materials with librarian	<input type="checkbox"/> Push chairs back in place

PBIS ADULT MATRIX

Adults will...	Respectful	Responsible	Safe
CampusWide	<input type="checkbox"/> Treat students and staff with dignity	<input type="checkbox"/> Be present, prepared and available to all students	<input type="checkbox"/> Maintain a safe and healthy environment for all
Classroom	<input type="checkbox"/> Model desired behavior	<input type="checkbox"/> Engage students in active learning addressing all learners' needs	<input type="checkbox"/> Uphold student expectations in all classrooms
Hallway	<input type="checkbox"/> Model desired behavior	<input type="checkbox"/> Be visible and actively monitor	<input type="checkbox"/> 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 pa.

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:

2019-2020 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	Athletic and other Organized Group Wear
<p>Collared, polo style shirts in solid white, solid orange, solid gray, or solid brown or solid black or any combination of these colors. Long or short sleeve shirts are permitted. Must fit properly, not appear too tight or too loose.</p> <p>No inappropriate visible insignia, labels, logos, or emblems or any kind will be permitted on any Campus Wear clothing with the exception of school related activity insignias, logos or emblems.</p> <p>Exposure of a student's chest may be no more than 3.5 inches below the collar bone.</p> <p>T-Shirts related to school sponsored activities may be worn. T-shirts must have a specific connection to our school and be solid white, solid orange, solid grey, solid brown and solid black</p>	<p>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, solid brown or any combination of these colors, polo.</p> <p>Solid white, solid orange, solid gray, solid black or solid brown</p> <p>No hoodies are permitted EVER</p> <p>No holes, decorations or embellishments. Only MHS Tyger/Team logos are permitted.</p> <p>All sweaters and/or sweatshirts must extend to the top of the pant there is no exposure of the midriff or back.</p>	<p>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.</p> <p>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.</p> <p>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).</p> <p>All pants must be fitted and hemmed. Pants may be no more than one size larger than the waist.</p> <p>Sagging will not be tolerated.</p> <p>No Corduroy, denim or denim-like pants.</p> <p>No yoga, loungewear pants, leggings or sweatpants.</p> <p>No cargo pants.</p>	<p>Skirt styles in only solid khaki or black color are permitted. Skirts must fit properly, not appear too tight or too loose</p> <p>Skirts may not be any shorter than 3.5 inches above the knee.</p> <p>Short skirt back slit will be no more than 4 inches from the bottom of the hem. Long skirts may have a back slit only to the knee.</p> <p>All skirts must have a finished hem.</p> <p>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.</p>	<p>The following items are not to be worn inside the building from 7:35 a.m. to 2:40 p.m.</p> <ol style="list-style-type: none"> 1. Windbreakers of any type 2. Sport jackets and band jackets, flag corps or cheerleading jackets. 3. Winter coats or rain gear 4. Hoodies <p>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.</p> <p>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 the administration.</p> <p>If a team 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</p>

Jewelry/Accessories	Shoes/Socks
Conservative and simple in nature - no excessive or potentially dangerous jewelry.	Students must wear shoes or boots that cover the entire foot.
Heavy chains, wallets with chains, or heavy metal of any type are not permitted. Chains or adornments of any type may not be attached to clothing	Heels are limited to 2 inches in height.
Scarves are permitted as an accessory item as long as they are worn as such. No Bandanas	No flip flops, sandals, slippers, crocs.
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.

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 worn around the neck and made available to staff members upon request.

DRESS DOWN/SPIRIT DAYS:

On occasions, students are granted permission 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, not 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.)

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 Student Code of Conduct 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.

Mansfield City School Superintendent

Mansfield City Schools

Student Code of Conduct

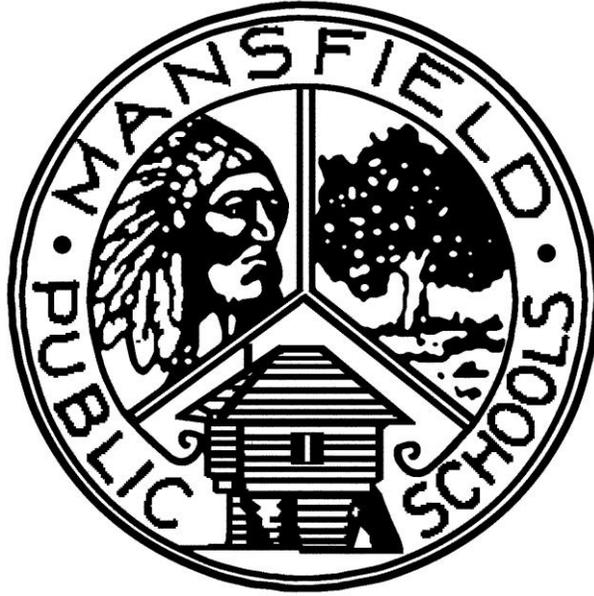


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When I make positive behavior choices, I will be acknowledged and experience success.

When I make behavioral errors, I will receive instruction and interventions to help me make better choices.

District Learning Compact

The Mansfield City Schools, and the parents of students participating in activities, services, and programs agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement. This compact outlines the means by which the school and parents will build and develop a partnership that will help children achieve Ohio's high standards.

As a school, we will:

- provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Ohio's student academic achievement standards
- hold parent-teacher conferences twice a year during which this compact will be discussed as it relates to the individual child's achievement
- provide parents with frequent reports on their children's progress
- provide parents reasonable access to staff
- provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities

As a parent/guardian, I will support my child's learning in the following ways:

- help my child attend regularly, arrive on time, and ready to learn
- provide a quiet area for my child to do homework and make sure it is completed
- communicate with teachers and staff, attend all parent/teacher conferences, read reports from school, and discuss them with my child
- encourage a positive attitude toward school and place a priority on school events
- monitor and limit my child's use of electronic devices
- help my child learn to resolve conflicts in positive ways
- support and help the school in its efforts to maintain safe and orderly environment
- provide a healthy environment and ensure my child is rested, fed, and dressed according to the Mansfield City Schools' guidelines
- encourage my child to read by reading with and to my child
- participate in decisions regarding my child's education
- volunteer in my child's classroom when possible
- serve, to the extent possible, on policy/advisory groups for the Mansfield City Schools

As a student, I will:

- attend school regularly and on time
- do my schoolwork and homework every day
- give my parent/guardian all notices from my school every day
- practice healthy habits such as eating properly, exercising, and getting enough rest
- be willing to work hard and do my best
- listen carefully and ask questions when I do not understand something
- bring needed supplies (pencils, scissors, glue, books, etc.) to class
- meet behavioral expectations in the school and classroom allowing all students to learn
- respect and cooperate with other students and adults
- read outside of school every day

Expected Behaviors

We believe everyone has a role in creating effective learning environments which are safe, consistent, predictable, positive, and orderly.

We encourage appropriate behaviors by supporting the teaching, guiding, directing, and providing opportunities for new learning to occur.

We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.

I will show Tyger Pride for...			
Myself by:	Others by:	Learning by:	Property by:
<ul style="list-style-type: none"> • attending school regularly and being on time. • following the expectations and directions of adults. • doing my schoolwork and homework neatly and completely. • practicing positive behavior choices. • remaining on school grounds unless I have permission to leave school. • learning to make positive choices as a result of interventions. • dressing in a way that is appropriate for the learning environment in accordance with school expectations. • recognizing the impact of my actions on other people. 	<ul style="list-style-type: none"> • being understanding of others' feelings. • using positive words with others. • treating others like I want to be treated. • being honest by telling the truth, and admitting to things I have done. • working with others in positive ways and keeping my hands to myself. • working together and/or with adults to manage negative behaviors and emotions. • using a respectful, positive, and considerate tone of voice and body language when I am speaking to others. • listening when others are speaking to me. • apologizing for my actions that negatively impacted others. 	<ul style="list-style-type: none"> • following school expectations and school staff directions. • keeping focused on my work. • coming to school prepared to work. • participating in class activities and discussions. • completing my own schoolwork and homework. • keeping my eyes on my own paper when taking quizzes and tests. 	<ul style="list-style-type: none"> • taking care of things in my school and on school grounds. • using school materials or a classmate's materials for their intended purpose. <ul style="list-style-type: none"> –using technology devices as directed by adults. • following expectations about safety: <ul style="list-style-type: none"> –using playground equipment in a safe manner. –using property and materials in a safe manner. • following the school's expectations regarding personal electronic devices.

Levels of Interventions/Consequences¹

¹ Adapted from Anne Arundel County Public Schools (Maryland)

The Student Code of Conduct shall apply to all students at all times on all Board of Education property, including:

- in school buildings
- on school grounds
- in all school vehicles
- at all school-related, or Board-sponsored activities, (whether such activities are held on school property or at locations off school property, including private business or commercial establishments).

Levels of Interventions And Consequences for Violations of the Student Code of Conduct

As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student’s actions constitute a violation of Board policy and/or regulation. The levels, shown on the following pages, guide administrators to use progressive interventions to change student behaviors.

Interventions are a continuum of proven activities, supports, and programs to promote students’ social, emotional, and behavioral health. Interventions are employed by school staff or administrators and are intended to reduce continued and/or escalation of inappropriate behaviors or violations of the Code of Conduct.

Consequences are actions taken by school staff or administrators in response to a violation of the Code of Conduct. Interventions and Consequences may be used simultaneously.

The administrator always has the option to use an intervention or consequence from a lower level as long as one from the prescribed level is also employed. Moreover, if a behavior is deemed a criminal offense by local authorities, and such offense is not identified in this Code of Conduct, the consequence may be expulsion from the Mansfield City Schools. Restitution for loss or damage may be required, in addition to any other prescribed consequences.

Levels of consequences and options for progressive interventions follow. Repeated chronic or cumulative offenses may require higher levels of Interventions/Consequences. For serious violations, Interventions/Consequences may begin at a higher level. For chronic/repetitive (3 or more) violations, Interventions/Consequences may be considered a higher level offense. The determination of raising the consequence on the above criteria is at the discretion of the administrator.

A higher level offense may be assigned lower level consequences depending on the developmental age of the student in conjunction with the intent of the act. The determination of lowering the consequence on the above criteria is at the discretion of the administrator.

The list of interventions is not exhaustive. Any combination of interventions from a prior level may be used in a higher level offense as long as an intervention from that level is also employed.

Level 1

Level 2

Level 3

Level 4

Level 5

CONSEQUENCES

Classroom/ Bus Level Interventions (Teacher/Driver Managed)	Appropriate when Level 1 has been ineffective	Appropriate when Level 2 has been ineffective	Appropriate when Level 3 has been ineffective	Appropriate when Level 4 has been ineffective
If these interventions are successful, referral to the administrator may not be necessary.	Office referral required	Office referral required	Office referral required	Office referral required
<p><i>Select appropriate intervention(s) for the student/situation:</i></p> <ul style="list-style-type: none"> • Parent/Guardian outreach • Reteaching expected behavior with Teacher/Driver • Written reflection about incident • Mentoring • Teacher/Driver conference with student • Referral to Counselor • Modeling expected behavior 	<p><i>Select appropriate intervention(s) for the student/situation:</i></p> <ul style="list-style-type: none"> • Reteaching expected behavior with Administrator or Counselor • Parent/Guardian notification by Administrator or Counselor • Behavior Contract • Mediation • Administrator or Counselor conference with student 	<p><i>Select appropriate intervention(s) for the student/situation:</i></p> <ul style="list-style-type: none"> • Parent/Guardian conference with Administrator • Referral to the Multi-tiered Systems of Support • Review of behavior data/trends 	<p><i>Select appropriate intervention(s) for the student/situation:</i></p> <ul style="list-style-type: none"> • Parent/Guardian notification required by Administrator • Referral for Functional Behavior Assessment • Modified school day/schedule 	<p><i>Select appropriate intervention(s) for the student/situation:</i></p> <ul style="list-style-type: none"> • Student Re-entry or Success Plan • Alternative learning placement

The list of consequences is not exhaustive. Any combination of consequence from a prior level may be used in a higher level offense as long as a consequence from that level is also employed. A higher level consequence may not be used in a lower level offense.

Level 1	Level 2	Level 3	Level 4	Level 5
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	Classroom/Bus Level Consequences (Teacher/Driver Managed)	Administrator Assigned Consequences	Administrator Assigned Consequences	Administrator Assigned Consequences	Administrator Assigned Consequences
	Referral to the administrator may not be necessary.	Office referral required	Office referral required	Office referral required	Office referral required
CONSEQUENCES	<ul style="list-style-type: none"> • Parent conference with Teacher/Driver • Restitution • Supervised Time Out • Warning from the Teacher/Driver • Teacher assigned detention served with the Teacher 	<ul style="list-style-type: none"> • Warning from the Administrator • Detention • Temporary loss of privilege • Temporary removal from class • In-School Suspension (1 day) 	<ul style="list-style-type: none"> • Complete loss of privilege • In-School Suspension (2+ days) • Extended Detention (2+ hours) • Emergency Removal • Out of School Suspension (1-3 days) 	<ul style="list-style-type: none"> • Out of School Suspension (1-10 days) • Notification to the School Resource Officer • Convene a team with Parents/Guardians to explore supports and services including alternative educational placement 	<ul style="list-style-type: none"> • Out of School Suspension (5-10 days) • Expulsion • Convene a team with Parents/Guardians to explore supports and services including alternative educational placement

Definition of Offenses	Level of Consequences /Interventions				
	1	2	3	4	5
Abusive Language/Profanity	●	●	●	●	

Verbal interaction or gesture intended to intimidate another student(s) Level 1-2 adult(s)-Level 2-4					
Alcohol/Drug/Tobacco/Vaping				●	●
Student is under the influence of, in possession of or is using alcohol/tobacco/electronic nicotine device/illegal drugs/substances/or unauthorized prescribed or over-the-counter medications or imitations/or paraphernalia					
Assault					●
Intentional and/or unprovoked physical contact intended to cause permanent or immediate harm					
Bus Violation		●	●	●	
Actions that jeopardize the safe operation of the bus or the safety of the occupants					
Combustibles/Bomb/Arson					●
Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (firecrackers, gasoline, lighter) with the intent to intimidate others and/or cause harm					
Defiance/Insubordination		●	●		
Refusal to follow directions, talking back and/or socially rude interactions					
Disrespect	●	●	●		
Student intentionally delivers socially rude or dismissive messages to student(s) Level 1-2 or adult(s) Level 2-3					
Disruption	●	●	●		
Behavior causing an intentional interruption in a class or activity. Disruption may include sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior					
Dress Code	●	●			
Campus Wear Violation/Violation of the Dress Code					
Definition of Offenses (Continued)	Level of Interventions/Consequences				
	1	2	3	4	5

False Reporting		●	●	●	
Student knowingly provides inaccurate information or purposely withholds known information needed as part of an investigation					
Fighting			●	●	●
Student is involved in mutual participation in an incident involving/mimicking physical violence					
Forgery/Plagiarism			●	●	●
Student has signed a person's name without that person's permission, or claims someone else's work as their own					
Gambling			●	●	●
Betting or playing games of chance to gain property, favor, or money from Others					
Harassment/Bullying			●	●	●
Any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both: A. causes mental or physical harm to the other student; and B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student					
Inappropriate Display of Affection	●	●	●		
Student engages in inappropriate, consensual verbal and/or physical gestures/contact, of a sexual nature to another student					
Inappropriate Physical Aggression		●	●	●	●
Physical posturing intended to intimidate and/or taunt another student(s) Level 2-4 , adult(s) Level 3-5					
Inappropriate Verbal Language	●	●			
Student engages in low intensity instance of inappropriate language or gesture					
	Level of Interventions/Consequences				

Definition of Offenses (Continued)	1	2	3	4	5
<p>Non-compliance</p> <p>Student engages in brief or low-intensity failure to respond to adult requests and/or student engages in low-intensity, but inappropriate disruption</p>	●				
<p>Out of Assigned Area</p>	●	●	●		
<p>Student is intentionally not physically present at the assigned time to their prescribed area</p>					
<p>Sexual Harassment</p>			●	●	●
<p>Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature</p>					
<p>Sexual Misconduct</p>				●	●
<p>Student engages intentional inappropriate, consensual sexual acts</p>					
<p>Technology Violation</p> <p>Using technology 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 technology may be turned over to law enforcement</p>		●	●	●	●
<p>Theft</p> <p>Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property</p>			●	●	●
<p>Threat Against School Community</p>					●
<p>Statement of intention to inflict harm, pain, injury, or other hostility towards The school community, school property and/or any of its members (staff/students)</p>					
<p>Unwelcome Physical Contact</p> <p>Any physical contact that is unwanted by the other person (i.e. poking, hugging, petting, etc.)</p>	●	●	●	●	

Definition of Offenses (Continued)	Level of Interventions/Consequences				
	1	2	3	4	5
Vandalism/Property Damage Student participates in an activity that results in destruction or disfigurement of personal or school property			●	●	●
Violation of the Acceptable Use Policy Any act that violates the District's Acceptable Use Policy			●	●	
Weapons Student is in possession of knives, guns (real or look alike), and/or other objects readily capable of causing bodily harm with the intent to intimidate others and/or cause harm					●



Bus Behavior Expectations & Safety Requirements for All Students

Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus. School suspension is a possible consequence.

Students are expected to observe the following rules for safety and courtesy on the bus. Parents are responsible for the supervision and safety of students from home until they board the bus, and from the bus stop to home.

At the Bus Stop	When the Bus Arrives
<ul style="list-style-type: none"> ● Exercise safe pedestrian practices while on the way to the waiting area for the bus stop. ● Students need to be in line ready to board the bus 5 minutes before the scheduled pickup. Do not sit in vehicles until the bus arrives. ● Wait in a quiet and orderly manner and respect private property. ● Stay on your side of the roadway controlled by the bus warning lights. ● Where same side service is provided, you should not cross the roadway for any reason. Please remain at the designated school bus stop on the same side of the road where you live. ● Be aware, cautious, and respectful of traffic. ● Wait in a safe place, clear of traffic, and away from where the bus stops. 	<ul style="list-style-type: none"> ● Remain at the waiting area until the bus comes to a complete stop. ● Check traffic from all directions, then check again. ● Before walking from the waiting area to the entrance of the bus, be certain that the bus warning lights are activated and that all traffic in all directions has stopped. ● When safe to board, do so promptly. ● When boarding, be aware of and avoid the “danger zone,” the twelve foot area immediately surrounding the stopped school bus. ● Be sure that you can see the bus driver’s eyes when in the vicinity of the school bus. ● If crossing a street controlled by bus warning lights is necessary, cross promptly after checking that all traffic in all directions has stopped. Cross only in front of the bus. ● Upon entering the bus proceed directly to an available or assigned seat.
On the Bus	Exiting the Bus
<ul style="list-style-type: none"> ● Follow instructions of bus personnel. ● Be respectful of all people, including all bus personnel. ● Use language appropriate for the school setting. ● Keep the bus neat and clean. ● Do not eat or drink. ● Talk quietly and politely. ● Students must sit in their assigned seat. ● Stay seated while the bus is in motion; keep aisles and exits clear. ● Carry-on items are limited to those that can be held in your lap only (including some musical instruments). ● No hazardous materials, nuisance items, or animals are permitted on the bus. ● Be respectful of the rights and safety of others. ● Do not extend head, arms, or objects out of bus windows. ● Appropriate use of electronic devices including, but not limited to, cell phones and tablets, that do not jeopardize the safe operation of the bus or the safety of the bus occupants is permitted. 	<ul style="list-style-type: none"> ● Remain seated until the bus comes to a complete stop. ● Exit the bus at the bus stop area in an orderly manner. ● Exit at your designated bus stop. ● Check traffic from all directions, then check again. ● Before exiting the bus, be certain that all traffic in all directions has stopped. ● When safe to exit, do so promptly. ● Be aware of and avoid the “danger zone,” the twelve foot area immediately surrounding the stopped school bus. ● Be sure that you can see the bus driver’s eyes while in the vicinity of the school bus. ● If crossing a street controlled by bus warning lights, cross promptly after checking that all traffic in all directions has stopped. Only cross in front of the bus. ● Exercise safe pedestrian practices while on the way from the bus stop to your home.

2019-2020 Mansfield Senior High School Tardy Procedure

Students are expected to arrive to class on time, every period - including their lunch period.

Hall sweeps will be conducted every day during periods 1 - 4 and 6 - 7. For period 5, classroom teachers will address students arriving late within their classrooms. Students who are tardy to class will be subject to the following procedures:

- Student will be issued a tardy ticket by staff member (periods 1 - 4, 6 - 7) or their classroom teacher (period 5);
- Student will be escorted to class after getting their tardy ticket (periods 1 - 4, 6 - 7) and give their tardy ticket to their classroom teacher;

Consequences for multiple tardies to class are as follows:

3rd tardy = detention
4th tardy = detention
5th tardy = Wednesday school
6th tardy = Wednesday school
7th tardy = half day of ISS (in-school suspension)
8th tardy = half day of ISS (in-school suspension)
9th tardy = full day of ISS (in-school suspension)
10th tardy = 5 days at Hedges Success Program*
11th tardy = full day of ISS (in-school suspension)
12th tardy = 10 days at Hedges Success Program*
More than 12 tardies = attendance intervention

Parents will receive a Blackboard alert prior to a student moving to the next disciplinary level. Please make sure that all contact information (phone #, email address, etc.) is current. If not, or if you are unsure, please contact MSHS at (419) 525 - 6369 to update your contact information.

* *Hedges Success Program is located at 176 Hedges St., Mansfield Ohio 44902, (419) 525-6305*

2019-2020 Mansfield Senior High School Detention/Wednesday School Procedure

Detention is assigned by teachers or administrators for students who exhibit low-level misbehavior. Detention is served after school (1 hour) or after school on Wednesday.

School (2 hours). The procedures for detention are as follows:

- Students will have **2 days** from the date the detention is assigned to serve that detention;
- Detention and Wednesday School will be served in **room 2410**.
- Students **must** report to detention and Wednesday School immediately after dismissal at 2:40.

Failure to report to an assigned detention will result in the following:

- Failure to serve 1-hour detention = Wednesday School
- Failure to serve Wednesday School = 2 days of ISS (in-school suspension)
- Failure to successfully complete ISS = 10 days at the Hedges Success Program*

Students must make up detention, Wednesday School, and/or ISS on the next school day if they are absent or if school is closed due to inclement weather.

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)). 3 □ 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, 2019.

Attn: Stan Jefferson, 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.

Bell Schedules

MIDDLE SCHOOL

Regular Day

7:05 – 7:25 Gym

7:25 – 7:45 Breakfast

7:50 Announcements

1st 7:52 – 8:42 (50)
2nd 8:46 – 9:36 (50)
3rd 9:40 – 10:30 (50)
4th 10:34 – 11:58 (84)
 A Lunch 10:34 – 11:04
 Class 11:08 – 11:58 (50)
5th 12:02 – 12:52 (50)
6th 12:56 – 1:46 (50)
7th 1:50 – 2:40 (50)

Early Release

7:05 – 7:25 Gym
7:25 – 7:45 Breakfast
Announcements
1st 7:45 – 8:26 (41)
2nd 8:30 – 9:11 (41)
3rd 9:15 – 9:56 (41)
5th 10:00 – 10:40 (40)
4th 10:44 – 11:57 (73)
 A Lunch 10:44 – 11:14
 Class 11:18 – 11:57 (39)
6th 12:01 – 12:41 (40)
7th 12:45 – 1:25 (40)

2 Hour Delay

9:05 – 9:25 Gym
9:25 – 9:45 Breakfast
Announcements
1st 9:45 – 10:19 (34)
2nd 10:23 – 10:57 (34)
4th 11:01 – 12:09 (64)
 A Lunch 11:01 – 11:31
 Class 11:35 – 12:09
3rd 12:13 – 12:47 (34)
5th 12:51 – 1:25 (34)
6th 1:29 – 2:03 (34)
7th 2:07 – 2:40 (33)

Bell Schedules

HIGH SCHOOL

Regular Day

7:05 – 7:25 Breakfast
1st 7:30 – 8:20 (50)

2nd 8:24 – 9:14 (50)
HOMEROOM 9:18 – 9:36
3rd 9:40 – 10:30 (50)
4th 10:34 – 11:24 (50)
5th 11:28 – 12:52 (84)
 B Lunch 11:28 – 11:58
 Class 12:02 – 12:52 (50)
 C Lunch 12:22 – 12:52
 Class 11:28 – 12:18 (50)
6th 12:56 – 1:46 (50)
7th 1:50 – 2:40 (50)

Early Release

7:05 – 7:25 Breakfast
1st 7:30 – 8:11 (41)
2nd 8:15 – 8:56 (41)
HOMEROOM 9:00 – 9:11
3rd 9:15 – 9:56 (41)
4th 10:00 – 10:40 (40)
6th 10:44 – 11:24 (40)
5th 11:28 – 12:41 (73)
 B Lunch 11:28 – 11:58
 Class 12:02 – 12:41 (39)
 C Lunch 12:11 – 12:41
 Class 11:28 – 12:07 (39)
7th 12:45 – 1:25 (40)

2 Hour Delay

9:05 – 9:25 Breakfast
1st 9:30 – 10:04 (34)
2nd 10:08 – 10:42 (34)
HOMEROOM 10:46 – 10:57
3rd 11:01 – 11:35 (34)
5th 11:39 – 12:47 (68)
 B Lunch 11:39 – 12:09
 Class 12:13 – 12:47 (34)
 C Lunch 12:17 – 12:47
 Class 11:39 – 12:13
4th 12:51 – 1:25 (34)
6th 1:29 – 2:03 (34)
 7th 2:07 – 2:40 (33)

Mansfield 7-12 Campus Important Dates Calendar 2019-2020

Date

8/26/19

8/27/19

Event

First Day of School for 7th & 9th grade only

First Day of School for 8th & 10th grade only

8/28/19	All 7 th - 8 th graders and 11 th &12 th graders in attendance
9/2/19	Labor Day, No School
10/2/19	Senior Class Meeting/Sophomore Class Meeting
10/7/19	MSEA Day, No Students
10/9/19	Class Ring/Grad Announcement Order Day
10/18/19	End of Quarter 1, No Students-Staff only
10/23/19	MS and HS Picture Day
10/29/19	Parent Teacher Conferences, 1hr early release
11/7/19	Emergency Mgmt Testing/Training, No Students
11/7/19	Parent Teacher Conferences
11/27-11/29/19	Thanksgiving Vacation – No School
12/4/19	MS and HS Picture Re-takes
12/2/19-1/6/20	EOC Exams
12/3/19	Class Ring Delivery Day
12/12/19	Grad Announcement Delivery Day
12/12/-12/19/19	High School Semester Exams
12/19/19	End of Quarter 2, No Students-Staff only
12/23/19-1/3/20	Winter Break – No School
1/20/20	Martin Luther King Day – No School
2/14/20	No School
2/18/20	President’s Day – No School
3/13/20	End of Quarter 3, No Students-Staff Only
3/25-4/12/20	AIR Assessment English Language Arts
4/10-4/17/20	Spring Recess – No School
4/12-5/10/20	AIR Assessments Math, Science, Social Studies
5/11-5/15/20	Senior Final Exams
5/23/20	High School Graduation
5/25/20	Memorial Day – No School
5/26-5/29/20	High School Semester Exams
6/1/20	End of Quarter 4, One Hour Early Release
6/1/20	Last Day for Students

All Scheduled events are subject to change. Please check the district website at www.tygerpride.com for updates.

www.tygerpride.com