

# **MANSFIELD CITY SCHOOLS**

## **Elementary and Intermediate Schools Student Handbook**

**PRE K-6**



**SHERMAN ELEMENTARY  
SPANISH IMMERSION  
SPRINGMILL STEM ELEMENTARY  
WOODLAND ELEMENTARY  
MALABAR INTERMEDIATE**

**[www.tygerpride.com](http://www.tygerpride.com)**

We are an Equal Opportunity Employer

# **MANSFIELD CITY SCHOOLS**

## **PRIMARY BUILDINGS:**

### **Spanish**

#### **Immersion K – 8**

240 Euclid Avenue  
Mansfield, OH 44903  
Phone: 419.525.6321

### **Sherman Elementary School**

#### **Pre K-2**

1138 Springmill Road  
Mansfield, OH 44906  
Phone: 419.525.6337

### **Woodland Elementary School**

#### **K-2**

460 Davis Road  
Mansfield, OH 44907  
Phone: 419.525.6325

### **Springmill STEM Elementary**

#### **K-6**

1200 Nestor Drive  
Mansfield, OH 44906  
Phone: 419.525.6348

## **INTERMEDIATE BUILDING:**

### **Malabar Intermediate School**

#### **3-6**

205 W. Cook Road Mansfield,  
OH 44907  
Phone: 419.525.6374

## **SENIOR HIGH**

### **SCHOOL: 7-12**

124 N. Linden Road Mansfield,  
OH 44906  
Phone: 419.525.6369

## **RAEMELTON BUILDING**

### **ADMINISTRATIVE**

### **OFFICES:**

856 West Cook Road  
Mansfield, OH 44907  
Phone: 419.525.6400

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# MISSION STATEMENT

With love and expertise, Mansfield City Schools prepares diverse leaders and builds positive relationships with students, staff, and educational allies.

## NOTICE OF NON-DISCRIMINATION (Policy #2260)

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:

Compliance officers:

Humanresource2@mansfieldschools.org

**Mark Wilcheck / Andrea Moyer / Tawny Rodriguez**

856 West Cook Road

Mansfield, OH 44907

419-525-6400

## TITLE 1 — PARENTS' RIGHT TO KNOW (Policy #2261.02)

In accordance with the requirement of Federal law, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the Board will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents shall be provided:
  - 1. Information on the level of achievement of their child(ren) on the required State academic assessments;
  - 2. Timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

The notices and information shall be provided in an understandable and uniform format, and to the extent practicable, in a language the parent(s) understand.

Adopted 1/18/11

Welcome Students and Families.

Every teacher, administrator and support staff member is committed to each student's success. A support structure is in place at every grade level to help our students achieve their maximum academic potential.

Students, I urge you to dedicate yourselves to the work of learning. You will reap the benefits of a Mansfield City Schools education many times over throughout your lifetime. Outside the classroom, explore participation in sports, clubs and a wide variety of other extracurricular activities that contribute to a total school experience.

Parents, please join us as partners in the educational careers of your children. Send them to school ready to learn, eager to achieve. Join us at open houses, literacy and math nights and other school events throughout the year. Our doors always are open to you.

I wish all a successful, exciting and rewarding year! Respectfully,

Office of the Superintendent

# ENROLLMENT & PROCEDURES

## SCHOOL ENTRANCE REQUIREMENTS:

All children who have their fifth birthday by August 1st are eligible to attend kindergarten. A child who will be six years of age on or before the opening of school must be enrolled in school. Parents may register their child online through Mansfield City Schools Oneview enrollment portal. Documents needed at the time of registration include the child's:

- Birth Certificate
- Immunization Record
- Social Security Card
- Custody Papers if applicable
- Proof of Address (1 form) - Rental/Lease agreement; Change of address confirmation from post office or utility bill with correct name and address
- Forms completed at registration:
- Emergency Medical Authorization
- New Student Registration
- Household Information Survey
- Mansfield City Schools Residency
- Questionnaire Transportation Enrollment Form
- Technology agreement
- Home Language Survey
- Medication Authorization Form
- Trip Consent Form

If applicable, the parent should also have their IEP, ETR and Documentation of Vision/Hearing Screening performed during the previous twelve- (12) months.

## EMERGENCY MEDICAL AUTHORIZATION FORM:

Parents complete this form at the beginning of the school year online through OneView. It must be updated if changes are made to home phone number, contact numbers and/or parent's employment or address.

Only persons listed as contacts are allowed to pick up child, unless a signed, dated note is received from the Parent/Guardian. NO exceptions! Also, a picture identification is required!

If a student is to go home differently than normal, please contact the school office no later than 2:30.

## SCHOOL RESIDENCE REQUIREMENTS:

The legal residence of a student will be determined by the address of the legal residence of the parent, not by the address where the student may be living. If parents are legally separated or divorced, the address of the parent who has legal custody of the child will determine the school district of the child.

*The district may accept a child as a student for a period not to exceed sixty calendar days on the sworn statement of an adult resident of the district that he has initiated legal proceedings for the acquisition of the custody of the child.*

## OPEN ENROLLMENT OPTION:

*Interdistrict Open Enrollment:* Mansfield City Schools accepts students from any other school district at any time of the year.

*Intradistrict Open Enrollment:* This is open enrollment within the district and applies to only the 5 primary buildings.

Parents of students who participate in the open enrollment program will assume responsibility for transportation.

Please call for additional information: 419-525-6400 ext. 1040.

## **Mansfield City Schools Central Registration**

### **Welcome 2022-2023 Tyger families**

Central Registration is now a three-step process below for **NEW** students and students who have left the district and are returning for the 2022/2023 school year:

1. Completion of online registration paperwork can be done by clicking on this link <https://mansfield.esvportal.com/> or by visiting our district website at <https://www.tygerpride.com/> to access the online Student Registration link for **New** Students. *(If your child is a "current MCS PK student" that will be transitioning to KG, then please speak to Jamie Spotts @ Springmill STEM or Melinda-Hood, Central Registrar for further detailed enrollment information)*
2. Once the online registration is submitted and reviewed, a confirmation email from [mansfield@esvmajl.com](mailto:mansfield@esvmajl.com) will be sent to you.
3. You will then need to schedule an in-person or virtual appointment with the Central Registrar, Melinda Hood by phone, email or through the Central Registration Appointment Calendar located at the bottom of the New Student Enrollment page of our website.

#### **In- Person**

Call or email our Central Registrar, Melinda Hood, to make an appointment ***if you need to come in*** and utilize a Chromebook in our office for online

Pre-Registration. **(PLEASE HAVE YOUR I.D.)** -You may choose to bring in the original required documents and copies will be made during your appointment.

Phone: 419-525-6400 Ext. 1040, or Option 2 Email:

[centralreg@mansfieldschools.org](mailto:centralreg@mansfieldschools.org)

Location: Mansfield Board of Education, 856 W. Cook Rd. Mansfield, Ohio.

#### **Virtual**

Call or email our Central Registrar to set up a virtual Google Meet appointment and required documents can be scanned and/or uploaded via the Oneview enrollment portal after pre-registration is completed or documents can be emailed to back to

[centralreg@mansfieldschools.org](mailto:centralreg@mansfieldschools.org)

Parent or guardian must provide the following required documents during the scheduled appointment below for the enrollment to be complete. You may provide these items in person or upload them digitally through the online registration portal as noted:

- **Birth Certificate**
- **Social Security Card (optional)**
- **Immunization Records**
- **Proof of Residency {bill/invoice with address and guardian name, copy of lease agreement}**
- **Court/Custody Papers {if applicable}**
- **IEP/ETR and 504 {if in hand}**

#### Determining your assigned school

Unsure of the assigned school or new to Mansfield, Ohio? Your residential address will determine which assigned neighborhood elementary school your child will attend.

Students may also apply to attend any school in our district through the open enrollment process. Early entrance information is also available at Central Registration at 419-525-6400, ext.1040.

**Thank you for choosing Mansfield City Schools! #HEARUSROAR**



## **GROOMING AND DRESS:**

The appropriateness of any form of dress or grooming will be judged by the following criteria. Any form of dress or grooming that constitutes a threat to health and/or safety, or interferes with the educational process will not be allowed. The following are specifics we feel must be observed:

1. Shoes or sandals must be worn. Sandals are defined as having a strap behind the heel of the foot. No student may wear flip flops/thongs/slides or shoes that make excessive noise. No "heelies".
2. Clothes with objects, which can damage property or people, may not be worn. This is meant to include belts.
3. Hats/bandannas/headbands, silly bands, etc. will not be worn in school.
4. Clothes may not be excessively tight.
5. Shorts/skirts of the appropriate length (to the fingertip when arm rested at the side) and style are permitted.
6. "Muscle" shirts of the "tank" type shall not be worn. Shirts must EXTEND to the shoulder.
7. Students will not wear "sheer" or "see-through" blouses or shirts. NO BARE MIDRIFTS ARE ALLOWED.
8. Sunglasses are not permitted to be worn in the building.
9. Metal hair picks and metal combs are not to be brought to school.
10. Slogans on clothing that are obscene, promote violence, cause disruptions, or advertise alcohol or drugs are not permitted.
11. Pants or trousers are to be fastened around the waist. Undergarments must not be visible. Belts are to be buckled and worn as apparel. Pants or trousers cannot be excessively torn or tattered. No pajama pants.

IN ORDER TO KEEP THIS FREEDOM OF DRESS AND GROOMING IN EFFECT, YOU MUST ACCEPT THE JUDGMENT OF THE PRINCIPALS OFFICE AS TO WHAT DRESS IS "OUT OF LINE".

## **VISITORS:**

The Mansfield City Schools welcome parents/guardians to visit elementary schools. All parents/guardians who desire to pick up or see children during school hours must first report to the building office and obtain a visitors' badge in order to insure the safety of all children.

ANY SCHOOL VISITOR IS REQUIRED BY STATE LAW TO STOP  
AT THE SCHOOL OFFICE BEFORE GOING TO ANY OTHER  
AREA OF THE BUILDING.

## **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 is absent for more than 3 days, the parent/guardian may request for make-up work prior to the student's return to school. Please be advised teachers need approximately 24 hours to prepare missing work.

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

## **STUDENT FEES:**

Currently the Mansfield City Schools Board of Education has selected to waive school fees for general education classes for all grades. However, a fee is in place for band and orchestra class to support the rental/repair of instruments.

### ***Musical Instrument Rental Fee= \$40.00***

This fee should be paid prior to the start of the school year. It is the responsibility of parents/guardians to meet the fee payment obligation. Assistance and/or special arrangements can be made with the principal.

Students may be charged a fee for lost or damaged school property.

**VISTORS:** The Mansfield City School welcome parents/guardians to visit elementary schools, but they must make an appointment or have prior approval from the building principal. All parents/guardians who desire to pick up their child or come to the building to speak with their child during school hours must first report to the building office and obtain a visitor's badge in order to ensure the safety of all children.

## **STUDENT RECORDS:**

Natural and/or custodial parents have the right to review student records. In order to review student records, the natural and/or custodial parent will need to make an appointment with the school principal at least 24 hours prior to the record review.

## **CLOSING OF SCHOOL:**

When school must be closed because of weather or other conditions, announcements will be made over radio stations:

- WMAN
- WVNO 106.1
- WNCO AM & FM
- WMFD TV 68
- WYHT/WMAN

Parents may call the Cold Weather Hotline at 419-755-2159

Check these websites out also:

- [mansfieldnewsjournal.com](http://mansfieldnewsjournal.com)
- [richlandsource.com](http://richlandsource.com)

## **CELL PHONES**

Students only may use personal communication devices (PCDs) before and after school, during after school activities (e.g., extracurricular 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.

## Positive Behavior Interventions and Supports (PBIS)

Positive Behavior Intervention Supports (PBIS) is a school-wide system, used by staff, to reward positive behavior within the school. PBIS procedures and supports are subject to change.

Mansfield City Schools are 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, our guests will follow the Mansfield Code, and treat each other as they would wish to be treated themselves. It is expected that everyone will conduct themselves in such a fashion that all stakeholders will feel safe and free from harassment, both physical and emotional.

Mansfield City Schools have implemented the Positive Behavior Instruction and Support (PBIS) framework in all of our buildings. 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.

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.

Behavioral expectations 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.

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 expectations are reinforced

Parents/Guardians that have behavioral concerns about their student, can submit a Parent/Guardian PBIS Referral to Tier 2 Supports. Forms are available on [www.tygerpride.com](http://www.tygerpride.com).

## **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.

**What is bullying?** Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) **more than once** and the behavior both causes mental or physical harm to the other student(s) **and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s)**

For further information, please see Policy 5517.01 (Bullying and other forms of Aggressive Behavior) of the Mansfield City Schools Board Policy located on the Tyger Pride webpage under Board of Education.

## **GRADING — (Policy #5421) 1/8/11**

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve.

The following grade scale will be used for students in Grades 2-6.

A+	100-97%	C+	79-77%	D-	62-60%
A	96-93%	C	76-73%	F	59-0
A-	92-90%	C-	72-70%	E	EXCELLENT
B+	89-87%	D+	69-67%	S	SATISFACTORY
B	86-83%	D	66-63%	U	UNSATISFACTORY
B-	82-80%				

Note: A grade card/midterm progress report schedule will be published annually on the district website.

## **TALENTED AND GIFTED EDUCATION SERVICES AND CRITERIA**

**Revised April 2019**

### **WHAT DOES “GIFTED” MEAN?**

“Gifted” means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience or environment and who are identified under division (A), (B), (C), or (D) of section 3324.03 of the Ohio Revised Code.

### **DISTRICT IDENTIFICATION PLAN**

Mansfield City Schools accepts referrals, screens, identifies, or reassesses students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creative thinking ability, and/or visual and/or performing arts. The District must follow policy and procedures established in Ohio Administrative Code 3301-51-15. These rules specify that assessment instruments must come from the list approved by the Ohio Department of Education.

Children may be referred in writing using the District's gifted referral form which can be obtained from your child's school office or from the TAG office at the Raemelon building.

Referrals may come from the following:

- Child request (self-referral);
- Teacher recommendation;
- Parent/guardian request;
- Child referral of peer; and
- Other (e.g., psychologist, community members, principal, gifted coordinator)

### **UPDATES**

#### **Whole Grade Testing**

The District will identify and use two whole-grade screenings, once during the K-2 band and again in the 3-6 band in each of the following areas: 1) Superior Cognitive Ability, 2) Creative Thinking, and 3) Specific Academic Ability in Reading and Math.

#### **Teacher Professional Development Requirements**

The District is developing ongoing training and support for teachers serving gifted students in order to meet the academic and affective needs of students who are gifted. All students identified as gifted should have a WEP (Written Education Plan) to be served.

# STUDENT PARTICIPATION IN TESTING

Federal and state laws require all districts and schools to test all students in specific grades and courses. There is no law that allows a parent or student to opt out of state testing, and there is no state test opt-out procedure or form. If a parent withdraws a child from participation in certain state tests, there may be consequences for the student, the student's teacher, and the school and district. In order to help parents make informed decisions, Mansfield City Schools is providing the possible consequences of opting out, which are included in this written document.

## WHY ARE STATE TESTS IMPORTANT?

"Gifted" means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience or environment and who are identified under division (A), (B), (C), or (D) of section 332

State tests are critical for measuring student learning and ensuring that every Ohio student receives a high quality education. The results from state tests are how we hold districts, schools and teachers accountable.

### 1. Third Grade Reading Guarantee

- a. A student who does not take the state's grade 3 English language arts test will not have a score on that test and may not be promoted to the fourth grade as part of the Third Grade Reading Guarantee unless an exemption applies. For more information on exemptions, visit the department's website.

### 2. High School Graduation Requirements

- a. A student who entered ninth grade for the first time before July 1, 2014, must meet curriculum requirements and take and pass the Ohio Graduation Tests or meet one of the three options for the Class of 2018 and beyond to earn a high school diploma.
- b. A student who entered ninth grade for the first time on or after July 1, 2014, must meet curriculum requirements and take and reach the needed score on the tests for at least one graduation option to earn a high school diploma. More information on the graduation requirements are on the Department's website. These options include:
  - i. Cumulative performance earned on the state end-of-course tests or their approved sub.
  - ii. A remediation-free score on the ACT or SAT college admissions test; or
  - iii. A workforce-ready score on the Work Keys test, in combination with an approved industry-recognized credential.

### 3. English Learners

- a. A student who does not take the Ohio English Language Proficiency Assessment cannot exit the English as a Second Language program.

### 4. Students at eSchools

- a. A student who does not participate in state testing in the spring for any required assessment for two consecutive years will be unenrolled in the school of attendance.

### 5. Scholarship Students

- a. For the majority of students who receive a state scholarship (EdChoice, Jon Peterson, or Cleveland Scholarship) participation in state testing or an approved alternative test is required.

A student who does not participate in testing will not have their scholarship renewed the following year. Please direct questions to [Chartered.Nonpublic.schools@education.ohio.gov](mailto:Chartered.Nonpublic.schools@education.ohio.gov)

## POSSIBLE CONSEQUENCES FOR DISTRICTS, SCHOOLS, AND TEACHERS WHEN STUDENTS DO NOT TAKE STATE TESTS

1. Districts and schools receive no credit when a student doesn't participate in state testing. This can negatively impact a district's state A-F report card grades.
  - a. Families and businesses often consult A-F grades in choosing where to live, locate a business and how to vote on tax levies.
  - b. These grades also may impact school choice programs, flexibility on how funding is spent and which schools receive extra help from the state.

- c. If student participation in a district drops below 95 percent overall or for specific subgroups of students, the district could face new restrictions on how it spends its money pursuant to federal law. Additionally, the district or school will receive demotions on their Gap Closing report card measure.
  - d. Students who do not participate in the required state tests will earn no points towards the school's performance index score.
  - e. In the future, the Every Student Succeeds Act (ESSA) will require schools and districts that do not meet the 95 percent participation requirement to develop a corrective action plan. They must use stakeholder input to develop a plan that will improve their participation rate.
- 2. Districts and schools cannot count students who do not take all required state tests in their average daily membership (ADM) for state funding, unless they obtain a waiver from the Department.
  - 3. Teachers may be evaluated based, in part, on student test scores from the 2016-2017 school year. If a student does not take a state test, that student's growth will not be included in the teacher's evaluation.
  - 4. Teachers will not have access to advanced diagnostic information from state tests, such as student growth projections, to help inform instruction.

### **OHIO'S STUDENTS WITH DISABILITIES ALSO PARTICIPATE IN STATE TESTS**

The individualized education program (IEP) team is responsible for determining how a student with a disability will participate in the state assessments. The student's IEP team decides whether a student needs accessibility features, including accommodations, on district and statewide tests. For students with significant cognitive disabilities, the IEP team may determine that Ohio's Alternate Assessment for Students with Significant Cognitive Disabilities is the appropriate test.

## Mansfield City Schools Starting & Dismissal Times 2022- 2023

School	Student Starting Time	Student Dismissal Time	2 Hour Delayed Start Time	1 Hour Early Release Time	Teacher Starting Time	Teacher Dismissal Time
<b>Pre-K (Monday through Friday/Half Day Program )</b>						
<b>Pre-K at Sherman Elementary</b>	<b>A.M. 8:40 P.M. 12:35</b>	<b>A.M. 11:25 P.M. 3:20</b>	<b>A.M. not in session P.M. 12:35</b>	<b>A.M. 11:25 P.M. 3:20</b>	<b>8:20 a.m.</b>	<b>3:50 p.m.</b>
<b>Attendance Area Elementary Schools Grades K - 3</b>						
<b>Sherman</b>	<b>9:10 a.m.</b>	<b>3:40 p.m.</b>	<b>11:10 a.m.</b>	<b>2:25 p.m.</b>	<b>8:20 a.m.</b>	<b>3:50 p.m.</b>
<b>Woodland</b>	<b>9:10 a.m.</b>	<b>3:40 p.m.</b>	<b>11:10 a.m.</b>	<b>2:25 p.m.</b>	<b>8:20 a.m.</b>	<b>3:50 p.m.</b>
<b>Intermediate School Grades 4 - 6</b>						
<b>Malabar</b>	<b>8:00 a.m.</b>	<b>2:30 p.m.</b>	<b>10:00 a.m.</b>	<b>1:15 p.m.</b>	<b>7:20 a.m.</b>	<b>2:50 p.m.</b>
<b>Middle School Grades 7-8</b>						
<b>Mansfield Middle</b>	<b>7:50 a.m.</b>	<b>2:40 p.m.</b>	<b>9:50 a.m.</b>	<b>1:25 p.m.</b>	<b>7:20 a.m.</b>	<b>2:50 p.m.</b>
<b>High School Grades 9-12</b>						
<b>Mansfield Sr. High</b>	<b>7:35 a.m.</b>	<b>2:40 p.m.</b>	<b>9:35 a.m.</b>	<b>1:25 p.m.</b>	<b>7:30 a.m.</b>	<b>3:00 p.m.</b>
<b>Special Programs</b>						
<b>Spanish Immersion K-8</b>	<b>9:00 a.m.</b>	<b>Gr K - 5 - 3:25p.m Gr 6 - 8 - 3:35 p.m.</b>	<b>11:00 a.m.</b>	<b>2:25 p.m.</b>	<b>8:20 a.m.</b>	<b>3:50 p.m.</b>
<b>Springmill STEM K-6</b>	<b>9:00 a.m.</b>	<b>3:25 p.m.</b>	<b>11:00 a.m.</b>	<b>2:25 p.m.</b>	<b>8:20 a.m.</b>	<b>3:50 p.m.</b>
<b>Hedges Success Program Grades 6-12</b>	<b>7:30 a.m.</b>	<b>2:00 p.m.</b>	<b>9:30 a.m.</b>	<b>12:20 p.m.</b>	<b>7:20 a.m.</b>	<b>2:50 p.m.</b>
<b>Tyger Digital Academy</b>	<b>8:00 a.m.</b>	<b>2:25 p.m.</b>	<b>10:00 a.m.</b>	<b>1:25 p.m.</b>	<b>7:40 a.m.</b>	<b>3:10 p.m.</b>



## ATTENDANCE PROCEDURES

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*.

Elementary Schools - **Grades Pre-K-2: Sherman**  
**Grades K - 2: Woodland**  
**Grades K-6: Springmill STEM**  
**Grades K-8: Spanish Immersion**

Intermediate School - **Grades 3-6: Malabar**

**Grades K-12: Tyger Digital Academy** (*Hedges Location*)

## ABSENCES AND TARDINESS

- 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. Student's 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.
- A student who arrives after 12:00 p.m. (Elementary Schools); after 11:30 a.m. (Intermediate School) will be marked absent for half day. Students leaving before 12:30 p.m. (Elementary Schools); 12:00 p.m. (Intermediate School) and not returning for the remainder of the day will be marked absent for half day.
- 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 10 days 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) 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.

- Students that miss 10 or more days from school may be required to provide doctors verification for continued absences from school. This is known as Medical Status. Any student that has accumulated 10 incidences, which include the following: absences covered by a parent call/note, absences without an excuse, individual class absences, undocumented blue passes, or excused tardiness, will be placed on medical status. This means that only a doctor's statement, hospital record, court excuse, or other appointment verification will be accepted upon the student's return to excuse the absence or tardiness. Absences not covered by a doctor's excuse will be processed as unexcused. The consequences of unexcused absences are that you receive the grade of zero for that day's work and are not permitted to make up the work. If a student is on medical status, he/she may not be released for field trips.
- 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 Main School Office or at the High School (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.

CHICKEN POX: 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: The District practices a policy of no nits as criteria to return to school (Board Policy 8451 adopted 5/21/12). 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 or nits 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.

PINKEYE: 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 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 ABSENCE:

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

### 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 trip will be approved during the last five student days of the school year (make up 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:
  1. 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.
  2. 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.

## OHIO DEPARTMENT OF EDUCATION—HOUSE BILL 410-COMMONLY USED DEFINITIONS

### *What is the definition of chronic absenteeism?*

Chronic absenteeism, as defined by the Every Student Succeeds Act, is missing 10 percent or more of the school year for any reason. It includes excused and unexcused absences.

### *What is the definition of habitual truancy?*

Ohio Revised Code Section 2151.011(b)(18) defines habitually truant students as “any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in one school year.”

### *What is the definition of excessive absences?*

Ohio Revised Code Section 3321.191©(1) defines excessive absences as a child of compulsory school age who “is absent with or without a legitimate excuse from the public school the child is supposed to attend the thirty-eight or more hours in one school month, or sixty-five or more hours in one school year.”

	<b>Consecutive Hours</b>	<b>Hours per school month</b>	<b>Hours per school year</b>
<b>Habitual Truancy</b>	30 without a legitimate excuse	42 without a legitimate excuse	72 without a legitimate excuse
<b>Excessive Absences</b>		38 with or without a legitimate excuse	65 with or without a legitimate excuse
<b>Chronic Absenteeism</b>			10% with or without a legitimate excuse

# Richland County Court of Common Pleas

## Juvenile Division

Juvenile Justice Center  
411 South Diamond Street  
Mansfield, Ohio 44902



Phone: 419-774-5578  
Fax: 419-774-5555  
Court@RCJCOH.US

### STEP-BY-STEP INSTRUCTIONS TO FOLLOW THE TRUANCY PROCESS

1. **WARNING LETTER**-Sent after 12 unexcused hours.
2. **TRUANCY EDUCATION PROGRAM (TEP)**-Parents sent a letter to attend the program after a child has 48 unexcused hours in a school year (school may also refer at 30 consecutive unexcused hours or 38 unexcused hours in a month).
3. **INFORMAL COURT CONFERENCE**-To be scheduled for any student whose parent does not attend the TEP and meets the criteria for an official complaint and/or for any student who has already attended the program and has accumulated additional unexcused hours and meets the criteria for an official complaint.
4. **OFFICIAL COMPLAINTS**-To be filed against any student (even if currently on probation) and their parents (if applicable) when the child's unexcused absences qualify him/her as "habitual truant" (30 consecutive unexcused).

# FOOD SERVICE

## COMMUNITY ELIGIBILITY PROVISION

Beginning in the 2018-19 school year, a healthy Breakfast and Lunch will be provided to all Mansfield City Schools students each day at no cost, regardless of household income. Families do not need to complete a household income application or any other paperwork for students to participate.

No cost meals in the school district are provided through an element of the USDA Healthy, Hunger-Free Kids Act of 2010 called the Community Eligibility Provision. This provision provides eligible school districts an alternative approach to operating school meal programs. Instead of collecting individual applications, the CEP allows approved districts to use information from programs such as the Supplemental Nutrition Assistance Programs (SNAP) and Ohio Works First (OWF), as well as other means-tested programs, to determine the level of Federal funding allocated to the district's school meal programs.

If there is a balance on a student's account from last school year, the balance will remain in the student's account this school year. Remaining balances may be spent on the sale of a la carte items, extras, and second meals.

## BREAKFAST & LUNCH PROGRAMS

1. All students may receive breakfast and lunch daily from the school cafeteria at no cost.
2. Money for extras/a la carte items may be pre-paid to a student's meal account through cash or check.
3. Students may eat in the school cafeteria if they pack their lunch.
4. Breakfast is served in the cafeteria each morning at all schools. Check with the building principal for serving times.
5. All meals served are planned to be compliant with the USDA's National School Lunch & Breakfast Program Meal Pattern Requirements.
6. Monthly menus for both Breakfast & Lunch can be found on the district homepage ([www.tygerpride.com](http://www.tygerpride.com)).

## MEAL PRICES

Grade	Meal Type	Price
PK - 12 Students	Lunch	No Cost
PK - 12 Students	Breakfast	No Cost
PK - 12 Students	Milk Only	\$0.50

## SPECIAL DIETARY NEEDS

Special dietary restrictions and food/beverage substitutions can only be addressed through a written statement from a licensed healthcare professional (i.e. family doctor, nurse practitioner, or a physician's assistant.) The written statement must include a description of the student's condition as it relates to his/her diet; food groups or specific food items the student should avoid; and any diet prescriptions or specific food substitutions recommended by the healthcare professional. These restrictions need to be forwarded to the food service manager, building principal, and school nurse.

If students or families have any questions or concerns regarding the district's school meal programs, policies or special dietary accommodations, please contact the Mansfield City Schools Food Service Department - (419) 525-6400 ext. 1010 or 1027.

# STUDENT SERVICES AND PROGRAMS

## SPECIAL EDUCATION SERVICES, INSTRUCTION AND SUPPORT

A variety of special education services, instruction and supports are provided by the Mansfield City Schools to meet the needs of students with identified and/or suspected needs under IDEA. The district is dedicating to meeting the needs of all learners and offers a full continuum of services and supports to meet the educational, developmental, and functional needs of its students. Mansfield City Schools provides services in accordance to the child's identified needs outlined in the evaluation and provided for in the Individualized Education Program for students ages 3-23.

The district currently employees or contracts for the following services/supports:

- Intervention Services, including Specially Designed Instruction
- School Psychologist Services
- Behavioral Services
- Counseling Services
- Nursing Services
- Transition Services
- Aide Services
- Speech and Language Therapy
- Occupational Therapy
- Physical Therapy
- Adapted Physical Education
- Sign Language Interpreter Services
- Audio logical Services
- Vision Services
- Orientation and Mobility Services
- Applied Behavioral Analysis Services
- Orton Gillingham Trained Instructors
- Home Instruction
- Homebound Intervention Services

The District also provides a full continuum of services and supports under Section 504 of the Rehabilitation Act of 1973.

## SCHOOL COUNSELOR SERVICES:

All the district buildings have available the services of one or more school counselors. Students are able to talk to a counselor to help avoid conflicts that may develop during the school year. The counselor is also in the buildings to help answer any questions students may have in the following areas:

1. Understanding themselves- their abilities, achievements, and interests.
2. Resolving misunderstandings with peers or teachers, or problems that may occur at home.
3. To help students solve personal problems.

During the school year, some students may voluntarily meet with the counselor individually or in small group meetings to assist students in developing coping skills and to gain insight into their concerns.

Students may also be referred to the counselors by teachers, parents, the principal, or self-referral.

STATE LAW REQUIRES THAT SCHOOL EMPLOYEES REPORT SUSPECTED CHILD ABUSE/NEGLECT TO THE APPROPRIATE AGENCIES.

## COMMUNITY PARTNERSHIPS AND SUPPORTS:

Mansfield City Schools is dedicated to partnering with community agencies and organizations. Currently, Mansfield City Schools has partnerships with the following agencies:

- Catalyst Life Services – Direct clinical support for students who are clients of Catalyst
- The Silver Lining Group – Direct behavioral support for students who are clients of SLG
- Mansfield UMADAOP
- Richland Newhope – Support in Child Find, Pre-K services, and transition services for graduating students.
- Opportunities for Ohioans with Disabilities (OOD) – Transition services for students with disabilities in preparation for an after graduation



- Richland County Job and Family Services – Support for students placed in the care of Children Services and transition to adulthood
- For a full list of community resources, please see “A Quick Guide to Community Resources” in the back of this handbook

## HEALTH SERVICES:

Nursing services are provided at each building. A schedule is available in each building office concerning the service of that building. The school nurse ensures free health screenings are completed, including height, weight, vision, hearing, scoliosis as required by law. Parents will be notified of any abnormal findings.

The Richland County Health Department can be of service to parents who have children who need immunization shots or minor medical treatment.

## ADMINISTERING MEDICINE TO STUDENTS:

Please never send any medicine, over-the-counter/prescription to school with the child. In the event that child brings medicine to school and no doctor authorization has been received, the medicine will be held in the office until parent/guardian comes to pick up said medicine. NO exceptions!

### *Ohio Nurses Association*

- A. **Written authorization** from the physician and the parent/guardian of the student must be received before any medication, **prescription or over-the-counter**, may be administered.
- B. **Written authorization should include:**
  1. Name of student
  2. School and class in which student is enrolled
  3. Name of medication and dosage to be administered
  4. Time or intervals at which each dosage is to be administered
  5. Date the administration of the medication is to begin
  6. Date the administration of the medication is to cease, if applicable
  7. Any adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in case of an emergency
  8. Special instructions for administration of the medication
- C. The parent or guardian must **assume responsibilities** for safe delivery of the medication in the container in which it is dispensed and the signed permission forms to the school. The medication and authorization form must be received by the school nurse, building principal, or the principal's designee.

## MEDICALLY-BASED HOME INSTRUCTION

Home instructional services are available on an individual basis for students with documented medical reasons that prevent the child from attending school. A physician-completed medical form must be returned to Pupil Services before home instruction can begin.

## PRE-KINDERGARTEN SERVICES

- A. Mansfield City Schools offers comprehensive pre-kindergarten services starting at age three. Our classrooms are located at Sherman Elementary School. There are two sessions — AM and PM.



- B. Transportation is available to all students.
- C. Services are open to parents with typically developing students free of charge.
- D. Services are provided to all students with identified special education needs free of charge. These services are all-inclusive based on the needs of students in accordance to their IEP.

**S.A.F.E. :**

***Provides Educational Rights***

Programming services for Families in Transition

- 1. Tutoring Services
- 2. School Supplies
- 3. School Coordinator
- 4. Transportation
- 5. School Campus Wear

S.A.F.E. Homeless co-coordinator

419-525-6400 Ext. 1014

# CODE OF CONDUCT

Grades K-12

To all students, parents/guardians, and staff:

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

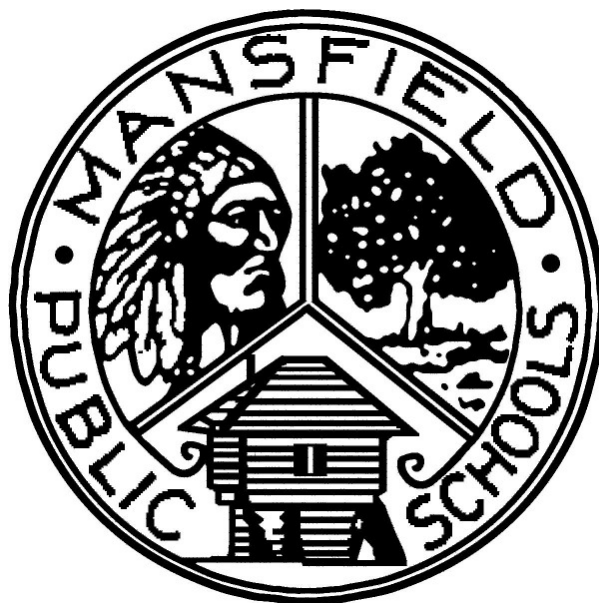
It is important that all parents/guardians and staff read and understand this code. It is important that parents/guardians explain the code to their children. It is also important for staff and parents/guardians to continuously teach our youngsters the importance of good and proper behavior and to set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

Sincerely,

*Office of the Superintendent*

# Mansfield City Schools

## Student Code of Conduct



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**Mission: With love and expertise, Mansfield City Schools prepares diverse leaders and builds positive relationships with students, staff, and educational allies.**

**Vision: Mansfield City Schools will be the premier learning destination of Richland County.**

## 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 and social emotional growth. 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;
- provide parents with frequent reports on their children's progress;
- provide parents reasonable access to staff; and
- 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, by arriving to school on time, and preparing them to be 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 parent/teacher conferences, read reports from school, and discuss necessary information with my child;
- encourage a positive attitude toward school and place a priority on academic and social emotional growth;
- 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 a 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; and
- 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 to class;
- meet behavioral expectations in the school and classroom allowing all students to learn;
- respect and cooperate with other students and adults; and
- read outside of school every day.

## Expected Behaviors

*We believe everyone has a role in creating effective learning environments which are safe, consistent, positive, and support student growth academically and socially.*

*We encourage appropriate behaviors by explicitly teaching and reinforcing behavioral expectations across all settings.*

*We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic and social emotional potential; thus fostering positive contributions to the school and community.*

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

## Levels of Interventions/Consequences

**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).

**Students may also be subject to discipline for violation of the Student Code of Conduct even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.**

### **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 from the menu below, or other appropriate interventions at the administrator's discretion, may be used at any time and in combination with any appropriate consequence. Restitution for loss or damage may be required, in addition to any other intervention or consequence.

Each code of conduct violation is assigned a range of appropriate consequences. The administrator has discretion to select consequences within this range, after considering factors such as the seriousness of the violation, the age of the student, the student's intent, and whether the student has engaged in similar conduct before.

Students in grades pre-K through three shall not be suspended or expelled except in accordance with Board Policy 5610 (for possession of a firearm or knife capable of causing serious bodily injury; for commission of an act that if committed by an adult would be a crime and results in serious physical harm to a person or property; for making a bomb threat; or as necessary to protect the immediate health and safety of the student, the student's classmates, or school employees).

Additional considerations apply when disciplining students who have or are suspected to have special education needs. Administrators should consult Board Policy<sup>1</sup> or consult with the District's Pupil Services Department before issuing consequences to these students. Any recommendation for change of placement for a student with a disability (504 or IEP) must be determined by a team of credentialed individuals per applicable state and federal law.

<sup>1</sup> See Board Administrative Guidelines 5605, 5605A, and 5610A.

## INTERVENTION MENU

**The list of interventions is not exhaustive. Combinations of multiple interventions can be used. To the greatest extent possible, interventions should be utilized proactively.**

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Explicitly Reteaching Expected Behaviors</li><li>• Restorative Practices</li><li>• Modeling and Practicing Expected Behaviors</li><li>• Differentiated Reinforcement</li><li>• Student Conference with Teacher, Driver, Administrator, and/or Counselor</li><li>• Parent Conference with Teacher, Driver, Administrator, and/or Counselor</li><li>• Referral to the MTSS (Multi-Tiered Systems of Supports) team(s)</li><li>• Structured Breaks</li><li>• Sharing Circles</li><li>• Visual Schedule</li><li>• Token Economy</li><li>• Parent Communication</li><li>• Behavior Report Card</li><li>• Purposeful Arrival and Dismissal</li></ul> | <ul style="list-style-type: none"><li>• Flexible Seating</li><li>• Brain Breaks</li><li>• Mindfulness Exercises</li><li>• Organizational Interventions</li><li>• Check-In/Check-Out</li><li>• Structured Choices</li><li>• Reflective Listening</li><li>• Schedule Modifications</li><li>• Social Skill Group</li><li>• Transitional Warnings</li><li>• Transitional Supports</li><li>• Consistent Routine</li><li>• Proximity Interventions</li><li>• Conflict Resolution</li><li>• Tiered AIM Curriculum Lessons</li><li>• Visual Timers</li><li>• Group Contingencies</li></ul> |
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# CONSEQUENCES

The list of consequences is not exhaustive. The Level chosen shall reflect the seriousness of the offense. Repeated offenses shall be subject to higher Level Consequences.

	Level 1	Level 2	Level 3	Level 4	Level 5
	Classroom/Bus Level Consequences (Teacher/Driver Managed)	Administrator Assigned Consequences	Administrator Assigned Consequences	Administrator Assigned Consequences	Administrator Assigned Consequences
	Documentation Report Required	Office referral required	Office referral required	Office referral required	Office referral required
	Interventions from the menu above				
<b>CONSEQUENCES</b>	<ul style="list-style-type: none"> <li>Interventions from the menu above</li> <li>Parent and student conference with Teacher/Driver</li> <li>Restitution</li> <li>Warning from the Teacher/Driver</li> <li>Teacher assigned detention (served with the Teacher)</li> </ul>	<ul style="list-style-type: none"> <li>Interventions from the menu above</li> <li>Parent and student conference with the administrator</li> <li>Restitution</li> <li>Detention (up to 1 hour)</li> <li>Temporary loss of privilege</li> <li>In-School Suspension (up to 1 day)</li> <li>Drug, Alcohol, Tobacco Counseling Services (if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>Interventions from the menu above</li> <li>Parent and student conference with the administrator</li> <li>Restitution</li> <li>Loss of privilege</li> <li>Detention (up to 2 hours)</li> <li>In-School suspension (up to 3 days)</li> <li>Emergency removal</li> <li>Out of School Suspension (up to 3 days)</li> <li>Notification to School Resource officer</li> <li>Drug, Alcohol, Tobacco Counseling Services (if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>Interventions from the menu above</li> <li>Parent and student conference with the administrator</li> <li>Restitution</li> <li>Extended Detention (up to 4 hours)</li> <li>In-School Suspension (up to 5 days)</li> <li>Emergency removal</li> <li>Out of School Suspension (Up to 5 days)</li> <li>Notification to the School Resource Officer</li> <li>Convene a team meeting with Parents/Guardians and the student to</li> </ul>	<ul style="list-style-type: none"> <li>Interventions from the menu above</li> <li>Parent and student conference with the administrator</li> <li>Restitution</li> <li>In-School Suspension (up to 10 days)</li> <li>Expulsion</li> <li>Convene a team meeting with Parents/Guardians and the student to explore supports and services</li> <li>Temporary Alternative Educational Placement</li> <li>Notification to the School Resource Officer</li> <li>Drug, Alcohol, Tobacco Counseling Services (If applicable)</li> </ul>



				<p>explore supports and services</p> <ul style="list-style-type: none"> <li>• Temporary Alternative Educational Placement</li> <li>• Drug, Alcohol, Tobacco Counseling Services (if applicable)</li> </ul>	
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<b><u>Definition of Offenses</u></b>	<b>Level of Consequences:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Abusive and/or Obscene Language/Profanity</b>  Any profane, obscene, insulting, or derogatory verbal interactions or gestures, includes, but is not limited to: swearing and/or cursing.		●	●	●	●	●
<b>Academic Dishonesty/Plagiarism</b>  No student will copy the work of another without citation. This includes previously written work, or part thereof, on a test or assignment, or improperly consulting notes or other answer sources (e.g. Wikipedia).		●	●	●	●	●
<b>Assault</b>  A student shall not knowingly cause or attempt to cause physical injury to other students, any school employee or other persons. Pushing, shoving, wrestling, etc. may be considered assault. If physical injury is inflicted = Level 5. Self-defense is not considered assault.				●	●	●
<b>Bus Violation</b>  An action or actions or behavior, whether verbal or nonverbal, that jeopardize(s) the safe operation of the bus or the safety of the occupants. Examples include, but are not limited to: Eating, drinking, being out of seat, transporting of animals or glass containers, spitting, throwing of any objects, extending any body parts through a school bus/vehicle window, or using the emergency exit when there is no emergency. Additional consequences may include suspension of bus riding privileges.		●	●	●	●	●
<b>Defiance/Insubordination</b>  Refusing to comply with a reasonable request from school personnel or disobeying any general rule of the school, including not following directions of teachers, school administrators, or other staff members (e.g., refusing to leave an area or stop engaging in aggressive/ disruptive behavior). Talking back and/or socially rude interactions.		●	●	●	●	●
<b>Disruption</b>  Acts, behaviors, or conduct in the classroom, in the school, upon school grounds, to or from school or while engaged in school-related activities that cause minor disruptions to the educational process. This may include physical contact, such as hitting and/or horseplay, that does not rise to the level of fighting.		●	●	●	●	●
<b>Dress Code</b>  Campus Wear Violation/Violation of the Dress Code		●	●	●		

<b><u>Definition of Offenses</u></b>	<b>Level of Consequences:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Explosives and/or Combustibles/Incendiary Devices/Arson</b>  Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (including, but not limited to, firecrackers, gasoline, or other item not fitting the definition of "firearm"). Setting fire, or attempting to set fire to school property, any property belonging to, rented by, or on loan to the school district, or the property of persons employed by the school or in attendance at the school.						●
<b>False Reporting</b>  Student knowingly provides inaccurate information or purposely withholds known information needed as part of an investigation.	●	●	●	●	●	●
<b>Fighting</b>  A physical altercation between two or more students, in which a student's actions do not represent reasonable self-defense is considered to be fighting. This also includes the mutual participation in an incident involving physical violence.			●	●	●	●
<b>Forgery</b>  Acts involving forgery and/or falsification, including but not limited to, falsifying school records, forging signatures, making or providing false statement(s), counterfeiting, bribery, and/or using an unauthorized computer user ID or passwords are considered to be forgery/falsification	●	●	●	●	●	●
<b>Gambling</b>  Betting or playing games of chance to gain property, favor, or money from others.			●	●	●	●
<b>Harassment, Intimidation or Bullying</b>  A student shall not harass, intimidate, disparage, incite, provoke, stalk or threaten any individual on school premises or otherwise disrupt the school environment.		●	●	●	●	●

<b><u>Definition of Offenses</u></b>	<b>Level of Consequences:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Inappropriate Consensual Physical or Verbal Contact</b>  Fondling, touching, kissing, or other inappropriate consensual physical or verbal contact, whether or not of a sexual nature, in school facilities, on school grounds, at school-related activities, or while on buses transporting students to and from school-related events is prohibited.		●	●	●	●	●
<b>Inappropriate Use/Possession of Cell Phones/Electronic Devices</b>  Any use of an electronic device that violates the District's Acceptable Use Policy. This policy prohibits student use of cell phones, headphones (earbuds), handheld entertainment, radios, CD/mp3 players, etc. during school hours. All Personal Electronic Devices (including cell phones) are to be powered off and/or maintained in designated areas where appropriate.		●	●	●	●	●
<b>Inciting Fights and/or Contributing to Disruption</b>  The intentional incitement to engage another student, staff member, or any other person, in physical conflict and/or continuous harassment, or the promotion of misconduct for any purpose. A student shall not cause or threaten to cause the material disruption or obstruction of any function or operation of the school, including curricular and extra-curricular activities. This shall include the promotion of misconduct for any purpose, including, but not limited to, promotion via social media.		●	●	●	●	●
<b>Out of Assigned Area/Leaving School Without Permission</b>  Student is intentionally not physically present at the assigned time to their prescribed area. This includes leaving the school, or school grounds, during the designated school day without first obtaining the permission from the principal or principal's designee and/or not reporting or returning to class or school activities.		●	●	●	●	●

<b><u>Definition of Offenses</u></b>	<b>Level of Consequences:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Possession/Intent to Sell/Sale/Distribution/Use of Controlled Drugs</b>  Possessing, carrying, selling or attempting to sell, distributing, or concealing any controlled drug other than prescription medication that has been administered in accordance with the district's policies. Consuming and/or showing evidence of having consumed drugs or other illegal substances and/or attending school while under the influence of drugs.						●
<b>Possession/Under the Influence of Alcohol</b>  Possessing, carrying, concealing, consuming or showing evidence of having consumed alcoholic beverages.			●	●	●	
<b>Possession/Use of Tobacco/Vaping</b>  Smoking or the use or possession of any tobacco products and/or electronic vaping device (vape) or associated paraphernalia, whether or not vaping device has nicotine solution in it.			●	●	●	
<b>Possession/Use/Sale/Distribution of Unauthorized Items</b>  Possession, use, sale, or distribution of any other unauthorized item not otherwise referenced in this Code of Conduct is prohibited. This includes, but is not limited to, items that may cause bodily injury and items that have been previously banned by school personnel (lighter, "orbi gun," gel blaster, etc.).	●	●	●	●	●	
<b>School Disturbance</b>  Acts which cause disruption of the school environment and/or threaten the safety or well-being of other students and/or staff, which may include, but is not limited to, walk-outs, sit-ins, rioting, picketing, trespassing, reckless or careless operation of a vehicle on or near school property or near a school bus, or inciting disturbances, threats to the school, pranks, or actual violence during a period of disruption, or actions resulting in a school lockdown. This includes opening outside doors clearly designated to stay closed.				●	●	

<b><u>Definition of Offenses</u></b>	<b>Level of Consequences:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Sexual Misconduct/sexual assault</b>  Student engages in inappropriate verbal and/or physical gestures/contact/conduct of a sexual nature. Any sexual acts including, but not limited to, sexual assault, attempted sexual assault, vulgar/obscene words or gestures, indecent exposure, possession of profane/vulgar/obscene material, possession/distribution of derogatory/offensive poster(s), cards, pictures, cartoons, graffiti, or sexually inappropriate drawing on school property/buses or at school-sponsored activities.		●	●	●	●	●
<b>Technology Violation</b>  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. A violation of the District's Acceptable Use Policy.			●	●	●	●
<b>Theft</b>  Taking, possessing, or transmitting someone else's property without their permission.				●	●	●
<b>Threat Against School Community</b>  Statement of intention to inflict harm, pain, injury, or other hostility towards the school community, school property and/or any of its members.					●	●
<b>Vandalism/Property Damage</b>  Student participates in an activity that results in destruction or disfigurement of personal or school property.				●	●	●

<b><u>Definition of Offenses</u></b>	<b>Level of Consequences:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Weapons: Knife</b>  Possession of a knife capable of causing serious bodily injury is prohibited. A knife capable of causing serious bodily injury is defined as a weapon or cutting instrument with a blade of 2.5" or longer. A weapon or cutting instrument with a blade less than 2.5" in length is prohibited as an Unauthorized Item.						●
<b>Weapons: Possession of Look-a-Like</b>  Possession of any item which looks like a firearm or knife or other weapon is prohibited.				●	●	

### **Suspension or Expulsion of Students in Grades Pre-Kindergarten through 3**

Beginning with the 2019-2020 school year, except as permitted by law, suspension or expulsion proceedings shall not be initiated against a student in any of grades Pre-kindergarten through three unless the student has committed the following acts:

A. The student brings a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, or possesses a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board.

B. The student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity, and the act: 1) would be a criminal offense if committed by an adult; and 2) results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6).

C. The student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

D. The student engages in behavior of such a nature that suspension or expulsion is necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other school employees.

Prior to suspending or expelling a student in any of grades Pre-K through 3, the Principal shall, whenever possible, consult with a mental health professional under contract. If the events leading up to the student's suspension or expulsion from school indicate that the student is in need of additional mental health services, the student's Principal or the District's mental health professional shall assist the student's parent or guardian with locating providers or obtaining such services, including referral to an independent mental health professional, provided such assistance does not result in a financial burden to the District or the student's school.

If a student in any of grades Pre-K through 3 is suspended or expelled, the student shall be afforded the same notice and hearing, procedural, and educational opportunities as set forth in Board policy and the law. The suspension or expulsion of a student in any of grades Pre-K through 3 shall not limit the Board's responsibilities with respect to the provision of special education and related services to such student in accordance with Board policy and the law. Further, the Board shall not be limited in its authority to issue an in-school suspension to a student in any of grades Pre-K through 3, provided that the in-school suspension is served in a supervised learning environment.



## Bus Behavior Expectations & Safety Requirements for All Students

**Riding the school bus is a privilege. This privilege may be temporarily denied or permanently removed from riding the bus 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"> <li>• Exercise safe pedestrian practices while on the way to the waiting area for the bus stop.</li> <li>• 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.</li> <li>• Wait in a quiet and orderly manner and respect private property.</li> <li>• Stay on your side of the roadway controlled by the bus warning lights.</li> <li>• 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.</li> <li>• Be aware, cautious, and respectful of traffic.</li> <li>• Wait in a safe place, clear of traffic, and away from where the bus stops.</li> </ul>	<ul style="list-style-type: none"> <li>• Remain at the waiting area until the bus comes to a complete stop.</li> <li>• Check traffic from all directions, then check again.</li> <li>• 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.</li> <li>• When safe to board, do so promptly.</li> <li>• When boarding, be aware of and avoid the "danger zone," the twelve-foot area immediately surrounding the stopped school bus.</li> <li>• Be sure that you can see the bus driver's eyes when in the vicinity of the school bus.</li> <li>• 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.</li> <li>• Upon entering the bus proceed directly to an available or assigned seat.</li> </ul>



On the Bus	Exiting the Bus
<ul style="list-style-type: none"> <li>Follow instructions of bus personnel.</li> <li>Be respectful of all people, including all bus personnel.</li> <li>Use language appropriate for the school setting.</li> <li>Keep the bus neat and clean.</li> <li>Do not eat or drink.</li> <li>Talk quietly and politely.</li> <li>Students must sit in their assigned seat.</li> <li>Stay seated while the bus is in motion; keep aisles and exits clear.</li> <li>Carry-on items are limited to those that can be held in your lap only (including some musical instruments).</li> <li>No hazardous materials, nuisance items, or animals are permitted on the bus.</li> <li>Be respectful of the rights and safety of others.</li> <li>Do not extend head, arms, or objects out of bus windows.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated until the bus comes to a complete stop.</li> <li>Exit the bus at the bus stop area in an orderly manner.</li> <li>Exit at your designated bus stop.</li> <li>Check traffic from all directions, then check again.</li> <li>Before exiting the bus, be certain that all traffic in all directions has stopped.</li> <li>When safe to exit, do so promptly.</li> <li>Be aware of and avoid the "danger zone," the twelve foot area immediately surrounding the stopped school bus.</li> <li>Be sure that you can see the bus driver's eyes while in the vicinity of the school bus.</li> <li>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.</li> <li>Exercise safe pedestrian practices while on the way from the bus stop to your home.</li> </ul>

### Consequence Definitions Per Board Policy and ORC

**"In-school suspension"** means the pupil will serve all of the suspension in a supervised learning environment within a school setting.

**"Emergency removal"** shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District.

**"Suspension"** shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from school for a period not to exceed ten (10) school days. If at the time an out-of-school suspension is imposed there are fewer than ten school days remaining in the year, the Superintendent shall not apply any remaining part of the period of suspension to the following year.

**"Expulsion"** shall be the exclusion of a student from school for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in the Student Code of Conduct and Board Policy. If at the time an expulsion is imposed there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. Only the Superintendent may expel a student.

# TRANSPORTATION

## Letter from the Transportation Supervisor

Dear Students, Parents or Guardians,

Our goal is to insure the safety of student transportation at Mansfield City Schools. With this in mind, the Transportation Handbook has been developed to establish guidelines that will help make our school year successful for everyone. It cannot be stressed enough that to obtain this goal, the cooperation of students, parents/guardians, and the bus drivers is of the utmost importance!

Your Bus driver is a highly trained professional who has been chosen to represent Mansfield City Schools because of his or her integrity and desire to serve the district. Let us not underestimate the great responsibility that they take each and every day while transporting your children.

I strongly encourage you and your children to take a few minutes to look over the Transportation Handbook and become familiar with the responsibilities of all involved. If you have any questions, concerns, or suggestions please call the Transportation Department at 419-525-6303.

Cordially,

Director of Transportation

## BUS STOPS - TIME SCHEDULE

- A. Busses will run within a five-minute schedule except during emergency situations and inclement weather.
- B. Students may be asked to walk a reasonable distance to a bus stop. The bus cannot stop at every corner.
- C. Students will use the assigned bus and bus stop on a daily basis. In the event that a bus stops or time is changed the bus driver or Transportation Office shall notify the student.
- D. Students are expected to be at the bus stop when the bus arrives. **The bus will not wait for tardy students.**
- E. Do not run up to the bus - **PLEASE WALK**
- F. Stay out from under the bus for ANY reason. Notify the driver if something is under the bus.
- G. When crossing in front of the bus, walk far enough away from the bus that the driver can see you and you can see the driver. Wait for the driver's hand signal to cross the road, proceed to the middle of the road, check both ways for traffic, if it's safe proceed to your designated place of safety and remain there until the bus leaves the area. Should the driver blow the horn, look for danger, if you do not see danger look back to the driver for further instructions. Students who disregard this safety law will be subjected to disciplinary procedures.
- H. Students are expected to stay back from the street in a designated place of safety until the bus stops.
- I. Students should behave in an orderly manner at the bus stop.
- J. Students should report to the bus driver any suspicious persons around the bus stop.
- K. When getting off the bus, walk away from the bus to the designated place of safety. Do not get the mail, paper, etc., until the bus has gone.

## LOADING AND UNLOADING ON SCHOOL GROUNDS

- A. Never run up to or away from the bus. PLEASE - ALWAYS WALK.
- B. DO NOT walk between the front of one bus and rear of another.
- C. Walk alongside the bus out of the danger zone (10 steps) and in front of the first bus.
- D. Know where your bus parks. Know your bus number.
- E. Get on the bus and find your seat quickly.
- F. Never push or shove.

## STUDENT BEHAVIOR

- A. In general, students must behave on a bus as they would in a classroom: Reasonable conversation is permitted; however, noise should be kept to a minimum. **A driver may request silence for the entire bus in order to gain control of the students.**
- B. All pupils should enter and exit by the front door except during an emergency.
- C. Complete silence shall be maintained at railroad crossings and other points of danger.
- D. Students shall remain seated while the bus is in motion at all times.

- E. Seat saving will not be permitted. Pupils will be requested to sit three to a seat when necessary. Drivers will have assigned seating.
- F. Pupils may carry on the bus only objects that can be held in their laps. Ref: Administrative Code 3301- 83-20-J. A clear aisle must be maintained at all times.
- G. No part of the body or any object should be placed out of the window.
- H. Glass containers will not be permitted.
- I. No eating or drinking will be permitted.
- J. No drugs, alcohol, or tobacco will be permitted on the bus.
- K. Profane language will not be permitted
- L. No water or shaving cream fights will be permitted.
- M. No book bags permitted on the last 2 days of school.
- N. Pupils will be expected to help keep the bus clean. Please place paper in the trash in the containers provided.
- O. Aerosol cans are not permitted on the bus.
- P. In accordance with State Law, parents will be held fully responsible for any damage done to the bus by their children.
- Q. Students must sit in the seat assigned by the bus driver.
- R. Skateboards are not permitted on the bus at any time, unless they are concealed in a bag and student can hold it on their lap.
- S. Cell Phones are not to be used by students on the bus.

The above items are a general but not complete listing of expected behavior. Any questions can be answered by calling the transportation office at 419-525-6303.

## **SCHOOL CLOSINGS**

Each year there is a possibility that the schools will be forced to close for such emergencies as bad weather, equipment failures, etc. In such cases, the transportation supervisor will-notify radio stations **WMAN, WMFD TV 68, WVNO – 106.1, WYHT/WMAN, and WNCO AM & FM** who will start broadcasting the announcement at about 6:15 a.m. Television stations are FOX 8, NEWSCHANNEL 5, and WYKC CHANNEL 3 and you can call **Mansfield City Schools Cold Weather Line at 419-755-2159** for closures. The Cold Weather Line is updated no later than 5:30 a.m. It is appreciated that the above resources are used to determine school closings.

**It is highly recommended that parents make advance arrangements with neighbors or relatives so that their child will have care in case school is closed and the parents are not at home.**

## **EARLY DISMISSAL PROCEDURES**

1. It is the responsibility of the parent/guardian to contact the school of attendance for early dismissal dates and times.
2. Parents of **pre-school and kindergarten** students are required to be waiting at the bus stop prior to the buses arrival on early release and normal release days.
3. Parents should provide drivers written instructions, if different from normal procedures for early dismissal situations.

## **SUBSTITUTE DRIVERS**

During the year, it is probable that you will have a substitute driver on your bus. These people are fully trained, licensed, and qualified bus drivers.

However, because they are new on the route, they may have some problems the first few days. We ask students be cooperative, help the substitute with bus stop locations, and follow all rules and regulations. Substitutes always report back to the regular driver when that person returns. Your regular driver should not have to be ashamed of your behavior during his/her absence.

## **ON BOARD VIDEO & AUDIO MONITORS**

For the safety and protection of students and employees, all buses have the capacity to monitor onboard activity by the use of audio and video recording equipment. Recordings from this equipment will be used for ensuring that all passengers comply with transportation rules and regulations. Please keep in mind that these recorders are subject to malfunction.

## **CLASS & STUDENT ACTIVITY FIELD TRIPS**

During field trips, some specific rules should be followed:

- A. Students should be on their very best behavior. The name on the side of the bus will tell people where you are from! Mansfield City Schools has PRIDE. Show it.
- B. No signs or posters may be placed or painted on the outside of the bus.
- C. No signs or posters may be placed in the rear windows.
- D. Students must follow exact directions, stay together, and be back to the bus by the scheduled time.
- E. No eating, drinking or gum chewing at any time.
- F. Chaperones that accompany teachers and coaches are asked to place themselves throughout the bus to help the driver control the students.

## **EXTRA RIDER PROCEDURE**

At times we realize that your student might need to get on or off at a different stop or have friends go home with them. Should this be the situation the following procedure must be followed or transportation will be denied. Requests may also be denied based on overcrowded buses.

1. Call the transportation office for approval.
2. A note written and signed by a parent/guardian, stating name of student and an address where student is to get on/off.
3. Student is required to get the Principals signature and give it to the driver when he/she gets to be eligible to ride home in the afternoon.
  - i. POLICY FOR STUDENT PICK-UP AND DROP OFF

- ii. The purpose of this policy is to clarify the proper procedure to follow when picking up and dropping off students at their bus stop.
  - iii. Bus routes are scheduled and timed to include all bus stops for all students on that particular route. It shall be the responsibility of the bus drivers to stop at all designated stops on both pick-up and drop-off. Buses shall maintain the time schedule assigned to that particular route with the exception of inclement weather or breakdown. In the event that the bus is running late, the bus driver shall notify the transportation office and the transportation office will notify the appropriate school/s.
4. If for some reason, a student cannot be dropped off at his/her regular stop, then it is the driver's responsibility to notify the transportation office of the situation so a decision can be made as how to proceed. If there is going to be a delay of more than 15 minutes before the student is returned to his/her bus stop, when possible the transportation office will contact the parents to notify them of the situation. Any special instructions will be given to the driver after contact has been made with the parent/guardian and/or an approved emergency contact. The student will be picked up or taken to his/her bus stop unless told otherwise by the parent and/or transportation office.

#### **EMERGENCIES, ACCIDENTS, AND/OR OTHER UNUSUAL CIRCUMSTANCES**

In cases of emergency, accidents, and/or unusual circumstances, students will only be released to a custodial parent/guardian, unless the custodial parent/guardian has written permission on file in the building of attendance explaining an alternative arrangement.

Also, no student will be released until he/she has been checked for injuries, all necessary information has been obtained, and/or school officials have determined the health and/or safety of the student not in jeopardy.

\*The WRITTEN PERMISSION on file in the building of attendance is to include CHILD'S name and grade; custodial parent(s) name, address, and phone number, name(s), address (es), and phone number(s) of the person(s) authorized to take the child.

#### **BUS CITATIONS FOR MISBEHAVIOR**

The driver will fill out a Citation for the Violation and give to the student. It will tell what the child has done. The following is the normal progression of bus discipline. However, the seriousness of the offense may warrant a deviation from this list.

1st Violation: Written notification to parents

2nd Violation: The student will be suspended from all buses for 1 day

3rd Violation - As above, except that the student shall be suspended from any bus for 3-days 4th

Violation - As above, except that the student shall be suspended from any bus for 5-days. 5th Violation -

As above, except that the student shall be suspended from any bus for 6-10 days.

6th Violation: - As above, except that the student shall be suspended from the bus for the remainder of the semester or longer.

Parents must sign the citation and the student must return it to the driver before the student will be permitted back on the bus. We urge parents to talk to their children and help them understand how very important it is that the bus be orderly, for their own and the safety of others. The driver needs to give his/her full attention to driving the bus and should not be distracted by unruly and misbehaving children.

## **EMERGENCY EVACUATIONS**

Emergency Evacuation drills will be held at least once annually. Treating these as actual emergencies will help students know what in case of a real emergency. Your fullest cooperation is a must, as the driver has many responsibilities during these times and it could mean a life or death situation.

- A. Pupils should stay on the bus until told otherwise by proper authorities.
- B. Stay calm, quiet and remain seated.
- C. Follow the directions of the driver.
- D. When you are told to leave the bus, do so quickly and quietly. Walk to the indicated place of safety and stay together.

# POLICIES

## **NON-DISCRIMINATION POLICY — Policy #2260 3/2021**

It is the policy of the Mansfield City School District that educational programs and activities are provided without regard to race, color, national origin, religion, gender, disability, or any other protected status.

To insure the policy statement is employed and discrimination does not occur, persons and offices identified herein shall be responsible for compliance within designated areas.

### Title IX Coordinator:

*(Non-discrimination on the basis of gender, Sexual Harassment, Board Policy)*

Human Resources

Telephone number: 419-525-6400 ext. 1017

### Title IX Compliance Officers:

*(Non-discrimination on the basis of gender, Sexual Harassment, Board Policy)*

Director of Personnel

Telephone number: 419-525-6400 ext. 1002

*(Non-discrimination on the basis of gender, Sexual Harassment, Board Policy)*

Director of School Improvement

Telephone number: 419-525-6400 ext. 1004

### Title VI Coordinator:

*(Non-discrimination on the basis of race, color, or natural origin)*

Director of Student Support Programs

Telephone number: 419-525-6400 ext.  
1006

### Section 504 Coordinator:

*(Non-discrimination on the basis of disability)*

Director of Special Education

Telephone number: 419-525-6400 ext. 1008

Questions or requests for information, including the grievance procedure, should be directed to the appropriate office and person.

For the complete policy #2260, go to [www.tygerpride.com](http://www.tygerpride.com), located under Board of Education.



**TITLE VI, TITLE IX AND SECTION 504 GRIEVANCE PROCEDURE PREAMBLE**  
**(Alleged Discrimination Grievance Procedure)**

In accordance with the U.S. Department of Education, the Ohio Department of Education, and the Office for Civil Rights (OCR) Guidelines, any student, support staff, teachers, counselors or administration who believe that the Mansfield City School District or any school official has inadequately applied the principles and/or regulations of Title VI of the 1973 (disability) or the Age Discrimination Act of 1975, as amended, 20, U.S.C. et. seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, he/she may file a complaint which shall be referred to as a formal grievance.

It is recommended that the grievant attempt to resolve the alleged discrimination complaint informally at the principal/supervisor level within five (5) days of the date the incident occurred. However, if the alleged discrimination complaint cannot be resolved informally, the following formal procedure shall be followed.

**STEP 1:** An alleged formal discrimination grievance complaint shall be made to the principal or immediate supervisor within thirty days of the date the incident occurred. An informal conference will be arranged to discuss the alleged discrimination and determine a reasonable solution.

**STEP 2:** If the issue is not resolved at Step 1, the decision may be appealed to the Title VI, Title IX or 504 Coordinator listed below within two workdays. To seek resolution, a conference will be held with the involved personnel in the alleged act of discrimination.

**Title VI Coordinator**  
419-525-6400

**Title XI Coordinator**  
419-525-6400

**504 Coordinator**  
419-525-6400

**STEP 3:** If the issue is not resolved at Step 2, the decision may be appealed to the district’s Superintendent who functions as the final mediator at the local level.

**STEP 4:** If the alleged issue is not resolved at Step 3, the decision may be appealed by complaint to the Office for Civil Rights, U.S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, Ohio 44114-1816.

**PLEASE NOTE:** Parents/guardians do not have to be present at the informal complaint meeting with the principal/supervisor. However, parent(s)/guardian(s) must be present at all levels of the formal alleged discrimination process. (For youths under the age of 18 years.)

## **PERSONAL COMMUNICATION DEVICES — Policy #5136**

Students only may 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), 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 websites 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 another 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 are expressly prohibited from using covert means to listen in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one-or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student’s book bag or on the student’s person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student’s book bag or on a student’s person shall be submitted in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

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, (including, sexual orientation/transgender identity)), 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 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.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student’s parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student’s name and held in a secure location in the building’s central office until it is retrieved by the parent/guardian or turned- over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day. Revised

7/18/17

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## **ELECTRONIC EQUIPMENT — Policy 5136.01**

While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use any electronic equipment or devices on school property or at any school sponsored activity without permission.

Examples of prohibited devices include, but are not limited to:

- A. cameras (photographic and/or video),
- B. laptops,
- C. personal digital assistants (PDAs),
- D. lasers,
- E. laser pens or pointers,
- F. radios,
- G. “boom-boxes”,
- H. headphones,
- I. portable CD/MP3 players,
- J. portable TV’s,
- K. electronic games/toys,
- L. pagers/beepers, other paging devices.

Distracting behavior that creates an unsafe environment will not be tolerated.

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a 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 a camera or other electronic equipment/device 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, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) 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 prohibited from using cameras and other electronic equipment/devices to capture or record test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture or record the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture or record audio and/or pictures/video of an individual without his/her consent is considered an

invasion of privacy and is not permitted unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, 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 locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has the authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

Any electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/ guardian. Electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy 5771 – Search and Seizure.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

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**Adopted July 18, 2017**

## **OHIO DEPARTMENT OF EDUCATION — HOUSE BILL 410 REQUIREMENTS**

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes take effect.

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 prepared for high education and the workforce. To support academic success for all students, the school will partner with students and their families to identify and reduce barriers to regular school attendance. The school will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

### **DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES**

1. 'Chronic truant' is removed from the law;
2. Definition of 'habitual truant' changed from days to hours. The new definition is:
  - a. Absent 30 or more consecutive hours without a legitimate excuse;
  - b. Absent 42 or more hours in one school month without a legitimate excuse; or
  - c. Absent 72 or more hours in one school year without a legitimate excuse.
3. Includes 'excessive absences':
  - a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

### **WHEN A CHILD HAS EXCESSIVE ABSENCES**

When a student is excessively absent from school, the following will occur:

1. The School will notify the student's parents in writing within 7 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.

### **WHEN A CHILD IS HABITUALLY TRUANT**

When a student is excessively absent from school, the following will occur:

1. Within 7 days of the triggering absence, the district will do the following:
  - a. Select members of the absence intervention team;
  - b. Make 3 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; and
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.

## **PRESENTATION OF SMOKE-FREE/TOBACCO-FREE ENVIRONMENT (Legal References: ORC 3313.20;3313.47; 3791.031)**

The Mansfield City Board of Education is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. The Board recognizes that smoking can be hazardous to the health and safety of both the smoker and the nonsmoker; therefore, the Board declares all school buildings to be designated smoke-free.

Anyone caught smoking in school buildings will initially receive a warning, and if caught smoking a second time then they will be escorted off school property.

This policy will be posted on all of the entryways into District buildings.

Adopted Date: November 21, 1995

Effective Date: November 21, 1995

### **USE OF TOBACCO — Policy #5512**

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, “use of tobacco” means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, “vapor,” or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and used to provide education or library services to children, and at all Board-sponsored events.

Student who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

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## **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, pursuant to 34 CFR 99.20.

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 Avenue, SW  
Washington, DC 20202

5. FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. A school official may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (§ 99.31(a)(1)).



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

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

If you do not want the School to disclose directory information from your child's education records without your prior written consent, you must notify the Superintendent's office in writing by October 1, 2022.

Attn: Office of the 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 applications/ 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.

# HOUSEHOLD INFORMATION REPORT SY 2022 - 2023

District: \_\_\_\_\_ School: \_\_\_\_\_

## Part A: Student Information - Complete for each student Pre-K through 12th Grade

Student's Last Name	Student's First Name	Grade Level	School	Identify H if Homeless M if Migrant R if Runaway F if Foster

## Part B: Benefits Received (if applicable)

If any member of your household receives Food Assistance Program (FAP), Family Independence Program (FIP), or FDPIR, provide the name and case number for the person who receives benefits. Bridge Card Numbers and Medicaid Numbers are NOT ACCEPTABLE case numbers.

Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

Part C: Household Size	Part D: Annual Household Income - Select the appropriate range of combined annual income for all people in the household (Include all income before taxes)		
<input type="checkbox"/> 1 →	<input type="checkbox"/> At or below \$17,667	<input type="checkbox"/> Between \$17,668 and \$25,142	<input type="checkbox"/> At or above \$25,143
<input type="checkbox"/> 2 →	<input type="checkbox"/> At or below \$23,803	<input type="checkbox"/> Between \$23,804 and \$33,874	<input type="checkbox"/> At or above \$33,875
<input type="checkbox"/> 3 →	<input type="checkbox"/> At or below \$29,939	<input type="checkbox"/> Between \$29,940 and \$42,606	<input type="checkbox"/> At or above \$42,607
<input type="checkbox"/> 4 →	<input type="checkbox"/> At or below \$36,075	<input type="checkbox"/> Between \$36,076 and \$51,338	<input type="checkbox"/> At or above \$51,339
<input type="checkbox"/> 5 →	<input type="checkbox"/> At or below \$42,211	<input type="checkbox"/> Between \$42,212 and \$60,070	<input type="checkbox"/> At or above \$60,071
<input type="checkbox"/> 6 →	<input type="checkbox"/> At or below \$48,347	<input type="checkbox"/> Between \$48,348 and \$68,802	<input type="checkbox"/> At or above \$68,803
<input type="checkbox"/> 7 →	<input type="checkbox"/> At or below \$54,483	<input type="checkbox"/> Between \$54,484 and \$77,534	<input type="checkbox"/> At or above \$77,535
<input type="checkbox"/> 8 →	<input type="checkbox"/> At or below \$60,619	<input type="checkbox"/> Between \$60,620 and \$86,266	<input type="checkbox"/> At or above \$86,267

**\* Special Instructions for households with more than 8 people: DO NOT check the boxes above. Instead, fill in items below:**

Household size (# people): \_\_\_\_\_ Total annual income: \_\_\_\_\_

## Part E: Certification - The head of household or adult designee who completed this form must complete this certification section

I certify (promise) that all information on this form is true and that all income is reported to the best of my knowledge. I understand that this form may impact the amount of State or Federal funding allocated to my local school district. I understand that the information I have provided may be verified.

(Signature) \_\_\_\_\_ (Printed Name) \_\_\_\_\_ (Date) \_\_\_\_\_

(Address) \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) \_\_\_\_\_

(Email Address) \_\_\_\_\_ (Home Phone) \_\_\_\_\_ (Work Phone) \_\_\_\_\_

**Do NOT fill out this section. This is for school use only.**

Status: F \_\_\_\_\_ R \_\_\_\_\_ N \_\_\_\_\_ Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

